Adopted by
Burnsville
City Council
December 6, 2016

Burnsville

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City Council

Burnsville City Council

		Term Expires
Mayor	Elizabeth B. Kautz	December 31, 2016
Council Member	Bill Coughlin	December 31, 2018
Council Member	Dan Kealey	December 31, 2018
Council Member	Suzanne Nguyen	December 31, 2016
Council Member	Mary Sherry	December 31, 2016

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Guide to Using the Budget Document

This document presents the City of Burnsville's approved budget.

1) **Introductory Section**
   Includes basic information on the budget process, the City's organizational structure and the City Council's vision and goals.

2) **Overview**
   This section provides a summary overview of the proposed budget and a budget message from the City Manager. There is a narrative of the highlights of the budget including some comparative charts. Also included is an overall financial summary of total proposed budgeted revenues and expenditures for all budgeted funds.

3) **Budget Summary**
   An overview of the total budgeted revenue and expenditures for all funds. There is a narrative of the highlights of the budget including some comparative charts.

4) **Financial Plans**
   This section includes a five-year finance plan for each of the City's major funds. Each finance plan includes a narrative summary of the financial condition of the fund, including an explanation of major sources and uses of funds. Following the narrative summary is a single page of financial data. The financial data includes actual data for years 2014 and 2015; the 2016 budget and projected year-end estimate; the 2017 budget; and projections for years 2018 through 2021.

5) **Division & Department Budgets**
   This section includes the budget information by fund and by department. Some of the information presented in this section is also included in the finance plans, but at a different level of detail as it includes budget data at the department level. Each section also includes narrative information about the department budgets and the alignment with the Council's ENDS & OUTCOMES. Employee FTE tables are included in this section.

6) **Capital Improvement Program (CIP) & Debt**
   The five year 2017-2021 Capital Improvement Program is included in this section. A debt study report provides a projection of future debt consistent with the CIP projections.

7) **Fees and Charges**
   All approved fees and charges are listed.

8) Financial Policies

This section includes the Governance Policy and the Financial Management Plan. The City of Burnsville has an adopted Financial Management Plan that helps guide the City's annual budget development. In addition to the guidance provided by this Plan, annually the Council also provides very specific direction on the maximum amount of property taxes that the Council will consider. The Council also provided some specific direction concerning fees, especially utility fees.

A glossary and acronym listing can be found at the end of the Financial Management Plan.

9) Supplemental Information

This section includes additional statistical tables and comparison information.

10) TIF Financial Plans (Economic Development Authority)

Five-year financial plans for each of the City's Economic Development Authority's (EDA) TIF Districts. Each finance plan includes a narrative summary of the financial condition of the fund, including an explanation of major sources and uses of funds. Following the narrative summary is a single page of financial data. The financial data includes actual data for the year 2015; the 2016 projected year-end estimate; the 2017 budget; and projections for years 2018 through 2021.

City Council's Governance Model

The City Council has adopted a fundamentally different approach to governing by focusing on policy, instead of getting involved in organizational management. This initiative begins with establishing a broad framework of desired ENDS & OUTCOMES, seeking to ask the questions: What Good, for Which People, at What Cost? Following are the adopted expectations of the Burnsville City Council.

In reviewing the 2017 budget document, strong emphasis has been placed on the City Council's Governance Model. The Council governs by presenting strategic leadership and articulating a collective community vision, rather than focusing on internal operations. As a result, budget information strives to remain at the broadest policy level by concentrating on achieving desired results instead of emphasizing detailed line items and number of employees.

As in previous years, the budget reflects the hard work and dedication of many people. The attention to detail and demonstrated interest in quality services ensures that the recommended budget exists as a realistic target for 2017, striving to fulfill the Council's broadest and highest policy directive:

City of Burnsville Mega END Statement -

People find Burnsville an attractive, well-balanced city of residences and businesses, which through a combination of amenities and public/private partnerships, provides a wide range of opportunities for citizens to live, work, learn and play, for a reasonable investment.

Community Themes

Within this framework, the City Council has adopted eight community themes and defined the desired ENDS & OUTCOMES within each theme. The themes are safety, community enrichment, neighborhoods, development, environment, transportation, City services, and financial management.

In the Division and Department Budget section of this budget document, each department's budget narrative includes a section on the budget's alignment with the ENDS & OUTCOMES describing how the City goals are being achieved in each area.

The City Council's ENDS & OUTCOMES document is included in the following pages.

City Council and Management Team

Shared Values Statement

We believe in and are committed to upholding these values.

Our Citizens

We identify the residents and business taxpayers of Burnsville as our citizens. Working together with organizations and institutions, our citizens provide the character, commitment, and authenticity of our community and the resources necessary to define Burnsville's quality of life. In partnership with others who serve our citizens, we will:

- Provide a variety of opportunities for input and feedback from our citizens
- Provide the best possible service to the extent our resources allow

Effective Decision Making

An effective decision-making process is critical to getting the City's work accomplished. We believe that:

- Reaching a decision by consensus is positive
- Consensus can often be reached through working together and having open debate
- Decisions should be based on factual information, community goals, policies, and input from affected parties
- There will be times when compromise or split votes will occur
- Decision-makers have the right to vote according to their conscience and political philosophy

Our Employees

City employees have dedicated themselves to providing professional service to our community. We will create a work environment that:

- Is supportive
- Optimizes employees' abilities to perform their jobs
- Prepares employee to function in a changing workplace

Honesty and Integrity

Honesty and integrity are the cornerstone of our values and are essential for building trust. We will:

- Tell the truth
- Be candid and open
- Listen without becoming defensive or retaliatory
- Relate all salient, pertinent factual information
- Do what we say we will do

Fairness and Justice

Fairness and justice are fundamental to good government. We will seek to:

- Balance the merits of an individual issue against the common good of the total community
- Apply rules and regulations in a manner that assure justice and equal application of the law
- Behave in a way that is ethical both in substance and appearance

Mutual Respect

Mutual respect is essential to building relationships. We will treat each other with mutual respect and recognize that:

- People are continually growing
- People are diverse
- People have different levels of tolerance for change
- Decisions and problem-solving discussions should focus on issues and not on individual personalities
- People need to listen carefully to each other

Achieving Results

We are a results-oriented organization. We will:

- Define a clear direction
- Define the roles of the positions we fill
- Maximize the use of available tools and resources
- Achieve defined goals in a timely manner
- Be held responsible and accountable for our actions

BURNSVILLE CITY COUNCIL ENDS AND OUTCOMES
(Updated through February 2016)

SAFETY

END STATEMENT:
People find Burnsville a safe community, participate in Homeland Security, and are willing to prevent fire and crime.

OUTCOMES:
1. People have an overall feeling of safety.
   a. Neighborhood Watch groups are provided improved training, networking and organizational opportunities.
2. Customers and employees feel safe in a shopping environment.
   a. Licensing and regulation of businesses provides safe and healthy environments for residents and visitors that meet community expectations.
3. People feel safe using the parks.
4. People trust in public safety response and service rendered.
   a. Fire and Emergency Medical Services (EMS) will reach 80 percent of the emergency calls in nine minutes or less (inclusive of dispatch processing, turnout, and travel times).
   b. Fire and EMS Services are provided in the most cost effective manner, through partnerships with surrounding communities when necessary. The City takes preventative safety measures that include licensing and inspecting rental properties and proactive enforcement of property maintenance codes.
5. Residents, including youth, are active participants in community safety.
   a. People are proactive in reporting suspicious/unusual activity.
   b. People are aware of and adhere to safe driving practices.
   c. Residents participate in public safety "force multiplier" activities such as Community Emergency Response Team (CERT) training and the Mobile Volunteer Network (MVN).
   d. Public safety works with community partners to proactively address drug-related crimes with an emphasis on heroin and methamphetamine use.
6. Pedestrian safety is preserved and enhanced through engineering, enforcement, and education.

ENVIRONMENT

END STATEMENT:
People find Burnsville is an environmentally sensitive community ensuring preservation and enhancement of its natural resources.

OUTCOMES:
1. Burnsville is an environmentally sensitive community and individuals understand their role in pursuing this result.
2. Development and redevelopment occurs in an environmentally sensitive manner, preserving and restoring natural resources.
3. People find Burnsville to be an attractive, clean city and are willing to keep it that way.
4. Residents value natural water bodies and green spaces and recognize the importance of preserving them.
5. The City maintains critical raw water sources and infrastructure necessary for the delivery of safe drinking water.
6. The City employs feasible sustainable practices that promote development and maintain or enhance economic opportunity and community well-being while protecting and restoring the natural environment upon which people and economies depend.

BURNSVILLE CITY COUNCIL ENDS AND OUTCOMES
(Updated through February 2016)

NEIGHBORHOODS

END STATEMENT:
People feel connected to their neighborhoods.

OUTCOMES:
1. People have pride and ownership in their neighborhoods.
   a. The City implements plans and strategies to collaboratively advance the viability of residential neighborhoods.
   b. The City proactively canvasses neighborhoods checking for property maintenance compliance to maintain and/or enhance housing stock and property values.
2. People know and care about their neighbors and participate in solving problems and creating celebrations in their neighborhoods.
   a. Public recognition is given to neighborhoods solving problems and creating celebrations in their neighborhood.
3. Neighborhoods are enjoyable, safe and stable places to live, work, and recreate.
4. People feel Burnsville has quality housing by:
   a. Promoting home ownership. The goal is 70 percent owner occupied, 30 percent rental.
   b. Promoting and encouraging the upgrade, enhancement and maintenance of existing housing stock.
   c. Partnering with organizations to achieve affordable home ownership.
   d. Through rental licensing initiatives including engagement of community and agency partnerships to improve quality of life and enhance health and safety in rental housing.

DEVELOPMENT/REDEVLOPMENT

END STATEMENT:
People find Burnsville a balanced city of residential and business development enhanced by redevelopment.

OUTCOMES:
1. Job creation, retention and an enhanced tax base are assured by growth, redevelopment and sustained viability of commercial and industrial property.
2. Economic development and redevelopment initiatives are implemented, including creating and capturing opportunities, partnering with private property owners and other agencies and engaging the public. Specific initiatives include:
   a. Heart of the City
   b. Minnesota River Quadrant
      i. Public Infrastructure
      ii. Removing impediments to development, including but not limited to poor foundation soils, and providing other development assistance including Tax Increment Financing and other tools
      iii. Fostering appropriate interim uses once landfill and quarry operations are complete
      iv. Periodic reviews of the Kraemer Mining and Material, Inc. (KMM) and Waste Management Inc. Planned Unit Development (PUD) agreements
   c. Monuments at Key City Entrances
   d. Promotion of skilled workforce initiatives.
      i. Encourage post-secondary education for students and training options for residents to ensure a skilled workforce.
3. Specific development or redevelopment assistance will provide for business and residential projects consistent with established policies.

BURNSVILLE CITY COUNCIL ENDS AND OUTCOMES
(Updated through February 2016)

COMMUNITY ENRICHMENT

END STATEMENT:
Community members, including youth, are actively engaged and have access to quality programs and services that meet the changing needs of the community and create positive experiences for all.

OUTCOMES:
1. Burnsville is a preferred community with a great quality of life.
2. City parks and recreational facilities offer a variety of events and activities throughout the year to build community and stimulate economic activity for local businesses.
   a. Residents, including youth, participate in a wide variety of physical and artistic activities.
   b. A coordinated media plan effectively promotes community-wide involvement in health building activities.
3. Youth find Burnsville a nurturing and supportive community.
   a. Youth are involved in community decisions including active participation on City Boards and Commissions wherever possible.
   b. Youth are aware of community activities, programs, facilities, and support systems.
   c. The City is an active partner in the development/redevelopment of an after-school youth program addressing academic, social development, recreation and nutritional needs of the City's youth from elementary to high school ages.
4. Community partnerships have significant impact on reducing or even eliminating youth tobacco and alcohol use.
5. Community members, including youth, have the opportunity to participate in a broad range of programs, community service and facilities that are built on strong, sustainable partnerships.
6. As an organization, the City practices a philosophy that encourages employees to learn from, build relationships with and facilitate the participation of residents in identifying needs, addressing challenges, and affecting change in their community by:
   a. Making meaningful connections with diverse populations in the City through active community partnerships, including participation in the community's celebrations.
7. The City fosters community partnerships to provide targeted services and facilities to community members of all ages.
8. People are aware of the volunteer opportunities available in our community and volunteers are recognized for the services they provide.

TRANSPORTATION

END STATEMENT:
People find Burnsville a community with an effective, multi-modal transportation system connecting people and goods with destination points.

OUTCOMES:
1. People feel that the transportation system is effective for connecting them to destination points.
   a. Advocate for collaborative efforts and shared resources for intra-city transit services.
2. People feel that multiple methods of transportation are easily available, safe and convenient.
   a. Support implementation of Bus Rapid Transit in the I-35W Corridor.
3. People feel that the community roadway system is well maintained at a reasonable cost.
   a. Use alternative funding options: Federal Transportation Equity Act (TEA), State Cooperative Grant Programs, etc.

   b. Define community quality standards for residential and heavier volume streets and adequately fund the maintenance required to achieve these standards.
4. Transportation system adequately serves city businesses.
   a. Advocate adequate access from County, State and Federal roadways to ensure a viable business community.
   b. Efforts will be made to obtain funding for significant safety and mobility improvements on TH 13.
5. The safety, longevity and quality of residential neighborhood streets are maintained, improved or enhanced.
6. Seek and support new initiatives for transportation funding by MnDOT and Dakota County when City and County businesses are not disadvantaged.

CITY SERVICES

END STATEMENT:
People find the City of Burnsville delivers quality essential services in a cost effective, timely manner.

OUTCOMES:
1. Residents and businesses recognize City services as a positive value.
2. Residents perceive City employees as customer service oriented.
3. City services focus on and City employees are increasingly involved in community building.
4. Residents are informed about issues, feel positive about City services and are aware of opportunities for increased involvement in community initiatives.
5. Businesses and residents are attracted to Burnsville because of a visible commitment to technology that supports an enhanced quality of life.
   a. Burnsville facilitates community-wide accessibility to broadband technology.
   b. Burnsville provides effective community-wide electronic-government (E-Gov.) services.
   c. Burnsville provides and supports local Public, Education and Government (PEG) television programming.
6. Burnsville is an organization that provides a supportive and collaborative environment encouraging employee learning and participation in the decision-making process.
7. Continued implementation of service consolidations and partnerships with Dakota County and other cities.

FINANCIAL MANAGEMENT

END STATEMENT:
People find the City of Burnsville managed in a cost-effective responsible manner, maintaining the highest standards of service to enhance the community's quality of life for a reasonable investment.

OUTCOMES:
1. Residents perceive the cost of City services as reasonable compared with other cities.
2. Grant opportunities are pursued to identify innovative solutions that will assist in the reduction of costs to provide service to the community.
3. Burnsville follows a consistent compensation philosophy which guides compensation and benefit decisions for employees.

Organization of City Services and Departments

'Plan B' Form of Government

Burnsville is a "Plan B" form of government, in which residents elect a Mayor and four City Council members with equal voting authority. The Mayor and Council are responsible for making policy and legislative decisions that govern the City, while relying on a City Manager and staff to handle the administrative and day-to-day operations at City Hall.

As Chief Executive Officer, the City Manager is the sole employee of the City Council. The City's current organizational structure is described as a "molecular model," which seeks to emphasize the relationship of work groups while de-emphasizing hierarchy. The current structure is the result of a gradual evolution over the life of the City and will continue to evolve as the needs of the community change.

Management Team, Coordinators and Supervisors

Even under the "molecular model," the demands and complexities of local government require lines of accountability. The organizational structure is delegated by the City Manager. The City strives to reduce the layers of reporting ("flattening the organization") with two only layers between front line service providers and the Management Team.

Management Team

The first level of responsibility lies with the group of employees who assist the City Manager with overall guidance of the organization:

- City Manager - Heather Johnston
- Director of Administrative Services - Dana Hardie
- Public Works Director - Steve Albrecht
- Human Resources Director - Jill Hansen
- Community Development Director - Jenni Faulkner
- Information Technology Director - Tom Venables
- Communications Coordinator - Marty Doll
- Fire Chief - BJ Jungmann
- Police Chief - Eric Gieseke

Coordinators

The next level of responsibility lies with the primary managers of service areas:

- City Engineer & Natural Resources Director - Ryan Peterson
- Director of Parks, Recreation & Facilities - Garrett Beck
- Recreation & Facilities Superintendent - JJ Ryan
- Recreation and Community Services Manager - Julie Dorshak
- City Clerk - Macheal Collins
- Finance Director - Kelly Strey
- Financial Operations Director - Steve Olstad
- Assistant Fire Chief - Brian Carlson
- Assistant Fire Chief - Terry Ritchie
- Assistant Fire Chief - Doug Nelson
- Police Captain - Tanya Schwartz
- Police Captain - Jef Behnken
- Police Captain - Don Stenger

Supervisors

The next level of responsibility lies with the direct supervisors of front line employees and service providers throughout the organization.

Community Profile

The City of Burnsville is a southern second-tier suburb in the Twin Cities metropolitan area just twenty minutes from the downtown areas of both Minneapolis and St. Paul and a short distance from the Minneapolis / St. Paul International Airport. It was incorporated in 1964 and covers 27 square miles.

The City is a Plan B Statutory City with a City Council / City Manager form of government. The City Council consists of a Mayor and four Council Members elected at-large. The City has 272.6 full-time equivalents (FTE) in full-time and regular part-time positions, as well as seasonal employees and volunteers.

With a population of approximately 61,908, Burnsville is the second largest city in Dakota County, tenth largest suburb, and the fourteenth largest city in Minnesota. In August 2016, approximately 36,089 residents were employed in the labor force which was 238 more than the 35,851 at the end of 2015. The unemployment rate increased over the past year, it was estimated at 3.4 percent in August 2016 compared to 3.2 percent at the end of 2015 (Minnesota Department of Employment & Economic Development). The state-wide unemployment rate was 3.8 percent for August while the U.S. unemployment rate was 5.0 percent.

BOND RATING

Standard & Poor's has assigned the City's bonds a rating of AAA. The rating is the highest rating available from Standard & Poor's and is held by less than 200 municipalities in the nation.

TAX BASE

Burnsville's tax base is balanced between residential and commercial property. Total market value has fluctuated over the past 10 years. The total taxable market value has decreased eleven percent over the past ten years from $6.4 billion in 2007 to $5.7 billion in 2016. Market value grew 3.8 percent in 2007. In 2008, the market value was flat. In the four years 2009-2012, total taxable market values decreased an average of 4.7 percent per year. In the four years 2013-2016, the market value growth averaged 5.0 percent per year. Burnsville continues to monitor housing trends.

Businesses contribute almost 40 percent of the City's total tax base. Approximately 2,500 businesses are located in Burnsville. The County Road 42 shopping corridor includes Burnsville Center, one of the largest shopping centers in the Midwest with roughly 1.4 million square feet. Burnsville Center maintains an average occupancy rate of 95 percent and attracts 16 million visitors per year. Costco and Total Wine also are in the corridor making it a regional drawing area. While the city is known for retail shopping, ranking seventh in Minnesota, the City also ranks eleventh in manufacturing, ninth in information and healthcare, and twelfth in scientific companies.

The Burnsville STHEM Alliance is an economic development initiative devoted to the retention, growth, and attraction of firms with a STHEM (science, technology, healthcare, engineering, or math) basis Burnsville is home to over 1,000 STHEM companies such as UTC Aerospace Systems and Fairview Ridges hospital, the number one and two largest employers respectively.

DEVELOPMENT / REDEVELOPMENT

After a phase of rapid and extensive development, the city continues to grow but has attained many of its development objectives. Burnsville is now considered over 98 percent developed. The City's Northwest River Quadrant along the Minnesota River is the City's largest area for future development / redevelopment. The City has been preparing for the long-term future development of this area for several years.

There are 26,081 housing units in Burnsville and about 65 percent are owner occupied. A large portion of the City's growth occurred during the mid-1960s through the early 1990s. The City is proactively addressing the needs for redevelopment and housing maintenance as the City begins to age.

The City's 54-acre redevelopment project, Heart of the City (HOC), continues to develop creating a pedestrian-friendly, mixed use downtown area for Burnsville. The Ames Center performing arts facility and parking deck within the HOC opened in January 2009. The parking deck was expanded in 2015.

The HOC also includes a $6 million Heart of the City Parking Ramp and Nicollet Commons Park, a 1.5-acre town square style park with a water feature, open green area, and a 250-seat amphitheater. These projects were completed with financial assistance and support from other government agencies to achieve the objectives of public transportation needs and livable communities.

PUBLIC SAFETY

The City's public safety services include a police department employing 75 police officers and a fire department employing 39 full-time firefighters/paramedics to provide fire protection and emergency medical ambulance service for the City of Burnsville.

PARKS

The City has 1,750 acres of parkland which is developed into 76 parks, playgrounds, and playing fields. A splash pad opened in 2015. The City also operates the Burnsville Ice Center and Birnamwood Golf Course.

WATER

The City's Water & Sewer public utility provides water to over 16,200 residential and business accounts. The City operates 17 wells and two surface water intakes along with ground water and surface water treatment plants to provide more than 3 billion gallons of potable water annually. The surface water treatment plant completed in 2009 was a public/private partnership to use ground water that seeps into a Burnsville quarry. Previously, the water was pumped out of the quarry into the Minnesota River. As part of this partnership, the City provides more than 600 million gallons of water annually to the City of Savage, which accounts for more than 80% of their annual water use. Wastewater treatment and disposal is provided by the Metropolitan Council Environmental Services (MCES).

The City's Storm Water utility provides for storm water runoff management. The City has adopted a Water Resources Management plan that encompasses all water resource activities to improve surface water quality.

SCHOOLS

The City of Burnsville is served primarily by the Burnsville - Eagan - Savage School District (ISD 191), which has a 2015/2016 K-12 enrollment of 8,989 students. A portion of the City on the south end is served by ISD 194 (Lakeville) and ISD 196 (Rosemount - Apple Valley - Eagan).

Financial Management

The City of Burnsville Finance Department is responsible for maintaining the accounting system and monitoring compliance with the budgetary controls and financial policies established by the City Manager and City Council. Following is an overview of relevant financial management practices and year-end reporting.

FINANCIAL MANAGEMENT PLAN

The City's Financial Management Plan is a financial policy document that establishes principles to guide both staff and City Council to make consistent and informed financial decisions. The plan is reviewed annually and adopted by the City Council. It addresses policies in the following areas:

Revenue management	Capital Improvements Plan	Debt management
Cash and investments	Infrastructure Trust Fund	Accounting, auditing and financial reporting
Fund Balance/Net Position	Economic Development Authority Fund	Risk management
Operating budget and compensation philosophy		

BASIS OF ACCOUNTING

The accounting system provides for a complete, self-balancing account group for each fund of the City. Accounting records are maintained on the modified accrual basis for the governmental type funds and trust and agency funds. The modified accrual basis of accounting recognizes revenues to the degree that they are available to finance expenditures of the fiscal period. Similarly, debt service payments and a number of specific accrued liabilities are only recognized as expenditures when payment is due because it is only at that time that they normally are liquidated with expendable available financial resources. The budgetary basis of accounting is the same basis of accounting used to prepare the City's financial statements as included in the City's Comprehensive Annual Financial Report at the fund statement level.

The full accrual basis of accounting is utilized for the proprietary type funds as defined in the notes to the City's financial statements. The full accrual basis of accounting recognizes revenues as they are earned and expenses as soon as a liability is incurred, regardless of related cash inflows and outflows. For budget purposes the funds use the accrual basis except for capital assets and debt payments which are budgeted on a modified accrual basis within each finance plan. Depreciation is noted at the bottom of the finance plans.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

The City operates on a calendar fiscal year and reports its year-end financial position in a Comprehensive Annual Financial Report (CAFR), prepared by the City's Finance staff. Copies of the 2016 CAFR will be available to the public upon completion in June 2017, and a summary of results will be published in the official newspaper.

The 2016 CAFR will be audited upon completion by the independent auditing firm of Malloy, Montague, Karnowski, Radosevich, & Co., P.A. to ensure accuracy and compliance with federal and state laws and regulations. State law provides that the City may arrange for examination of its books, records, accounts and affairs, or any part thereof, by the State Auditor, or by Certified Public Accountants. It has been a long-standing policy of the City to provide for a complete annual audit of the City records by independent Certified Public Accountants.

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement of Excellence in Financial Reporting to the City of Burnsville for its CAFR for the fiscal year ended December 31, 2015. The City will submit the 2016 CAFR to the GFOA to determine its eligibility for another certificate. The Certificate of Achievement is a national award recognizing conformance with the highest standards for preparation of state and local government financial reports.

BUDGETARY CONTROLS

A budgetary system of accounts is maintained for the all budgeted funds. Control is maintained by the use of a purchase order system and the monthly review of actual expenditures compared to budgeted amounts. Budgetary activity is monitored to ensure that total expenditures are within budgetary allocations. For the past several years, budgeted expenditures have been within approximately 98 percent of budget. The budgetary level of control is at the fund and department levels. There is a budget amendment process for unplanned expenditures and revenues. The amendments are presented to the City Council throughout the year for approval, at the direction of the City Manager.

INTERNAL CONTROLS

In developing and altering the City's accounting system, consideration is given to the adequacy of internal accounting controls. These controls are designed to provide reasonable, but not absolute, assurance regarding the safeguarding of assets against loss from unauthorized use or disposition and the reliability of financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes the cost of a control should not exceed the benefits likely to be derived, and the evaluation of costs and benefits requires estimates and judgments by management. All internal control evaluations occur within the above framework. The Finance Department believes the City's internal accounting controls adequately safeguard assets and provide reasonable assurance of proper recording of financial transactions.

CASH MANAGEMENT

The investment portfolio of the City is designed to attain an average rate of return regularly exceeding the average return on three month U.S. Treasury bills, while seeking to augment returns above this threshold consistent with budgetary cycles, economic conditions, risk limitations, and prudent investment principles. Portfolio diversification is considered so that investments are not concentrated in one institution, in one type of investment, or purchased from one dealer. Pursuant to this policy, cash temporarily idle during the year was invested in those investments authorized by law (short-term and long-term including, U.S. Government and Agency bonds and notes and the money market funds invested in U.S. Government securities).

RISK MANAGEMENT

The City has a risk management policy, the purpose of which is to maintain the integrity and financial stability of the City, protect its employees from injury, and reduce overall costs of operations. To avoid and reduce risk, the City maintains an active safety committee comprised of employees who periodically conduct educational safety and risk-avoidance programs within City departments. The City has insurance coverage through the League of Minnesota Cities Insurance Trust to insure City property and assets against loss. The blanket policy includes coverage for buildings, personal property, contractors and miscellaneous equipment, crime, employee performance bonds, autos and general liability. General liability coverage amounts to $2,000,000 per occurrence (and aggregate), with a $50,000 per occurrence, $200,000 aggregate deductible.

Fund Structure

The accounting system maintains a standard fund structure for a typical Minnesota city government. Following is a description of the funds included that are subject to appropriation, for which financial plans and budget appropriations are prepared annually. These funds are the General, Enterprise, Capital Projects, Special Revenue, and Debt Service.

GENERAL FUND

The General Fund accounts for all financial transactions not properly accounted for in any other fund, including most of the basic governmental services. The expenditures from the General Fund account for the majority of primary services provided by the City in the areas of public safety, parks and public works, recreation, planning, engineering and general government.

SPECIAL REVENUE FUNDS

The Special Revenue Funds are governmental funds to account for services and expenditures where revenue is restricted for a designated purpose. The City maintains seven Special Revenue Funds and all are budgeted funds using the modified accrual basis for both financial statement and budgeting purposes.

None of the Special Revenue Funds are major funds.

- ***Cable Franchise Fee Fund*** - includes franchise fee revenue received from cable television restricted for City communications related use.
- ***Youth Center Fund*** - reflects operations of THE GARAGE, the City's teen center. The majority of revenues come from grants and an annual subsidy from the General Fund.
- ***Sustainability (Recycling) Fund*** - is Dakota County grant revenue for the operations of the Burnsville, Eagan, and Apple Valley partnership for recycling and sustainability efforts.
- ***Grant Fund*** - accounts for revenue and expenditures related to federal, state and other financial assistance programs.
- ***EDA Fund*** - is the general fund for the Burnsville Economic Development Authority (EDA). The main revenue is the EDA tax levy for the purpose of funding development needs.
- ***Forestry (Emerald Ash Borer) Fund*** - includes revenue and expenditures associated with preparing for a potential infestation of the Emerald Ash Borer. Revenue is from the tax levy.
- ***Forfeiture Fund*** - is revenue received from court fines and legally restricted for the purchase of otherwise unbudgeted police equipment.

ENTERPRISE FUNDS

Enterprise Funds account for business-type activities. These activities provide services where most of the costs are recovered through user fees and charges. The City has seven Enterprise Funds. The Enterprise Funds use the accrual basis of accounting for financial statement purposes. For budget purposes the funds use the accrual basis except for capital assets and debt payments which are budgeted on a modified accrual basis within each finance plan. Depreciation is noted at the bottom of the finance plans.

- ***Water and Sewer Fund*** - receives its revenues from charges to all property owners to provide water and sanitary sewer utilities, fund operations and maintenance and capital improvements. (major fund)
- ***Storm Water Fund*** - receives its revenues from charges to all property owners to fund water quality projects, operations and maintenance, and capital improvements. (major fund)

- ***Ice Center Fund*** - provides for operations at the City of Burnsville Ice Center which has two indoor sheets of ice.
- ***Golf Course Fund*** - accounts for the Birnamwood Golf Course, a nine-hole course operation supported by user fees.
- ***Street Lighting Fund*** - provides for the annual operations and maintenance of existing streetlights.
- ***Ames Center Fund*** - reflects the operation of the Ames Center, a performing arts facility. (major fund)
- ***Sidewalk Snowplowing Fund*** - receives its revenues from charges to property owners to fund snow removal from sidewalks and trails.

CAPITAL PROJECTS FUNDS

Capital Projects Funds are governmental funds to account for the acquisition and construction of major capital facilities and equipment (except those financed by proprietary funds). This includes expenditures relating to capital projects and large capital outlay purchases. The City has six budgeted funds in this category. The Capital Project Funds use the modified accrual basis for both financial statement and budgeting purposes.

- ***Parks Capital Fund*** - is used for development of new City parks and improvement of existing parks. Revenue is primarily from park development fees and transfers from the General Fund.
- ***Equipment & Vehicle Fund*** - records capital purchases of equipment and vehicles. The resources are provided by issuance of Certificates of Indebtedness, sale of existing equipment, and transfers from other funds.
- ***Facilities Replacement Fund*** - records facilities replacements and improvements. The resources are provided by issuance of Certificates of Indebtedness and transfers from other funds.
- ***Information Technology Capital Equipment Fund*** - includes capital purchases of Information Technology (IT) equipment and software development. The resources are provided by issuance of Certificates of Indebtedness and transfers from other funds.
- ***Street Maintenance Construction Fund*** - reflects revenues and expenditures for street rehabilitation projects, major street maintenance projects, and small traffic control issues.
- ***Improvement Construction Fund*** - includes receipt and disbursement of bond proceeds or other sources obtained to finance improvements and additions to the City's infrastructure.
- ***Infrastructure Trust Fund*** (ITF) - includes property tax revenue for the purpose of replacing streets and park facilities. (major fund)

DEBT SERVICE FUNDS

Debt Service Funds account for the accumulation of resources for the payment of general long-term debt principal and interest. The City maintains individual debt service funds for each bond issue. The City has established annual financial plans for all general obligation bond funds and certificate of indebtedness funds which is shown in total as the ***GO Debt Funds***. The Debt Funds use the modified accrual basis for both financial statement and budgeting purposes.

TAX INCREMENT CAPITAL PROJECTS AND DEBT SERVICE FUNDS

The City's Economic Development Authority (EDA) maintains capital projects and Debt Service Funds for each Tax Increment Financing (TIF) District. Each TIF district has approved a budget for the district over the life of the district. Financial plans for each TIF district are included in this document. The TIF Funds use the modified accrual basis for both financial statement and budgeting purposes.

INTERNAL SERVICE FUND

The City has an internal service fund for the City's vested compensated absence balances. There is not an annual budget for this fund. The expense related to the accrual of vested sick and vacation hours is budgeted in each fund with employee services and transferred to the internal service fund. Vested balances are paid to terminated employees from this fund.

The following table shows the relationship between functional departments and funds. For example, the Natural Resources department has authorized expenditures in the General Fund, the Storm Water enterprise fund, the Equipment Vehicle & Facilities Capital Projects Fund and two Special Revenue Funds.

		Special Revenue Funds							Capital Projects Funds							Enterprise Funds						
Functional Departments	General Fund	Cable Franchise	Forfeitures	Youth Center	Sustainability	Grant	EDA	Forestry	Parks Capital	Equip & Vehicle	Facility	IT Capital	ITF	Street Revolving	Improvement Constr.	Water & Sewer	Storm Water	Ice Center	Golf Course	Street Lighting	Ames Center	Sidewalk Snow Plow
Police	X		X			X				X	X											
Fire & EMS	X					X				X	X											
Economic Dev							X															
Community Dev	X																					
Prot. Inspections	X																					
Engineering	X									X	X		X	X	X	X	X					
Parks	X								X	X	X											
Public Works	X									X	X			X		X	X			X		X
Fleet	X									X												
Natural Resources	X				X			X		X							X					
Recreation	X			X						X								X	X			
Ames Center																					X	
Admin & Council	X					X				X												
Finance	X															X						
Information Tech	X											X				X						
Facilities	X									X	X											
Legal	X																					
HR	X																					
Cable Franchise		X																				
Insurance	X																					

Budget Process and Calendar

The City of Burnsville budget development is not just an annual process that occurs at a set time every year. In actuality, the entire process is an on-going approach that fits into an overall framework of the four primary principles of sound local government budgeting, which are:

1. Establish broad goals to guide government decision making
2. Develop approaches to achieve goals
3. Develop a budget consistent with approaches to achieve goals
4. Evaluate performance and make adjustments.

The City's budget process is built on a strong foundation of financial policies and goal setting. The City's budget process begins with a review of the City's Financial Management Plan which is the policy document that provides the framework for financial decision making. The City Council's ENDS & OUTCOMES define the Council's goals within each of the community themes (safety, transportation, community enrichment, neighborhoods, environment, development/redevelopment, City services and financial management).

In June and August, the City Council reviewed information on projections for the 2017 budget. The Finance Director presented an overview of the financial challenges and a multi-year summary of demands and pressures on the City's property tax levy.

With these actions providing the foundation, the City Manager leads the budget development through each of the various steps, including a number of opportunities for adjusting the course of the budget. With completion of this

budget document, the City has aligned department budget appropriations with the City Council priorities (ENDS & OUTCOMES), including the integration of performance measurement information.

Each year the City Council is required to adopt a maximum tax levy ceiling and preliminary budget by Sept. 30. The tax levy figure establishes the maximum tax levy increase that the Council can consider for the next budget year and is the amount used for the individual parcel specific Truth-in-Taxation notices. Historically, the City has used the maximum tax levy as a means for preserving flexibility in decision making until later in the year when considering final budget adoption.

During the Oct. 25 City Council work session, each City department presented information on the activities and budget pressures of the department. The City Council met on Nov. 15 and Nov. 29 to review the recommended 2017 budget in preparation for the final adoption of the budget. The meetings are open to the public and the public was invited to comment on the budget at each meeting. A "video" budget open house was created to help provide residents with information regarding the City budget and services. The video was available for viewing on the City's website and on YouTube beginning Oct. 31. The public may comment on the 2017 Budget on the City's website or at any of the public meetings.

On Dec. 6, the City Council adopted the final budget.

City of Burnsville
2017 Financial Planning and Budget Calendar

Meeting Dates	Discussion Topics
June 14	Financial Management Plan Review Budget Pressures
August 8	Council Directs Staff to Prepare Maximum Tax Levy
September 6	Council Adopts Maximum Tax Levy
October 25	Department Presentations at Council Work Session
October 31	Virtual Open House Video Release
November 15 **November 29**	Council Work Sessions on the Budget: General Fund & Other Property Tax Supported Funds Capital Projects, CIP, & Enterprise Funds
December 6	Council Adopts Tax Levies and Budget

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

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City of Burnsville

Minnesota

For the Fiscal Year Beginning

January 1, 2016

Executive Director

2017 Budget Transmittal Memo

DATE: **January 2, 2017**
TO: **City Council**
FROM: **Heather A. Johnston, City Manager**
SUBJECT: **2017 Budget**

Making responsible financial decisions, taking care of what we have and providing high-quality services to residents continue to be consistent and important themes in Burnsville. These are qualities that our residents expect of City government, and that the City Council and City staff work hard each and every day to maintain and are reflected in the City's 2017 budget adopted December 6.

This document is the culmination of a budget process that began with the first Council work session on budget projections in June and ended with detailed budget discussions on the proposed budget at Council work sessions in October and November.

This budget reflects a long-term, sustainable approach to providing high-quality services to the City's residents and businesses. The City has several large initiatives in the budget for 2017. The Council has dedicated franchise fee revenue as a funding sources for the long-term capital plan to invest in improving the City's aging facilities. Construction will begin for phase one of the plan which includes remodeling and additions to the police space at City Hall including the addition of a parking facility for police vehicles. The entire project seeks to improve effectiveness, efficiency and safety This project will involve staff from every department. This year is the second year of the two-year Comprehensive Planning process, including work on the parks and recreation master plan, as well as the water resources management plan. Finally, staff is working on implementation of the Meter Replacement Project, which will take place over the next two years. Like most budgets, it also required hours of deliberation. It demonstrates that Burnsville makes thoughtful and respectful decisions regarding its use of public funds.

This budget reflects the commitment to work within the Council's adopted ENDS and OUTCOMES. These areas of focus, including safety, development/redevelopment, community enrichment, neighborhoods, environment, transportation, City services and financial management, continue to guide our work. Throughout the year, every action item on the Council's meeting agendas includes a reference to the relevant END or OUTCOME. This guides staff to focus on these important areas as we prepare information for Council's consideration in every decision process.

Throughout the upcoming year, City staff re-evaluates open positions as they occur to ensure that we are best meeting the needs of the City's residents and businesses.The adopted 2017 budget includes a $32.7 million levy which is a 3.6 percent increase (see Table A).

TABLE A Tax Levies by Fund	2016 Levy	2017 Levy	Change	% Change
General Fund	$25,955,000	$27,029,000	1,074,000	3.4%
Debt	1,126,674	1,126,674	—	—%
Infrastructure Trust Fund	3,200,000	3,250,000	50,000	0.2%
Forestry EAB Management	250,000	250,000	—	—%
Facilities Plan Capital Levy	420,000	420,000	—	—%
Total City Levy	$30,951,674	$32,075,674	$1,124,000	3.6%
Economic Development Authority	592,500	617,500	25,000	0.1%
Total City Levy + EDA Levy	$31,544,174	$32,693,174	1,149,000	3.6%

At the beginning of the budget process in June, estimates indicated that a 3.8 percent increase was needed to support current services. That estimate was reduced to 3.6 percent when the Council set the maximum levy in September. In addition Council provided direction to include funding for a revised Phase 1 of the Facility Improvement Plan to include the addition of a police garage, air handling replacement and a generator. Staff prepared the proposed budget with bonding using franchise fees and property taxes transfers adopted in February 2016 as a revenue source for repayment without a further increase to the tax levy for 2016. With those changes, any budget flexibility to further reduce the levy was eliminated. The proposed levy is the same as the maximum tax levy.

TABLE B Estimated to be paid by the following types of parcels	Incremental Increase in Tax Levy	% Increase Supported by these parcels
New Construction (Parcels that added value from new construction, estimated)	$120,000	0.4 %
Existing Taxpayers (Parcels already contributing to general tax base)	1,029,000	3.2 %
Total	**$1,149,000**	**3.6%**

The budget follows Council direction to maintain the commitments to increase funding for the adopted financial plans. The levy also continues to transition the City's economic development staff costs to the Economic Development Authority (EDA) levy. The budget continues the plan to use reserves to reduce annual debt payments on the bonds that were issued to finance improvements at the Ice Center for a period of approximately ten years. More detail on these changes is provided in Table C.

TABLE C Change in Expenditure Items Requiring Tax Levy	Incremental Increase in Tax Levy	% Increase in the Levy for this Item
Street Revolving Fund	13,000	0.1 %
Infrastructure Trust Fund	50,000	0.1 %
Parks Capital - Restoration of funding level	100,000	0.3%
Equipment & Vehicles Capital Fund	98,000	0.3%
EDA Fund - Restore funding for economic development operations	25,000	0.1%
General Fund - Increase in cost of services (net of increases and decreases to other non-tax general revenue sources)	863,000	2.7 %
Grand Total	**1,149,000**	**3.6%**

State Impacts on the City's Budget

In 2015 the State revised the Local Government Aid (LGA) formula. The revised formula places more emphasis on cities with older housing stock. Under the current formula, the City of Burnsville received approximately $100,000 in LGA in 2015. However, for 2017 under the same formula, the City will receive no LGA. The 2016 General Fund Budget included $50,000 of LGA revenue. Since LGA has not been a reliable funding source, the Council directed staff to use the balance of the LGA in the Equipment and Vehicle Fund as one-time revenue when it is received.

There are no state-imposed levy limits in place for this budget year.

Impact on Taxpayers

For an owner of an average home in Burnsville valued at $222,000, the estimated annual property tax bill from the City will increase by approximately $23, which is less than $2 per month. Residential values have increased an average of 3.5 percent for taxes payable in 2017. Commercial/Industrial property values have seen an average valuation decrease of 0.7 percent. Under the proposed budget, an example average commercial property valued at $1 million for payable tax year 2017 will pay about $(133) less per year in City taxes.

While property tax revenue provides a significant share of the City's revenue, the other major revenue area is charges for services, or fees. Fees are based on Council policy for establishing fees. The budget document includes a section that lists every City fee and the policy rationale for the level of fee.

Long-Term Approach to Financial Management

One of the strengths of the Council's budgeting process is that it considers budget data not only for the upcoming year but also projections for subsequent years. Council understands that decisions it makes today will have a financial impact not just on the next year's budget, but also for the future. Council strives to keep its focus on the policy level - the big picture - and to rely on the staff to effectively and efficiently carry out its policy goals with the resources provided. The Council's vision reflects the commitment to keep Burnsville a thriving community - a great community in which to live and work. Staff ties its work to the Council adopted ENDS and OUTCOMES which guide our work.

The Five-Year Plans prepared for each City Fund are intended to provide information on the fund's present financial condition, including the impact of prior actions and decisions and plans, as well as projections for the fund's performance over the next years. The Plans are a source of information for the Council to identify where the need or desire for policy change may exist. The Five-Year Plans included in the budget have been updated based on Council actions throughout 2016. I have highlighted several key issues by fund in the following paragraphs. Detailed information on each City Fund can be found in the 2017 budget document.

General Fund

The Five-Year Plan for the General Fund reflects tax levy increases necessary to deliver the current scope of services and capital replacement plans, assuming normal budget "pressures." This scope of services has been reduced and modified over the last several years. The budget reflects the decisions the Council has made over the past several months. Table C includes an entry entitled "Increase in cost of services." The following highlights some of the approaches incorporated into the budget to address the lower revenue estimates and higher expenses that are included in the budget.

Minimum Wage - Minimum wage law changes will increase costs in the City's departments that rely heavily on seasonal employee staffing. Incremental increases that went into effect in 2015 and in 2016 are expected to increase costs by approximately $50,000 in 2017.

Health Insurance - The City conducted an RFP process for employee health insurance for the 2015 plan year. The City received a favorable contract offer from the City's current provider resulting in an overall rate decrease of five percent for 2015 with a rate caps of five and nine percent in 2016 and 2017, respectively. For 2017 the City received good news that the increase will come in below the cap at 6.4 percent The budget reflects a $40 change in the monthly per employee health insurance contribution for 2017. The City's five-year plan is consistent with past practice to adjust the health care cost participation by a fixed dollar amount (as opposed to a percentage) over the following years to moderate the health insurance increases.

Comprehensive Plan Update - The City's Plan is required to be updated beginning in 2016. The City is planning to complete the work over the next two years. The City has planned to use fund balance to cover these expenses as one-time costs. The budget for 2016 is $120,000 in the Community Development Department. Additional costs for Parks planning are included in the parks capital budget.

Information Technology - The trend in software is moving to hosted services. In 2016, the City reduced capital spending in the IT Capital Fund and has increased operational costs for hosted services in the General Fund. A corresponding reduction in the transfer for the General Fund to the IT Capital Fund offsets the cost. Hosted services continue to allow the City to more effectively use its limited IT staffing resources for training, implementation, and use of software rather than on maintaining additional hardware. The budget includes a one-time $30,000 use of fund balance to integrate GIS systems in order to provide a more comprehensive look at data across departments.

Rental Inspections and Proactive Property Maintenance - In 2013, The City implemented a rental inspection program requiring all rental units in the City to be inspected over a three-year period. The program was structured to provide uniform and consistent enforcement. The third year of the program continues to provide positive results in improving the rental property conditions within the City. Overall, rental inspection revenues are performing consistent with budget.

In 2013, Council also directed staff to engage a "proactive" inspector to canvass the entire city over a three-year period for property maintenance violations. The City began charging for re-inspection for property maintenance violations. In the third year of the program, the City continued to see many homeowners correct problems quickly, avoiding a re-inspection fee.

Other Cost Reductions and Revenue Estimate Changes - EMS revenues are growing due to increased number of calls for service. The City is also beginning to see a slight improvement in collection rates which may be attributed to an increased number of patients with insurance. The City will continue to monitor the trends in this area. Fuel Costs are projected to be approximately the same for 2017. New fleet management system has been implemented recently in 2015. Staff believes this system will provide better usage information to

manage more effectively vehicle usage. Future changes to the size of the City's fleet may be possible which would affect future budgets. Utility rates are increasing; however, usage has gone down due to energy conservation efforts for a neutral affect.

Facilities Fund

This year, the Equipment, Vehicles & Facilities Fund has been broken out to account for the Facilities project separately. The City plans on issuing $10.1 million in bonds to fund Phase 1 of the facilities improvement projects. The first phase includes a comprehensive renovation of the police station facilities, changes to the community rooms and bathrooms in City Hall and master planning for Fire Station 1. This fund will account for the franchise fee revenue and the expenses associated with the facilities renovations.

Forestry Emerald Ash Borer (EAB) Management Fund

The establishment of the EAB Fund reflects the Council's long-term commitment to financial planning. The City has a large number of mature ash trees on both public and private land. While the timing of the arrival of the EAB is unknown, it is in communities near the City and the EAB is expected to have a large financial impact when it does arrive in the City. Council established the base funding level for the program in 2011 and adopted a plan for a $50,000 annual funding increase to build funding for related expenses. The City has begun treating trees and has seen a reduction in the cost to treat trees. Based on the delayed arrival of the bug, the City is able to fund the plan at the current level without an increase for 2017.

Parks Capital Fund

The Council determined in 2010 that it wanted to steadily increase the funding for park facilities to maintain the existing complement of park facilities. The 2017 proposed budget includes the planned increase of $100,000. Future years have been adjusted to an annual increase of $50,000 to offset anticipated decline in park dedication fees.

Youth Center (THE GARAGE) Fund

In 2015, the City formed a partnership with the Burnsville-Eagan-Savage School District 191 (ISD 191), Twin Cities Catalyst Music (TCCM, a non-profit music group) and the Burnsville YMCA to transition the programs at THE GARAGE to a new Burnsville Youth Collaborative (BYC). This transition plan moved after-school activities to Nicollet Junior High and turn over the weekend music program to the non-profit organization. THE GARAGE facility has been renovated to accommodate an expanded music lesson program and will be utilized by Burnsville Sr. High, ISD 191 Community Education, YMCA, TCCM and other school district entities to expand music lesson and educational opportunities.

The City had a two-year operating commitment to the BYC and transfers from the General Fund will go to the BYC through 2016 and to fund current building maintenance and operation costs. As a result of cost savings there are available unspent funds from 2016 to carry forward to 2017 to continue some operations support beyond the building operations costs. Future contributions from the General Fund in 2017-2019 are planned for roof replacement. Current expenses for building operations will be funded from transfers from the General Fund until the operating commitment is complete, the current expense activity will be shown in other existing funds.

Economic Development Fund

The budget continues the Council's phased approach for matching annual revenue to annual expenditures for economic development operational expenses. In 2009, the Council made the decision to finance ongoing economic development operational costs from the EDA Fund. Historically, these costs had been financed from the General Fund. In order to address this change, the Economic Development Authority (EDA) levy is planned to increase gradually in the Five-Year Plan. There will be some fund balance degradation during these intervening years but not to an extent that would place the fund in any jeopardy. The 2017 budget includes a planned inflationary increase in the transfer for Ames Center debt to help offset the decline in host fee revenue.

Infrastructure Trust Fund (ITF)

The ITF is the primary source of funding for street and bridge maintenance in the city. In 2010, the Council began a modest effort to restore the funding levels in the ITF over a period of years - increasing the levy by $50,000 each year with a one-time large increase in 2015 when TIF 2 was de-certified. The levy increase in 2017 continues an annual increase of $50,000.

Sanitary Sewer and Water Fund includes Major Capital Projects

The City's CIP includes an $8.7 million project to replace water meters installed in homes and businesses across the City in 2017 which will be funded by bonding. It is necessary to replace the current meters as they are beginning to slow and underreport water use, which results in lost revenues to the water system. An efficient and well-maintained system is essential to ensure proper collection of use charges and rate stability.

During the past few years, the Public Works staff has become much more aggressive in inspecting and testing the City's water and sewer infrastructure, especially the older major components. This has identified needs for several infrastructure maintenance projects that are more immediate than what had been projected. Many water and sewer system components (some of which are thirty to forty years old) have not had the major renovations necessary to keep them in long-term serviceable condition. These include the original ground water treatment plant, the Nicollet reservoir and pumping station, major trunk water lines, major trunk sanitary sewer lines, and sanitary sewer lift stations.

The water treatment plant is arguably the most critical facility in the City. Its continuous safe and efficient operation is required to provide safe drinking water to more than 85,000 residents in Burnsville and Savage. The City is entering a period in which more significant and expensive improvements to these facilities will be required. The plan also includes an aggressive approach to street reconstruction and rehab. Water and sewer infrastructure replacement occurs as a street is replaced. The plan continues to fund the Storz hydrant nozzle replacement program by retrofitting hydrants over a multi-year period. Storz connections allow a faster connection to the hydrant by the Fire Department by about 30 seconds, which will greatly assist in firefighting.

Ames Center Fund

The third year of the naming rights agreement continues to have a positive impact on the Ames Center Financial Plan. The Ames Center Commission provides additional budget oversight. The projected revenue picture continues to improve. The Five-Year Plan as presented includes some estimates for future capital spending to ensure the facility is maintained in future years. As the building ages, capital maintenance needs will increase.

Financial Policies

Three revisions to the Financial Management Plan were adopted related to budging for LGA funds, clarification on the handling of depreciation for budget purposes in the Enterprise Funds and dedication of franchise fees to the funding of facility needs.

Conclusion

The 2017 budget reflects a continuation of the City's practice to constantly review how services are provided to ensure the most innovative, effective and efficient practices. This practice happens throughout the organization, with more than fifty budget preparers contributing to the proposals for your consideration. Thanks to Finance's leadership and all of the budget preparers for their fine work throughout this process. Although the economy continues to recover, the ever present cost increases for providing basic services make this practice critically important. The adopted 2017 budget reflects the Council's strong financial management practices, is balanced, and sound over both the short and long term.

2017 Budget Summary

City of Burnsville
2017 Budget Summary
All Budgeted Funds

	2014	2015	2016 Original	2016 Amended	2016 Estimate	2017 Budget	2017 % Chg
Revenues / Sources							
Property Taxes	28,779,313	29,973,648	31,557,874	31,552,874	31,565,471	32,698,374	4 %
Other Taxes	1,324,062	1,422,688	1,312,400	1,762,400	1,840,000	2,390,000	82 %
Special Assessments	1,827,660	2,598,895	1,124,278	1,124,278	1,123,278	2,095,490	86 %
License & Permits	1,951,775	2,020,414	2,017,728	2,017,728	1,936,644	2,002,239	(1)%
Fines & Forfeits	419,275	384,940	461,250	461,250	382,365	381,950	(17)%
Investment Income	817,310	775,185	644,434	644,434	759,779	766,377	19 %
Rents	786,624	814,599	807,096	807,096	824,080	891,307	10 %
Intergovernmental	4,867,531	8,332,614	2,226,109	3,311,159	3,392,627	4,943,495	122 %
Charges for Services	27,678,285	27,842,904	28,439,442	28,439,442	28,878,427	29,464,045	4 %
Sale of Capital Assets	644,582	189,459	70,000	770,000	70,000	100,000	43 %
Other Revenues	1,115,769	1,210,358	1,320,535	1,454,339	1,389,639	869,436	(34)%
Bond Proceeds	5,409,771	10,171,176	21,305,220	20,822,500	15,758,855	13,610,000	(36)%
Transfers from other funds	6,532,874	7,064,096	7,064,220	7,094,220	7,045,776	7,058,705	0 %
Total Revenues / Sources	82,154,831	92,800,976	98,350,586	100,261,720	94,966,941	97,271,418	(1)%
Expenditures / Uses							
Employee Services	29,180,049	29,645,196	31,225,813	31,238,019	31,212,822	32,830,657	5 %
Current Expenditures	19,424,644	19,745,030	22,783,509	22,945,789	22,477,717	23,227,719	2 %
Capital Outlay	1,945,907	2,066,838	1,375,700	1,777,101	1,749,444	2,546,500	85 %
Capital Improvements	15,852,780	19,165,019	34,440,659	38,834,866	20,578,703	32,412,555	(6)%
Transfers to other funds	6,532,874	7,055,032	7,064,220	7,064,220	7,015,776	7,058,705	— %
Interest / Debt	7,755,191	8,002,934	7,277,664	7,277,664	6,914,085	7,067,136	(3)%
Total Expenditures / Uses	80,691,445	85,680,049	104,167,565	109,137,659	89,948,547	105,143,272	1 %
Change in Fund Balance	1,463,386	7,120,927	(5,816,979)	(8,875,939)	5,018,394	(7,871,854)	35 %

City of Burnsville
2017 Budget Summary

	General Operating Funds						
	General Fund	Special Revenue	Capital Projects	Total General Operating Budget	Debt Service Funds	Enterprise Funds	Total All Funds
Revenues / Sources							
Property Taxes	27,034,200	867,500	3,670,000	31,571,700	1,126,674	—	32,698,374
Other Taxes	350,000	1,040,000	1,000,000	2,390,000	—	—	2,390,000
Special Assessments	—	—	950,000	950,000	1,122,490	23,000	2,095,490
License & Permits	2,000,519	1,720	—	2,002,239	—	—	2,002,239
Fines & Forfeits	356,950	25,000	—	381,950	—	—	381,950
Investment Income	270,000	16,000	43,192	329,192	166,398	270,787	766,377
Rents	891,307	—	—	891,307	—	—	891,307
Intergovernmental	2,440,324	294,000	2,159,671	4,893,995	49,500	—	4,943,495
Charges for Services	6,200,941	8,400	15,000	6,224,341	—	23,239,704	29,464,045
Sale of Capital Assets	—	—	100,000	100,000	—	—	100,000
Other Revenues	68,250	39,110	80,000	187,360	—	682,076	869,436
Bond Proceeds	—	—	10,110,000	10,110,000	—	3,500,000	13,610,000
Transfers from other funds	185,000	131,000	4,353,120	4,669,120	1,471,943	917,642	7,058,705
Total Revenues / Sources	39,797,491	2,422,730	22,480,983	64,701,204	3,937,005	28,633,209	97,271,418
Expenditures / Uses							
Employee Services	26,588,911	933,681	—	27,522,592	—	5,308,065	32,830,657
Current Expenditures	9,155,873	894,920	630,000	10,680,793	8,200	12,538,726	23,227,719
Capital Outlay	—	82,500	2,150,200	2,232,700	—	313,800	2,546,500
Capital Improvements	—	—	19,382,555	19,382,555	—	13,030,000	32,412,555
Transfers to other funds	4,484,000	712,642	709,101	5,905,743	—	1,152,962	7,058,705
Interest / Debt	—	—	—	—	4,111,239	2,955,897	7,067,136
Total Expenditures / Uses	40,228,784	2,623,743	22,871,856	65,724,383	4,119,439	35,299,450	105,143,272
Use of Fund Balance	(431,293)	(201,013)	(390,873)	(1,023,179)	(182,434)	(6,666,241)	(7,871,854)

City of Burnsville
2017 Budget Summary
Special Revenue Funds

	2017 Budget							
	Cable Franchise	Youth Center	Sustainability	Grant	EDA Fund	Forestry (EAB)	Forfeiture	Special Revenue Total
Revenues / Sources								
Property Taxes	—	—	—	—	617,500	250,000	—	867,500
Other Taxes	1,040,000	—	—	—	—	—	—	1,040,000
License & Permits	—	—	—	—	—	1,720	—	1,720
Fines & Forfeits	—	—	—	—	—	—	25,000	25,000
Investment Income	7,000	—	—	—	9,000	—	—	16,000
Intergovernmental	—	49,000	229,000	16,000	—	—	—	294,000
Charges for Services	8,400	—	—	—	—	—	—	8,400
Other Revenues	—	39,110	—	—	—	—	—	39,110
Transfers from other funds	—	56,000	75,000	—	—	—	—	131,000
Total Revenues / Sources	1,055,400	144,110	304,000	16,000	626,500	251,720	25,000	2,422,730
Expenditures / Uses								
Employee Services	538,825	—	253,421	—	118,724	22,711	—	933,681
Current Expenditures	247,583	146,110	72,100	16,000	96,247	286,880	30,000	894,920
Capital Outlay	22,500	—	—	—	—	60,000	—	82,500
Transfers to other funds	185,000	48,000	—	—	479,642	—	—	712,642
Total Expenditures / Uses	993,908	194,110	325,521	16,000	694,613	369,591	30,000	2,623,743
Change in Fund Balance	61,492	(50,000)	(21,521)	—	(68,113)	(117,871)	(5,000)	(201,013)

City of Burnsville
2017 Budget Summary
Capital Projects Funds

	2017 Budget							
	Parks Capital	Equipment & Vehicle	Facilities	I.T. Capital Fund	Infra-structure	Street Maintenance	Improvement Construction	Capital Projects Total
Revenues / Sources								
Property Taxes	—	—	420,000	—	3,250,000	—	—	3,670,000
Other Taxes	—	—	1,000,000	—	—	—	—	1,000,000
Special Assessments	—	—	—	—	—	—	950,000	950,000
Investment Income	—	10,000	—	2,000	24,192	7,000	—	43,192
Intergovernmental	50,000	—	—	—	1,694,671	—	415,000	2,159,671
Charges for Services	—	—	—	—	—	15,000	—	15,000
Sale of Capital Assets	—	100,000	—	—	—	—	—	100,000
Other Revenues	80,000	—	—	—	—	—	—	80,000
Bond Proceeds	—	—	10,110,000	—	—	—	—	10,110,000
Transfers from other funds	1,250,000	1,392,000	441,700	649,970	—	619,450	—	4,353,120
Total Revenues / Sources	1,380,000	1,502,000	11,971,700	651,970	4,968,863	641,450	1,365,000	22,480,983
Expenditures / Uses								
Current Expenditures	—	—	—	—	—	630,000	—	630,000
Capital Outlay	—	2,150,200	—	—	—	—	—	2,150,200
Capital Improvements	1,385,952	—	12,085,750	780,853	3,765,000	—	1,365,000	19,382,555
Transfers to other funds	—	—	—	—	709,101	—	—	709,101
Total Expenditures / Uses	1,385,952	2,150,200	12,085,750	780,853	4,474,101	630,000	1,365,000	22,871,856
Change in Fund Balance	(5,952)	(648,200)	(114,050)	(128,883)	494,762	11,450	—	(390,873)

City of Burnsville
2017 Budget Summary
Enterprise Funds

	2017 Budget							
	Water & Sewer	Storm Water	Ice Center	Golf Course	Street Lighting	Ames Center	Sidewalk Snow Plowing	Enterprise Total
Revenues / Sources								
Special Assessments	—	23,000	—	—	—	—	—	23,000
Investment Income	196,206	63,949	1,000	3,500	5,000	—	1,132	270,787
Charges for Services	15,477,252	4,265,321	1,097,210	278,000	556,884	1,483,712	81,325	23,239,704
Other Revenues	218,876	40,000	—	—	10,000	413,200	—	682,076
Bond Proceeds	3,500,000	—	—	—	—	—	—	3,500,000
Transfers from other funds	—	—	—	—	—	904,642	13,000	917,642
Total Revenues / Sources	19,392,334	4,392,270	1,098,210	281,500	571,884	2,801,554	95,457	28,633,209
Expenditures / Uses								
Employee Services	3,604,312	890,818	618,979	193,956	—	—	—	5,308,065
Current Expenditures	8,912,681	942,874	395,640	80,154	389,881	1,736,496	81,000	12,538,726
Capital Outlay	—	—	65,000	14,100	—	234,700	—	313,800
Capital Improvements	8,775,000	4,085,000	—	—	170,000	—	—	13,030,000
Transfers to other funds	435,620	62,500	—	—	—	644,842	10,000	1,152,962
Interest / Debt	2,547,625	408,272	—	—	—	—	—	2,955,897
Total Expenditures / Uses	24,275,238	6,389,464	1,079,619	288,210	559,881	2,616,038	91,000	35,299,450
Change in Fund Balance	(4,882,904)	(1,997,194)	18,591	(6,710)	12,003	185,516	4,457	(6,666,241)

City of Burnsville
2017 Budget Summary
Projected Changes in Fund Balance

Fund	Estimated Fund Balance January 1	2017 Revenues	2017 Expenditures	Fund Balance December 31	Increase (Decrease)	% Change in Fund Balance	Greater than Ten Percent Variance
General Fund	21,094,047	39,797,491	40,228,784	20,662,754	(431,293)	(2.0)%	
Special Revenue Funds							
Cable Franchise	1,070,033	1,055,400	993,908	1,131,525	61,492	5.7 %	
Youth Center	79,994	144,110	194,110	29,994	(50,000)	(62.5)%	B
Sustainability	142,887	304,000	325,521	121,366	(21,521)	(15.1)%	B
Grant	11,667	16,000	16,000	11,667	—	— %	
EDA	791,276	626,500	694,613	723,163	(68,113)	(8.6)%	
Forestry (EAB)	401,433	251,720	369,591	283,562	(117,871)	(29.4)%	A
Forfeiture	11,217	25,000	30,000	6,217	(5,000)	(71.0)%	A
Capital Projects Funds							
Parks Capital	166,383	1,380,000	1,385,952	160,431	(5,952)	(3.6)%	
Equipment & Vehicle	1,094,362	1,502,000	2,150,200	446,162	(648,200)	(59.2)%	C, D
Facilities	799,697	11,971,700	12,085,750	685,647	(114,050)	(14.3)%	C, D
I.T. Capital Fund	178,374	651,970	780,853	49,491	(128,883)	(72.3)%	C, D
Infrastructure	2,419,248	4,968,863	4,474,101	2,914,010	494,762	20.5 %	C
Street Maintenance	319,451	641,450	630,000	330,901	11,450	3.6 %	
Improvement Construction	(121,791)	1,365,000	1,365,000	(121,791)	—	— %	
Debt Funds							
G.O. Debt Funds	18,932,432	3,937,005	4,119,439	18,749,998	(182,434)	(1.0)%	
Enterprise Funds							
Water & Sewer	72,782,857	19,392,334	24,275,238	67,899,953	(4,882,904)	(6.7)%	
Storm Water	40,311,113	4,392,270	6,389,464	38,313,919	(1,997,194)	(5.0)%	
Ice Center	5,340,253	1,098,210	1,079,619	5,358,844	18,591	0.3 %	
Golf Course	1,115,923	281,500	288,210	1,109,213	(6,710)	(0.6)%	
Street Lighting	1,630,857	571,884	559,881	1,642,860	12,003	0.7 %	
Ames Center	16,054,216	2,801,554	2,616,038	16,239,732	185,516	1.2 %	
Sidewalk Snow Plowing	113,160	95,457	91,000	117,617	4,457	3.9 %	
Total All Funds	184,739,089	97,271,418	105,143,272	176,867,235	(7,871,854)	(4.3)%	

Reason for Greater than Ten Percent Variance:

A: Planned use of fund balance for capital items.

B: Planned use of fund balance for operations.

C: Capital projects vary by year. The City strives to pay cash for capital projects that can be anticipated and planned for in advance of purchase. Therefore the City's fund balance levels fluctuate, in part, based on capital project plans.

D: Planned use of fund balance. Rather than incur debt and related interest expense for annual on-going vehicle and equipment purchases and facility improvements, the City uses pay-as-you-go funding through the use of transfers from the General Fund, enterprise funds, and use of fund balance.

2017 Budget Overview & Analysis -

City Council Governance Model

In reviewing the budget, it is important to note the strong role the City Council's *Governance Model* plays in creating the budget. The Council governs by providing strategic leadership and articulating a collective community vision. The Council reviews budget information at a policy level by concentrating on achieving desired results within a broad context of what the community can afford.

As in previous years, the budget reflects the hard work and dedication of many. The attention to detail and demonstrated interest in quality services ensures that the recommended budget exists as a realistic target, striving to fulfill the Council's broadest and highest policy directive:

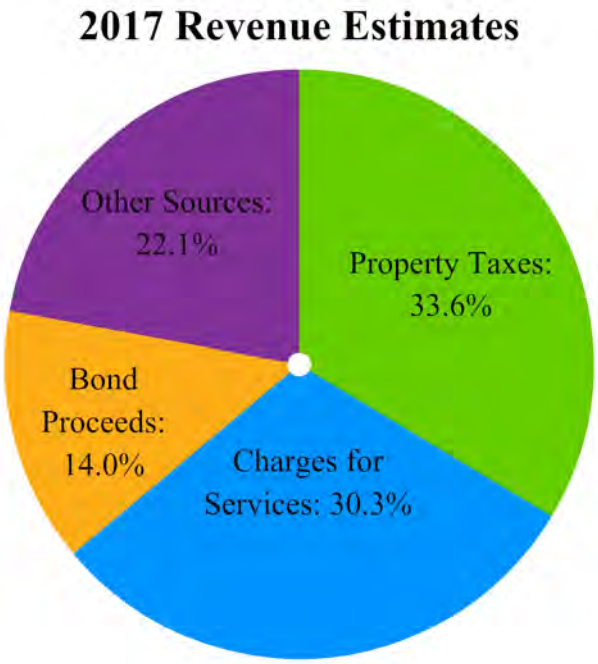
> **City of Burnsville Mega END Statement -**
>
> *"People find Burnsville an attractive, well-balanced city of residences and businesses, which through a combination of amenities and public/private partnerships, provides a wide range of opportunities for citizens to live, work, learn and play, for a reasonable investment."*

Council Budget Guidelines on Property Taxes and Charges for Services/Fees

The City of Burnsville has a Financial Management Plan (see separate tab) that helps guide the City's annual budget development. In addition to the guidance provided by this Plan, the Council also provides specific direction annually on the maximum amount of property taxes that the Council will consider. The Council is sensitive to fee levels in addition to the property tax.

Revenue Sources

Property taxes, charges for services and bond proceeds are the City's largest revenue sources which make up 78 percent of the City's revenue. Other sources consist of a number smaller revenue sources including licenses and permits, intergovernmental sources, fines and forfeits, rents, and investment income.



Property Taxes

The final adopted tax levy is $31,544,174, a 3.6 percent increase over the 2016 levy. This increase is inclusive of all City Council adopted levies as well as the Economic Development Authority (EDA) special levy. This is consistent with the maximum property tax levy the Council adopted in September which was a 3.6 percent increase. The levy includes $50,000 for Infrastructure Trust Fund. The majority of the remaining increase is a 3.4 percent increase for the General Fund. This increase is primarily for personnel services expenditures to maintain the current level of services.

The table that follows provides a comparison of the 2017 adopted property tax levy to the 2016 adopted levy.

2017 Adopted Property Tax Levy Compared to 2016 Adopted

	Adopted 2016 Tax Levy	Adopted 2017 Tax Levy	Percent Change	Dollar Change
General Fund	25,955,000	27,029,000	3.4 %	1,074,000
Debt Service	1,126,674	1, 126,674	—	—
Forestry EAB Management Fund	250,000	250,000	—	—
Infrastructure Trust	3,200,000	3,250,000	0.1 %	50,000
Facilities Fund	420,000	420,000	—	—
Subtotal General City Tax	**30,951,674**	**32,075,674**	**3.5%**	**1,124,000**
Economic Development Authority	592,500	617,500	0.1 %	25,000
Total City and EDA Tax	**31,544,174**	**$31,544,174**	**3.6%**	**1,149,000**

Tax Rates

The Council certifies to the County the property taxes to be collected from taxpayers. How this tax burden is then distributed between commercial and industrial, apartments, and residential is based on decisions made by the State as well as changes in property values driven by market conditions and other factors.

Annual changes to the property tax capacity rate are driven by the following factors: 1) changes to the certified property tax levy; 2) changes in assessed property valuations; 3) impact of fiscal disparities contribution and distribution; and 4) changes to tax increment. The Council certainly has a significant impact on the property tax capacity rate by what is certified for the tax levy but the Council has no control over how taxes are spread across the various properties in the City as well as what is contributed and distributed from the fiscal disparities pool. The State made a significant change in 2012 eliminating Market Value Homestead Credit and replacing it with Market Value Homestead Exclusion for residential property thus changing the distribution of taxes among properties by reducing the total taxable value within the city.

The fiscal disparities program shares 40 percent of the growth in the commercial/industrial (C/I) property tax base since 1971 among the seven counties in the Twin Cities metropolitan area. Historically, the City of Burnsville has been a “net contributor” to this program, which means it “contributes” more revenue to the program than it receives. The amount of the City’s contribution varies each year. In 2016, the City of Burnsville contributed $3.4 million to this program. School District 191 was also a net contributor in 2016, contributing $875,000 to this program.

Based on the proposed maximum increase in the tax levy, the City’s 2017 property tax capacity rate is estimated to be 47.454 compared to 47.416 for 2016, including the EDA. This is not a final number for 2017 at this time. The Council does not set the property tax capacity rate. The City’s tax rate is calculated by Dakota County once the City certifies a final levy. There was a net increase in total valuation of properties within the City. Most of the valuation increase was due to a net increase of existing residential and apartment properties with a small net decrease in valuation of commercial and industrial properities. Total valuation increase on existing properties was 3.2 percent with residential valuations increasing about 4.3 percent, apartments 5.8 percent and existing commercial/ industrial values decreased 0.4 percent in total. New Construction contributed a 0.3% increase in total value.

Delinquent Property Tax Collection

While delinquent property taxes continue to be higher than historical amounts, delinquent collections are also higher which offsets the loss of current taxes. Delinquent taxes are paid when ownership transfers on properties, so while the number of foreclosures has been higher in recent years, payments of delinquent taxes have increased. The City does not expect a significant loss in revenue due to delinquencies.

Charges for Services/Fees

Fee increases are in consistent with policy and Council direction. The budget document includes a Fees and Charges section which details all of the specific fees for 2017.

Fees and charges are reviewed and adjusted annually based on one of the following criteria which is outline in the City's Financial Management Plan:

- Market Comparison - fees set at upper quartile of the market
- Maximum set by external source - fees set by legislation or International Building Code
- Entrepreneurial approach - fees set at the top of the market
- Recover the cost of service - fees for the programs will be self-supporting where possible
- Utility fees - fees based on annual rate study

During 2016 the Council directed staff to pursue the addition of gas and electric franchise fees to fund capital improvements. The change will be presented to Council for approval in February of 2016 with implementation date of July 2016. Franchise fees are included in the 2017 budget and 5-year financial plans to reflect the change in revenue sources in the Facilities Capital Funds.

General Fund Charges for Services

The largest amounts in charges for services in the General Fund include recreation fees, public works and engineering fees and EMS service fees. Total net charges for services estimated for 2017 are $2.8 million compared to $2.3 million recognized in 2015 and an estimated $2.5 million final for 2016. EMS revenue estimates were increased due to 5% fee increase and continued increase in call volume. It is also estimated that call volume will increase with the addition of a peak time ambulance funded by the SAFER Grant. It is expected that fewer calls will need to be routed to mutual aid.

Utility Fees

Utility fees comprise the largest share of total fees. Utility fees will increase 4.5 percent for both sanitary sewer and water. There will be no increase in storm water fees. Rates are proposed to stay the same (no increase) for the street light utility for residential and commercial properties that pay this fee. In total, proposed utility fee increases fund an acceleration of major sanitary sewer and water infrastructure projects over the next several years. Utility fees are based on a review of actual level of operating and capital spending compared to appropriations, as well as review of cash balance and net asset levels. Detail on spending and charges for services/fees are provided in the Five Year Financial Plans for each of the utilities.

Bond Proceeds

The 2017 budget includes bonding of $14.6 million in 2017. The largest portion of the debt is in the Facilities Capital fund which includes bonding of $10.1 million for the Facilities Improvement project. The 2016 budget included $15.2 for bonds to be issued in 2016. This included the meter replacement bonding project and other utility projects in the enterprise funds of $13.6 million.

Other Revenues Sources

Special Assessments

Special assessments are a funding source for some capital projects where there is a benefit to certain properties. The 2017 budget for special assessments is $950,000, a decrease of $630,000 over 2016 in capital projects. Property owners will have the choice to pay special assessment in full or to make payments over a number of years. The City

will bond for any special assessments which will be received in future installments which will be pledged to fund debt service.

Special assessments pledged to existing debt service in 2017 are expected to be $1.1 million which is consistent with the amount in 2016.

Licenses and Permits

The City reduced building permit revenue estimates over the last few years due to economic conditions. However, in Burnsville the City has continued to have building activity and a few large projects have improved building permit revenue. Based on preliminary 2016 activity, the 2017 revenue projection was maintained at approximately the same level.

Fines & Forfeits

Fines and Forfeitures estimates have been reduced by $80,000 based on the trend the City has experienced the past few years. Total estimate for 2017 is $357,000, primarily from traffic citations and other public safety fines.

Rents

The City receives rental income for some uses of facilities and properties. The majority of this is for antenna site rentals. Revenue for these sources is budgeted at $891,000 in 2017 compared to $807,000 in 2016.

Investment Income

Interest revenue remains low with historically low interest yields. The City manages cash flow closely to maximize available funds within the parameters of State Statutes for investment of City funds.

Expenditures

The 2017 budget is approximately $105 million. This includes operating, capital, and debt service. This compares to a total budget of approximately $104 million in 2016. The total budget amount varies from year to year, sometimes significantly, depending on several factors such as timing and size of capital projects, status of grant revenues, transfers between funds, and scheduled debt service payments. In total, about 60 percent of the 2017 budget is for operations and transfers, and the balance for capital and debt service. Operating expenses increased $2.0 million from 2016 to 2017 and capital expenditures were reduced by approximately $1.0 million representing the net increase in the total budget of approximately $1 million.

Employee Services

Of the total operations budget (excluding capital and debt), about 52 percent or $32.8 million is for employee service costs, net of allocations to enterprise funds.

Personnel costs are comprised of wages, health insurance costs, and other benefits such as employer taxes, employer pension contribution, workers compensation insurance, funding for vacation and sick leave, and disability insurance. Total personnel costs are budgeted to be at $32.8 million in 2017 compared to $31.2 million in 2016. A listing of full time equivalent positions (FTE) count by department compared to prior year is included in the supplemental information section of this document. An increase of 5.5 FTEs was adopted. This includes 4.0 FTE increase in firefighter positions funded by the SAFER grant and 1.0 increase for a maintenance worker for the meter replacement project. Additionally, the City of Lakeville joined the Dakota Valley Recycling program which increased revenues and added a 0.5 position to the program. Other minor FTE position changes resulted in a net zero change to FTE's.

The personnel budget includes a 0.5 percent increase for employer contribution toward employee benefits for 2016. Unlike many other cities, the City of Burnsville does not pay a percent of health insurance premiums but rather a fixed dollar amount toward this employee benefit. Management annually reviews this fixed dollar contribution and recommends to the Council in December a proposed amount for the City contribution toward employee benefits. If an increase is proposed it is after consideration of the Council adopted employee compensation policy. When premiums increase, it does not mean the employer contribution toward benefits automatically increases.

Current Expenses

Estimated spending on current expenditures for all funds is $23.2 million an estimated increase of 1.9 percent in total from 2016 to 2017. Current expenditures include expenditures such as supplies, materials, chemicals, fuel, legal/consultant fees, repairs, maintenance, training, etc. The increase in current expenditures was entirely in the enterprise funds which represent 54 percent of the current expenditures. The majority of the increase was due to Metropolitan Council Environmental Services (MCES) metro sewer increase of $235,000 or 5.3 percent.

Capital

The 2017-2021 Capital Improvement Program (CIP) includes $73.5 million in proposed spending over the next five years, with an average annual expenditure amount of around $15 million. The majority of the funding for projects comes from the City's utility funds and fees collected for these utilities. In addition, the CIP anticipates ongoing property tax levy funding as well as funding from the Municipal State Aid Street (MSAS) Fund from the State. The City also assesses benefiting property owners for a portion of the cost of street projects. The CIP includes several projects listed as future "unfunded" projects, which do not currently have funding identified.

In addition to the five-year plan that is prepared for street and utility projects, the City also prepares five-year plans for other capital projects and acquisition of capital assets. Other capital projects and acquisitions include park renovation and improvement projects, facility improvements, vehicle and public works equipment, and information technology software and hardware acquisition. The five-year plan includes $22.2 million in facilities improvements. The five-year plan also includes a plan to restore recent years' funding reductions to the Parks CIP with annual increases in the transfer of revenue (tax levy) from the General Fund. More detail on the proposed change to the Parks CIP is included in the Financial Plan section of the budget document under the Parks Capital Fund.

Debt Service

The proposed budget anticipates future issuance of bonds for the following areas:

- facilities improvements
- special assessment portion of street projects;
- major storm water quality improvement projects;
- major sanitary sewer and water infrastructure replacement projects; and
- water meter replacement project.

Broad Indicators

Assessed Market Value

One of the most significant indicators of Burnsville's success is demonstrated in the consistent growth in total assessed market value.

The total assessed market value increased 3.5 percent in 2016 for the fourth increase in five years. Residential values increased five percent while commercial/industrial values decreased one-half percent. Like other cities in Dakota County and the entire metro area, the City was impacted by the national downturn in the housing market for several years with market values declining for 2009-2012. All ten of the largest cities in Dakota County saw total increases ranging from 1.9 to 6.5 percent in 2016.

While market values increased for the current year, the decade still saw total assessed market value (as determined by the County Assessor) decrease by $680 million or a cumulative ten percent over this period. The market value for each year is determined as of January 1 based on prior year sales.

Bond Rating

STANDARD & POOR'S RATINGS SERVICES
McGRAW HILL FINANCIAL

An important indicator of financial stability is the credit rating assigned by independent rating agencies.

In 2016, Standard & Poor's Rating Services (S&P) reaffirmed its "AAA" rating for the City of Burnsville. This is the highest bond rating an organization can receive from S&P. Additionally, Moody's conducted a surveillance rating of the City and also rated the City as "Aaa." Independent evaluation of a municipalities' credit risk is one of the single most important indicators of prudent financial and administrative management.

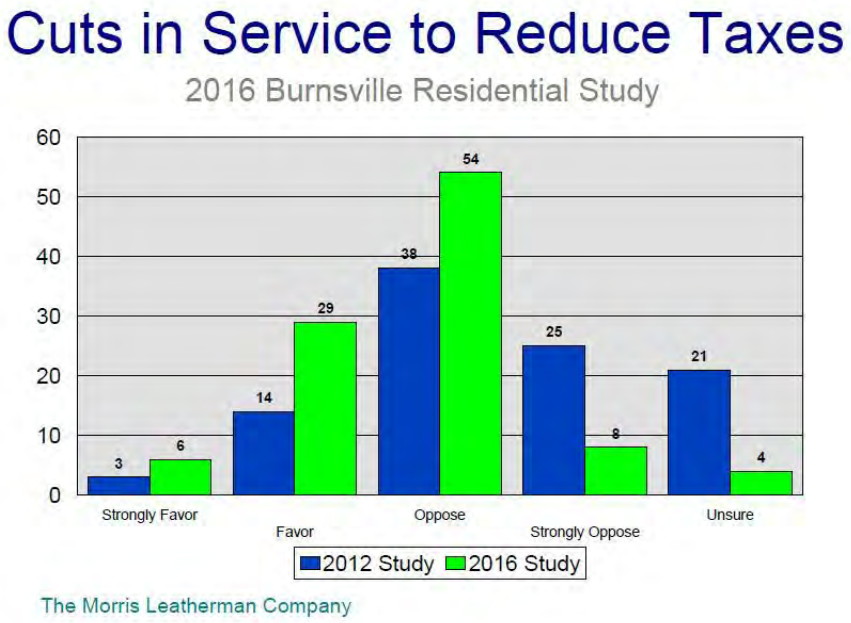
The evaluation considers many factors including property value information, tax capacity rates, outstanding debt, fund balances, budget results and other financial information. Population and demographic statistics of employment and wealth are also considered.

The City has had a top bond rating since 2010.

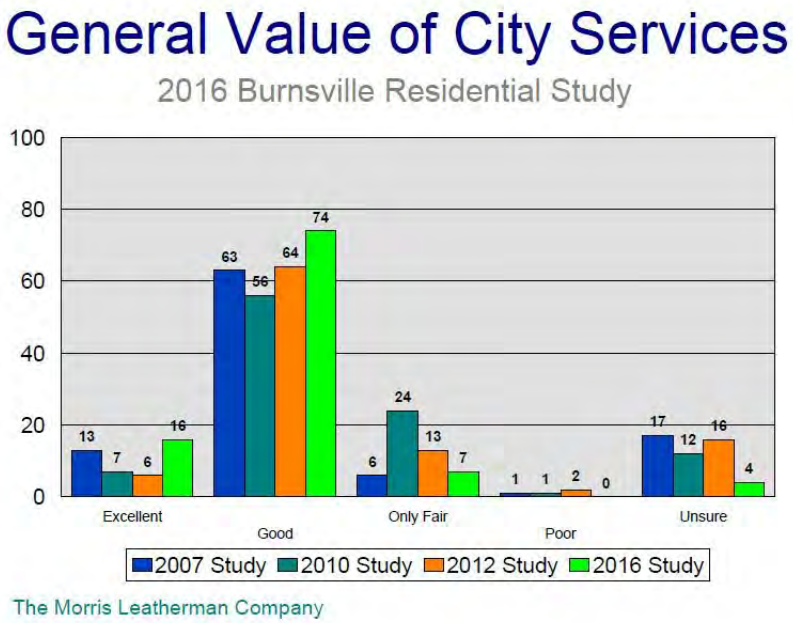
Residential and Business Surveys

Feedback from residents and businesses is also an important indicator for the City. The City of Burnsville conducts a statistically valid residential and business survey every four years.

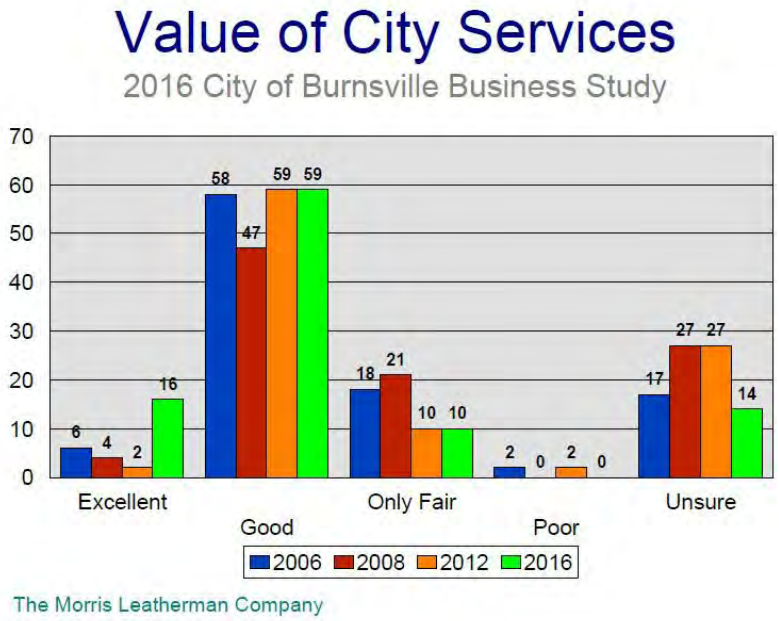
In the most recent residential survey (2016), more respondents indicated support for cuts in City services to reduce taxes. Respondents that oppose or strongly oppose cuts in services to reduce taxes remained consistent with the prior year.



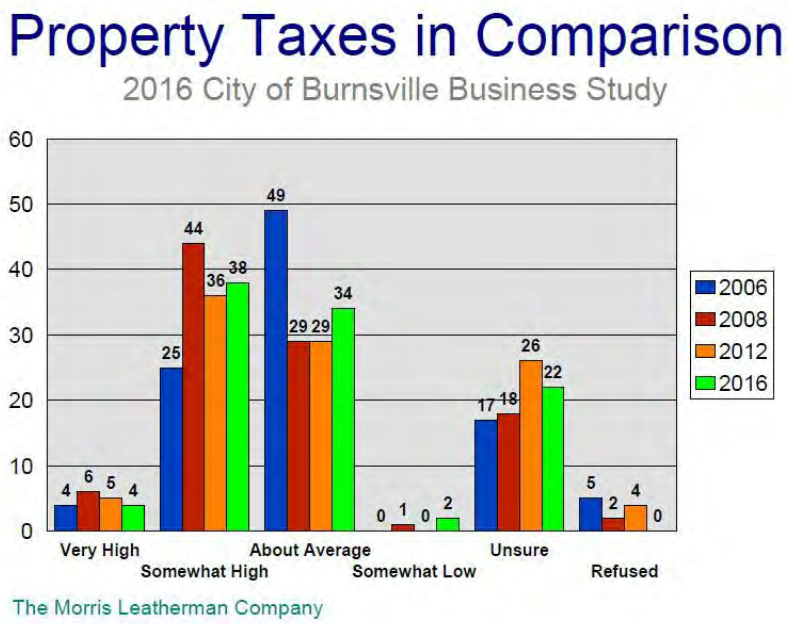
The percentage of residents responding "excellent" or "good" when asked how they value City services improved to 90 percent. The number of 2016 survey respondents that rated City property taxes as very high or somewhat high compared to nearby areas increased from 39 to 50 percent.



The most recent business survey (2016) also indicated a jump in the value of City services for property taxes paid. Respondents rating the value as "Good" or "Excellent" jumped from 61 percent to 75 percent in 2016.

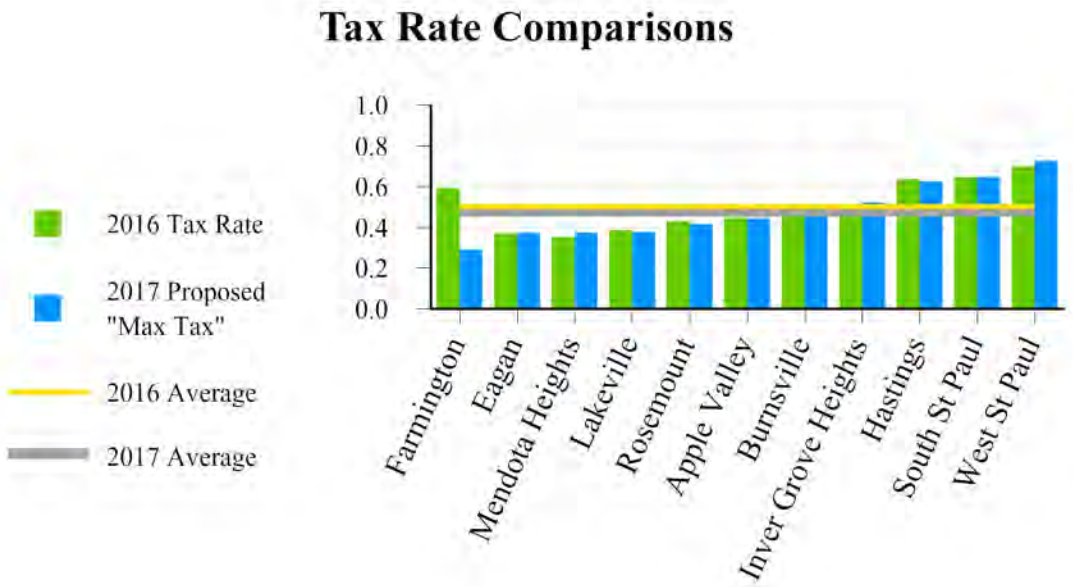


The number of 2016 Business survey respondents that rated City property taxes as very high or somewhat high compared to nearby areas was 42 percent, consistent with the last survey.



City Tax Rates

The following table shows a comparison of city tax rates, as proposed, with other Dakota County cities. Burnsville's tax rate is below the average for other Dakota County cities. Final adopted rates for 2017 are not available at this time. The data below reflects what was available for Truth in Taxation. The following charts reflect only the City tax levies and do not include special levies, such as Housing Redevelopment Authority (HRA) or Economic Development Authority (EDA) levies that cities may also certify.



The table to the right shows a comparison of Burnsville's 2016 adopted city tax rate for City services with other market cities. Burnsville's tax rate was the third highest out of the ten market cities; however, it was lower than the state-wide average. This information will be collected for 2017 when the information is available. Burnsville's comparison to metro market cities will likely remain similar for the year 2017.

	Metro Market Cities	Adopted 2015 Tax Rate	Adopted 2016 Tax Rate
1	Brooklyn Park	56.136	56.690
2	St. Louis Park	47.754	47.829
3	Burnsville	44.790	46.109
4	Coon Rapids	44.754	44.908
5	Apple Valley	45.274	44.459
6	Lakeville	38.948	37.894
7	Eagan	36.525	37.097
8	Minnetonka	36.565	35.863
9	Plymouth	27.847	27.838
10	Edina	26.605	27.137
	Average of Ten Market Cities	40.520	40.580
	State Average	46.898	46.520

Grants and Donations

City of Burnsville, Minn.

Building community - Leveraging resources - Saving tax dollars through grants and donations
Another way to consider the effectiveness of city services is through the grants and donations received over the past three years. Following are the major grants and donations:

Safety

- Bulletproof vest grant:
  - (FY 2014) $4,346 Federal, $1,700 State
  - (FY 2015) $2,770
- Dakota County Traffic Safety Grants (DCTSP):
  - Annual partnership - average of $22,000 per year
- Staffing for Adequate Fire and Emergency Response (SAFER)
  - (2016 award, 2017 start of performance period) $1,120,328 over 2 years to fund four firefighter/paramedics
- Fire Prevention and Safety Grants
- Community Partnership Grant
  - (FY 2014) Centerpoint Energy $2,500
- CDBG - EMS grants to low-income patients
  - (Annually) $5,000-$10,000
- Firefighter board training reimbursement grant
  - (2014) $4,605
  - (2015) $4,792
- Dakota County/Task force training
  - (2014) $6,000
  - (2015) $7,997
- Byrne Jag grant funds
  - (FY 2014) $13,051
  - (FY 2015) $12,931
- Walmart
  - (2014) Shop with a Cop $1,000
  - (2015) $1,200
- Arbors at Ridges
  - (2016) $2,512 for emergency scene rehabilitation equipment
- Burnsville Lions Club
  - (2015) Gun Range $48,000
- OPI Holdings
  - (2015) Fire gear, helmets, radios $32,700
- K-9 Vested Interest
  - (2015) $950
- First Wheels
  - (2015) Police badges $6,000

- Quality Propane
  - (2015) $32,700 for fire department radios and fire gear
- 12 Days of Christmas
  - (2016) $7,945

Transportation

- Federal Highway Administration CR 5/TH 13 interchange
  - (2005/2009/2013/2014) $12.03 million
- MnDOT CR 5/TH 13 interchange
  - (2013/2014) $17.55 million
- Federal Lands Access Program
  - (2014) $500,000
- US Fish and Wildlife
  - (2014) $250,000
- Transportation Advisory Board
  - (2014) Transportation Enhancement/Black Dog Regional Trail $1,010,000
  - (2015) Lake Marion Greenway - 2019 Construction $1,450,000
- Dakota County
  - (2015-2016) Black Dog Trail $525,000

Neighborhoods

- CDBG funds used in partnership with Dakota County CDA in projects for senior citizens and low/moderate income residents
  - (Annually) Home remodeling grants - average annual allocation $20,000-25,000
  - (Annually) Senior services -average annual allocation $35,000-45,000

Youth - THE GARAGE, BYC

- CDBG
  - (Annually) average annual allocation $45,000
- Otto Bremer Grant
  - (2015-17) Operations $96,680
- Youthprise - Support for BYC
  - (2014) $25,000
  - (2015) $25,000
- Burnsville Youth Center Foundation
  - (2015) Café $8,620

Development/Redevelopment

- MRQ planning grant
  - CDA redevelopment grant $15,000
  - CDBG grant $15,000
- CDA redevelopment grant Heart of the City (HOC) parking deck expansion
  - (2014) $250,000
  - (2015) $395,000
- DEED Host Community Grant
  - (2014) Cliff Road Intersection pre-design $90,000
  - (2015) Cliff Road Intersection $346,250

Environment

- Dakota County grant - Dakota Valley recycling program
  - (Annually) $179,000
- Dakota County Local Negotiated Innovation Funds (LNIF)
  - (2014) $4,604
  - (2015) $6,000
- MN DNR Legacy Funding
  - (2015) $61,000
- MN DNR Aquatic Species Control Grant
  - (2014) $2,200
  - (2015) $3,500
- Dakota County Watercraft Inspections
  - (2014) $559
  - (2015) $800
- MN Pollution Control Agency
  - (2015) $3,000

Parks

- Lions Club
  - (2014) playground equipment / splashpad $70,000
  - (2015) Skate park $50,000
- Burnsville Foundation - Winter Lighting
  - (2014) $35,000
  - (2015) $35,000
- Baseball Association BA 191 - Parks improvements
  - (2015) $55,000

Cost Saving Partnerships

City of Burnsville, Minn.

Partnerships are a vital element for cost effectiveness and community building. The City has pursued partnerships with a variety of other government agencies as well as private groups to collaborate to achieve results in each of the community themes. All City departments take advantage of many opportunities to join forces and interact with different agencies and groups on an on-going basis, however this is a list of many partnerships that have had and will continue to have an impact on City operations:

Partnering Organization	Partnership Focus
Safety	
• Dakota Communications Center (DCC)	Consolidated 9-1-1 dispatch for Dakota County
• Dakota County	Radio Workgroup - 800 MHz radio
• Dakota County Drug Task Force	Multi-city partnership formed to fight illegal drugs
• County/Cities/Bloomington/Savage	Public safety regional mutual aid
• Dakota County	Domestic preparedness - Special Operations Team
• Dakota County Special Operations Team	Specialty responses such as HAZMAT, structural collapse
• Dakota County Electronic Crimes Task Force	Multi-city partnership formed to fight electronic crimes
• Dakota County Fire Chiefs Association	Mutual aid chief officers assist long or complex incidents
• Lakeville, Apple Valley, Eagan	Fire training site
• Dakota Cty Cities, Bloomington and Savage	Fire Department automatic mutual aid
• Dakota County	EMS Consortium - EMS Services, planning and coordination
• Scott County	SCALE initiative - public safety training facility
• Dakota County & Cities	CJINN - improve efficiency/access to information
• Upper Midwest AMSC/Coast Guard/MN HSEM	Emergency responses on area rivers
• Fairview Ridges Emergency Room Physicians	Online medical control
• State Duty Officer (MN Dept of Public Safety)	Regional response to incidents requiring special expertise
• State Fire Marshal's Office	Code enforcement, fire investigation and fire operation
• Metropolitan Emergency Services Board	Planning and coordination of metro-wide EMS services
• Police/Fire Chaplains	Provide support for responders and citizens
• Minnesota Incident Management Team	Provide support for large scale emergency responses
• Minnesota Fire Chiefs Association-FAST (Fire Chiefs Assistance and Support Team)	Provide support for both emergency and non-emergency situations
Community Enrichment	
• BAC/VAA/LAA	Youth athletic programs
• Burnsville Hockey Club (BHC)	Ice Center hockey program & BHC training facility
• Burnsville MN Valley Figure Skating Club	Ice Center figure skating program

• BA 191 Baseball	Alimagnet Park baseball field improvements
Partnering Organization	**Partnership Focus**
• South of the River Recreators	Joint recreation programming
• Independent School District 191 (ISD 191)	Youth Relations Officers
• ISD 191/Burnsville YMCA/Twin Cities Catalyst Music (TCCM)	Burnsville Youth Collaborative programs
• Burnsville Rotary Clubs (Breakfast & Noon)	Kids of Summer program, GARAGE studio
• Burnsville Lions Club	Lions Playground/Skate Park/Halloween Fest/ Cliff Fen Park Splash Pad
• People of Alimagnet Caring for K-9s	Dog Park improvements
• Burnsville Softball Council	Field and facility improvements
• ISD 191	Senior Center/Grand Ol Carnival
• Augustana Care Senior Center	Senior Health & Fitness Day
• Zombie Board Shop	Skate Park programming

Neighborhood

• Woodhill Urban Agriculture Center	Wolk Park community garden project
• DARTS	Chore services for seniors
• International Festival of Burnsville	International Festival
• 360 Communities	Domestic Abuse Response Team (DART) assistance, Food shelf
• Burnsville Rotary/ Breakfast Rotary	Flags in Heart of the City (HOC)
• BA #191 Baseball	Flags in HOC
• Fire Muster Board	Fire Muster

Development/Redevelopment

• Dakota County CDA	Housing and economic development
• City of Eagan	Electrical inspector
• Burnsville Community Foundation	Heart of the City (HOC)
• Chamber of Commerce	Promote economic development
• Burnsville Commercial Real Estate Council	Promote economic development
• Experience Burnsville	Promote economic development
• MN Marketing Partnership	Promote economic development
• Dakota County CDA and Cities	Open to Business initiative
• MN DEED	Promote economic development
• Greater MSP	Promote economic development
• Dakota Scott County WDB	Workforce Initiatives
• Burnsville Promise	Post-secondary & career readiness

Environment

• Cities of Apple Valley/Eagan	Multi-city partnership - recycling programs
• Cities of Apple Valley/Lakeville	Lake management programs
• Cities of Lakeville/Savage/Eagan	Potable water sharing
• Crystal Lake Improvement Association	Boat ramp monitoring program
• Metropolitan Council	Citizen Lake-Monitoring Program (CLMP)

Partnering Organization	Partnership Focus
• Dakota County	Citizen wetland health evaluation project
• MN Department of Natural Resources	Fishing in the Neighborhood program
• Dakota County	Septic Monitoring JPA
Transportation	
• MVTA	Heart of the City (HOC) parking ramp
• North Dakota County	Public Works Directors (CONDAC)
• I-35W Alliance	I-35W Transportation issues
• Dakota County	County Rd 42 improvements
• City of Savage, Scott County	County Rd 42 frontage road project
• Twelve Dakota and Scott County Cities	Street maintenance materials and services Joint Powers Agreement Bidding
• Lakeville	Share snow plowing services on city streets
• Dakota County	Regional Trail Projects
• Scott and Carver Counties	Joint Powers Agreement for Fleet Maintenance System
City Services and Financial Management	
• ISD 191	Burnsville Community Television (BCTV) studio
• Dakota County/Dakota County Cities	HiPP- cost savings/service enhancing opportunities: IT, HR, public safety, agenda management software
• People of Alimagnet Caring For K-9's	Alimagnet Dog Park improvements
• Burnsville Softball Council	Lac Lavon, Neill, Alimagnet ball field improvement
• Lakeville/Apple Valley	Shared maintenance of a sanitary sewer lift station
• City of Eagan	BCTV mobile production truck
• ISD 191	Co-location of institutional network equip and fiber
• MVTA	Dark fiber connecting transit station, mntnc garage
• State of MN and Dakota County	Shared fiber optics; MN Workforce Center and Co Rd 42 traffic management system
• City of Savage, Dakota County and State of MN	Joint Powers Agreement for Fiber connection redundancy for networks and 800MHz radio sites
• Dakota County and City of St. Louis Park	Joint training and Life/LTD insurance
• Dakota County Office of GIS	Joint Powers Agreement for shared GIS support
• MN New World Systems User Group	Financial software user information sharing
• Dakota County and Dakota County Cities	County-wide Broadband Study
• Burnsville Community Foundation	Memorial Donation Program/ Vanderlaan Garden Area/ Nicollet Commons Park Sculptures

An Award-Winning City

City of Burnsville, Minn.

One way to consider the effectiveness of city services is through independent awards received by the City and its departments over the past three years.

Safety

- Dakota County Chiefs Association
  - Officers Christopher Biagini, Taylor Jacobs, Jared Kaspar and John Mott “Award of Honor” (2014)
  - Chief Gieseke, Officers Andrea Newton, Bryan Rychner, Casey Buck, Patrick Gast, Erica Huston, Christine Carpenter, Dawn Johnson, Nick Larson "Meritorious Service Award" (2016)
- Dakota County EMS Council
  - Officers Daniel Anselment, Margaret Jackson and David Powers “Outstanding First Responder Award” (2014)
- Humphrey School of Public Affairs - City Category
  - Burnsville Police Use of On-Officer Cameras “Local Government Innovation Award” (2014)
- Minnesota Association of Narcotic Investigators
  - Officer Casey Smith “Outstanding Individual Contribution to Narcotics Enforcement” (2014)
- Minnesota Chiefs of Police Association
  - Officer Brian Hasselman “Meritorious Service Award” (2014)
  - Officer Jameson Ritter “Meritorious Service Award” (2015)
- Minnesota Police and Peace Officers Association
  - Officer Brian Hasselman “Honorable Mention Award” (2014)
- Minnesota Sex Crimes Investigators Association
  - Officer Jeff Pfaff “Lifetime Achievement Award” (2014)
- Dakota County Attorney James Backstrom
  - Firefighter Andy Hamlin “Citizenship Award” (2014)
- Rotary Foundation Paul Harris Award
  - Burnsville Police “Certificate of Appreciation” (2014)
  - Burnsville Fire “Certificate of Appreciation” (2014)
- Northwestern School of Police Staff and Command Class #377
  - Sergeant Christopher Wicklund “Leadership Award” (2015)

Neighborhood

- National Night Out Participation Award (annual award)

Community Enrichment

- MN Recreation and Park Association - United States Slow Pitch Softball Association Hall of Fame Inductee - Garrett Beck (2014)

Development/Redevelopment

- Economic Development Association of Minnesota (EDAM) Partnership Award for the Real World Ready Career Day. Partnership of Burnsville High School, City of Burnsville & Burnsville Chamber (2015)

Environment

- Birnamwood Golf Course was awarded recertification as a Certified Audubon Cooperative Sanctuary by Audubon International (2014, 2015). The course is one of 22 courses in Minnesota with the certification.

City Services & Financial Management

- Minnesota Association of Government Communicators
    - Award of Excellence
        - "Best for Least" for Audubon Cooperative Sanctuary Interpretive Signs (2016)
        - “Use of Social Media” for #50in50 Campaign (2015)
        - “Video Informational” for We Are the Burnsville Fire Department (2015)
        - “Video Informational” for How Burnsville Became a City (2015)
        - “Best for Least” for City of Burnsville Digital Billboards (2014)
        - “Video - Live Sports Coverage” for BCTV Girls Hockey (2014)
    - Award of Merit
        - "Video Educational/Informational" for We Are Burnsville Public Works (2016)
        - "Newsletter/Magazine" for 2015/2016 Community Guide (2016)
        - “Visual Design” for Burnsville Then and Now 50th Anniversary Postcards (2015)
        - “Public Information Project” for BCTV PSA Day (2015)
        - “Video Public Service Announcement” for Tell Potholes to Bounce (2015)
        - “Video Campaign/Series” for Sustainability Man Series (2015)
        - “Video News” for Burnsville Sees Decrease in Apartment Fires (2015)
        - “Video Informational” for We Are the Burnsville Police Department (2014)
        - “Use of Social Media” for EMS Virtual Ride-Along (2014)
        - “Public Information Campaign” for "I Volunteer" Campaign (2014)
- Upper Midwest Regional Emmy Nomination
    - “Interstitial” for How Burnsville Became a City (2015)
    - “Interstitial” for We Are the Burnsville Police Department (2014)
- Alliance for Community Media Hometown Media Award
    - “Government Profile” for We Are the Burnsville Fire Department (2015)
    - "Profile of a City/County Department" for We Are Burnsville Public Works (2016)
- National Association of Telecommunications Officers & Advisors Govt. Programming Award
    - "Profile of a City/County Department" for We Are Burnsville Public Works (2016)
- Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting, Comprehensive Annual Financial Report (CAFR) (annual award)
- Government Finance Officers Association Distinguished Budget Presentation Award (annual award)
- Highest Possible Bond Rating Aaa - Standard & Poor’s (2014)

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City of Burnsville 2017 Budget
Five-Year Financial Plan

General Fund

Special Revenue Funds
Cable Franchise Fee Fund
Youth Center (THE GARAGE) Fund
Sustainability Fund
Grant Fund
Economic Development Authority (EDA) Fund
Forestry (Emerald Ash Borer) Fund
Forfeiture Fund

Capital Projects Funds
Parks Capital
Equipment & Vehicle
Facilities
Information Technology Capital Equipment
Street Maintenance
Improvement Construction
Infrastructure Trust

Debt Service Funds
G O Debt Funds

Enterprise Funds
Water & Sewer
Storm Water
Ice Center
Golf Course
Street Lighting
Ames Center
Sidewalk Snowplowing

General Fund

General Fund

Financial Plan Year 2017

FUND DESCRIPTION

The General Fund is used to account for the revenues and expenditures necessary to provide basic governmental services for the city. The principal sources of revenues are property taxes, intergovernmental revenue, and charges for municipal services. Expenditures are for general government, public safety, streets, recreation, and other functions.

BACKGROUND

The General Fund has consistently remained in sound financial condition from year to year due to effective management of sources and uses within this fund.

The Fund had $21.8 million in fund balance at year end 2015, which was $1.2 million more than the prior year. At the end of 2013 fund balance was reduced as a result of a year end required adjustment for an unrealized investment portfolio fair value change. During 2014 and 2015 the portfolio regained the majority of the unrealized loss. Current market value is within 0.1 percent of the portfolio cost basis. At the September 2016 quarter end the portfolio had a small unrealized gain. The City holds its investments to maturity and does not expect to realize any gains or losses.

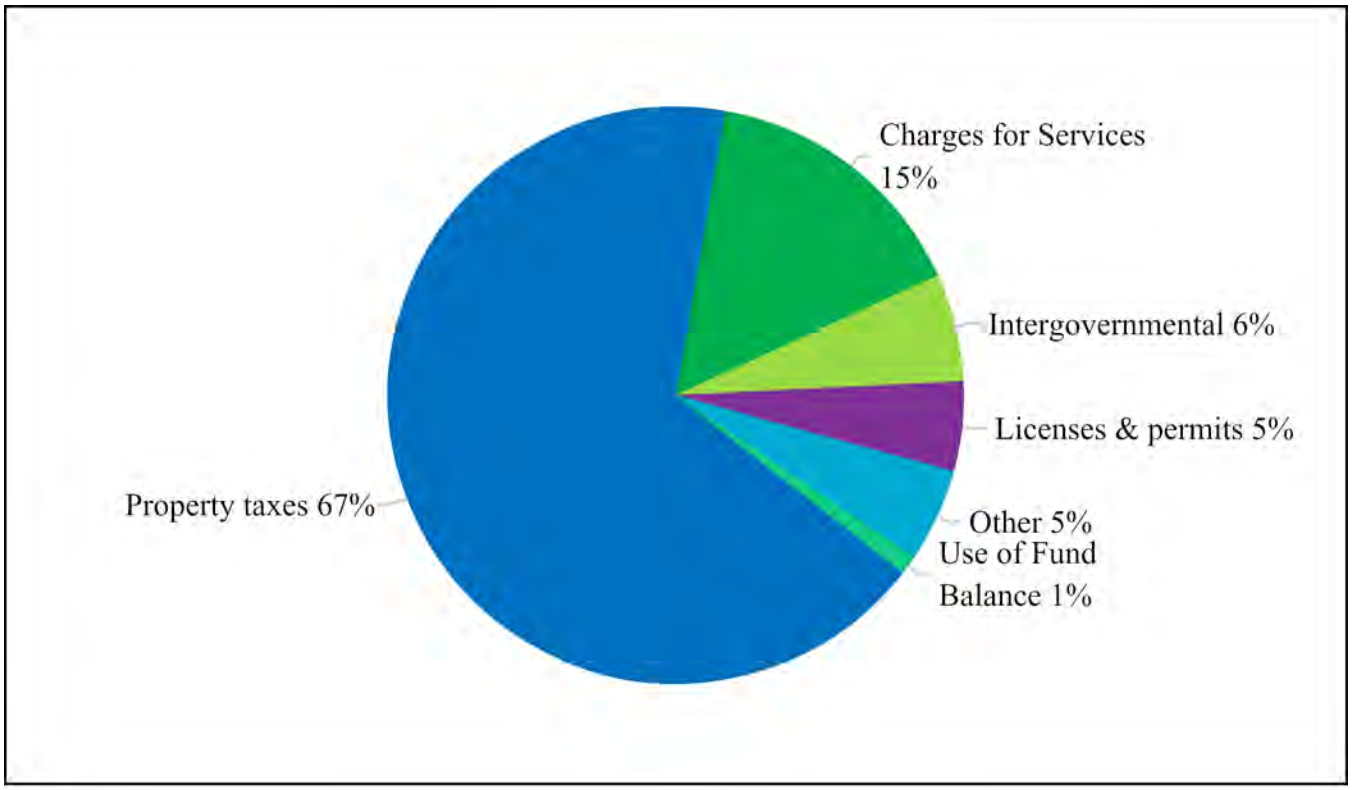
Below is a summary of past and recent year-end fund balance reserves as well as a projection for future balance.

Fund Balance *(in millions of dollars)*	**2012**	**2013**	**2014**	**2015**	**2016 Est.**	**2017 Est.**
Explanation of Fund Balance:						
Nonspendable	—	—	—	$ 1.5	$ 1.5	$ 1.5
Restricted	2.5	2.4	2.4	2.1	2.0	1.9
Assigned for Ice Center Debt Service	1.3	1.1	1.0	0.8	0.7	0.6
Assigned for subsequent year's budget	—	0.4	0.1	0.9	0.3	0.3
Capital Project Right of Way Allowance for subsequent year's budget	—	—	—	—	0.5	—
Unassigned - Policy Min. Requirement (35%)	12.1	12.5	12.9	13.4	14.1	14.4
Unassigned - Contingency	3.0	0.8	4.0	3.1	1.9	1.9
Total Fund Balance	18.9	17.2	20.4	21.8	21.0	20.6
Total Budgeted Use of Funds (for the year that follows)	$ 34.7	$ 35.6	$ 36.8	$ 38.9	$ 40.2	$ 41.2

SOURCE OF FUNDS

The primary source of funding for the General Fund is the property tax. Property taxes represent well over half of total revenues in the General Fund. Services such as police and fire, which are the largest expenditure areas in the General Fund, are highly dependent on the property tax for funding. About half of the total property tax levy the City collects goes toward support of public safety. The following pie-chart provides a break-down of General Fund revenues.

General Fund Revenue



The sum of all non-property tax revenue totals around a third of all revenue in the General Fund. The majority of the non-property tax revenue comes from charges for services and licenses and permits. The City has historically set charges for services and licenses and permits at a level sufficient to cover the full cost of services provided. All fees and charges are reviewed annually to ensure they remain at both a reasonable and competitive level. The following provides information on the General Fund revenue sources, including future projections, summarized by major category.

Property taxes

The proposed property tax levy for the General Fund is $27,029,000 which is a $1,074,000 increase from 2016. This is an approximately 3.4 percent increase over 2016. The property tax figure for the General Fund is a net figure adjusted for an estimate of delinquent and uncollectible taxes.

The City's average residential values increased by 3.4 percent for pay 2016. Commercial/Industrial (C/I) values average values had no significant change from 2016.

For planning purposes, future property tax revenues shown in the Five-year Financial Plan are calculated to show the level of tax funding needed to balance the annual budget assuming that the present level of services are provided.

The future property tax amounts shown in the Five-year Financial Plan are for projection purposes only to show the demand for additional levy before other decisions are made to determine final levy by year.

Licenses & Permit

Licenses and permit revenue of approximately $2.0 million for the General Fund represents approximately five percent of the General Fund revenues. Recent years economic conditions impacted development levels locally and nationally. The City lowered revenue estimates in prior years and actual results have consistently exceeded estimates due to some large individual commercial developments that have occurred in each of the past few years. Estimates for 2017 are based on an average year. These line items will be carefully monitored and changes in estimates recommended as needed.

Charges for Services

Charges for Services is estimated to provide $5.8 million in revenue or about 15 percent of the General Fund revenues. This estimate is approximately $239,000 higher than the 2016 budget. EMS revenue is estimated to increase $150,000. The number of ambulance runs are trending 10 percent higher and fees are proposed to increase 5 percent. The addition of another ambulance crew during peak hours is anticipated to generate an additional $200,000 annually. However, since Medicare and Medicaid reimbursement rates are significantly less than billed rates, mandatory reductions for patients covered are high. Collection of unpaid debt has improved slightly however unpaid bills continue to be significant. Engineering charges to projects are projected to increase $55,000.

Fines & Forfeitures

Fines & forfeitures provide $400,000 or about 1 percent of the General Fund revenues, this estimate is based on results of recent years and is a reduction from the 2016 budget estimate. This revenue category includes mainly court fines from traffic enforcement. Court fines had been uneven in prior years. Budget is calculated for an average year. All revenues in this category have been projected to stay about the same in future years.

Interests and Rents

Interest and rents provide $1.3 million or about three percent of the General Fund revenues. Rentals consist of antenna site rental fees which are estimated to be about $85,000 more in 2016. Interest is estimated at $30,000 less than 2016. Interest rates are at historically low levels. Both revenues in this category have been projected to grow by about one percent per year.

Intergovernmental Revenue

Intergovernmental revenues of $1.8 million represent about 5 percent of the General Fund revenues. Burnsville will not receive Local Government Aid from the State in 2017. In 2016 the City received $100,000. The City Council's Financial Policies, as adopted in 2014, limits the LGA revenue budgeted in the General Fund to $50,000 with the balance to be budgeted in the following year as use of fund balance. Staff is recommending the policy be changed to not budget LGA until it has been received. Police and fire state aids received in 2016 were $20,000 higher than expected. The 2017 budget assumes they will be at the same level in 2017. Municipal state aid (gas tax revenue passed through the State) received in 2016 was $50,000 higher than budget. The 2017 budget is based on the 2016 amount. This estimate is dependent on what continues to happen to gas consumption. The gravel tax revenue estimate is also expected to be up by $2,000. Conservative growth has been projected for other intergovernmental revenues.

Transfer from Other Funds

The Cable Franchise Fee fund transfers $185,000 to the General Fund annually. This amount remains the same as it has been for several years.

Use of Fund Balance

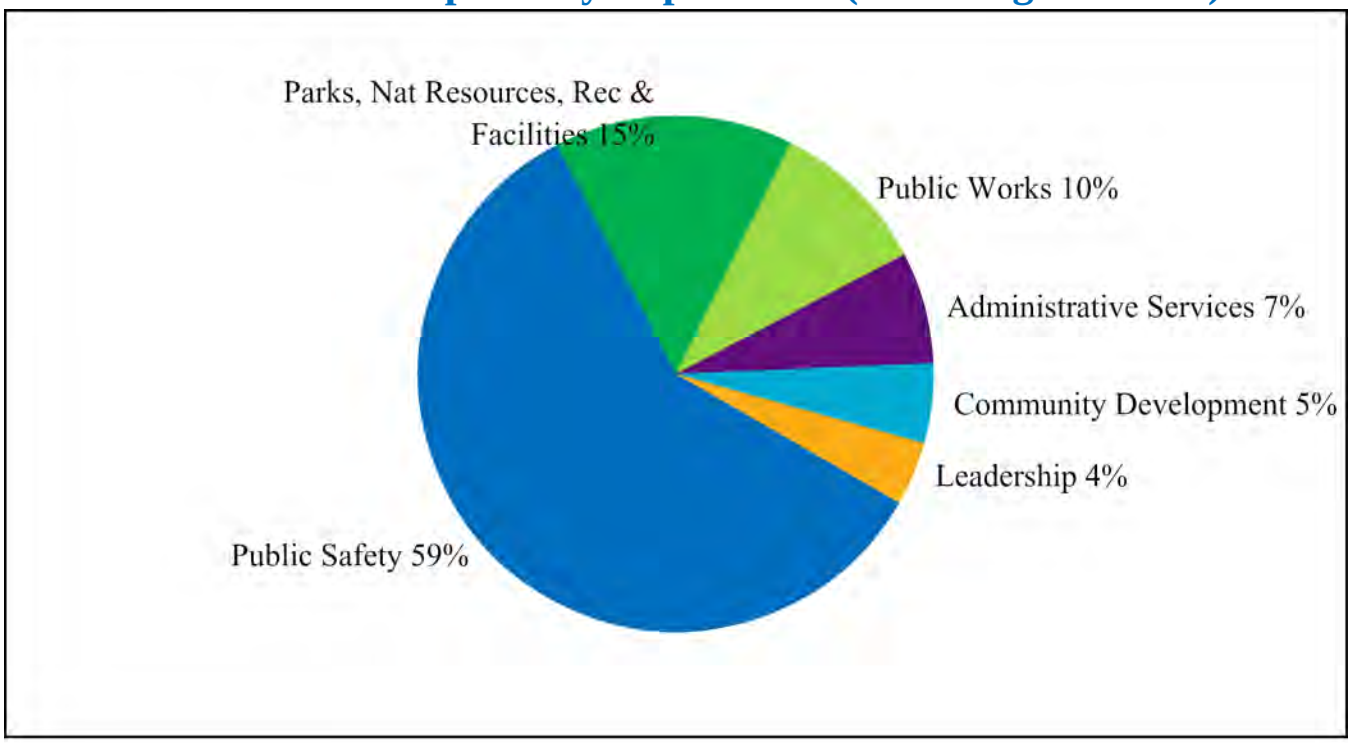
Budgeted use of fund balance in 2017 is $431,293. In the year 2012, Council assigned $1,400,000 of fund balance to be used to fund an annual transfer of $140,000 to the Ice Center Debt Service Fund to pay the lease revenue annual payments on the 2010 Ice Center Improvements. The budget includes a $141,000 use of restricted fund balance from tipping fees to pay for eligible costs. The City has consistently used fund balance to offset election year costs in the even years. In 2016, the City is planning for $172,155 of election expense with none budgeted for 2017. These amounts are consistent with prior years.

In 2017 the budget includes one-time costs for a required comprehensive plan update estimated to cost $400,000 to be spread over 2 years. The 2017 cost is $120,000. The City identified a need for improvements at several of its aging facilities. In 2015 the City began to plan for significant improvements to facilities and identified a phased approach to making these improvements. The Council has directed staff to propose some use of fund balance to reduce bonding. The 2016 plan included $250,000 for this purpose and none for 2017. The Council has a long-term plan to add monuments to the City's main entrances. There was $50,000 to fund one entrance monument in 2016 and none in 2017. The City has identified improved GIS integration as a goal and has designated $30,000 of fund balance use to begin a City-wide program.

USE OF FUNDS

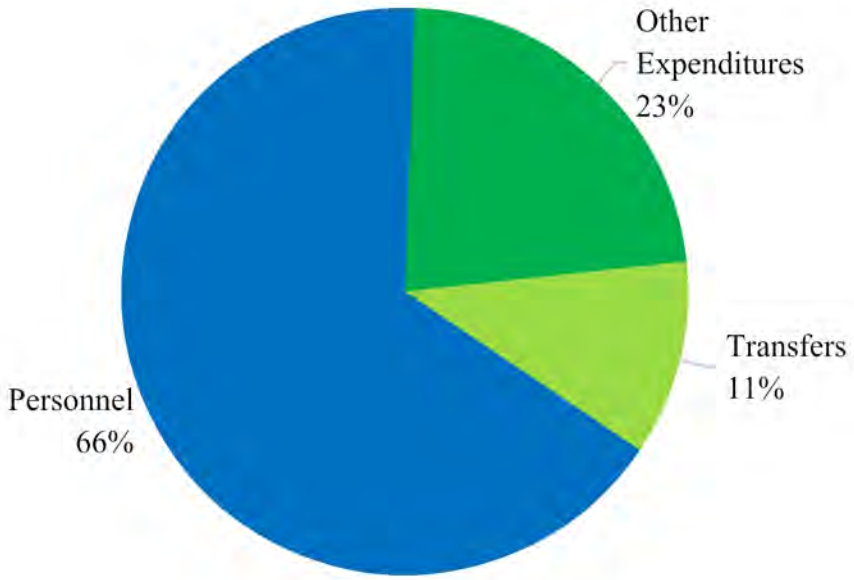
Expenditures from the General Fund are for general governmental services such as police, fire, emergency medical services, street maintenance, regulatory services, recreation, parks, planning and zoning, and general administration. Police and fire comprise the largest share, 59 percent, of the total expenditure budget in the General Fund. The following chart provides a break-down by major service areas within the General Fund excluding transfers.

General Fund Expense by Department (excluding transfers)



Use of Funds in the General Fund can also be broken down into the following spending categories for which further explanation and comparison of change from 2016 to 2017 is provided.

General Fund Expense by Category



Personnel Costs

Personnel costs are comprised of wages, health insurance costs, and other benefits such as employer taxes, employer pension contribution, workers compensation insurance, funding for accrued vacation and sick leave, and disability insurance. As of November 1, two of the five union contracts are settled for 2017. In December the Council will consider non-union wages and benefits as part of the Non-Union Pay and Benefit Plan. Worker's compensation insurance expense will be approximately the same in 2017 due mainly to improvement in overall experience ratings. The City is focusing efforts of the safety committee to review trends and identify injury avoidance strategies across all areas of the City. The City was awarded a federal SAFER grant which is funding four additional fire fighter positions for two years.

Current Expenditures

Supplies, legal fees, auditing fees, repairs, dues and subscriptions, training, telephone, software maintenance, etc. are accounted for as current expenditures. The total General Fund current expenditure budget for 2017 will be approximately $8.6 million. Current expenditures include the cost of the payment to the Dakota Communications Center (DCC). Current expenses totaling $63,400 related to the additional SAFER grant positions have been included for 2017. One-time equipment expenses of $156,100 have been included within the current expenses in the Fire Department in the General Fund. These expenses are offset by increased EMS revenues generated by additional ambulance runs which would have otherwise been covered by mutual aid. There are several large items this year including the update of the City's Comprehensive Plan for $120,000. In Information Technologies the City is continuing taking advantage of more hosted services rather than capital purchases of software and the associated hardware. The IT budget includes $30,000 for implementation of a GIS program.

Future year current expenditures were projected out using a constant inflationary factor.

Capital Outlay

Major capital expenses for facilities, fleet and other large capital items are accounted for in the Equipment, Vehicle and Facilities Funds.

Debt

The General Fund does not make any direct debt service payments, but the fund does transfer revenue to support the payment of debt as highlighted below under Transfers.

Transfers

Transfers are made from the General Fund for the purpose of allocating general property taxes to other funds. Transfers represent just over 11 percent of the General Fund expenditure projections. The budget includes $4.5 million cumulative transfer of cash from the General Fund to other City funds.

Transfer to Fund	Purpose	Amount
Sustainability	Transfer from fund balance reserved for landfill abatement to fund Burnsville sustainability and recycling activities.	$75,000
Youth Center	Annual subsidy to support the operation of the Youth Center. This amount will be the City's second year contribution to the Burnsville Youth Collaborative.	$56,000
Street Revolving	Transfer to fund sealcoat and other street maintenance projects.	$333,000
Parks Capital	Transfer to fund a portion of capital improvements and renovations of capital assets in city parks. General Fund support had been greatly reduced in recent years. The finance plans include increases over the next five years to begin to restore this funding.	$925,000
Ice Center Debt	2012 was the first year of use of General Fund Balance to fund debt service on the Ice Center renovation project. Transfers are planned for 10 years ending in 2021.	$140,000
Ames Center Debt	Transfer for payment of debt on the Ames Center. The City certifies an abatement levy for the annual principal payment owed on the performing arts building debt.	$328,000
Ames Center Enterprise	To provide non-operating revenue for the Ames Center.	$425,000
Information Technologies Capital	To pay for IT equipment purchases and software development costs that support general government services.	$420,000
Vehicle & Equipment Replacement	To provide funding for general government capital expenditures for equipment & vehicles.	$1,382,000
Facilities	To provide funding for general government capital expenditures for facilities capital maintenance.	387,000
Sidewalk Snowplow	To fund snowplowing on sidewalks along City-owned properties.	$13,000
Total		$4,484,000

FUND BALANCE

It is important for the financial stability of the City to maintain fund balance for unanticipated expenditures or unforeseen emergencies, as well as to provide adequate working capital for current operating needs so as to avoid short-term borrowing.

The City will maintain fund balances in the General Fund at a level which will avoid issuing short-term debt to meet the cash flow needs of the current operating budget. Generally, the goal would be to maintain a minimum total General Fund balance of 35 percent of the operating budget; however, this need could fluctuate with each year's budget objectives and appropriations such as large capital expenditures, and variations in the collection of revenues.

The City anticipates that some right of way expenditures on County Road projects will exceed the original budget. The City anticipates that this would need to be funded by the General Fund and is therefore setting aside $500,000 as noted in the fund balance table at the beginning this narrative.

General Fund

Five-Year Financial Plan

			2016			2017		Projected			
	2014	2015	Original	Amended	Estimate	Budget	% Chg	2018	2019	2020	2021
SOURCE OF FUNDS:											
Property taxes	24,006,642	24,920,737	25,963,700	25,963,700	25,976,297	27,034,200	4 %	27,980,397	28,959,711	29,973,301	31,022,367
Other taxes (Lodging)	289,198	363,409	290,000	290,000	350,000	350,000	21 %	350,000	350,000	350,000	350,000
Licenses and permits	1,950,335	2,018,374	2,016,008	2,016,008	1,934,844	2,000,519	(1)%	2,020,524	2,040,729	2,061,136	2,081,747
Fines and forfeits	400,225	364,164	436,250	436,250	362,365	356,950	(18)%	360,520	364,125	367,766	371,444
Investment income	261,411	257,894	320,000	320,000	300,000	270,000	(16)%	272,700	275,427	278,181	280,963
Rents	786,624	814,599	807,096	807,096	824,080	891,307	10 %	918,046	945,587	973,955	1,003,174
Intergovernmental	1,930,999	1,986,290	1,884,625	1,896,831	1,971,720	2,440,324	29 %	2,452,526	2,464,789	2,477,113	2,489,499
Charges for services	5,511,388	5,584,252	5,816,204	5,816,204	5,945,036	6,200,941	7 %	6,355,965	6,514,864	6,677,736	6,844,679
Other	87,374	110,368	66,750	66,750	69,476	68,250	2 %	69,274	70,313	71,368	72,439
Transfer from Other Funds	185,000	185,000	185,000	185,000	185,000	185,000	0 %	185,000	185,000	185,000	185,000
TOTAL SOURCE OF FUNDS	35,409,196	36,605,087	37,785,633	37,797,839	37,918,818	39,797,491	5 %	40,964,952	42,170,545	43,415,556	44,701,312
USE OF FUNDS:											
Operating:											
Personnel Services	23,436,064	24,190,691	25,351,509	25,363,715	25,354,456	26,588,911	5 %	27,330,742	28,093,270	28,877,072	29,682,742
Current Expense	7,249,774	7,035,097	8,617,302	8,711,302	8,445,037	8,823,373	2 %	9,069,545	9,322,585	9,582,685	9,850,042
Total Operating Uses	30,685,838	31,225,788	33,968,811	34,075,017	33,799,493	35,412,284	4 %	36,400,287	37,415,855	38,459,757	39,532,784
Non-Operating:											
Burnsville CVB	274,738	344,357	275,500	275,500	332,500	332,500	21 %	332,500	332,500	332,500	332,500
Transfer to other funds	3,921,000	4,159,000	4,542,000	4,542,000	4,542,000	4,484,000	(1)%	4,484,000	4,484,000	4,484,000	4,484,000
Total Non-Operating	4,195,738	4,503,357	4,817,500	4,817,500	4,874,500	4,816,500	— %	4,816,500	4,816,500	4,816,500	4,816,500
TOTAL USE OF FUNDS	34,881,576	35,729,145	38,786,311	38,892,517	38,673,993	40,228,784	4 %	41,216,787	42,232,355	43,276,257	44,349,284
NET INCREASE (USE OF) FUND BALANCE	527,620	875,942	(1,000,678)	(1,094,678)	(755,175)	(431,293)		(251,835)	(61,810)	139,299	352,028
OTHER CHANGES TO FUND BALANCE: Net change in fair value of investments & estimate of return to fund balance	2,715,355	568,448	—	—	—	—		—	—	—	—
Beginning Fund Balance	17,161,857	20,404,832	21,849,222	21,849,222	21,849,222	21,094,047		20,662,754	20,410,919	20,349,109	20,488,408
Ending Fund Balance	20,404,832	21,849,222	20,848,544	20,754,544	21,094,047	20,662,754		20,410,919	20,349,109	20,488,408	20,840,436
Planned Use of Restricted and Assigned Fund Balance:											
Use of Restricted for Landfill			138,523	135,807	135,807	141,293		141,293	144,119	147,002	149,942
Ice Center Debt Service			140,000	140,000	140,000	140,000		140,000	140,000	140,000	140,000
One-time Uses of Unreserved Fund Balance:											
GIS Implementation						30,000					
Elections			142,155	142,155	142,155	—		—	30,000	—	—
Response Time Study			—	30,000	30,000	—		—	—	—	—
Comprehensive Plan			280,000	280,000	280,000	120,000		120,000	—	—	—
Capital Projects & Carryforward			300,000		—	—		—	—	—	—
	—	—	1,000,678	727,962	727,962	431,293	— %	401,293	314,119	287,002	289,942

General Fund

Departmental Use of Funds

			2016			2017	
	2014	2015	Original	Amended	Estimate	Budget	% Chg
USE OF FUNDS							
Police	12,307,806	12,693,387	13,304,667	13,304,667	13,292,867	13,684,314	3 %
Fire & EMS	5,784,862	6,179,608	6,403,459	6,412,915	6,401,965	7,434,911	16 %
Public Safety	18,092,668	18,872,995	19,708,126	19,717,582	19,694,832	21,119,225	7 %
Planning	418,261	383,302	446,351	446,351	431,916	456,712	2 %
Comp Plan Update	—	—	280,000	280,000	201,000	121,580	(57)%
Protective Inspections	453,355	458,727	531,502	531,502	499,502	575,592	8 %
Licensing & Code Enforcement	517,663	601,604	639,236	639,236	622,291	591,306	(7)%
Community Development	1,389,279	1,443,633	1,897,089	1,897,089	1,754,709	1,745,190	(8)%
Engineering	1,082,941	1,099,626	1,208,472	1,211,222	1,200,272	1,204,866	— %
Streets & Utilities	1,849,493	1,612,048	1,816,287	1,816,287	1,803,726	1,833,290	1 %
Fleet Maintenance	221,738	361,710	179,424	179,424	133,584	247,777	38 %
Public Works	3,154,172	3,073,384	3,204,183	3,206,933	3,137,582	3,285,933	3 %
Parks & Natural Resources	3,119,640	3,083,472	3,334,897	3,334,897	3,319,595	3,385,132	2 %
Recreation	1,139,685	1,160,274	1,257,031	1,257,031	1,262,844	1,228,567	(2)%
Facilities	514,953	502,101	609,949	609,949	584,629	628,390	3 %
Parks, Natural Resources, Recreation & Facilities	4,774,278	4,745,847	5,201,877	5,201,877	5,167,068	5,242,089	1 %
City Council	95,953	91,960	121,063	121,063	113,808	123,031	2 %
Administration	226,582	247,231	259,154	259,154	257,656	269,055	4 %
Legal Services	538,998	552,397	542,664	542,664	592,760	561,775	4 %
Human resources	337,220	327,583	406,197	406,197	403,875	466,666	15 %
Leadership & Leadership Development	1,198,753	1,219,171	1,329,078	1,329,078	1,368,099	1,420,527	7 %
City Clerk	127,444	132,328	152,107	152,107	144,157	153,312	1 %
Elections	99,116	(120)	142,155	142,155	131,850	8,075	(94)%
Finance	507,392	536,638	558,306	558,306	555,491	589,324	6 %
Insurance	372,611	136,167	405,340	499,340	428,749	429,080	6 %
Information Technologies	970,125	1,065,745	1,370,550	1,370,550	1,416,956	1,419,529	4 %
Administrative Services	2,076,688	1,870,758	2,628,458	2,722,458	2,677,203	2,599,320	(1)%
Total Operating Uses	30,685,838	31,225,788	33,968,811	34,075,017	33,799,493	35,412,284	4 %
Convention Visitors Bureau	274,738	344,357	275,500	275,500	332,500	332,500	21 %
Transfer to other funds	3,921,000	4,159,000	4,542,000	4,542,000	4,542,000	4,484,000	(1)%
Total Non-Operating Uses	4,195,738	4,503,357	4,817,500	4,817,500	4,874,500	4,816,500	— %
TOTAL USE OF FUNDS	34,881,576	35,729,145	38,786,311	38,892,517	38,673,993	40,228,784	4 %

Special Revenue Funds

The Special Revenue Funds are governmental funds to account for services and expenditures where revenue is restricted for a designated purpose. The City maintains seven Special Revenue Funds and all are budgeted funds using the modified accrual basis for both financial statement and budgeting purposes.

None of the Special Revenue Funds are major funds.

- **Cable Franchise Fee Fund** - includes franchise fee revenue received from cable television restricted for City communications related use.
- **Youth Center Fund -** reflects operations of THE GARAGE, the City's teen center. The majority of revenues come from grants and an annual subsidy from the General Fund.
- **Sustainability (Recycling) Fund -** reflects Dakota County grant revenue for the operations of the Burnsville, Eagan, and Apple Valley partnership for recycling and sustainability efforts.
- **Grant Fund -** accounts for revenue and expenditures related to federal, state and other financial assistance programs.
- **EDA Fund -** is the general fund for the Burnsville Economic Development Authority (EDA). The main revenue is the EDA tax levy for the purpose of funding development needs. Other non-TIF EDA activity is also accounted for in this fund.
- **Forestry (Emerald Ash Borer) Fund -** includes revenue and expenditures associated with preparing for a potential infestation of the Emerald Ash Borer. Revenue is from the tax levy and the General Fund.
- **Forfeiture Fund -** is revenue received from court fines and legally restricted for the purchase of otherwise unbudgeted police equipment.

Cable Franchise Fee Fund

Financial Plan Year 2017

FUND DESCRIPTION

The Cable Franchise Fee Fund was established in 2002 as a Special Revenue Fund to account for the revenues from cable franchise fees; Public, Education and Government (PEG) fees and expenditures for City communications. The principal source of revenue is franchise and PEG fee payments received from Burnsville's cable television providers, currently Comcast and Frontier.

BACKGROUND

Originally, the revenues and expenditures associated with City communications were recorded in the General Fund. In 2002, the Cable Franchise Fee Fund was established. The City has franchise agreements with both Comcast and Frontier that provide franchise fees, which are used to fund the City's communications program, and PEG fees, which are used to fund local television programming. The current franchise agreement with Comcast was extended through February 2017 and staff continue to negotiate a long-term agreement. The agreement with Frontier is valid through September 2021, with an optional five-year renewal. It should also be noted that future legislation at the federal and/or state level could impact the City's ability to collect franchise fees and/or PEG fees, which could be a factor for budgeting in future years.

In the past, the City partnered with the City of Eagan to provide community television through Burnsville Eagan Community Television (BECT). In 2008, the partnership with Eagan ended, and Burnsville began providing community television independently as Burnsville Community Television (BCTV). At that time, a new partnership with Independent School District 191 (ISD 191) was formed to house and operate the City's television studio. The City's community television operations moved to a newly remodeled space within Burnsville High School. The new partnership has resulted in significantly lower operating costs for community television by eliminating building maintenance and rent expense and reducing the number of employees. Capital costs have also been reduced and some costs are shared with ISD 191. The City continues to partner with the City of Eagan on the ownership and operation of a mobile cable production truck and equipment. A replacement/upgrade plan for the truck and its equipment is currently in development.

SOURCE OF FUNDS

The primary source of funding for the Cable Franchise Fee Fund is cable franchise fees and PEG fees. The City receives five percent of gross television revenue from the cable companies (cable franchise fee) as compensation for use of City right of way. These fees are paid on cable television service in Burnsville and not telephone or cable modem/internet service. The PEG fee is a flat amount, currently $1.89 per subscriber. The plan assumes that franchise fee revenue will remain constant in future years and does not make any assumptions for changes in revenue with the renegotiation of the franchise agreement with Comcast, and the new franchise with Frontier for 2017. The City will continue to receive franchise fees during the renegotiation.

USE OF FUNDS

The City has used cable franchise fees to pay for costs associated with the City's communications programs. A portion of the savings that accumulate goes toward reducing the tax levy in the City's General Fund. Fund balance was used in 2015 for major replacement of communications equipment including a major upgrade to City Council Chambers television equipment. The remaining fund balance will be available for a potential extensive upgrade to the shared mobile production truck in 2018. The PEG fees are used for BCTV purposes.

DEBT & TRANSFERS

This Fund transfers revenue into the General Fund in the amount of $185,000 per year.

FUND BALANCE

The Fund Balance policy in the City's Financial Management Plan states that the City will maintain fund balances in the Special Revenue Funds at a level that will avoid issuing short-term debt to meet the cash flow needs of the current operating budget. The Cable Franchise Fee Fund financial plan maintains the fund balance at a higher level to fund future capital replacement of BCTV and communications equipment.

Cable Franchise Fee Fund

Five-Year Financial Plan

	Actuals		2016 Budget			2017 Budget		Projected			
	2014	2015	Original	Amended	Estimate		% Chg	2018	2019	2020	2021
SOURCE OF FUNDS:											
Cable Franchise Fees	729,211	758,972	720,000	720,000	740,000	740,000	3 %	740,000	740,000	740,000	740,000
PEG Fees	305,653	300,307	302,400	302,400	300,000	300,000	(1)%	300,000	300,000	300,000	300,000
Investment Income	13,743	13,933	7,000	7,000	7,000	7,000	— %	5,000	5,000	5,000	5,000
Charges for Services	10,208	8,891	5,850	5,850	6,500	8,400	44 %	6,500	6,500	6,500	6,500
Other	8,975	10,338	—	—	31,219	—	— %	—	—	—	—
TOTAL SOURCE OF FUNDS	1,067,790	1,092,441	1,035,250	1,035,250	1,084,719	1,055,400	2 %	1,051,500	1,051,500	1,051,500	1,051,500
USE OF FUNDS:											
Personnel	467,794	478,449	525,163	525,163	524,163	538,825	3 %	554,990	571,640	588,789	606,452
Current Expenses	212,184	195,441	284,393	280,893	251,358	247,583	(13)%	250,059	252,560	255,086	257,637
Capital Outlay	25,417	501,637	48,300	80,439	75,428	22,500	(53)%	480,000	150,000	70,000	20,000
Transfer to General Fund	185,000	185,000	185,000	185,000	185,000	185,000	— %	185,000	185,000	185,000	185,000
TOTAL USE OF FUNDS	890,395	1,360,527	1,042,856	1,071,495	1,035,949	993,908	(5)%	1,470,049	1,159,200	1,098,875	1,069,089
NET DIFFERENCE	177,395	(268,086)	(7,606)	(36,245)	48,770	61,492		(418,549)	(107,700)	(47,375)	(17,589)
Beginning Fund Balance	1,111,954	1,289,349	1,021,263	1,021,263	1,021,263	1,070,033		1,131,525	712,976	605,276	557,901
Ending Fund Balance	1,289,349	1,021,263	1,013,657	985,018	1,070,033	1,131,525		712,976	605,276	557,901	540,312

Youth Center Fund

Financial Plan Year 2017

FUND DESCRIPTION

The Youth Center Fund was established to account for the revenue from contributions, grants, user fees, and transfers from the General Fund used to operate THE GARAGE, the City's youth center.

BACKGROUND

The City opened THE GARAGE in July of 1999 with grants, donations and a loan from the General Fund. The City was successful in obtaining several grants to cover the majority of operating funds. In 2001, THE GARAGE transitioned from a traditional teen center to a popular youth hangout with a music theme. As THE GARAGE evolved, grant dollars initially paid a large share of the operating expenses but as the number of participants grew rapidly so did the demand for additional expense. There was also concern whether the grant funds would be available for future operations indefinitely. Beginning in 2001, the City began to contribute funding from the General Fund. When other grant funding began to decline in 2003, the City began to allocate some of its Community Development Block Grant (CDBG) federal funding to support operations.

In 2014, the City formed a partnership with the Burnsville-Eagan-Savage School District 191 (ISD 191), the non-profit music group Twin Cities Catalyst Music and the Burnsville YMCA to transition the programs at THE GARAGE to a new Burnsville Youth Collaborative (BYC). This transition plan moved after-school activities to Nicollet Junior High and turned over the weekend music program to the non-profit organization. THE GARAGE facility was renovated in 2015 to accommodate an expanded music lesson program and will be utilized by Burnsville Sr. High, ISD 191 Community Education, YMCA, the non-profit music group and other school district entities to expand music lesson and educational opportunities.

The plan assumes that grants will continue to fund a portion of the operations in the future; however, grant funding reductions or eliminations are always a possibility. The City had a two year operating commitment to the BYC and transfers from the General Fund assisted funding operating expenses of the BYC in 2015 and 2016. Contributions from the General Fund in 2017-2020 are planned for roof replacement. Current expenses for building operations will be funded by a transfer from the General Fund. After the operating commitment is complete, the current expense activity will be absorbed into other existing funds.

SOURCE OF FUNDS

A principal source of revenue is grant proceeds. Proceeds have come from a variety of different federal, state, county, and private sources over the years. Currently, the major grant funding comes from a combination of CDBG funds, other government grants and private foundation funding. The CDBG allocation is anticipated to be reduced for the 2016-17 and future years; however, the amount is unknown at this time.

USE OF FUNDS

Expenditures for operation in 2014 and prior consisted of personnel costs for a Recreation Program Assistant, part-time program coordinators (3), other part-time staff and other operational expenses. Expenses are shown by funding source in this fund. Expenditures for 2015 and beyond are for BYC operations. A small amount ($13,000) of building repairs and maintenance each year is identified to be funded from a transfer from the General Fund.

TRANSFERS

THE GARAGE receives a transfer in from the General Fund to cover the City's commitment to the BYC partnership. The City committed funds for operations for two years, 2015 and 2016. Beginning in 2016 a transfer from the General Fund will cover building repairs and maintenance. Contributions from the General Fund in 2017-2021 are planned for roof replacement.

FUND BALANCE

The Fund Balance policy in the City's Financial Management Plan states that the City will maintain fund balances in the Special Revenue Funds at a level which will avoid issuing short-term debt to meet the cash flow needs of the current operating budget. The Youth Center Fund financial plan shows the use of fund balance for a major renovation project in 2015. It was the intention to use all of the fund balance in 2016 on building maintenance and repairs. Operating efficiences and additional grant revenue resulted in a higher than expected remaining fund balance. This funding was intended for and is now available to support BYC operations. After the operating commitment to the BYC is complete the current expense activity and any remaining fund balance will be absorbed into other existing funds.

Youth Center Fund

Five-Year Financial Plan

	Actuals		2016 Budget			2017 Budget		Projected			
	2014	2015	Original	Amended	Estimate		% Chg	2018	2019	2020	2021
SOURCE OF FUNDS:											
Charges for Services											
Admission & program charges	41,701	—	—	—	—	—	— %	—	—	—	—
Intergovernmental											
CDBG Grant	42,876	40,342	44,500	44,500	44,500	49,000	10 %	49,000	39,000	36,000	33,000
CDBG Capital Grant	7,313	109,205	—	—	—	—	— %	—	—	—	—
Other Revenue											
Grants - Private programs	—	25,417	35,155	35,155	35,153	36,110	3 %	—	—	—	—
Rentals	31,230	—	—	—	—	—	— %	—	—	—	—
Contributions & Other	8,620	2,000	—	—	—	—	— %	—	—	—	—
Capital Grants & Donations	—	50,000	—	—	8,000	—	— %	—	—	—	—
Youthprise	—	25,000	—	—	—	—	— %	—	—	—	—
Youth Center Building Fund	—	—	3,000	3,000	500	3,000	— %	3,000	3,000	3,000	3,000
Non-Operating											
Investment Income	3,303	1,972	—	—	—	—	— %	—	—	—	—
Transfers from General Fund	74,000	58,000	56,000	56,000	56,000	56,000	— %	58,000	58,000	58,000	58,000
TOTAL SOURCE OF FUNDS	209,043	311,936	138,655	138,655	144,153	144,110	1 %	110,000	100,000	97,000	94,000
USE OF FUNDS:											
City-operated Youth Center:											
Personnel Services											
City funded	171,667	—	—	—	—	—	— %	—	—	—	—
CDBG Funded	42,876	—	—	—	—	—	— %	—	—	—	—
Current Expenses	54,422	—	—	—	—	—	— %	—	—	—	—
Building Maint - Furniture & Fixtures	4,661	—	—	—	—	—	— %	—	—	—	—
Burnsville Youth Collaborative (BYC)											
Operations -											
City funded	—	6,944	48,000	48,000	35,479	48,000	— %	5,577	—	—	—
CDBG Grant	—	40,494	44,500	44,500	44,500	49,000	10 %	49,000	39,000	36,000	33,000
Private Grants		14,645	35,155	35,155	35,153	36,110	3 %	—	—	—	—
Youthprise	—	20,000	—	—	—	—	— %	—	—	—	—
Building Maintenance - City funded	—	12,370	13,000	13,000	13,000	13,000	— %	13,000	13,000	13,000	13,000
Total Operating	273,626	94,453	140,655	140,655	128,132	146,110	(33)%	67,577	52,000	49,000	46,000
Capital:											
City funded	14,850	100,549	—	—	—	—	—%	—	—	—	—
CDBG Capital Grant Expenditures	7,313	109,205	—	—	—	—	—%	—	—	—	—
Capital Grants & Donations Expenditures	—	52,000	—	—	8,000	—	— %	—	—	—	—
Total Capital	22,163	261,754	—	—	8,000	—		—	—	—	—
Transfer Out:											
Transfer to Facility Fund - Roof	—	—	—	—	—	48,000	— %	48,000	48,000	48,000	48,000
TOTAL USE OF FUNDS	295,789	356,207	140,655	140,655	136,132	194,110		115,577	100,000	97,000	94,000
NET DIFFERENCE	(86,746)	(44,271)	(2,000)	(2,000)	8,021	(50,000)		(5,577)	—	—	—
Beginning Fund Balance	202,990	116,244	71,973	71,973	71,973	79,994		29,994	24,417	24,417	24,417
Ending Fund Balance	116,244	71,973	69,973	69,973	79,994	29,994		24,417	24,417	24,417	24,417

Sustainability Fund

Financial Plan Year 2017

FUND DESCRIPTION

The Sustainability Fund is a Special Revenue Fund used to account for the revenues and expenditures associated with the sustainability and recycling programs for the City.

BACKGROUND

This fund was set up in 2004 to account for the recycling activities. The City has partnered with the cities of Eagan and Apple Valley to combine recycling programs. Lakeville will be joining the partnership in 2017. Activities that are related to all four cities are funded by a grant from Dakota County. The City also has certain activities that are specific to Burnsville, including Burnsville hazardous waste collection days and implementation of the strategies identified in the City's Sustainability Plan adopted by Council in 2008. These activities are funded by a transfer of reserved fund balance from solid waste fees collected in the General Fund.

SOURCE OF FUNDS

The major source of funds is a grant from Dakota County. The grant funds from Dakota County are the combined allocations for Burnsville, Eagan, Apple Valley and Lakeville. The City has also occasionally obtained some small one-time grants for specific recycling activities.

USE OF FUNDS

The recycling activities consist mainly of public education and information efforts. Expenditures are for employee services and current expenditures.

TRANSFERS

A $75,000 transfer from the General Fund landfill abatement reserved fund balance is made to cover sustainability and recycling activities specific to the City of Burnsville. The majority of this expense is for the Burnsville hazardous waste collection days and sustainability activities. The transfer was increased in 2012 to offset increased costs not covered by the grant.

FUND BALANCE

Consistent with adopted policy, the Plan maintains fund balances at a level to meet the cash flow needs of the current operating budget.

Sustainability Fund

Five-Year Financial Plan

	Actuals		2016 Budget			2017 Budget		Projected			
	2014	2015	Original	Amended	Estimate		% Chg	2018	2019	2020	2021
SOURCE OF FUNDS:											
Intergovernmental											
Dakota County	173,604	181,523	179,000	190,000	190,000	229,000	28%	230,145	231,296	232,452	233,614
State Grants	—	2,700	—	3,000	3,000	—	—%	—	—	—	—
Transfers from other funds											
General Fund	75,000	75,000	75,000	75,000	75,000	75,000	—%	75,000	75,000	75,000	75,000
(from reserved solid waste fees)											
Other	2,282	—	—	—	—	—	—%	—	—	—	—
Investment Income	2,541	3,001	—	—	—	—	—%	—	—	—	—
TOTAL SOURCE OF FUNDS	253,427	262,224	254,000	268,000	268,000	304,000	—%	305,145	306,296	307,452	308,614
USE OF FUNDS:											
Personnel Services	179,216	168,223	208,452	208,452	208,452	253,421	22%	258,489	263,659	268,932	274,311
Current Expenses	48,038	50,662	58,624	65,100	65,100	72,100	23%	70,500	70,500	70,500	70,500
TOTAL USE OF FUNDS	227,254	218,885	267,076	273,552	273,552	325,521	3%	328,989	334,159	339,432	344,811
NET DIFFERENCE	26,173	43,339	(13,076)	(5,552)	(5,552)	(21,521)		(23,844)	(27,863)	(31,980)	(36,197)
Beginning Fund Balance	78,927	105,100	148,439	148,439	148,439	142,887		121,366	97,522	69,659	37,679
Ending Fund Balance	105,100	148,439	135,363	142,887	142,887	121,366		97,522	69,659	37,679	1,482

Grant Fund

Financial Plan Year 2017

FUND DESCRIPTION

The Grant Fund is a special revenue fund used to account for the revenues and expenditures associated with various federal, state, and other financial assistance programs.

BACKGROUND

This fund was set up in 1996 to account for financial assistance programs from various government agencies.

SOURCE OF FUNDS

Annually, the City receives grant funds from the federal Community Development Block Grant (CDBG) program. The Dakota County Community Development Agency (CDA) administers CDBG funds for the cities in Dakota County. Funding is determined based on a population and demographics formula. Certain programs are administered directly by the CDA on a county-wide basis. This fund accounts for CDBG funding for 360 Communities and EMS Grant programs administered directly by Burnsville. Senior Services and administrative costs are accounted for in the General Fund. The amount allocated to THE GARAGE is accounted for in the Youth Center Fund. The CDA directly administers the loan programs for housing rehab and remodeling grants on behalf of Burnsville and therefore no budget is included for those programs in this financial plan.

It is anticipated that the CDBG allocation will remain the same for the upcoming program year July 2017-July 2018; however, the amount is undetermined at this point. The CDBG program allocates funding on a fiscal year of July through June and unspent funds may be carried forward to the next year. For the calendar year 2017, the plan assumes the funding will stay the same. If funding changes, programming would be adjusted and funds reallocated. A summary of CDBG program allocations is included following the Grant Fund Five Year Financial Plan. The City's annual budget is a blended estimate of two fiscal years and future years are estimated to be constant.

The City also receives grant funds from various other government agencies. The City will continue to seek available financial assistance from grants that are applicable to the City's operations. Currently, no other grants are final for the upcoming budget and therefore none are included in the financial plan. As the City is awarded grants throughout the year, the budget is amended to reflect additional total revenues and expense for each grant.

Projections for the future beyond budget year 2016 are uncertain due to the nature of grants. An estimate of CDBG funds has been included at the current fiscal year levels. No estimates are included for other grants. Any future grants received would provide an equal amount of revenues and expenditures.

USE OF FUNDS

The use of funds is consistent with the allowable expenditures under each of the financial assistance programs as determined by each grant award.

FUND BALANCE

The City will maintain fund balances in the Special Revenue Funds at a level which will avoid issuing short-term debt to meet the cash flow needs of the current operating budget. The Grant Fund financial plan maintains the fund balance near zero as grant expenditures exactly equal grant revenues.

Community Development Block Grant (CDBG)
Recommendations for Allocation
Application for Fiscal year July 1, 2017-June 30, 2018

The City receives federal CDBG funds administered through an agreement with the Dakota County CDA. The preliminary allocation for the fiscal year July 1, 2017-June 30, 2018 time period is $260,290, which is the same as FY 2016-2017. In Fiscal Year 2016-17 the city received an allocation of $248,790 plus an additional $11,500 from the CDA as a result of a reduction of their administrative costs to the City of Burnsville. CDA has agreed to a fixed reduction in their administrative costs for the next two years, thereby increasing the CDBG budget by $11,500 per year. In the past, this allocation would happen during the federal fiscal year. This revision authorizes staff to allocate the funds to City projects during the budget process. Therefore, the estimated total CDBG FY 2016-17 allocation is $260,290.

With some limitations and requirements, CDBG funds may be spent in three areas: to aid in the prevention or elimination of slums or blight; to meet an urgent community need, and to support programs and activities that benefit low & moderate income persons (including certain presumed benefit groups, such as Senior Citizens). CDA has set a maximum limit of 45% of Burnsville's total allocation for Public Service Projects, and a 15% maximum for Administrative costs.

PROJECT	2016-17	2017-18	Fund
Public Service Projects Recommended for Funding			
Burnsville Youth Collaborative Funding to provide staffing expenses to support the Burnsville Youth Collaborative after-school programming.	49,000	49,000	Youth Center
360 Communities Continued support for the Family Support Worker for Burnsville city wide services.	6,000	6,000	Grant Fund
Senior Services Funding to continue .6 FTE Community Services Specialist to provide outreach to seniors and coordinate the Senior Volunteer Program. Includes sub-award to DARTS for $2,000 for Chore Services.	52,000	52,000	General Fund
EMS Grants Funding to reimburse all or a portion of expenses of low to moderate income persons using Burnsville EMS or Fire services.	10,000	10,000	Grant Fund
TOTAL PUBLIC SERVICE	**$117,000**	**$117,000**	
Housing and Rehabilitation Projects Recommended for Funding			
Home Remodeling Grants Funds to offer low to moderate income homeowners funds to make code violation improvements to their homes.	20,000	20,000	Pass-through
CDA Rehab Loans Low interest loans for Burnsville residents meeting low to moderate income qualifications.	112,290	112,290	Pass-through
TOTAL HOUSING & REHABILITATION	**132,290**	**132,290**	
Administrative Expenses Recommended for Funding			
Administrative Costs Costs to administer CDBG program.	11,000	11,000	General Fund
TOTAL ADMINISTRATIVE	**$11,000**	**$11,000**	
TOTAL FUNDING	**$260,290**	**$260,290**	

Grant Fund

Five-Year Financial Plan

	Actuals		2016 Budget			2017 Budget		Projected			
	2014	2015	Original	Amended	Estimate		% Chg	2018	2019	2020	2021
SOURCE OF FUNDS:											
Intergovernmental											
CDBG	16,022	8,773	14,000	14,000	14,000	16,000	14%	16,000	16,000	16,000	16,000
TOTAL SOURCE OF FUNDS	16,022	8,773	14,000	14,000	14,000	16,000	4%	16,000	16,000	16,000	16,000
USE OF FUNDS:											
Programming	16,047	8,832	14,000	14,000	14,000	16,000	14%	16,000	16,000	16,000	16,000
TOTAL USE OF FUNDS	16,047	8,832	14,000	14,000	14,000	16,000	4%	16,000	16,000	16,000	16,000
NET DIFFERENCE	(25)	(59)	—	—	—	—		—	—	—	—
Beginning Fund Balance	11,751	11,726	11,667	11,667	11,667	11,667		11,667	11,667	11,667	11,667
Ending Fund Balance	11,726	11,667	11,667	11,667	11,667	11,667		11,667	11,667	11,667	11,667

The City's Grant Fund financial plan differs from the CDBG funding schedule due to the financial plan overlapping two CDGB grant fiscal years.

Also, the Grant Fund financial plan does not include projects related to THE GARAGE which are included in the Youth Center fund or the Home Remodeling and CDA Rehab loans which are administered directly by Dakota County.

EDA Fund

Financial Plan Year 2017

FUND DESCRIPTION

The Burnsville Economic Development Authority (EDA) Fund was created by the City Council in 1991. The EDA Fund accounts for the general activities of the EDA.

BACKGROUND

Under Minnesota Statutes Chapter 469-Economic Development, cities may establish an EDA, including approval for the EDA to serve as a Housing and Redevelopment Authority (HRA). When the City of Burnsville created the EDA in 1991, it approved HRA authority for possible use in the future. The City Council appointed the members of the City Council to serve as the Board of Commissioners. The authorizing Statute permits the EDA to levy and collect a special benefit levy.

The maximum general operational levy of HRAs allowed for under State law is 0.0185 percent of the previous year's taxable market value. Using this percent, the maximum allowable levy for the Burnsville EDA for Pay 2016 was estimated at $1.0 million. In September, the EDA and City Council set the maximum at $617,500 for Tax Payable Year 2017, which is within the allowable amount. Beginning in Fiscal Year 2002, and every year since, the EDA has adopted an EDA levy.

In 2006, the City Council amended the City's Financial Management Plan to create a new policy section addressing the EDA levy. The policy states that the EDA will annually appropriate money to the EDA Fund from a tax levy or other available sources. The appropriation will be equivalent to the "maximum" that could be provided by a tax levy for economic development purposes. The annual tax levy will be set based on the amount needed when combined with other available sources achieves the funding level set by this policy. To provide other non-tax sources of funding to the EDA, the City Council will annually review the fund balance in the General Fund to determine whether sufficient unrestricted fund balance is available for transfer from the General Fund to the EDA Fund. The decision on transfer of funds will be made at the time the annual EDA tax levy is established. If other sources of revenue are not available, the EDA may set the tax levy at the maximum allowed.

State law provides that expenditures may be made from the EDA Fund based on the following criteria: 1) the EDA appropriates the funds as part of the annual budget, and/or 2) the EDA authorizes an amendment to the EDA budget outside of the annual appropriation process.

SOURCE OF FUNDS

The principal sources of revenue for this fund have been property tax levy and interest earned on cash balances in the fund. Combined revenues will be less than the maximum allowable under City policy or allowable under the special levy law.

The finance plan shows an annual increase in the EDA levy for years 2014 through 2021. The increase is for two purposes. The first purpose is to raise the dollars needed to pay for ongoing annual economic development efforts in the City, including a full-time staff position. This position and related costs were funded out of the General Fund in 2009 and prior years. As part of the budget cuts the Council acted on mid-year 2009, the direction was to move this expense from the General Fund to the EDA Fund in 2010. Without tax support from the special EDA levy, there is no other identified funding source to sustain this activity. The second purpose is for the increase in Ames Center debt repayments.

The tax levy includes $25,000 for contribution to the Greater MSP Partnership for regional development activities, as directed by the City Council. The 2017 proposed budget also includes $8,000 for the Metropolitan Consortium of Community Developers (MCCD).

USE OF FUNDS

According to State Statute, the proceeds from the EDA levy can be used for one or both of the following purposes: 1) for projects to remedy the shortage of housing for low and moderate-income residents, and/or 2) for public redevelopment costs in situations where private enterprise would not act without government participation.

Because the City has generally used the services of the Dakota County Community Development Agency (CDA) to address housing projects for low and moderate income residents, the City has not targeted the use of the EDA levy to remedy the shortage of housing for low and moderate income residents and has no future plans to do so. The City has used EDA Funds for redevelopment purposes.

The 2017 proposed budget includes use of funds for the annual transfer of $479,642 to the Ames Center Fund for payment of debt. The EDA transfer is assumed to increase by four percent each year, beginning in 2014. Other uses of funds for 2017 include the Economic Development staff position and related marketing and department expenses, partnership activities of Greater MSP and MCCD as well as EDA lobbyist efforts on special legislative initiatives such as the host fee and TIF 7. A new expense of $10,000 for 2017 is to support EDA lobbyist efforts on special legislative initiatives such as the host fee and TIF 7.

DEBT

The fund does not presently carry any debt.

TRANSFERS

As previously mentioned, beginning with the 2008 budget, annual transfers have been and will be made to the Ames Center Fund. The budget does not include a transfer in of cash from the General Fund.

FUND BALANCE

The City will maintain fund balances in the Special Revenue Funds at a level which will avoid issuing short-term debt to meet the cash flow needs of the current operating budget. The Plan maintains a fund balance within the EDA Fund to meet both anticipated and unanticipated future economic development needs. The City will annually evaluate the level of fund balance for its appropriateness. In 2017, $(68,113) of fund balance will be used in addition to the levy in order maintain the same activities as 2016. A new expense is proposed for 2017 to support EDA lobbyist efforts on special legislative initiatives such as the host fee and TIF 7.

OTHER FINANCIAL INFORMATION

In 2011, the Council approved the creation of the Angel Fund which is a program to involve businesses and/or individuals to provide support to bring an additional series of performances to the Ames Center. The EDA has contributed matching funds to promote donations, up to $50,000. The EDA funds are in the form of a loan to the Ames Center Fund and are therefore not included as expense. Repayment of the EDA loan by the Ames Center began in 2016 and is reflected in the five-year plan.

Economic Development Authority

Five-Year Financial Plan

	Actuals		2016 Budget			2017 Budget		Projected			
	2014	2015	Original	Amended	Estimate		% Chg	2018	2019	2020	2021
SOURCE OF FUNDS:											
EDA Property Tax Levy											
Tax Levy	542,500	567,500	592,500	592,500	592,500	617,500	4%	642,500	667,500	692,500	717,500
Less: MVHC & delinquent	(5,698)	(3,732)	—	—	—	—	—%	—	—	—	—
Net EDA Levy	536,802	563,768	592,500	592,500	592,500	617,500	4%	642,500	667,500	692,500	717,500
Investment Income	9,767	7,596	9,000	9,000	9,000	9,000	—%	7,572	6,877	6,150	5,386
Sale of capital assets	—	26,600	—	—	—	—	—%	—	—	—	—
TOTAL SOURCE OF FUNDS	546,569	597,964	601,500	601,500	601,500	626,500	4%	650,072	674,377	698,650	722,886
USE OF FUNDS:											
Operations	139,327	153,536	170,503	170,503	160,643	181,971	7%	189,250	196,820	204,693	212,881
Greater MSP & MCCD	32,500	32,500	33,000	33,000	32,500	33,000	—%	33,000	33,000	33,000	33,000
Capital Improvements	—	116,002	—	—	—	—	—%	—	—	—	—
Transfer to Ames Center for debt	426,400	443,456	461,194	461,194	461,194	479,642	4%	498,828	518,781	539,532	561,113
TOTAL USE OF FUNDS	598,227	745,494	664,697	664,697	654,337	694,613	5%	721,078	748,601	777,225	806,994
NET DIFFERENCE	(51,658)	(147,530)	(63,197)	(63,197)	(52,837)	(68,113)	8%	(71,006)	(74,224)	(78,575)	(84,108)
Beginning Fund Balance	1,043,301	991,643	844,113	844,113	844,113	791,276		723,163	652,157	577,933	499,358
Ending Fund Balance	991,643	844,113	780,916	780,916	791,276	723,163		652,157	577,933	499,358	415,250
Other Financial Information											
Balance of Angel Fund loan	50,000	50,000	40,000	40,000	40,000	30,000		20,000	10,000	—	—

Forestry (Emerald Ash Borer) Fund

Financial Plan Year 2017

FUND DESCRIPTION

The Forestry Fund is a Special Revenue Fund used to account for the revenues and expenditures associated with preparing for and managing a potential infestation of the Emerald Ash Borer (EAB).

BACKGROUND

The City has a large number of ash trees on both public and private land. The City adopted an Emerald Ash Borer Management Plan in September 2010 and this fund was added in 2011. The purpose of the plan is to set strategies and policies to mitigate the EAB's effect on the City's trees. In 2013, the City Council approved an updated plan that uses a combination of proactive treatment, removal and partial replacement of public ash trees. This approach, combined with lower treatment and removal costs have allowed the City to minimize funding increases while still implementing the planned management strategy. While the plan leverages lower contract prices for treatment of private ash trees, it does not provide funding for removal, treatment or replacement of these trees once the EAB arrives in the City. Depending on the spread and impact of EAB on private trees, the City may need to consider options to provide additional assistance to private properties at that time. EAB has been found in several of our neighboring communities and it is expected to be detected in Burnsville in the near future.

SOURCE OF FUNDS

The only source of funds at this time is property tax revenue. The EAB Management Plan was revised in 2013 and a new funding plan was established that places greater emphasis on preventing the EAB from infesting trees via preventative treatments. The revised plan resumes the planned annual increases of $50,000 each year beginning in 2014. The plan is reviewed each year. No tax levy increase is proposed for 2017 as the funding levels are sufficient to meet current needs. The City will also seek grant funding if available. Unspent funds will be available in fund balance for future expenses as the need for treatment, removal, and replacement grows.

USE OF FUNDS

In preparation for the infestation, funds will be used for public education, monitoring and tree care activities. The funds will also be used for tree removal and replacement of lower quality ash trees on public property. Fund balance will be used to fund future capital purchases including a truck and wood chipper.

TRANSFERS

The fund began with a transfer of property tax revenues from the General Fund of $50,000 in 2011. Beginning in 2012, the property tax levy is specifically identified for this fund and is recorded directly in this fund.

FUND BALANCE

The City will maintain fund balances in the Special Revenue Funds at a level which will avoid issuing short-term debt to meet the cash flow needs of the current operating budget. The EAB Fund financial plan maintains a minimum fund balance to fund potential infestation of the Emerald Ash Borer.

Forestry (Emerald Ash Borer) Fund

Five-Year Financial Plan

	Actuals		2016 Budget			2017 Budget		Projected			
	2014	2015	Original	Amended	Estimate		% Chg	2018	2019	2020	2021
SOURCE OF FUNDS:											
Property Tax Levy	147,959	198,158	250,000	250,000	250,000	250,000	— %	300,000	350,000	400,000	450,000
Licenses	1,440	2,040	1,720	1,720	1,800	1,720	— %	1,500	1,500	1,500	1,500
Investment Income	3,329	4,263	—	—	—	—	— %	—	—	—	—
TOTAL SOURCE OF FUNDS	152,728	204,461	251,720	251,720	251,800	251,720	— %	301,500	351,500	401,500	451,500
USE OF FUNDS:											
Personnel Services	2,534	15,373	22,094	22,094	22,094	22,711	3 %	76,000	77,520	79,070	80,651
Current Expenses	50,354	131,148	312,240	312,240	196,751	286,880	(8)%	286,880	265,608	256,800	224,600
Capital	—	—	—	—	—	60,000	— %	50,000	—	—	—
TOTAL USE OF FUNDS	52,888	146,521	334,334	334,334	218,845	369,591	11 %	412,880	343,128	335,870	305,251
NET DIFFERENCE	99,840	57,940	(82,614)	(82,614)	32,955	(117,871)	43 %	(111,380)	8,372	65,630	146,249
Beginning Fund Balance	210,698	310,538	368,478	368,478	368,478	401,433	9 %	283,562	172,182	180,554	246,184
Ending Fund Balance	310,538	368,478	285,864	285,864	401,433	283,562	(1)%	172,182	180,554	246,184	392,433

Forfeiture Fund

Financial Plan Year 2017

FUND DESCRIPTION

The Forfeiture Fund is a Special Revenue Fund used to account for money received from the court system with statutory spending restrictions for police expenditures.

BACKGROUND

This fund was established in 1992. Certain offenses including some DUI offenses and narcotics cases will result in forfeitures of property involved. Minnesota law and federal law provide that a certain amount of the forfeiture proceeds can go back to the law enforcement agency. After payment of associated expenses of the forfeiture, proceeds may be used for certain police expenditures. There are various restrictions on the agency's use of forfeiture proceeds depending on the nature of the offense.

The City typically receives several forfeitures of vehicles from DUI charges each year. Vehicles are typically sold and proceeds are distributed according to State law. Most narcotics cases are handled by the Dakota County Drug Task Force; however, occasionally the City's police department will be the sole agency in a narcotics case with forfeiture proceeds. DUI forfeitures must be spent on DUI enforcement activities, training and equipment. Narcotics forfeitures are limited to police capital items.

SOURCE OF FUNDS

In recent years, the main source of forfeiture proceeds has been from DUI-related offenses. Occasionally, the City also receives narcotics forfeitures and other miscellaneous forfeitures.

USE OF FUNDS

After payment of associated expenses of the seizure such as towing and storage, proceeds may be used for certain police expenditures. DUI forfeitures must be spent on DUI enforcement activities, training and equipment. Narcotics forfeitures are limited to police capital items. In 2013, the City used forfeiture funds to supplement the existing police department budget and replace its rifles. The rifles were past the recommended replacement schedule and have had mechanical issues. The rifles were replaced with a different, more reliable model which require less maintenance and will eliminate issues related to having two different types of rifles in use. In 2014, the City purchased radar equipment. In 2016 the City used $22,000 toward upgrades to the rifle range.

TRANSFERS

A transfer of $22,000 to the Facilities fund was made in 2016 for upgrades to the rifle range. This contributed to the total project cost of $98,000. There are no transfers planned for future years.

FUND BALANCE

The City will maintain fund balances to fund future capital purchases.

Forfeiture Fund

Five-Year Financial Plan

	Actuals		2016 Budget			2017 Budget		Projected			
	2014	2015	Original	Amended	Estimate		% Chg	2018	2019	2020	2021
SOURCE OF FUNDS:											
DUI Forfeitures	19,050	20,776	25,000	25,000	20,000	25,000	— %	25,000	25,000	25,000	25,000
Investment Income	616	774	—	—	—	—	— %	—	—	—	—
TOTAL SOURCE OF FUNDS	19,666	21,550	25,000	25,000	20,000	25,000	— %	25,000	25,000	25,000	25,000
USE OF FUNDS:											
Current Expenses											
Forfeiture expense, DUI enforcement, police equipment	14,109	21,387	30,000	30,000	30,000	30,000	— %	25,000	25,000	25,000	25,000
Transfer to Facilities Fund	—	—	22,000	22,000	22,000	—	(100)%	—	—	—	—
TOTAL USE OF FUNDS	14,109	21,387	52,000	52,000	52,000	30,000	— %	25,000	25,000	25,000	25,000
NET DIFFERENCE	5,557	163	(27,000)	(27,000)	(32,000)	(5,000)		—	—	—	—
Beginning Fund Balance	37,497	43,054	43,217	43,217	43,217	11,217		6,217	6,217	6,217	6,217
Ending Fund Balance	43,054	43,217	16,217	16,217	11,217	6,217		6,217	6,217	6,217	6,217
Other financial information:											
Year-end Cash Balance	43,054	43,217	16,217	16,217	11,217	6,217		6,217	6,217	6,217	6,217

Capital Projects Funds

Capital Projects Funds account for the acquisition and construction of major capital facilities and equipment (except those financed by proprietary funds). This includes expenditures relating to capital projects and large capital outlay purchases. The City has seven budgeted funds in this category. The Capital Project Funds use the modified accrual basis for both financial statement and budgeting purposes.

- **Parks Capital Fund** - reflects development of new City parks and improvement of existing parks. Revenue is primarily from park development fees and transfers from the General Fund.
- **Equipment & Vehicle Fund** - records capital purchases of equipment and vehicles. The resources are provided by issuance of Certificates of Indebtedness, sale of existing equipment, and transfers from other funds.
- **Facilities Replacement Fund** - records facilities replacements and improvements. The resources are provided by issuance of Certificates of Indebtedness and transfers from other funds.
- **Information Technology Capital Equipment Fund** - includes capital purchases of Information Technology (IT) equipment and software development. The resources are provided by issuance of Certificates of Indebtedness and transfers from other funds.
- **Infrastructure Trust Fund** - includes property tax revenue for the purpose of replacing streets and park facilities. (major fund)
- **Street Maintenance Construction Fund** - reflects revenues and expenditures for street rehabilitation projects, major street maintenance projects, and small traffic control issues.
- **Improvement Construction Fund** - includes receipt and disbursement of bond proceeds or other sources obtained to finance improvements and additions to the City's infrastructure.

Parks Capital Fund

Financial Plan Year 2017

FUND DESCRIPTION

The Parks Capital Fund accounts for capital improvement projects for the City's park and trail system.

BACKGROUND

The Parks Capital Fund was created in 1980 to fund renovation or additions to the City's park system. More recently, the Parks Capital Fund has also provided funding support for development of the City's parks and street trail system. As the City grew, developers either paid park dedication fees or donated land for the park system. The fee or land donation was (and is) based on the size of a particular development. The City developed its park system by adding general amenities, bituminous and concrete surfaces, fencing, hockey rinks, lighting systems, play equipment, shelters, buildings, tennis courts, etc. The City currently has 76 parks totaling approximately 1,750 acres.

In addition to parks dedication revenue, the City transfers property tax revenue from the General Fund into the Parks Capital Fund. Within the budget, Parks Capital Fund expenditures historically have been allocated to either renovation or improvements purposes. Renovation takes care of existing capital assets while improvements provide funding for new projects.

As the park system has matured and the fund became more stressed, the majority of the Fund's budget is now committed to renovation - based on a long-term replacement and renovation schedule of existing park facilities. Routine maintenance of the park system is funded through the General Fund's parks maintenance budget and is not accounted for within this Fund.

Budget challenges within the City's General Fund have required a significant reduction in the commitment of general funding (transfer of revenue from the General Fund to the Parks Capital Fund) for parks capital improvements. Parks capital projects have been eliminated or deferred in response to this decline in available revenue. Incremental increases in the General Fund transfer are included in the plan over the next few years to restore this funding.

SOURCE OF FUNDS

The two major sources of revenue to this Fund are park dedication fees and property tax levy. Other sources of revenue to the Parks Capital Fund include interest earned and donations from local organizations for specific improvements.

Park dedication fees in recent years have been attributed mainly to one or two large developments annually. As the City reaches full development there are fewer parcels to develop that will be charged park dedication fees in the future. The plan anticipates a lower level of park dedication fees for the future years based on recent average years, excluding the unusually high and low years. This revenue could fluctuate significantly if the City does or does not have any large developments in any particular year.

The property tax levy support for the Parks Capital Fund is provided through a transfer from the General Fund and a transfer from the Infrastructure Trust Fund (ITF). The ITF section of the Financial Management Plan indicates that park infrastructure replacement is a priority after streets and that funding is directed toward the Parks Capital Fund at an amount not to exceed ten percent of the ITF levy annually. The transfer from the ITF fund increased significantly in 2014 consistent with the increase in the ITF levy in that year.

The balance of the property tax support comes from the General Fund. The 2017 financial plan includes increases to the transfer from the General Fund to restore funding to the Parks Capital Fund. This was part of a multi-year plan approved by the Council to increase General Fund contributions over a series of years to allow the fund to reach stability. Future annual increases represent inflationary pressures and reduction in park development fee pressures.

USE OF FUNDS

The City prepares a detailed five-year capital improvement plan that outlines all planned renovations and improvements at City parks by park by project. The five-year plan anticipates an increase in General Fund support as previously directed by the Council.

In order to keep use of funds balanced with source of funds, the following projects will need to continue to be postponed indefinitely, until other funding may be available beyond what is shown in the five-year plan.

Park System Master Plan - Projects Postponed Indefinitely	Estimated Cost
Kraemer N.P. - picnic shelter with storage for environmental programs	$63,000
Wood Park - picnic shelter by trail overlooking pond	53,000
Soccer field lighting	407,000
Crystal West Park - trail to fishing dock	144,000
Day Park - boardwalk extension to trail	272,000
Black Dog Park - trail to 12th Ave.	276,000
Tennisioux Park - trail from River Hills Drive to Black Dog Park	353,000
Cedarbridge Park - trail to playground	45,200
Rose Park - bituminous trail/parking	123,900
Rose Park - bituminous recreation area	31,000
Total	$1,768,100

Park Projects - Waiting for City funding or Community Sponsorship	Estimated Cost
Sunset Pond Park - permanent fishing dock	$35,000
Cliff Fen Park - restroom building	137,000
Kraemer N.P. - Rose Bluff access trail from Williams Drive to Kraemer N.P.	500,000
Neill Park - garage adjacent to fields 3 & 4	47,000
Lac Lavon Park - picnic shelter by waterfront	35,000
Lac Lavon Park - waterfront observation deck	105,000
Terrace Oaks West - remodel concession area	30,000
Trails - seal coating	55,000
Total	$944,000

TRANSFERS

The Infrastructure Trust Fund (ITF) and the General Fund transfer cash in to the Parks Capital Fund. The source of cash to support these transfers in is tax levy.

The amount of the transfer from the ITF Fund is increasing in 2017 consistent with a planned increase in the ITF levy in the ITF five-year finance plan. The amount of General Fund transfer is based on the need to balance overall property tax supported spending citywide with the need for spending on capital improvements in parks. The General Fund and Parks Capital proposed budgets and 5-year financial plans show an increase of $100,000 to the Parks Capital fund for 2017 consistent with previous plans and the City Council direction received during budget work sessions earlier this year. A reduction in the planned increase would require postponement of additional projects in the Parks Capital Improvement Plan in order to maintain a positive fund balance in future years. The planned increase for 2018-2021 is currently planned to be $50,000 per year which is more of an inflationary increase rather than a restorative increase as in 2017. Parks and public works staff are expanding asset management into the parks system to identify if the currently planned increase in transfers within the fund will support consistent sustainable renovation within the system in the future.

FUND BALANCE

The City's policies call for a pay-as-you-go strategy for supporting capital spending without use of debt whenever feasible. The City strives to pay cash for capital projects that can be anticipated and planned for in advance. Therefore, the City's fund balance levels fluctuate, in part, based on capital project plans.

The City will maintain fund balance in the Capital Funds at a minimum level sufficient to provide adequate working capital for current expenditure needs and for future capital projects.

Parks Capital Fund

Five-Year Financial Plan

	Actuals		2016 Budget			2017 Budget		Projected			
	2014	2015	Original	Amended	Estimate		% Chg	2018	2019	2020	2021
SOURCE OF FUNDS:											
Park Dedication Fees	25,040	59,403	150,000	150,000	40,000	75,000	(50)%	50,000	50,000	50,000	50,000
Transfers from Other Funds:											
General Fund	570,000	725,000	825,000	825,000	825,000	925,000	12 %	975,000	1,025,000	1,075,000	1,125,000
Infrastructure Trust Fund	310,000	315,000	320,000	320,000	320,000	325,000	2 %	330,000	335,000	340,000	345,000
Intergovernmental Revenue	—	1,126,382	—	1,058,844	1,058,844	50,000	0 %	—	1,968,400	—	—
Donations	128,633	13,175	5,000	32,500	32,770	5,000	0 %	5,000	5,000	5,000	5,000
Miscellaneous	—	146,761	—	—	—	—	0 %	—	—	—	—
Interest	24,947	27,364	—	—	10,000	—	0 %	—	—	—	—
TOTAL SOURCE OF FUNDS	1,058,620	2,413,085	1,300,000	2,386,344	2,286,614	1,380,000	6 %	1,360,000	3,383,400	1,470,000	1,525,000
USE OF FUNDS:											
Renovations	394,679	1,178,139	724,955	1,182,974	1,134,974	562,718	(22)%	555,869	885,711	905,025	704,859
Bituminous Surfaces	—	530,064	—	—	—	549,984	0 %	—	827,652	—	1,056,438
Improvements	25,668	163,060	309,339	336,839	336,839	173,250	(44)%	200,201	20,000	20,000	83,000
Update Parks Master Plan	—	—	20,000	55,000	55,000	—	(100)%	—	—	—	—
Trail System Development	—	1,458,048	165,000	1,223,844	1,223,844	100,000	(39)%	185,000	2,220,000	—	—
TOTAL USE OF FUNDS	420,347	3,329,311	1,219,294	2,798,657	2,750,657	1,385,952	14 %	941,070	3,953,363	925,025	1,844,297
NET DIFFERENCE	638,273	(916,226)	80,706	(412,313)	(464,043)	(5,952)		418,930	(569,963)	544,975	(319,297)
Beginning Fund Balance	908,379	1,546,652	630,426	630,426	630,426	166,383		160,431	579,361	9,398	554,373
Ending Fund Balance	1,546,652	630,426	711,132	218,113	166,383	160,431		579,361	9,398	554,373	235,076
Reserved Donations Balance											
2016 Skate Park Phase 2	—	54,000	—	—	—	—		—	—	—	—
Available Fund Balance	1,546,652	576,426	711,132	218,113	166,383	160,431		579,361	9,398	554,373	235,076

Equipment & Vehicle Fund

Financial Plan Year 2017

FUND DESCRIPTION

The Equipment & Vehicle Fund is used to account for major capital purchases.

BACKGROUND

This fund was established in 1986 to account for purchases of major capital purchases of equipment and vehicles. In 2002, facilities improvements were consolidated into this fund. In 2015 the City completed a facilities study and identified a need for significant facilities improvements over the next 20 years. As a result the 2016 budget moved facilities out of this fund and into a separate fund.

Use of the Equipment and Vehicle Fund assists in leveling annual capital outlay demands and funding using pay-as-you-go strategy when possible. The balance is maintained for the purpose of funding extraordinary equipment needs and for the move back to pay-as-you-go funding. While there are no current plans to issue equipment certificates for cash flow purposes, when equipment certificates are issued the debt service and property tax levy are accounted for in the debt service funds.

SOURCE OF FUNDS

The principal source of revenue in this fund has been transfers from other funds, sale of replaced equipment interest earned on cash balances in the fund. In certain years the City has also used equipment certificate proceeds.

Rather than incur debt and related interest expense for annual on-going vehicle and equipment purchases, the plan uses pay-as-you-go funding through the use of transfers from the General Fund, enterprise funds, and use of fund balance. The City may use bonding to fund extraordinary capital needs. The proposed five-year plan does not anticipate the issuance of bonds. Proceeds from the sale of replaced equipment and vehicles are also a revenue source for this fund.

USE OF FUNDS

Expenditures are for major capital items related to the general operations of the City. The City's fleet maintenance department maintains a vehicle replacement plan to manage the projected replacement needs of all City vehicles and major equipment. Useful lives and maintenance costs are considered in the timing of replacements. The plan is updated each year by the fleet maintenance department with the input of the appropriate City staff in each department using the vehicles. The plan was revised significantly in the 2009 and 2010 budgets to extend the year of replacement for several vehicles reducing the total capital expenditures over the next five years. The extension has resulted in some increased maintenance costs in the general fund as the fleet average age is older. The City does not budget for unanticipated repairs but relies on judicious use of fund balance and other available resources to meet unexpected repairs at the time they occur. These plans can be found in the CIP in the capital section of this document. A detailed listing of capital equipment is included in the capital section of this document. The City also maintains a longer vehicle and equipment replacement plan to project the replacement needs over the next ten to twenty years.

Enterprise fund equipment is included in the replacement planning process but is paid directly from the enterprise funds and is not included in this fund with the exception of those vehicles with multiple uses funded partially from the enterprise funds.

TRANSFERS

The General Fund transfers cash into this fund to pay for annual on-going purchases that are for the benefit of General Fund departments. The City is restoring funding with planned annual increases to the general fund transfer. The enterprise funds transfer in an amount for a proportional share of vehicles with multiple uses.

FUND BALANCE

The City's policies call for a pay-as-you-go strategy for supporting capital spending without use of debt whenever feasible. The City strives to pay cash for capital projects that can be anticipated and planned for in advance. Therefore, the City's fund balance levels fluctuate, in part, based on capital project plans.

The goal of this plan is to maintain the fund balance at a level sufficient to provide adequate working capital as well as to provide for future capital needs as identified in the City's five-year capital plan. Delayed fleet replacement and cost increases are challenging this fund. The City's new fleet management software will assist City staff in determining the right fleet size and replacement needs for the future. The City will need to address funding source options or other cost reduction options for fleet to address the projected negative fund balances in the later years of the plan.

Equipment, Vehicle Capital Fund

Five-Year Financial Plan

	Actuals		2016 Budget			2017 Budget		Projected			
	2014	2015	Original	Amended	Estimate		% Chg	2018	2019	2020	2021
SOURCE OF FUNDS:											
Delinquent taxes	317	—	—	—	—	—	— %	—	—	—	—
Investment Income	18,637	25,550	10,000	10,000	10,000	10,000	— %	4,000	4,000	3,000	—
Sale of property	165,426	120,587	70,000	70,000	70,000	100,000	43 %	100,000	100,000	100,000	100,000
Contributions & Donations	22,500	—	—	—	—	—	— %	—	—	—	—
Intergovernmental											
LGA dedicated to Capital	35,830	52,389	—	—	—	—	— %	—	—	—	—
ABLE training facility	77,684	4,450	—	—	—	—	— %	—	—	—	—
Grants	—	90,000	—	—	—	—	— %	—	—	—	—
Transfers from other funds:											
General fund											
Annual pay-go transfer	1,560,000	1,622,000	1,314,000	1,314,000	1,314,000	1,382,000	5 %	1,451,000	1,524,000	1,600,000	1,680,000
One-time transfers:											
Election equipment	—	—	—	30,000	30,000	—	— %	—	—	—	—
Sidewalk Snowplowing Utility Fund	—	10,000	10,000	10,000	10,000	10,000	— %	10,000	10,000	10,000	10,000
Water & Sewer Utility fund	51,600	66,150	—	—	—	—	—%	—	—	—	—
Storm Water Utility fund	17,200	22,050	—	—	—	—	—%	—	—	—	—
TOTAL SOURCE OF FUNDS	1,949,194	2,013,176	1,404,000	1,434,000	1,434,000	1,502,000	7 %	1,565,000	1,638,000	1,713,000	1,790,000
USE OF FUNDS:											
Facilities improvements											
Annual Replacement Schedule	300,064	618,811	—	30,000	30,000	—	—%	—	—	—	—
Vehicles & large equipment											
Annual Replacement Schedule	1,525,519	1,213,986	1,028,900	1,249,016	1,249,016	2,150,200	109 %	1,571,500	1,787,500	1,966,500	1,782,500
Transfers to other funds:											
Facilities Fund	—	298,599	—	—	—	—	— %	—	—	—	—
TOTAL USE OF FUNDS	1,825,583	2,131,396	1,028,900	1,279,016	1,279,016	2,150,200	109 %	1,571,500	1,787,500	1,966,500	1,782,500
NET DIFFERENCE	123,611	(118,220)	375,100	154,984	154,984	(648,200)	(273)%	(6,500)	(149,500)	(253,500)	7,500
Beginning Fund Balance	933,987	1,057,598	939,378	939,378	939,378	1,094,362		446,162	439,662	290,162	36,662
Ending Fund Balance	1,057,598	939,378	1,314,478	1,094,362	1,094,362	446,162		439,662	290,162	36,662	44,162

Facilities Fund

Financial Plan Year 2017

FUND DESCRIPTION

The Facilities Replacement Fund is used to account for major facility replacements and improvements.

BACKGROUND

This fund was established in 2016 to account for the facilities replacement and improvement needs and bond proceeds. Prior to 2016, facilities replacements and improvements were in the Equipment, Vehicle & Facilities Replacement (EVFR) Fund. The creation of this fund allows for the centralization of facilities projects, funding and planning.

Use of this fund assists in leveling annual capital outlay demands and funding using pay-as-you-go strategy when possible. When bonds are issued the debt service and property tax levy are accounted for in the debt service funds.

SOURCE OF FUNDS

The principal source of revenue in this fund will be utility franchise fees, transfers from other funds and interest earned on cash balances in the fund.

The plan uses pay-as-you-go funding through the use of transfers from the General Fund, enterprise funds, and use of fund balance. Bonding is planned to fund extraordinary capital needs. The proposed five-year plan anticipates the issuance of bonds to fund large facilities improvements.

USE OF FUNDS

Expenditures are for major capital items related to the general operations of the City. The City does not budget for unanticipated repairs but relies on judicious use of fund balance and other available resources to meet unexpected repairs at the time they occur. The City prepares a multi-year facilities capital plan. These plans can be found in the CIP in the capital section of this document. A detailed listing of capital facilities improvements is included in the capital section of this document. The City also maintains a longer facilities capital plan to project the replacement needs over the next ten to twenty years.

Enterprise fund facilities are included in the replacement planning process but are paid directly from the enterprise funds and not included in this fund with the exception of those facilities with multiple uses funded partially from the enterprise funds.

TRANSFERS

The General Fund transfers cash into this fund to pay for annual on-going purchases that are for the benefit of General Fund departments. The enterprise funds transfer in an amount for a proportional share of facilities with multiple uses.

FUND BALANCE

The City's policies call for a pay-as-you-go strategy for supporting capital spending without use of debt whenever feasible. The City strives to pay cash for capital projects that can be anticipated and planned for in advance. The City has completed a facility study and has identified upcoming facility maintenance and replacement needs in the future years that exceed the resources planned in this fund at this time.

The goal of this plan is to maintain the fund balance at a level sufficient to provide adequate working capital as well as to provide for future capital needs as identified in the City's five-year capital plan. The City will need to address funding source options or other cost reduction options for facilities to address the projected negative fund balances in the later years of the plan.

Facilities Capital Fund

Five-Year Financial Plan

	Actuals		2016 Budget			2017 Budget		Projected			
	2014	2015	Original	Amended	Estimate		% Chg	2018	2019	2020	2021
SOURCE OF FUNDS:											
Property Tax Levy	—	—	425,000	420,000	420,000	420,000	(1)%	420,000	420,000	420,000	420,000
Franchise Fees	—	—	—	450,000	450,000	1,000,000	— %	1,000,000	1,000,000	1,000,000	1,000,000
Intergovernmental	—	—	50,000	50,000	50,000	—	(100)%	—	—	—	—
Investment Income	—	318	1,000	1,000	1,000	—	(100)%	—	—	—	—
Bond Proceeds	—	—	7,675,220	7,192,500	—	10,110,000	32 %	—	—	—	7,125,000
Donation - Lions Gun Range	—	48,000	—	—	—	—	— %	—	—	—	—
Transfers From Other Funds											
General Fund Pay-go	—	—	387,000	387,000	387,000	387,000	— %	387,000	387,000	387,000	387,000
Youth Center (Roof)	—	—	—	—	—	48,000	— %	48,000	48,000	48,000	48,000
General Fund Phase I	—	25,000	250,000	250,000	250,000	—	(100)%	—	—	—	—
EVF Fund (Split)	—	298,599	—	—	—	—	— %	—	—	—	—
Forfeiture Fund	—	—	22,000	22,000	22,000	—	(100)%	—	—	—	—
Water & Sewer Utility	—	—	—	—	—	5,025	— %	25,500	242,970	65,100	143,340
Storm Water Utility	—	—	—	—	—	1,675	— %	8,500	80,990	21,700	47,780
TOTAL SOURCE OF FUNDS	—	371,917	8,810,220	8,772,500	1,580,000	11,971,700		1,889,000	2,178,960	1,941,800	9,171,120
USE OF FUNDS:											
Improvements											
Facilities Study Improvements Phase I	—	—	8,350,220	8,262,500	600,000	11,900,000	43 %	—	—	—	—
Phase 2	—	—	—	—	—	—	— %	—	—	—	7,125,000
	—	—	8,350,220	8,262,500	600,000	11,900,000		—	—	—	7,125,000
Deferred Maintenance & Annual Replacement	—	—	316,500	316,500	316,500	—	(100)%	—	—	—	—
City Hall/Police	—	—	—	87,720	87,720	25,000	39,600 %	39,600	39,700	74,700	—
Technology for Phase 1	—	—	—	—	—	—	— %	254,450	—	—	—
Fire Stations & equipment	—	—	—	—	—	55,000	— %	259,000	219,200	106,500	21,000
Civic Center Garage	—	—	—	—	—	16,750	— %	10,000	511,900	188,000	307,500
Maintenance Facility	—	—	—	—	—	—	— %	75,000	298,000	29,000	170,300
Parking Lots & Facilities	—	—	—	—	—	89,000	— %	40,000	225,000	66,500	64,000
Gun Range	—	—	98,000	98,000	98,000	—	(100)%	—	—	—	—
Annual Replacement	—	—	414,500	502,220	502,220	185,750	(55)%	678,050	1,293,800	464,700	562,800
Total Capital Improvements	—	—	8,764,720	8,764,720	1,102,220	12,085,750	38 %	678,050	1,293,800	464,700	7,687,800
Bond Issuance Costs	—	—	50,000	50,000	50,000	—	(100)%	—	—	—	—
Transfer to Other Funds											
Debt Service (Phase 1)	—	—	—	—	—	—	— %	1,150,000	1,150,000	1,150,000	1,150,000
TOTAL USE OF FUNDS	—	—	8,814,720	8,814,720	1,152,220	12,085,750	37 %	1,828,050	2,443,800	1,614,700	8,837,800
NET DIFFERENCE	—	371,917	(4,500)	(42,220)	427,780	(114,050)		60,950	(264,840)	327,100	333,320
Beginning Fund Balance	—	—	371,917	371,917	371,917	799,697		685,647	746,597	481,757	808,857
Ending Fund Balance	—	371,917	367,417	329,697	799,697	685,647		746,597	481,757	808,857	1,142,177

Information Technology Capital Fund

Financial Plan Year 2017

FUND DESCRIPTION

The Information Technology (IT) Capital Fund is used to account for capital purchases of IT equipment and software development.

BACKGROUND

This fund was established in 2007. Prior to 2007, IT capital purchases were in the General Fund, the Equipment, Vehicle, & Facilities Replacement Fund, and the Enterprise Funds. The creation of this fund allowed for the centralization of all IT capital purchases and consolidation of IT capital planning. Since annual savings remain in the fund for future purchases, the fund provides flexibility in responding to the rapid pace of change in the IT industry. Decisions can be made to delay or reprioritize purchases to respond to changes in hardware and software availability and upcoming enhancements.

SOURCE OF FUNDS

The principal source of revenue in this fund is transfers from other funds. Transfers are from the general fund and other enterprise funds consistent with the type of use of the equipment purchased.

USE OF FUNDS

Expenditures are for major hardware and software capital purchases. The City prepares a five-year IT capital plan. Detailed plans are prepared for the first two years; the next three years look at major systems needs identified for each City department but at a less detailed level due to the rapid pace of change in available technology. In 2016 a major replacement of IT infrastructure was consolidated into one year and financed through a capital lease. This allowed the City to implement equipment that is most effectively compatible throughout the system. An additional replacement is planned for 2017.

TRANSFERS

The General Fund transfers funds to the IT Capital Fund to support general government IT capital purchases. The Enterprise Fund transfers are proposed to be consistent with the historical level of funding in those areas. The Enterprise Fund transfer would fund the portion of IT capital used by those funds.

FUND BALANCE

The City's policies call for a pay-as-you-go strategy for supporting capital spending without use of debt whenever feasible. The City strives to pay cash for capital projects that can be anticipated and planned for in advance of purchase. Therefore, the City's fund balance levels fluctuate, in part, based on capital project plans.

The plan maintains fund balance in the fund at a level sufficient to provide adequate working capital for current expenditure needs and to provide for future capital needs.

Information Technology Capital Equipment Fund

Five-Year Financial Plan

	Actuals		2016 Budget			2017 Budget		Projected			
	2014	2015	Original	Amended	Estimate		% Chg	2018	2019	2020	2021
SOURCE OF FUNDS:											
Interest	19,762	17,742	2,000	2,000	2,000	2,000	— %	—	—	—	—
Sale of Other Assets	—	—	—	700,000	—	—	— %	—	—	—	—
Transfers from other funds:											
General fund	456,000	456,000	390,000	390,000	390,000	420,000	8 %	433,000	446,000	459,000	473,000
Water & Sewer	168,240	97,380	157,730	157,730	109,286	229,970	46 %	205,540	187,935	103,845	114,855
TOTAL SOURCE OF FUNDS	644,002	571,122	549,730	1,249,730	501,286	651,970	19 %	638,540	633,935	562,845	587,855
USE OF FUNDS:											
Public Safety											
Police	57,106	48,218	86,695	241,907	191,263	73,100	(16)%	46,600	81,100	61,600	44,600
Fire	38,721	51,202	36,200	103,793	103,793	63,400	75 %	33,100	43,600	27,900	24,900
Mobile Command	32,220	—	12,450	12,450	12,450	26,500	113 %	—	—	12,500	8,000
PC Computers	63,933	143,864	128,750	148,511	150,708	73,300	(43)%	133,300	108,550	137,050	69,550
IT Infrastructure	174,059	279,330	225,250	433,301	276,624	50,200	(78)%	40,000	80,200	114,000	20,200
Security systems	55,341	59,810	98,500	103,368	103,368	60,000	(39)%	39,000	10,000	10,000	10,000
Document Imaging	20,607	7,787	15,600	73,613	18,194	18,600	19 %	18,600	15,600	15,600	15,600
Comm. Dev.	—	—	40,000	106,400	126,400	12,200	(70)%	6,200	2,200	20,200	2,200
Software Development	71,192	172,918	14,000	116,817	112,853	26,000	86 %	26,000	9,000	24,000	9,000
ERMS	9,683	24,947	15,000	38,987	38,987	15,000	— %	15,000	15,000	15,000	15,000
GIS	—	21,016	22,200	22,200	24,320	53,720	142 %	39,580	39,500	51,500	39,500
Recreation	—	—	46,000	62,335	54,000	10,500	(77)%	4,500	—	31,000	—
Capital Lease Payments	—	—	—	700,000	—	298,333	— %	298,333	298,333	—	—
TOTAL USE OF FUNDS	522,862	809,092	740,645	2,163,682	1,212,960	780,853	5 %	700,213	703,083	520,350	258,550
NET DIFFERENCE	121,140	(237,970)	(190,915)	(913,952)	(711,674)	(128,883)	(79)%	(61,673)	(69,148)	42,495	329,305
Beginning Fund Balance	1,006,878	1,128,018	890,048	890,048	890,048	178,374		49,491	(12,182)	(81,330)	(38,835)
Ending Fund Balance	1,128,018	890,048	699,133	(23,904)	178,374	49,491		(12,182)	(81,330)	(38,835)	290,470

Infrastructure Trust Fund

Financial Plan Year 2017

FUND DESCRIPTION

The Infrastructure Trust Fund (ITF) is a capital projects fund used to account for property tax revenues and expenditures associated with the infrastructure replacement costs for the City.

BACKGROUND

In 1996, the City began to levy a property tax to fund future replacement of infrastructure. The goal was to achieve a pay-as-you-go strategy for the City contribution toward infrastructure projects, primarily streets and parks, with individual property owners also sharing in the cost through assessments.

The ITF levy is supplemented by revenue the City receives from the State of Minnesota from the State gas tax. In 2008, the legislature passed an increase to the gas tax which provided more Municipal State Aid for Streets (MSAS) funds to cities for road improvements. The ITF budget combines the MSAS funds with the ITF levy to present a combined funding plan for infrastructure replacement costs.

The City has about 221 miles of streets to maintain. A Pavement Management System (PMS) was initiated in about 1990 to provide an objective technical method of evaluating and cataloguing the condition of streets. Each year the staff "rates" or assigns a pavement surface condition value for one third of the streets in the City. This rating value or "Pavement Condition Index" (PCI) is then used to assist staff in formulating the recommended approach to rebuilding or maintaining the city streets. The City's street reconstruction and rehabilitation assessment rates are among the lowest in the metro area.

Each year City staff works to determine its final recommendation for the scope of the next year's projects. The staff then recommends what type of maintenance should be done to each street. Staff uses the PCI rating in conjunction with a number of other criteria (e.g., age of the street, traffic volume, water main conditions, etc.) to make this determination. The majority of the streets within Burnsville were constructed during the 1960's, 1970's and 1980's (about 180 miles out of the 221 total miles of streets or 80 percent). Bituminous streets have an expected life of 30 to 50 years depending on the soils, initial construction materials, and the maintenance that is done to them. A poorly constructed street will not last 30 years even with great maintenance. A well-constructed street can be made to last longer with the proper maintenance procedure at the correct time, which is the overarching goal of the PMS.

As noted above, the majority of the streets in the City were constructed in two decades. This means that the majority of streets will reach the end of their useful life in a similar time span. This is a problem that the PMS also attempts to address. The City has reconstructed approximately 87 miles of streets and has rehabilitated approximately 39 miles since the reconstruction and rehabilitation program began in 1990. At the present rate of reconstruction and rehabilitation, approximately five miles per year and one and one half miles per year annually, the City will not keep pace with the aging of the system, although the rate of deterioration of the system as a whole is predicted to level off at pavement management goals within the next ten years. Funding from tax levies and or special assessments needs to increase or the community needs to accept streets with a lower PCI - poorer quality. Staff will continue to use the best approach possible to extend the life of existing streets and to reconstruct and rehabilitate as many miles as possible with whatever resources are available.

Additionally, premature pavement surface failures on primarily residential streets built in the 1980's and early 1990's have been identified. The results of this are deficient road surfaces that aren't in the City's plans to reconstruct or rehabilitate for more than five years and in many cases up to 15 years. In response to this, the City implemented a

maintenance overlay program in 2014. This program completes a basic resurfacing of neighborhood streets, over and above the planned street reconstruction and rehabilitation in order to extend the useful life of the streets by an estimated ten to fifteen years.

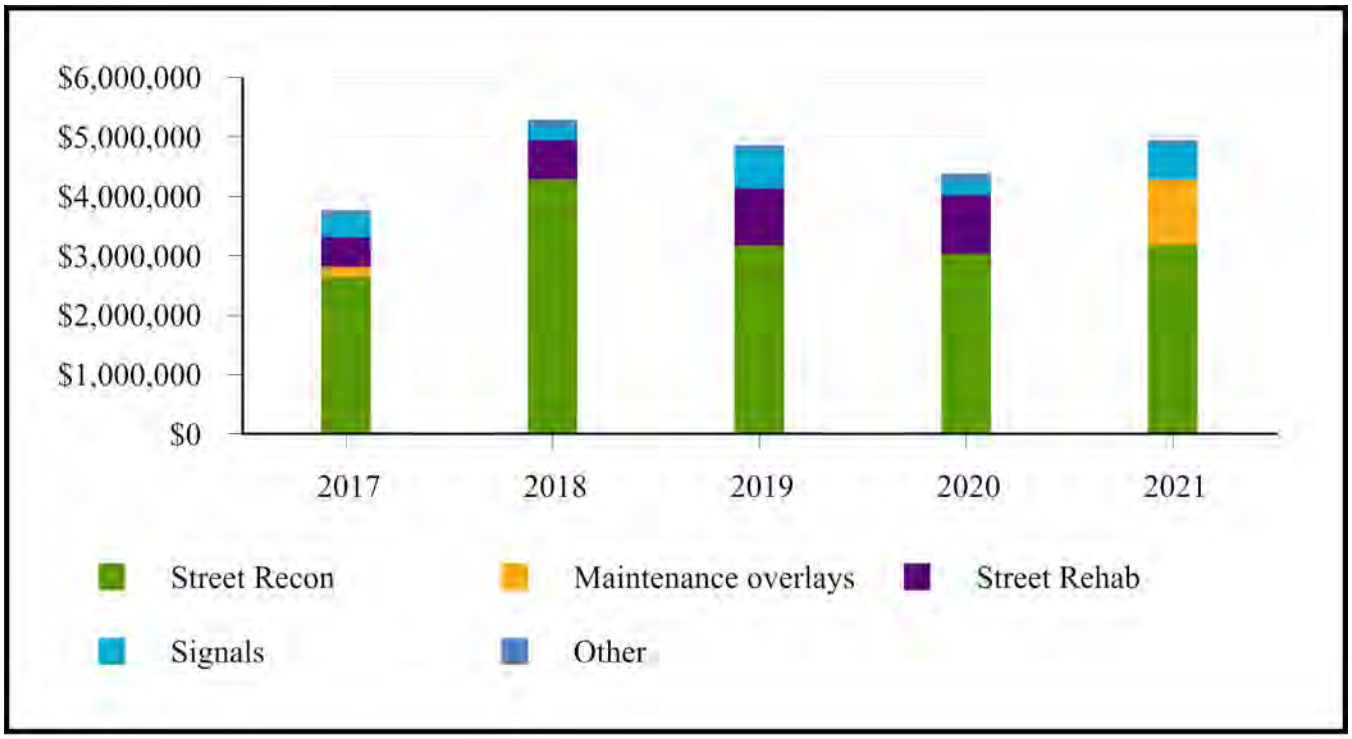
SOURCE OF FUNDS

The principal sources of revenue are ITF property tax levy, MSAS funds, and interest earned on cash balances in the fund. The annual levy for 2017 is proposed at $3.25 million.

This fund also includes the City's $1.9 million annual MSAS allotment. Over the past five years the City was able to advance the MSAS allotment, receiving funding for the larger street reconstruction projects programmed in those years. This allowed the City to move ahead on projects sooner than would otherwise be possible.

USE OF FUNDS

Expenditures are for infrastructure replacement for transportation and parks. The CIP includes the detail of projects which are scheduled to have funding from the ITF tax levy and MSAS.



TRANSFERS

The ITF transfers annually to the Parks Capital Fund an amount not to exceed 10 percent of the total ITF levy for park renovation. Transfers annually to the Street Maintenance Fund are also planned to fund the additional crack sealing costs of the maintenance overlay program implemented in 2014. Debt service for bonds issued in 2010 to fund the City's share of street projects are included as transfers from this fund to the Debt Service Fund.

FUND BALANCE

The fund balance will fluctuate as the timing of revenues and expenditures can vary on large projects and may cross fiscal years. Fund balance is used to even out the large swings in expenditures to most efficiently schedule projects that vary in size.

Infrastructure Trust Fund

Five-Year Financial Plan

	Actuals		2016 Budget			2017 Budget		Projected			
	2014	2015	Original	Amended	Estimate		% Chg	2018	2019	2020	2021
SOURCE OF FUNDS:											
ITF Property Tax Levy	3,063,775	3,130,738	3,200,000	3,200,000	3,200,000	3,250,000	2 %	3,300,000	3,350,000	3,400,000	3,450,000
MSAS Funding	1,402,316	4,223,677	—	—	6,767	1,694,671	— %	1,950,000	1,975,000	2,000,000	2,025,000
Interest	92,302	107,607	35,906	35,906	49,290	24,192	(33)%	29,140	21,950	19,709	23,030
TOTAL SOURCE OF FUNDS	4,558,393	7,462,022	3,235,906	3,235,906	3,256,057	4,968,863	54 %	5,279,140	5,346,950	5,419,709	5,498,030
USE OF FUNDS:											
Capital Improvements	3,737,222	6,463,766	5,060,000	5,060,000	5,062,143	3,765,000	(26)%	5,290,000	4,860,000	4,380,000	4,940,000
Transfers to Other Funds											
Parks Capital Fund	310,000	315,000	320,000	320,000	320,000	325,000	2 %	330,000	335,000	340,000	345,000
Street Maintenance Fund	—	150,000	25,000	25,000	25,000	25,000	— %	25,000	25,000	25,000	25,000
Debt Service Funds	364,008	363,491	358,652	358,652	358,652	359,101	— %	353,122	351,081	342,570	338,414
TOTAL USE OF FUNDS	4,411,230	7,292,257	5,763,652	5,763,652	5,765,795	4,474,101	(22)%	5,998,122	5,571,081	5,087,570	5,648,414
NET DIFFERENCE	147,163	169,765	(2,527,746)	(2,527,746)	(2,509,738)	494,762	(120)%	(718,982)	(224,131)	332,139	(150,384)
Beginning Fund Balance	4,612,058	4,759,221	4,928,986	4,928,986	4,928,986	2,419,248		2,914,010	2,195,028	1,970,897	2,303,036
Ending Fund Balance	4,759,221	4,928,986	2,401,240	2,401,240	2,419,248	2,914,010		2,195,028	1,970,897	2,303,036	2,152,652
OTHER FINANCIAL INFORMATION:											
Year-end Cash Balance	4,759,221	4,928,986	2,401,240	2,401,240	2,419,248	2,914,010		2,195,028	1,970,897	2,303,036	2,152,652

Street Maintenance Fund

Financial Plan Year 2017

FUND DESCRIPTION

The Street Maintenance Fund is a capital projects fund used to account for the revenues and expenditures associated with street maintenance projects that extend the life of the existing street system for the City and smaller roadway, right of way and traffic control improvements.

BACKGROUND

This fund was set up in 2004 to centralize the financing of major mid-life street maintenance and other smaller roadway, right of way and traffic control improvements. This provides greater flexibility in funding maintenance and smaller improvement activities for the most effective use of resources. More extensive projects such as mill and overlay projects which further extend the life of existing streets are funded primarily by the Infrastructure Trust Fund, the issuance of bonds, and/or transfers of unused seal coat funds from the other funds, if it is determined that rehabilitation will be more effective than seal coating in a particular year.

In addition to street maintenance activities, small right of way replacements (i.e. sidewalks, small retaining walls, and some curb and gutter replacement), and smaller traffic control studies, including any resulting projects are accounted for in this fund. The street rehabilitation projects remain in the Improvement Construction Capital Projects Fund.

SOURCE OF FUNDS

The principal sources of revenues are transfers from the General Fund and Enterprise Funds. The transfer from the General Fund is shown to increase approximately four percent per year over the next five years in order to account for inflation of materials and services. An additional $50,000 transfer from the General Fund was transferred in 2016 to fund an entrance monument. The amount of transfers in from other funds is evaluated annually based on actual project costs that are incurred in the prior year. The amount of funding needed could be more or less than what is estimated for planning purposes.

The transfer in from the Enterprise Funds is projected to remain relatively constant as the type of work that is anticipated is not related to utilities. The transfer in from the Enterprise Funds represents an allocation of a portion of the cost of street rehabilitation and major street maintenance work to the utility funds. The life of city streets and the need for maintenance is driven in part by the instability that the installation of utilities in the ground create underneath the street. Therefore, it is reasonable that the utilities contribute toward the cost of maintaining the street surface. When major capital projects are completed on a street, the utility funds pay for the cost of the utility work completed as part of the street project.

Annual transfers in from the Infrastructure Trust Fund are scheduled to fund increased costs for crack sealing for the maintenance overlay program.

USE OF FUNDS

Expenditures are for major street maintenance expenses such as seal coating and crack sealing, pavement marking, traffic studies and other work that extends the life of the existing street system. Expenditures of $50,000 proposed for an entrance monument originally anticipated for construction in 2016 will be paid from this fund in 2017.

The future years are based on an “average” year as estimated. The balance in the fund may be used to cover years that are above the average to even out the large swings in expenditures keeping the transfers from other funds even. The current year budget is estimated to be an “average” year. Increases in crack sealing expenditures have been included to account for the increases due to the maintenance overlay program implemented in the Infrastructure Trust Fund.

FUND BALANCE

The City will maintain fund balance in the Capital Funds at a minimum level sufficient to provide adequate working capital for current expenditure needs. Generally, the City shall strive for a minimum of three months operating cash in these funds.

Street Maintenance Fund

Five-Year Financial Plan

	Actuals		2016 Budget			2017 Budget		Projected			
	2014	2015	Original	Amended	Estimate		% Chg	2018	2019	2020	2021
SOURCE OF FUNDS:											
Misc Refunds / Reimb	27,933	19,120	15,000	15,000	15,000	15,000	— %	15,000	15,000	15,000	15,000
Interest	7,714	9,438	7,000	7,000	7,000	7,000	— %	5,000	5,000	5,000	5,000
Transfers From Other Funds											
General Fund	296,000	308,000	320,000	320,000	320,000	333,000	4 %	346,000	360,000	374,000	389,000
General Fund - Monuments	—	—	50,000	50,000	50,000	—	(100)%	—	—	—	—
Infrastructure Trust Fund	—	150,000	25,000	25,000	25,000	25,000	— %	25,000	25,000	25,000	25,000
Water & Sewer Fund	200,625	200,625	200,625	200,625	200,625	200,625	— %	200,625	200,625	200,625	200,625
Storm Sewer	40,825	40,825	60,825	60,825	60,825	60,825	— %	60,825	60,825	60,825	60,825
Total Source of Funds	573,097	728,008	678,450	678,450	678,450	641,450	(5)%	652,450	666,450	680,450	695,450
USE OF FUNDS:											
Roadway Preventative Maintenance	339,015	324,496	600,000	600,000	600,000	450,000	(25)%	450,000	450,000	450,000	450,000
Pavement Marking	110,269	92,020	95,000	95,000	95,000	95,000	— %	95,000	95,000	95,000	95,000
Right of Way Maintenance	65,872	94,188	70,000	70,000	70,000	70,000	— %	70,000	70,000	70,000	70,000
Monuments	48,551	—	50,000	50,000	50,000	—	(100)%	—	—	—	—
Other	6,402	6,158	15,000	15,000	15,000	15,000	— %	15,000	15,000	15,000	15,000
Transfers To Other Funds	—	—	—	—	—	—	— %	—	—	—	—
Total Use of Funds	570,109	516,862	830,000	830,000	830,000	630,000	(24)%	630,000	630,000	630,000	630,000
NET DIFFERENCE	2,988	211,146	(151,550)	(151,550)	(151,550)	11,450	(108)%	22,450	36,450	50,450	65,450
Beginning Fund Balance	256,867	259,855	471,001	471,001	471,001	319,451		330,901	353,351	389,801	440,251
Ending Fund Balance	259,855	471,001	319,451	319,451	319,451	330,901		353,351	389,801	440,251	505,701
Other financial information:											
Year-end Cash Balance	259,855	471,001	319,451	319,451	319,451	330,901		353,351	389,801	440,251	505,701

Improvement Construction Fund

Financial Plan Year 2017

FUND DESCRIPTION

The Improvement Construction Fund is a capital projects fund used to account for the revenues and expenditures associated with improvement construction projects for the City.

BACKGROUND

This fund accounts for the receipt and disbursement of bond proceeds or other sources obtained to finance construction of improvements to the City's infrastructure.

SOURCE OF FUNDS

Major funding sources for improvement construction projects include bond proceeds and intergovernmental revenue. Projects that are assessed wholly or in part to the benefited property owners and/or have general tax levy funding are generally bonded. The bonds are then repaid in the Debt Service Funds using the special assessment and/or tax levy revenue. Intergovernmental revenue consists of County, State and Federal funding for shared roads and various grants or other shared costs. Each improvement project may have numerous funding sources as identified in the Capital Improvements Plan (CIP).

USE OF FUNDS AND FUND BALANCE

The principal use of these dollars is to fund improvement construction projects related to the City's infrastructure. The City prepares a five-year CIP to plan and prioritize these improvement projects. Each individual project also goes through Council approval prior to beginning the project.

The Improvement Construction Fund operates on a zero balance basis. Each project has revenues balancing expenditures. The fund may operate with short-term negative or positive fund balance due to timing of receipt of revenues and expenditures.

Please see the CIP for specific project detail.

Improvement Construction Fund

Five-Year Financial Plan

	Actuals		2016 Budget			2017		Projected			
	2014	2015	Original	Amended	Estimate		% Chg	2018	2019	2020	2021
SOURCE OF FUNDS:											
Special Assessments	288,039	497,079	1,580,000	1,580,000	346,863	950,000	(40)%	1,180,000	1,300,000	1,300,000	1,050,000
Intergovernmental:											
Dakota County	144,216	296,623	—	—	—	—	— %	—	—	—	—
MN DOT	19,800	—	—	—	130,000	—	— %	—	—	—	—
Other Intergovernmental	959,944	156,319	345,000	1,490,000	1,516,597	415,000	20 %	415,000	415,000	415,000	415,000
Intergovernmental	1,123,960	452,942	345,000	1,490,000	1,646,597	415,000	20 %	415,000	415,000	415,000	415,000
Bond Proceeds:											
Improvement Bonds	2,786,419	756,472	—	—	1,051,000	—	— %	—	—	—	—
Interest Income	(44,423)	(43,668)	—	—	—	—	— %	—	—	—	—
Other/Land Sales	453,952	42,272	—	—	—	—	— %	—	—	—	—
Transfers From Other Funds											
General Fund	30,000	—	—	—	—	—	— %	—	350,000	—	—
Total Source of Funds	4,637,947	1,705,097	1,925,000	3,070,000	3,044,460	1,365,000	(29)%	1,595,000	2,065,000	1,715,000	1,465,000
USE OF FUNDS:											
Capital Improvements	3,171,129	1,705,773	1,925,000	3,070,000	2,997,597	1,365,000	(29)%	1,595,000	2,065,000	1,715,000	1,465,000
Other Expenses	23,240	7,782	—	—	—	—	— %	—	—	—	—
Total Use of Funds	3,194,369	1,713,555	1,925,000	3,070,000	2,997,597	1,365,000	(29)%	1,595,000	2,065,000	1,715,000	1,465,000
NET DIFFERENCE	1,443,578	(8,458)	—	—	46,863	—	— %	—	—	—	—
Beginning Fund Balance	(1,603,774)	(160,196)	(168,654)	(168,654)	(168,654)	—		—	—	—	—
Ending Fund Balance*	(160,196)	(168,654)	(168,654)	(168,654)	(121,791)	—		—	—	—	—

Note: The Improvement Construction Fund operates on a zero balance basis. Each project has revenues balancing expenditures.

The fund may operate with short term negative or positive fund balance due to timing of receipt of revenues and expenditures at year end.

* Negative Fund Balance at the end of 2016 will be offset by deferred special assessments collections in future years.

G.O. Debt Funds

Debt service funds account for the accumulation of resources for the payment of general long-term debt principal and interest. The City maintains individual debt service funds for each bond issue. The City has established annual financial plans for all general obligation bond funds and certificate of indebtedness funds which is shown in total as the G.O. Debt Funds. The Debt Funds use the modified accrual basis for both financial statement and budgeting purposes.

General Obligation Debt Funds

Financial Plan Year 2017

FUND DESCRIPTION

The General Obligation Debt Funds account for the payment of general obligation bonds, certificates of indebtedness, lease revenue bonds, and improvement bonds. A separate debt service fund is established for each bond issue.

BACKGROUND

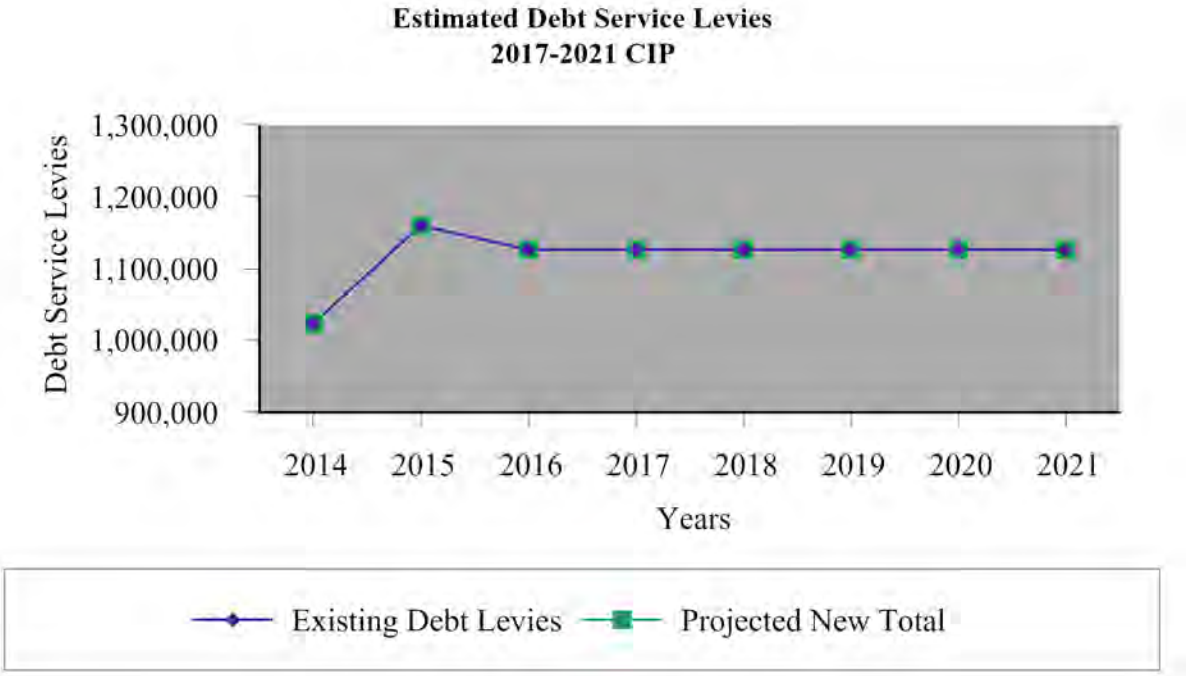
General obligations bonds are secured by the full faith and credit of the City. The City has the authority to levy property taxes for repayment of these bonds.

For this plan, the amounts projected in the Capital Improvement Program (CIP) to be funded by General Obligation Improvement Bonds are assumed to be bonded. The proposed debt structure is consistent with the City's debt management policies. Interest rates are estimated conservatively.

SOURCE OF FUNDS

The principal sources of revenue are property taxes (debt service levies), special assessments and interest earned on cash balances in the funds. Other sources of revenue include transfers from other funds.

The following graph shows the amount of existing and projected debt service levies for the next five years. The projected new total line on the graph represents the total levy that would be needed to fund the ad valorem bonding in the CIP for facilities, assessment and other improvement projects. The current finance plan shows debt levies for bonds currently outstanding a level amount through 2021, with no projected new debt levies. Planned facility improvements included in the CIP will be funded through franchise fees and property tax levies in the Facilities Capital Projects Fund. Cash reserves and existing debt are reviewed annually for refunding opportunities that further reduces debt service requirements.



TRANSFERS

Annual transfers are shown from from the Infrastructure Trust Fund, the Ames Center Fund and the Facilities Fund to pay debt service.

The Facilities Fund includes bond proceeds for Phase I facilities improvements in 2017. The corresponding debt service payments for the bonds are shown in the General Obligation Debt Funds. The source for the debt service payments are transfers in from franchise fees and/or property tax levy in the Facilities Fund.

USE OF FUNDS AND FUND BALANCE

According to State Statute, proceeds from the debt service levies and fund balance can only be used for redemption of debt. Additional information is available in the Existing and Projected Debt Analysis Schedule presented in the Capital and Debt Section.

General Obligation Debt Funds

Five-Year Financial Plan

	Actuals		2016 Budget			2017 Budget		Projected			
	2014	2015	Original	Amended	Estimate		% Chg	2018	2019	2020	2021
SOURCE OF FUNDS:											
Operating:											
Property Taxes	1,023,818	1,160,247	1,126,674	1,126,674	1,126,674	1,126,674	— %	1,126,674	1,126,674	1,126,674	1,126,674
Special Assessments	1,512,087	2,076,840	1,099,278	1,099,278	1,099,278	1,122,490	2 %	1,071,282	1,011,072	901,400	843,313
Intergovernmental	56,927	53,941	53,984	53,984	53,796	49,500	(8)%	44,516	39,162	33,292	27,196
Investment Income	65,620	42,262	41,424	41,424	131,015	166,398	302 %	101,255	50,581	55,390	57,161
Total Operating Sources	2,658,452	3,333,290	2,321,360	2,321,360	2,410,763	2,465,062	6 %	2,343,727	2,227,489	2,116,756	2,054,344
Non-Operating:											
Bond Proceeds	33,514	7,089,512	—	—	6,758,855	—	— %	—	—	—	—
Transfers From Other Funds	1,711,984	1,581,011	1,541,846	1,541,846	1,541,846	1,471,943	(5)%	2,361,980	2,392,283	2,911,733	2,951,924
Total Non-Operating Sources	1,745,498	8,670,523	1,541,846	1,541,846	8,300,701	1,471,943	(5)%	2,361,980	2,392,283	2,911,733	2,951,924
TOTAL SOURCE OF FUNDS	4,403,950	12,003,813	3,863,206	3,863,206	10,711,464	3,937,005	2 %	4,705,707	4,619,772	5,028,489	5,006,268
USE OF FUNDS:											
Debt Service:											
Bond Payment - Scheduled	2,915,614	3,249,701	2,718,398	2,718,398	2,718,398	2,653,661	(2)%	3,517,661	3,121,358	3,904,000	3,859,000
Bond Payment - Refunding	952,430	790,000	—	—	—	—	— %	13,435,000	—	—	—
Interest Expense	1,301,291	1,327,473	1,227,457	1,227,457	1,481,231	1,457,578	19 %	1,436,763	1,009,306	939,189	840,950
Fiscal Agent Fees	6,303	67,613	8,000	8,000	70,541	8,200	3 %	8,200	8,200	8,200	8,200
TOTAL USE OF FUNDS	5,175,638	5,434,787	3,953,855	3,953,855	4,270,170	4,119,439	4 %	18,397,624	4,138,864	4,851,389	4,708,150
NET DIFFERENCE	(771,688)	6,569,026	(90,649)	(90,649)	6,441,294	(182,434)	101 %	(13,691,917)	480,908	177,100	298,118
Beginning Fund Balance	6,693,800	5,922,112	12,491,138	12,491,138	12,491,138	18,932,432		18,749,998	5,058,081	5,538,989	5,716,089
Ending Fund Balance	5,922,112	12,491,138	12,400,489	12,400,489	18,932,432	18,749,998		5,058,081	5,538,989	5,716,089	6,014,207

Enterprise Funds

Enterprise Funds account for business-type activities. These activities provide services where most of the costs are recovered through user fees and charges. The City has seven Enterprise Funds. The accrual basis of accounting is used by the Enterprise Funds for financial statement purposes. For budget purposes the funds use the accrual basis except for capital assets and debt payments which are budgeted on a modified accrual basis within each finance plan. Depreciation is noted at the bottom of the finance plans.

- **Water and Sewer Fund** - receives its revenues from charges to all property owners to provide water and sanitary sewer utilities, fund operations and maintenance and capital improvements. (major fund)
- **Storm Water Fund** - receives its revenues from charges to all property owners to fund water quality projects, operations and maintenance, and capital improvements. (major fund)
- **Ice Center Fund** -operates the City of Burnsville Ice Center which has two indoor sheets of ice.
- **Golf Course Fund** - accounts for the Birnamwood Golf Course, a nine-hole course operation supported by user fees.
- **Street Lighting Fund** - provides for the annual operations and maintenance of existing streetlights.
- **Ames Center Fund** - reflects the operation of the City's performing arts center. (major fund)
- **Sidewalk Snowplowing Fund** - receives its revenues from charges to property owners to fund snow removal from sidewalks and trails.

Water and Sewer Fund

Financial Plan Year 2017

FUND DESCRIPTION

The Water and Sewer Fund was established for the accounting for costs of providing water and sewer services to residents and businesses.

BACKGROUND

This fund was created in 1960 with the original development of the operation of a municipal water and sewer system. Services include water treatment and distribution, collection and transmission of wastewater, and the treatment of wastewater completed by the Metropolitan Council Environmental Services (MCES). The City operates a ground water treatment plant and added the operation of a surface water treatment facility in 2009. The source of the surface water is from an active private limestone quarry in Burnsville that was previously pumped into the Minnesota River by the owner of the quarry. The newer plant treats the surface water for potable water supply.

Billings to customers are based on actual water usage that is metered for each property. An annual comprehensive review of rates is completed to ensure financial stability of the utility. A portion of the fees collected in this fund supports funding of the replacement of the system infrastructure. Significant capital improvements projected in this plan, as well as increased levels of water and sewer infrastructure replacement resulting from an aggressive road replacement plan, will warrant borrowing for a share of the capital costs. Bonding for capital expenditures greatly assists with trying to maintain a stable rate structure by avoiding the significant spikes for large capital expenditures and supports sound cash management.

Utility bills are generated on a monthly basis to encourage water conservation. Monthly bills notify customers of their water usage each month, assisting with a better understanding of water usage and leak detection. Payments are received by check, electronic automatic withdrawal through bank drafting, bank transfer, or credit card payments through an interactive voice response (IVR), or through an on-line credit card or bank transfer option. Unpaid bills are the responsibility of the property owner and are certified to the property taxes in the fall of each year. Customers also have the option of opting out of a paper bill mailed each month to instead receive an e-mail indicating their bill is ready for viewing on-line.

SOURCE OF FUNDS

The primary source of funding is user charges based on a property's water usage. Minnesota Statutes require public water suppliers serving more than 1,000 to adopt a water rate structure that encourages water conservation. The City's rate structure used for water billing includes a three-tiered rate system for all customers. The top tier is designed to effect high water users. High water usage is usually caused from lawn sprinkling or leaks. For residential users, the base rate is charged for the first 15,000 gallons used each month. A second tier surcharge of 25 percent is added for water used up to 50,000 gallons and a third tier surcharge of an additional 25 percent is added for usage over 50,000 per month. For commercial users, the base rate is charged for the first 2,000,000 gallons used each month. Again a 25 percent surcharge will be added for usage up to 3 million gallons and another 25 percent surcharge for usage over 3 million gallons each month.

Additionally, a monthly meter replacement charge, based on meter size and actual replacement cost, was implemented for 2015 with no rate increases to that rate for 2016 and 2017. The revenues collected will be used to support bonding for the meter replacement project proposed in the Capital Improvements Plan (CIP).

A basic administrative charge for each service of water, city sewer, and metro sewer is also assessed for access to water and sewer services. The basic charge is $2.00 per month per service and has remained level for the last several years. Other sources of funds include connection charges, penalties, and interest. Charges collected directly offset the costs of providing services.

A rate increase for water and sewer service in 2017 is proposed at 4.5 percent. Rate increases of 4.5 percent for water and 5.0 to 5.5 percent for sewer are proposed over 2018 to 2021 to cover inflation, infrastructure replacement, increased sewer treatment (MCES) costs, rising electric charges, growing cost for water treatment chemicals, and the implementation of a long-term meter replacement program. MCES costs increased by 8.6 percent for 2016, 5.3 percent for 2017, and are expected to be over 5 percent for the next several years. Without additional rate increases for sewer proposed above, those expenses are projected to account for a larger portion of the City's total sewer sanitary revenues, leaving less available revenue for city sewer expenses.

The table below provides a summary of the proposed water and sewer rates. Rate increases have remained constant over the last several years. In the mid-2000's, increases did not fund increased costs or inflation in most years. The Fund's cash balance continued on a downward trend during this period, which was an intentional decision to lower fund balance. Proposed rate increases over the next several years are related to increasing costs and funding a more aggressive capital replacement program, including a stronger emphasis on road replacement. Inspections and testing of the water and sewer infrastructure have indicated that some of the older parts of the system are in need of more accelerated replacement than what has been envisioned and included in previous capital replacement plans. (This is discussed in more detail under the Use of Funds section.) The updated financial plan for the Water and Sewer Fund assumes that the City will issue debt on costs related to the infrastructure replacement. This is to alleviate the consistent drain on cash balances, to assist with maintaining sound financial health to support the long-term needs of the fund, and to avoid what would otherwise need to be significantly greater annual rate increases.

Water Rates

Year	*Adopted*				*Budget*	*Projected*			
	2013	**2014**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**
Rate (Per 1,000 gallons)	$2.43	$2.54	$2.65	$2.77	$2.89	$3.02	$3.16	$3.30	$3.45
Annual % Increase	4.3%	4.5%	4.5%	4.5%	4.5%	4.5%	4.5%	4.5%	4.5%

Sanitary Sewer Rates

Year	*Adopted*				*Budget*	*Projected*			
	2013	**2014**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**
Rate (Per 1,000 gallons)	$3.04	$3.18	$3.32	$3.47	$3.63	$3.81	$4.02	$4.24	$4.47
Annual % Increase	4.2%	4.5%	4.5%	4.5%	4.5%	5.0%	5.5%	5.5%	5.5%

Base Charges for Water, City Sewer, and Metro Sewer Service

Year	*Adopted*				*Budget*	*Projected*			
	2013	**2014**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**
Rate (Per 1,000 gallons)	$2.00	$2.00	$2.00	$2.00	$2.00	$2.00	$2.00	$2.00	$2.00
Annual % Increase	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Burnsville's rates tend to be near the top when compared to neighboring and market cities. This is due to several factors including: the aggressive plan for funding infrastructure replacement, charging of the fund for all direct and

indirect overhead costs, and the age of the sewer and water infrastructure. The practices of charging direct and indirect costs are not widely utilized by all cities. The City's infrastructure is older than many of its comparable market cities and is encountering major infrastructure replacement costs others have not yet seen.

Estimated revenues for 2017 are based on a typical weather year. Dry summer conditions result in higher revenue and wet summers result in lower revenue. Increased revenue in dry summers is partially offset by the increased costs of additional chemicals, electricity and natural gas costs for pumping, and increased maintenance from heavier use on our equipment. Revenues for 2016 are expected to approximate budgeted amounts.

USE OF FUNDS

Expenditures from this fund are used for operation and maintenance, debt service, capital improvements, and infrastructure replacement relating specifically to the operation of water and sewer services. This includes all direct and indirect overhead costs incurred from operating a water and sewer business.

A five-year Capital Improvements Plan (CIP) is used by the City to project capital improvement and infrastructure replacement needs. The improvements scheduled include on-going programs of water main replacement, sewer rehabilitation, well rehabilitation, and other scheduled improvements. The detail on specific projects is included in the City's CIP. During the past few years, the Public Works staff has become much more aggressive in inspecting and testing the City's water and sewer infrastructure, especially the older major components. This stepped-up inspection and testing program has identified needs for several infrastructure maintenance projects that are much more immediate than what has been projected in previous planning documents. This has had a corresponding impact on the financial planning for the utility systems. Many water and sewer system components (some of which are thirty to forty years old) have not had the major renovations necessary to keep them in long-term serviceable condition. These include the original ground water treatment plant, major trunk water lines, major trunk sanitary sewer lines, and sanitary sewer lift stations.

Major Capital Intitiatives

The City's CIP includes a $7.6 million project to replace water meters installed in homes and businesses across the City in 2016, 2017, and 2018. It is necessary to replace the current meters as they are beginning to slow and underreport water use, which results in lost revenues to the water system. An efficient and well-maintained system is essential to ensure proper collection of use charges and rate stability.

The water treatment plant treats more than 3 billion gallons of water annually, and is arguably the most critical facility in the City. This plant includes groundwater and surface water treatment facilities. The groundwater treatment portion of the plant is 40 years old and has exceeded its design life. Its continuous safe and efficient operation is required to provide safe drinking water to more than 85,000 residents in Burnsville and Savage. Needed improvements to it simply must not be delayed. The City is entering a period in which more significant and expensive improvements to these facilities will be required. The plan also includes an aggressive approach to street reconstruction and rehab. Water and sewer infrastructure replacement occurs as a street is replaced. The plan continues to fund the Storz hydrant nozzle replacement program by retrofitting hydrants, with completion of all public hydrants anticipated by 2018. Storz connections allow a faster connection to the hydrant by the Fire Department by about 30 seconds, which will greatly assist in firefighting.

As noted above stepped-up infrastructure needs will have financial planning impacts with the use of bonding as a financing tool and ultimately may have rate impacts. Rate stability will be closely monitored as well as maintaining a strong long-term cash balance within the fund.

DEBT

A portion of the rates charged pays for debt that has been incurred on capital portions of the utility systems. New debt of in 2016 includes approximately $7.4 million in Public Facilities Authority Loan proceeds to fund the meter replacement project. Debt of $3.5 million is being proposed to be added to fund the groundwater treatment plant rehabilitation project in 2017.

TRANSFERS

Transfers of funds from the water and sewer fund are currently limited to reimbursing other City funds for specific expenditure allocations, debt payments or capital project expenditures. The Water and Sewer Fund is not transferring any monies not related to its services.

NET ASSETS

For the Enterprise Funds, the City also strives to maintain working capital cash balances at a minimum equal to three months working capital plus an amount needed to fund future capital projects as identified in the City's Capital Improvements Plan. Bonding for large projects and judicious use of net assets within funds can be used to moderate fluctuations in capital projects and infrastructure maintenance expenses.

Water & Sewer Fund

Five-Year Financial Plan

	Actuals		2016 Budget			2017 Budget		Projected			
	2014	2015	Original	Amended	Estimate		% Chg	2018	2019	2020	2021
SOURCE OF FUNDS:											
Operating:											
Utility Fees - Water	5,901,234	5,798,047	5,815,425	5,815,425	6,083,609	6,099,000	5 %	6,342,000	6,811,000	7,270,000	7,765,000
Utility Fees - Sewer	5,367,722	5,403,181	5,538,120	5,538,120	5,662,663	5,793,480	5 %	6,080,760	6,415,920	6,767,040	7,134,120
Base Charges	1,910,392	1,916,113	1,905,000	1,905,000	1,910,000	1,910,000	— %	1,910,000	1,910,000	1,910,000	1,910,000
Meter Charges	—	259,202	293,595	293,595	299,150	293,595	— %	293,595	293,595	293,595	293,595
Sales to Other Cities	829,460	833,259	838,647	838,647	838,647	872,193	4 %	907,081	943,364	971,665	1,000,815
Total Operating Sources	14,008,808	14,209,802	14,390,787	14,390,787	14,794,069	14,968,268	4 %	15,533,436	16,373,879	17,212,300	18,103,530
Non-Operating:											
Bond proceeds *	2,589,838	2,325,192	13,630,000	13,630,000	9,000,000	3,500,000	(74)%	5,460,000	6,520,000	1,465,000	3,795,000
Investment Income	189,809	165,538	148,210	148,210	148,210	196,206	32 %	147,377	110,246	100,709	98,315
KMM Contract	397,625	399,203	399,656	399,656	399,656	398,984	— %	101,425	—	—	—
Connection Charges	106,536	190,525	110,000	110,000	110,000	110,000	— %	110,000	110,000	110,000	100,000
Other	265,601	278,512	218,876	222,580	218,876	218,876	— %	200,000	200,000	200,000	200,000
Total Non-Op Sources	3,549,409	3,358,970	14,506,742	14,510,446	9,876,742	4,424,066	(70)%	6,018,802	6,940,246	1,875,709	4,193,315
TOTAL SOURCE OF FUNDS	17,558,217	17,568,772	28,897,529	28,901,233	24,670,811	19,392,334	(33)%	21,552,238	23,314,125	19,088,009	22,296,845
USE OF FUNDS:											
Operating:											
Personnel Services	3,184,073	3,178,878	3,385,309	3,385,309	3,370,726	3,604,312	6 %	3,712,441	3,823,814	3,938,528	4,056,684
Current Expenses	3,720,953	3,812,221	4,163,547	4,167,251	4,054,273	4,260,381	2 %	4,388,192	4,519,838	4,655,433	4,795,096
MCES	4,006,541	4,067,852	4,417,400	4,417,400	4,417,276	4,652,300	5 %	4,884,915	5,129,161	5,385,619	5,654,900
Total Operating Uses	10,911,567	11,058,951	11,966,256	11,969,960	11,842,275	12,516,993	5 %	12,985,548	13,472,813	13,979,580	14,506,680
Non-Operating:											
Water & Sewer System Mgmt	—	—	2,740,000	2,740,000	2,520,000	490,000	(82)%	740,000	3,235,000	475,000	1,245,000
Street Projects & Rehab	—	—	2,470,000	2,470,000	1,986,000	640,000	(74)%	3,210,000	3,950,000	990,000	2,550,000
GWTP/SWTP	—	—	600,000	600,000	600,000	3,500,000	483 %	2,250,000	125,000	20,000	—
Storz Hydrant Nozzle	—	—	200,000	200,000	195,000	225,000	13 %	—	—	—	—
Meter Replacement	—	—	8,675,000	8,675,000	760,000	3,800,000	(56)%	3,040,000	—	—	—
Projects from Prior Year(s) CIP	—	—	—	533,530	533,530	—	— %	—	—	—	—
W&S Capital Projects	6,098,788	4,098,938	291,000	341,000	182,916	120,000	(59)%	212,000	—	95,000	149,000
Subtotal capital improvements	6,098,788	4,098,938	14,976,000	15,559,530	6,777,446	8,775,000	(41)%	9,452,000	7,310,000	1,580,000	3,944,000
Debt service pmts (existing)	1,701,221	1,979,342	1,909,408	1,909,408	2,165,302	2,081,800	9 %	1,565,761	1,565,901	1,544,994	1,533,169
Debt service pmts (new)	—	—	310,375	310,375	—	122,204	(61)%	404,887	862,253	1,428,352	1,555,551
Debt service pmts (meter)	—	—	562,872	562,872	—	343,621	(39)%	425,510	425,262	424,964	425,614
Subtotal debt	1,701,221	1,979,342	2,782,655	2,782,655	2,165,302	2,547,625	(8)%	2,396,158	2,853,416	3,398,310	3,514,334
Transfers (non-debt)	604,441	364,155	358,355	358,355	309,911	435,620	22 %	431,665	631,530	369,570	458,820
Total Non-Operating Uses	8,404,450	6,442,435	18,117,010	18,700,540	9,252,659	11,758,245	(35)%	12,279,823	10,794,946	5,347,880	7,917,154
TOTAL USE OF FUNDS	19,316,017	17,501,386	30,083,266	30,670,500	21,094,934	24,275,238	(19)%	25,265,371	24,267,759	19,327,460	22,423,834
Net change in accruals	(103,649)	(279,973)									
NET DIFFERENCE	(1,861,449)	(212,587)	(1,185,737)	(1,769,267)	3,575,877	(4,882,904)	312 %	(3,713,133)	(953,634)	(239,451)	(126,989)

Other financial information:										
Year-end Cash Balance	16,257,310	16,044,723	14,858,986	14,275,456	19,620,600	14,737,696	11,024,563	10,070,929	9,831,478	9,704,489
Three months working capital	3,304,307	3,350,612	3,776,816	3,777,743	3,579,372	3,875,060	3,953,343	4,239,440	4,436,865	4,619,958
Capital replacement balance	12,953,003	12,694,111	11,082,170	10,497,713	16,041,228	10,862,636	7,071,220	5,831,489	5,394,613	5,124,762

* - 2016 Budgeted and Estimated columns include the PFA loan proceeds issued to fund the meter replacement project. This loan was authorized in 2016, and loan proceeds will be drawn down as project expenses are incurred.

Storm Water Fund

Financial Plan Year 2017

FUND DESCRIPTION

The Storm Water Fund was established for the accounting of costs for providing storm drainage services to the community and for preserving and improving surface water quality in the City's lakes and ponds.

BACKGROUND

This fund was created in 1992 with the creation of a City ordinance establishing the storm drainage utility which authorized a storm water charge for service. This user charge allocates costs based on the direct proportion of the amount of storm water run-off a property generates. Commercial/Industrial properties that have more impervious surface (pavement, rooftops, etc.) and are larger parcels than residential will pay more for the service.

The emphasis of this fund has drastically changed since its inception. The original concept focused on funding maintenance of the system and preserving water quality. In 1996, rates began to be increased to assist in funding the replacement of an aging system and the financing of major water quality improvement projects.

A comprehensive update of the Water Resources Management Plan (WRMP) was approved in 2002, with a major update in 2008 and a minor update in 2014. The City is currently undertaking a major update that is expected to be completed in the first half of 2017. The WRMP addresses key issues related to water resources facing the City over a ten to twenty year horizon. The plan is a combination of resource management, regulatory controls, and public works management and set numerous goals on water quality. Though long term in focus, the plan has numerous decision points related to recommending capital improvements, ongoing inspections, maintenance, and monitoring activities. All of these decisions have a direct impact on the rates charged for the storm water service. Improvements for water quality standards take many years to fully show results. The improvements need to be completed in the early years of the plan to achieve the desired goals in water quality in future years.

SOURCE OF FUNDS

The rate charged for the user charge fees is based on a property's land use and size. The land use is expressed in terms of a concept called residential equivalent units (REU). A single family dwelling is charged for one REU. Other parcels such as commercial property and apartments are converted to a different number of REUs depending on the acreage of the property and how the land area is being used. Funding from other sources include connection charges and interest.

Based on implementation of the City's long range plan, no rate increase is proposed for 2017. The 2016 rate will adequately cover inflation and the continued support of the water resources management plan. Inflationary rate increases are projected around one percent for the next several years. The proposed 2017 monthly storm water billing for a single family dwelling will be $6.85. A commercial user located on a one acre parcel will be at $90.45 per month.

The following table is a summary of the annual rates:

Water Rates									
Year	*Adopted*				*Budget*	*Projected*			
	2013	2014	2015	2016	2017	2018	2019	2020	2021
Annual Rate per REU	$81.36	$81.36	$81.36	$82.17	$82.17	$82.99	$83.82	$84.66	$85.93
Annual % Increase	2.4%	0.0%	0.0%	1.0%	0.0%	1.0%	1.0%	1.0%	1.5%

Burnsville's rates have been near the top when compared to neighboring and market cities. This is due to an aggressive funding plan for annual infrastructure replacement and also the fact the fund is charged for all direct and indirect overhead costs. These practices are not widely utilized by all cities, but they show the City's committment to reflecting the total cost of services. Also, Burnsville's strong commitment to maintaining and improving surface water quality is a significant investment in the future that is not commonly seen in other cities. As other communities begin to address their own storm water management challenges, as Burnsville did many years ago, Burnsville's fees should be in proportion if not less than other cities. Only inflationary rate increases are projected for the next several years.

USE OF FUNDS

The storm water charges provide funding for storm drainage maintenance, street sweeping, pond clean-out, water quality work, and other storm water related functions. Expenditures from this fund are used for operation and maintenance, debt service, capital improvements and infrastructure replacement relating specifically to the storm water system. This includes direct and indirect overhead costs incurred related to the storm water utility. The WRMP assists in developing a projected five-year Capital Improvements Plan (CIP) for prioritizing the capital improvement needs and developing the proposed budget. Spending requirements are requested and reviewed during the annual budget process. For 2017, the plan maintains an aggressive approach to street reconstruction and rehab. Storm water infrastructure replacement occurs as a street is replaced.

The Storm Water Fund may also incur additional funding pressure from other areas. Our current finance plan does not show any future funding for unforeseen outside mandates or other improvements which may require funding from storm water funds. (e.g. standards imposed on water quality by federal or state agencies)

DEBT

A portion of the rates charged pay for debt that has been incurred on capital portions of the utility systems. Currently, debt is limited to the repayment of bonds that were issued as part of the on-going reconstruction of the storm water collection system. With a portion of the user fees dedicated toward funding the replacement of aging infrastructure, the use of debt has been minimized. No new debt is being proposed for 2017.

TRANSFERS

Transfers of funds from the storm water fund are currently limited to reimbursing other city funds for specific expenditure allocations or capital project expenditures. The Storm Water Fund does not transfer any monies not related to its services.

NET ASSETS

For the Enterprise Funds, the City also strives to maintain working capital cash balances at a minimum equal to three months working capital plus an amount needed to fund future capital projects as identified in the City's Capital Improvements Plan. Bonding for large projects and judicious use of net assets within funds can be used to moderate fluctuations in capital projects and infrastructure maintenance expenses.

Storm Water Fund

Five-Year Financial Plan

	Actuals		2016 Budget			2017 Budget		Projected			
	2014	2015	Original	Amended	Estimate		% Chg	2018	2019	2020	2021
SOURCE OF FUNDS:											
Operating:											
Storm drainage utility fee	4,177,901	4,166,073	4,215,321	4,215,321	4,206,400	4,215,321	— %	4,257,387	4,299,966	4,343,058	4,408,209
Other	—	—	—	—	—	—	— %	—	—	—	—
Total Operating Sources	4,177,901	4,166,073	4,215,321	4,215,321	4,206,400	4,215,321	— %	4,257,387	4,299,966	4,343,058	4,408,209
Non-Operating:											
Special Assessments	27,534	24,976	25,000	25,000	24,000	23,000	(8)%	20,000	20,000	20,000	15,000
Interest	120,844	108,330	52,560	52,560	74,930	63,949	22 %	43,977	49,950	48,501	47,176
Connection Charges	137,283	44,159	75,000	75,000	10,000	50,000	(33)%	50,000	50,000	50,000	50,000
Other	52,430	38,577	423,754	485,354	485,354	40,000	(91)%	25,000	25,000	25,000	25,000
Total Non-Operating Sources	338,091	216,042	576,314	637,914	594,284	176,949	(69)%	138,977	144,950	143,501	137,176
TOTAL SOURCE OF FUNDS	4,515,992	4,382,115	4,791,635	4,853,235	4,800,684	4,392,270	(8)%	4,396,364	4,444,916	4,486,559	4,545,385
USE OF FUNDS:											
Operating:											
Personnel Services	771,659	799,700	830,113	830,113	830,113	890,818	7 %	926,451	963,509	1,002,049	1,042,131
Current Expenses	645,045	663,455	912,295	973,895	952,305	942,874	3 %	971,160	1,000,295	1,030,304	1,061,213
Total Operating Uses	1,416,704	1,463,155	1,742,408	1,804,008	1,782,418	1,833,692	5 %	1,897,611	1,963,804	2,032,353	2,103,344
Non-Operating:											
Street Projects & Rehab	—	—	610,000	610,000	695,000	600,000	(2)%	665,000	665,000	745,000	705,000
Storm Water Management	—	—	2,700,000	2,700,000	1,800,000	3,100,000	15 %	815,000	1,535,000	1,285,000	610,000
Storm Water Capital Projects	1,268,474	3,662,519	200,000	200,000	200,000	385,000	93 %	—	—	226,000	338,000
Projects from Prior Year(s) CIP	—	—	—	778,277	778,277	—	— %	—	—	—	—
Subtotal capital improvements	1,268,474	3,662,519	3,510,000	4,288,277	3,473,277	4,085,000	16 %	1,480,000	2,200,000	2,256,000	1,653,000
Debt service payments (existing)	884,356	656,418	549,154	549,154	549,154	408,272	(26)%	352,114	284,240	248,125	249,988
Transfers (non-debt)	58,025	62,875	60,825	60,825	60,825	62,500	3 %	69,325	141,815	82,525	108,605
Total Non-Operating Uses	2,210,855	4,381,812	4,119,979	4,898,256	4,083,256	4,555,772	11 %	1,901,439	2,626,055	2,586,650	2,011,593
TOTAL USE OF FUNDS	3,627,559	5,844,967	5,862,387	6,702,264	5,865,674	6,389,464	9 %	3,799,050	4,589,859	4,619,003	4,114,937
Net change in accruals	164,388	27,879									
NET DIFFERENCE	1,052,821	(1,434,973)	(1,070,752)	(1,849,029)	(1,064,990)	(1,997,194)	87 %	597,314	(144,943)	(132,444)	430,448
Other financial information:											
Year-end Cash Balance	8,894,852	7,459,879	6,389,127	5,610,850	6,394,889	4,397,695		4,995,009	4,850,066	4,717,622	5,148,070
Three months working capital	589,771	545,612	588,097	603,497	598,099	576,116		579,763	597,465	590,751	615,484
Capital replacement cash balance	8,305,081	6,914,267	5,801,030	5,007,353	5,796,790	3,821,579		4,415,246	4,252,601	4,126,871	4,532,586

Ice Center Fund

Financial Plan Year 2017

FUND DESCRIPTION

The Ice Center Fund is used to account for the operation, maintenance, and debt service for the City-owned ice arena.

BACKGROUND

This fund was created in 1971 with construction of the first sheet of ice. A second sheet of ice was added in 1985. The debt incurred from building the second sheet of ice was paid off in 2005. The double rink facility operates year round and caters to hockey, figure skating, ice skating lessons, broomball, curling, and a variety of camps, clinics, and schools. Services include the promoting and scheduling of hockey, and figure and pleasure skating for youth and adults. The Ice Center relies on major users for a stable and significant share of ice time rental. Major users include the Burnsville Hockey Club, Minnesota Valley Figure Skating Club and Burnsville High School. The Ice Center also has a large number of hours for ice rental from adult groups and one of the largest Learn to Skate programs in Minnesota.

The financial challenges for this fund are trying to establish an acceptable operating cash balance and the need to identify a source of funds to pay for capital improvements. The Center's ice making plant was replaced in 2010, financed with the issuance of Economic Development Authority (EDA) Lease Revenue Bonds and federal grant funds. The debt does not appear within this fund because of the authority used to issue. As the facility continues to age, the need for additional equipment replacement and other improvements are required to maintain the current level of operations and for safety. The City has been planning for these major capital improvements. Plans for the next five years include a new roof and other significant improvements.

SOURCE OF FUNDS

The primary source of funding is user charges for ice rental. Other sources of funds include admissions, lessons, concessions, events, equipment rental, advertising and interest. Charges collected directly offset the costs of providing services. A comprehensive review of rates is completed each year to ensure the Ice Center's rates are at or near the top of the market with similar double-rink facilities to ensure financial stability. Ice time is becoming more competitive due to the number of ice rinks in the south metro area. Revenues for the Ice Center have generally been consistent.

USE OF FUNDS

Expenditures from this fund are used for operation, maintenance and capital improvements relating specifically to the operation of the Ice Center. The Ice Center is facing significant capital expenditures in the next ten-year period, including replacing a roof, flooring, exterior door, bleacher and ice resurfacer.

Recommissioning of the ice center in 2015 at a cost of $163,000 is estimated to save $30,000 in utilities each year for ten years. Monitoring and tweaking of the system happened during 2015 with estimated savings guaranteed beginning 2016.

DEBT

The debt issued by the Economic Development Authority in 2010 to finance major improvements at the Center in 2010 does not appear in this fund. Payment on the debt will be made from the City's debt service levy. The General Fund plan includes a transfer to the Debt Service Fund of $140,000 annually to fund a portion of the debt service of

the ice center. This approach was part of the 2012 budget strategy. Annual use of fund balance in the General Fund is the planned funding source.

The City will likely have to bond for the roof replacement scheduled for 2018.

TRANSFERS

No transfers are planned for 2017.

NET ASSETS

For the Enterprise Funds, the City strives to maintain working capital cash balances at a minimum equal to three months working capital plus an amount needed to fund future capital projects as identified in the City's Capital Improvements Plan. Bonding for large projects and judicious use of net assets within funds can be used to moderate fluctuations in capital projects and infrastructure maintenance expenses.

Ice Center Fund

Five-Year Financial Plan

	Actuals		2016 Budget			2017 Budget		Projected			
	2014	2015	Original	Amended	Estimate		% Chg	2018	2019	2020	2021
SOURCE OF FUNDS:											
Operating:											
Charges for Services	1,096,283	1,031,308	1,084,725	1,084,725	1,096,174	1,097,210	1 %	1,119,154	1,141,537	1,164,368	1,187,655
Other	—	—	—	41,000	41,000	—	— %	—	—	—	—
Non-Operating:											
Interest	12,474	12,365	1,000	1,000	1,000	1,000	— %	1,000	1,000	1,000	1,000
Sale of Capital Assets	25,204	—	—	—	—	—	— %	—	—	—	—
Bond Proceeds	—	—	—	—	—	—	— %	1,000,000	—	—	—
Total Non-Operating Sources	37,678	12,365	1,000	1,000	1,000	1,000	— %	1,001,000	1,000	1,000	1,000
TOTAL SOURCE OF FUNDS	1,133,961	1,043,673	1,085,725	1,126,725	1,138,174	1,098,210	1 %	2,120,154	1,142,537	1,165,368	1,188,655
USE OF FUNDS:											
Operating:											
Personnel Services	574,406	509,486	597,298	597,298	596,943	618,979	4 %	637,548	656,674	676,374	696,665
Current Expenses	387,246	550,938	356,385	356,385	378,316	395,640	11 %	407,509	419,734	432,326	445,296
Total Operating Uses	961,652	1,060,424	953,683	953,683	975,259	1,014,619	6 %	1,045,057	1,076,408	1,108,700	1,141,961
Non-Operating:											
Purchase of Capital Assets	127,496	—	96,000	163,346	132,700	65,000	(32)%	30,000	215,000	40,000	60,000
Capital Improvements	—	—	—	—	—	—	— %	1,000,000	—	—	—
Debt Service Payments	—	—	—	—	—	—	— %	117,231	117,231	117,231	117,231
Total Non-Operating Uses	127,496	—	96,000	163,346	132,700	65,000	(32)%	1,147,231	332,231	157,231	177,231
TOTAL USE OF FUNDS	1,089,148	1,060,424	1,049,683	1,117,029	1,107,959	1,079,619	3 %	2,192,288	1,408,639	1,265,931	1,319,192
NET DIFFERENCE	44,813	(16,751)	36,042	9,696	30,215	18,591	(48)%	(72,134)	(266,102)	(100,563)	(130,537)
Other financial information:											
Year-end Cash Balance	863,828	847,077	883,119	856,773	877,292	895,883		823,749	557,647	457,084	326,547
Three months operating cash estimate	272,287	265,106	262,421	279,257	276,990	269,905		548,072	352,160	316,483	329,798
Capital Replacement Cash Balance	591,541	581,971	620,698	577,516	600,302	625,978		275,677	205,487	140,601	(3,251)
Annual Depreciation	338,093	345,529	347,929	347,929	347,929	349,554		350,304	355,679	356,679	358,179

Golf Course Fund

Financial Plan Year 2017

FUND DESCRIPTION

The Golf Course Fund is used to account for the operation and debt service of the municipal golf course.

BACKGROUND

This fund was created in 1988 when the City purchased Birnamwood Golf Course. Birnamwood is a par 3, nine-hole golf operation that includes leagues and tournaments for youth and adults, as well as open golf. Services include the promoting and scheduling of the leagues and tournaments, operation of the club house, and the maintenance of the facility and grounds.

The debt incurred from purchasing the course was paid off in 2003. The financial projection indicates a stable cash balance, including sufficient funds to pay for planned major equipment purchases and capital improvements.

SOURCE OF FUNDS

The primary source of funding is user charges consisting of green fees, passes and leagues. Other sources of funds include concessions, equipment rental, golf supplies, advertising and interest. Charges collected directly offset the costs of providing services. A comprehensive review of rates is completed each year to ensure they are in the upper quartile of the market with similar nine-hole operations. Consistent with the golf course industry as a whole, the number of rounds has trended downward over the past few years. Additionally, 2010 and 2011 had unseasonably cool and wet conditions throughout the season. The 2013 season opened later than any other year due to poor spring weather. The 2016 season opened on March 10, the earliest opening date on record. Staff is cautiously expecting rounds for 2017 to be comparable to 2015. The following is a summary of the last six years of the operating revenues and rounds:

	2011	2012	2013	2014	2015	2016 Est.	2017 Budget
Income	$254,917	$269,383	$247,831	$253,706	$280,502	$273,950	$278,000
Rounds	22,124	23,847	20,531	20,851	23,775	20,445	22,000

USE OF FUNDS

Expenditures from this fund are used for operation, maintenance and capital improvements relating specifically to the operation of the golf course. Spending requirements are requested and reviewed during the annual budget process. Golf cart and mower replacement is planned for 2017 and 2019. The only significant capital improvement being planned is the replacement of the parking lot in 2020 at an estimated cost of $142,000. This expense is included in financial projections and will be paid from existing resources.

DEBT & TRANSFERS

The golf course does not currently have any debt and no transfers are planned.

NET ASSETS

For the Enterprise Funds, the City strives to maintain working capital cash balances at a minimum equal to three months working capital plus an amount needed to fund future capital projects as identified in the City's Capital Improvements Plan. Bonding for large projects and judicious use of net assets within funds can be used to moderate fluctuations in capital projects and infrastructure maintenance expenses.

Golf Course Fund

Five-Year Financial Plan

	Actuals		2016 Budget			2017 Budget		Projected			
	2014	2015	Original	Amended	Estimate		% Chg	2018	2019	2020	2021
SOURCE OF FUNDS:											
Operating:											
Charges for Services	253,706	280,502	267,800	267,800	273,950	278,000	4 %	283,560	289,231	295,016	300,916
Non-Operating:											
Investment Income	4,970	4,561	3,500	3,500	3,500	3,500	— %	3,500	3,500	3,500	3,500
TOTAL SOURCE OF FUNDS	258,676	285,063	271,300	271,300	277,450	281,500	4 %	287,060	292,731	298,516	304,416
USE OF FUNDS:											
Operating:											
Personnel Services	180,400	191,357	189,969	189,969	189,969	193,956	2 %	199,775	205,768	211,941	218,299
Current Expenses	65,446	75,752	80,454	80,454	80,454	80,154	— %	82,559	85,036	87,587	90,215
Total Operating Uses	245,846	267,109	270,423	270,423	270,423	274,110	1 %	282,334	290,804	299,528	308,514
Non-Operating:											
Purchase of Capital Assets	—	25,000	—	—	—	14,100	— %	—	32,000	142,000	22,000
TOTAL USE OF FUNDS	245,846	292,109	270,423	270,423	270,423	288,210	7 %	282,334	322,804	441,528	330,514
NET DIFFERENCE	12,830	(7,046)	877	877	7,027	(6,710)	(865)%	4,726	(30,073)	(143,012)	(26,098)
Other financial information:											
Year-end Cash Balance	333,623	326,577	327,454	327,454	333,604	326,894		331,620	301,547	158,535	132,437
3 months operating cash estimate	61,462	73,027	67,606	67,606	67,606	72,053		70,583	80,701	110,382	82,628
Balance above operating estimate	272,161	253,550	259,848	259,848	265,998	254,841		261,037	220,846	48,153	49,809
Annual Depreciation	18,832	20,707	20,000	20,000	20,000	20,000		20,000	21,600	28,700	29,800

Street Lighting Fund

Financial Plan Year 2017

FUND DESCRIPTION

The Street Lighting Fund is used to account for the operation, maintenance, and replacement of the City's street lighting system.

BACKGROUND

This fund was created in 2002 with the establishment of a City ordinance establishing a street lighting utility. The main focus of this utility was to set a standard policy for continuous street lighting service throughout the community and to address future replacement needs for existing lights. In 2012, the City policy regarding the street lighting funding was changed. The change consolidated continuous street lighting and major roadway lighting into the Street Lighting Fund. Major roadway lighting includes major thoroughfare and intersection lights. The consolidation was a result of an aging lighting infrastructure. As the existing lighting infrastructure continues to age, the City will be faced with significant replacement expenses. Consolidating the different types of lighting will assist in dedicating a future funding mechanism for lighting improvements. A five-year Capital Improvements Plan (CIP) projects lighting replacement needs.

A standard fee structure is created for residential and commercial property for the different types of lighting. Continuous street lighting fees are only billed to properties that benefit from those lights and are used to fund the operation, maintenance and replacement of existing continuous street lights. Residential property is charged on a per unit basis and commercial property is charged on a front footage basis. New lights added into the system will be specially assessed to the benefiting properties for their original costs. Once new lights are installed, the street light utility fee will be utilized for the cost of operating, maintaining and replacing the lights.

For major roadway lighting a fee is charged to all properties in the City that have a utility account. The fee is a flat charge with the rate varying if the property is residential, high density residential, or commercial. Revenues from these fees are used to fund the operation, maintenance and replacement of existing major roadway lights and intersection lights.

The Street Lighting Fund's cash balance shows a stable trend over the next several years with rate increases being tied to increases in electrical costs.

SOURCE OF FUNDS

The primary source of funding is user charges consisting of a unit charge for residential property and a front foot charge for commercial property for continuous street lighting. The major roadway light funding is a flat fee to all properties based on the type of property. Other sources of funds include interest and other reimbursements. Charges collected directly offset the costs of providing services.

Based on adequate fund balance and the long range Street Lighting Plan, rates are not proposed to increase in 2017. The following is a summary of street lighting rates:

Residential Continuous Street Lighting									
Year	*Adopted*				*Budget*	*Projected*			
	2013	2014	2015	2016	2017	2018	2019	2020	2021
Annual Rate per Unit	$34.32	$34.32	$34.32	$34.32	$34.32	$35.35	$36.41	$37.5	$38.63
Annual % Increase	3.0%	0.0%	0.0%	0.0%	0.0%	3.0%	3.0%	3.0%	3.0%

Commercial Continuous Street Lighting									
Year	*Adopted*				*Budget*	*Projected*			
	2013	2014	2015	2016	2017	2018	2019	2020	2021
Annual Rate / Front Ft	$1.632	$1.632	$1.632	$1.632	$1.632	$1.681	$1.731	$1.783	$1.836
Annual % Increase	3.0%	0.0%	0.0%	0.0%	0.0%	3.0%	3.0%	3.0%	3.0%

Residential Major Roadway Lighting									
Year	*Adopted*				*Budget*	*Projected*			
	2013	2014	2015	2016	2017	2018	2019	2020	2021
Annual Rate Per Property	$4.08	$4.08	$4.08	$4.08	$4.08	$4.20	$4.33	$4.46	$4.59
Annual % Increase	3.0%	0.0%	0.0%	0.0%	0.0%	3.0%	3.0%	3.0%	3.0%

High Density Major Roadway Lighting									
Year	*Adopted*				*Budget*	*Projected*			
	2013	2014	2015	2016	2017	2018	2019	2020	2021
Annual Rate Per Unit	$2.46	$2.46	$2.46	$2.46	$2.46	$2.53	$2.61	$2.69	$2.77
Annual % Increase	3.0%	0.0%	0.0%	0.0%	0.0%	3.0%	3.0%	3.0%	3.0%

Commercial Major Roadway Lighting									
Year	*Adopted*				*Budget*	*Projected*			
	2013	2014	2015	2016	2017	2018	2019	2020	2021
Annual Rate Per Property	$38.82	$38.82	$38.82	$38.82	$38.82	$39.98	$41.18	$42.42	$43.69
Annual % Increase	3.0%	0.0%	0.0%	0.0%	0.0%	3.0%	3.0%	3.0%	3.0%

USE OF FUNDS

Expenditures from this fund are used for operation, maintenance, and replacement of existing street lights. Spending requirements are requested and reviewed during the annual budget process. A five-year Capital Improvements Plan (CIP) is also utilized to project capital improvements and specific replacements.

TRANSFERS

There are no transfers proposed for this fund.

NET ASSETS

For the Enterprise funds, the City also strives to maintain working capital cash balances at a minimum equal to three months working capital plus an amount needed to fund future capital projects as identified in the City's Capital Improvements Plan. Bonding for large projects and judicious use of net assets within funds can be used to moderate fluctuations in capital projects and infrastructure maintenance expenses.

Street Lighting Fund

Five-Year Financial Plan

	Actuals		2016 Budget			2017 Budget		Projected			
	2014	2015	Original	Amended	Estimate		% Chg	2018	2019	2020	2021
SOURCE OF FUNDS:											
Operating:											
Street Light Fees-Residential	266,050	266,542	265,294	265,294	265,294	265,294	0 %	273,256	281,449	289,875	298,610
Street Light Fees-Commercial	180,905	181,269	173,824	173,824	173,828	173,824	0 %	179,043	184,369	189,907	195,552
Major Roadway Lighting-Residential	60,657	60,740	60,486	60,486	60,494	60,486	0 %	62,265	64,192	66,120	68,047
Major Roadway Lighting-High Density	—	—	26,224	26,224	26,233	26,224	0 %	27,261	28,123	28,985	29,847
Major Roadway Lighting-Commercial	57,910	58,177	31,056	31,056	31,056	31,056	0 %	31,984	32,944	33,936	34,952
Total Operating Sources	565,522	566,728	556,884	556,884	556,905	556,884	0 %	573,809	591,077	608,823	627,008
Non-Operating:											
Interest	9,187	7,399	5,000	5,000	5,000	5,000	0 %	5,658	5,876	6,189	6,602
Other	3,439	4,537	10,000	10,000	15,000	10,000	0 %	10,000	10,000	10,000	10,000
Total Non-Operating Sources	12,626	11,936	15,000	15,000	20,000	15,000	0 %	15,658	15,876	16,189	16,602
TOTAL SOURCE OF FUNDS	578,148	578,664	571,884	571,884	576,905	571,884	0 %	589,467	606,953	625,012	643,610
USE OF FUNDS:											
Operating:											
Current Expenses	379,593	386,168	387,061	387,061	390,000	389,881	1 %	397,679	405,633	413,746	422,021
Non-Operating:											
Street Light Projects	310,654	182,582	170,000	170,000	170,000	170,000	0 %	170,000	170,000	170,000	170,000
TOTAL USE OF FUNDS	690,247	568,750	557,061	557,061	560,000	559,881	1 %	567,679	575,633	583,746	592,021
Net change in accruals	21,272	17,913									
NET DIFFERENCE	(90,827)	27,827	14,823	14,823	16,905	12,003	(19)%	21,788	31,320	41,266	51,589
Other financial information:											
Year-end Cash Balance	509,093	536,920	551,743	551,743	553,825	565,828		587,616	618,936	660,202	711,791
Three months operating cash estimate	172,562	142,188	139,265	139,265	140,000	97,470		99,420	101,408	103,437	105,505
Capital Replacement cash balance	336,531	394,732	412,478	412,478	413,825	468,358		488,196	517,528	556,765	606,286

Ames Center Fund

Financial Plan Year 2017

FUND DESCRIPTION

The Ames Center Fund was created by the City Council in 2007 to account for the operation of the Ames Center, formerly known as the Burnsville Performing Arts Center (PAC). The Ames Center is located at 12600 Nicollet Ave in the Heart of the City. This complex opened in January, 2009. The center has two theatres, a 1,000 seat Proscenium Stage and a 150 seat Black Box.

BACKGROUND

The 1.5 acre land parcel, where the facility is located, was purchased by the City in 2001 for the express purpose of hosting such a center with grant money from the Metropolitan Council. In addition to the grant from the Metropolitan Council for land acquisition, cash reserves, bond proceeds, host fees from the Burnsville Sanitary Landfill (owned and operated by Waste Management, Inc.) and the economic development levy were used to finance the $20 million project.

In addition to the Ames Center Enterprise Fund, the City created two additional funds related to the performing arts center: the Ames Center Debt Service Fund and the PAC Construction Fund. The PAC Construction Fund was closed during 2010 with the completion of the building construction.

In planning for construction of the performing arts center, the City anticipated the Ames Center Fund would require non-operating revenue sources to cover net operating expense as well as debt on the bonds issued to finance the facility. The facility opened in January 2009, under distressed economic times. The first year of revenue performance fell short of original estimates, with total operating revenue reaching about 80 percent of the original budget. Operating revenue performance has improved over the last several years. The finance plan for the Ames Center shows negative ending cash balance in the initial years of operation. The negative balance is projected to be eliminated over time as total source of funds, which includes a transfer in of cash from the General Fund, begins to exceed total use of funds. The negative cash balance is covered through an inter-fund loan. Use of funds for contribution toward debt service is covered in more detail under the Debt section.

SOURCE OF FUNDS

The primary source of funding for the operations of the Ames Center Fund is charges for services. The Ames Center Fund receives non-operating revenue from the receipt of a host fee collected from the landfill and revenue from a transfer in of cash from the EDA Fund. The host fee revenue and the transfer in of cash from the EDA Fund provide additional needed revenue to cover debt service transfer expense. 2014 was the first year of a naming rights agreement that will bring in $100,000 each year for ten years.

The goal is to operate the center so that operating revenue is sufficient to cover operating expense. While this is the goal, in the near term the plan remains that the General Fund will need to provide support (tax levy) to offset operating loss.

Host fee revenue from the landfill deposited into the Ames Center Fund fluctuates from year to year depending on volume at the Burnsville Sanitary Landfill. Over the life of the agreement with Waste Management that sets the host fee at $1.00 per ton of waste collected, the City anticipates collecting nearly $10 million in revenue. The timing of this cash flow will depend on the annual volume at the landfill. The total capacity at the landfill is a fixed amount and therefore the total projected host fee revenue amount will ultimately be collected and is a known amount, the

timing of the cash flow will vary and may cause some short-term cash flow challenges that the City will need to manage.

In 2011, the Council approved the creation of the Angel Fund which is a program to involve businesses and/or individuals to provide support to bring an additional series of performances to the Ames Center. The Angel Fund series is included in the finance plan. The Economic Development Authority (EDA) has contributed matching funds to promote donations. The EDA funds are in the form of a loan from the EDA Fund and are therefore not included as revenue. Repayment of the EDA loan began 2016 and is reflected in the five-year plan.

	Private Contributions	EDA Match	Completed Show Results	Available Angel Funds at end of Season
2012-2013 Season	$30,000	$30,000	$7,527	$67,527
2013-2014 Season	7,000	7,000	14,571	96,098
2014-2015 Season	17,500	13,000	622	127,220
2015-2016 Season	10,000	(10,000)	5,386	132,606
Total	$64,500	$40,000	$28,106	

USE OF FUNDS

This fund accounts for operating costs of the Ames Center. The City has a contract with an event facility managing company to manage the day to day operations of the facility including the booking of events. All employees at the facility are employees of the management company. Customary operating expenses for the facility are managed by the contractor with reimbursement from the City. The contractor is paid a management fee for these services.

As required by the contract, the management company has submitted an updated five-year budget plan. This plan is reflected in the Five-Year Financial Plan the City has prepared for this fund. The business plan is submitted annually and reviewed by the Ames Center Commission for recommendation as part of the budget process. The management company also submitted a five-year capital improvement plan for the facility at the request of the City. Although the facility is fairly new, an annual capital outlay will be necessary in order to maintain the asset in good working condition.

DEBT

In 2008, the City issued a 20-year General Obligation Tax Abatement Bond for the construction of the performing arts center. The par amount of the Bonds less underwriter's discount and cost of issuance was $16.5 million. The net bond proceeds along with dedicated cash on hand were used to support the $20 million construction budget. The construction expense and bond proceeds were accounted for in a separate PAC Construction Fund, as required. The debt obligation is not reported as a liability of the Ames Center Fund as the debt is accounted for in a separate debt service fund into which funds are transferred from the General Fund and the Ames Center Fund to cover principal and interest payments.

The source of funds for payment on the bonds is abatement tax levy (transferred from the General Fund to the Debt Service Fund) and economic development levy and host fee revenue (transferred from the Ames Center Fund to the Debt Service Fund). Host fee revenue collected in the Ames Center Fund which is in excess of the amount needed to support the debt service transfer would be available to offset operating costs within the Fund. The five-year financial plans include transfers into the Debt Service Fund from the General Fund and the Ames Center Fund:

PAC Tax Abatement Bonds Debt Service Fund	2017	2018	2019	2020	2021
Transfer In from General Fund[1]	$328,000	$349,530	$356,521	$858,231	$875,396
Transfer In from Ames Center Fund[2]	644,842	669,328	694,681	720,932	748,113
Total Transfer to Debt Service Fund	972,842	1,018,858	1,051,202	1,579,163	1,623,509

[1]source of funding for this transfer comes from an abatement tax levy
[2]source of funding for this transfer comes from EDA levy and host fee revenues

TRANSFERS

The Ames Center Fund has both transfers in from other funds and transfers out to other funds.

Transfers In From Other Funds

There is an annual transfer in of funds from the Economic Development Authority Fund of $479,642 for the purpose of covering debt service. The EDA transfer increases by four percent each year, beginning in 2014. In addition, the finance plan anticipates a transfer in from the General Fund to cover any revenue shortfall and capital needs. After the facility has been operating for a longer period of time, this annual amount of assistance from the General Fund will need to be evaluated.

Transfers Out To Other Funds

The Ames Center Fund includes an annual transfer out to the Ames Center Debt Service Fund. This was covered previously under the Debt section of this summary.

Ames Center

Five-Year Financial Plan

	Actuals		2016 Budget			2017 Budget		Projected			
	2014	2015	Original	Amended	Estimate		% Chg	2018	2019	2020	2021
OPERATIONS:											
Operating Revenue:											
Charges for Services	1,287,603	1,276,541	1,420,890	1,420,890	1,383,412	1,483,712	4 %	1,504,240	1,542,275	1,579,900	1,618,126
Sponsorships and donations	135,610	41,440	48,000	48,000	42,800	48,000	— %	64,800	65,640	66,522	67,448
Naming Rights	100,000	100,000	100,000	100,000	100,000	100,000	— %	100,000	100,000	100,000	100,000
Total Operating Revenue:	1,523,213	1,417,981	1,568,890	1,568,890	1,526,212	1,631,712	4 %	1,669,040	1,707,915	1,746,422	1,785,574
Operating Expense:											
Contracted labor	853,899	871,750	976,365	976,365	951,235	1,028,071	5 %	1,054,273	1,081,329	1,109,126	1,137,249
Current expenditures	592,865	477,869	523,845	523,845	517,064	541,201	3 %	546,163	551,791	557,406	563,117
Management Fee	155,640	157,719	166,846	166,846	165,138	157,224	(6)%	161,622	166,165	170,798	175,555
Total Operating Expense:	1,602,404	1,507,338	1,667,056	1,667,056	1,633,437	1,726,496	4 %	1,762,058	1,799,285	1,837,330	1,875,921
Total Operating Income (Loss)	(79,191)	(89,357)	(98,166)	(98,166)	(107,225)	(94,784)	(3)%	(93,018)	(91,370)	(90,908)	(90,347)
NON-OPERATING SOURCES:											
Host fees	244,035	256,830	260,000	260,000	269,491	265,200	2 %	270,500	275,900	281,400	287,000
Transfers from other funds											
General Fund	350,000	375,000	400,000	400,000	400,000	425,000	6 %	450,000	475,000	500,000	525,000
EDA Fund	426,400	443,456	461,194	461,194	461,194	479,642	4 %	498,828	518,781	539,532	561,113
Total Non-Op Sources	1,020,435	1,075,286	1,121,194	1,121,194	1,130,685	1,169,842	4 %	1,219,328	1,269,681	1,320,932	1,373,113
NON-OPERATING USES:											
Non-Operating Uses:											
Capital outlay	245,312	64,461	202,500	284,300	284,300	234,700	16 %	255,000	235,000	235,000	392,892
Repayment of EDA Angel Fund Loan	—	—	10,000	10,000	10,000	10,000	— %	10,000	10,000	10,000	—
Interest expense	279	—	—	—	—	—	— %	—	—	—	—
Transfers to other funds:											
Debt Service Fund	664,000	703,456	721,194	721,194	721,194	644,842	(11)%	669,328	694,681	720,932	748,113
Total Non-Op Uses	909,591	767,917	933,694	1,015,494	1,015,494	889,542	(5)%	934,328	939,681	965,932	1,141,005
Total Non-Operating Income (Loss)	110,844	307,369	187,500	105,700	115,191	280,300	49 %	285,000	330,000	355,000	232,108
TOTAL INCOME (LOSS)	31,653	218,012	89,334	7,534	7,966	185,516	108 %	191,982	238,630	264,092	141,761
TOTAL SOURCE OF FUNDS	2,543,648	2,493,267	2,690,084	2,690,084	2,656,897	2,801,554	4 %	2,888,368	2,977,596	3,067,354	3,158,687
TOTAL USE OF FUNDS	2,511,995	2,275,255	2,600,750	2,682,550	2,648,931	2,616,038	1 %	2,696,386	2,738,966	2,803,262	3,016,926
NET DIFFERENCE	31,653	218,012	89,334	7,534	7,966	185,516	108 %	191,982	238,630	264,092	141,761
Other financial info:											
Year-End Cash Balance/Due to General Fund	(1,339,984)	(1,191,427)	(1,102,093)	(1,183,893)	(1,183,461)	(997,945)		(805,963)	(567,333)	(303,241)	(161,480)
Financial Policy: Three months operating needs	627,999	568,814	650,188	670,637	662,233	654,010		674,096.00	684,742.00	700,816.00	754,232.00
Available for Capital Replacement (shortage)	(1,967,983)	(1,760,241)	(1,752,281)	(1,854,530)	(1,845,694)	(1,651,955)		(1,480,059)	(1,252,075)	(1,004,057)	(915,712)
Annual Depreciation	540,892	544,513	545,000	545,000	545,000	559,015	3 %	573,265	589,765	607,515	619,120

Sidewalk Snowplowing Fund

Financial Plan Year 2017

FUND DESCRIPTION

The Sidewalk Snowplowing Fund is used to account for the costs related to snow removal from sidewalks and trails.

BACKGROUND

This fund was created in 2009 with the establishment of a City ordinance creating a program for snow removal from sidewalks and trails. The main focus of creating this utility was to set a standard policy for charging abutting properties for the snow removal services. A standard fee structure was created for residential and commercial property. Residential properties zoned R1 or R2 are charged on a unit basis with all other types of zoning based on lineal feet that are abutting the sidewalk or trail. Fees are billed on a customer's monthly utility bill to only properties that abut sidewalks or trails.

When this utility was created, the rates were established using a normal number of winter events as a baseline. In 2015, the City rebid the sidewalk snowplowing service for a three year period. Based on those 2015 bids, rates increased approximately 25 percent in 2016, with rates to remain stable through 2018. Expectations are that current rate levels are able to sustain a normal number of winter events with reserves being enough to adequately handle an abnormal winter. The utility rate will continue to be based on bids received for the snowplowing service but will need to be closely monitored to ensure revenues adequately cover expenses in the event of unusual winters.

SOURCE OF FUNDS

The source of funding is charges consisting of a unit charge for residential property zoned R1 or R2 and a lineal foot charge for all other types of zoning. The projections for this fund are based on an expected normal number of winter events. A rate increase in 2015 was to fund future replacement of equipment. Increases in 2016 were tied to bidding of the contracted service. Rates will be reviewed annually and are anticipated to be level for the next two years. The goal for this fund would be to have adequate cash balance to cover any fluctuation in winter snow events in any given year and to maintain a stable rate structure.

The following is a summary of the sidewalk snowplowing rates:

Residential Sidewalk Snowplowing									
Year	***Adopted***				***Budget***	***Projected***			
	2013	**2014**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**
Annual Rate Per Unit	$11.34	$11.34	$13.32	$16.65	$16.65	$16.65	$17.48	$17.48	$17.48
Annual % Increase	0.0%	0.0%	17.5%	25.0%	0.0%	0.0%	5.0%	0.0%	0.0%
Commercial Sidewalk Snowplowing									
Year	***Adopted***				***Budget***	***Projected***			
	2013	**2014**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**
Annual Rate/Lineal Ft	$0.1266	$0.1266	$0.1488	$0.1860	$0.1860	$0.1860	$0.1953	$0.1953	$0.1953
Annual % Increase	0.0%	0.0%	17.0%	25.0%	0.0%	0.0%	5.0%	0.0%	0.0%

USE OF FUNDS

Expenditures from this fund are used for contracting the service of plowing sidewalks and trails including administrative costs, and transfers for the replacement of City sidewalk snowplowing equipment. Spending requirements are requested and reviewed during the annual budget process.

The following is a summary of yearly sidewalk and trail snowplowing costs since the inception of the fund:

	2011	2012	2013	2014	2015	2016 Est.	2017 Budget
Expense	$34,183	$24,813	$61,892	$114,210	$26,455	$71,000	$81,000

TRANSFERS

An incoming transfer of $13,000 from the General Fund is proposed for 2017. The transfer relates to sidewalk footage that belongs to City-owned property. This is a recurring annual transfer with the amount reviewed annually and modified based on changes in footage or the rate charged.

The Sidewalk Snowplowing fund also includes an annual transfer out of $10,000 to the Equipment, Vehicles, and Facilities Fund for the future purchase of sidewalk snowplowing equipment. This equipment is used to assist and supplement contracted services as needed to meet service level goals.

NET ASSETS

For the Enterprise Funds, the City also strives to maintain working capital cash balances at a minimum equal to three months working capital plus an amount needed to fund future capital projects as identified in the City's Capital Improvements Plan. Bonding for large projects and judicious use of net assets within funds can be used to moderate fluctuations in capital projects and infrastructure maintenance expenses.

Sidewalk Snowplowing Fund

Five-Year Financial Plan

	Actuals		2016 Budget			2017 Budget		Projected			
	2014	2015	Original	Amended	Estimate		% Chg	2018	2019	2020	2021
SOURCE OF FUNDS:											
Operating:											
Sidewalk Snowplow Fees-Residential	16,011	18,885	23,340	23,340	23,144	23,144	(1)%	23,144	24,297	24,297	24,297
Sidewalk Snowplow Fees-Commercial	39,777	46,915	57,985	57,985	58,181	58,181	— %	58,181	61,090	61,090	61,090
Total Operating Sources	55,788	65,800	81,325	81,325	81,325	81,325	— %	81,325	85,387	85,387	85,387
Non-Operating:											
Transfers from General Fund	10,000	10,000	13,000	13,000	13,000	13,000	— %	13,000	13,000	13,650	13,650
Interest	757	946	834	834	834	1,132	36 %	1,176	1,221	1,267	1,319
Total Non-Operating Sources	10,757	10,946	13,834	13,834	13,834	14,132		14,176	14,221	14,917	14,969
TOTAL SOURCE OF FUNDS	66,545	76,746	95,159	95,159	95,159	95,457	— %	95,501	99,608	100,304	100,356
USE OF FUNDS:											
Operating:											
Current Expenses	114,210	26,455	81,000	81,000	71,000	81,000	— %	81,000	85,050	85,050	85,050
Non-Operating:											
Transfers (non-debt)	—	10,000	10,000	10,000	10,000	10,000	— %	10,000	10,000	10,000	10,000
TOTAL USE OF FUNDS	114,210	36,455	91,000	91,000	81,000	91,000	— %	91,000	95,050	95,050	95,050
NET DIFFERENCE	(47,665)	40,291	4,159	4,159	14,159	4,457	7 %	4,501	4,558	5,254	5,306
Other Financial Information:											
Year-end Fund Balance	58,710	99,001	103,160	103,160	113,160	117,617		122,118	126,676	131,930	137,236
Three months operating cash estimate	28,553	9,114	22,750	22,750	20,250	22,750		22,750	23,763	23,763	23,763
Capital Replacement cash balance	30,157	89,887	80,410	80,410	92,910	94,867		99,368	102,913	108,167	113,473

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City of Burnsville 2017 Budget
Division and Department Budget Information

2016 Monitoring Report

City Council "Ends & Outcomes" - Measurement Summary

Division and Department Budgets:

Leadership & Leadership Development
City Council & City Manager
Human Resources

Administrative Services
City Clerk / Elections
Finance
Communications
Information Technology (I.T.)

Community Development
Economic Development
Planning
Protective Services
Licensing & Code Enforcement

Public Safety
Police
Fire & Emergency Services

Parks, Natural Resources, Recreation & Facilities
Parks
Natural Resources
Recreation
Community Services
Facilities
Golf Course
Ice Center
Ames Center

Public Safety
Engineering
Streets & Utilities
Fleet

2016 Monitoring Report

Overview

The City of Burnsville's Annual Monitoring Report provides an overview of the services provided over the previous year. All data and information referenced is accurate from Oct. 1, 2015 through Sept. 30, 2016. To the extent possible, information is compared with the previous year to provide a base from which to measure services and accomplishments.

Organization of Report

This Monitoring Report is arranged according to the current organizational model, with data reported by the major departments or work areas. This report is intended to show:

- Alignment of City services with the City Council's ENDS & OUTCOMES
- Priorities within the annual budget
- Trend data impacting City services

Limitations of Performance Measurement

Applying performance measurement in the public sector presents a number of limitations:

- Information can be subjective and highly dependent upon each individual source used
- There is no single measure of success, such as profit in the private sector
- Data is not all-inclusive, a precise science, a quick fix nor the only tool available for decision-making

Even with these limitations, there is still a need to measure performance and develop standards for comparing Burnsville with other cities. The city has historically used the following metro area cities as market comparison: Brooklyn Park, Coon Rapids, Plymouth, Minnetonka, Eagan, Edina, St. Louis Park, Apple Valley and Lakeville.

Performance measurement can mean different things to different people. Although the two key characteristics of performance measurement -- efficiency and effectiveness -- are intertwined, the emphasis of this report is organizational effectiveness.

Thus, the goal of this report is to provide Burnsville's City Council with information to help them determine if their desired results are being accomplished; rather than the focusing on the specific means and programs used to pursue those results.

The City is concerned about doing the right things and doing things right. This report provides data that is consistent with the role of the City Council as the "Board of Directors." Finally, use of this type of data should not be interpreted to be a substitute for leadership or analysis.

Burnsville City Council 'Ends & Outcomes'

Measurement Summary

To set a framework for policy decisions, the Mayor and City Council have established eight “Ends” that serve as the categories by which they govern. The “Ends” are:

- Safety
- Community Enrichment
- Neighborhoods
- Development/Redevelopment
- Environment
- Transportation
- City Services
- Financial Management

These eight values help the Mayor and Council shape policy at City Hall based on what is important to the people who live, work and play in Burnsville.

The Council’s broadest and highest policy directive is the City of Burnsville Mega End Statement:

- People find Burnsville an attractive, well-balanced city of residences and businesses, which through a combination of amenities and public/private partnerships, provides a wide range of opportunities for citizens to live, work, learn and play, for a reasonable investment.

Alignment of City Services with ‘Ends & Outcomes’

All City departments and work groups are tasked with aligning City services with Burnsville’s “Ends & Outcomes.”

The ***“Ends”*** are the high level goals set for the City of Burnsville in a specific area.

The ***“Outcomes”*** are more specific results the Council is seeking to achieve each “End.”

The following Measurement Summary provides an overview of the “Ends & Outcomes” statements, as well as statistical and anecdotal “Outcomes” achieved by City departments that help achieve the “End” goal.

Accomplishments

While the Measurement Summary will provide a high level overview of how well City services align with the Council's “Ends & Outcomes,” more specific information on accomplishments and highlights can be found within the monitoring report.

SAFETY

End Statement:

People find Burnsville a safe community, participate in Homeland Security, and are willing to prevent fire and crime.

Outcomes:

1. ***People have an overall feeling of safety.***

Department:	Outcome:
Police	Continued use of Raids.online crime mapping tool on City's website referenced regularly by block captains.
Police	Ninety-three percent of residents responding to the 2016 Residential and Business Surveys reported an overall feeling of safety.
Fire	Over 1,000 citizens attended Fire Department Fire Prevention Open House.
Fire	Over 1,400 students received fire prevention education at school.
Fire	580 preschool students received fire prevention education.

   a. ***Neighborhood Watch groups are provided improved training, networking and organizational opportunities.***

Department:	Outcome:
Police	Supported and interacted with 120 active neighborhood block captains, including sending Crime Alerts and passing along safety and crime prevention tips to share with neighbors.

2. ***Customers and employees feel safe in a shopping environment.***

Department:	Outcome:
Police	Ninety-eight percent of residents and 97 percent of business owners responding to the 2016 Residential and Business Surveys reported feeling safe in a shopping environment.
Police	Participated in lockdown drills with the Burnsville Center for continued preparedness for businesses in the event of an intruder or criminal acts.

3. ***People feel safe using the parks.***

Department:	Outcome:
Police	Ninety-two percent of residents responding to the 2016 Residential Survey reported that children are safe playing in the parks.

4. People trust in public safety response and service rendered.

Department:	Outcome:
Police	Responded to 32,623 calls for service through August.
Police	Reported Part 1 crimes are down 6.7 percent through August.
Police	Ninety-seven percent of residents and 95 percent of business owners responding to the 2016 Residential and Business Surveys reported that the Burnsville Police Department is trustworthy.
Police	Sixty-eight percent of residents and 70 percent of business owners responding to the 2016 Residents and Businesses Survey reported that crime was about the same while 15 percent of residents and 12 percent of business owners reported crime was increasing.
Police	To help reduce the stigma of mental illness, staff participated in a video public service announcement produced by the Minnesota branch of the National Alliance on Mental Illness (NAMI). The video provides information about the steps that can be taken to provide and receive help.
Fire	Responded to 6,289 calls for service October through September.

a. Fire and Emergency Medical Services (EMS) will reach 80 percent of the emergency calls in nine minutes or less (inclusive of dispatch processing, turnout and travel times.).

Department:	Outcome:
Fire	Eighty-seven percent of the emergency calls were reached in nine minutes or less. This is the first year of the new measurement that includes dispatch processing time.

b. Fire and EMS Services are provided in the most cost effective manner, through partnerships with surrounding communities when necessary. The City takes preventative safety measures that include licensing and inspecting rental properties and proactive enforcement of property maintenance codes.

Department:	Outcome:
Fire	Partnered with school district to educate fire prevention safety to Kindergarten, 2nd and 4th graders.
Fire	Partnered with Fairview Ridges to address healthcare and safety concerns with community groups.
Fire	Continued use of A.B.L.E. training facility by four cities and conducted over 100 trainings at the facility.
Fire	Performed 207 inspections, issued 167 permits and documented 374 code violation types.
Fire	Performed a Shared Services Study with three other fire departments and completed an Operations Audit on the department
Fire	Worked collaboratively with Utility Billing staff to partner with owners of private fire hydrants throughout the City to ensure functionality and public safety.
Licensing/Code	Performed 6470 enforcement inspections and sent 3192 Notices of Violation.
Licensing/Code	Ninety-three percent of property owners achieved compliance after receiving the First Notice of Violation letter.
Licensing/Code	Converted 73 single family residential homes to rental licenses that were previously unlicensed.

5. ***Residents, including youth, are active participants in community safety.***
   a. ***People are proactive in reporting suspicious/unusual activity.***

Department:	Outcome:
Police	Partnered with School District to place two officers at Burnsville High School and one officer at Nicollet Junior High School through the BLUE in the School program.
Police Fire	Helped raise safety awareness by participating in community events such as the Senior Safety Camp, Behind the Badge, Shop with a Cop, and Blue in the School Programs.
Police	There was a decrease in calls for service to multi-housing units through the Police Department's proactive policing program, the Community Resource Unit.
Fire	Continued to provide regular CPR classes to the community through the Heart Restart Program. Partnered with Dakota County Heart Restart.

   b. ***People are aware of and adhere to safe driving practices.***

Department:	Outcome:
Police	Participated in the IT CAN WAIT campaign to raise awareness about the dangers of distracted driving, including texting while driving.

   c. ***Residents participate in public safety "force multiplier" activities such as Community Emergency Response Team (CERT) training and the Mobile Volunteer Network (MVN).***

Department:	Outcome:
Community Services	The Mobile Volunteer Network (MVN) remained a strong public safety "force multiplier" with over 48 active members, including an 11 member leadership group who work closely with City staff.
Community Services	The 62+ "Behind the Badge" workshop was a success with 21 seniors in attendance to meet Public Safety staff and learn about topics such as scams/internet safety, fire safety, Police forensics and more.
Community Services	MVN volunteers helped at ten different community events in 2016.
Fire	Hosted CERT class of 25 students in partnership with Richfield and Bloomington.

   d. ***Public safety works with community partners to proactively address drug-related crimes with an emphasis on heroin and methamphetamine use.***

Department:	Outcome:
Police	Continued partnership for emergency preparedness with Fairview Ridges on intoxication and detox thresholds.

6. Pedestrian safety is preserved and enhanced through engineering, enforcement, and education.

Department:	**Outcome:**
Public Works	Re-inspected 1/3 of the City's pedestrian facilities, repaired/replaced 11 pedestrian ramps and replaced 400 feet of sidewalk.
Public Works	Initiated pedestrian crosswalk standardization program.
Public Works	Completed County Road 42 Trail from Apple Valley to Nicollet Avenue.
Public Works	Obtained $700K in federal funding for Cliff Road Trail Improvements.
Public Works	Adopted updated American Disability Act (ADA) Transition Plan and launched ADA webpage.

ITEMS FOR CONSIDERATION:

- Discussion on the City Fire Marshal's role as it relates to hotel properties.

COMMUNITY ENRICHMENT

End Statement:

Community members, including youth, are actively engaged and have access to quality programs and services that meet the changing needs of the community and create positive experiences for all.

Department:	Outcome:
Police	Staff coordinated a grant application that provided Nicollet Junior High music program with $35,000 worth of new instruments.

Outcomes:

1. ***Burnsville is a preferred community with a great quality of life.***

Department:	Outcome:
Community Services	Collaborated with the Natural Resources Department to offer Nature Walks in different locations throughout the year to adults 62+. Pickleball continues to be a popular and growing sport.
Community Services	Completed the Minnesota River Greenway (Black Dog Trail) in collaboration with Dakota County.

2. ***City parks and recreational facilities offer a variety of events and activities throughout the year to build community and stimulate economic activity for local businesses.***

Department:	Outcome:
Recreation	Over 5,500 participants on more than 380 adult athletic teams played on Burnsville fields, rinks and courts.
Recreation	Over 50 dog park permits were issued for Alimagnet Dog Park.
Recreation	Offered youth skate park programs through a partnership with Zombie Boardshop. The Skate Park renovation Grand Opening drew 300 people.
Community Services	Attendance was up by 7 percent at the Ames Center as of July. The Ames Center hosted 16 dance competitions and recitals, which continue to be a significant component to the facility use, bringing in over 122,000 visitors in 2016.
Community Services	Ames Center increased food and beverage revenues with the new concession stand.
Parks	Completed first two phases of renovations to the Lac Lavon ballfields including new fencing, backstops, and irrigation.
Parks	Renovated Bicentennial Garden Fountain.
Parks	Renovated Neill recreation building with new roofing, flooring, and LED lighting.
Parks	Renovated tennis and basketball courts at Valley Highlands Park.
Parks	Renovated the infield area of Vanderlaan Field at Alimagnet Park to improve drainage and playing conditions.

a. Residents, including youth, participate in a wide variety of physical and artistic activities.

Department:	**Outcome:**
Recreation	Over 3,000 youth baseball, softball, soccer and lacrosse games played on Burnsville fields during the year.
Recreation	The 4th Annual Summer Hockey Camp drew 125 participants in 2016.
Recreation	The 8th Annual Halloween Party drew 375 participants from the community.
Recreation	Over 1,500 Jr. League rounds of golf were played at Birnamwood Golf Course.
Recreation	Over 274 adults participated on 28 hockey teams in the City's adult league.
Recreation	Over 2,880 rounds of adult league played at Birnamwood Golf Course. There were 4,785 total league rounds including junior, adult and senior.
Community Services	National Senior Health and Fitness Day was held at Nicollet Commons Park in May.
Recreation	The Ice Center continues to offer one free skate day each January in honor of National Skating Month that draws over 200 people.
Recreation	The Ice Center held a Halloween Party skating event that drew over 300 people.

b. A coordinated media plan effectively promotes community-wide involvement in health building activities.

Department:	**Outcome:**
Communications	Addressed health-building initiatives in four Burnsville Bulletin newsletters and two Recreation Times publications. Issued dozens of Press Releases related to health-building activities and responded to media calls. Created videos related to health-building including "Sustainability Man" series, "Let's Play Burnsville" and "Hydrant Flushing Ensures Clean Water Flow Through Burnsville."

3. Youth find Burnsville a nurturing and supportive community.

a. Youth are involved in community decisions including active participation on City Boards and Commissions wherever possible.

Department:	**Outcome:**
Community Services	The Burnsville Youth Collaborative (BYC) created a youth advisory board in 2015 with six board members. The number of active members increased to 13 in 2016.
Recreation	A youth representative served on the City's Parks and Natural Resources Commission.
Planning	A youth representative served on the City's Comprehensive Plan Advisory Committee.

b. Youth are aware of community activities, programs, facilities and support systems.

Department:	**Outcome:**
Communications	Addressed youth initiatives in four Burnsville Bulletin newsletters and two Recreation Times publications. Issued 30 Press Releases related to youth initiatives. Created multiple videos geared toward youth activities including "Kids Will Be Kids…Of Summer," and "Changes Ahead for THE GARAGE Youth Center."
Recreation	A new marketing effort to encourage graduation and birthday party reservations at city parks have increased the park building and shelter reservations by 15 percent or $5,000.

c. The City is an active partner in the development / redevelopment of an after-school youth program addressing academic, social development, recreation and nutritional needs of the City's youth from elementary to high school ages.

Department:	**Outcome:**
Recreation	Continued to expand the BYC partnership with ISD 191 and the YMCA to offer after school programs targeting youth in grades 6-9. Programs were offered after school and during the summer months with 143 students involved during 2015-2016 school year.
Recreation, IT	Completed THE GARAGE renovations reflecting updated restrooms and HVAC systems, technology services as well as a new sound studio to be used by ISD 191 and Twin Cities Catalyst Music.

4. Community partnerships have significant impact on reducing or even eliminating youth tobacco and alcohol use.

Department:	**Outcome:**
Police	BLUE in the School program placed two police officers at Burnsville High School and one officer at Nicollet Junior High School.

5. Community members, including youth, have the opportunity to participate in a broad range of programs, community service and facilities that are built on strong, sustainable partnerships.

Department:	**Outcome:**
Community Services	Hosted student performances of the Dakota Valley Symphony's Young Artists' Concert and the Twin Cities Ballet of Minnesota's production of The Nutcracker at the Ames Center Combined, these performances brought in over 2,000 students.
Recreation	Youth and family programs saw more than 14,000 participants.
Recreation	Nicollet Commons Park programs had more than 6,700 participants.

6. ***As an organization, the City practices a philosophy that encourages employees to learn from, build relationships with and facilitate the participation of residents in identifying needs, addressing challenges, and affecting change in their community by:***
   a. ***Making meaningful connections with diverse populations in the City through active community partnerships, including participation in the community's celebrations.***

Department:	**Outcome:**
Community Services	Held 9th annual International Festival with over 4,000 people in attendance.
Community Services	Collaborated with outside agencies on 62+ events, such as "Chocolate & Hearts" and the "Grand Ol' Carnival."
Fire	Partnered with Fairview Ridges on health and safety education for Somalis in the community.
Planning	Began 2040 Comprehensive Plan update community outreach with a focus on the City's diverse population. Community celebrations will be attended by consultants and/or staff to seek input from attendees.

7. ***The City fosters community partnerships to provide targeted services and facilities to community members of all ages.***

Department:	**Outcome:**
Communications	Maintained partnership with ISD 191 for shared studio space.
Communications	Continued partnership with City of Eagan for shared mobile production truck, as well as multiple steps of ongoing cable franchise renewal.
Communications	Partnered with Burnsville non-profit organizations to create free video Public Service Announcements (PSA) during second-annual PSA Day at BCTV Studio.
Community Services	Partnered with neighboring cities on a the intergenerational event, "Grandparents, Grandkids and Seniors Day at Holz Farm."
Parks	Partnered with Burnsville Lions Club, Zombie Boardshop, Breakfast/Lunch Rotaries, Coulee Bank, LCH and BV Skate Park to renovate the Skate Park. The Grand Opening was held in September 2016 and drew 300 people.
Fire	Partners with Fairview Ridges and Dakota County Social Services to address specific needs of patients that are high utilizers of the emergency services.

8. ***People are aware of the volunteer opportunities available in our community and volunteers are recognized for the services they provide.***

Department:	Outcome:
Community Services	Coordinated an active volunteer program with more than 100 volunteers giving over 2,200 hours of volunteer service to the City in 2016. The value of volunteer hours from October 2015-September 2016 is $55,500.
Community Services	City staff created three new volunteer positions; flag volunteer, communications dept. volunteer and a new IT volunteer. Placed 14 new volunteers in 2016.
Community Services	Held two annual volunteer recognition events; one for "in-house" and year round volunteers in May and a Community wide volunteer event that includes all board, commissions and community volunteers in October. Both events are to recognize and show appreciation for volunteer efforts. Over 150 volunteers were in attendance at these events.

ITEMS FOR CONSIDERATION:

- Discussion on future funding for Burnsville Youth Collaborative
- Discussion on future role of the City with the Community Foundation and specifically in the winter lighting.
- Discussion on future role of the Ames Center Commission

NEIGHBORHOODS

End Statement:

People feel connected to their neighborhoods.

Outcomes:

1. ***People have pride and ownership in their neighborhoods.***

Department:	Outcome:
Licensing/Code	Continued a proactive, full-city sweep within three years for code violations.

   a. ***The City implements plans and strategies to collaboratively advance the viability of residential neighborhoods.***

Department:	Outcome:
Planning	Updated the City Code to enhance the City's ability to work with owners to maintain their property in the areas of accessory buildings, manufactured home parks, nuisances, use of parking areas, screening standards, and updated definitions.
Public Works	Resurfaced and reconstructed more than 7.5 miles of residential streets.
Community Development	Foreclosures continued to be monitored and held to property maintenance standards through code enforcement activities. Foreclosures and Notice of Pendency filings have stabilized and are about 1/3 of what they were at peak in 2010.

   b. ***The City proactively canvasses neighborhoods checking for property maintenance compliance to maintain and/or enhance housing stock and property values.***

Department:	Outcome:
Licensing/Code	Completed a three-year proactive "sweep" of the entire city for code violations and recorded 858 code cases with enforcement actions.

2. ***People know and care about their neighbors and participate in solving problems and creating celebrations in their neighborhoods.***

Department:	Outcome:
Communications	Publicized a wide variety of community events, including I Love Burnsville Week, International Festival of Burnsville, Burnsville Fire Muster, Winter Lighting Ceremony, senior and youth events, public meetings and many more.

   a. ***Public recognition is given to neighborhoods solving problems and creating celebrations in their neighborhood.***

Department:	Outcome:
Community Services	High participation in Minnesota Night to Unite, with 124 registered parties and an estimated 7,000 residents. 32 teams of City staff, on-duty police and fire and Heart Restart CPR teams visited the parties.

3. Neighborhoods are enjoyable, safe and stable places to live, work, and recreate.

Department:	**Outcome:**
Planning	Adopted ordinances prohibiting vacation rentals and removed provisions for high density land uses in single family zones.
Planning	Worked extensively with the League of Minnesota Cities to address concerns over proposed legislation to allow Temporary Family Health Care Dwellings. The legislation was strongly opposed because of its effect limiting local land use and zoning control. The legislation was changed to allow communities to opt out of MN Statutes Section 462.3593 and Burnsville adopted an "opt out" ordinance in June 2016.
Planning	Established operating parameters for a group home via processing an appeal to allow reasonable accommodation under the Federal Fair Housing Amendment Act for a group home on 151st Street East.
Planning	Drafted City Code updates incorporating administrative appeals, moving nuisance standards from the Zoning Code to Title 7-1 Health Nuisances to enable code enforcement to apply consistent notification and processing of violations.
Planning	Drafted City Code updates to remove inconsistent provisions, modify standards and consolidate requirements to facilitate the new property maintenance code adoption.
Parks	Ninety-nine percent of residents live within 1/2 mile of a city park.

4. People feel Burnsville has quality housing by:

a. Promoting home ownership. The goal is 70 percent owner occupied, 30 percent rental.

Department:	**Outcome:**
Planning	Processed a Planned Unit Development and plat for 32 residential owner occupied townhomes known as Summit at Buck Hill 3rd Addition.
Planning	Brought forth a sketch plan for Grace United Methodist Church to divide their property and develop 100 - 186 unit senior housing cooperative units.
Community Development	Total home ownership was at 67 percent and rental is 33 percent. This is a decrease of 2.05 percent in rental due to a decrease in single family/townhome rentals. The decrease is a shift in the real estate market and home values are back to pre-recession levels of about 10 years ago.

b. Promoting and encouraging the upgrade, enhancement and maintenance of existing housing stock.

Department:	**Outcome:**
Planning	Established performance standards in the Zoning Ordinance allowing for owners to install solar energy systems on homes.
Planning	A variance and plat (Jenkins Estate on Crystal Lake), was processed to allow the property owner at 755 Crystal Lake Road East to construct a second story addition and expand the garage for a single family home on Crystal Lake.
Protective Inspections	The Permit Rebate program for home additions continued in 2016. Seventeen homes qualified for the rebate compared to twenty in 2015. The program has been extended for three more years and continues to include three-season porch additions.

Community Services, Community Development	Continued to offer CDBG grant programs to assist low-to moderate income homeowners in Burnsville. Eighteen homeowners took advantage of the CDA low interest rehab loans and four home improvement grants were awarded in FY 2015/16 In addition, 11 seniors utilized the Appliance and Furniture Removal Program funds, and 5 received chore services to assist in snow removal and yard maintenance.
Public Works	Continued practice of vacating drainage and utility easements not needed for city services. This allowed for construction of additions and accessory structures at residential properties.

c. Partnering with organizations to achieve affordable home ownership.

Department:	**Outcome:**
Community Development	Through September 2016, the CDA assisted four applicants with first mortgage loans and down payment assistance and four with mortgage credit certificates.

d. Through rental licensing initiatives including engagement of community and agency partnerships to improve quality of life and enhance health and safety in rental housing.

Department:	**Outcome:**
Licensing/Code	Successful inspection of all rental complexes was performed in three years as required.
Licensing/Code	265 strike violations of tenants were issued.
Community Development, Police, Fire	Collaborated with Dakota County Social Services to address challenges with group homes.
Licensing/Code	Licensed an additional 73 single family rental properties that were previously unlicensed.
Licensing/Code	Successfully enforced suspension/subsequent revocation of several massage licenses for serious violations.
Licensing/Code	Adopted the International Property Maintenance Code.
Licensing/Code	Implemented an appeal process for all residents or license holders.
Fire	Inspected common areas of multi-family rental housing annually which has improved the safety of the tenants and compliance with the fire code. Significant code violations were identified and rectified such as non-working exhaust systems in enclosed parking garages.

ITEMS FOR CONSIDERATION:

- Insurance fees for fire-damaged properties
- Residential compatibility definition - including accessory structures
- Fair housing policy (reasonable accommodation ordinance)
- Discussion on whether City should create its own ordinance to allow drop homes and accessory dwelling units in the future that is more compatible with the City's zoning and code
- Discussion as it relates to luxury rentals and whether the 70/30 (owner-occupied/rental) goal still relevant

DEVELOPMENT/REDEVELOPMENT

End Statement:

People find Burnsville a balanced city of residential and business development enhanced by redevelopment.

Outcomes:

1. ***Job creation, retention and an enhanced tax base are assured by growth, redevelopment and sustained viability of commercial and industrial property.***

Department:	**Outcome:**
Inspections	Total permit valuation for residential and Commercial combined in 2016 was $52.6 million.
Planning	Reviewed the architectural review tool implemented in 2015, discussed future tool application and use of checklist.
Planning, Inspections	Processed permits for the buildouts for Aldi Grocery, remodel of the Mill End Textiles vacant space at Towne & Country Shopping Center to create four new commercial tenant bays, India Palace expansion; Costco Liquor store and fuel facility expansion; Fairview Mental Health Services; surgical suites and medical offices, new Subway Restaurant with drive thru, Northern Hydraulic interior remodel; Subaru Building Addition; Original Pancake House remodel; Burnsville Toyota Service Center Addition, Exterior remodel for River Hills Shopping Center, and multiple permits for Xcel Energy related to the new Unit 6 natural gas generator to be brought on line and multiple tenant finishes at Burnsville Center.
Economic Development	Transitioned STHEM Initiative to Workforce Readiness Initiative
Planning	Brought forth to City Council Work Session a sketch plan for Minnesota Mash Baseball Club & Mash Performance with interest to operate a baseball training facility within the office warehouse on Oliver Avenue South.
Planning	Processed a one lot commercial subdivision plat of Burnsville Commercial Park 2nd to create a buildable lot northeast of CSAH 5 and HWY 13 interchange for the City to market.
Planning	Processed a Planned Unit Development to allow GHMN Properties LLC to construct two buildings and outdoor storage for a new landscape business on land formerly owned by the City located southeast of the intersection of Cliff Road and River Ridge Blvd.
Planning	Processed Conditional Use Permit applications for Bass Lake Properties to utilize the outdoor patio at the former Renegades Restaurant on Hwy 13 West and for Metro Center LLC to allow a sports performance training facility on CR 42 West.
Planning	Processed a one lot commercial plat of Kami 2nd Addition and Planned Unit Development Amendment for Kami Inc. to develop two multi-tenant retail buildings on property located northeast of the intersection of Williams Drive and Morgan Avenue South.
Planning	Processed Planned Unit Development Amendments for Soccer Blast to allow the interim use of a fabric dome and for Eleven Investments to allow a new hair salon and medical aesthetician on Frontier Court.
Planning	Brought forth a sketch plan to City Council Work Session for Woodspring Signature Suites, a four-story, 122 room extended stay hotel on River Ridge Circle.
Economic Development	Processed changes to the City's liquor ordinance to allow growler sales in all brewpubs and taprooms.

Economic Development	Drafted adopted Host Community Grant legislative amendment to allow “construction jobs” to be counted toward the job requirement.
Planning	Brought forth to three City Council Work Session meetings proposed options and research on legacy signs and events.
Planning	Brought forth to City Council Work Session research and results from a public information meeting for an ordinance update to allow Sports Performance Training Centers as an Interim Use in the GIM, Gateway Industrial Medium zone.
Planning	Completed Request for Qualifications (RFQ) process for general planning consultant services and to update the Burnsville 2040 Comprehensive Plan. Began work on the Comprehensive Plan with consultant on community outreach plan, draft project schedule, formulation of the Citizen's Advisory Committee and began public input process.
Planning	Coordinated with the City Attorney to update the Sexually Oriented Business standards of the Zoning Ordinance to address recent court rulings and to assure Burnsville’s ordinance does not discriminate among these businesses.
Planning	Processed a variance application for Public Storage to allow an existing sign to remain on site - the CR 5/Hwy 13 interchange project resulted in property boundary changes which would have made the sign legal-nonconforming.

2. ***Economic development and redevelopment initiatives are implemented, including creating and capturing opportunities, partnering with private property owners and other agencies and engaging the public. Specific initiatives include:***

   a. ***Heart of the City***

Department:	**Outcome:**
Economic Development	Construction of the final four units at the Villas of Burnsville; two have sold.
Economic Development	Limited retail/office space remains vacant in Grande Market Square, Grande Market Place, and Nicollet Plaza. Approximately 95 percent of residential is currently occupied.
Planning	Processed zoning ordinance updates to allow more retail uses to locate in the HOC2 zone expanding business and redevelopment opportunities.
Economic Development, Community Services, Police, Public Works	18th Annual Winter Lighting Ceremony, 10th Annual International Festival, and the 6th annual I Heart Burnsville 5k and Fire Muster 10K were held.
Economic Development, Public Works	Cliff, DuPont, and 126th road improvement costs were offset with $346,250 Host Community Grant and a $250,000 Dakota County CDA RIG grant.
Public Works, Planning	Worked with Orange Line Bus Rapid Transit TAC to identify a preferred Burnsville station location that includes a primary station in the Heart of the City on Travelers Trail West at southwest quadrant of Trunk Highway 13/Nicollet Avenue and a second smaller platform/ station at the intersection of Travelers Trail West and Burnsville Parkway.

b. Minnesota River Quadrant

Planning, Economic Development	Brought forth to City Council Work Session the MRQ Zoning and Vision for review and discussion on strategies to maintain and increase tax base. Proposed to incorporate in-depth review of the MRQ as part of the 2040 Comprehensive Plan update.
Planning, Public Works	Continued discussion with the MPCA, EPA, Dakota County, and Freeway Landfill property owner to create a viable long-term solution for proper closure of the landfill that protects the environment and provides for economic development opportunities.
Public Works	Completed study with Barr Engineering to examine future water quality of the City. An EAW will provide guidance as to future improvements that may be needed at the City's water treatment plant to ensure safe drinking water.

i. Public Infrastructure

Department:	**Outcome:**
Economic Development, Public Works	Only three vacant remnant parcels to sell for development following the November 2014 completion of the TH 13/CR 5 interchange project.
Public Works	Completed Dupont Avenue/ 126th Street Cliff Road improvements.
Economic Development, Public Works	Cliff, DuPont and 126th road improvement costs were offset with $346,250 Host Community Grant and a $250,000 Dakota County CDA RIG grant.
Economic Development, Public Works	Obtained grant funding for Phase I Ladybird Lane improvements. Construction scheduled for 2017.

ii. Removing impediments to development, including but not limited to poor foundation soils, and providing other development assistance including Tax Increment Financing and other tools

Department:	**Outcome:**
Economic Development, Public Works	Created an Interim Use Permit ordinance in 2013 for soil mining and construction activity storage to allow for these activities to occur for up to 15 years to allow the land owners to continue using their properties as remediation occurs. Astelford and Dworsky (Park Jeep) have remediated most of their parcels.

iii. Fostering appropriate interim uses once the landfill and quarry operations are complete

Department:	**Outcome:**
Planning, Public Works	Processed IUP applications for LaLaLa to allow mining and soil remediation at 721 and 771 Ladybird Lane; and for Astleford Family LP to allow an open storage lot for vehicle inventory (Walser Subaru).
Planning	Processed a plat, rezoning, Planned Unit Development and Interim Use Permits for Burnsville Leasing LLC and Dupont Biynah Birch LP to allow interim outdoor storage of vehicles in the MRQ on Dupont Avenue and Cliff Road West.

iv. Periodic reviews of the Kraemer Mining and Material, Inc. (KMM) and Waste Management Inc. Planned Unit Development (PUD) agreements

Department:	Outcome:
Planning, Public Works	Processed a Planned Unit Development Amendment for KMM establishing the final mining boundary and edge treatments for the quarry.
Planning	Processed a Conditional Use Permit for Cemstone to construct a fourth temporary building on fill within the floodplain on property they lease from KMM.
Planning	Met regularly with Waste Management regarding updates to the Planned Unit Development.

c. Monuments at Key City Entrances

Department:	Outcome:
Engineering	Obtained approval from MnDOT for TH 13 entrance monument at the western City limits. Construction scheduled for 2017.

d. Promotion of skilled workforce initiatives.

i. Encourage post-secondary education for students and training options for residents to ensure a skilled workforce.

Department:	Outcome:
Economic Development	Attracted 31 new businesses.
Economic Development	Continued marketing activities: Advertised "Why Burnsville" via Minnesota High Tech Association (MHTA). Continued e-newsletter and e-greetings Exhibited at the MNCAR Expo
Economic Development	Launched Employers of Excellence program.
Economic Development	Became a member of the Burnsville Promise Steering Committee; chairing the data and evaluation sub-committee.

3. Specific development or redevelopment assistance will provide for business and residential projects consistent with established policies.

Department:	Outcome:
Economic Development	Continued the funding for Greater MSP ($150,000 over six years) and Open To Business ($30,000 over four years). Open to Business has worked with 444 clients.

ITEMS FOR CONSIDERATION:

- Discussion on whether Council wants to consider an ordinance amendment to create a process to allow overnight construction

ENVIRONMENT

End Statement:

People find Burnsville is an environmentally sensitive community ensuring preservation and enhancement of its natural resources.

Outcomes:

1. ***Burnsville is an environmentally sensitive community and individuals understand their role in pursuing this result.***

Department:	Outcome:
Planning	Added new solar ordinance provisions to the Zoning Ordinance establishing performance standards for solar energy systems.
Facilities	In an ongoing effort to reduce costs and improve energy efficiency in City buildings, completed ten projects in 2015 projected to yield an annual savings of at least $5,100 and more than 57,700 kilowatt hours of electricity. By comparison that is equivalent to the power used in over 40 homes in one month.
Facilities	A total of 300 light fixtures were upgraded to more energy efficient LED across seven locations.
Natural Resources	Sold 240 trees at the annual tree sale.
Natural Resources	Hosted native plant market with 678 people attending.
Birnamwood	Completed recertification as an Audubon Cooperative Sanctuary with Audubon International.
Birnamwood	Converted all clubhouse, locker room, shop and outdoor lighting to LED.
Birnamwood	Treated mature ash trees to protect them from Emerald Ash Borer.
Natural Resources	Conducted an archery hunt in Kelleher Park.
Public Works	LED lighting was added to Cliff Fen Park and one signalized intersection.
Planning	Supported Xcel Energy to convert their only remaining coal generating power facility into a natural gas generation facility. This significantly reduces the carbon footprint in the City.

2. ***Development and redevelopment occurs in an environmentally sensitive manner, preserving and restoring natural resources.***

3. ***People find Burnsville to be an attractive, clean city and are willing to keep it that way.***

Department:	Outcome:
Natural Resources	Served 1,450 vehicles at the Household Hazardous Waste Collection Day.
Natural Resources	Completed first year of work for habitat restoration in Terrace Oaks West Park under grant.

4. ***Residents value natural water bodies and green spaces and recognize the importance of preserving them.***

Department:	Outcome:
Natural Resources	Monitored eight Lakes for Water Quality.
Natural Resources	Established a Joint Powers Agreement with Lakeville for Lakeville to join Dakota Valley Recycling.
Public Works, Natural Resources	Continued to utilize the SWAMP system to ensure that stormwater facilities that provide the most benefit to natural water bodies are prioritized for maintenance and cleaning.

5. ***The City maintains critical raw water sources and infrastructure necessary for the delivery of safe drinking water.***

Department:	Outcome:
Public Works	Completed several post quarry condition studies to identify potential water supply issues, including the Freeway Landfill.
Public Works	Led a Dakota County Coalition of Cities that worked with the Met Council to identify long-term area water supply issues and potential solutions.
Public Works	Completed study with Savage to study short and long term water supply options for the surface water intake.
Public Works	Initiated Drinking Water Overlay District inspection program.
Community Development, Public Works	Began meetings with Dakota County and MPCA related to Freeway Landfill.

6. ***The City employs feasible sustainable practices that promote development and maintain or enhance economic opportunity and community well-being while protecting and restoring the natural environment upon which people and economies depend.***

Department:	Outcome:
Natural Resources	Treated 1,244 public trees to protect them from Emerald Ash Borer.
Natural Resources	Awarded Step 4 in Minnesota GreenStep Cities program.
Natural Resources	Completed greenhouse gas assessment.

ITEMS FOR CONSIDERATION:

- Discussion on whether City should introduce recycling in Parks

TRANSPORTATION

End Statement:

People find Burnsville a community with an effective, multi-modal transportation system connecting people and goods with destination points.

Outcomes:

1. ***People feel that the transportation system is effective for connecting them to destination points.***
    a. ***Advocate for collaborative efforts and shared resources for intra-city transit services.***

Department:	**Outcome:**
Public Works, Planning	Participated in Orange Line Bus Rapid Transit (BRT) Technical Advisory Committee (TAC) and recommended two stations in the Heart of the City (HOC).
Public Works	Advocated for collaborative efforts and shared resources for intra-city transit services.
Public Works	Completed plans for the Aldrich Avenue/CR 42/I35W on-ramp project.
Planning	Participated in Dakota County East West Transit Corridor Study to improve transit across the county.

2. ***People feel that multiple methods of transportation are easily available, safe and convenient.***
    a. ***Support implementation of Bus Rapid Transit in the I-35W Corridor.***

Department:	**Outcome:**
Public Works, Planning	Participated in Orange Line BRT TAC and recommended two stations in the HOC.

3. ***People feel that the community roadway system is well maintained at a reasonable cost.***
    a. ***Use alternative funding options: Federal Transportation Equity Act (TEA), State Cooperative Grant Programs, etc.***
    b. ***Define community quality standards for residential and heavier volume streets and adequately fund the maintenance required to achieve these standards.***

Department:	**Outcome:**
Public Works	Obtained federal funding for Cliff Road Trail connection to MVTA stop.
Public Works	Developed minimum level of service standards for collector/high volume and local/low volume streets. Began tracking long-term goals to meet standards.
Public Works	Completed Portland Avenue roundabout and TH13 turn lane addition associated with Burnsville High School expansion project.

4. ***Transportation system adequately serves city businesses.***
    a. ***Advocate adequate access from County, State and Federal roadways to ensure a viable business community.***
    b. ***Efforts will be made to obtain funding for significant safety and mobility improvements on TH 13.***

Department:	**Outcome:**
Public Works	Advocated adequate access from County, State and Federal roadways to ensure a viable business community.

5. ***The safety, longevity and quality of residential neighborhood streets are maintained, improved or enhanced.***

Department:	**Outcome:**
Public Works	Continued maintenance overlay program for prematurely failing residential streets. Established minimum level of service standards with long-term goals for local roads.

6. ***Seek and support new initiatives for transportation funding by MnDOT and Dakota County when City and County businesses are not disadvantaged.***

ITEMS FOR CONSIDERATION:

- Discussion on whether Council wants to amend its “no maintenance” ordinance on the streets in southwest Burnsville as roads are beginning to show considerable deterioration

CITY SERVICES

End Statement:

People find the City of Burnsville delivers quality essential services in a cost effective, timely manner.

Outcomes:

1. ***Residents and businesses recognize City services as a positive value.***

Department:	Outcome:
Communications	Overall, 93 percent of residents surveyed in 2016 believe they receive the "right amount" of information about the City, with the Bulletin being viewed as an important tool. Based on 2016 survey results, 47 percent of residents reported accessing the City's website, with 96 percent rating the site good or excellent.

2. ***Residents perceive City employees as customer service oriented.***

Department:	Outcome:
Human Resources	Based on 2016 survey results, 96 percent of residents surveyed rated the courtesy of City Hall staff as excellent or good.
Human Resources	Based on 2016 survey results, 97 percent of residents surveyed rated the efficiency of department staff to be excellent or good.

3. ***City services focus on and City employees are increasingly involved in community building.***

Department:	Outcome:
Communications, Human Resources, Police, Public Works, Economic Development, Administration	Participated in ISD 191 "Business Leader & Educator Partnership."
Police	Twenty-four members of the public enrolled in the Police Department's annual 11-week Citizens Academy.
Fire	Numerous city staff were trained in CPR, AED operations and fire extinguishers during safety week.

4. ***Residents are informed about issues, feel positive about City services and are aware of opportunities for increased involvement in community initiatives.***

Department:	Outcome:
Communications	According to 2016 survey results, 86 percent of residents read the Burnsville Bulletin. Of those, 94 percent reported that the Bulletin is effective in keeping them informed about activities in the City.

Communications	Based on 2016 survey results, 47 percent of residents reported accessing the City's website. The site saw 39,655 monthly visits in the report year (up from 36,958 site visits the previous reporting year).
Communications	The City's Facebook page acquired 1,150 new "Followers" from Oct. 1, 2015 - Sept. 30, 2016, bringing the total to 2,909.
Communications	The City's Twitter feed increased substantially (740 new followers) from Oct. 1, 2015 - Sept. 30, 2016, bringing the total to 3,001.
Communications	Videos on YouTube have been viewed a total of 517,155 times, an increase of 101,155 views since Oct. 1, 2015.
Communications	The City's email alert system has 13,101 subscribers, who received 816,352 messages in the previous reporting year.
Communications	From Oct. 1, 2015 to Sept. 31, 2016, BCTV produced 76 public meeting and 170 non-meeting videos for its cable channel and webstreaming. In addition, BCTV cablecast 160 programs from other governmental agencies, non-profit organizations and public access users.

5. ***Businesses and residents are attracted to Burnsville because of a visible commitment to technology that supports an enhanced quality of life.***

Department:	**Outcome:**
IT, Communications	Launched new technology to allow Burnsville Community Television to provide live television coverage from any location.
Communications, Administration	Continued work on Burnsville's Cable Franchise renewal - including researching and analyzing technical requirements for the future.
Communications	Updated City Council Chambers to provide High Definition broadcasts.
Communications	Launched High Definition simulcast of BCTV Ch. 16 on Comcast HD Ch. 859
IT, Communications	Launched online web streaming of BCTV channels at www.burnsville.tv/live
IT, Communications	Partnered with Communications and BCTV to further upgrade production equipment at BCTV High School studios
IT	Deployed new generation of AXON on-officer cameras for Police and Fire personnel use in summer 2016. HD quality with new generation of cameras for all Patrol staff and Fire investigators.
IT	IT lead a coordinated effort to bring forward new GIS centric services and re-focus GIS efforts for all city departments. A new internal steering committee and user group was formed. A GIS plan was created and several goals will be start to be implemented in early 2017
IT, Public Works	Continued expansion of mobile workforce capabilities in the field with deployments of field laptops and tablets to staff in Parks, Streets, Forestry and Engineering
City Clerk/ Elections	Purchased and implemented new election Dominion equipment that was first utilized during the 2016 Primary Elections.
City Clerk/ Elections	Implemented new GovQA software to track and automate data requests for public information.
City Clerk/ Elections	Implemented new NovusAgenda software for agenda management and video streaming to replace SIRE.
IT, Fire, Police	Implemented new Computer Aided Dispatch and mobile software that utilizes real time information to best dispatch resources to emergency calls.

IT, Fire	Continued implementation of enhancements of automated scheduling software to increase fire department efficiency with integrations with the payroll system and auto callout systems.

a. Burnsville facilitates community-wide accessibility to broadband technology.

Department:	**Outcome:**
IT	The City collaborated with ISD#191 and a private telecommunications infrastructure company by sharing costs to extend City fiber optic cable into Burnsville high school to deliver city services and provide an alternate Internet path for ISD #191. It will also provide IT services to City offices located at BHS, which include BCTV and Police Liaison offices.
IT	Upgrades to Public WiFi infrastructure continued to occur to enhance public and private WiFi service in all city staffed facilities. Lac Lavon, Crystal lake parks and city facilities received additional coverage. More replacements are expected in 2017.
IT, Administration	The City joined a Joint Powers Agreement regarding county-wide Broadband feasibility of building an Institutional Network (INET) throughout Dakota County and how it could be utilized for future enhancements/build out of fiber optic networks for efficient operations and Economic Development.
IT, Parks, Recreation	City Fiber optic infrastructure was extended into two parks in 2016, Crystal Lake and Lac Lavon. Initial services delivered include public Wifi, concessions software, security improvements, and irrigation management

b. Burnsville provides effective community-wide electronic-government (E-Gov.) services.

Department: *(IT)*	**Outcome:**
IT	Several systems were upgraded to accommodate enhanced on-line services, both for internal city services and for the Public. Our RecTrac Recreation on-line registration public portal was upgraded, our electronic document management system was upgraded, and Enterprise Resource Management system for staff was upgraded.
IT, Administration	Replaced aging City Council iPad Tablets with new generation iPads for continued enhancements for paperless agendas workflow and improved meeting minutes processes
Utility Billing	Continued to improve operational efficiencies and customer service in for water customers with bill format improvements and additional pay features such as ability to check balances and make payments online and over the telephone without fees.
Utility Billing	Twenty four percent of utility billing customers receive e-Statements rather than paper utility bills; the department's goal was 18 percent.
Administration	Implemented online solution allowing the public to make requests for public data 24x7, monitor the status of those requests and receive requests electronically.

c. Burnsville provides and supports local Public, Education and Government (PEG) television programming.

Department:	Outcome:
Communications	In the 2016 Residential Survey, of the survey respondents who subscribe to cable television, 18 percent stated they had watched BCTV programming in the past year.
Communications	The BCTV studio partnership with District 191 and mobile production truck partnership with Eagan Community Television continue to be an efficient and cost-effective ways to produce Public, Education and Government (PEG) cable programming, allowing students and volunteers to participate in the video production process.
Communications	Updated BCTV Studio to full High Definition.
Communications, IT, Administration	Continued to negotiate for a renewed cable franchise with incumbent provider; Negotiated an extension which now expires in February 2017. Negotiated a new cable franchise with Frontier Communications. Began communications with CenturyLink.

6. Burnsville is an organization that provides a supportive and collaborative environment encouraging employee learning and participation in the decision-making process.

Department:	Outcome:
Various	Fifteen employees from various, city-wide departments participated on the City's Wellness and Employee Council Committee promoting wellness, building morale and participating in various community events.
Various	Nine employees from various departments participated on the City's Health and Safety Committee coordinating safety programs for City staff including mandated OSHA programs.
Various	Eighteen employees from various, city-wide departments participated on the City's Insurance Committee to assist Human Resources in evaluating insurance options.
Various	Twelve employees from various, city-wide departments participated on the City's Sustainability Committee to develop and implement projects that address the City's sustainability Guide Plan strategies and establishing and raising awareness of sustainability.
Various	Seven employees from various, city-wide departments participate on the City's facilities committee to review space and facilities needs and make recommendations for city-wide facilities projects and more than 20 staff city-wide participated on subcommittee and user groups for the Phase I Facility Improvements Project design process.
Maintenance	Fifteen members of the Maintenance Department Labor Management Committee met quarterly to improve communication and exchange ideas between employees and management.
Various	Seven employees participated on the City's security camera policy committee.
Various	Four employees met regularly on document preservation and to ensure timely and accurate responses to requests for information.

7. ***Continued implementation of service consolidations and partnerships with Dakota County and other cities.***

Department:	**Outcome:**
IT, Administration	Partnered with Dakota County and cities within Dakota County to conduct a county-wide Broadband Study through Dakota County to identify strategies and options for future enhancements/build out to fiber optic networks throughout the County.
Communications	Maintained partnership with ISD 191 for shared studio space.
Communications	Continued to partner with the City of Eagan for shared mobile production truck, as well as multiple steps of ongoing cable franchise renewal.
Community Services	Continued to partner with ISD 191 and others to support the Burnsville Youth Collaborative which offers a coordinated youth program for out of school time.
Public Works	Provided 90 percent of the City of Savage's potable water in 2015.
Public Works	Implemented Fleet Services Joint Powers Agreement with Scott and Dakota Counties.
Public Works	Led the Street Maintenance Joint Powers Agreement which includes one county, two townships and 15 cities.
Protective Inspections	Entered into a Joint Powers Agreement with Dakota County for septic maintenance administration.
Fire	Automatic mutual aid was implemented with neighboring departments to more quickly give and receive assistance on significant emergency calls.
Fire	Dissolved the Department's technical rescue team and partnered with Dakota County Special Operations team for low frequency highly technical incidents.

ITEMS FOR CONSIDERATION:

- None

FINANCIAL MANAGEMENT

End Statement:

People find the City of Burnsville managed in a cost-effective responsible manner, maintaining the highest standards of service to enhance the community's quality of life for a reasonable investment.

Outcomes:

1. ***Residents perceive the cost of City services as reasonable compared with other cities.***

Department:	**Outcome:**
Finance	Received GFOA Certificate of Achievement for Excellence in Financial Reporting and GFOA Distinguished Budget Presentation Award.
Finance	Refunded $6.5 million (2nd half of partial advance crossover) of 2008 tax abatement bonds reducing future principal and interest costs by $607,000 for a future value savings of $645,000.
Finance	Standard & Poors' reaffirmed AAA bond rating. Moody's surveillance rating remains Aaa.
Finance	Implemented new software to streamline and automate portions of the budget document and CAFR document processes.
Administration, IT	Upgraded Laserfiche (electronic document management system) to enhance system security and functionality including automation of business processes. The upgrade also established the ability to create a public portal. In 2016, the entire process for on-boarding and recruiting Election Judges was accomplished using Laserfiche saving more than 80 hours to work.
Various	Staff (citywide) scanned over 300,000 documents and more than 2,704,257 pages into the Laserfiche system reducing paper files and making document retrieval and sharing between departments and with the public more efficient.
Various	Convened a GIS steering committee comprised of staff from all Departments and developed a strategic plan for moving GIS initiatives forward and published GIS data online for public access.
Public Works	Implemented fleet management system with goals for idling reduction and fleet "right-sizing."

2. ***Grant opportunities are pursued to identify innovative solutions that will assist in the reduction of costs to provide service to the community.***

Department:	**Outcome:**
Community Services, Community Development	Continued to offer CDBG grant programs to assist low-to moderate income homeowners in Burnsville.
Economic Development, Engineering	Awarded a $415,625 DEED Host Community Grant to be used for the Ladybird Lane interchange improvements.
Community Services	Awarded a $1.598 million Federal Transportation Alternatives Program Grant in 2015. Grant will fund building a trail connection from Kelleher Park to Sunset Pond Park. This trail will be part of the Lake Marion Greenway, construction is scheduled for 2019.
Community Services	Awarded a three-year Otto Bremer Grant for $96,680 to support the Burnsville Youth Collaborative, year three in 2017.
Fire	Awarded two-year $1,120,328 Staffing Adequate for Fire and Emergency Response (SAFER) grant to hire four firefighter/paramedics to assist with the increasing emergency call demands.

3. ***Burnsville follows a consistent compensation philosophy which guides compensation and benefit decisions for employees.***

Department:	**Outcome:**
Human Resources	Negotiated a new three-year contract with IUOE, Local 49 Maintenance employees for 2017-2019.
Human Resources	Implemented the 2016 Pay & Benefit plan for Non-Union employees.
Human Resources	Negotiated a new two year contract with HealthPartners for 2017-2018 which will keep the City competitive in the insurance market.
Human Resources	Complied with new 2016 Affordable Care Act requirements.
Human Resources	Expanded the number of wellness activities and the number of participants in the program.
Human Resources	Researched a new Employee Assistance Program (EAP) vendor for implementation in 2017.

ITEMS FOR CONSIDERATION:

- Discussion on whether Council wishes to consider an increase to utility franchise fees for other facilities projects.

LEADERSHIP/DEVELOPMENT

City Council and City Manager

Leadership and Leadership Development

Primary Services

The City Council and City Manager provide the following services:

- Support, enhancement, compliance and implementation of City Council policy
- Public relations and communications
- Overall financial management stability
- Ensure compliance with all legal requirements
- Serve as "ombudsman" to help address constituent complaints and problems
- Setting the overall tone, attitude, vision and strategic direction for the organization

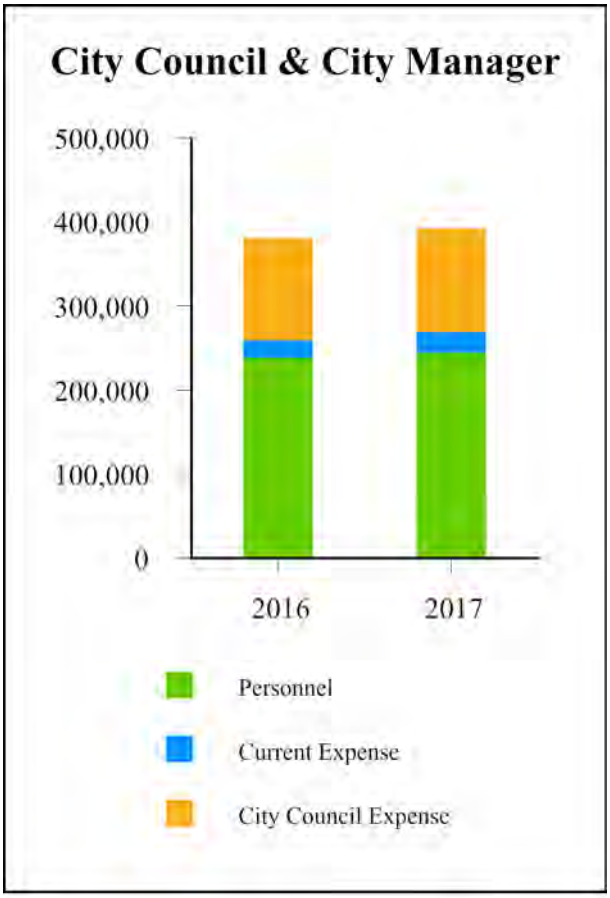
2017 Administration Budget

General Operating:

Administration	$269,055
City Council	123,031

Staffing

2.0 Full-time Equivalent Staff and 5 Council Members



Alignment with Council ENDS and OUTCOMES

The primary purpose of the City Council and City Manager is to provide overall guidance, motivation and direction to carry out the policy expectations of the City Council, in particular:

MEGA END STATEMENT:
People find Burnsville an attractive, well balanced city of residences and businesses, which through a combination of amenities and public/private partnerships, provides a wide range of opportunities for citizens to live, work, learn and play, for a reasonable investment.

2016: The year in review

2016 Accomplishments

- Participated in regional agency policy committees to promote and advance the City's legislative priorities
- Continued participation in county-wide broadband study to develop regional plan for long-term, sustainable broadband initiatives
- Provided oversight for Phase I facilities improvement project
- Provided oversight for the City's cable franchise renewal process and new franchise negotiations
- Provided oversight for new cable franchise that will begin servicing the southern part of the City bringing competition to the City for cable television services
- Continued to work with parties moving toward closure of Freeway Landfil
- Coordinated the City's legislative priorities efforts and remained engaged in legislative monitoring throughout the Session promoting the City's priorities at the Legislature and within policy committees

Strong Financial Management

- Ensured financial management stability demonstrated by the City's reaffirmation of its AAA credit rating, the highest rating achievable

2016 Performance Measurement Monitoring Data

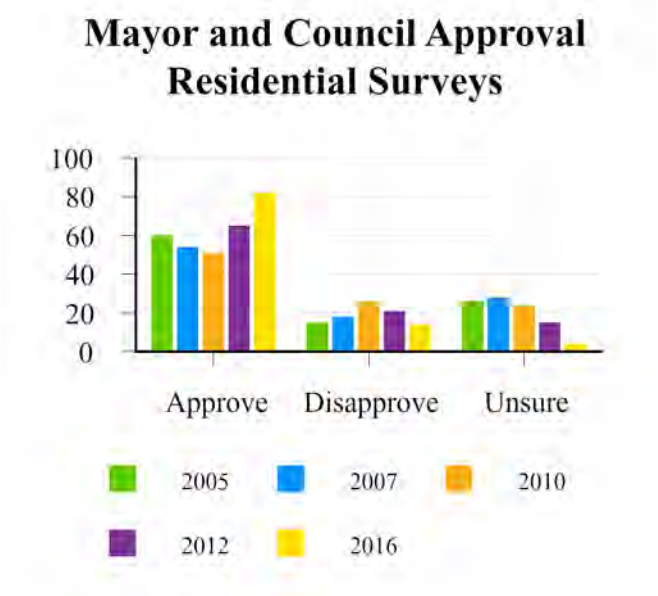
Consistent with the Council's adopted governance statements, the most important performance indicators follow:

There is a great deal of evidence of the positive effect the City has on the community. General indicators of activity and effectiveness include very high approval ratings of City government and staff as exhibited in the 2016 Residential and Business Surveys.

Council and Staff Approval Ratings

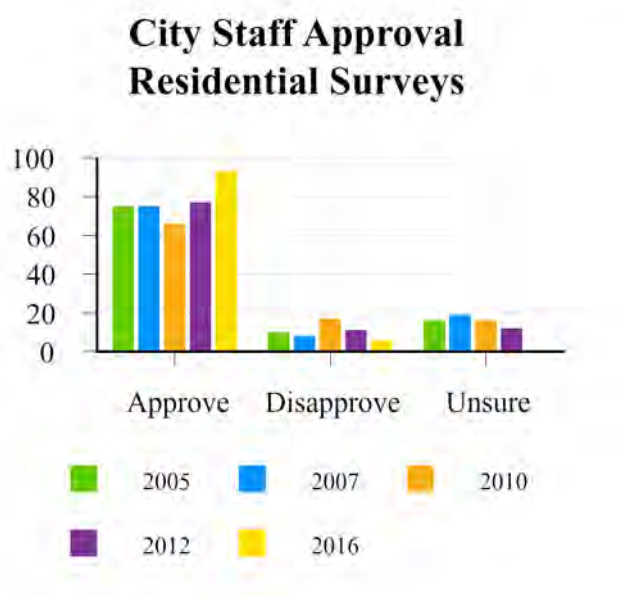
The 2016 Residential Survey shows that ***approval of the Mayor and City Council increased 17 percent from 2012, City staff approval also increased by 16 percent from the last survey***.

These increases are higher than normal according to the City's survey firm. Change is typically six to ten percent if something significant occurs.



Question: From what you know, do you approve or disapprove of the job the Mayor and City Council are doing?

Result: 17 percent increase in "Approval" from 2012

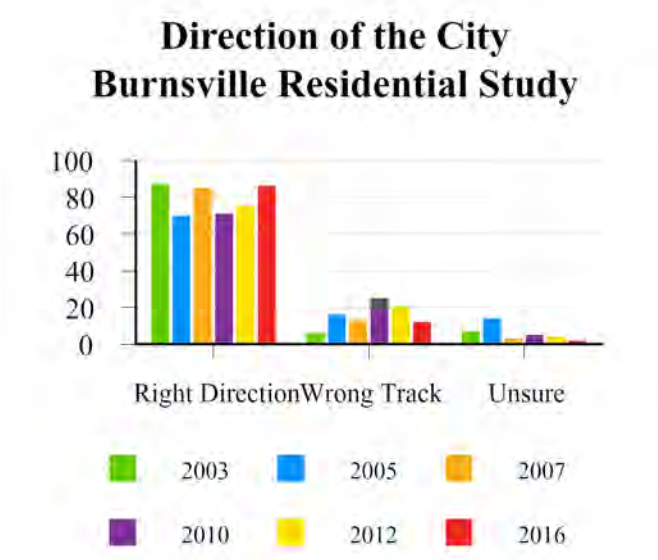


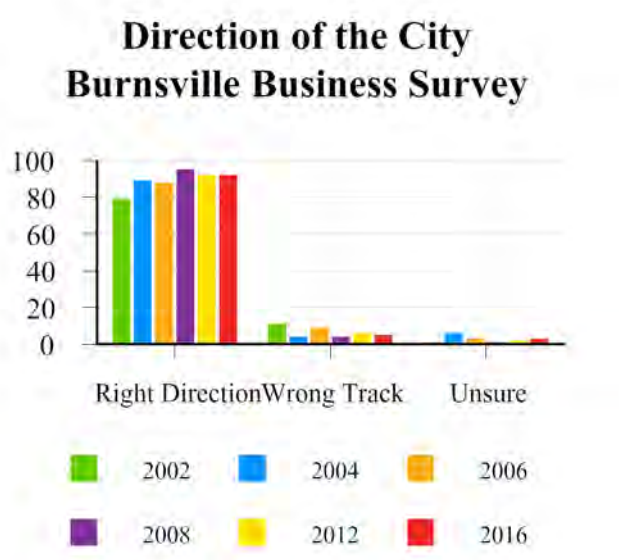
Question: How would you rate the job of Burnsville City staff?

Result: 16 percent increase in "Approval" from 2012.

Direction of City Ratings

The 2016 residential and business surveys also show that most people in Burnsville believe the City is headed in the right direction. ***This response was 86 percent in 2016, up from 75 percent in 2012 on the residential survey,*** and remains the unchanged on the business survey at 92 percent.





Question: Do you think things are headed in the right direction, or do you feel things are on the wrong track?

Result: An increase in "Approval" from Residents. Unchanged in "Approval" from Businesses from 2012.

Strategic Planning and Anticipating Future Community Needs/Challenges

Over the past several years, significant efforts have been made to anticipate community needs:

- 2008 - Comprehensive Plan update; business survey
- 2009 - Comprehensive budget review and analysis
- 2010 - Residential survey
- 2012 - Community surveys (business and residential)
- 2014 - Cable franchise renewal process (multi-year process)
- 2015 - Cable franchise renewal process and exploration of utility franchise fee implementation
- 2016 - Comprehensive plan update; residential and business surveys, facilities improvement design for City Hall/Police Department long-term needs and Master Plan development for replacement of Fire Station No. 1

2017: A look forward

2017 Budget Overview

The 2017 City Council/City Manager Budget allows for:

- Continued Council participation in local and national City groups
- Maintenance of City memberships in various advocacy groups
- Continued membership in Suburban Rate Authority which was restored in 2014 to further engage Xcel Energy and Public Utilities Co. on service for Burnsville residents and City facilities
- Continued funding for contractual services in the Administration budget to help manage the duties related to the elimination of the Deputy City Manager positions.

Human Resources

Leadership and Leadership Development

Primary Services

Under the direction of the Human Resources Director, Human Resources provides the following organizational development and support services:

- Recruitment
- Compensation
- Benefit Administration
- Training and Professional Development
- Labor Relations
- Workers' Compensation/Employee Safety
- Wellness
- Employee Recognition
- Employment Policies and Laws
- Performance Evaluations
- Organizational Development
- Support Services (reception, switchboard, mail, department support)

2017 Human Resources Budget

General Operating: $466,666

Staffing
5.0 Full-time Equivalent Staff

Alignment with Council ENDS and OUTCOMES

The primary purpose of the Human Resources Department is to provide information, support and consultation to internal customers to assist them in delivering quality, cost effective City services to the public and accomplishing the ends and outcomes identified by the City Council.

2016: The year in review

2016 Accomplishments

- Completed 18 regular full-time/part-time recruitments; 19 internal specialty assignment recruitments; coordinated the hiring of 155 temporary/seasonal employees and onboarded 160 election judges
- Negotiated a three-year contract with HealthPartners that resulted in an average annual increase of two percent per year from 2015-2017 and no rate increase for dental, life or LTD insurance for 2016
- Negotiated two-year contracts with Police Officers and Police Sergeants for 2016-2017
- Implemented Healthcare reform mandates and reporting requirements
- Began transition from paper HR Personnel files to electronic file management through Laserfiche
- Coordinated difficult Workers' Compensation cases in coordination with LMCIT and City departments
- Maintained a comprehensive wellness program including biometric screening, Health Risk Assessment, wellness/safety fair, flu shot clinic, wellness challenges and informational seminars
- Implemented mandated minimum wage increase for impacted seasonal and temporary employees
- Coordinated city-wide events including employee recognition, all-employee meetings, retirement parties, and the annual charitable giving campaign
- Implemented new "Peer Recognition Award Program" where employees nominate co-workers to be recognized for work and contributions in three categories: Innovation, Results and Collaboration & Teamwork

Employee Retirements:
10/1/2015 - 9/30/2016

- Jim Dibley - Parks Department
- Patty Valley - Police Department
- Jeff Witte - Police Department
- Terry Schultz - Parks/Recreation

100 years of experience!

2016: The year in review, cont.

2016 Performance Measurement Monitoring Data

Consistent with the Council's adopted governance statements, the most important performance indicators follow:

Employee Efficiency

The department provides human resource services to all City employees and strives to assist them in increasing productivity, and balancing resource constraints and increased demand for services.

	2010	2011	2012	2013	2014	2015	2016
Population	**60,306**	**60,664**	**61,061**	**61,300**	**61,747**	**61,747**	**61,908**
Number of Employees	**269**	**270**	**269**	**271**	**271**	**272**	**272**
Population per Employee	**224**	**224**	**225**	**224**	**224**	**224**	**228**

* The employee numbers includes full-time and regular part-time employee FTE's only. FTE's are not calculated for seasonal part-time staffing. The 2010 population is based on 2010 census data. All other years are best available estimates provided by the Metropolitan Council.

Employee Decision-Making

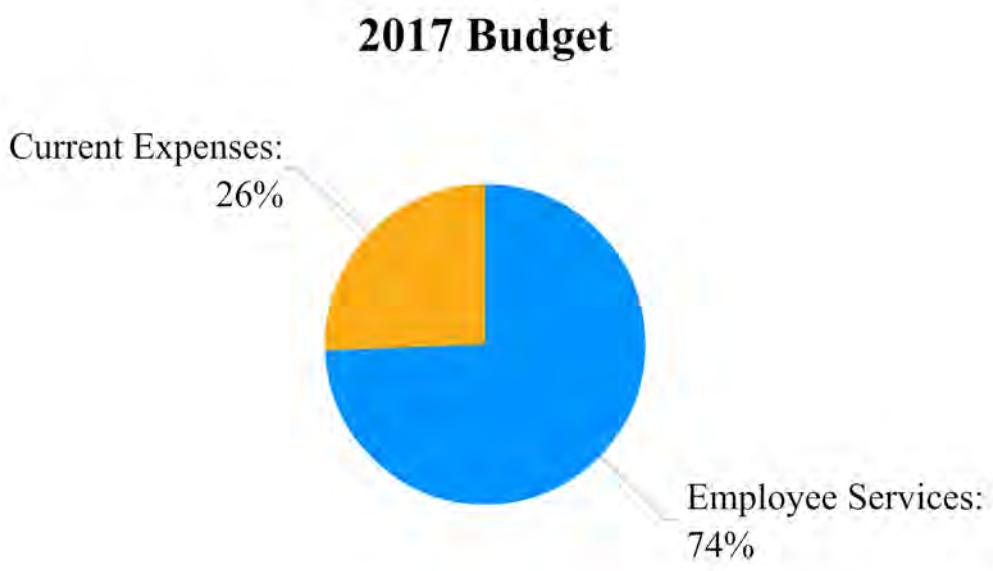
In order to accomplish the City's mission, employee involvement in the decision-making process as well as employee feedback and participation is essential.

Employees participate in significant decision-making processes such as:

- Evaluation of health insurance rates and options
- Evaluation and selection of new employees
- Development of training strategies for major incidents/exercises
- Participation in the Facility Space Needs Study
- Development of safety and wellness program components
- Participation in Local 49 Labor-Management Committee
- Evaluation of department training options
- Participation and selection of equipment purchases
- Evaluation and selection of department software systems
- Participation in RFP processes for consulting and professional services

Cost of Employee Services

The ***total cost of employee services for the City of Burnsville is estimated to be $32.8 million for 2017,*** including General Operating and Enterprise Funds. When considering the City's General Fund budget, as the following chart indicates, investment in Employee Services is 74 percent of the City's 2017 General Fund (excluding transfers between funds).



Health Insurance Costs

A portion of employee costs are for health insurance premiums. Each year, the City considers vendor and plan design changes in order to keep premium costs low. Burnsville still maintains lower premiums than the market average, which results in a savings to both the City and its employees.

Burnsville was one of the first cities to offer a high deductible plan combined with an HRA/VEBA. Deductible plans are difficult to compare because the amount of the deductible and out of pocket maximum varies by city, but the chart below compares the $2,500 deductible plan which most of our market cities have. Burnsville entered into a three-year agreement with HealthPartners for 2015-2017. The City experienced a five percent (5%) decrease in 2015, a five percent (5%) increase in 2016 and a 6.4 percent (6.4%) increase in 2017 (average approximately two percent per year).

MARKET CITY INSURANCE COMPARISON

	Family Rate ($2,500 Deductible Plan)		City Contribution		Employee Cost	
	Burnsville	**Market Cities Average**	**Burnsville**	**Market Cities Average**	**Burnsville**	**Market Cities Average**
2012	$985	$1,193	$680	$736	$305	$458
2013	$1,088	$1,230	$710	$768	$378	$462
2014	$1,196	$1,389	$750	$856	$446	$533
2015	$1,139	$1,520	$750	$974	$389	$546
2016	$1,273	$1,632	$790	$1,033	$483	$599

*Coverage plans do vary from City to City. The City contribution does not include VEBA dollars.

Number of Employees Taking the High Deductible Health Plan

	2010	2011	2012	2013	2014	2015	2016
High Deductible Plan Participants	238	247	246	245	252	250	252
% of Total Employees	90%	92%	94%	91%	94%	94%	95%

Flexible Spending Account (FSA) Participation

	2010	2011	2012	2013	2014	2015	2016
No. of Employees in Medical FSA	127	123	110	98	96	92	87
No. of Employees in Dependent Care FSA	27	26	27	31	29	26	27

Labor Contracts

A total of five (5) labor contracts are negotiated and administered by the City and no contracts have gone to arbitration in the past 19 years.

Full-time and Regular Part-time Recruitments

(Not including temporary/seasonal positions)

	2011	2012	2013	2014	2015	2016
Number of Recruitments	12	15	15	15	19	18
Number of Applications Received *(Data not available prior to 2010)*	1,065	2,109	1,521	1,230	1,472	700

Full-time Employee Attrition

(Average full-time employee attrition each year)

	2010	2011	2012	2013	2014	2015	2016
Attrition Percentage	4%	5.8%	4.9%	5%	7%	8.7%	6.2%

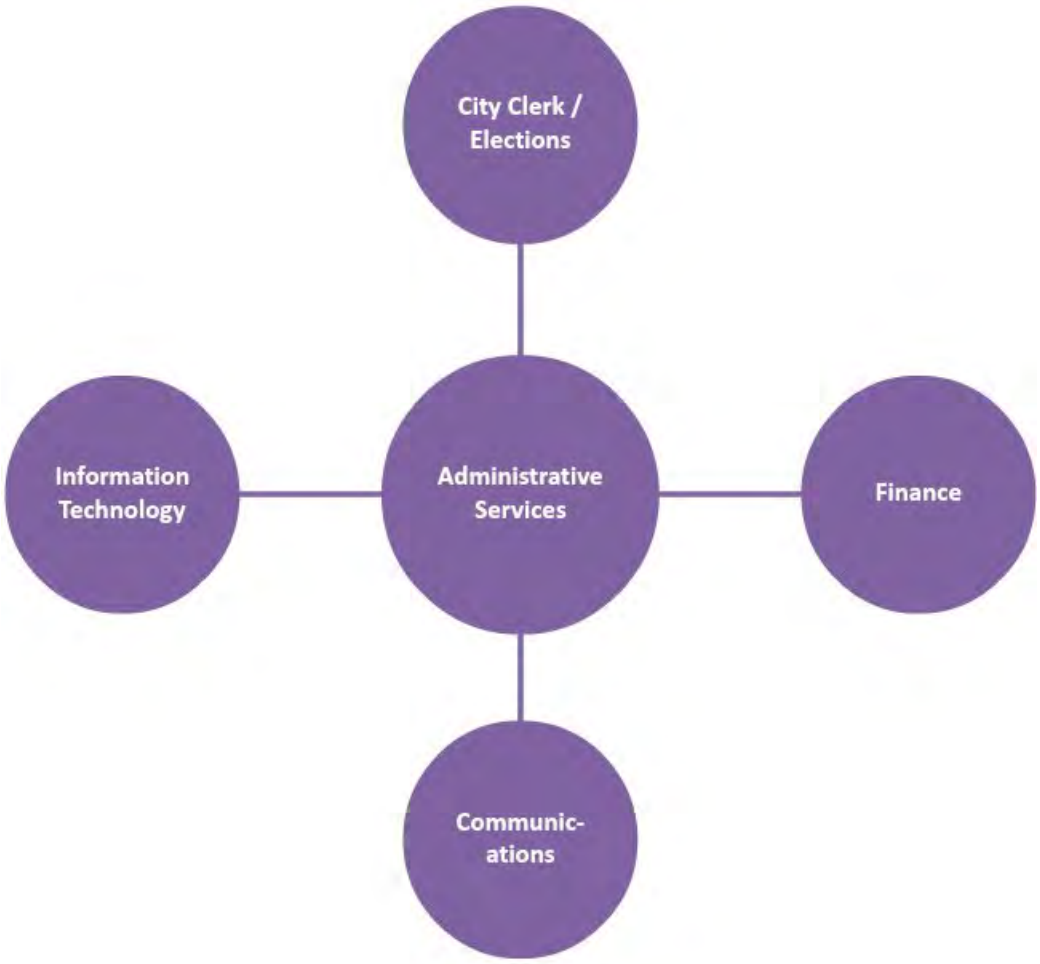
2017: A look forward

2017 Budget Overview

The 2017 Human Resources budget allows for continued services including:

- Full implementation of a new Applitrack onboarding system for new employees to automate workflow and services between departments and decrease re-entry of data
- Negotiation of new labor contracts with Fire Fighters and Fire Captains employees for 2017-2018
- Transition from paper files to Electronic Document Management System for the management of Human Resources personnel files and other vital documents
- Maintaining and documenting compliance with the Affordable Care Act and communicating the options, costs and implications to employees
- Implementation of 2017 training program for employees in partnership with other Dakota County cities
- Leading succession planning discussions and efforts with the City's management team and departments

Administrative Services



City Clerk/Elections

Primary Services

Under the direction of the Director of Administrative Services and the City Clerk, the City Clerk's office provides the following services:

- Agenda packet preparation and distribution to Council, staff and the public
- Noticing of regular and special meetings
- Maintaining minutes, ordinances, resolutions and other City Council action
- Coordinating publication of ordinances and codification of City Code
- Coordinating posting and publication of official notices as required
- Coordinating Council communications and correspondence, including bi-monthly monitoring report
- Coordinating recruitment and appointment of advisory commissions
- Preparation and filing of official records and documents
- Maintaining the City's policies and procedures
- Maintaining a records management program for all public records and serving as the City's designated Data Practices Compliance Official and Responsible Authority

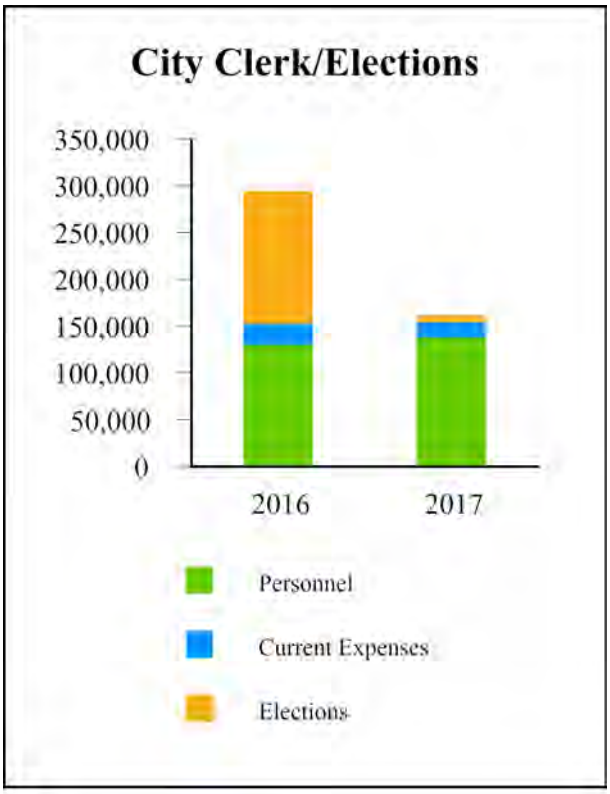
Under the direction of the City Clerk, the Elections Division provides the following services:

- Administration of the election process
- Managing voter registration/absentee voting
- Preparing election notices and materials
- Selecting and training election judges
- Arranging polling precincts and prepare/test voting equipment
- Supervising the tabulation and delivery of election results
- Ensuring compliance of laws governing elections

2017 City Clerk/Elections Budget

General Operating:	$153,312
Elections	8,075

Staffing
2.0 Full-time Equivalent Staff



Alignment with Council ENDS and OUTCOMES

The primary purpose of the City Council and City Manager is to provide overall guidance, motivation and direction to carry out the policy expectations of the City Council, in particular:

2016: The year in review

2016 Accomplishments

- Coordinated response of 469 Freedom of Information Act (FOIA) data requests through Sept. 2016
- Ensured timely publishing of Council and Commission agenda packets and meeting minutes
- Migrated to new Agenda Management System software with *NovusAGENDA* for preparation, publication and tracking of City Council and Advisory Commission meetings
- Managed recruitment process for Commission appointments throughout the City

Successful Administration of 2016 Primary Election:

- Utilized new election equipment purchased in 2015 to administer the 2016 Primary and General Elections
- Implemented Early Voting as a new legislative mandate
- Recruited and trained 139 election judges and 38 election judge chairs for Primary Election
- Automated election judge application and skills test saving 80+ hours of work for the department

2016 Performance Measurement Monitoring Data

Consistent with the Council's adopted governance statements, the most important performance indicators follow:

City Clerk's Office

Response Statistics	
Ordinances published within two weeks of adoption by the City Council	**90%**
Minutes of City Council meetings are prepared for approval at next regular meeting	**95%**
Council agenda packets out four days prior to the meeting	**95%**
City Clerk's office response to constituent inquiries within one day	**90%**
Response to City Council inquiries/complaints within seven days	**95%**

2017: A look forward

2017 Budget Overview

The 2017 City Clerk/Elections Budget allows for:

- Continued expansion of electronic document management system (Laserfiche) to retain public documents and automate processes leverging workflow within Laserfiche
- Continued leveraging of technology and tools to provide information to Council, City staff, and the public in an efficient and cost-effective manner

Finance

Primary Services

Under the direction of the Director of Administrative Services, Financial Operations Director and the Finance Director, the Finance Department provides the following financial support services to the entire organization:

- Accounts payable
- Accounts receivable
- Payroll
- Project accounting
- Implementation of financial controls
- Budget development
- Grant administration
- Banking relations
- Cash and investment management
- Utility billing
- Utility rate analysis
- Financial reporting
- Long-range financial planning
- Capital Improvement Plan
- Debt service analysis and bond payments
- Tax levy administration
- Risk Management

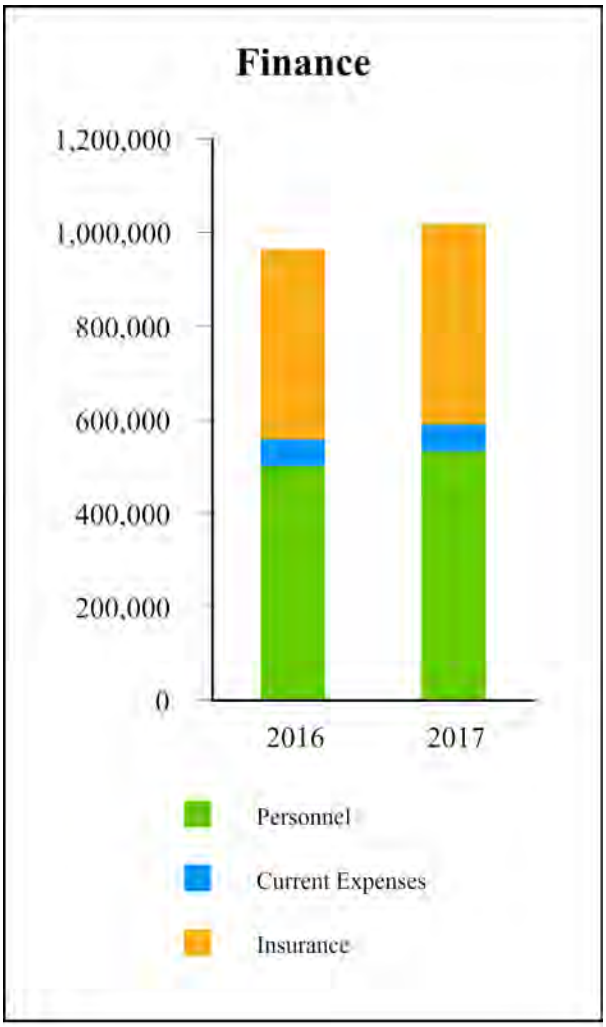
2017 Finance Budget

General Operating:	$589,324
Insurance	429,080

Staffing

Full-time Equivalent Staff

General Fund	8.9
Utility Funds	2.0



Alignment with Council ENDS and OUTCOMES

The primary purpose of the Finance Department is to provide overall support and financial guidance, and to ensure people find the City of Burnsville managed in a cost-effective responsible manner, maintaining the highest standards of service, to enhance the community's quality of life for a reasonable investment.

2016: The year in review

2016 Accomplishments

Technology

- Implemented document processing software to streamline preparation of budget document and monitoring report document. CAFR will be implemented in 2017.

- Continued use of web-based Enterprise Resource Management System (ERMS) to automate and integrate transaction processes throughout the City for transaction processing, general ledger, budget processing and reporting

- Continued use of ERMS enhanced functionality for the City's human resources system, payroll processing and utility billing. The system is also integrated with the City's recreation software system and the community development software system

- Continued commitment to stay current on system releases to take full advantage of features and enhancements related to efficiency, security and value-added reporting

Payroll / HR

- Began implementation of new enhanced automated timekeeping software for police and fire to integrate with Fire scheduling software and to significantly reduce supervisor review time. Project to be completed in 2017.

General

- Standard & Poors reaffirmed the City's AAA bond rating for its bond issue. Nationally, 6 percent of municipalities rated by S&P receive an S&P AAA. In Minnesota, 19 cities receive an S&P AAA out of 294 cities (6 percent). Moody's conducted a surveillance rating in 2016 resulting in a Aaa rating as well. This is the highest bond rating cities may achieve under both agencies.

- Began work with Wells Fargo to increase use of electronic payment methods by the City's vendors

The City's financial management plan, which is reviewed and updated annually addresses the following areas:

- Revenue Management
- Fund Balance/Net Position
- Capital Improvements Plan
- Debt Management
- Risk Management
- Cash and Investments
- Operating Budget and Compensation Philosophy
- Infrastructure Trust Fund
- Accounting, Auditing and Financial Reporting

2016 Performance Measurement Monitoring Data

Consistent with the Council's adopted governance statements, the most important performance indicators follow:

Accounts Payable

Use of automated payment solutions continues to save purchasers time across the organization. Purchasers use P-cards (credit cards) to replace more time-consuming traditional accounts-payable transactions. This reduces input time for accounts payable staff. The added online approval processes also reduces data entry for those making purchases.

Automated Clearing House (ACH) electronic check payment processing for vendor payments is the preferred method for other vendor payments, thus reducing the number of paper checks issued. ACH is more secure and less costly to process than paper checks.

Utility Billing

The Finance Department generates more than 16,200 utility bills each month for the City's utility services, including water, sanitary sewer, storm water, street lighting, major roadway lighting, private hydrant maintenance and sidewalk snowplowing. Finance staff provide customer service telephone support to answer billing questions, assist customers with issues related to their services, and support existing and new customers when a change of occupancy occurs. Staff also coordinate and review meter reads for more than 16,700 meters within our system. A Request for Proposal was completed in 2016 for the implemention of an advance metering infrastructure (AMI). AMI is an integrated system of smart meters, communication networks, and data management systems that enables communication between the city and the water meters. The network installaition has begun with preliminary testing to be completed by year end. The installation of new water meters will begin in 2017 and is expected to be completed by mid-2018.

A utility billing survey was conducted in late 2015 that provided staff suggestion and ideas for improving the customer experience for billing and payments. A redesign to the utility bill form was completed using the survey results to better present billing and customer service information.

Printing and mailing of utility bills is outsourced to a third party vendor. This vendor also hosts the City's e-Bill option for customers who elect to view their bills electronically. Customers can elect to receive an email indicating the bill is ready for viewing on a secured web site. Over 4,740 customers receive the electronic billing instead of paper bills. The percentage of customers that choose electronic statement delivery last year was nearly 25 percent. This has surpassed the department's goal of 18 percent.

The vendor also provides a variety of payment options for the customer. These options include the ability to make a payment from a checking account withdrawal or a credit card either as a one-time pay or a recurring payment. New in 2015, customers can also utilitize a intractive voice response (IVR) telephone system to make payments or check their account balance. The IVR payment option allows customers to make payment over the telephone through their checking account or via credit card. Current balance information is uploaded daily to the e-Bill site to reflect any changes from customer payments, billings, or adjustments. These features reduce the number of calls generated to utility billing staff as customers are able to find account information and manage their accounts with relative ease online, 24 hours a day, seven days a week.

Electronic payments and the ability to process payments electronically continue to be a focus to ensure accurate and timely processing of payments. Approximately 3,140 customers are using the e-Payment options provided by e-Bill site each month. Another 3,025 customers take advantage of the automatic bank withdrawal option for their monthly payments. Nearly 2,900 customers utilize their personal banks to submit monthly electronic payments. The

personal bank payments are electronically transferred between banks each day. Our bank provides a daily electronic file of payments received. For payments not submitted electronically, a bank lockbox is utilized for opening, sorting, imaging, and submitting payments for deposit. The bank provides a daily electronic file of all payments received each day.

Insurance

The City's insurance program is administered by the Finance Department. Policies are with the League of Minnesota Cities Insurance Trust (LMCIT). The LMCIT is a self-insurance pool of cities formed to meet cities' specific coverage and risk management needs. The coverage included in the City policies are workers' compensation, municipal liability, property, automobile, boiler and machinery, open meeting law, public employee faithful performance required by State Statutes, volunteer accident coverage, and no fault sewer back up coverage. ***The City carries a $50,000/$200,000/$1,000 deductible amount for liability coverage and a $25,000 deductible for medical costs on workers' compensation claims.*** Finance staff process liability claims, premium payments, workers' compensation deductible payments, liability deductible payments, and coordinate the insurance renewal process each year. Human Resource staff process workers' compensation claims. The LMCIT requires a respresenting insurance agency. Arthur J. Gallagher & Co. is the City's current agent of record through 2016. A request for proposal for insurance agent services will be completed by year end to evaluate agent services and costs.

Professional Services

It is the City's policy to issue a request for proposal (RFP) for professional services periodically. ***In 2014, the City issued an RFP for audit services, financial advisory services, and bond counsel.*** Current contracts with financial adviser, independent auditors and bond counsel are in place through 2019.

Banking and Investments

The Finance Department is responsible for the City's cash and investment management for all funds. The City's financial management plan provides the general policies for investment of City funds. A separate, more detailed investment policy provides more specific guidelines for investment practices. The City has an investment committee consisting of the City Manager, Director of Administrative Services, Finance Director and Finance staff. The committee meets quarterly to review the portfolio and performance with respect to the City's investment policy.

City funds are invested to attain a market rate of interest while preserving and protecting the capital of the overall portfolio. Investments are made based on statutory constraints, in safe, low-risk investments. The primary objectives, in priority order, are safety, liquidity and yield. The City uses a laddered approach to cash management and the portfolio is invested in a variety of maturity lengths to meet short-term and longer term cash flow needs. The investment decisions are made with consideration of the current investment market within the City's investment policies with the intention of holding investments to maturity. Through October 2016, the City's annualized return on invested balances was approximately 1.2 percent. Short-term and long-term interest rates remained at historical lows.

The City will conduct a banking services RFP in the first quarter of 2017.

EMS Billing

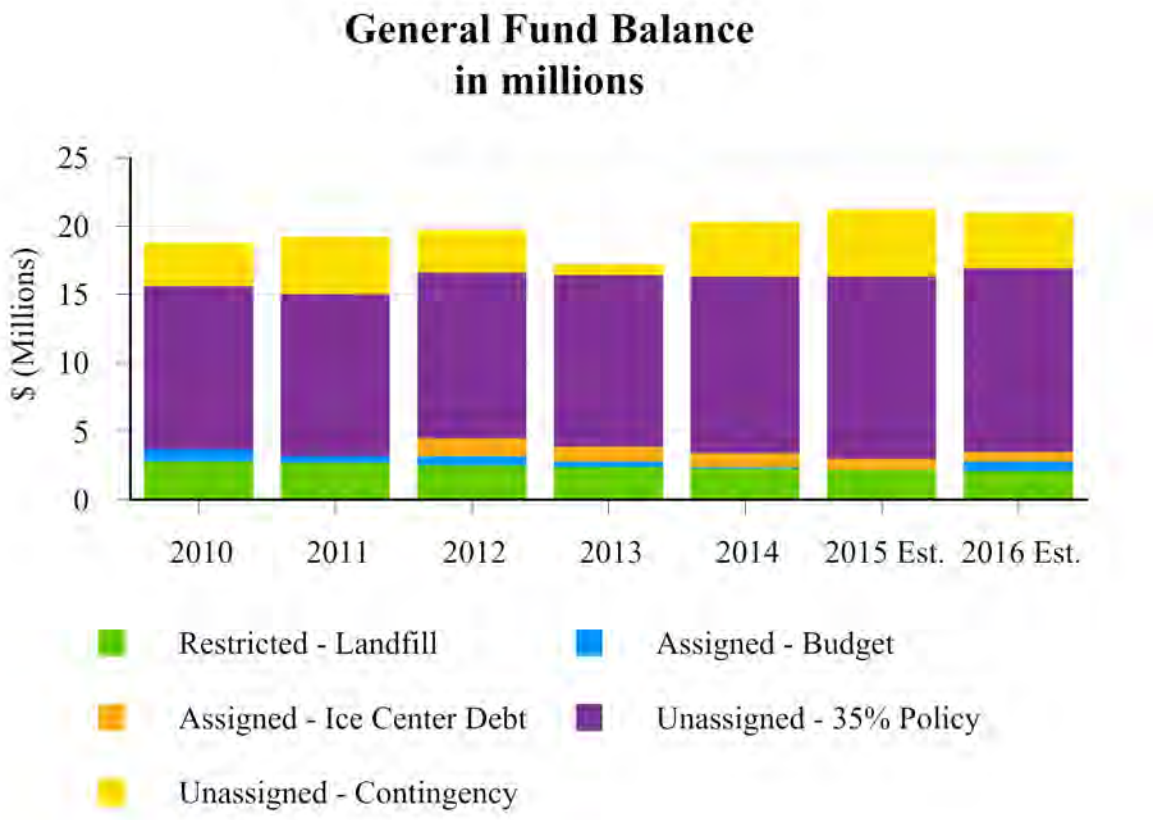
The City outsources the billing of ambulance services to an ambulance billing company due to the specialized nature of medical billing. Information on collections is included under the Fire section of this report. The City has used the current billing services provider since 2007. In 2015, the City conducted an RFP for EMS billing services and selected the current service provider for an additional five year contract.

Financial Reporting

Annually, the Finance Department prepares an audited comprehensive annual financial report (CAFR). The Government Finance Officers Association (GFOA) has awarded Burnsville the Certificate of Achievement for Excellence in Financial Reporting for the CAFR. In addition, the City's budget document received the GFOA Distinguished Budget Presentation award. Both documents will again be submitted for these awards in 2017.

Fund Balance

The fund balance policy in the City's financial management plan states: The City maintains fund balances in the general fund at a level which avoids issuing short-term debt to meet the cash flow needs of the current operating budget. G***enerally, the goal would be to maintain a minimum general fund balance of 35 percent of the operating budget for cash flow purposes; however, this need could fluctuate with each year's budget objectives and appropriations such as large capital expenditures and variations in the collection of revenues.***



	2010	2011	2012	2013	2014	2015 Est.	2016 Est.
Restricted - Landfill	2.8	2.7	2.5	2.4	2.3	2.2	2.1
Assigned - Budget	0.9	0.5	0.7	0.4	0.1	—	0.7
Assigned - Ice Center Debt	—	—	1.3	1.1	1.0	0.8	0.7
Unassigned - 35% Policy	11.9	11.8	12.1	12.5	12.9	13.3	13.4
Unassigned - Contingency	3.2	4.2	3.1	0.8	4.0	4.9	4.1
Total	18.8	19.2	19.7	17.2	20.3	21.2	21.0

Debt Issuance and Debt Management

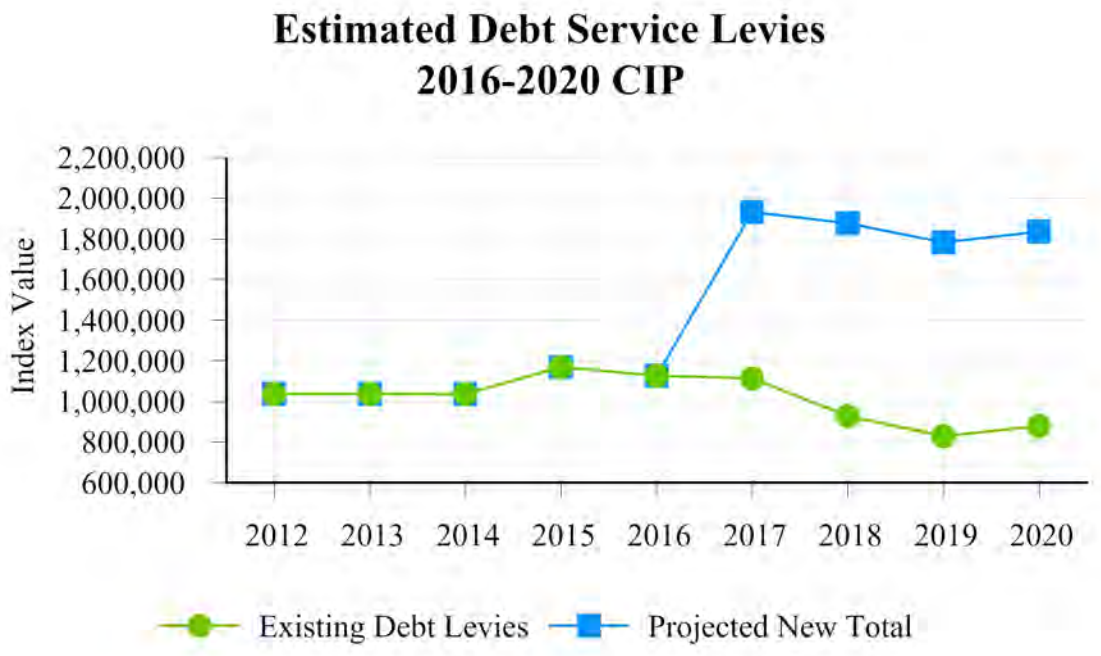
The City issued two bond issues in 2016. ***General obligation improvement bonds totaling $2,510,000 were issued to finance special assessments on the improvement projects and to finance utility projects.*** Principal and interest

payments will be paid from special assessments levied against properties benefitted by the improvements and from Water and Sewer Utility Fund revenues.

General obligation tax abatement refunding bonds totaling $6,475,000 were issued in March 2016 to advance crossover refund outstanding 2008 tax abatement bonds. The resulting future principal and interest savings totaled $645,000 with a present value savings of $607,000. This was in addition to the first refunding savings achieved in December 2015 on the abatement bonds. The refunding was split into two parts to take full advantage of lower interest rates available under annual bank qualification limit (BQ) of $10 million. Total future principal and interest savings for the two refundings was $1,530,000. The City reviews existing debt annually for refunding opportunities to reduce debt service requirements.

Standard and Poor's (S&P) reaffirmed the City's AAA bond rating for this year's bond issue. It is the highest possible bond rating. The City has used Moody's Investor Service (Moody's) for bond ratings in the past. The most recent surveillance rating was completed in November 2016. At that time Moody's reaffirmed the City's Aaa bond rating on outstanding debt. These top ratings indicate the Council's strong financial policies and leadership enabling the City to obtain lower interest costs on new issues as investors see the City's bonds as a lower risk investment.

The following graph shows the amount of existing and projected debt service levies for the next five years. The projected new total line on the graph represents the total levy that would be needed to fund the existing ad valorem bonding in the CIP for assessment projects, facility expansion and other improvement projects. The increase from 2016 to 2017 is due to the addition of debt for the facilities improvement project.



2017: A look forward

2017 Budget Overview

The 2017 Finance budget allows for continued services including:

- Use of Wells Fargo Payment Manager to implement electronic payments and continued reduction of check payments to vendors in favor of ACH, P-card or other electronic forms of payment
- Expansion of application of Electronic Document Management System (EDMS) in various finance system areas
- Completion of Request for Proposal (RFP) for banking services
- Continued funding for software to streamline and automate the budget document and CAFR processes

Communications

Primary Services

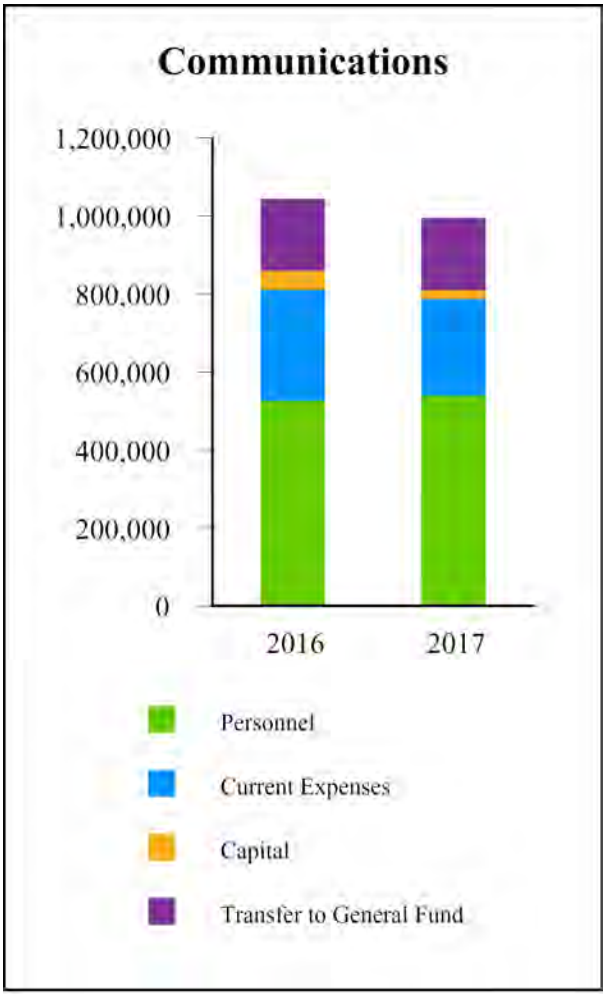
Under the direction of the Director of Administrative Services and the Communications Coordinator, the Communications Department provides the following services to ensure timely information about City programs, facilities, services and activities:

- Print - the *Burnsville Bulletin*, Ames Center publications, advertisements, *Recreation Times* brochures, *Community Guide* and other print publications
- Digital - multiple websites (including burnsville.org), Social Media and email/text message alerts
- Media relations and press releases
- Signage/Digital messages - I-35W billboards, City Hall reader board, digital advertising, park and facility signs
- Internal communication and corporate communications support
- Burnsville Community Television (BCTV), its studio partnership with Burnsville-Eagan-Savage School District 191 (District 191) and Mobile production truck partnership with Eagan Community Television
- Cable television programming and oversight of Public Access television; as well as the City's Cable Franchises

2017 Communications Budget

General Operating:	$808,908
Transfer to General Fund	185,000

Staffing
5.0 Full-time Equivalent Staff



Alignment with Council ENDS and OUTCOMES

The primary purpose of the Communications Department is to provide timely information on City programs, facilities, services and activities; proactive information on operations; open communication with residents, businesses, City staff and elected officials; and effective feedback opportunities.

2016: The year in review

2016 Accomplishments

- Completed successful negotiations with Frontier Communications for a new, competitive cable franchise in Burnsville
- Began initial discussions with CenturyLink for a third competitive cable franchise in Burnsville
- Continued work on Burnsville's Cable Franchise renewal with Comcast, which was extended through February 2017
- Updated the Burnsville Community Television studio at Burnsville High School to be fully high definition
- Updated graphics for BCTV sports and entertainment to new, high definition look
- Produced 170 non-meeting programs for Burnsville Community Television Ch. 14, Ch. 16/HD 859, webstream and YouTube -- including special events such as the Burnsville Fire Muster Parade, International Festival, Orange Line Press Conference, ASCENT Unveiling and Skate Park Ribbon Cutting -- City "news" videos (Burnsville Briefs) and Public Service Announcements. Videos included *"The Crosswalking Dead," "Talking Crosswalking Dead," "Why Do Artists Choose the Ames Center?" "Experience Burnsville" CVB Promos "Who Can You Call? Burnsville Night to Unite,* the *"Sustainability Man"* series and numerous other news stories and community sports/activity coverage
- Hosted more than 200 students, parents and teachers during BCTV Open House
- Implemented Social Media Archiving Solution
- Assisted in fifth year of media classes at Burnsville High School, including the production of its weekly announcement show, "Blaze Weekly"
- Coordinated use of the City Council Chambers for School Board Meetings while the district was undergoing construction
- Worked with Recreation & Facilities staff to design new park entrance signs and kiosks for Burnsville parks
- Assisted Burnsville Police in a number of high-profile media events
- Assisted in coordination and promotion of International Festival of Burnsville, Burnsville Fire Muster, I Love Burnsville Week, Winter Lighting, Night to Unite and numerous other events
- Assisted in communicating a number of special projects/initiatives such as: Meter replacement, 2040 Comp Plan update, Parks & Recreation Master Plan update, budget information and street construction

Multiple Awards from Minnesota Association of Government Communicators (MAGC):

- *Bronze Award:* 2015/2016 Burnsville Community Guide
- *Silver Award:* We Are Burnsville Public Works [Video]
  Also received "Honorable Mention from National Association of Telecommunications Officers & Advisors.
- *Northern Lights Award:* Audubon Cooperative Sanctuary Interpretive Signs at Birnamwood Golf Course

2016 Performance Measurement Monitoring Data

Consistent with the Council's adopted governance statements and communications planning documents, the most important performance indicators include:

Print Communications

Burnsville Bulletin The City's newsletter continues to be an effective method for communicating with residents. ***According to 2016 survey results, 86 percent of residents recall receiving and/or reading the Bulletin, up three percent from 2012. Of those, 94 percent reported that the Bulletin is effective in keeping them informed about activities in the City.*** Overall, 93 percent of residents surveyed in 2016 believe they receive the "right amount" of information about the City.

In 2014, the Communications Department brought design of the Bulletin in-house, ***saving more than $16,000 in annual design fees and complementing the design of other major City publications.*** Staff also create a number of printed publications (including brochures, flyers, signage and ads) for various departments throughout the organization. In 2016, staff also sought out a new print vendor for the Bulletin, **saving between $8,000-$12,000 annually.**

Web Communications

The City's website, www.burnsville.org, is the City's primary online medium for communicating information to the public. ***Based on 2016 survey results, 47 percent of residents reported accessing the City's website, down from 64 percent in 2012.*** However, statistics below show that site visits continue to increase. Staff is proposing an update to the website in 2018.

Of those who use the website, 96 percent rate the site as good or excellent.

Websites Maintained:	URL Shortcuts to City Site:
www.burnsville.org	www.burnsvilleicecenter.org
www.dakotavalleyrecycling.org	www.birnamwoodgolfcourse.com
www.ames-center.com	www.burnsville.tv
	www.burnsville.org/whyburnsville

While survey results indicate fewer visitors to the website, actual statistics show that visitor traffic to www.burnsville.org increased again over the past year. ***Average monthly site visits increased from 36,958 to 39,655.*** Nearly 885,000 pages were viewed over the previous reporting period, an increase of 45,000 pages.

City Website Data	Oct. 2014 - Oct. 2015	Oct. 2015 - Oct. 2016
Average Daily Total Visits	1,215	1,303
Monthly Average Visits:		
Total Visits	36,958	39,655
One-time Visits	27,813	29,445
Return Visits *(visitors to the site more than once)*	9,231	10,209
Requests Received on Request Tracker System	643	792

Top visited pages were:

1. ***Homepage*** (103,596 unique pageviews);
2. ***Job Opportunities*** (29,030 unique pageviews);
3. ***Burnsville Ice Center [burnsvilleicecenter.org]*** (16,396 unique page views);
4. ***Utility Billing*** (14,981 unique pageviews);
5. ***Police*** (13,115 unique pageviews)

Of the visits to burnsville.org, ***60 percent are from a desktop computer; 30 from a smartphone; 8.6 percent from a tablet and 1.4 percent from unknown devices.***

Advertising/Sponsorship

The Communication Department oversees the City's advertising/sponsorship policy, which is to be followed by City departments when securing advertising or sponsorship. ***Advertising was sold in the annual "Recreation Times" publications, generating $4,000 in revenue to offset some of the printing costs.*** Staff also placed a number of ads for different City facilities and initiatives including BCTV, Birnamwood Golf Course, Burnsville Ice Center and the Ames Center.

Social Media

The City's ***Facebook*** page (www.facebook.com/cityofburnsville) was actively used for posting time sensitive information such as road closures and emergency notifications, events, cross-promoting videos from the City's YouTube channel and new business announcements. ***The page acquired 1,150 new "followers" from Oct. 1, 2015 - Sept. 30, 2016, bringing the total to 2,909.*** The City also saw an exponential growth of impressions and engagements on Facebook posts.

The City's ***Twitter*** account (www.twitter.com/burnsvillemn) is used to distribute similar information as the Facebook account. ***The feed increased by 740 new followers from Oct. 1, 2015 - Sept. 30, 2016 for a total of 3,001 followers.***

Video sharing on ***YouTube*** (www.youtube.com/cityofburnsvillemn) continued to increase in 2016, with 187 new videos uploaded. The channel currently has 443 subscribers. ***A number of short "news" stories produced by BCTV known as "Burnsville Briefs," City public service announcements and promotions and local sports highlights have been viewed a total of 517,155 times, an increase of 101,155 views since Oct. 1, 2015.*** Statistics over the past several years show that videos are being viewed approximately 100,000 times annually.

Social media sights maintained by Burnsville Community Television, the Burnsville Ice Center, the Ames Center and Dakota Valley Recycling also continue to increase in followers.

Email/Text Message Subscription Service

Burnsville's subscription email/text message service provides a high level of convenient service and information. ***The number of subscribers and the number of messages being sent to subscribers continue to increase.*** Please note that the reduction in "Total Subscription Topics" in 2015 was a result of deleting old topics that were no longer in use.

Email Subscription Services (Oct. - Sept.)	2014	2015	2016
Total Subscribers	10,800	12,340	13,101
Total Subscription Topics	185	75	93
Email Messages Delivered Through GovDelivery	452,668	630,103	816,352
Percent of Emails Opened (%)	21%	21%	19%
Summer Concerts/Movies	2,092	2,551	2,941
Employment *(new category in 2015)*	n/a	2,726	2,792
Community Events	1,393	1,780	2,110
Press Releases	1,191	1,570	1,792
Heart of the City	1,247	1,517	1,680

Digital Message Boards

In conjunction with Facilities staff, Communications staff ***continued to program the digital message boards in City Hall, and the outdoor reader board in Civic Center Park***, providing public service announcements and information on upcoming events. Three boards provide schedule information for City Hall meeting rooms and static "bulletins" that are used to promote City events, services and information.

Communications also continued programming City public service and event messages on two billboards located on I-35W in Burnsville. ***From Oct. 1, 2015 to Sept. 30, 2016, the boards displayed 57,192 City messages to traffic on I-35W travelling both north and south. This is an average of 156 spots per day.*** The agreement with ClearChannel requires a minimum of 53,872 messages displayed per year.

Burnsville Community Television (BCTV)

In the 2016 Residential Survey, ***more than 90 percent of respondents noted that Community Cable Television was an important service. However, of the survey respondents who subscribe to cable television, only close to 20 percent stated they had watched BCTV programming in the past year***.

The BCTV studio partnership with District 191 and mobile production truck partnership with Eagan Community Television continue to be an efficient and cost-effective ways to produce Public, Education and Government (PEG) cable programming, allowing students and volunteers to participate in the video production process. The operation's budget is maintained by PEG and Franchise fees paid by Comcast Cable subscribers (received as part of the City's current Cable Franchises). PEG and Franchise fee revenue has remained relatively consistent since 2010.

From Oct. 1, 2015 to Sept. 30, 2016, BCTV produced 76 public meetings and 170 non-meeting videos for its cable channel, webstreaming, etc. In addition, BCTV cablecast 160 programs submitted from other governmental agencies, non-profit organizations and public access users. 14 new users were trained in public access video production.

Cable Franchise/Transfer of Ownership

City Administration, Communications and IT staff continue to work on the City's Cable Franchise Renewal with Comcast, which was recently extended once again through February 2017.

In September 2016, staff successfully negotiated a new, competitive cable franchise with Frontier Communications to begin offering cable service in Burnsville.

In 2016, staff also began discussions with CenturyLink to become the third competitive cable provider in Burnsville.

2017: A look forward

2017 Budget Overview

The 2017 Budget allows for continued support of City communications and includes:

- Design/Build services for a future upgrade to the City's shared mobile production truck with Eagan
- Maintenance and repair for the shared mobile production truck with Eagan, other video equipment
- Laptop replacement for the shared mobile production truck with Eagan
- Annual software licenses for e-Gov tools including cable channel webstreaming, Adobe Creative Cloud, Social Media Archiving, email alerts, digital signage in City Hall and website maintenance
- Production and mailing of four issues of the *Burnsville Bulletin*
- Comprehensive recreation brochure and a smaller recreation mailer
- Production and mailing of Ames Center Season Guide
- 2017/2018 Burnsville Community Guide
- Printing, design services and advertising for departments, events and services
- Cablecast of City Council meetings, other government meetings and City programming
- Continuation and growth of BCTV cable programming efforts
- Renewal of the City's cable franchise with Comcast/negotiation of cable franchise with CenturyLink
- Preparation for a proposed 2018 upgrade to the City's website, burnsville.org.

Information Technology

Primary Services

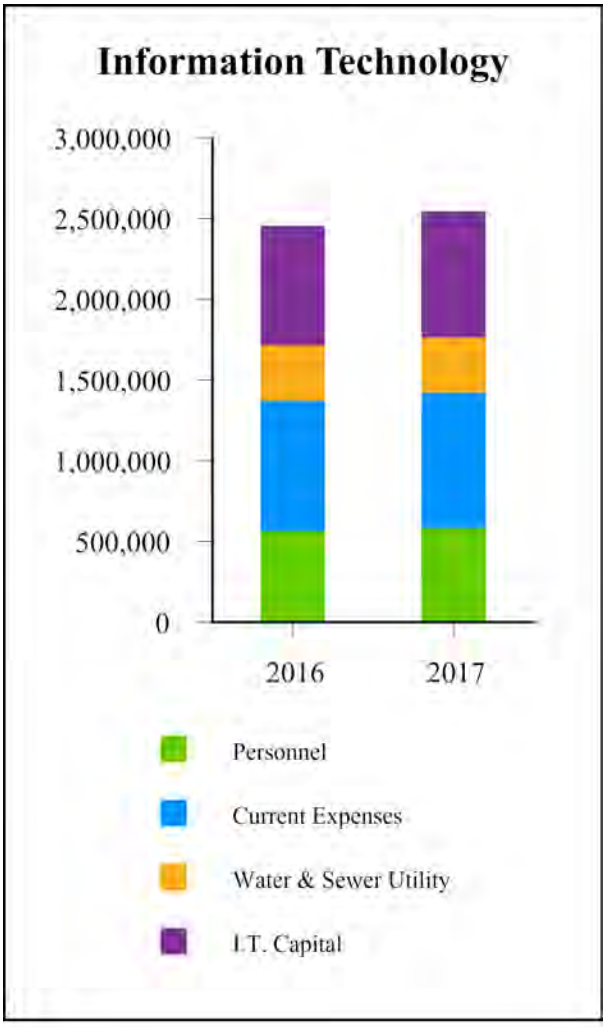
Under the direction of the Director of Administrative Services and the IT Director, the Information Technology (IT) Department provides the following services:

- IT infrastructure planning, design and management
- Software application service delivery
- "Helpdesk" operational support
- Coordination of training for all IT systems
- Policies, standard and procedures development
- Participation and leadership in local, regional and statewide initiatives: DCC, CJIIN, HiPP, LOGIS, Dakota Broadband Board, State of MNiT Services.
- Management and leasing of City telecommunication facilities and assets including antenna agreements, fiber optics and facility space.
- IT service delivery to partner organizations utilizing City facilities including ABLE fire training facility, Ames Center, 360 Communities, Convention & Visitors Bureau, School District 191, Burnsville Athletic Club, Burnsville Hockey Club, Dakota County, State of Minnesota, and the TCCM (GARAGE).

2017 Information Technology Budget

General Operating:	$1,419,529
Water & Sewer Utility	87,800
I.T. Capital	780,853

Staffing
7.0 Full-time Equivalent Staff



Alignment with Council ENDS and OUTCOMES

The primary purpose of the Information Technology Department is to provide research, guidance, maintenance and management of the City's technology resources in order to provide a more effective and efficient government for both the public and community.

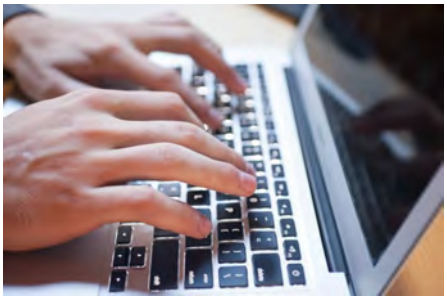
2016: The year in review

2016 Accomplishments

- Rolled out major software upgrades: Recreation Management System, Enterprise Resource Management System, Building Management System, and Electronic Document Management System
- Coordinated and implemented new Public Safety software for Police and Fire mobility and dispatching with LOGIS and DCC
- Extended city fiber optic network to three new locations: Crystal Lake Beach, Lac Lavon Park and Burnsville High School
- Deployed 62 new generation HD AXON on-officer cameras for Police and Fire
- Continued expansion of mobile workforce with laptops in the field for Parks, Streets, Forestry and Engineering staff
- Installed security cameras and ID card access controls at River Front Park and Crystal Lake Beach
- Deployed new mobile data equipment and service to all public safety vehicles for enhanced automatic vehicle location (AVL) and mobility
- Replaced and upgraded of battery backup systems at all water utility well sites allowing for proactive monitoring
- Refurbished Master Power Backup battery system in City's primary data center
- Worked with Fleet Division to replace outdated fleet management system (1989) with new hosted system that included new, mobile mechanic workstations
- Partnered with ISD#191, Communications department and BCTV for continued upgrades of broadcast and production equipment at BHS BCTV and Diamondhead studios
- Transitioned from Dakota County GIS Services to LOGIS GIS services to enhance City's GIS efforts and coordinated city-wide strategic GIS efforts
- Assisted Fire department in transition from manual roster scheduling to new Telestaff system with automated call out and roster filling capabilities

Sustainability Through Efficiency:

- Continued to increase sustainability through third party hosting, virtualization technology, and systems consolidation
- Continued participation in the Dakota Broadband Group Joint Power Agreement for Fiber Optic I-NET enhancements
- Assisted with advanced Metering Infrastructure acquisition and planning with Public Works and Utility Billing
- Enhanced service delivery and advanced technology initiatives through new IT desktop management product



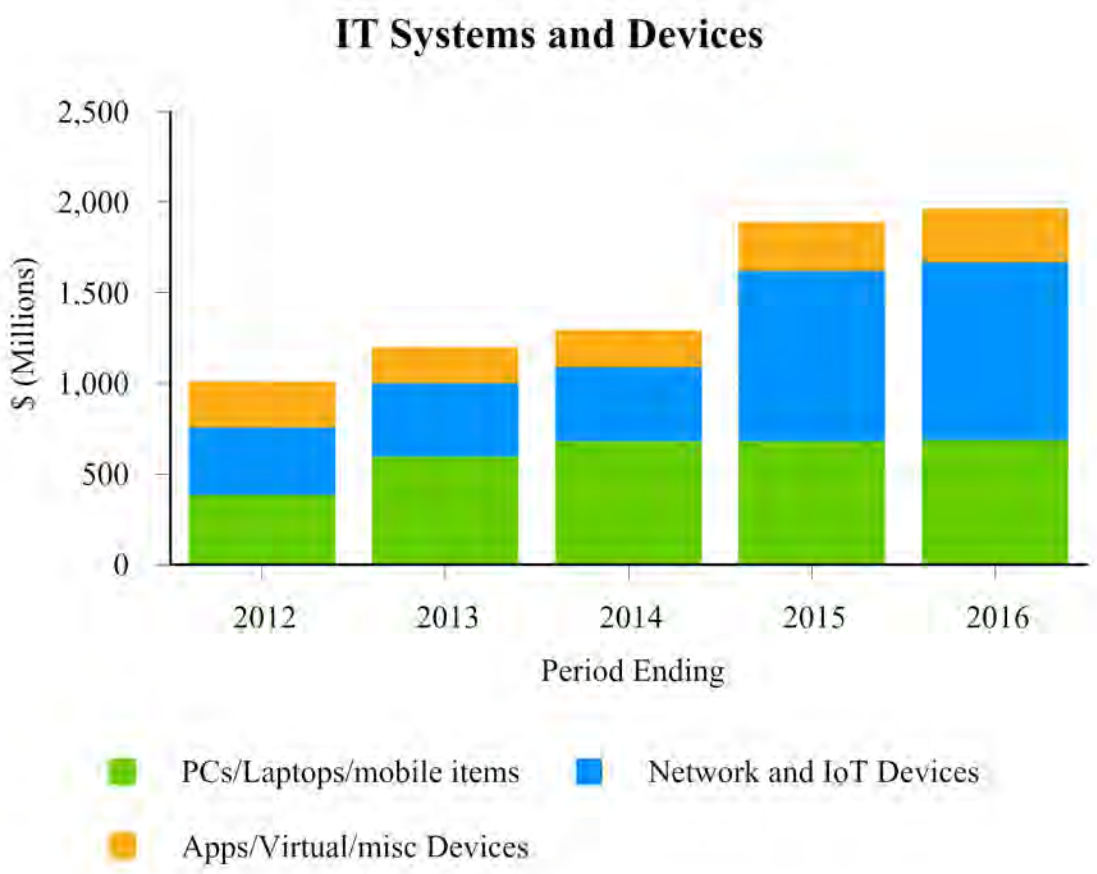
2016 Performance Measurement Monitoring Data

Consistent with the Council's adopted governance statements, the most important performance indicators follow:

IT Systems

The number of IT systems implemented and maintained increases from year to year due to advances in wireless technology, new software applications available and the networking of new products available in the market. These include improvements in mobile workforce solutions for Protective Inspections, Engineering, Utilities, Streets, Parks, Forestry, Police and Fire departments, which continue to increase the efficiency and effectiveness of City services provided by those departments.

The City continues to expand the use of the Enterprise Resource Management System (ERMS) to provide financial management tools to the entire organization as well as e-Government based services to external and internal customers. The Water Utility Department continues to take advantage of improvements and enhancements provided by the SCADA water system monitoring to ensure the safety and quality of the City's water supply.



IT Devices

The continued growth in the number of devices can also be attributed to the increasing movement of the Internet of Things (IoT) to connect all types of devices and systems to provide better data. ***Increases in numbers of devices are primarily due to more and more products that are network (IP) ready (such as security cameras, phones, fire alarm panels, point of view (POV) cameras and other mobile products which continue to be***

deployed for City operations). The sharp increase in network devices includes the new City-wide phone system that IT manages and maintains, but also includes network switches, routers, backup UPS batteries, wireless access points, cameras and servers. The increase in total devices and capabilities has been accompanied by a relative investment in capital outlay and current expenses.

LOGIS

While Burnsville is a progressive community in the implementation and utilization of technology to provide services, solutions have been implemented with a relatively small investment in employee services. Ten of 11 market cities are members of the Local Government Information System (LOGIS), a consortium of Minnesota local government units that receive locally supported management information systems, data processing services and related support services. This is the tenth year Burnsville has participated as a member in the LOGIS consortium for Property Special Assessments software, Police and Fire mobile software and Computer Aided Dispatch as part of the Dakota Communications Center (DCC).

In 2014, Burnsville added LOGIS network services to supplement support, monitoring and maintenance of our overall network infrastructure. This change has continued to enable IT staff to focus on the implementation of new projects and services throughout the organization. In 2016, the City added LOGIS GIS support services and transitioned from Dakota County GIS services with the goal to clean up GIS data, leverage more innovative GIS tool sets and begin a process to create a coordinated GIS effort to provide better data analysis and capabilities. During this period, a GIS committee comprised of staff representatives from nearly all department was formed and meets monthly to continue moving GIS initiatives forward.

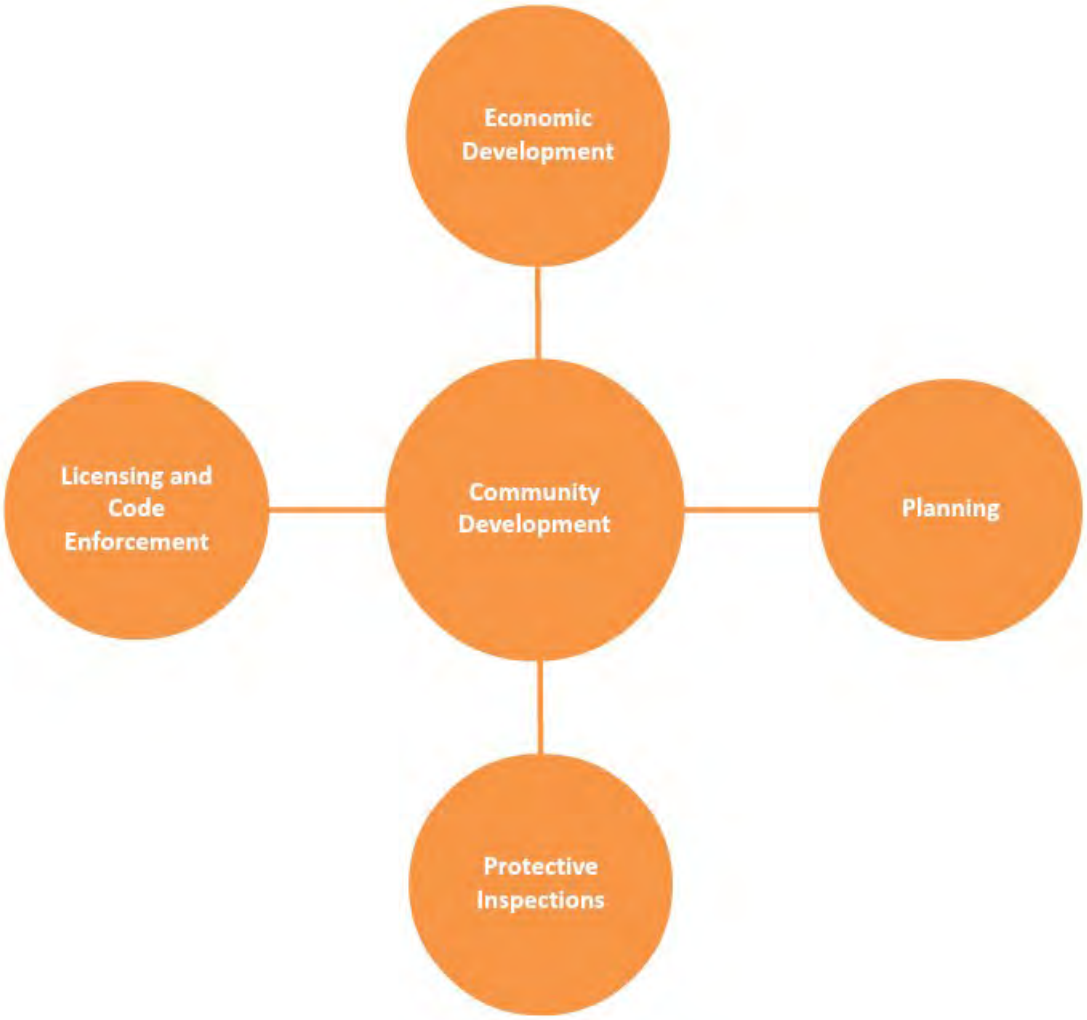
2017: A look forward

2017 Budget Overview

The 2017 Budget will allow for:

- Completion of scheduled replacements of core network infrastructure and end user equipment at the end of life cycles and uses. This includes all network infrastructure at city facilities, and network server upgrades.
- Implementation of new online services integrated with the enterprise resource management system (ERMS) to automate and enhance Human Resources onboarding and offboarding processes, along with additional integrations with Document Management Systems.
- Community Development System (CRW) upgrade to a web browser-based system for overall system enhancements, ease of use and to expand access to online rental licensing processes, fire permits and additional types of residential and commercial permits.
- Implementation of new GIS centric user portal which can visualize information and issues from multiple city systems for staff use.
- Continued Participation in the Dakota Broadband Group Joint Power Agreement for Fiber Optic I-NET enhancements.
- Security Camera replacements at Ames-Center and security safety blue light phone replacements at the Heart of the City (HOC) Ramp and HOC Deck
- Continued Advanced Metering Infrastructure implementation with Public Works and Finance.
- Additional mobile devices and application enhancements for Public Works field staff.
- Continued IT systems security review and enhancements.
- Physical security enhancements for water tower sites, parks facilities and other City facilities.

Community Development



Community Development

Primary Services

Under the direction of the Community Development Director, the Community Development Department consists of four divisions:

- Economic Development
- Planning
- Licensing & Code Enforcement
- Protective Inspections

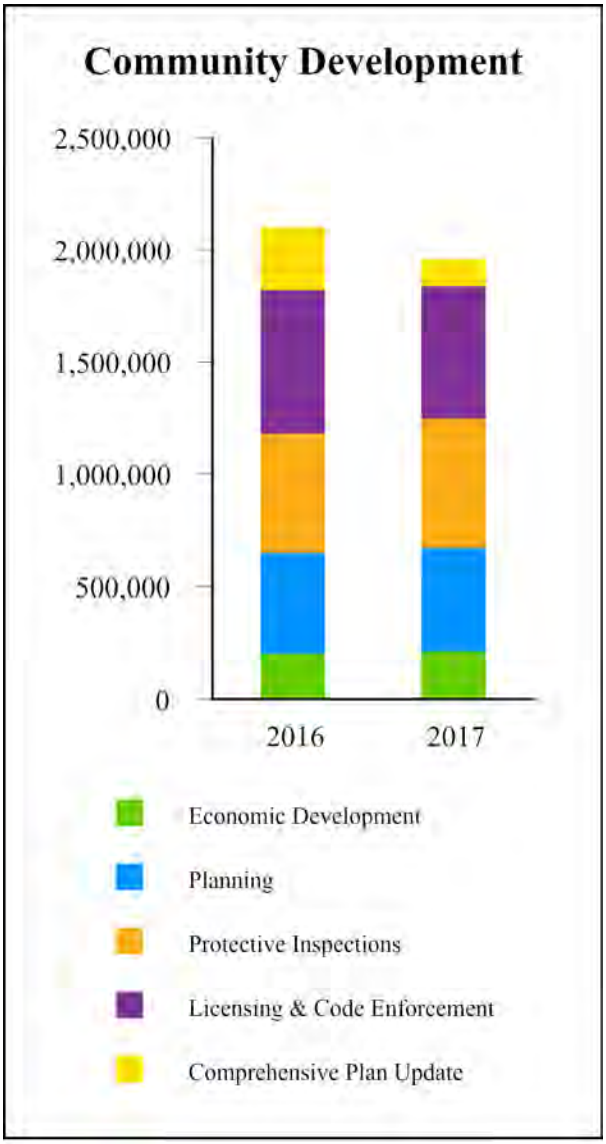
Services provided guide, facilitate and regulate development and redevelopment (land use) within the City as well as maintain housing stock and quality of businesses. Overall functions include:

- Economic Development and Planning Commissions support
- Economic Development programs/policies and job retention/creation oversight
- Burnsville Convention and Visitors Bureau and transit planning liaison
- Development review including environmental review (EAW, EIS, AUAR) oversight
- Comprehensive planning
- Legislative engagement
- Special studies (*e.g.*, planning, zoning, ordinances, GIS, airport oversight committee)
- Housing reporting and Livable Communities Act program administration
- Coordination and collaboration with Dakota County Community Development Authority (CDA) for City housing programs
- Permit, plan review and inspections clearinghouse
- Zoning and property maintenance enforcement and oversight of rental and business licensing
- Coordination of City's legal services

2017 Community Development Budget

General Operating: $1,960,161

Staffing
17.5 Full-time Equivalent Staff



2016: The year in review

2016 Accomplishments

- Began 2040 Comprehensive Plan update - due in December 2018 - and convened citizen advisory committee
- Continued implementation of electronic imaging (Laserfiche) to reduce paper storage, increase file accessibility and to follow the City's retention schedule
- Continued work with partners and stakeholders in the MRQ on soil remediation
- Performed sketch plan reviews for MN Mash Baseball Club for a sports performance training center, Woodspring Signature Suites for a 122 room extended stay hotel and for Grace United Methodist Church for senior housing concept
- Researched and developed an ordinance for legacy events
- Implementation of electronic development review, escrow account management, parcel database updating and credit card acceptance for applications
- Assisted in monitoring legislative changes and communicating impacts of proposed and enacted legislative changes
- Remained engaged in discussion advocating for proper closure of Freeway Landfill
- Responded to 389 data requests
- Modified the City's liquor ordinance and licensing to allow tap rooms and growler sales

2016 Work Session Items:

- MRQ zoning and vision
- Single Family Permit Rebate Program
- HOC1 and HOC2 zoning review to allow more business uses in HOC2
- Administrative citation process
- New car inventory in parking lots
- Metal roofs in single family neighborhoods
- Solar energy systems
- Code enforcement policy
- Refuse container Ordinance
- Sale of remnant parcels from Hwy 13/CR 5 Interchange Project
- Architectural review tool
- Sports performance clinics in I-1 zones
- MRQ and comprehensive land use plan process
- Liquor ordinance updates
- Legacy events ordinance updates

2016 Performance Measurement Monitoring Data

The indicators for each specific division are in the subsequent sections. Other Community Development measurements relate to housing inventories and activities in the City. Housing factors are heavily influenced by the market, but are of relevance to the work of Community Development and the related outcomes of the City Council.

In the 2016 Residential and Business Surveys, **94 percent of residents reported the overall appearance and upkeep of homes and yards in their neighborhoods as good or excellent.** Of those residents responding, 91 percent also reported that the overall appearance and upkeep of homes in their neighborhoods have either improved or stayed about the same.

Consistent with the Council's adopted governance statements, the most important performance indicators are as follow:

Promote Home Ownership

The City's goal is to have 70 percent of the City's housing stock as owner occupied and 30 percent as rental. According to 2010 US Census data, the total number of housing units in 2010 was 25,759, (24,283 were occupied). Not taking vacancies into account - but accounting for new units added (permits issued to date in 2015) - the total number of housing units in Burnsville is 25,994.

Group quarters such as memory care, nursing homes or scattered site group homes are counted separately in the Census, and therefore, not included in these totals.

As of September 2016, Burnsville had 7,589 multi-family rental units with 1,033 individual rental units anticipated through the end of the year- for a total of 8,622 rental units. This figure is more accurate than Census data as it represents actual rentals in 2016 and accounts for units that were once owner-occupied and have become rental, and vice versa. The percentages for 2016 follow:

- Total housing units: 26,024 (30 more units than 2015)
- Owner-occupied units: 16,402 or 67 percent of total housing units
- Senior/disabled rental units (non-assisted): 653 units or 2.5 percent of total housing units
- Rental units: 8,622 or 33 percent of total housing units (398 fewer units than in 2015)
- *This is a two percent decrease in rentals in the City from last year (rental percentage was 35 percent)*

Because the number of new units added in 2016 was 30, the percentage of total units did not change significantly from the previous year. Most rental units in the area are within existing multi-family dwellings, meaning that number should remain relatively unchanged in the future. Because the number of individual housing units that are rented went down significantly, the percentage of rental housing decreased overall by two percent (2%). The variable of the City's future owner occupied/rental ratio is the market and dictated by the renting of individual units versus new construction.

The City relies on the Dakota County Community Development Agency (CDA) to oversee and independently implement the City's Housing and Redevelopment Authority (HRA) programs. This includes providing housing, administering Section 8 program, assistance to first-time home buyers, and loans and grants for individuals to make necessary improvements to their homes. For the first half of 2016, 18 households from Burnsville received home improvement assistance. This compares to 12 for the same period in 2015. In first 9 months of 2016, the CDA assisted four applicants with first mortgage loans and down payment assistance and four with mortgage credit certificates.

Community Development Block Grant (CDBG) funds are used to provide Home Remodeling Grants to low-to-moderate income homeowners, as well as two additional programs which help low-to-moderate income seniors with basic home maintenance - including removing unused appliances and furniture, and partnering with DARTS Chore Service program to assist in snow removal and yard maintenance. Plans are underway in partnership with the Burnsville Chamber of Commerce to host another Home Remodeling Fair event in spring 2017.

As part of increased code enforcement efforts, the City has compiled a list of resources for homeowners with financial need to make needed improvements to their homes. These include the Dakota County CDA, Hearts and Hammers, and faith-based groups. The City continued to participate in metro policy meetings suggesting state agencies and/or the Metropolitan Council provide resources for communities to maintain their housing stock. The areas of interest include resurrecting the "This Old House" tax credit program as well as addressing maintenance of existing housing as part of the Metropolitan Council housing initiatives.

Dakota County Community Development Agency
CDA

Foreclosure Rates

The number of foreclosures in the City continues to decline after a peak in 2010. As of July 2016, there have been 53 sheriff's sales and 67 Notice of Pendency filings. Last year in total there were 87 foreclosures and 142 notice of Pendency Filings. The number for 2016 are expected to be about the same as last year. A Notice of Pendency is filed by a mortgage company's attorney as official notification that the foreclosure process has begun. Not all of these result in sheriff's sales. The 2010 peak reflected 289 sheriff's sales and 465 Notice of Pendency filed for the same period. Property maintenance staff addresses code issues promptly. Most banks have been receptive to the City's compliance requests and there have not been major issues with foreclosures in the City.

Group Homes

In 2015 the city manager and members of Community Development, Police, and Fire along with other Dakota County cities, engaged Dakota County Social Services on a discussion regarding state licensed facilities within our communities. The goal is to establish a relationship where the cities and the county can work together to improve the lives of residents and neighborhoods while addressing local concerns regarding licensed group homes and providers. Over the past two years, making the connection with county staff has been valuable for the City and issues are being addressed. The City currently has 60 state licensed residential facilities homes.

Metropolitan Governance and Livable Communities

Every year the City completes a Livable Communities Affordable Housing survey for the Met Council. This information coupled with existing housing stock data determines the City's Housing Performance Score. The scoring formula was updated for 2015 reporting and gives credit for existing housing stock affordability. The Housing Performance Score is used in Met Council funding decisions including the allocation of transportation dollars and Livable Communities Demonstration Account (LCDA) funds (redevelopment and site clean-up funds). ***Burnsville's score for 2016 is 86/100 points.*** Prior to the change in scoring, Burnsville consistently was in the top four scores in the metro. With the changes made effective 2015, many cities scored 100/100, while Burnsville scored 98/100. The scoring was modified effective 2016 to even things. The results for all cities for 2016 was not available as of the preparation of this document.

Regional Planning

As part of Thrive MSP, staff has spent the past two years attending workshops, reviewing plan drafts, and providing feedback on policies and plans that impact to Burnsville - and areas of interest to the City. Staff participated in the Thrive MSP workgroup to develop and test the Local Planning Handbook that will provide the tools, resources and maps to assist communities to complete plan updates. In 2015, the Metropolitan Council formally adopted revised demographic estimates for population, households and employment that are in line with the City's projections. The City received its System Statement from the Metropolitan Council in September 2015. The System Statement identifies the changes made to the regional plans and the minimum changes the City will need to incorporate into its 2040 Comprehensive Plan. The full plant update is due to the Metropolitan Council in December 2018. To date, staff have completed Request for Qualifications (RFQ) process to update the Burnsville 2040 Comprehensive Plan, began work on the Comprehensive Plan with its consultant focusing on community outreach, drafting a project schedule, and convening a citizen's advisory committee as part of its public input process. The project is on schedule to complete in early 2018, well ahead of the due date.

2017: A look forward

2017 Budget Overview

The 2017 Budget allows for:

- Partnering with Burnsville Chamber of Commerce on 2017 Home and Garden Show
- Completion of the 2040 Comprehensive Plan including incorporation of revisions to the Metropolitan Council's regional policy plans (Thrive 2040) and System Statement requirements
- Major software update to Trak-iT including migration to a cloud-based system

Economic Development

Primary Services

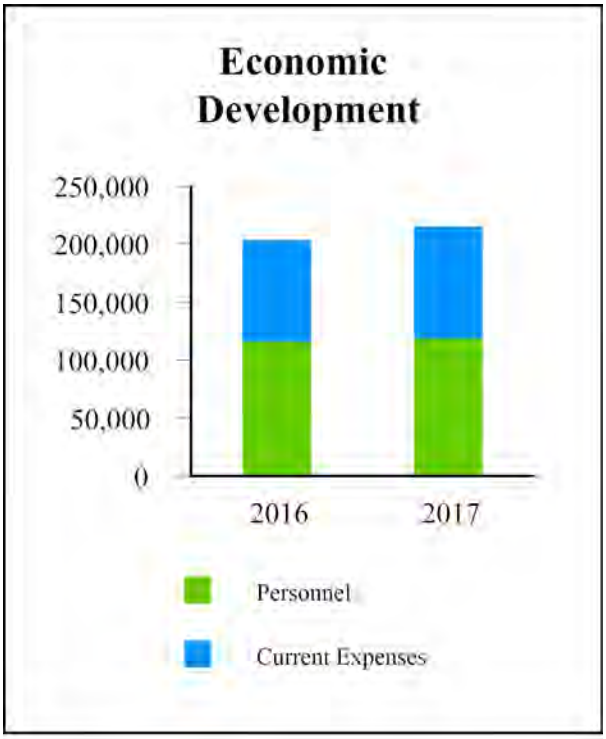
Under the direction of the Community Development Director, the Economic Development Division provides the following services to guide, facilitate, regulate development and redevelopment, maintain the quality of businesses within the City of Burnsville, as well as foster new growth through economic development:

- Burnsville Economic Development Authority (EDA) and Economic Development Commission (EDC) support
- Administration of the City's tax increment financing (TIF) districts, tax abatement and project areas
- Administration and creation of financial incentives and initiatives to encourage business development
- Grant writing
- Cross-divisional development review participation
- Promotion of balanced development and job creation
- Business advocation within the boundaries of City Council policy
- City representation at business events
- Workforce readiness and development support

2017 Economic Development Budget

EDA Fund Operating Budget: $214,971

Staffing
1.0Full-time Equivalent Staff



Alignment with Council ENDS and OUTCOMES

The primary purpose of Economic Development Division is to seek a balance between enhancing the quality of development desired by the community, while promoting an expanding tax base through "development friendly" policies.

2016: The year in review

2016 Accomplishments

- Monitored the City's Tax Increment Financing (TIF) districts to ensure compliance with contract goals and DEED reporting
- Attracted 31 new businesses to Burnsville
- Participated in Greater MSP efforts
- Updated "Why Burnsville" website
- Transitioned STHEM Initiative to Workforce Readiness Initiative
- Assisted in drafting Host Community Grant amendment legislation
- Met with more than 90 businesses addressing concerns and assisting in identification of opportunities
- Continued communication with Twin Cities Commercial Brokers via e-newsletter and e-greetings, reaching more than 300 recipients' and staffed an exhibit at the MNCAR Expo which attract approximately 500 commercial brokers
- Continued partnerships with DEED, Burnsville Convention & Visitors Bureau, Burnsville Chamber, Dakota County CDA, Minnesota Marketing Partnership, Dakota-Scott Workforce Development Board (WDB) and EDAM
- Assisted with launch of "Employers of Excellence" program focusing on employee recruitment and retention
- Promoted the "Open To Business" initiative assisting 44 clients in the community
- Joined "Burnsville Promise" Steering committee

2016 Work Session Items:

- Monitored existing contracts
- Identified opportunities and tools for redevelopment
- Retained and attracted businesses
- Fostered partnerships geared toward economic development
- Served as ombudsman for businesses with city -related concerns

2016 Performance Measurement Monitoring Data

Consistent with the Council's adopted governance statements, the most important performance indicators are as follow:

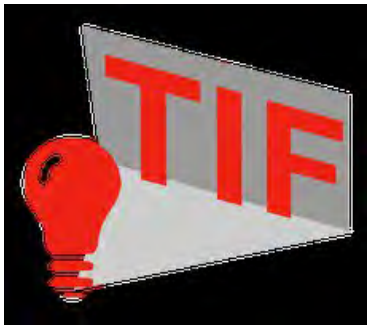
Tax Increment Financing (TIF)

Burnsville's use of Tax Increment Financing (TIF) has been responsible for and effective in building long-term tax base and adding jobs within and outside of the TIF districts. ***The primary areas utilizing TIF are Heart of the City (TIF District No. 6) and the Minnesota River Quadrant (TIF District No. 7).***

Over the past decade, the use of TIF has retained and created hundreds of jobs. Burnsville, however, is now more than 98 percent developed and given that TIF District No. 1 expired at the end of 2010 and TIF District No. 2 expired at the end of 2013, the likelihood of additional projects utilizing TIF within the city is decreasing with the exception of the Minnesota River Quadrant (MRQ) and a few select parcels.

In 2008, the State Legislature granted Burnsville special TIF legislation to assist in building needed infrastructure to facilitate redevelopment in the MRQ. This legislation will allow for longer timelines (20 years) facilitating development and allow for pooling of funds within the MRQ and the use of TIF for poor soils. Current special legislation expires in 2018 and City staff worked with legislators to extend and modify some provisions in the special legislation. Unfortunately, the Governor did not sign the bill approving the changes as part of the larger tax bill. Staff will continue to work on this effort in 2017.

TIF District No. 7 (DuPont and Lady Bird Lane area) was certified in 2013 and amended in 2015. The EDA has delayed collection of increment for five years to allow the soils to be corrected and potential development projects to be planned. Infrastructure and soil remediation projects began in 2013 and moved quicker than anticipated. Two major land owners (Astelford and Dworsky) are working with brokers to market their remediated sites.



Tax Abatement

The City has entered into only one abatement agreement with a business, Consolidated Office Systems headquarters (constructed in 2004). This abatement contract expired in 2011. Tax abatement is used in Heart of the City as part of the Ames Center bond financing payments. Collection of this abatement will expire in 2028.

Heart of the City (HOC)

In 2004, the district began receiving tax increment. The district will decertify in 2019. Land devaluation and a slowdown in development due to economic conditions during the downturn will result in less increment than originally planned. A majority of current revenue is used to fund developer pay-as-you-go obligations and debt service payments.

In 2016, the HOC saw the following:

- Limited retail/office space vacant in Grande Market Square, Grande Market Place, and Nicollet Plaza
- Approximately 95 percent of the residential properties currently occupied
- Construction of the final four units at the Villas of Burnsville with two already sold
- Orange Line planning with two stops in HOC
- Events such as 18th-Annual Winter Lighting Ceremony, 10th-Annual International Festival, and the 5 6h-Annual "I Love Burnsville 5k"

Knight Seed, Phase 2 of Nicollet Plaza, Phase 2 and 3 of Uptown Landing and the former AAA sites remain vacant.

Minnesota River Quadrant (MRQ)

The Trunk Highway 13/County Road 5 interchange project began in 2013 and was completed in November 2014. A process to utilize excess dirt from this project and from the hospital expansion has been used for soil remediation in the Ladybird Lane/DuPont area. An Interim Use Permit (IUP) ordinance for soil mining and construction activity storage was created (2013) to allow for these activities to occur for up to 15 years. This will allow the land owners to continue using their properties as remediation occurs. Astleford has remediated most of their parcels and Dworsky (Park Jeep) finished soil remediation in 2016.

In 2014, the City was awarded a $90,000 DEED Host Community Grant to be used for planning and design of a new Cliff Road/Interstate 35W Interchange. In 2015, the City was awarded a $346,250 DEED grant for widening and upgrading Cliff Road and upgrading DuPont Avenue. In 2016, the City received a $250,000 Dakota County CDA RIG grant for this project. The project was completed in 2016. In 2016, Burnsville was also awarded a $415,625 Host Community Grant to be used for improvements to Jimmer Avenue and part of Ladybird Lane. Project completion is anticipated in spring 2017. The City is currently marketing three remnant parcels from the Hwy 13/CR 5 interchange upgrade. Proceeds of the sale of the parcels will be shared with Dakota County.

Initiative Transition- Burnsville STHEM Alliance to Workforce Readiness

During 2016, the Burnsville STHEM Alliance (BSA) initiative transitioned to a new initiative ***- "Promotion of skilled workforce initiatives."*** The new initiative - *Burnsville Promise* - is reflective of the growing need for a skilled workforce as a retention and attraction tool for business**.** An executive director was hired and 2016 to carry out its mission - to ensure all Burnsville students pursue post-secondary education and secure meaningful employment. Staff serve as a member of the Burnsville Promise Steering Committee. Additionally, staff have served on the Dakota Scott Workforce Development Board since 2006.

Aging and Obsolete Properties

In 2015, three developers familiar with Burnsville spoke with the Economic Development Commission (EDC) about challenges and options regarding aging and obsolete properties. ***Consensus was to review the City's economic development policies and plan as part of the Comprehensive Plan review process.*** The Comprehensive Plan review process began in 2016 and will be completed in 2018.

Economic Development Commission (EDC)

The EDC had an active year resulting in the following:

- Recommendation to the EDA to adopt a TIF contract with Astleford Family Limited Partnership to facilitate the building of a 40,000 square foot facility to allow expansion of Trend Labs. (Trend Labs later decided against the acquisition)
- Participation in the Comprehensive Plan process focusing on the MRQ, Heart of the City, and aging industrial properties
- Review of "Open To Business" and Greater MSP updates
- Review of the City's Legislative Agenda

Economic Development Partnership

Staff work diligently to maximize the benefit of partnerships with residents and businesses. Some of the most significant on-going partnerships follow:

- Heart of the City (HOC) initiative
- Economic Development Commission (EDC)
- Dakota/Scott County Work Force Development Board
- Burnsville Commercial Real Estate Council
- Burnsville Chamber of Commerce
- Dakota County CDA Economic Development Partnership
- CEO Focus Group quarterly mayor meetings
- Burnsville Convention & Visitor Bureau
- St. Paul Area Association of Realtors
- Burnsville Promise initiative

In 2016, the DEED Host Community Grant ($415,625) for the Jimmer & Ladybird Lane improvements and the CDA RIG grant ($250,000) for Cliff/DuPont/126th brought the total grant dollars secured for economic development projects to $3,526,875 over the past ten years. Staff also partnered with other entities to help secure an additional $1,446,000 in grants for use in training and redevelopment activities during the past ten years.

Burnsville partnered with the City of Inver Grove Heights to amend the Host Community Grant legislation. The Host Community Grant was amended to allow construction jobs to be counted as the "jobs requirement." The bill language was also clarified regarding the use of grant funds for long-term economic development activities. The amendment will allow for greater use of the grant for infrastructure improvements needed to drive development activity in the MRQ and HOC development areas.. Staff remains proactive in seeking grant dollars to maximize economic development.

The Burnsville Commercial Real Estate Council (BCREC) continued efforts in 2016 to make more brokers aware of opportunities in the City. Over 300 commercial brokers and interested parties receive a quarterly e-newsletter highlighting events in Burnsville. On each holiday, the brokers receive an email "Burnsville Holiday Greeting." Burnsville is unique with this continuous electronic outreach to the Twin Cities broker community. The "open rate" for these e-publications exceeds typical rates for unsolicited emails. The outreach has resulted in greater communication between the brokers and City staff. Additionally, the City in partnership with the Burnsville CVB staffed an exhibit booth at the annual MNCAR Expo which attracted approximately 500 brokers. Due to limited vacancies and a budget reduction the annual BCREC event did not occur in 2016.

In an effort to foster relationships beyond its borders, ***the City continued a relationship with Minnesota Marketing Partnership (state economic development initiative), Economic Development Association of Minnesota (EDAM), Greater MSP, the Minnesota High Tech Association (MHTA) and the Minnesota Commercial Association of Real Estate/Realtors (MNCAR).***

Greater MSP

In its sixth year, Greater MSP is a regional initiative that works to foster attraction and retention of business in the 16-county region. ***A true public/private partnership, approximately 80 percent of Greater MSP's funding is from the private sector. The City continued its annual contribution of $25,000 which it has done since the initiative's inception.***

Over the past six years, Greater MSP has created a multi-faceted marketing approach increasing awareness of the region both nationally and internationally. It has been instrumental in partnering on a number of "wins" - business attraction to the region. While to date, the City of Burnsville has not had a "win", the regional "wins" are thought to contribute to the overall benefit of the region by providing more jobs and opportunities for existing businesses to expand their customer base.

Greater MSP continued efforts in coordinating retention visits with the utilization of "sales force" monitoring software. These efforts help insure companies are not being over-contacted by various groups. In turn, City staff provide Greater MSP with details of the contacts made throughout the year. Burnsville typically generates the most business visits by a city in the region and averages approximately 96 percent retention.

Greater MSP partnered with a number of other organizations to bring the 2016 Ryder Cup and the 2018 Super Bowl to the region. Both events will result in increased occupancy for Burnsville hotels and increased business for surrounding retail and restaurants.

GREATER MSP™

Open to Business

Burnsville participated in the CDA's initiative to engage Metropolitan Consortium of Community Developers (MCCD) by providing its "Open for Business" program to start-ups and businesses in the County. ***This partnership is an opportunity to provide business services in a very cost-effective manner. The initiative is in its fourth year and has resulted in four start-ups in the City and 114 clients assisted.*** The county-wide cost is $130,000 and the City's cost is $7,500. The Dakota County CDA pays half of the cost. Burnsville has marketed this initiative heavily and consistently ranks first or second in the number of new clients.

Employers of Excellence

The Dakota County Workforce Development Board initiated a new retention and attraction effort in 2016. A consultant was engaged to develop a survey that businesses could complete regarding their employment practices. Every business completing the survey received a report that ranked their efforts against similar sized companies in 37 categories. The report would allow companies to either alter their practices to meet the market or to "promote" to their employees the areas where they exceed market practices. Based on the responses nine companies were named as "Employers of Excellence." Burnsville marketed this initiative via a number of platforms. Four of the nine companies were Burnsville companies. Staff served on the sub-committee that engaged the consultant and planned the program.

Business Liaison

Economic Development staff serves as the liaison between the City and the business community and often participates in City activities involving businesses. Many of the activities serve to promote the Burnsville business community and development within the city. Some highlights include:

- Welcoming new businesses and coordinating ribbon cuttings
- Providing business assistance information
- Announcing new businesses on the City's social media networks (e.g. Facebook)
- Announcing new businesses and highlighting business-related events in the *Burnsville Bulletin*
- Assisting in meetings with the business community with other City departments
- Meeting with businesses looking to locate to or expand in the city
- Serving on the Burnsville Promise Steering Committee
- Coordinating with the Burnsville Convention & Visitor Bureau for joint marketing activities
- Promoting economic development messages on electronic billboards
- Maintaining the "Why Burnsville" webpage - a business retention and attraction tool
- Creating "sales flyers" to market City/EDA land for sale

Additional Staff Involvement

City staff also served on the Metropolitan Airports Commission (MAC) Noise Oversight sub- Committee, the League of Minnesota Cities (LMC) Development Finance Committee and Improving Local Economies, and chaired Metro Cities Housing and Economic Development committee.

2040 Comprehensive Plan

The City began a two-year process to complete its 2040 Comprehensive Plan. As part of the process a citizen's advisory committee was formed that included representation from economic development partners and businesses. There are four focus area to be studied: 1) aging industrial, 2) Minnesota River Quadrant (MRQ), 3) Heart of the City (HOC), and 4) Bus Rapid Transit (BRT). The 2040 Comprehensive Plan will attempt to identify and plan for how economic development opportunities can be achieved in each of the focus areas.

2017: A look forward

2017 Budget Overview

The 2017 Budget allows for:

- Continuation of the existing redevelopment initiatives in the HOC and MRQ
- Continued relationship development with businesses and commercial brokers
- Continued funding for the Greater MSP partnership
- Continued funding for the “Open to Business” initiative
- MRQ vision update to reflect the current marketplace
- Research of options for an aging industrial building vitality
- Continued funding to pursue legislative modifications consistent with adopted legislative priorities - specifically to pursue modifications to 2008 MRQ Special Tax Increment Financing legislation to provide for an extension of the district and additional clarification

Planning

Primary Services

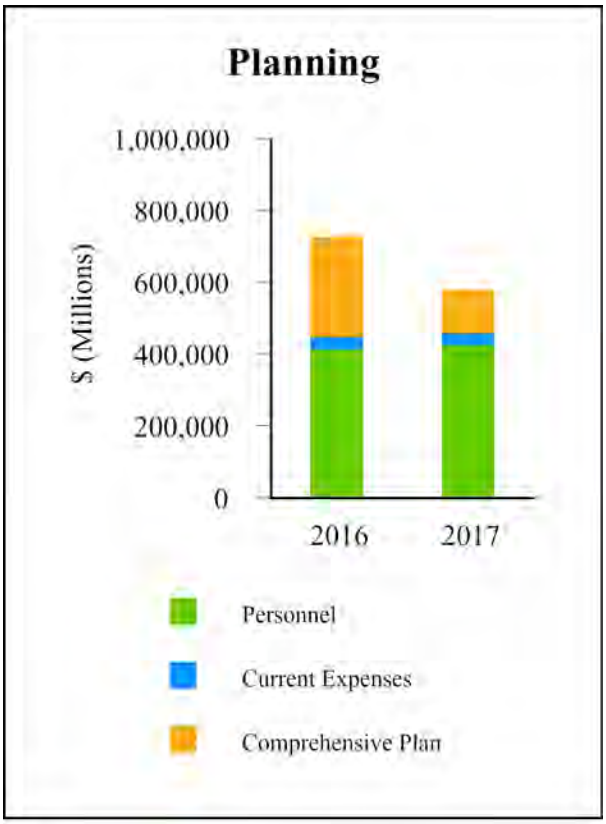
Under the direction of the Community Development Director, the Planning Division is responsible for short-term and long-range planning regarding land uses within the City. The department provides the following services:

- Planning Commission support
- Development Review Committee (DRC) participation and project review services
- Long-range/Comprehensive planning
- Environmental review coordination (EAW, EIS, AUAR and Environmental Site Assessments)
- GIS mapping
- Group home tracking
- Point of contact for land use and zoning inquiries
- Legal document preparation for land-use clearances, ordinance updates and development decisions
- Project-based research and U.S. Census reporting
- Permanent sign, tree removal and zoning permits coordination and administration
- Building permit review for land use and zoning clearance
- Periodic housing surveys; compile and report on housing data, administer Livable Communities Act (LCA) agreements and coordinate housing related programs with the Dakota Community Development Agency (CDA)
- Zoning, subdivision and FEMA Flood Ordinance administration

2017 Planning Budget

General Operating	$456,712
Comprehensive Plan	121,580

Staffing
4.0 Full-time Equivalent Staff



Alignment with Council ENDS and OUTCOMES

The primary purposes of the Planning Division is to guide the development review process. This responsibility includes monitoring the quality of all development, promoting balanced growth, redevelopment and sustained viability of housing and commercial/industrial property and participating in redevelopment initiatives.

2016: The year in review

2016 Accomplishments

- Through September 2016, approved 15 Planned Unit Development (PUD) applications
- Began 2040 Comprehensive Plan Update and convened citizen's advisory committee
- Administered the flood plain ordinance and assisted property owners in meeting requirements, processed flood plain map revisions and maintained records so property owners can obtain insurance through the National Flood Insurance Program
- Participated in discussions with MPCA, EPA and Dakota County for proper closure of Freeway Landfill
- Collaborated with the League of Minnesota Cities to address legislative concerns about Temporary Family Health Care Dwellings that would limit local land use and zoning control
- Issued three Conditional Use Permits (CUP)
- Responded to 11 data requests
- Developed Drinking Water Protection ordinance and land-use tracking system for environmental hazards
- Worked with Xcel Energy and Public Utilities Commission for a new natural gas power generator and the extension of a new natural gas pipeline through the Tennisioux Park greenway to provide cleaner power to the Black Dog facility. This work included a significant trail connection along the riverfront

2016 Ordinance Amendments:

- Modified Zoning Code to prohibit vacation rentals in the city
- Updated Sexually Oriented Business (SOB) standards to be reflective of recent court rulings and eliminate accessory SOB regulations
- Adopted new standards for solar installations, new vehicle storage, auto dealership remote storage lots and updated R3D Manufactured Housing District
- Updated HOC1 and HOC2 to allow more businesses and retail uses in the HOC2 zone
- Removed high density uses from the R1, One Family Residential Zone
- Established Interim Ordinance for Legacy Event Signage
- Modified City Code to enhance Code Enforcement including: administrative appeals process, use of parking areas, moved nuisance provisions from Zoning Code to Property Maintenance

2016 Performance Measurement Monitoring Data

Consistent with the Council's adopted governance statements, important performance indicators follow:

Development/Redevelopment

The Planning Department is responsible for development and implementation of the mandated Comprehensive Plan; research and drafting of City code, zoning and subdivision ordinance amendments to keep regulations current; coordinating environmental reviews; managing a progressive development review process to complete project reviews in an accurate and timely fashion; reviewing building permits for zoning compliance and land use clearance; and maintaining/enhancing the City's aesthetic standards.

The department also conducts research and makes recommendations for policy improvement and new policies through the governance process. In addition to public participation and review by the Planning Commission and City Council, the department coordinates development review for all other City departments and government agencies with jurisdiction over the project. In order to enhance community building within the City of Burnsville, department staff is involved in addressing neighborhood issues and assisting in resolving property owner disputes pertaining to land use issues.

The department is also heavily engaged in transit as it is closely related to land use. With the turnover of a planning position this past year, the City hired an experienced planner with extensive transit planning skills. As the Orange Line is being planned for and the opportunities regarding development near the transit way will be forthcoming, the Planning Department has taken a proactive approach to being involved in transit. In addition to being a part of the Orange Line planning, staff is engaged with the County's transit planning effort and participating in the East-West Transit planning which will be completed in spring 2017.

Minnesota River Quadrant

Staff continued to address long-term interim uses in the Minnesota River Quadrant (MRQ). Soil remediation along Ladybird Lane continued and two long-term interim use permits were granted for interim outdoor storage of excess vehicles.

Burnsville Sanitary Landfill remains interested in a potential reconfiguration of its landfill footprint. The change would alter the types of waste accepted and the shape of the landfill. The benefits of the change would be to meet market demands to fill the landfill sooner, better protect wetlands and to be more cost effective in the landfill design. The capacity is expected to remain the same.

There are many agency approvals needed and the discussion is in the early stages. The landfill is not filling at rates previously anticipated, thus extending the payment of host fees and the time that the landfill is in operation in the MRQ - as well as the timeline for future redevelopment. Kramer Mining and Materials (KMM) continues to mine the areas where old power poles once stood and have decided to not mine any further to the east. KMM is open to a large-scale development if the right user approaches. The outstanding issue of quarry depth has yet to be resolved, and staff remains optimistic that this will be done in the coming years. Staff has continued to work with the Minnesota Pollution Control Agency (MPCA), Environmental Protection Agency (EPA) and Dakota County to create a viable long-term closure plan that will protect the environment and provide for redevelopment of Freeway Landfill. It is expected that this work will continue until a solution is achieved. The MPCA is in the process of turning the

remediation and enforcement project over to the EPA who is also in the initial phase of identifying responsible parties. It is anticipated that as the EPA enforcement begins, staff will become more engaged.

The department reviews the City's environmental overlay standards, and ensures that new development and redevelopment occur in an environmentally sensitive manner to preserve and enhance the City's natural resources. As such, ***the Planning Department coordinates the environmental review process for projects that meet state thresholds for environmental assessment worksheets (EAW's) and environmental impact statements (EIS's).***

Development Review

Within the overall context of development review activities, the Planning Department coordinates with developers and land owners to design projects to improve vehicle and pedestrian accessibility, circulation and access management, as well as to link private development to public sidewalks, trails, greenways, transit and transportation services/ facilities. Standard development review includes coordination with Minnesota Valley Transit Authority (MVTA), MnDOT, Dakota and Scott counties, Federal Aviation Administration (FAA), Union Pacific Rail Road, MnDNR and the US Army Corps of Engineers for properties that access or are proximate to existing and planned transportation, freight, navigable waters (Minnesota River) and transit facilities/services.

The Department processed the land use applications for the City to construct a regional river trail on Xcel Energy and the Black Dog Plant property adjacent to the Minnesota River. The trail and upgrades to the City's Minnesota Riverfront Park began this year and are anticipated to be completed in 2016. This future trail is significant for the region and is an extension of the Big Rivers Trail through Dakota County including connections into downtown St. Paul and the Minneapolis regional trail systems.

The results of planning, housing and redevelopment activities can be illustrated in permit activity and valuation, and estimated total market value. (NOTE: 2014, 2015 and 2016 data are 12 month data from October 1 of the previous year to September 30 current year data. All previous years are nine months of data from January to October.)

Development Review Activities:	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Planned Unit Developments (PUD)	20	23	19	16	16	11	13	7	10	14	15
Conditional Use Permits (CUP)	10	6	9	8	7	5	4	9	21	14	3
Plats	15	7	9	9	12	5	4	4	12	8	3
Ordinance Amendments	10	5	11	10	11	11	4	5	7	5	13
Rezoning/Comp Plan Amendments	10	4	8	5	6	3	2	2	1	5	1
Variances	2	3	3	1	3	—	—	2	4	4	4
Interim Use Permits (IUP)	—	—	10	—	2	2	4	3	5	3	2

NOTE: 2014, 2015 and 2016 data are 12 month data from October of the previous year to September current year data. All previous years are 9 months of data from January to October.

The above charts indicate that the development peaked ten years ago. There were 42 development applications processed in 2016; however, the number of ordinance amendments were the highest for the past decade and significantly higher than the previous four years. This is due partly to changes needed to address code compliance and increased litigation. During the recent recession there was a downturn in the number of development applications (31 processed in 2012), which allowed time to modify and streamline requirements and processes. With the City nearly developed, development applications are typically more complex requiring a higher level of coordination and staff involvement to assist applicants to find solutions to land and real estate issues. Staff must anticipate all aspects of each development, conduct public hearings and neighborhood meetings and attempt to balance competing interests. Each review takes a minimum of 45-60 days and a majority of applications contain multiple requests.

Building Permits, Plat Applications, Variances, CUPs, PUDs and IUPs

In addition to development review activities, the department reviewed 390 building permits for zoning compliance, issued more than 94 permanent sign permits, 33 zoning permits and processed the following from October 2015 through September 2016:

- 61 Zoning Letters
- 5 Zoning Verifications
- 3 Temporary Sales Permits
- 1 Waiver of Subdivision application
- 3 Environmental Inquiries
- 3 Public Information Requests
- 1 Appeal - Reasonable Accommodation - Federal Fair Housing Amendment Act
- 1 Tree Removal Permit

These figures are less than 2015 activity, which was more than double the activity from 2012.

In 2016, staff processed residential plat applications for Summit at Buck Hill 3rd Addition (32 townhome units and Jenkins Estate on Crystal Lake (1 single family lot). Two commercial plats were processed for Kami 2nd Addition (1 commercial lot) and Burnsville Commercial Park 2nd Addition (1 commercial lot).

Four variance applications were processed for setbacks and two were processed for lot area.

Through September 2016, the Department processed Conditional Use Permits (CUP) and amendments for the following:

- Floodplain CUP to allow Cemstone to construct a building on fill
- CUP to allow Bass Lake Properties to utilize an outdoor patio on Highway 13 West (Former Thunder Alley Restaurant)
- Metro Center LLC to allow a sports performance training facility on CR42

During the same time period, the Department processed Planned Unit Developments (PUD) and amendments for the following:

- K2 Real Estate LLC to allow a permanent display area for Northern Tool and Equipment
- Kami Inc. for 2 multi-tenant commercial buildings northeast of Williams Drive and Morgan Avenue South
- Eleven Investments to allow Personal Services (Hair Salon & Medical Aesthetician) in Frontier Court
- Costco Liquor Store Expansion
- M-M Burnsville Associates LLC for a new ALDI Grocery Store
- Bidhipur Properties for the addition of outdoor dining at Nutmeg/India Palace
- KMM for final mining boundary and edge treatments at the quarry
- Soccer Blast to allow the dome to be used on an interim basis for one year
- iMETRO to remodel the former Mill End Textiles to four new tenant bays with drive thru at Towne & Country Shopping Center
- GH Minnesota Properties LLC to construct two office buildings with an outdoor storage lot on the property formerly owned by the City (southeast of Cliff Road & River Ridge Blvd.)
- Donnay Homes to construct a 32 unit townhome project on the west side of Burnhaven Drive and north of Greenhaven Drive
- Bidhipur Properties to change exterior materials for Nutmeg brewpub
- Cemstone to construct a 4th building on the property they lease from KMM
- Two applications for Eleven Investments for a community center/prayer hall and separate daycare business were denied

Interim Use Permits (IUP) and amendments were processed for:

- Dupont Biynah Birch LLP for an outdoor storage of vehicles off Dupont Avenue
- Burnsville Leasing LLC for outdoor storage of excess vehicles off Cliff Road West
- LaLaLa, LLC for soil stockpiling and processing in the Minnesota River Quadrant (MRQ)

Staff spent considerable time on applications that are still in process including LaLaLa, LLC soil stockpiling and processing, Rambush Estates, Surkamp Siding Permit, Kuchar Solar Panels, and Cliffview Plaza exterior materials zoning matters. There is typically not a cost recovery for such work as they are related to permits or code enforcement.

Electronic Document Management

Throughout the year, staff continued to leverage the City's electronic document management system, Laserfiche, to scan and index documents for more efficient search and retrieval of data and to more efficiently manage document retention. File preparation and scanning of permanent building permit records started with the assistance of several volunteers and included engaging a third-party vendor to scan document files and then transfer the digital data back to the Department for input into Laserfiche. More than ninety percent (90%) of building permit files (12,580 residential properties) have been scanned by three volunteers who have worked over 1,196 hours to date. It is anticipated that all of the residential building permit files for lots within subdivision plats, will be scanned over the next six months. Electronic data has been very helpful with the ever increasing data requests.

The Planning Department has scanned 4,684 documents or 228,387 pages of Planning Commission Agenda Packets and Minutes and Planning Case Files to date.

2017: A look forward

2017 Budget Overview

The 2017 Budget allows for:

- Preparation for the 2040 Comprehensive Plan which is due in 2018
- Assisting with the implementation of the City's sustainability plan
- Continued redevelopment efforts in the HOC and MRQ
- Development of work plan items for the Planning Commission
- Continued scanning and indexing of paper files into the City's Laserfiche system for easy and efficient document search and retrieval
- Special Event Permit process improvements (may include ordinance amendment)
- Orange Line Station planning

Protective Inspections

Primary Services

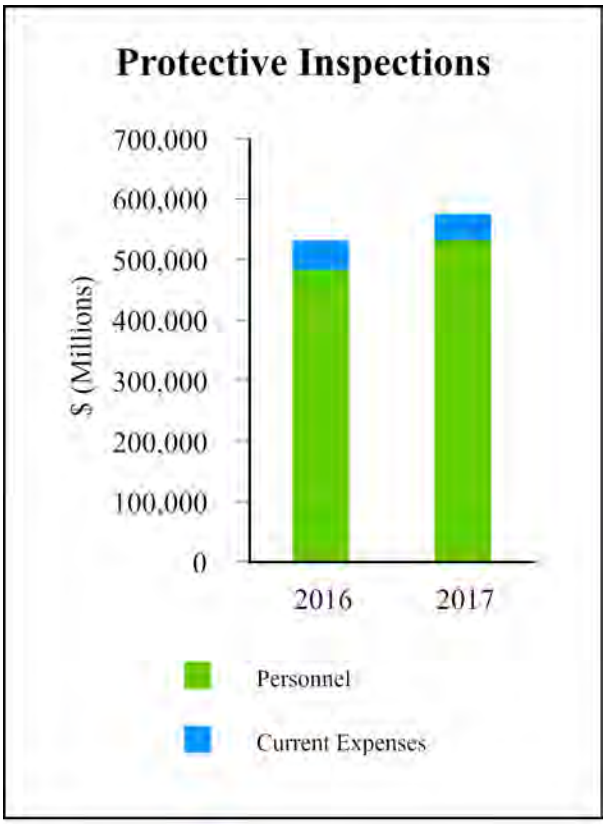
Under the direction of the Community Development Director and the Building Official, Protective Inspections provides the following services:

- Plan review for residential and commercial properties
- Clearinghouse for the issuance of building, mechanical, electrical, plumbing, erosion control, grading and sign permits.
- Field inspections
- Enforcement of building, plumbing, electrical and mechanical codes (i.e. new and existing building construction for fire, life, health and safety)
- Local licensing of contractors
  Act (LCA) agreements and coordinate housing related programs with the Dakota Community Development Agency (CDA)
- Zoning, subdivision and FEMA Flood Ordinance administration

2017 Protective Inspections Budget

General Operating $575,592

Staffing
7.0 Full-time Equivalent Staff



Alignment with Council ENDS and OUTCOMES

The primary purpose of the Protective Inspections Division is to safeguard life, health, property and public welfare through a common sense approach to code enforcement. This approach is based on a tradition of strong customer service.

NEIGHBORHOODS
Residents and Businesses feel connected to their neighborhoods

DEVELOPMENT / REDEVELOPMENT END STATEMENT
People find Burnsville a balanced City of residential and business development enhanced by redevelopment.

2016: The year in review

2016 Accomplishments

- Provided inspection and plan review services for:
  - Fairview medical office building clinic buildouts
  - Aldi demolition and new building
  - Burnsville Toyota expansion
  - Northern Tool office and warehouse remodel
  - Town and Country reconstruction for Jimmy John's and Von Hansen's meat market
  - Nuss Trucking remodel
  - River Church office headquarters building remodel
  - Bosch building interior remodel
  - District 191 multiple school projects for electrical and plumbing
  - Tenant finishes at Burnsville Center
  - Expansion of India Palace / Brew Pub
- Educated property owners regarding permit requirements, licensed contractors and state building codes
- Continued work on Reduced Pressure Zone (RPZ) testing program and on a citywide Fats, Oil, Grease (F.O.G.) program
- Continued education on code adoption at the State and complex contractor licensing
- Provided a training session at the Burnsville Home and Garden Show on how to apply for home building projects, such as additions, decks, retaining walls and windows
- Updated City Code
- Responded to 42 requests for data

Improving Processes Through Efficiencies:

- Combined desktop and mobile computing technology into one device and workstation reducing maintenance efforts and costs and allowing inspectors full access to server and desktop applications.
- Entered into a Joint Powers Agreement with Dakota County to contact and track all the septic pumping and maintenance and report on the results to the State
- Began utilizing new fleet management software for vehicle tracking
- Received State plumbing delegation for plan review and inspections of commercial buildings, State projects and State License facilities
- Added a full-time plans examiner for residential and commercial building projects
- Continued document scanning into Laserfiche for more efficient access to working and historical files

2016 Performance Measurement Monitoring Data

Consistent with the Council's adopted governance statements, important performance indicators follow:

Overall Market Value Growth/Positive Perceptions of Building Safety, Neighborhoods, Development

A strong customer service approach leads to achieving the following standards:

- **PLAN REVIEW:** Building plan review response within five (5) working days after submittal for residential and two (2) weeks for commercial plans**.**
- **PERMITS:** All permits are issued within 24 hours after plan review and payment for permits.

Activity	2011*	2012*	2013*	2014*	2015	2016
Plan Review -						
Number of plans reviewed	370	438	468	488	421	412
Permits Issued -						
Number of permits issued	5,965	6,602	7,007	7,254	5,332	5,124
Field Inspections						
(Building, Plumbing, Heating, Electrical, Gas, Sewer & Water)	6,385	7,103	6,024	6,766	5,860	5,206

*fiscal year * and data is October 1 to September 30th for the 2015 and 2016 year

"Plan Review" and "Permits Issued" are projected to show a slight decrease from 2015. The number of field inspections is estimated to decrease increase slightly as well in 2016. This is believed to be partly a result of fewer remodeling permits than in recent years.

Inspections

The department experienced a shift in resources in 2016. The full time Electrical Inspector position transitioned to 0.5 FTE (half time). The remaining 0.5 FTE was combined with seasonal building inspector resources and plan review consultant resources to create a full time 1.0 FTE plan examiner/building inspector position. This budget neutral shift will provide staff resources year-round and fills a gap in services that has been missing since 2009. Electrical inspection will still occur at the local level, rather than the State.

With the departure of the former Plumbing and Mechanical Inspector in the spring of 2015, the State Commissioner of the Department of Labor and Industry (DOLI) removed the State delegation authority from the City for commercial plumbing code plan review and plumbing code inspections on buildings that are funded or licensed by the State (e.g. public schools, hospitals and extended care facilities). The current Plumbing Inspector earned the State Delegation authority back to the City of Burnsville in early 2016. The State still retains building and HVAC delegation authority for State licensed facilities that occurred in 2014. Staff is working to regain this delegation as resources allow.

The City also entered into a Joint Powers Agreement (JPA) with Dakota County to manage septic inspection monitoring. Systems are required to be pumped every three years. Dakota County is better equipped to track and

monitor this requirement as they deal with many more septic systems throught the county. The JPA will cost the City $500 per year, but save staff time to track and monitor the couple hundred septic systems in the city.

Residential Construction Permits

In 2016, more than 1,737 residential remodeling permits and 30 new residential construction permits were issued. The graph below illustrates residential construction permit activity from 2006 to the present. ***Since the 10-year low in 2009, there has typically been an annual increase in the number of new construction permits for residential units.*** This increase is positive considering the limited land in the City for residential subdivisions.

Residential remodeling permits have decreased in 2016 to a level more consistent with pre-recession numbers. While there is no certain cause, the number of remodeling permits have decreased at a time when home values are at pre-recession levels - meaning the opportunity to buy a home at a lower cost, remodel, then sell at a higher cost has dwindled. The number of closings have also decreased substantially. The Department anticipates that in 2017, the number of remodeling permits will be lower than recent years.

	2006*	2007*	2008*	2009*	2010*	2011*	2012*	2013*	2014*	2015	2016
New Construction	20	34	12	6	11	13	21	16	34	59	30
Remodeling	1225	1774	1447	1641	1840	1753	2569	2461	2522	2164	1737

*fiscal year * and data is October 1 to September 30 for the 2015 and 2016 year

In 2016, the city saw an increased number of new residential construction permits compared to the previous ten years. The development of River Valley Commons, The Summit at Buck Hill and Rose Bluff account for the majority of new homes in Burnsville. These three projects will continue to provide for the majority of new home construction in 2017. Staff projects the number of new home construction to be about the same or slightly lower for the next year.

The City continues to respond to the needs of new development while preparing for the future redevelopment of aging residences and businesses. Burnsville is more than 98 percent developed, meaning most of this department's focus is on redevelopment such as residential remodeling, infill and commercial/industrial development. Staff continue to ensure that policies and procedures are in place to support current permitting trends.

In 2016, 17 residents qualified for the Permit Rebate Plan, a program that refunds permit and plan review fees for qualified homeowners who make significant expansions to their homes. The number of qualified homeowners participating in this program is consistent with past years - 13 qualified in 2012, 10 qualified in 2013, 12 qualified in 2014 and 20 in 2015. This program was evaluated in the first quarter of 2016 and was extended an additional three years until December 31, 2018. At which time the program will be reviewed again during the first quarter of 2019.

Commercial Construction Permits

In 2016, there were 4 new commercial construction (Aldi Foods, Lac Lavon Ball Field, Colonial Villi Apartment Garages, and Cemstone Breakroom Building) and 178 commercial remodeling permits issued. In comparison, the City issued six new commercial construction and 169 commercial remodeling permits in 2015. This steadied trend for commercial construction is consistent with the market and leveled trend of residential construction.

*fiscal year * and data is October 1 to September 30 for the 2015 and 2016 year

Total Market Value

A more comprehensive view of annual total market value (TMV) can be achieved by combining commercial with residential remodeling and commercial with residential new construction. The chart below shows that although the volume of new construction permits vary, the volume and value of remodeling permits remains high. Based on this data, one can reasonably conclude that people are investing in their properties via additions and remodels. The department has received a YTD total of approximately $42 million of value added from October 1, 2015 to September 30, 2016, which is less than the previous five years.

	2009*	2010*	2011*	2012*	2013*	2014*	2015	2016
Remodel / Addition	$26.8	$42.1	$35	$45.8	$47	$56.5	$50	$39.4
New Construction	$18.8	$24.3	$47.7	$15	$23	$9.5	$15.3	$13.2

*fiscal year * data is October 1 to September 30 for the 2015 and 2016 year

In 2016, new residential and commercial value totaled approximately $13.2 million and remodeling residential and commercial totaled approximately $39.4 million in added value. ***The department projects a slight decrease in remodeling permits and sees slightly lower added value for 2017.*** Stabilization and little growth in value is anticipated as the economy improves.

Other Department Projects

In 2016, the new fleet management system has been used to manage fleet maintenance schedules and staff and vehicle efficiencies.

The Department is also training and preparing for a major system update to the permit tracking software in January 2017 to provide additional tools, improve public interaction and enhance system functionality. Permits will be more accessible than with the current software version and give staff full access to the permitting and tracking program, which is not available with the current software.

New mobile computers continued to replace aging desktop and mobile devices resulting in less devices for IT to maintain and more data access for the inspectors while in the field and in the office.

Protective Inspections staff hosted training this fall for the Northern Dakota County Building Officials Meeting. Topics included manufactured home regulations and electronic plan review for building, plumbing and HVAC projects.

Additionally, Inspection staff began reviewing local licensing requirements and enforcement procedures for holding local contractors accountable to obtain permits this past fall. A comprehensive review of the City Code will provide revised procedures for enforcing license requirements fairly throughout the City.

2017: A look forward

2017 Budget Overview

The 2017 Budget allows for:

- Continued collaboration with Fire department, Code Enforcement and Licensing Division
- Continued public education on permits and inspections through the Burnsville Bulletin, brochures and other City information sources
- Continued utilization of Laserfiche for more efficient retention management and search/retrieval
- Launch of new/additional online services with regard to permits
- Property owner education to ensure safe and code-compliant properties
- Funding of JPA with Dakota County for monitoring, tracking and documentation of septic pumping
- Improvements with internal processing such as enhanced utilization of CRW (SunGard)
- Continued support to pursue State delegation agreement from DOLI for inspections of State-funded and licensed properties to ensure a high level of customer service
- Implementation of new Reduced Pressure Zone (RPZ)

Licensing & Code Enforcement

Community Development

Primary Services

Under the direction of the Community Development Director and Licensing and Code Enforcement Coordinator, the Licensing and Code Enforcement division provides the following services:

- Review, issuance and enforcement of rental, massage, liquor, gambling, and tobacco licenses
- Proactive and complaint-based code enforcement related to business licensing, property maintenance, health nuisance and zoning codes
- Issuance of temporary sign and special event permits

2017 Licensing & Code Enforcement Budget

General Operating $591,306

Staffing
5.5 Full-time Equivalent Staff

Alignment with Council ENDS and OUTCOMES

The primary purpose of the department is to safeguard life, health, property and public welfare through a common sense approach and reasonableness to licensing and code enforcement. This approach is based on a tradition of strong customer service.

NEIGHBORHOODS END STATEMENT:
People feel connected to their neighborhood.

2016: The year in review

2016 Accomplishments

- Adopted 2015 International Property Maintenance Code (IPMC) providing nationally recognized property maintenance standards and is used in more than 36 states in the US
- Updated the therapeutic massage ordinance to strengthen the licensing and educational requirements for practisioners and close out loopholes for law enforcement.
- Launched online rental license renewals providing landlords a conveinant way to renew their rental licenses 24x7
- Licensed the first brewpub in Burnsville
- Completed all proactive inspections citywide within three-year period as directed by Council
- Entered into an agreement with Camelot Acres LLC ("Arbor Vista" Manufactured home park) for code compliance
- Issued only 27 citations - the lowest number of citations issued since the program started. This has reduced legal expenses and staff time as well as reduced the burden on the court system
- Responded to 337 public data requests concerning assessments and violations

Successful Implementation of Appeals Process:

- Implemented administrative appeal process into City Code providing a mechanism to find resolution without court hearings

2016: The year in review, cont.

2016 Performance Measurement Monitoring Data

Consistent with the Council's adopted governance statements, the most important performance indicators follow:

Proactive Inspections

The proactive inspection process has entered into its fourth year and has shifted to reinspecting areas that initially launched the program. While staff revised or updated ordinances that were ineffective or were outdated due to statutory changes, the Department continued to encounter challenges to those areas of code that are complex or open to interpretation. Staff focused on eliminating, updating or introducing new ordinance language that can be clearly understood and applied by residences so that violations can be avoided. One example is a complete overhaul of the property maintenance code (1998) to the 2015 International Property Maintenance Code (IPMC) which serves as the model code for 36 states and thousands of cities in the US.

Code Enforcement/Rental

Inspections Code enforcement inspectors are responsible for rental and other licensed establishment inspections, property maintenance and all general code enforcement within an assigned geographical area. Since this transition in 2014, Code Enforcement Inspectors have gained considerable experience in all areas of code enforcement so they are better able to monitor compliance across their assigned areas. This change provides versatility for staff to respond to complaints or routine inspections. Further, staff are more efficient in addressing code enforcement concerns geographically and can address multiple properties easily during the day. Staff have been better able to monitor compliance and much more rapidly address complaints in a timely and efficient fashion. All inspection staff are certified as Residential Property Inspectors by the International Code Council (ICC).

Licensing Enforcement and Administration

Licensing staff are charged with ensuring that most licensing activities in the city are in compliance with applicable Federal, State and local requirements prior to licensing. Business license applications are carefully reviewed, scrutinized and processed according to those laws. Further, Licensing staff are responsible to ensure that all license renewals are sent out and returned with appropriate fees and background checks, if required. Staff are also responsible for preparing Council backgrounds and resolutions for licensing activities. Areas of regulation include liquor, massage, rental, tobacco, wine, gambling, second hand goods, reseller, and temporary liquor. Licensing administrative staff schedule inspections for inspectors. Further, they may received complaint calls or data requests regarding aspects of the program. Licensing administration staff are department contacts for inspection software and several of the GIS mapping functions that are being developed. **Licensing and Code Enforcement staff responded to 337 requests for data in 2016.**

The part-time licensing inspector position has been eliminated and resources shifted internally. The proactive inspector will now assist with some rental licensing inspections and other property maintenance enforcement.The department will utilize consultant services to assist with proactive code enforcement and property maintenance complaints during peak periods. This structure will also provide flexibility to place resources where they are needed most peak periods or during staff absences such as vacation time.

Licensing and Code Enforcement inspections play a key role in measurement and establish expectations with business operators. Inspections data follows:

	2013	2014	2015	2016
Proactive program	1,914	1,823	1,865	2,170
Code enforcement*				2,505
Licensing enforcement			196	31
Complaints (non-staff)	-	-		1,764
Total	5,089	5,414	4,732	6,470

**Includes property maintenance, zoning, nuisance, and unfounded investigations based on geographical area.*

Violations

Since October 1, 2015 to September 30, 2016 staff has performed 6470 enforcement inspections (including reinspections) with compliance orders for 5,415 single code violations observed. Many more properties were inspected as part of the windshield inspection of neighborhoods.

Violation summary data

Types of violations in 2016 were similar to prior years' violation types but reflected a significant reduction in numbers for almost all violation types. One exception, however, was for trash cans in view. This would suggest an opportunity to change enforcement tactics to reduce violations. Further, staff will work to develop new communication tools to educate residences and increase compliance in this area. Future implementation of administrative citations may reduce the number of violations as well (i.e having a nominal fine for visible trash cans vs. a more expensive re-inspection fee).

From a review of the data, an assumption can be made is that residents are now familiar with the ordinances and are making active steps to prevent violations. This is reflected as well in the higher compliance rates with only a single notice. Trash cans in view continue to be the most common violation, followed by exterior storage violations such as construction materials, equipment and "clutter" left outside the residence and observed from the public street. This may be due to the increase in single family rentals that have not had prior inspections. It can be suggested that a spike in the long weeds and grass violations are a result of a very wet summer. The decrease in accessory structure maintenance appears to be a result of significant changes in building code and legal action involving the manufactured home parks.

Top 10 Code Enforcement Violations in 2016*					
Type of Violation	2013	2014	2015	2016	% Change*
Trash Cans in view	629	618	689	814	18%
Exterior Storage	338	371	292	253	(13)%
Exterior Structure	246	317	334	274	(18)%
Interior Structure	267	286	292	249	(15)%
Plumbing systems and fixtures	269	277	287	218	(24)%
Electrical equipment-installation	199	235	279	249	(11)%
Fire Protection	-	225	275	233	(15)%
No license violations	269	209	173	84	(51)%
Weeds and Long Grass	155	162	132	185	40%
Accessory structure-maintenance	182	161	111	17	(85)%

*Percent change from previous year

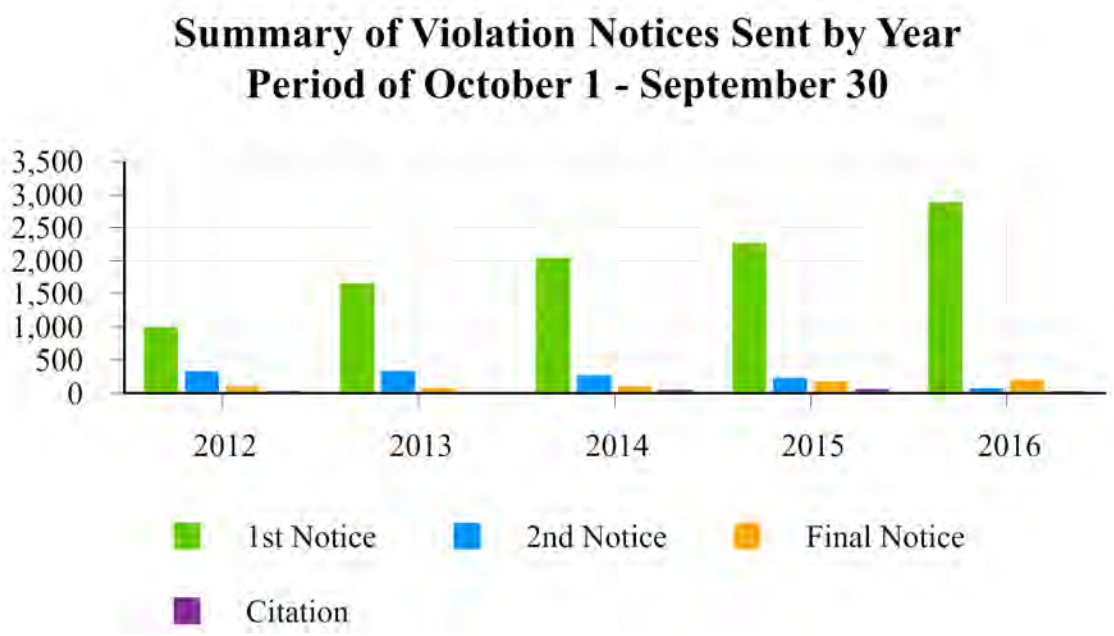
Enforcement Results

Between October 1, 2015 and September 30, 2016, Licensing and Code Enforcement staff sent more than 3,192 Notices of Violation. The data that follows, however, does not reflect the total number of violations, as a single notice may contain more than one violation.

Of "First Notice" letters sent, nearly 93 percent of property owners achieved compliance and did not receive a Final notice-or reinspection fee. Upon receipt of a "Final Notice," compliance is nearly 93 percent. Those owners non-compliant after a "Final Notice" also receive a reinspection fee, but correct the violations before a citation is issued. More importantly, in 2016, less than one percent (1%) of properties that received written notices eventually received a citation and required court appearance. This continues the trend observed in past years despite the elimination of one compliance period.

Trash cans in view, exterior storage and weeds or long grass violations are relatively unchanged from previous year's data suggesting a combination of further education and enforcement may be necessary. The rental inspections continue to note property maintenance and building code violations that are unsafe, unpermitted or illegal.

Enforcement data follows:



*From October 1 to September 30, 2016 this data includes all enforcement actions involving at least one or more notices of violations for entire department. It is not a measurement of violations. The decrease in 2nd Notices is primarily due to "carryover" from the change in "10-7-7" policy to "10-7". Further, staff may choose to send a second notice to ensure that due process is followed or if a second notice may be warranted.

Code Enforcement Program

Licensing and code enforcement staff has become effective at gaining compliance using clear communication, education and the appropriate enforcement tools. Inspection staff continued to work closely with all property owners (both commercial and residential) who may be reported and who may have code violations occurring on their property.

The proactive program recorded 858 cases in which at least one violation was noted and enforcement action started. Inspectors completed the Council goal of canvassing the entire city within three years. Many properties had no violations that could be observed from the public right-of-way. Staff also engaged in public education working with residents and property owners to gain compliance through onsite meetings with residents, providing workshops to demonstrate simple and effective tools for compliance and being accessible to answer questions regarding violations. As requested by the City Council, a three-year review of the program was presented and direction was given to continue the program even though revenues could not support the program alone, but was still regarded as a benefit to the city.

As of September 30, 2016, the total number of licensing and code enforcement violations recorded was 5,415 (properties may have multiple violations). It should be noted that this number does not include properties that were inspected and found to be compliant. Therefore, the number of inspections performed is much greater.

The division continued the use of volunteers. As of September 2016, volunteers assisted inspectors with data entry, mailings, scanning of documents, and sign enforcement. Volunteers help to improve efficiency and allow staff to address code compliance issues in a more timely manner.

Two significant enforcement changes were adopted by the Council in 2016: 1) administrative hearings and adoption of the 2015 International Property Maintenance Code (IPMC). Administrative hearings allow property owners to appeal violations as an alternative to relying on the district court system. The second change - adoption of the 2015 IPMC – allowed the City to put a standardized code in place that is used throughout the US which will allow for consistent and uniform enforcement.

Rental License Program

Compliance was favorable with rental licensing on most of the large complexes. Those businesses typically have available maintenance personnel and professional managers. The complexes that have experienced issues have generally been deficient due to high turnover in either of those two areas.

The department recorded the following regarding tenant behaviors that were enforceable as “strikes” for the multi-family rental units. Examples of tenant behavior that may be considered “strikes” were disorderly conduct, illegal drugs, loud noise and similar violations. The expectation is that the landlord will take appropriate action to deal with these “strikes” to ensure they do not repeat. All “strikes” are determined by the Police Department and are reported as a violation against the rental license. For those that receive three or more “strikes,” resolution is achieved generally through mutual termination of the lease with the tenant instead of eviction. In 2016, there is an of decrease of 12 percent (12%) in “strike” violations from 2015.

Strike Violations in 2016*

Year	First Strike Letter	Second Strike Letter	Third Strike Letter	Four or more	Total
2013	243	51	17	6	317
2014	189	54	12	2	257
2015	235	48	15	3	301
2016	210	34	12	9	265

*October 1, 2015-September 30, 2016

Entering into its fourth year, the rental inspection program data suggests that most property owners/managers are planning and preparing for the inspections. Staff note exceptions with new rental property owners or new managers who are not familiar with the expectations of the rental program. Most experienced property owners are actively checking units ahead of time and preparing them prior to the inspection. They are checking smoke detection and making repairs to improve the general condition of the units. This greatly reduces the likelihood of major violations and subsequent enforcement action. City inspectors are now being viewed as a resource to help the business operate successfully and the tenants express the support they can receive when there are problems or concerns that go uncorrected.

A summary of rental licenses indicate that multi-family units have remained static with no new apartment complexes or additions having been built. However, there has been a dramatic shift in all other rental licenses. The waning of the housing crisis appears to have reduced the number of single family homes that have been rentals. Staff report that many previous rentals have been sold and are now owner occupied. Further, many of the rentals that were reporting being "underwater" are now reoccupied by the owners or have been sold. Additionally, there has been increased pressure by the associations to restrict members from renting their property or by enforcing already existing by-laws.

Projected Rental Licenses for 2016*

*This includes projected renewals through December 31, 2015.

Type of Rental Unit	2013	2014	2015	2016	Change from 2016 (+or-)	% Change
Multifamily Units	7,577	7,577	7589*	7,589	—	—%
Individual units in association	458	716	862	653	(209)	(24)%
Single Family Homes	268	333	412	307	(105)	(25)%
Conversions (previously unlicensed)	105	70	157	73	(84)	(53)%

*12 additional units reflecting group home licensing.

Business Licensing Compliance

In addition to rental licensing, the Department issues liquor, tobacco, resellers and massage licenses. A summary of these types of licensing activities to date are noted in the chart below. Notable shifts include a decrease in licensed massage therapists that may be due to licensing enforcement action or ordinance changes. Prior to 2016, the City required "registration" of all therapists. Beginning in 2016, all individual massage therapist were required to have their own license and pay an annual fee. All other licenses have remained relatively static and is not anticipated to change dramatically.

Other Type of License	2013	2014	2015	2016
Massage Therapists (employed)	174	153	139	84
Massage Enterprise (includes independent and "Storefront")	51	57	65	59
Tobacco	43	41	39	39
Liquor, On-sale	31	28	31	28
Liquor, Off-sale	12	12	11	11
Brewpub*				1
3.2, On-sale	4	5	3	3
3.2, Off-sale	14	13	12	12
3.2, On -sale, Wine	13	12	13	14
Resellers	12	17	15	14
Gambling	13	11	13	13
Liquor, Temporary, On-sale	5	5	5	5
*New in 2016.				

Consolidation of the licensing and enforcement programs has created a more efficient, cost-effective and customer friendly programs that finds creative solutions and achieves results. As the program develops, it is expected that further "fine tuning" will be needed to address the needs of a changing community. This may be accomplished by ordinance revision and updating, further streamlining of the enforcement process and continued focus on the core issues for the community.

This division is responsible for the coordination of enforcement efforts which often cross department lines. The division coordinator continued to work collaboratively with the Police, Fire, and Protective Inspections Departments on the "geo-policing" effort as well and the quarterly multi-family managers meeting and the monthly licensing meeting. This interaction has been especially effective when dealing with licensed establishments such as massage, liquor and tobacco. The ongoing communication and shared use of Trak-it software has created an environment where staff is better informed of any issues on any property at any time. This has created efficiencies within all departments involved.

Licensing staff have worked closely with the Police Department for compliance check violations for tobacco and alcohol sales. There were eight offenses (three tobacco and five liquor) in 2016 that resulted in fines of $700 and $3,250 respectively. All violation notices and fines were collected and administered by licensing staff.

Further, licensing staff have worked with the city clerk to administer appeal applications. To date, only three official appeals applications were submitted. One appeal was settled before the hearing, one appeal was withdrawn by the applicant and the third appeal was withdrawn by the City due to compliance.

2017: A look forward

2017 Budget Overview

The 2017 Budget allows for:

- Continued rental inspections and proactive code enforcement
- Enhanced monitoring of other licensed facilities including preopening inspections for massage.
- Continued work to improve service delivery and document processes for consistency as the program matures
- Monitoring of results and making adjustments to program
- Utilization of consultants with elimination of part-time position
- Continued work with Police/Fire work group on multi-family properties and those with significant code violations and property related isuess such as “geo-policing”
- Continued to present effective code enforcement information to the public through the Burnsville Bulletin, brochures and other City information sources
- Development of administrative citation process
- Continued transition of licenses to online services
- Development of communication tools to educate resdiences and increase compliance in trash cans in view

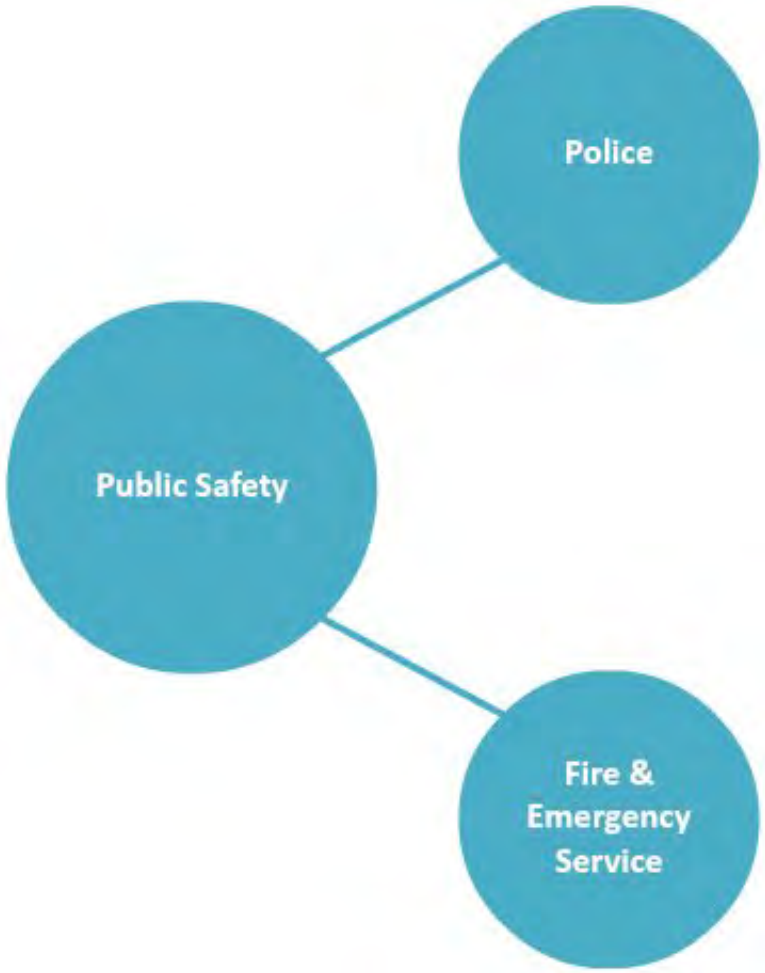
Future Budgeting

The Licensing and Code Enforcement Program is expected to continue to pay for itself with the license fees. An increase in the massage licensing fees is expected to cover the increased costs of enforcement both from the Police Department and Code Enforcement. Small adjustments have been made to the licensing fees to recover increased costs for regulation.

The proactive inspection program is unlikely to cover costs this year based on the fees collected to date and amounts assessed in 2016. The re-inspection fee is volatile and unpredictable revenue as the fee is avoidable if property owners come in compliance. Compliance rates have increased due to increased awareness of the program and resulting increase in compliance on first notice. This shortfall is expected to be absorbed by other licensing revenues. This trend is expected to continue.

The administrative citation process is to be implemented in 2017 and is expected to be cost effective with appeal fees and financial penalties being applied toward costs of the program. However, this is a new initiative by the and unpredictable. It is expected that some decrease in legal fees may result by using this process as well as increased compliance and decreased court time.

Public Safety



Police

Public Safety

Primary Services

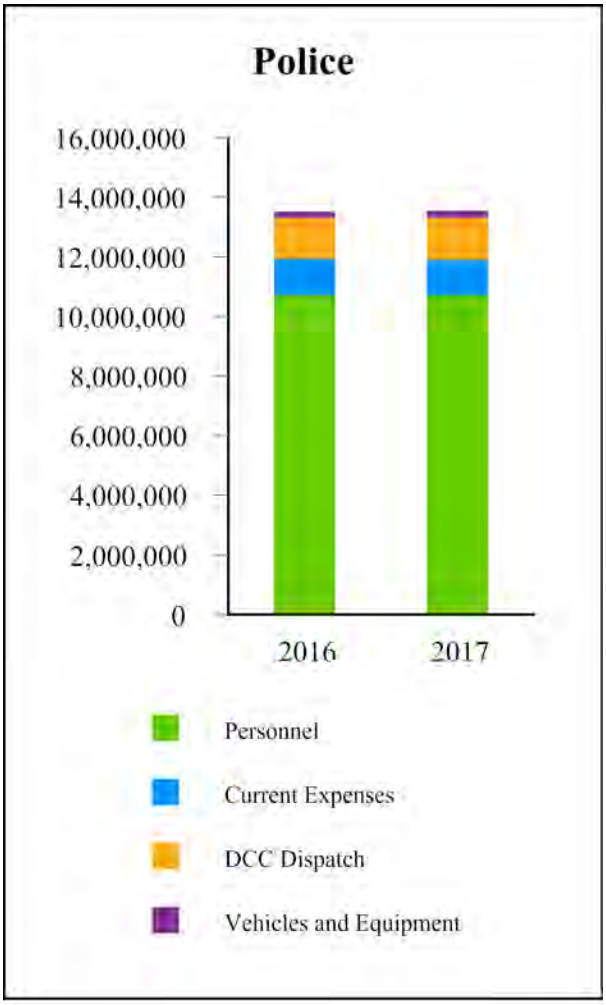
Under the direction of the Police Chief, the Police Department provides the following public safety services using proactive policing initiatives to achieve its mission:

- Animal Control
- BLUE in the School
- Community Resources Unit
- Community Service Officers
- Crime Analyst
- Crime Scene Unit
- Crisis Intervention Team
- Crisis Negotiation Team
- Dakota County Drug Task Force
- Dakota County Electronic Crimes Unit
- Domestic Abuse Response Team
- Emergency Action Group
- Emergency Management
- FBI Joint Terrorism Task Force
- Honor Guard
- Investigations Unit
- K-9 Unit
- Mobile Command Post
- Multi-Housing Program
- Patrol Unit
- Prescription Take Back Program
- Records Unit
- School Resource Officers
- Traffic Enforcement
- Use of Force Instruction

2017 Police Budget

General Operating: $13,684,314
Vehicles & Equipment 244,000

Staffing
91.1 Full-time Equivalent Staff



Alignment with Council ENDS and OUTCOMES

The primary purpose of the Police Department is to provide public safety. As first responders to protect and serve the community, every officer is critical to the overall success of the department and works hard to proactively reduce the public's fear of crime, identify and eradicate circumstances that nurture criminal activity and improve conditions that may have a detrimental effect on public safety in Burnsville. All officers are trained to respond to a wide variety of criminal activities, and have the expertise and tools necessary to provide quality service and take command of critical incidents as they occur.

2016: The year in review

2016 Accomplishments

- Assisted with design process for Police Department renovations as part of Phase 1 facilities improvement project
- Created Professional Standards Captain position as part of Department's succession planning efforts to streamline policy review, updates and compliance and oversee the complaint and compliment process in order to preserve public trust and confidence
- Completed transition to Lexipol Knowledge Management System to electronically manage policies and staff compliance, ensure compliance with State and federal laws and integrate online interactive training
- Partnered with Department of Justice to combat domestic and international terrorism through participation in the FBI Joint Terrorism Task Force
- Participated in community events such as Safe Summer Nights, Senior Safety Camp/Behind the Badge Workshop, Beyond the Yellow Ribbon, Special Olympics Polar Plunge, Rotary events, and the Arbors/Ebenezer Ridge Annual Public Safety Luncheon
- Continued participation in county-wide Electronic Crimes Task Force coordinating efforts to investigate/prosecute persons conducting illegal activities related to the use of electronic devices, the Internet, and materials transmitted in electronic form. This 3-year pilot project involves the sharing of expertise and electronic forensic analysis equipment with participating agencies
- Sent one captain to the 264th Session of the FBI National Academy Program at Quantico, VA

Focus on Public Safety:

- The use of on-officer body cameras continues to receive a lot of interest and media attention. Throughout the year, the Department met with State Representatives and testified before the Senate Judiciary Committee regarding the classification of body camera data resulting in first legislation passed in Minnesota governing body cameras.
- The Crime Analyst continued to review, monitor, and evaluate crime and calls for service data to identify crime patterns, areas of high activity, and trends; conducted investigative research and social media investigation playing a key role in recent critical incidents and assisted with case research, warrant preparation, and data visualizations on more than 30 cases to date

2016 Performance Measurement Monitoring Data

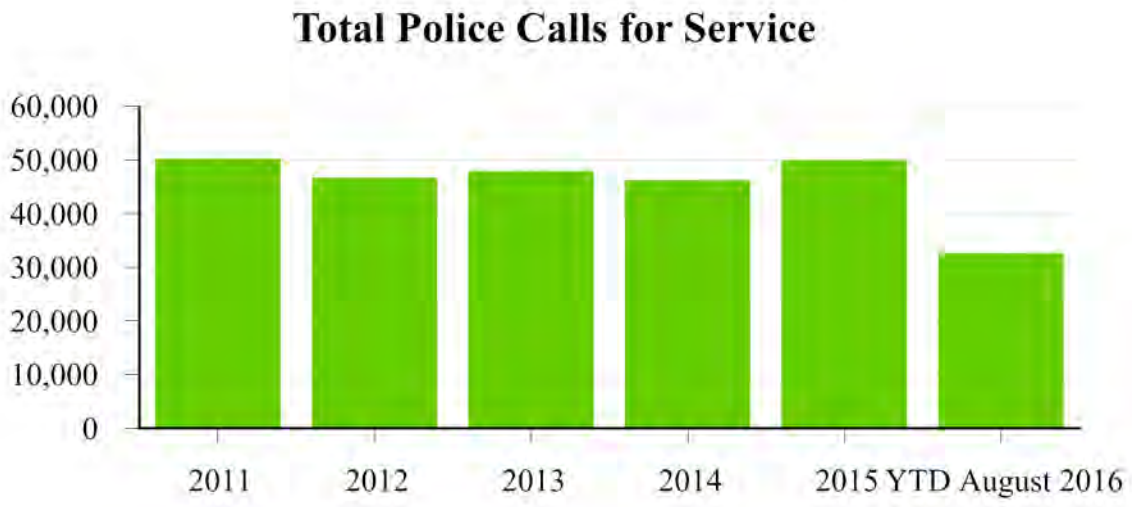
In the 2016 Residential and Business Surveys, **93 percent of residents reported having an overall feeling of safety in Burnsville, while 97 percent of businesses report customers and employees feel safe shopping and doing business in Burnsville.** Below are additional residential and business survey results:

- 97 percent of residents and 95 percent of business owners reported that the Burnsville Police Department is trustworthy.
- With regard to police officers wearing body cameras, 93 percent of residents and 90 percent of businesses approve or strongly approve of its use.
- Residents listed the top three public safety problems to be traffic speeding (62 percent), stop sign violations (59 percent), and youth crimes (45 percent).
- 92 percent of residents feel children are safe playing in our city parks, and 84 percent of residents feel safe walking in their neighborhood alone at night.

Consistent with the Council's adopted governance statements, the most important indicators include:

Calls for Service

The Police Department's organizational strategy of proactive policing allows officers to work closely with other City departments and community members to solve neighborhood problems. Patrol officers are assigned to geographical areas of the city. As a result, officers regularly attend community meetings in the neighborhoods that they serve. Through these partnerships and working collaboratively to address the issues of crime, fear of crime and neighborhood decay, the quality of community life can be improved. Burnsville police officers are prepared to respond to a wide range of calls for service and possess the ability to quickly diffuse situations that are dynamic in nature, often putting the officers' safety at risk. Officers regularly respond to a variety of complex and traumatic calls that include homicides, suicides, domestic assaults, weapons violations and crisis calls. A patrol officer's duties and responsibilities are unique because they are often tasked with having to make critical decisions within seconds of arriving on a call for the safety of people at the scene as well as themselves. **Through August 2016, officers responded to 32,623 calls for service, an average of about 134 contacts per day.** Patrol efforts surround the solid foundation of the department's core values – Honor, Integrity, Courage, Excellence and Knowledge.



Part I Criminal Offenses

Reported Part I Criminal Offenses are down 6.7 percent, with 1,147 violent crimes reported as of August 2016, compared to 1,230 reported during the same time period in 2015. Some key areas of interest include:

- One homicide was reported during 2016 with no homicides in the past two years
- Rape has increased 137.5 percent, from eight to 19 incidents
- Robbery remains relatively unchanged from 20 to 21 incidents
- Aggravated assaults are up 235.7 percent, from 14 to 47 reported incidents
- Residential burglaries have increased from 83 to 130 incidents, up 56.6 percent
- Commercial burglaries have decreased from 28 to 21 incidents, down 25 percent
- Larceny/theft has decreased from 1,028 to 854, down 16.9 percent
- Motor vehicle theft reports are up 13.3 percent, from 45 to 51 incidents

Part II Criminal Offenses

Reported Part II Criminal Offenses (all other offenses) total 2,080 through August 2016; up 5.6 percent from 1,969 during the same time period in 2015. Some key areas of change are:

- Assaults are up 11.7 percent, from 205 to 229 reported incidents
- Forgery/Counterfeiting has increased 69.2 percent, from 26 to 44 incidents
- Fraud continues to increase from 314 to 340 incidents, up 8.3 percent
- Embezzlement has decreased 11.1 percent from nine to eight reported cases
- Stolen Property has increased from 13 to 18 incidents, up 38.5 percent
- Criminal Sexual Conduct has increased from 63 to 65 reported cases
- Narcotics violations have increased from 137 to 258 incidents, up 88.3 percent
- Crimes Against Family/Children are on the rise from 7 to 15 reported cases, up 114.3 percent
- DUI arrests have decreased 16 percent, from 106 to 89 incidents
- Weapons violations down from 25 to 21 incidents, a 16 percent decrease
- Disorderly Conduct has decreased from 154 to 137 incidents, down 11 percent

Traffic Enforcement

Burnsville police officers are committed to traffic education, engineering, enforcement and emergency response, with a focus to change driver behavior and reduce unsafe driving practices. **As with past years, grant monies have been allocated for officers to participate in coordinated Dakota County Traffic Safety Projects focusing on speeding, seatbelts and impaired driving violations.** Police officers work closely with Zoning, Streets, Engineering, and Public Works departments as part of the Traffic Safety Committee. One project that grew out of this close working partnership during 2015 was the "It Can Wait" distracted driving campaign. The Police department received much positive feedback for its efforts.

Traffic Enforcement	2012	2013	2014	2015	YTD Aug 2016
Speed Citations	933	631	770	607	517
Other Moving Citations	1,330	1,295	1,213	1,046	538
Parking Citations	1,668	1,449	1,699	1,150	715
Other Citations	5,050	4,585	4,216	3,810	2,092
Total Traffic Citations	**8,981**	**8,981**	**7,898**	**6,613**	**3,862**

*At this time this report was compiled, September 2016 data was not yet available.

Domestic Abuse Response Team (DART)

The Burnsville Domestic Abuse Response Team (DART) was formed to address the growing concern of domestic violence affecting not only the victim but other family members, especially children, witnessing the abuse. After the initial police response to a domestic assault situation, DART officers work with victims to explain the judicial process and direct them to several area advocacy groups where they may obtain any needed assistance and the necessary support to help start the healing process. ***As of August 2016, 685 domestic abuse cases were reported where 695 domestics were reported during the same time in 2015.*** DART officers are deeply committed to addressing the needs of domestic abuse victims and are supported throughout the year by 360 Communities, Dakota County Probation and the Burnsville City Attorney's Office. This collaboration helps Burnsville Police provide the best service possible to victims of domestic violence.

Detox

Drugs and alcohol are a problem in every community and Burnsville is no exception. Officers deal with victims of substance abuse on a regular basis and make every effort to get them the help they need through friends and family prior to utilizing a detox facility. In those cases where there are no other options, Ramsey County provides detox facilities for Dakota County residents.

Dakota County Detox Statistics	2014	2015	YTD Sept 2016
Apple Valley	77	55	39
Burnsville	**219**	**133**	**74**
Dakota County Sheriff	27	14	15
Eagan	127	86	56
Farmington	12	9	2
Hastings	69	41	19
Inver Grove Heights	51	40	13
Lakeville	43	24	14
Mendota Heights	9	6	3
Rosemount	10	9	3
South St. Paul	60	34	12
West St. Paul	80	68	22

Crisis Intervention Team (CIT)

Recognizing that certain types of situations involving individuals with mental illness require a specialized response from law enforcement, Burnsville Police created a Crisis Intervention Team (CIT). Crisis intervention gives frontline officers the tools to better communicate with people who may be experiencing a mental health crisis. Team members focus on de-escalating the crisis for the individual in need, while maintaining safety for the officer and others on scene. Officers then develop strategies to help work through the situation with the individual. ***Through August of 2016, officers responded to 329 crisis calls, averaging nearly two hours on each call. This compares to 328 crisis calls for the same period in 2015.*** CIT officers strive to build partnerships with mental health providers, individuals and families suffering from mental illness, and commit to being specially trained in crisis intervention in order to respond safely and effectively when a crisis occurs.

Electronics Crimes Task Force

The Dakota County Electronic Crimes Task Force is a three-year pilot project developed in response to the increasing number of electronic devices, smart phones, computers and the Internet being used by criminals to steal information, commit fraud and stalk victims. Through the Task Force, the cities of Apple Valley, Burnsville, Farmington, Hastings, Mendota Heights, Rosemount, South St. Paul, West St. Paul and the Dakota County Sheriff's Office engage investigations, forensic examinations, and criminal procescutions to combat technology that facilitated crimes against people throught Dakota County. The Task Force is in its second year of the three-year pilot and ***as of August of 2016, conducted searches on 421 computerized devices/media.***

Predatory Offenders

All felony level sex offenders in Minnesota have been required to register their home address with local law enforcement. ***On average, approximately 60-65 registered offenders reside in Burnsville at any given time.*** That number fluctuates based on individuals moving in and out of the city throughout the year. Police investigators visit the home of each predatory offender at least twice a year to verify residence, employment, vehicles, and ensure other registration information is current. The detectives have found that the majority of registered offenders keep their registrations current and remain law abiding. There is one Level III Sex Offenders living in Burnsville at the present time.

Dakota County Drug Task Force (DCDTF)

Organized in 1999, the Dakota County Drug Task Force (DCDTF) continues to focus law enforcement efforts on individuals involved in the sale, distribution and use of illegal narcotics. The task force consists of 17 active agents (licensed police officers and deputies) from the Apple Valley, Burnsville, Eagan, Farmington, Hastings, Inver Grove Heights, Lakeville, Mendota Heights, Rosemount, Savage, South St. Paul and West St. Paul Police Departments, and Dakota County Sheriff's Office. By combining resources and experience, the task force has become one of the most effective drug task forces in the state, often viewed as a model for multi-jurisdictional cooperation. Its goal is to protect residents by targeting both street-level user/dealers and large-scale manufacturing/distribution incidents, and providing community outreach through education. Drug offenses continue to represent the largest category of cases charged by the Dakota County Attorney's Office and remain a priority concern for law enforcement and prosecutors. ***The Dakota County Drug Task Force made 870 arrests, 133 search warrants, and seizure of 7 vehicles and 29 firearms through September 30, 2016 for drug-related crimes. Looking at an entire year's data, 941 arrests were made in 2015 as well as 138 search warrants and the seizure of 12 vehicles and 35 firearms. This compares to 697 drug arrests, 166 search warrants, and the seizure of 13 vehicles and 88 firearms in 2014.***

Criminal Prosecution

The Dakota County Attorney's Office is responsible for prosecution of all felonies committed by adults, which includes persons 18 years of age and over, and any juvenile certified for prosecution as an adult. ***Based on the County Attorney's report received in January 2016, 321 adults were charged with felony-level crimes in Burnsville in 2015, compared to 305 adults in 2014.*** County-wide, 431 adults were charged with 625 violent offenses in 2015; down from 477 cases charged involving 647 violent crimes in 2014. The County Attorney's Office also prosecutes all crimes committed by juveniles (ages 10-17 years old) including felonies, gross misdemeanors, misdemeanors and some petty misdemeanors. Again, the County Attorney's January 2016 report indicated that ***145 juveniles were charged for all levels of crimes committed in Burnsville in 2015, compared to 159 in 2014.*** For both adult and juvenile prosecutions, the Burnsville Police Department consistently generates the highest volume of criminal cases within Dakota County.

Dakota County Prosecutions				
	Adults (Felony-level Charges)		Juveniles - All Charges (Felony, GM, Misd, Petty Misd)	
Agency	2,014	2,015	2,014	2,015
Apple Valley	123	124	136	171
Burnsville	**305**	**321**	**159**	**145**
Dakota County Sheriff	104	166	99	83
Eagan	244	236	118	125
Farmington	41	39	33	34
Hastings	118	124	85	49
Inver Grove Heights	113	117	110	65
Lakeville	108	128	87	120
Mendota Heights	17	19	11	14
Rosemount	52	38	52	39
South St. Paul	130	151	89	102
West St. Paul	150	225	80	75

Prescription Take Back Program

In an effort to prevent crime, drug abuse and accidental poisoning from prescription drugs and over-the-counter medications, Burnsville Police have partnered with the Dakota County Sheriff's Office to participate in a pharmaceutical drug disposal program. A drug disposal bin, installed in the Police Department's lobby, provides a place to properly dispose of unwanted prescriptions and over-the-counter medications. ***As of September of 2016, 1,410 pounds of medications were collected and disposed of by Burnsville Police. This compares with 1,546 pounds collected in 2015.*** The unused medications are bagged, weighed, sealed and incinerated in accordance with the Minnesota Pollution Control Agency. While the majority of prescription medications are never abused, the removal of excess and unwanted medications from home medicine cabinets makes the possibility of experimentation by youth and young adults less likely.

Alcohol/Tobacco Compliance

In 2015, the City of Burnsville had 92 vendors selling alcohol and/or tobacco products, for a total of 129 licenses. Of those 92 vendors, 86 participated in the Police-sponsored Alcohol/Tobacco Best Practices Program. Two training classes on alcohol and tobacco selling procedures for restaurant servers and store clerks were conducted. ***A total of 58 servers and store clerks from 17 businesses attended this training.*** Burnsville Police also conducted annual State-mandated alcohol and tobacco compliance checks for businesses carrying both "on" and "off" sale liquor, 3.2 malt beverages, and tobacco licenses. ***One round of compliance checks was conducted resulting in five alcohol and one tobacco sales violations to minors in 2015. This compares to one alcohol and one tobacco sales violations in 2014.*** At the time of this report 2016 data was not yet available.

Animal Control

Animal Control activity during 2015 involved the following:

- 649 animal licenses were issued in the second year of the two-year license period
- 99 dogs were impounded, with 79 of those dogs reclaimed by their owners (80 percent)
- 67 cats were impounded, with 9 of those cats reclaimed by their owners (13 percent)
- 664 animal calls for service were handled by officers
- 2,500 animal calls for service were handled by the Animal Control contracted service provider
- 22 dogs bite reports were received

Dakota Communications Center (DCC)

Created to operate a Public Safety Answering Point (PSAP) for all residents and public safety agencies in Dakota County, the Dakota Communications Center opened its doors in December 2007 and performs the work previously carried out by five smaller PSAPs that were housed throughout the county. Phone call statistics for Burnsville follow:

Dakota Communications Center						
Burnsville Phone Statistics	**2011**	**2012**	**2013**	**2014**	**2015**	**YTD Sept 2016**
Law Enforcement Phone Calls	39,626	39,288	38,319	37,258	40,548	29,604
Fire/EMS Phone Calls	4,946	5,027	5,410	5,653	6,008	4,830
Total Burnsville Phone Calls	**44,572**	**44,315**	**43,729**	**42,911**	**46,556**	**34,434**

School Resource Officers (SRO)/BLUE in the School

The Police Department continues to partner with Burnsville-Eagan-Savage School District 191 to place officers in schools. Two officers are assigned to the Burnsville High School, one officer is assigned to Nicollet Junior High School, and area elementary schools receive visits from police officers through the BLUE in the School (Building–Learning–Understanding–Educating) program. By developing these relationships, officers become a resource for school staff and build foundations for the future with students through positive interaction. Officers routinely evaluate safety and security concerns at all schools within the district. ***Through September of 2016, Nicollet Junior High has experienced 140 calls for service, compared to 169 total calls for the year in 2015. At the senior high level, 200 calls for service were handled in the year 2015; and through September of 2016 there have been 195.*** Calls for service involve theft, disorderly conduct, vehicle accidents, alcohol, tobacco and marijuana use/possession. School Resource Officers also conduct presentations in the classrooms throughout the year on such topics as bullying, social media, theft prevention, chemical use, violence and career exploration. At the close of the 2015/16 school year, significant school tragedies continue to occur around the country. Burnsville's three school resource officers train and work closely with ISD 191 staff to review and enhance emergency procedures, develop proactive strategies to minimize disruptive behavior in the schools, and update safety and security plans in the schools.

Citizens' Academy

The role of a police officer has always been an interest to the average resident. Every day, police events are broadcast into living rooms throughout the country. To many, it may appear that the police are not doing their job or are exceeding their boundaries. By allowing residents a first-hand look at what rules, regulations and polices police officers follow, some of the misunderstandings may be alleviated. ***Community Resource Officers conduct an 11-week Police Citizens' Academy every year to provide a better overall understanding of a police officer's duties and form lasting relationships. Twenty-four citizens participated in 2016.*** Academy classes are taught by officers who are experts in their field and include demonstrations, practical exercises, and participation in a police patrol ride-along, contributing to an exciting, interactive learning experience. The object of the academy is to produce informed residents. Residents and police officers meet each other face-to-face in a neutral, friendly setting and each becomes "a person" to the other. In the past, residents may have simply seen a uniform – now they can have an understanding about the person behind the badge.

Neighborhood Watch Program

Neighborhood block captains continue to assist Police throughout the year by combining efforts to make their community safer. Officers are assigned to a neighborhood in their patrol area to build relationships with block captains and better facilitate communications concerning neighborhood issues. ***Of the 120 active neighborhood block captains, many personally host meetings throughout the year attended by police officers to address specific issues and concerns.*** The Department also utilizes the City's GovDelivery email notification system to send crime alerts, news releases and crime prevention tips, so that block captains may distribute the information to their neighbors. A new crime prevention tool that police officers utilize with their block captains is Raids.online. This mapping software is located on the department's webpage and allows residents to see what type of crime and calls for service are happening in their neighborhoods.

Multi-Housing Program

The Community Resources Unit's primary mission is community building and problem solving through collaboration with Burnsville residents, business and City staff. Although community building is a department-wide philosophy, the Community Resources Unit is tasked with many additional efforts including daily communications with apartment managers, overseeing all multi-housing functions, youth relations, and neighborhood programs. At the end of 2015, there were 8,863 rental units licensed by the City of Burnsville, with 7,589 multi-family rental units, 862 individual townhome rentals, and 412 single-family rentals. Police response to rental units continues to steadily decrease. ***In 2015, officers responded to 7,905 calls for service and issued 291 strikes at multi-housing units, compared to 7,033 calls and 364 strikes in 2014.*** The uptick in calls is related to the growing licensed rental properties within the city and also with the Dakota Communication Center, coding calls for service on parking complaints, and towing vehicles off rental properties.

Emergency Management

Planning and training continue to be a top priority for the Emergency Management Coordinator. The county-wide Hazard Mitigation Plan, which Burnsville participates in, was required to be updated in 2016 for implementation in 2017. There is a federal mandate to have these plans updated every five years. An update of Burnsville's section of the plan was reviewed and updated according to State MNWALK and FEMA requirements. The update was submitted to Dakota County Emergency Management to be included in the overall county plan. Compliance with the plan update allows Burnsville to receive funds from the state/federal governments to offset the cost of damage during a disaster declaration.

Staff participated in the annual county-wide Emergency Preparedness exercise. This exercise focused on an IEMC (Integrated Emergency Management Course) model. These series of courses put into the practices of the Emergency Operations Center employees, city building inspectors of all cities in Dakota County, and first responders the task of building the skills needed to work together in the time of a disaster. All of these courses are designed to exercise all facets of preparation and response to a natural disaster. This drill is evaluated by the Department of Homeland Security and Emergency Management of Minnesota (HSEM). HSEM will provide feedback to better prepare for a large scale weather event. The Dakota County Exercise Design Team has started the process for a county-wide exercise in 2017.

Burnsville continues to support the Dakota County Special Operations Team with seven members (one Police Department representative, and six Fire Department representatives). The team trains monthly on topics such as hazardous materials, terrorism, confined space, rope and trench rescue, and also are members of Minnesota Task Force 1 for statewide response to structural building collapse.

Through the Dakota County Domestic Preparedness Committee, Burnsville representatives held its fourth annual Frontline Supervisor Workshop in which police, fire, and public works supervisors reviewed previous major incidents that had occurred in Dakota County and their lessons learned.

2017: A look forward

2017 Budget Overview

The 2017 Budget allows for:

- Increase in training budget to maintain high professional standards consistent with the 21st Century Policing Pillars of training and education.
- The new K-9 Officer will be attending a rigorous training program with her K-9 partner in the spring of 2017. This program received significant community donations in 2016.
- Renovation of facilities.
- Pilot of license plate reader technology.

Fire

Public Safety

Primary Services

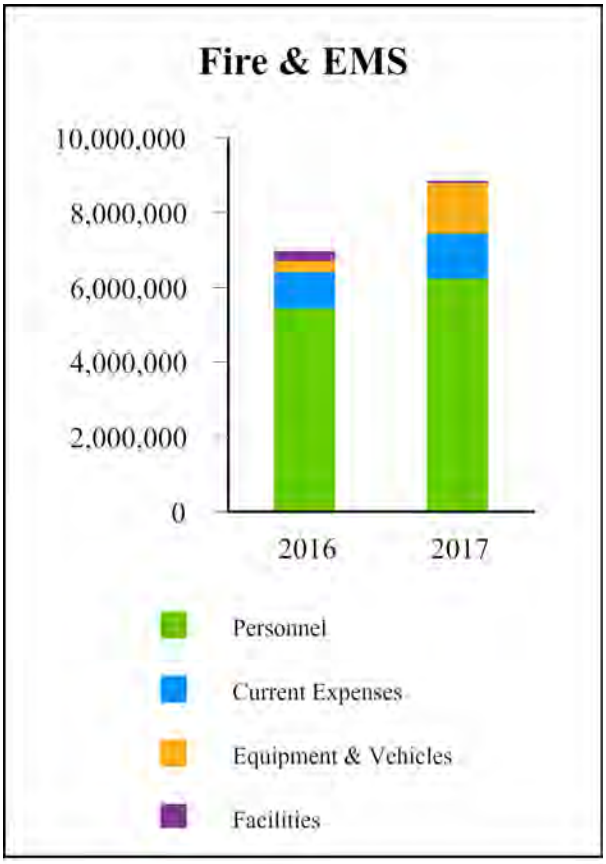
Under the direction of the Fire Chief, the Fire Department provides the following public safety services:

- Full-time Fire Service
- Advanced Life Support
- Emergency Medical Service (EMS -Paramedics)
- Fire Suppression
- Rescue
- Fire Prevention
- Fire Code Enforcement/Inspections
- Fire Investigation
- Public Education
- Extensive Training Program
- Dakota County Special Operations Team (SOT)
- Disaster Prevention and Preparation
- Community Emergency Response Team (CERT)
- Fire Department Community Involvement (Open House, Night to Unite, Burnsville Fire Muster)
- Fire Safety Training
- Youth Programs (pre-school, daycare, elementary school, Juvenile Fire Setter Intervention)
- Targeted Fire Prevention (Seniors, Youth and Multi-Family Housing)
- Standardized Incident Command System

2017 Fire & Emergency Services Budget

General Operating	$7,434,911
Equipment & Vehicles	1,355,000
Facilities	55,000

Staffing
44.0 Full-time Equivalent Staff



Alignment with Council ENDS and OUTCOMES

The primary purpose of the Fire Department is to provide effective fire and life support response within department service areas; provide community youth with fire education, demonstrations and mentoring activities that will help citizens live safer lives; provide prevention and training services to residents and businesses; and provide community-wide disaster prevention and planning service.

2016: The year in review

2016 Accomplishments

- Hosted Fire Department's annual open house with more than 1,200 attendees
- Fire engine crews performed preschool safety presentations to 15 curriculum based daycares totaling over 580 children in the city
- Department is achieving the City Council's Ends & Outcomes, Fire and Emergency Medical Services (EMS) will reach 80 percent of the emergency calls in nine minutes or less (inclusive of dispatch processing, turnout and travel times)
- Continued utilization of electronic TargetSolutions online training software
- Implemented new Dispatch Tritech CAD software
- Issued 167 permits, performed 207 inspections and documented 374 fire code enforcement cases
- Conducted HIPAA Legal Compliance Audit
- Worked collaboratively with Richfield PD and Bloomington Public Health to offer Community Emergency Response Team (CERT) training to 25 citizens from various communities
- Provided fire safety training to more than 1,400 youth in the city's schools

"Staffing for Adequate Fire and Emergency Response Grant"

- March 22, 2016 per council direction, staff applied for four (4) firefighter/paramedics through the SAFER grant. These four positions, through rotating shifts would staff another emergency response unit 12 hours per day, seven days a week during peak emergency call demand time.
- September 2016, the City was notified it was awarded a $1,120,328 Staffing for Adequate Fire and Emergency Response Grant from the Federal Emergency Management Agency.
- This $1,120,328 grant provides 100% funding for 24 months of base employee costs.
- September 20, 2016 City Council accepted the SAFER grant

2016: The year in review, cont.

2016 Performance Measurement Monitoring Data

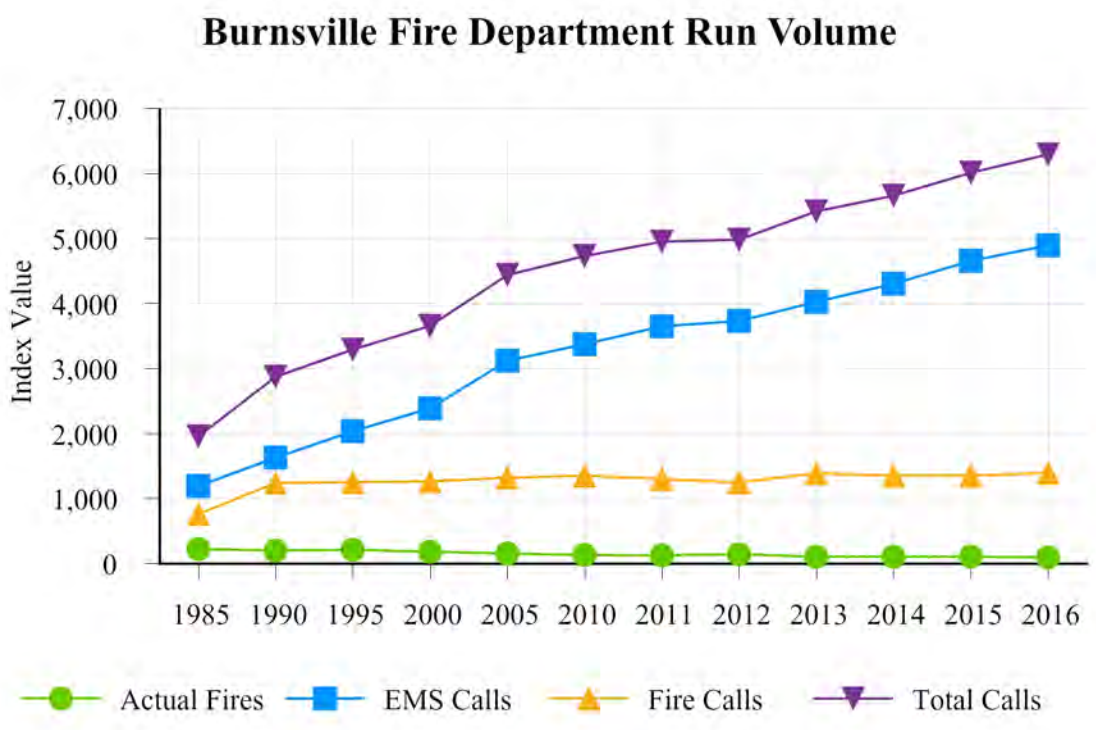
Consistent with the Council's adopted governance statements, the most importance performance indicators follow:

Response Time Measurements

According to the City Council's Ends & Outcomes, Fire and Emergency Medical Services (EMS) will reach 80 percent of the emergency calls in nine minutes or less (inclusive of dispatch processing, turnout and travel times). Between from Oct. 1, 2015 and Sept. 30, 2016, 6,289 calls were analyzed. Of these, 3,722 were classified as emergency response (Code 3) and used to review the response time performance. Analysis revealed that the Fire Department made it to 87 percent of the calls in nine minutes or less.

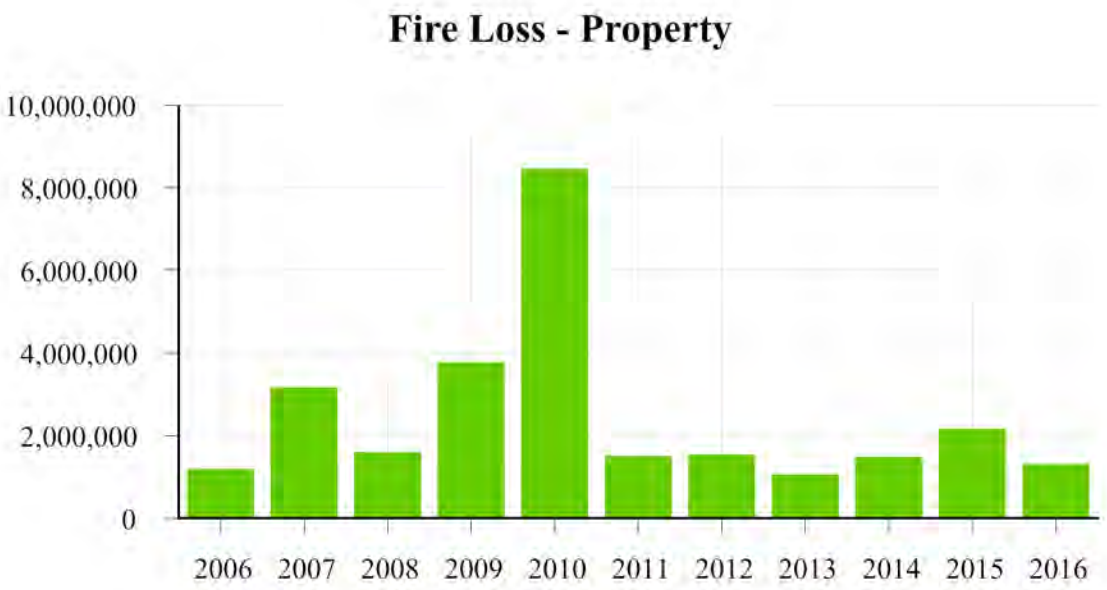
Several factors affect response times. These factors include an increasing number of multiple and concurrent calls where units must respond from "out of district," due to "first due" (in-district) crews tied up on other incidents. In 2015, approximately 37 percent of calls were concurrent, and approximately 11 percent of calls took place during three or more concurrent incidents. Other factors out of the Department's control also affect response times such as traffic, weather and road construction. Staff remained committed to achieving the response time goal through training, improved measurement tools and resource management.

Historical Emergency Call Volume



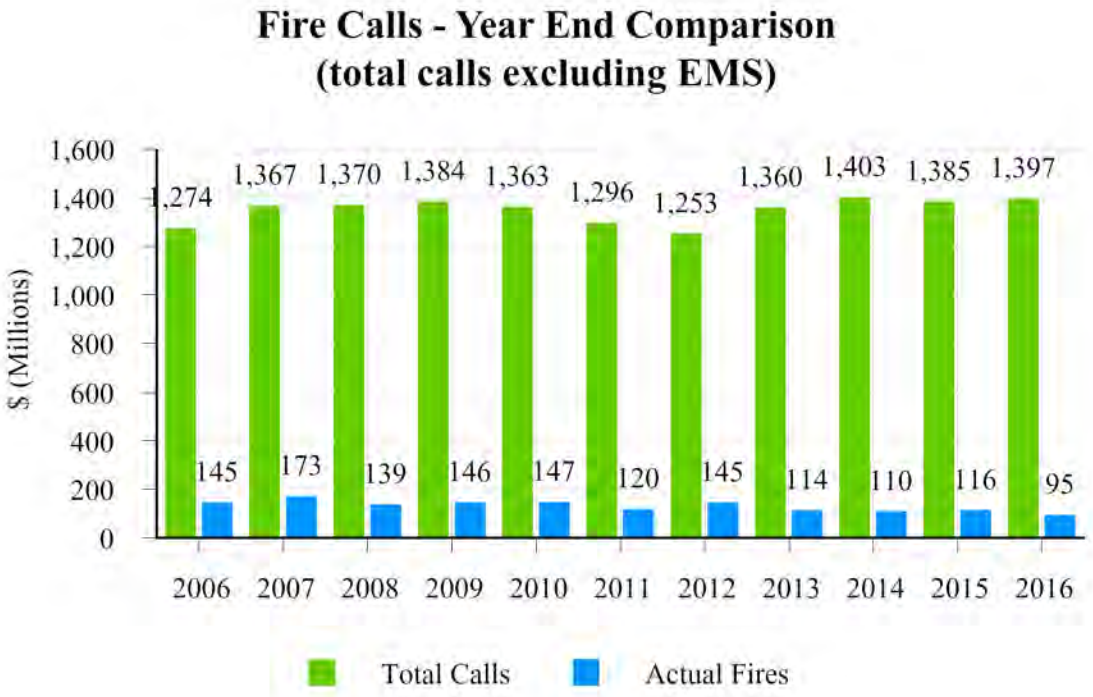
Fire Calls and Property Loss

The following chart shows a ten-year history in property loss due to fire and fire exposures from October through September. Property loss figures are unadjusted losses. Typically, final adjusted amounts are higher.



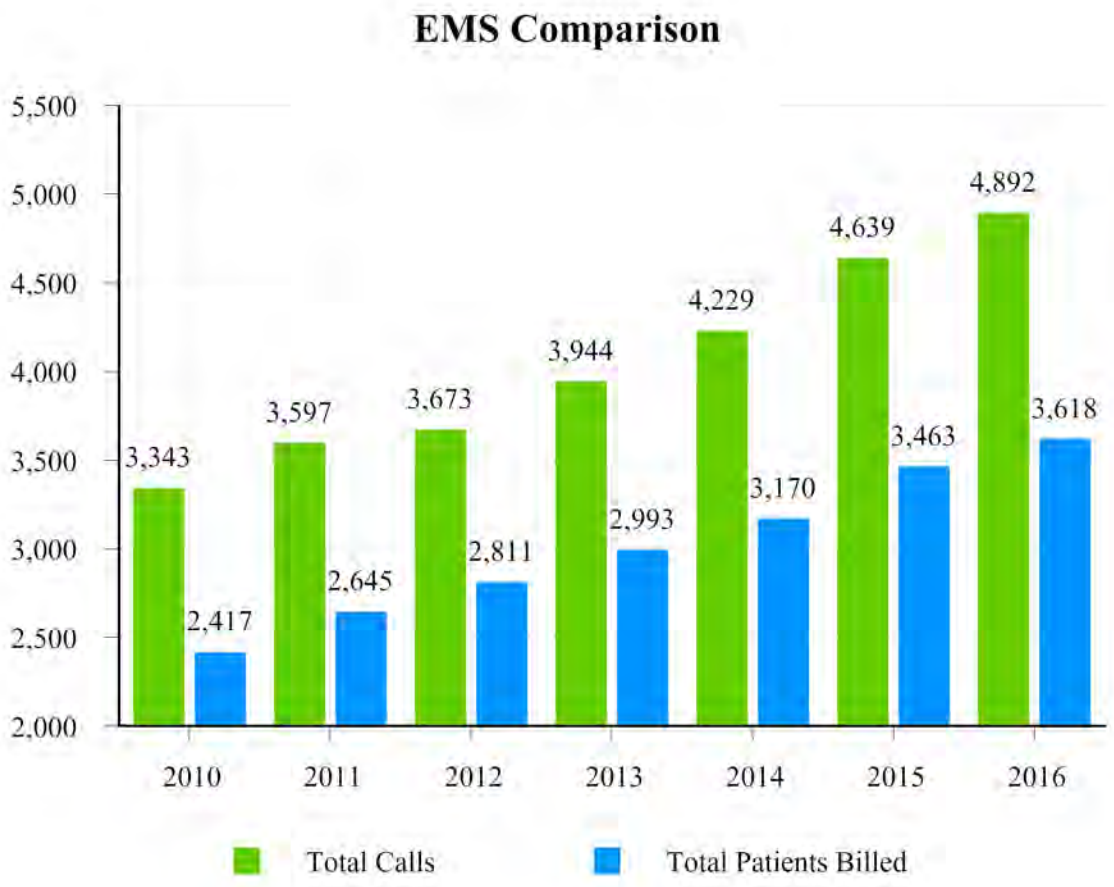
Fire Calls and Actual Fires Fought

The following chart shows a ten-year history of fire activity from October through September.



EMS Calls and Total Patients Billed

The following charts show six years of EMS calls and patients served from October through September.

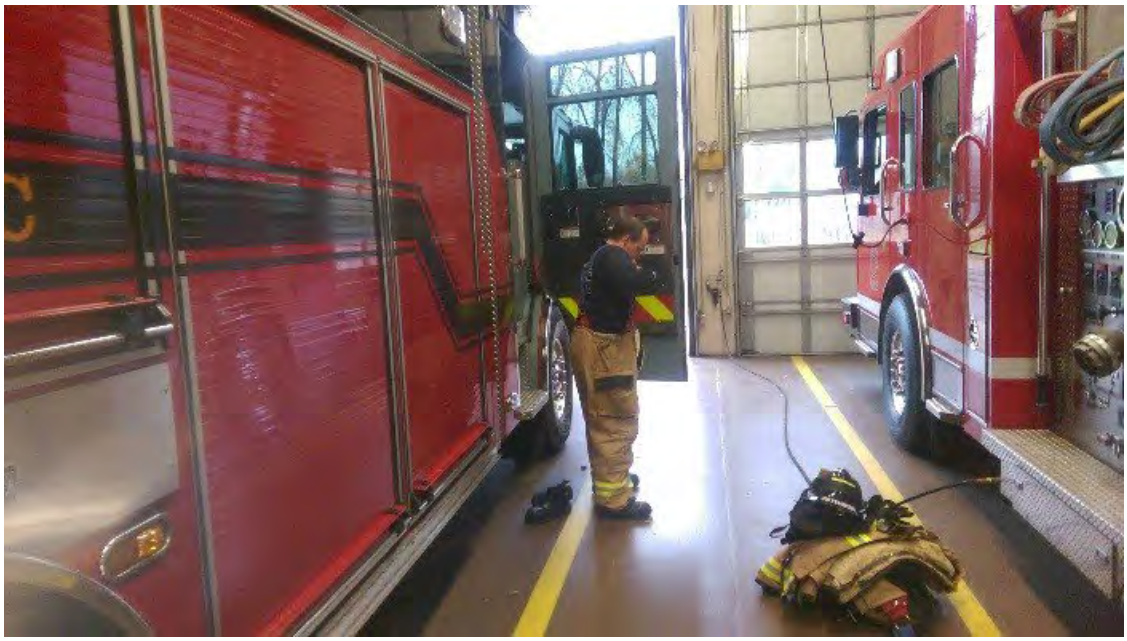


The City will likely continue to experience an increase in EMS call volume in the future. A large component of the increased call volume is attributed to an aging community, which is becoming a national trend as the baby boomer generation reaches retirement. Demographics and types of housing within the community will continue to play a role in future requests for services.

EMS

In 2016, the Department continued to collaborate with other agencies to improve service and improve coordination of ambulance resources. Through participation in the Twin Cities Metro Region EMS committees and the Dakota County EMS Council, the Fire Department continues to be actively involved in the EMS system across the Twin Cities metro area. Use of technology, such as the Medical Resource Control Center (MRCC) that relays patient information to the appropriate receiving hospital, helps improve coordination and also assists in communication and response during large-scale emergencies. This center is located in Regions Hospital and is staffed by their paramedics 24/7. The use of this resource is free to the City, since the cost is covered by regional money that is allocated from the State to operate two of these centers in the metro area.

The Fire Department continues to work in collaboration with external partners, such as Fairview Ridges Hospital, other area healthcare facilities and Dakota County Public Health to improve the care of Burnsville residents.



Medical Direction

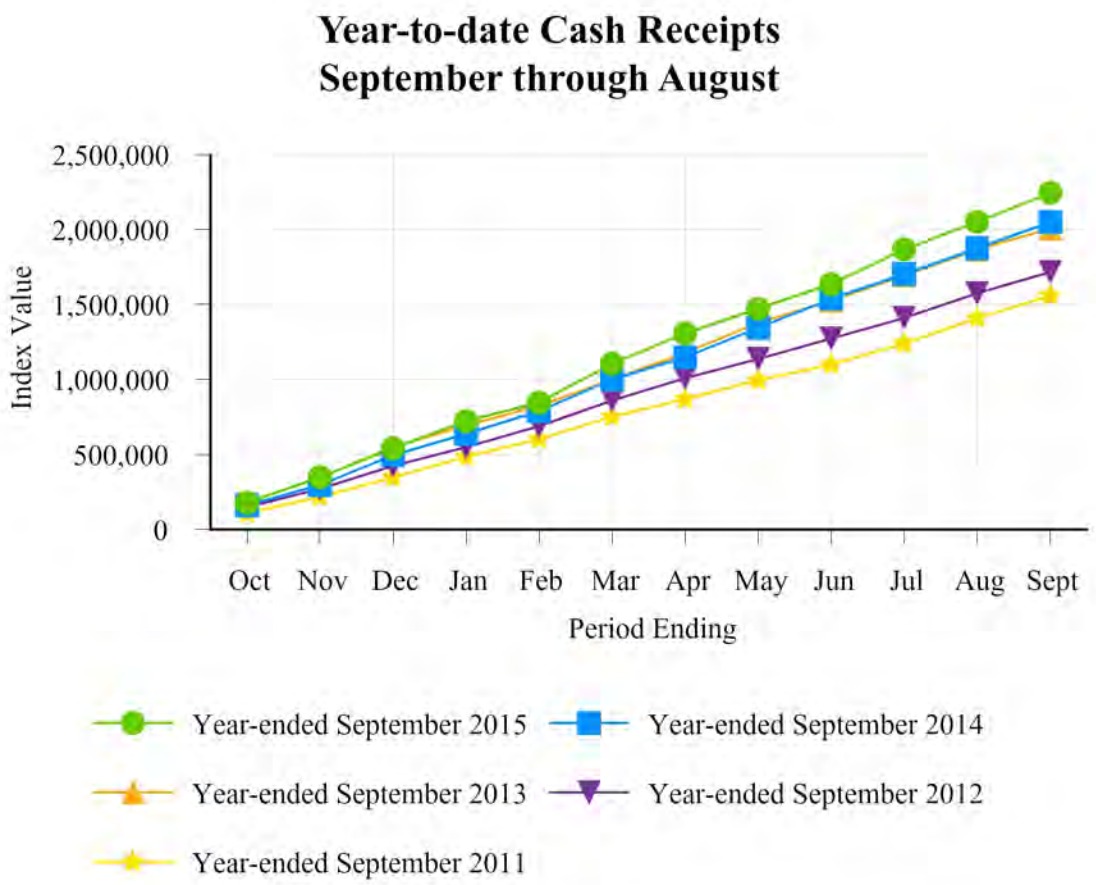
The Fire Department is required to have physician oversight to provide emergency medical services. 2016 marked the tenth year of partnership with Allina Health for that service. With the support that a large system such as Allina Health affords, services are provided primarily by an Emergency Room Physician and Medical Director for Allina Health EMS.

Dakota County EMS Council

The Dakota County EMS Council is a multi-disciplinary group of agencies, organizations and other stakeholders unified by the mission of assuring excellence in emergency medical care to the residents of Dakota County. The Fire Department continued to partner with the Dakota County EMS council at various levels.

EMS Billing

With the close of the year, Digitech will complete eleven years of providing services for the City's EMS billing. Digitech's leadership has been responsive and proactive and continued to be a great partnership with the City. Montly reports include snapshot graphics of overall activity supported by detailed accounting data. The following graph, constructed from Digitech report data, shows monthly cash receipts over the past four years.



Fire Prevention/Inspection

Fire prevention staff consist of an Assistant Chief/Fire Marshal and one fire inspector. The Fire Prevention Division utilizes Sungard Trak-It software to issue fire permits and document all fire inspections and fire code violations. The division is also tasked with conducting origin and cause investigations for any significant fires that occur in the city. The Department is statutorily required to investigate the cause of any fire that does $100 or greater in damage. ***Prevention staff performed 207 inspections, issued 167 permits and documented 374 fire code enforcement cases. Staff conducted ten significant fire investigations in Burnsville and an additional three that occurred in the City of Lakeville.***

Private Hydrant Inspection

Burnsville is home to more than 3,800 fire hydrants. Fire and Public Works departments maintained more than 2,500 City-owned hydrants this past year. An additional 1,300 hydrants are privately-owned hydrants and present on many commercial and multi-unit residential properties.

State and City fire code require that all fire hydrants (public and private) be inspected annually. ***In September 2013, Burnsville began contracting with a private contractor to inspect all private hydrants that were not inspected independently by the owner. More than 1,200 private hydrants were inspected by this contractor during the summer months in 2016. Inspected hydrants increase the overall reliability of the privately owned fire hydrants in case of an emergency.*** The contracted private hydrant inspections will be billed back to the owner through the Utility Billing Department.

Public Education

In the 2016 Residential and Business Surveys, 91 percent of residents reported that the Burnsville Fire Department does enough public education on fire and emergency prevention. The Fire Department continues to educate the community in fire and injury prevention by participating in numerous events throughout the year. These events include Night to Unite, Fire Muster and the Fire Department Open House. Additionally, fire prevention staff conducted periodic public education training for area civic organizations and businesses.

The Department also focuses on children of specific age groups by visiting elementary schools and delivering fire and safety presentations to kindergartners, second and fourth graders. In order to present the message to students in an uninterrupted manner (without staff being pulled away for emergency response), staffing adjustments were made to allow for a dedicated presenter. ***This format allowed the Department to reach more than 1,400 students in two weeks.***

Grants

The Fire Department submitted a grant application to the Federal Emergency Management Agency (FEMA) for the Staffing for Adequate Fire and Emergency Response (SAFER) grant in 2016. This federal grant was created to provide funding directly to fire departments to help them increase or maintain the number of front line personnel in their communities. The goal is to enhance local fire department abilities to comply with staffing, response and operational standards.

Per Council direction in March 2016, staff applied for four (4) firefighter/paramedics through the SAFER Grant. These four positions, through rotating shifts would staff another emergency response unit 12 hours per day, seven days a week during peak emergency call demand time.

In September 2016, the Department was notified it was awarded a Staffing for Adequate Fire and Emergency Response (SAFER) grant in the amount of $1,120,328.00 and began the hiring process for the four (4) firefighters/paramedics. The addition of the four firefighters/paramedics will provide additional capacity during peak call hours and help maintain response times.

The City was also allocated a $7,790 reimbursement from the Minnesota Fire Training Board. This money was used to pay for training expenses and our annual subscription for online training.

Training

Training for firefighters is a daily activity. Training activities range from practical drills on a company level to classes taken at a national training institution. Staying proficient in fire and EMS skills is critical to carrying out the department's mission of service to residents. The following were key training events:

- **Emergency Medical Service (EMS) Training.** Department personnel receive extensive, EMS annual training to maintain a paramedic status and to re-certify with the National Registry of Emergency Medical Technicians and the State of Minnesota Emergency Medical Services Regulatory Board. In 2016, the Minnesota EMS Regulatory Board changed the recertification requirements for EMS personnel in the State of Minnesota to closely mirror national requirements. This change, midway during a budget year, significantly impacted the Department's scheduled training and tightened requirements. While a short-term solution was implemented, a long-term solution is still being discussed.

- **A.B.L.E. Training Facility.** The Cities of Apple Valley, Burnsville, Lakeville and Eagan (A.B.L.E.) share a state-of-the-art fire training facility year-round to conduct live fire and other fire-related training. The building allows for burning on multiple levels, and mimics the construction of large commercial and residential buildings

that are typical in the south metro. The facility is considered a regional asset and is rented out to departments outside the four-city consortium. More than 100 trainings were conducted last year at the new facility.

Community Emergency Response Team (CERT)

Burnsville's Community Emergency Response Team (CERT) program has been in existence for 17 years. The program started in 1999, with two firefighters attending a CERT "Train-the-Trainer" class in Emmitsburg, Maryland. Through this effort, Burnsville was the first community in Minnesota to offer CERT training to residents. In 2001, the Fire Department received grant funding for a position for one year that allowed a firefighter to promote CERT in Burnsville and throughout the State by hosting several "Train-the-Trainer" classes. ***The City has partnered with the Cities of Bloomington and Richfield to host complete CERT classes for a number of years. A class was hosted in spring 2016 and is scheduled again for fall 2016.*** The Department continued to offer and promote the CERT program to residents.

Heart Restart

The Fire Department and the Burnsville Mobile Volunteer Network (MVN) teamed up again with Dakota County Heart Restart to reduce the number of deaths from sudden cardiac arrest in Burnsville. The campaign "Burnsville Heart Restart: Who Will YOU Save," has set the ambitious goal of training 6,000 people in CPR. Trainings have

been provided at churches, businesses, local community groups and at private residences. ***Since April 2012, more than 3,000 individuals have been trained.***

Fire Department Technical Rescue Team (TRT) merged with Dakota County Special Operations Team (DCSOT)

The Fire Department formed a 12-member Technical Rescue Team (TRT) in 1999 to overcome mitigation deficiencies in areas of specialty rescue. These specialty disciplines included high- and low-angle rope rescue, trench rescue, water rescue, confined space rescue, building shoring and vehicle/machinery extrication. ***In 2016, it was identified to better serve the community, use of our resources, and avoid redundant trainings among teams, the Department would dissolve the 12 member TRT team and allocate three additional members to the County's team, DCSOT.***

Dakota County Special Operations Team (DCSOT)

Dakota County Special Operations Team (DCSOT) is an emergency response team that provides unique, specialized rescue capabilities and emergency response services that augment existing community fire and law enforcement agencies. DCSOT operates under a Joint Powers Agreement (JPA) signed by the 11 jurisdictions within Dakota County. The DCSOT structure is comprised of fire, police and EMS personnel from each of the jurisdictions operating under the JPA. The team is authorized to operate at a level of 36 members.

The Fire Department had seven allocated member spots on the DCSOT team comprised of one Captain and six Firefighter/Paramedics. Financial support for DCSOT is covered by the JPA and shared by member agencies.

Specialized rescue equipment for DCSOT is housed at several agencies throughout the County. During activation, host agencies will transport required equipment to the incident. The Department is responsible for the structural collapse truck, which contains medium and heavy structural collapse rescue equipment. DCSOT is capable of responding to rope rescue, confined space rescue, trench rescue, vehicle/machinery extrication, structural collapse, hazardous materials incidents and tactical rescues with enhanced levels of specialized equipment and personnel. ***The team trained 14 times this year, in addition to the regular monthly training. This past year the team participated in a confined space exercise at ConAgra in Lakeville, a Dakota County exercise in Miesville, and a deployment exercise at REACT in Camp Douglas, WI. Burnsville members also attended a logistics class, a planning class, a rope rescue class, and a tactical medic class.***

DCSOT is part of the State's Urban Search and Rescue (USAR) team known as Minnesota Task Force 1 (MN TF-1). The team consists of members from the fire departments in Minneapolis, Edina, Saint Paul and Rochester and DCSOT. The response capabilities of MN TF-1 include rope rescue, confined space rescue, trench rescue and structural collapse, which make the team a valuable resource. The team's area of response is within the State and can be requested by another state for assistance through an Emergency Management Assistance Compact (EMAC) deployment.

Facility / Equipment/ Technology

The Fire Department continued to follow its replacement schedule for facilities and equipment. In 2016 these included:

- Fire Station No. 2 Improvements - Carpet, lighting fixtures, roof, patio door and concrete road aprons
- 800 MHZ Radio Replacement - Portable radios serve as a link for communication between firefighters, dispatchers, and commanders on emergency calls for service
- MSA Galaxy Calibration Station - Calibrates the Department's four gas monitors to ensure compliance with OSHA standards
- Skid Unit for Brush Truck - New water tank and pump to use in wildland fires

- Guardian Tracking - Employee performance management software to track employee behavior enabling transparent and consistent communication, facilitating performance improvement plans, and identifying candidates who demonstrate continued competencies for promotion
- Workforce Telestaff Software Testing and Training – Software that provides a comprehensive fire operations solution and minimizes the impact on current IT operations (including server maintenance) and staffing levels, and improves payroll processes for Fire, Finance and HR.

2017: A look forward

2017 Budget Overview

The 2017 Budget allows for:

- Increased pharmacy costs for EMS medications due to changing federal government requirements on pharmaceutical purchases
- Capital equipment for peak demand emergency response unit
- Replacement of a ladder truck
- Replacement of an ambulance

Parks, Natural Resources, Recreation & Facilities

Park Maintenance

Parks, Natural Resources, Recreation & Facilities

Primary Services

Under the direction of the Assistant Public Works Director and guidance of the Parks, Recreation and Facilities Director and the Park Maintenance Superintendent, the Park Maintenance Division provides the following services:

- Maintenance of 1,750 acre park system (turf management, waste collection, landscaping, amenities & infrastructure)
- Preparation of park facilities for park users (athletic fields, outdoor skating rinks, park shelters and buildings)
- Turf management for public boulevards and medians throughout the City
- Maintenance and plowing of trails within parks and throughout the community
- Grooming and maintenance of cross-country ski trails
- Maintenance of the water features at Nicollet Commons Park and Burnsville Lions Splashpad

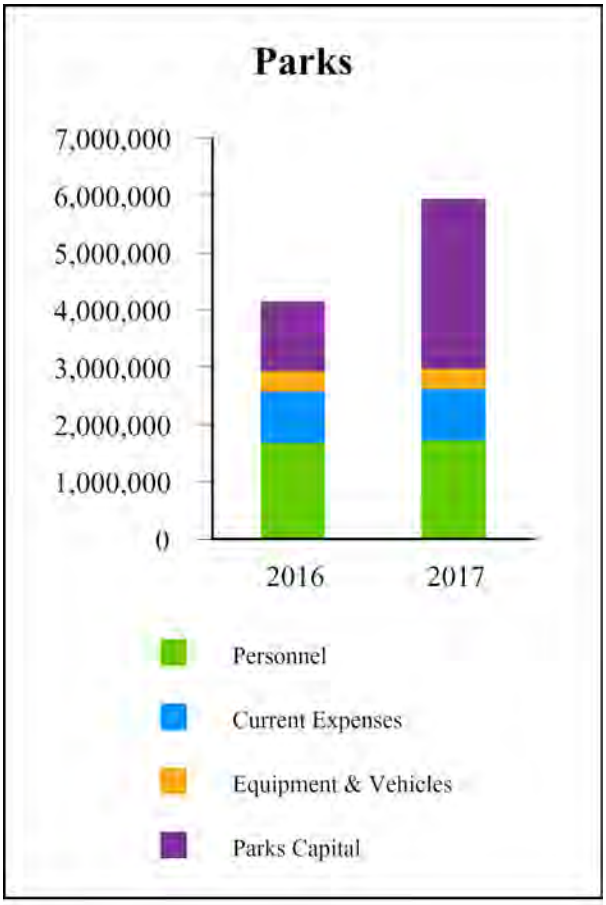
2017 Park Maintenance Budget

General Operating:

Parks	$2,617,449

Staffing

14.0 Full-time Equivalent Staff



Alignment with Council ENDS and OUTCOMES

The primary purpose of the Park Maintenance Department is to maintain the City's park system and prepare the facilities for the many events that take place in parks throughout the year. The Park Maintenance Division is an integral part of helping the City to Achieve the Community Enrichment End goal and outcomes.

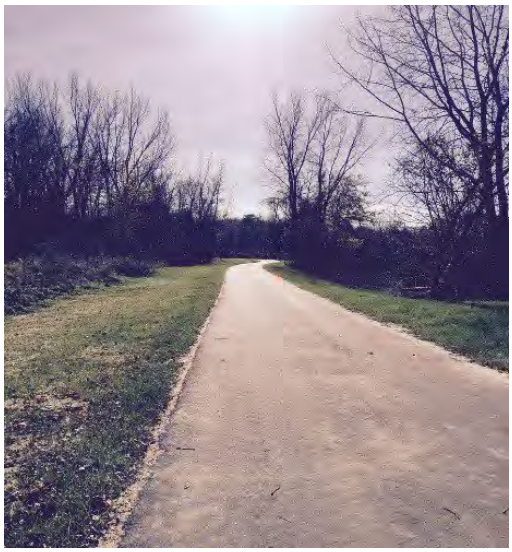
2016: The year in review

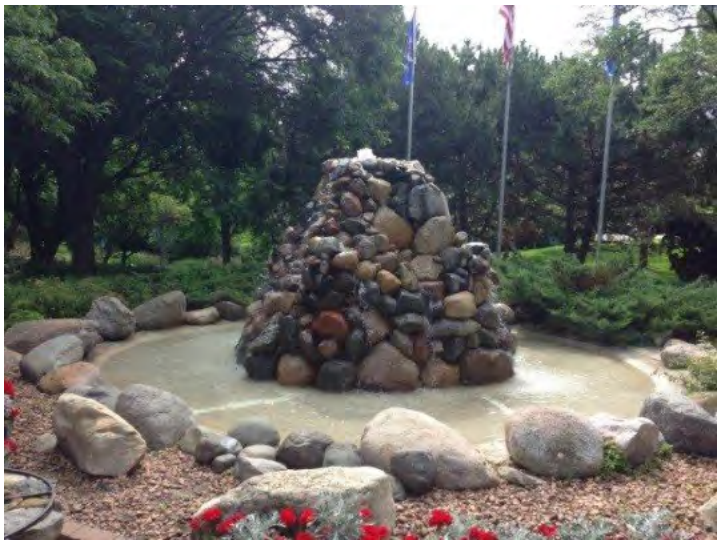
2016 Accomplishments

- Resurfaced the tennis courts in Colonial, Lac Lavon and Wood Parks added pickle ball lines
- Completed Lac Lavon Ball Field Complex Phase II - Site Renovations project in time for softball season opening
- Began Phase III – Concessions and Restroom Building project which included demolition of existing building
- Completed Phase II of Burnsville Lions Skate Park
- Replaced the roof, remodeled the interior and converted the lights to LED in the Neill Park recreation building
- Began a five-year project to replace all park entrance signs
- Replaced a failing retaining wall at Hollows Park next to the playground
- Replaced the spray fountain at Crosstown West Park

Providing Amenities:

- Constructed the final portion of the Big Rivers Regional Trail- Black Dog Segment in Partnership with Dakota County Parks and the US Fish and Wildlife Service
- Completed Phase II of Bicentennial Garden project which included new landscaping around the new fountain and providing accessibility upgrades to the fountain area; project was completed in time for Memorial Day event at the Park





2016: The year in review, cont.

2016 Performance Measurement Monitoring Data

Consistent with the Council's adopted governance statements, the most important indicators follow:

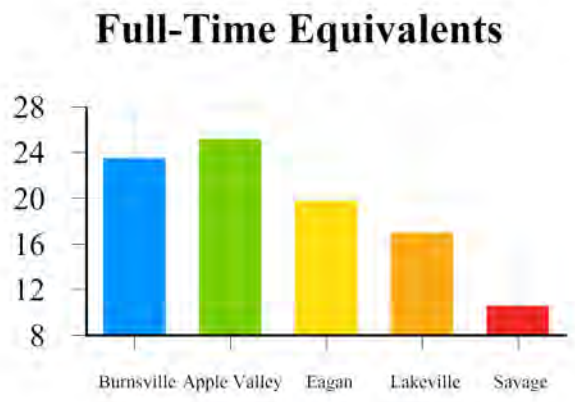
In the 2016 Residential Survey

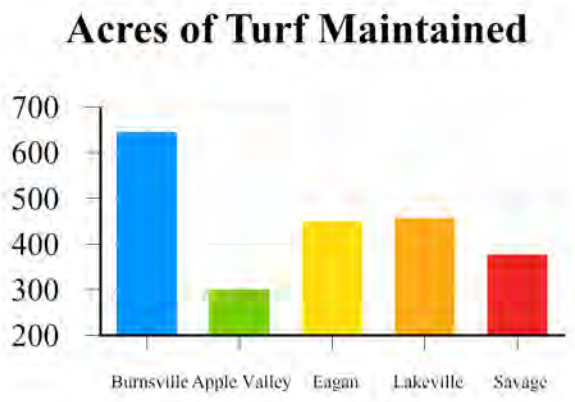
95 percent residents feel existing recreational facilities meet their needs.

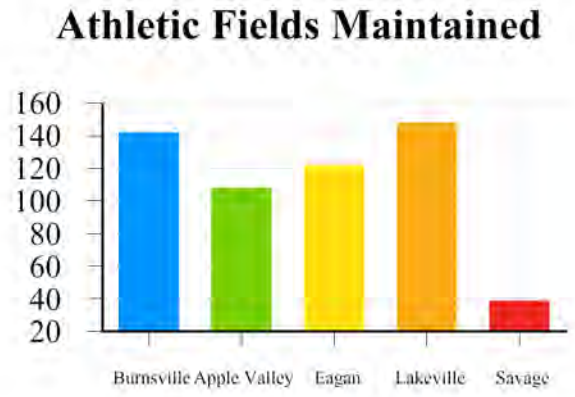
Residents use on a frequent or occasional basis:
77% Community or Neighborhood parks
77% Trail system
42% Athletic fields

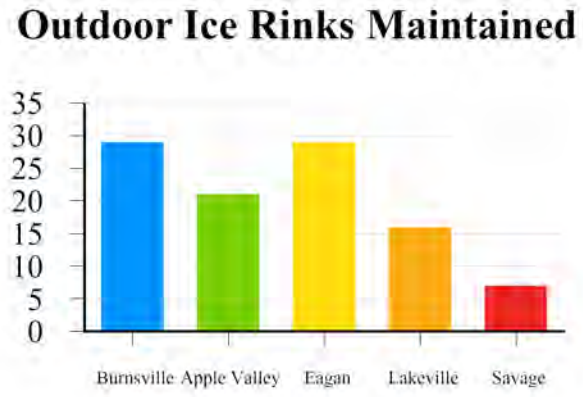
Parks Performance Measures 2016

City	Population	Full Time Employees	Seasonal Employees	Full Time Equivalents	Acres of Turf Maintained	Athletic Fields Maintained	Rinks Maintained
Burnsville	61,630	14	35	23.5	645	142	29
Apple Valley	50,004	16	34	25.2	300	108	21
Eagan	64,206	9	40	19.8	450	122	29
Lakeville	59,866	10	26	17	457	148	16
Savage	27,692	9	6	10.6	377	39	7









2017: A look forward

2017 Budget Overview

The 2017 Budget allows for:

- Continued maintenance of the City's parks and trail system
- Completion of the landscape renovation at Bicentennial Garden project (Phase III)
- Completion of Lac Lavon Ball Field Complex project (Phase III) with the erection of the new concessions and restroom building as well as security enhancements
- Extensive renovation of bituminous features and trails within several parks
- Completion of the Park's Master Plan Update

Natural Resources

Primary Services

Under the direction of the City Engineer and Natural Resources Director and the Natural Resources Manager, this division provides the following services:

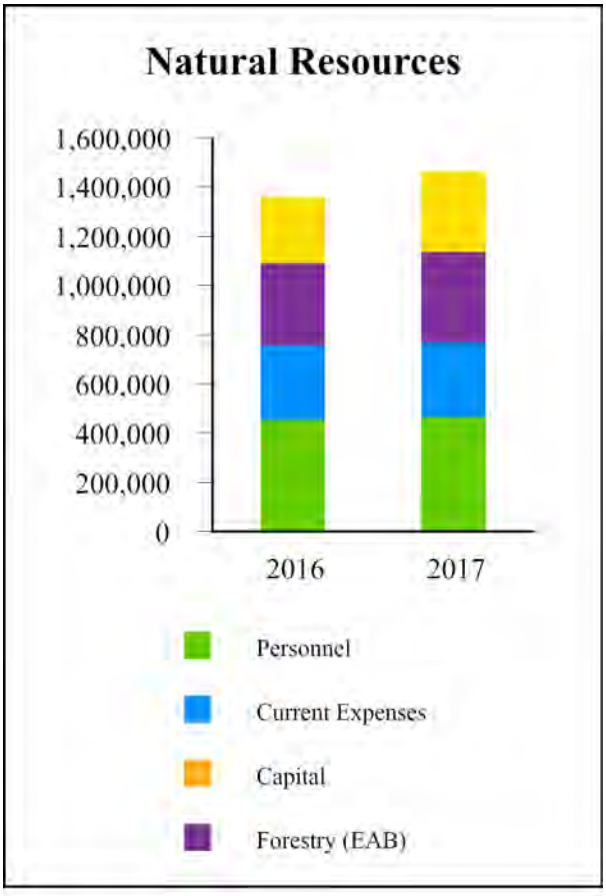
- Commercial and residential recycling programs
- Licensing of solid waste haulers
- Community waste and recycling collection events
- Sustainability coordination and promotion
- Participation in local watershed management organizations
- Development plan review for environmental impacts
- Wildlife program management
- Natural resource public education
- Surface water quality improvement and monitoring program management
- Prairie management and monitoring
- Wetlands management and administration of Wetlands Conservation Act
- Parks & Natural Resources Commission and Black Dog Watershed Management Organization support
- Urban forest resources management (tree pruning/removal, planting, disease control)
- Heart of the City streetscape management

2017 Natural Resources Budget

General Operating:

Natural Resources	$ 41,047
Community Landscape	726,636
Forestry Fund (EAB)	369,591
Sustainability Fund	325,521

Full-Time Equivalent Staff
Natural Resources (Storm Drainage Fund): 3.5
Forestry/Community Landscape/HOC: 4.3
Sustainability: 3.0



Alignment with Council ENDS and OUTCOMES

The Natural Resource division provides services that protect and manage the City's water, wildlife, urban forest, and community landscape resources. The division also promotes sustainable practices within our organization, as well as, to our residents. The Natural Resources division is an integral part of helping the City to achieve the Environmental End goal and outcomes.

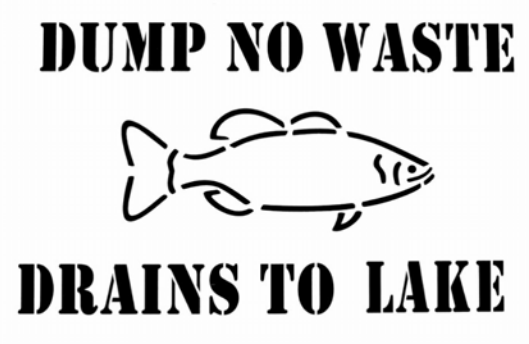
2016: The year in review

2016 Accomplishments

- Distributed 240 Trees at the Annual Tree Sale
- Held a native plant market in spring with 678 attendees
- Served 1,450 cars at the Household Hazardous Waste Collection Day
- Worked with the member cities of Dakota Valley Recycling (DVR) to amend the Joint Powers Agreement for the City of Lakeville to join
- Awarded Step 4 in the Minnesota GreenStep Cities Program
- Oversaw the repair of two large rain gardens. One in Forest Park Heights and one in Nicollet Commons Park
- Kept rights-of-way and trail areas open and passable while trimming trees and shrubs in these areas
- Completed the first year of work under a $76,000 grant for oak savanna restoration at Terrace Oaks West Park
- Treated 1,244 trees to protect them from Emerald Ash Borer, removed 271 poor quality ash trees to decrease risk of infestation, and planted 52 trees to replace removed ash trees

Protecting Burnsville's Resources:

- Monitored eight lakes for water quality



2016: The year in review, cont.

2016 Performance Measurement Monitoring Data

Consistent with the Council's adopted governance statements, the most important performance indicators follow:

2016 Residential Survey

Residential Survey Question	2016 Survey Responses
Surface water, lakes and ponds are clean and well maintained	**77% Yes**
City should invest in sustainable practices	**72% Yes**
Used the Recycling Center for household hazardous waste	**69% Yes**
How important is it for the City to plan for climate change effects?	**88% Very or Somewhat Important**
How familiar are you with emerald ash borer and its impact?	**77% Very or Somewhat Familiar**

Water Quality

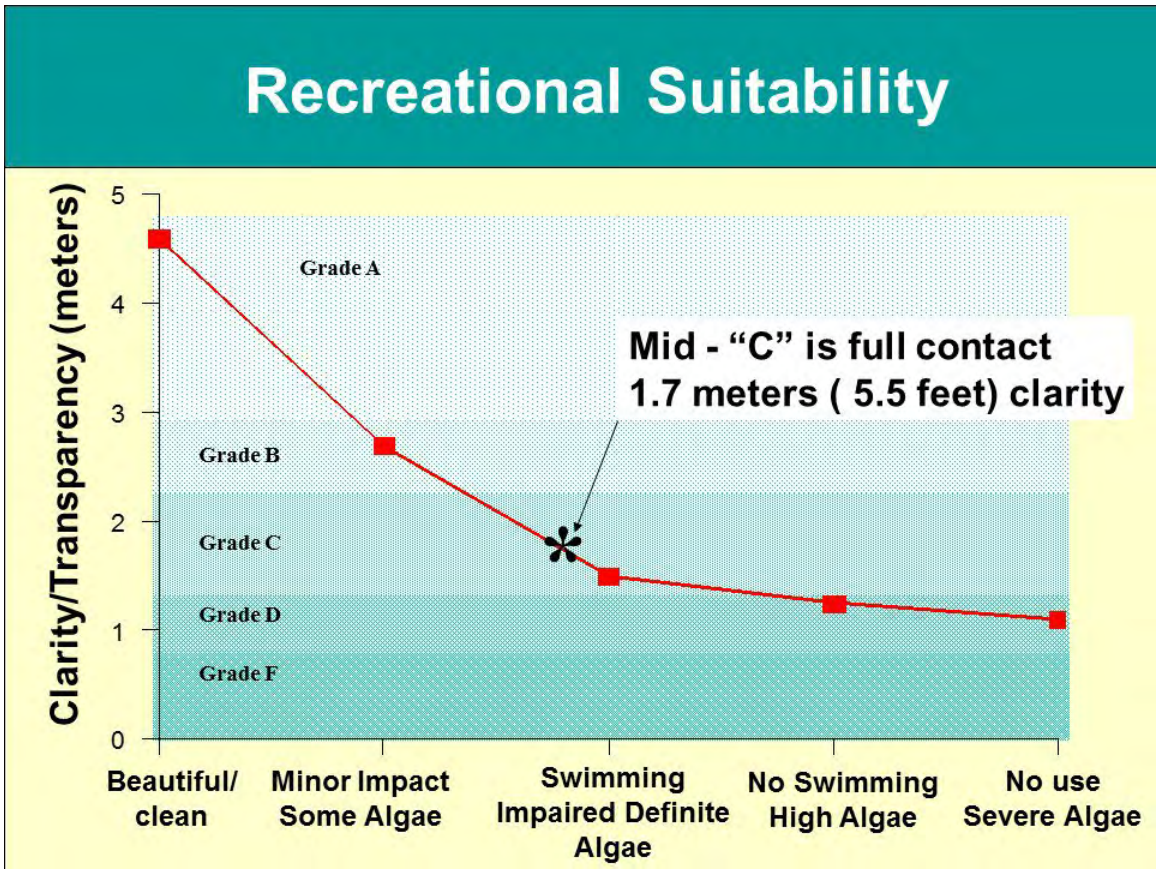
The City continued to work with lake homeowner groups, residents and other agencies to improve and monitor the water quality in area lakes. In partnership with the Black Dog Watershed Management Organization and the Metropolitan Council, citizen monitoring occurred at eight lakes in the community. As part of this program, volunteers gathered water clarity data every two weeks from mid-April to mid-October. The City continued to utilize water clarity as the primary indicator to track the water quality in the lakes. Generally, higher water clarity numbers (depth measured in meters) are indicative of better water quality.

The Metropolitan Council will not complete analysis of the 2016 samples until January or February of the following year; therefore, 2016 data was not available for this report. The following table shows the water clarity results from the citizen-monitoring program for the three most recent years available.

BURNSVILLE LAKE CLARITY REPORT CARD

(Measured in meters)

Lake	2013	2014	2015	3-Yr Avg.	Goal
Alimagnet	0.8	0.9	0.8	0.8	1.3
Crystal	2.0	2.3	2.2	2.1	2.1
Earley	1.6	1.4	1.8	1.6	1.7
Keller	0.6	0.8	0.7	0.7	1.8
Lac Lavon	3.8	4.0	4.2	4.0	3.6
Sunset Pond	2.2	2.2	1.4	1.9	1.7
Twin Lake	1.9	2.1	1.8	1.9	1.4
Wood Pond	1.4	1.3	2.5	1.7	1.7



The following chart summarizes the materials and quantities collected at the two community waste collection and recycling events conducted in the spring and fall of each year.

Materials Accepted at Spring Collection Event	Spring 2014	Spring 2015	Spring 2016
Appliances	18,700 bs	23,550 lbs	18,750 lbs
Electronics (computers, televisions, etc.)	12,339 lbs	6,500 bs	8,552 lbs
Mattresses	2,700 lbs	1,815 lbs	N/A
Bicycles	1,500 lbs	3,200 lbs	2,400 lbs
Materials Accepted at Fall Collection Event	**Fall 2014**	**Fall 2015**	**Fall 2016**
Appliances	55,000 lbs	64,000 lbs	46,650 lbs
Electronics (computers, televisions, etc.)	95,000 bs	100,000 lbs	70,000 lbs
Household Hazardous Waste	123,150 bs	52,201 lbs	**35,485lbs**
Scrap metal	31,220 lbs	32,020 lbs	17,580lbs
Document destruction	8,500 lbs	10,320 lbs	7,780lbs
Tires	5,7600 lbs	6,200lbs	2,380 lbs
Bicycles	2,300 lbs	3,750 lbs	2,700 lbs
Vehicle batteries	146	115	134
Total cars served	1,601	1,737	1,450

2017: A look forward

2017 Budget Overview

The 2017 Budget allows for:

- Sustainability programs supported by Dakota County grant programs
- Water resources programs funded through storm water fees
- Forestry programs funded out of the General Fund such as citywide tree trimming
- A separate fund to address and manage the impact of EAB on the community and to implement the plan approved by Council in 2013. EAB program funding was increased by $50,000 in 2016 to gear up the City's EAB programs in preparation for the arrival of the EAB in Burnsville
- Design and construction of a storm water treatment practice for the Keller Lake watershed that will be located in Crystal Beach Park

Recreation

Primary Services

Under the direction of the Parks, Recreation and Facilities Director, this division offers programs and services that improve the lives of customers and residents while enhancing the image of the City of Burnsville. The staff is dedicated to providing exceptional programs and services that fosters social, intellectual, physical and emotional development, promotes health and wellness, increases cultural unity, provides a safe environment, supports economic development and programs facilities that meet the needs of our customers which all contribute to making Burnsville a leading community in which to live, work and thrive. Staff are responsible for:

- Coordinating year round recreation programs for all ages
- Renting meeting room space in city buildings
- Reserving park buildings
- Scheduling athletic fields
- Planning special events
- Mobilizing volunteers
- Trail development
- Developing trails
- Publicizing services
- Supporting the Parks and Natural Resources Commission
- Providing support services for the city wide grants and donations
- Coordinating citywide Laserfiche efforts

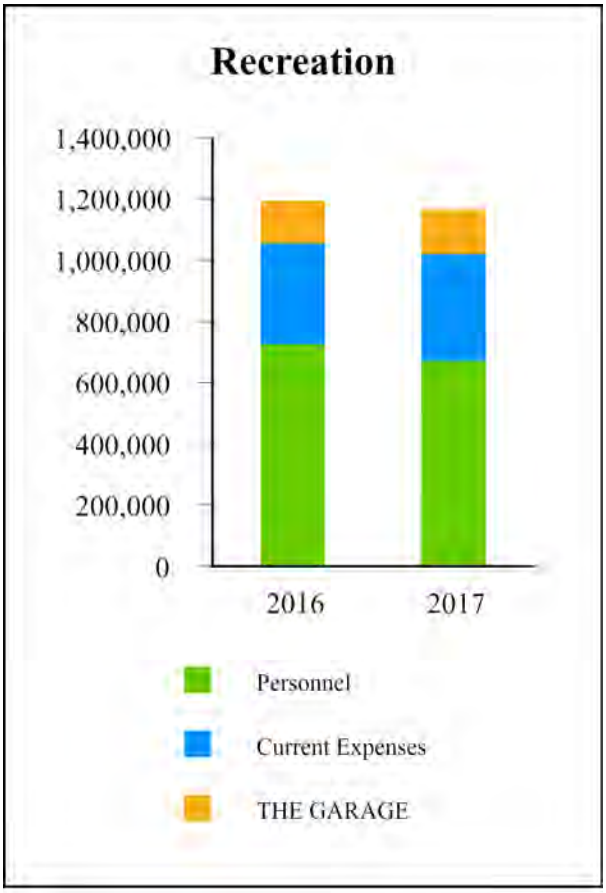
2017 Recreation Budget

General Operating:

Recreation	$1,019,543
THE GARAGE	146,110

Staffing

Recreation 6.0 Full-Time Equivalent Staff



Alignment with Council ENDS and OUTCOMES

Community members, including youth, are actively engaged and have access to quality programs and services that meet the changing needs of the community and create positive experiences for all.

2016: The year in review

2016 Accomplishments

- Coordinated a variety of events including movies, music and special events such as I Love Burnsville attracting more than 8,200 park patrons
- Generated $1,250 to offset program costs through special event sponsorship program
- Increased rental revenue for recreation buildings and shelters with over $35,000 in revenue generated
- Continued to partner with South of the River Recreators (SORR) to promote programs such as the “Who Done it Hike,” and the “Ground Pounders” running series
- Continued to be a leader in adult athletics for the state of Minnesota in our areas of service
- Scheduled more than 18,000 hours of field time generating more than $50,000 in revenue
- Coordinating scanning of more than 300,000 documents and 2,704,257 pages into Laserfiche
- Assisted more than ten community groups with special event requests such as a diaper drive, Run for Hope, and Pets for Vets 5K
- Completed majory system upgrade improving customer service and staff efficiencies
- Entered into partnership with Aloha Paddle and Ski to rent paddle boards to park patrons at Crystal Lake Beach
- Maximized community garden plot rentals

Commitment to Youth:

- Continued to partner with local youth sports agencies including Burnsville Athletic Club, Baseball Association 191 and VAA, resulting in more than 14,500 hours of game time played on youth baseball and softball fields in Burnsville
- Continued success of all day Kids of Summer (KOS) and Camp Xtreme program
- Increased daily drop-in participation for summer playground programs
- Maximized participation in preschool soccer and youth tennis programs
- Coordinated Burnsville Halloween Fest, which drew more than 1,500 attendees

2016: The year in review, cont.

2016 Performance Measurement Monitoring Data

Consistent with the Council's adopted governance statements, the most important performance indicators include:

The 2016 Community survey yielded the follow results:

- 66% of respondents rated the number of youth, adult, family and senior recreation program offerings to be "about right" (down from 91% of respondents in 2012).
- 38% of respondents rated the number of youth, adult, family and senior programs offer to be "too few" (up from 7% in 2012).

Note: In 2012, the Parks Recreation and Facilities Department offered 54 total programs and in 2016 the Department offered 77 programs.

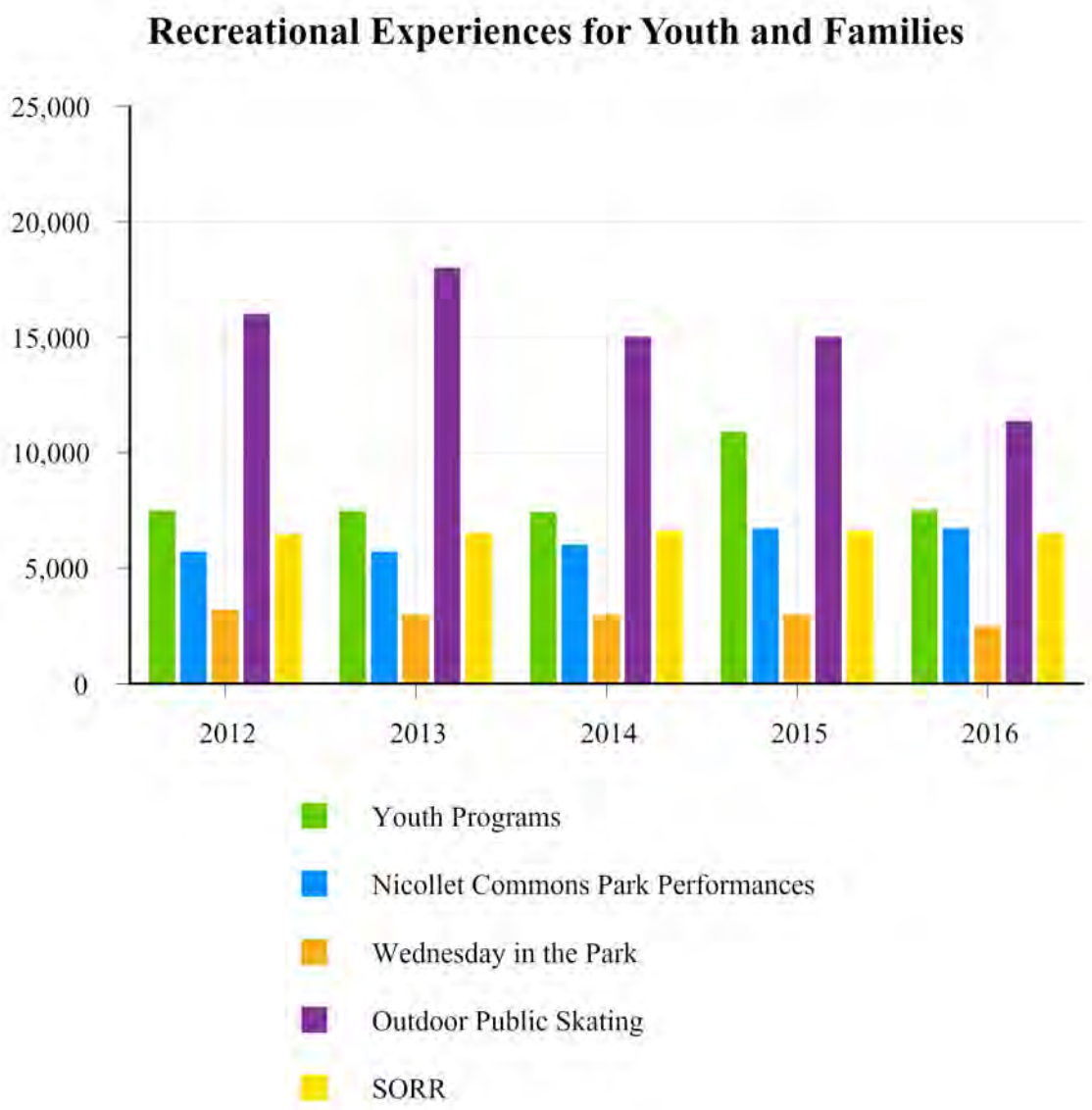
Youth and Family Recreation Programs

Youth and family events occur throughout the summer at Nicollet Commons Park. These programs and events continue to have a growing audience and are consistently well attended by Burnsville residents and by residents of surrounding communities. **This year, events at the park totaled more than 8,200 attendees.** Approximately 375 people came to each event for the "Rockin' Lunch Hour" and "Flicks on the Bricks." Despite inclement weather, the 2015 Halloween Fest drew over 1,500 attendees.

Recreation staff coordinated more than 60 youth and family programs in 2016. A highlight of summer was the opportunity to offer youth skate park programs at the newly expanded Burnsville skate park. These offerings included lessons, advanced classes and camps. In addition to the programs at the skate park, the department also coordinated traditional programming like Kids of Summer, Kids of Summer for Little Tykes and Camp X-Treme for pre-teen participants. Youth tennis lessons and pre-school soccer programs saw steady participation in 2016, while family friendly events like the "Rockin' Lunch Hour" and "Flicks on the Bricks" at Nicollet Commons Park and the Wednesday in the Park concert series at Civic Center Amphitheater had continued success with attendees of all ages.

The chart below shows the total number of recreational experiences for youth and families that were organized by the Recreation Department.

(A recreational experience is calculated by the total number of participants multiplied by the dates the program was offered).



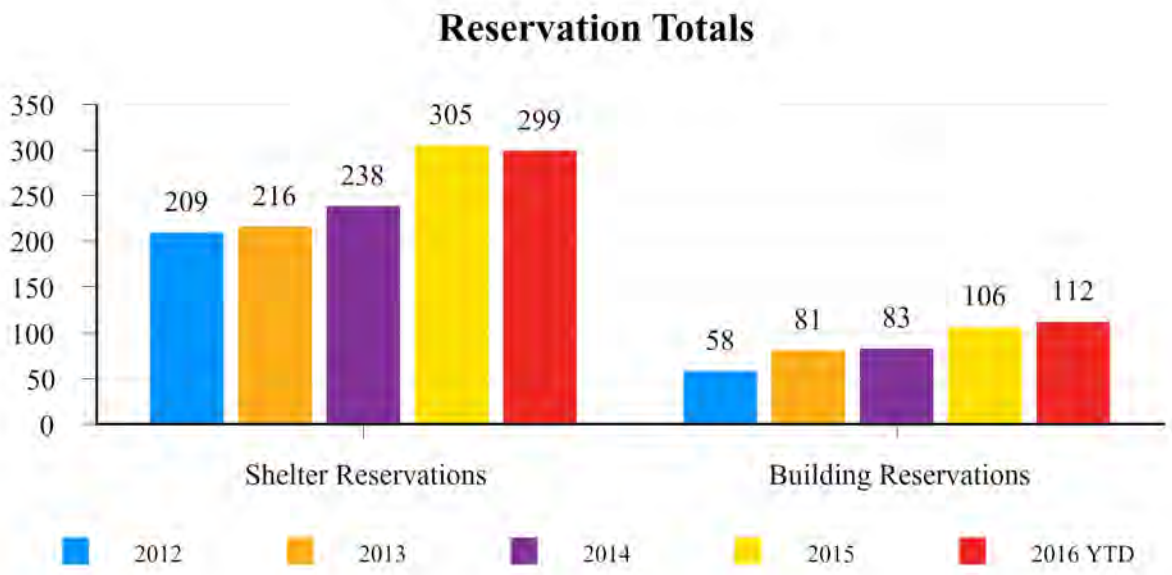
Adult Athletics

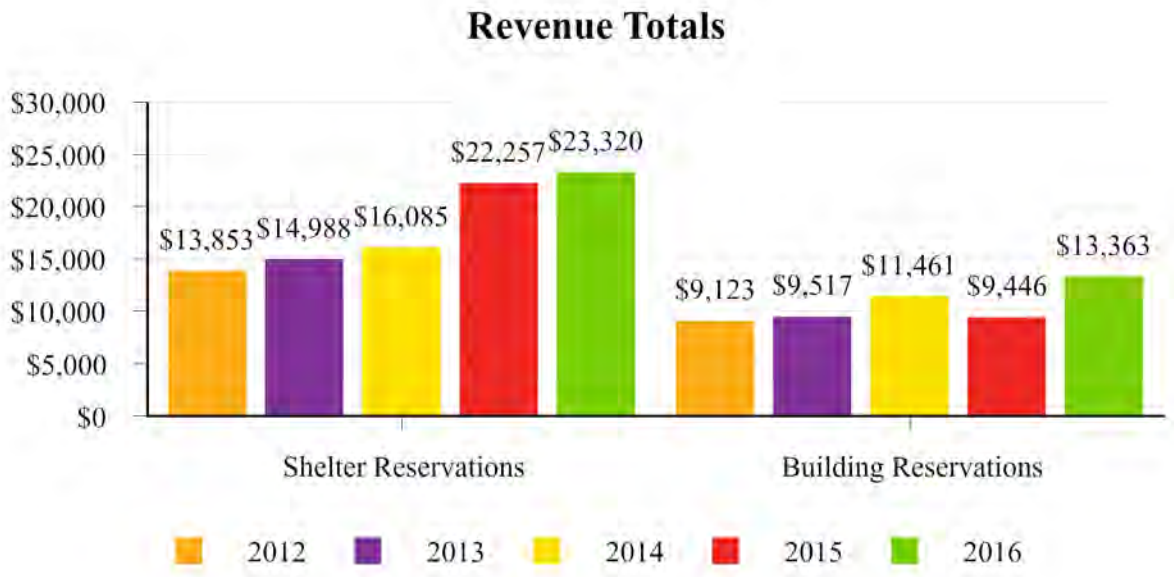
Burnsville Recreation is a leader in adult athletics in the State of Minnesota. City softball, broomball and sand volleyball programs topped 350 teams providing recreational opportunities to more than 5,000 participants. More than 90,000 individual recreation experiences took place during the 2016 seasons *(calculated by number of players per team per game played each night during the year).* Each evening (Sunday through Friday) from late April through mid-October, adult athletic leagues attract over 300 players, officials and fans to our parks who often use local businesses for gas, food and other services.

Building and Shelter Reservations

The Burnsville Parks, Recreation and Facilities Department is responsible for renting the City's park shelters and buildings. Burnsville park buildings and shelters are available to rent for graduation parties, baby showers, family reunions, company picnics and summer family fun. Building rentals are available at Neill, North River Hills, Paha Sapa, Red Oak, Terrace Oaks West, and Vista View. Park shelter rentals are available at Alimagnet, Cliff Fen "Lions Playground," Cross Town West, Crystal Beach, North River Hill, Sunset Pond and Lac Lavon. In 2016, these rentals provided the Department with over $35,000 in revenues.

The following charts show the recent history of reservations and revenues.





Laserfiche

The City utilizes Laserfiche as its repository for archiving City records. In 2016, an upgrade to Laserfiche system was completed to accommodate for growth in the number of users and the need for designated or named user licenses. In addition, the upgrade allowed for separate file repositories for different departments and the ability to have a public portal to access information. Staff will continue the process of archiving City documents and expanding business processes using Laserfiche's enhanced functionality.

2017: A look forward

2017 Budget Overview

The 2017 Budget allows for:

- Providing an array of programs and special events for youth, teens, adults, seniors and people of various abilities in the community
- Maximizing fees and sponsorship opportunities to help offset program expenses
- Exploring new partnerships to enhance current programs and facilities to meet the needs of the community
- Facilitating the use of City buildings for staff, residents, community groups and other outside user groups
- Facilitating the use of park shelter, fields and other amenities for the community
- Updating of the Parks and Recreation Master Plan
- Exploring new program, facility and partnership opportunities to meet the needs of the community
- Coordinating of citywide Laserfiche (electronic document management) efforts

Community Services

Parks, Recreation & Facilities

Primary Services

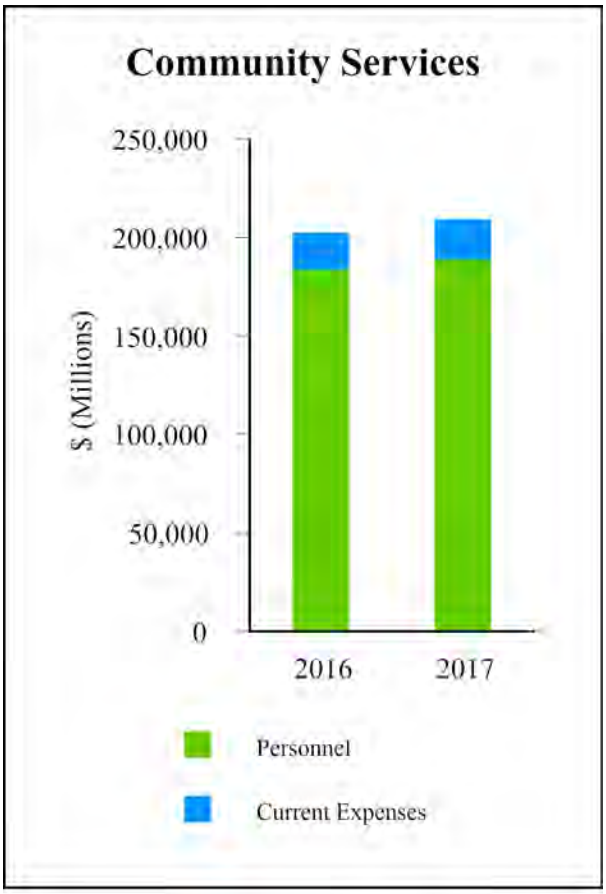
Under the direction of the Parks, Recreation and Facilities Director and the Recreation and Facilities Superintendent, this division is dedicated to providing the oversight and management for biking and hiking trail development, management for the Ames Center; volunteer and senior services and building and strengthening our community by applying for grant funds and seeking additional partnerships. This division provides the following services:

- Citywide grant and donation management
- Local and regional trail development coordination
- Citywide volunteer program management (including in-house volunteers, group volunteers and the Mobile Volunteer Network)
- Collaboration with outside agencies such as the Burnsville Youth Collaborative and Burnsville Community Foundation
- Oversight for the Ames Center management contract and Advisory Commission
- Resource and referral services for seniors
- Senior (62+) educational and recreational program coordination and promotion
- CDBG program coordination such as the appliance removal program and chore services
- Work with the Burnsville Community Foundation to place memorials throughout the park system

2017 Community Services Budget

General Operating $209,024

Staffing
1.8 Full-Time Equivalent Staff



Alignment with Council ENDS and OUTCOMES

The primary purpose of Community Services is to lead the organization in fulfillment of the City's goals in residential and business neighborhoods. The overall priorities of this area are particularly aligned with the Neighborhoods, Community Enrichment and Safety end statements.

2016: The year in review

2016 Accomplishments

- Managed grant and donation funds for over 40 city projects, totaling over $7 million in funds
- Continued progress on the construction of the MN River Greenway-Black Dog Segment
- Entered into a Joint Powers Agreement with Dakota County for the maintenance and operation of the Black Dog Segment
- Awarded a $30,000 Statewide Health Improvement (SHIP) Program grant for the preliminary design of the Lake Marion Greenway
- Began five-year citywide park sign replacement project
- Continued to offer a variety of educational seminars for adults 62+; such as “De-cluttering” and “Aging in Place”
- Collaborated with outside agencies on 62+ events (e.g. “Chocolate & Hearts”, Holz Farm intergenerational event)
- Matched over 100 volunteers with departments throughout the City who provided more than 2,200 volunteer service hours
- Registered, coordinated and supported 124 Night to Unite parties throughout Burnsville; with an estimated 7,000 residents participating
- Worked with Police and Fire to offer Heart Restart CPR to 32 groups and visit Nite to Unite parties

Relying on Help From Volunteers:

- Manage the Mobile Volunteer Network (MVN), which remains a strong public safety “force multiplier” with more than 50 active members, including an 11-member leadership group who work closely with City staff

Promoting Community:

- “Pickleball” and “Senior Health & Fitness Day” continued to be popular
- Coordinated “Aging and Wellness Expo” at City Hall drawing approximately 350 attendees
- Assisted in the coordination and promotion of the ninth-annual International Festival which with record attendance of more than 4,500 people
- Opened the new sound studio at THE GARAGE in partnership with Burnsville Youth Collaborative (BYC)

2016: The year in review, cont.

2016 Performance Measurement Monitoring Data

Consistent with the Council's adopted governance statements, the most important performance indicators follow:

Grant Opportunities

Grant opportunities are pursued to identify innovative solutions that will assist in the reduction of costs to provide service to the community. The Department administered grants and provided administrative oversight for all the City's awarded grants. The Department worked closely with Finance staff to ensure proper financial practices and local, state and federal contractual requirements were followed. Staff also worked throughout the year to prepare required audit documentation. In 2016, there were 38 projects with 50 sources of grant and donation funding in various stages of project completion.

Trail Development

Staff worked closely with Dakota County to continue to develop the City's trail system. In 2016, the completion of the MN River Greenway-Black Dog Segment will be realized after years of coordination among the many agencies involved in the project: Xcel Energy, Dakota County, US Fish and Wildlife Service, and the MN River Watershed District. The 3.75 mile trail is expected to be open for use by Nov. 1, 2016. A joint powers agreement signed with Dakota County incorporated the trail into the regional trail system and named the County as the responsible party for the maintenance and operations of the trail.

Meaningful Connections with Diverse Populations

According to 2010 census data, Burnsville has the highest minority population in Dakota County in ethnic diversity (22.5 percent), as well as the highest senior population with almost 19,000 seniors living in the city. In addition, Burnsville-Eagan-Savage School District 191 reports its diverse population speaks more than 83 languages. ***The 2016 Community Survey indicated that 98% of residents that identify themselves as non-white feel welcomed in Burnsville.***

The ninth-annual International Festival of Burnsville was held in July and drew record attendance with more than 4,500 people. The Festival featured free, live ethnic music and dancing, cultural foods and displays showcased by individuals from various countries who now live in Burnsville. City staff assisted with event planning and management, grounds, and promotion. The 2017 festival will mark the 10th anniversary and is scheduled for July 15, 2017.

The Burnsville Youth Collaborative also convened a cultural competency team comprised of junior and senior high school students. This group will be trained to conduct presentations on cultural sensitivity topics to all Burnsville schools and community groups.

62+ Activities

The Community Services Division continued to provide programs and opportunities for adults ages 62 and older. The priorities of this section are aligned with the Community Enrichment Outcome. In 2016, staff report a total of 809 recreational and educational experiences were offered. Popular programs included pickleball and educational events such as "Behind the Badge." The Community Services and Recycling Departments worked together to offer educational seminars such as a "Decluttering" and "Aging in Place," which together attracted about 190 seniors. An "Aging & Wellness Expo" was offered in April with more than 350 in attendance. The City also partnered with the Cities of Apple Valley, Eagan, Rosemount and the Burnsville Senior Center to offer a Valentine's Event "Chocolate & Hearts: How Sweet It Is" and a summer event at Holz Farm in Eagan.

Quality Housing

The City continued efforts to increase home ownership opportunities for residents. New multi-family developments have focused on owner-occupied units versus rental units. In an effort to promote and encourage the upgrade, enhancement and maintenance of existing housing stock, the City participated in the annual Home Remodeling Fair featuring home improvement vendors, seminars and prizes.

A portion of Community Development Block Grant (CDBG) funds have been used to preserve and enhance quality housing to improve neighborhoods. ***At this time, the federal funding for 2017/18 has not yet been allocated, preliminary indications are that the funding will remain steady. Dakota County Community Development Agency (CDA) cautions that the budgets may be reduced.*** Listed below is the funding allocation expected by amount and percentage to each category by fiscal year. The following chart includes $11,500 in CDA Administration funds.

CDBG Program	FY 2015-16		FY 2016-17		FY 2017-18	
	July 1, 2030		**July 1, 2030**		**July 1, 2030**	
Housing/Rehab Projects	$ 127,826	61%	$ 132,290	51%	$ 132,290	51%
Public Services	115,600	36%	117,000	45%	117,000	45%
General Administration	3,000	1%	11,000	4%	11,000	4%
	$ 246,426		$ 260,290		$ 260,290	

The City continued to offer and promote programs to improve housing stock in Burnsville, including working with the Dakota County CDA in offering zero- and low-interest rate rehabilitation loans. ***The CDA reports that 18 homeowners in Burnsville used the funding in fiscal year (FY) 2015-2016.*** These loans use a variety of funding

sources including CDBG, MHFA, HOPE (local levy) and CDA funds. The CDA reported that an overwhelming need for these funds exists.

The Home Remodeling Grant program was designed to assist low-to-moderate income single family homeowners in bringing their homes up to code. Up to $4,500 in improvement dollars are available per applicant. ***This program is administered by the CDA and provided funds to five homeowners in Fiscal Year 2015-16.*** CDBG funds also provided chore services and appliance and furniture removal to 11 low-to-moderate income seniors. These services allow seniors the ability to maintain their independence and stay in their homes.

Volunteering in Burnsville

The Mobile Volunteer Network (MVN) is a strong component in helping to keep Burnsville a safe community. The 48-member group helps out at community events throughout the year and is ready to help public safety and emergency responder personnel at a moment's notice in the event of an emergency or disaster. They participate in at least four trainings per year in areas such as traffic control, crowd control and first aid. ***The MVN have assisted at ten community events this year and have dedicated more than 400 hours of volunteer hours.*** An additional 50 volunteers assist throughout the city on an annual basis, providing assistance in an array of projects such as removing buckthorn, scanning documents into Laserfiche, and in data entry. Staff coordinated two recognition events to show our volunteers how much they are appreciated.

Consistent with the COMMUNITY ENRICHMENT Outcome– The City is an active partner in the development / redevelopment of an after-school youth program addressing academic, social development, recreation and nutritional needs of the City's youth from elementary to high school ages.

The City of Burnsville, the Burnsville-Eagan-Savage School District (District 191), the Burnsville YMCA and new non-profit -Twin Cities Catalyst Music - have partnered to create a new youth service model with 15 engaged stakeholders. The new collaborative effort incorporates academic and enrichment programming in partnership with current programs offered through the YMCA and the school district. The program encourages the sharing of resources by building a partnership of Burnsville youth-serving agencies called the "Burnsville Youth Collaborative" (BYC). BYC key developments in 2016 included:

- Increased after school program participation from 86 students in 2015/16
- school year to 143 in 2015/ 2016
- Transportation to after school programs from Metcalf and Eagle Ridge
- Increased summer program participation from 32 to 41 students; a
- highlight included outdoor skills at Camp Streeflance in partnership with
- the YMCA and Wilderness Inquiry
- Creation of short-, mid- and long-term outcomes

- Completion of GARAGE renovations including the addition of a new music and sound studio; THE Burnsville-Eagan school district anticipates offering school courses at THE GARAGE beginning in the 2017-18 school year

2017: A look forward

2017 Budget Overview

The 2017 Budget allows for:

- Citywide grant administration
- Trail review, development and design
- Citywide volunteer coordination and recruitment
- International Festival assistance
- Senior/older adult program coordination and promotion
- Night to Unite coordination
- Burnsville Youth Collaborative assistance with formulation of the collaborative, evaluation work and grant writing
- Continued research for new funding sources, program sponsors and partnerships to enhance current programs and services
- First year of multi-year replacement of city park entry signs

Facilities

Primary Services

Under the direction of the Parks, Recreation & Facilities Director the division is responsible for the facility maintenance and management of the city's major public buildings. Staff are dedicated to providing clean, well-maintained and comfortable facilities for the building users in the most cost-effective and energy efficient manner at the following locations:

- City Hall
- Parks and Public Works Maintenance Center
- THE GARAGE/Civic Center Maintenance Facility
- Fire Station No. 1 and Fire Station No. 2
- Water Treatment Plant
- HOC Parking Ramp and Parking Deck
- Antenna site buildings
- Ames Center

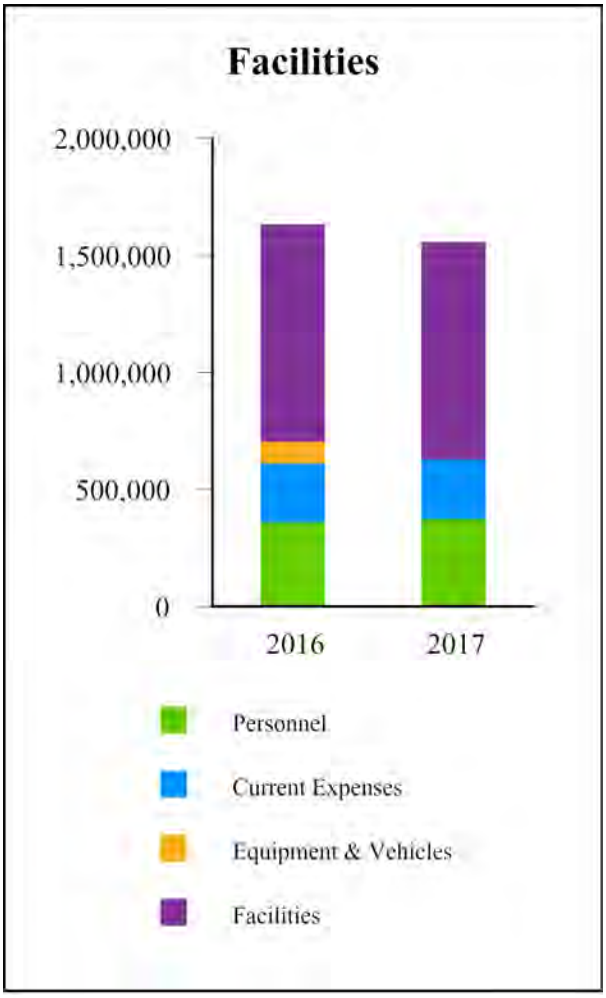
2017 Facilities Budget

General Operating:

Facilities	$628,390

Staffing

6.0 Full-Time Equivalent Staff



Alignment with Council ENDS and OUTCOMES

The Facilities Division provides maintenance and custodial services for eight City facilities that serve all ages. Accordingly, the division is an integral part of helping the City to achieve the Community Enrichment End goal and outcomes.

2016: The year in review

2016 Accomplishments

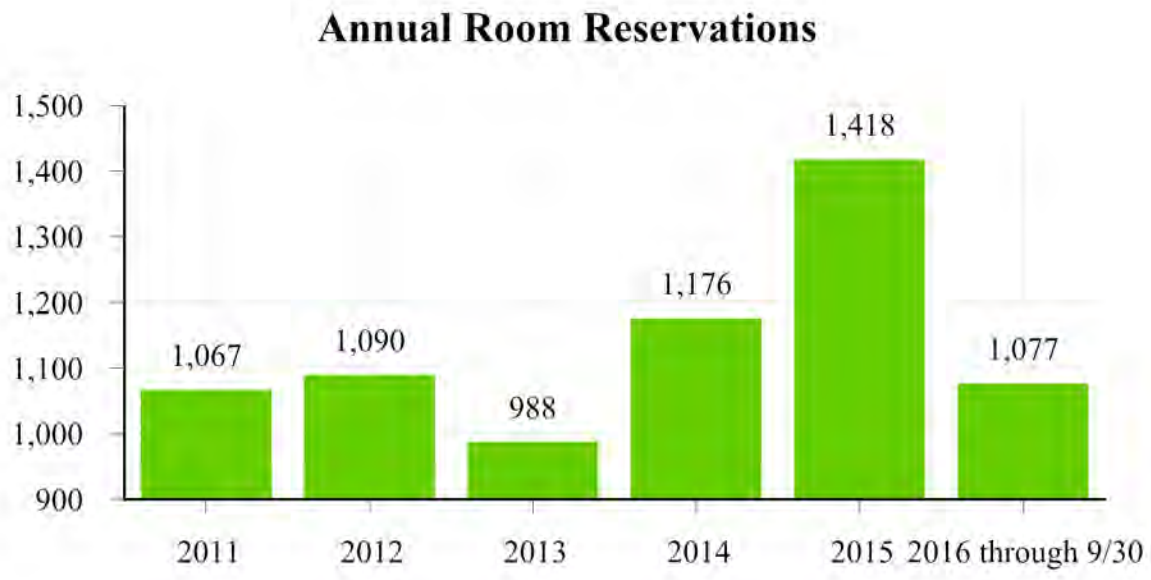
- Retrofitted the Police gun range
- Installed new fence and privacy screening in the Police parking lot
- Completed installation of lighting in City Hall and Police parking lots
- Replaced roof, windows, carpet, patio door, lighting, ceiling tiles and installed new concrete aprons at Fire Station No. 2
- Installed sound proofing acoustical panels and base traps in recording studio The GARAGE
- Served on core planning team for Phase I of Facilities Improvement project
- Completed nine projects that will result in annual savings of at least $4,300 and more than 46,600 kilowatt hours of electricity, which is equivalent to 42 medium-sized homes in one month
- Upgraded more than 290 light fixtures to more energy efficient LED technology in seven locations

2016 Performance Measurement Monitoring Data

Consistent with the Council's adopted governance statements, the most important performance indicators follow:

City staff coordinates the use of meeting facilities in City Hall, which includes the Community Room, Council Chambers and several conference rooms. The meeting rooms at City Hall are used by individuals and groups for public and private purposes. In addition to hosting all City Commission and Council meetings in the Council Chambers, the Community Room is utilized by numerous organizations for various events. Those users and events include other government agencies, private businesses, local home owners associations, sports banquets, team meetings and social events such as wedding receptions and quinceaneras. In 2016, more than 38,000 individuals will attended functions at City Hall.

The following chart indicates the number of room reservations accommodated at City Hall over the recent years.

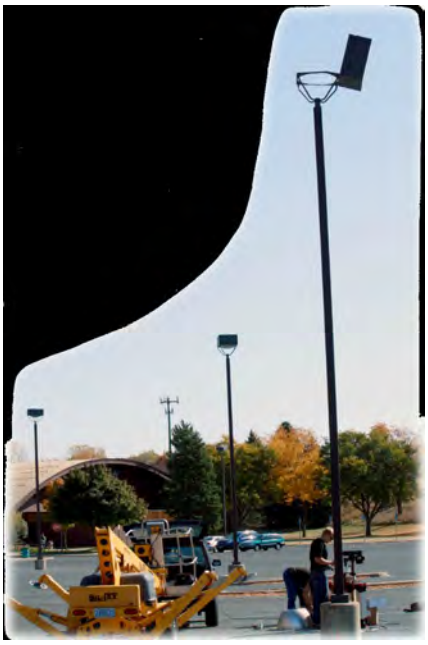


2017: A look forward

2017 Budget Overview

The 2017 Budget allows for:

- Replacement of generator unit at City Hall to get back on peak shaving program savings with the electrical utility
- Continued energy saving projects in City buildings (equipment and lighting)
- Funding for temporary relocation of staff during Phase I construction of the Facilities Imrpovement Project
- Funding for Phase I Facility Project – City Hall and Police renovation and construction project



Birnamwood Golf Course

Parks, Recreation & Facilities

Primary Services

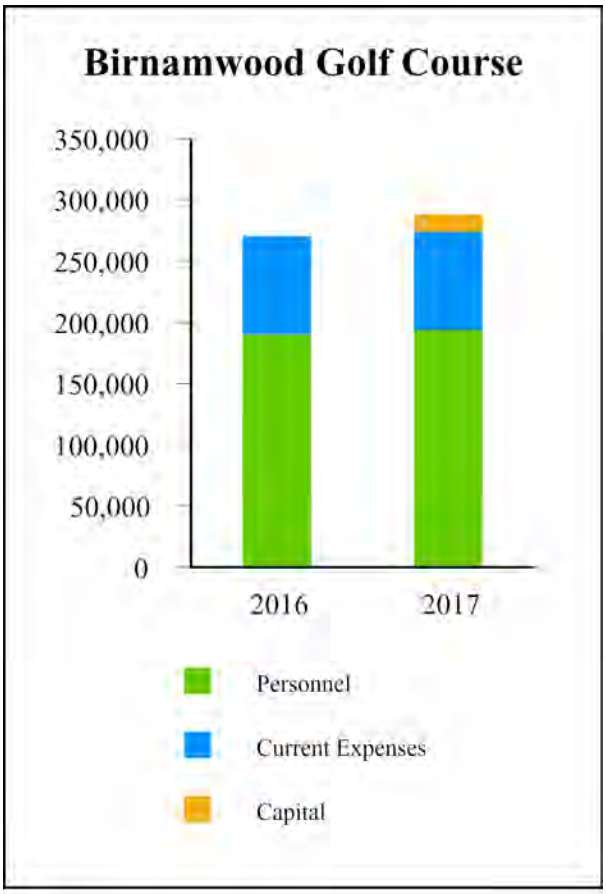
Under the direction of the Parks, Recreation and Facilities Director and the Recreation and Facilities Superintendent, staff provides the following services:

- Operation of Birnamwood Golf Course, a par 27, nine-hole course
- Organization of golf leagues, special events and tournaments that serve youth, families and adults of various abilities

2017 Birnamwood Golf Course Budget

General Operating $288,210

Staffing
1.5 Full-Time Equivalent Staff



City Of Burnsville Birnamwood Golf Course

Alignment with Council ENDS and OUTCOMES

The Birnamwood Golf Course provides golfing opportunities for all ages and skill levels. The division is an integral part of helping the City to achieve the Community Enrichment End goal and outcomes.

2016: The year in review

2016 Accomplishments

- Opened the course on March 10 - earliest opening date on record
- Generated $255,755 in revenue from Jan. 1 through Sept. 30
- Experienced 154 effective days from Jan. 1 through Sept. 30, compared to 164 effective days in 2015 (effective days defined as temperatures over 50 degrees and no more than half of the day can be impacted by rain)
- Built a new hosta, fern and perennial garden behind the 9th green
- Painted all buildings at the golf course
- Removed two large cottonwood trees that were becoming dangerous on the path to the seventh
- Upgraded Recreation Software to RecTrac 3.1 and trained staff on how to utilize and operate the new system
- Rebuilt seventh hole bunker
- Rebuilt motor on irrigatrion pumpstation to improve prolong the life of the equipment

Golf Continues to be Popular in Burnsville:

- Logged 20,445 rounds of golf through Sept. 30.
- Logged 4,785 total league rounds
    - Adults - 2,880
    - Juniors - 1,509
    - Outside Leagues - 396

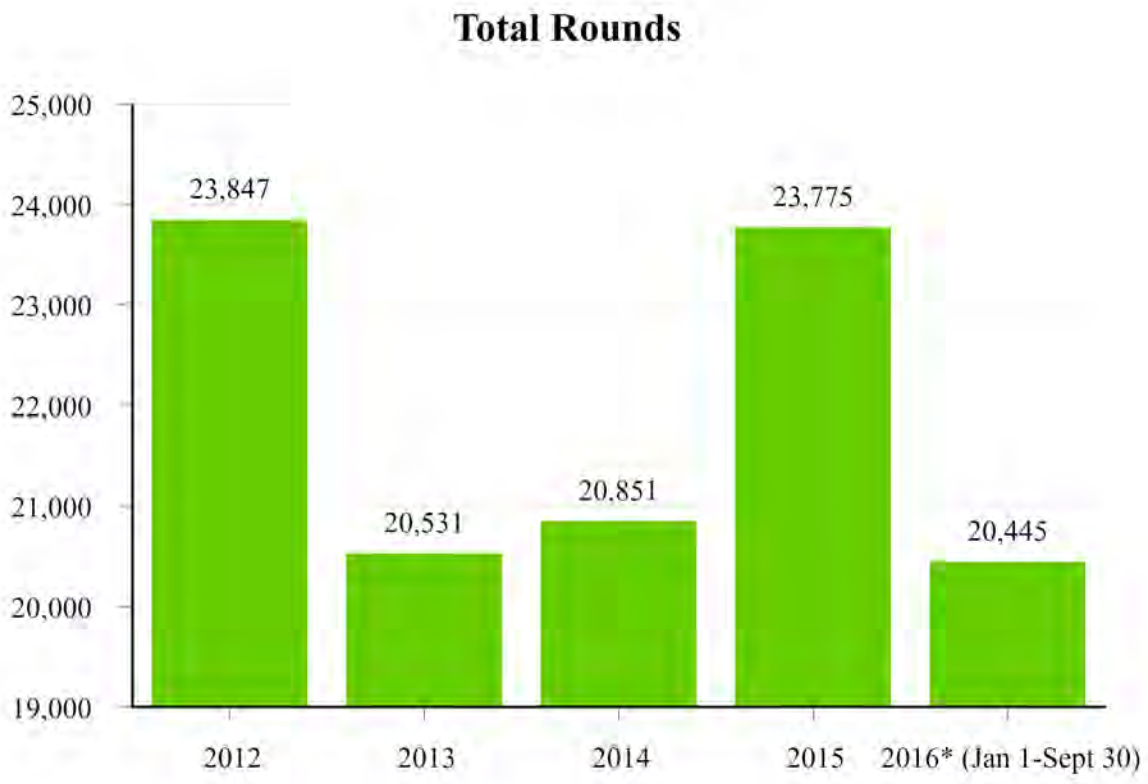
2016: The year in review, cont.

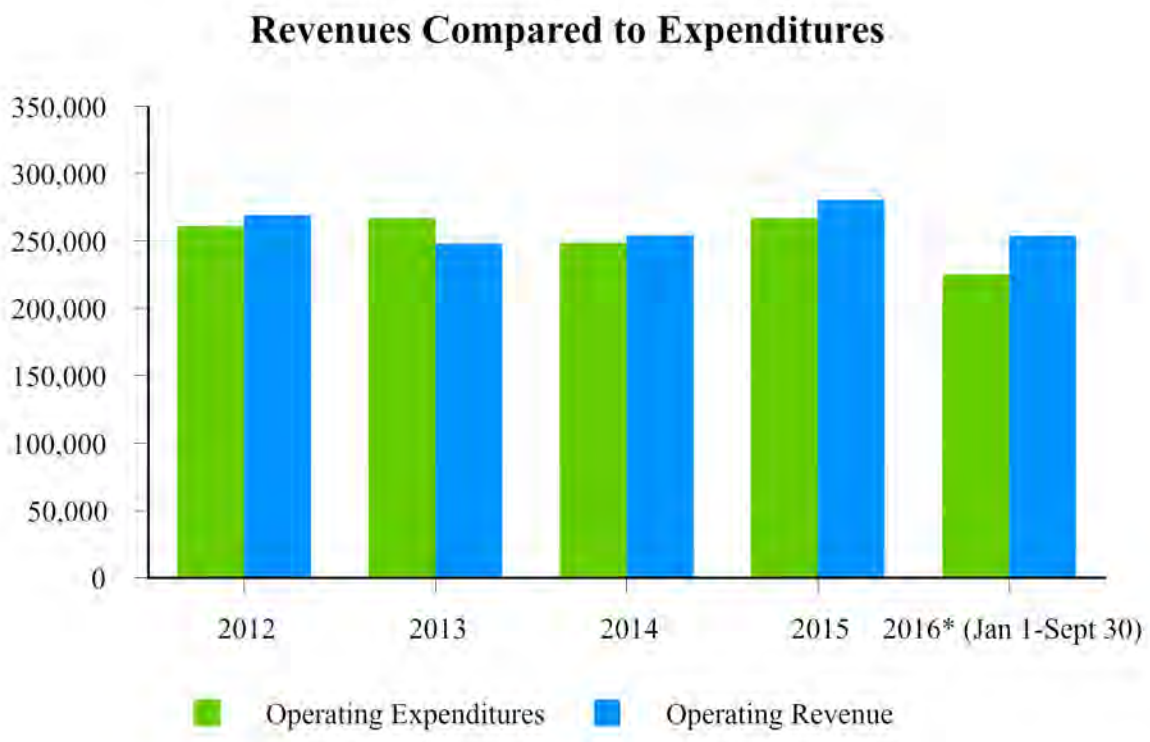
2016 Performance Measurement Monitoring Data

Consistent with the Council's adopted governance statements, the most important performance indicators follow:

Seventy-one percent of those responding to the 2016 Residential Survey reported Birnamwood Golf Course as being either somewhat important or very important City service.

The 2016 golf season at Birnamwood began on March 10, 2016. This was three days earlier than in 2015 and is the earliest opening date on record. Birnamwood began the 2016 season bringing in more rounds than in 2015. Due to weather, this trend did not continue into July, August, and September. This year marked the wettest July on record for the Twin Cities. August also set a record with the most days with over one inch of rain. September was also wetter than normal. These wet months impacted the total number of golfers visiting the course resulting in 1,065 fewer rounds in 2016.





Audubon Cooperative Sanctuary

Birnamwood has been a member of Audubon International since 1999 and became certified as an Audubon Cooperative Sanctuary in 2002. Birnamwood is the smallest golf course in the world and the only nine-hole course in the State of Minnesota to receive this designation. The Audubon Cooperative Sanctuary Program helps golf courses enhance wildlife and the game of golf.

In 2015, Birnamwood became recertified as an Audubon Cooperative Sanctuary. This involved hosting an outside organization to tour and evaluate Birnamwood's environmental work. Birnamwood's environmental responsibilities include monitoring water quality, conserving wildlife and their habitats and using appropriate cultural and integrated pest management methods to manage turf areas.

A 2016 survey of Birnamwood golfers indicated the following results.

How do you rate the friendliness of staff?
*** 100% said good or excellent.**

How do you rate the overall playing condition of the course?
*** 99% said good or excellent.**

How do you rate the recreational value of Birnamwood?
*** 99% said good or excellent.**

2016 Promotional Expenses

In 2016, Birnamwood Golf Course donated promotional greens fee passes to local charities and fundraisers. This is done annually not only to support the community, but also in an effort to garner more customers and business. In total Birnamwood donated:

- 109 greens fee passes to local groups, schools and churches for their silent auctions, giveaways, etc.
- Two, $150 gift cards to the Burnsville Rotary Club

2017: A look forward

2017 Budget Overview

The 2017 Budget allows for:

- Maintenance of an operating budget similar to 2016
- Replacing three 2004 golf carts totaling $14,100

Birnamwood Golf Course is an enterprise operation. Accordingly, staff continues to pursue new programs and adjust fees to maximize revenues at the facility.

Burnsville Ice Center

Parks, Recreation & Facilities

Primary Services

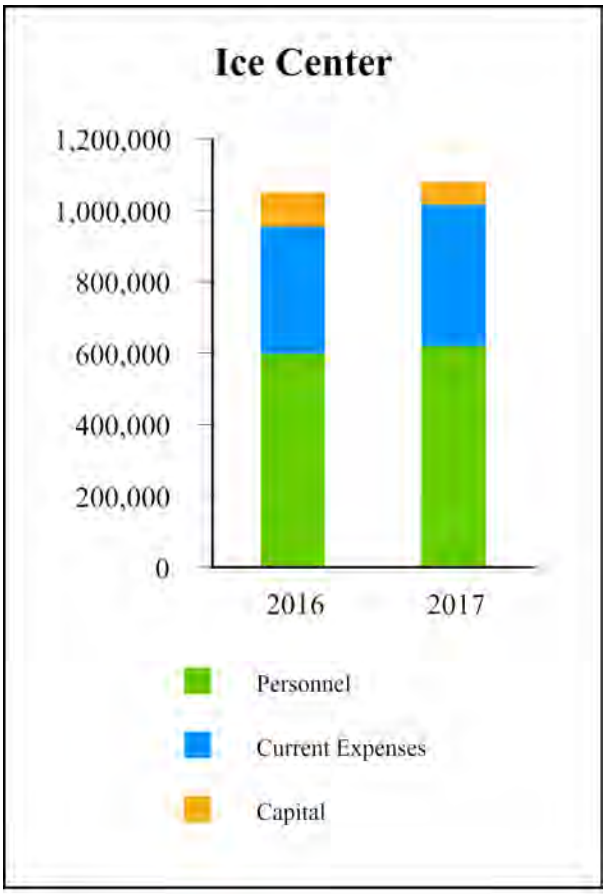
Under the direction of the Parks, Recreation and Facilities Director and the Recreation and Facilities Superintendent, staff provides the following services:

- Promotion, scheduling and maintenance of the Burnsville Ice Center (two sheets of indoor ice)
- Opportunities for indoor hockey, figure skating, pleasure skating, curling and other ice related activities for youth, families and adults
- Promotion, scheduling and maintenance of the City's Outdoor Skate Park
- Liaison to legacy users including the Burnsville Hockey Club and the MN Valley Figure Skating Club

2017 Ice Center Budget

General Operating	$1,014,619
Capital	65,000

Staffing
6.5 Full-Time Equivalent Staff



Alignment with Council ENDS and OUTCOMES

The Ice Center provides opportunities for a variety of activities on two indoor sheets of ice, and schedules and maintains the City's outdoor Skate Park facility. The Ice Center is an integral part of helping to achieve the Community Enrichment End goal and outcomes.

2016: The year in review

2016 Accomplishments

- Hosted fourth-annual Blaze Summer hockey clinic with 125 skaters
- Presented annual "Impressions on Ice" skating show
- Completed the mechanical work and Building Management System programming from the re-commissioning project to improve operations and efficiency and reduce energy costs – anticipated at more than $34,000 annually
- Held annual Halloween Party and free skate for the community drawing over 325 participants.
- Hosted activities and events attracting over 257,000 visitors
- Managed adult hockey leagues with more than 274 adults participating on 28 hockey teams

Burnsville Skate Park:

- Completed Phase II of the Burnsville Lions Skate Park
- Hosted a Grand Opening of the skate park with over 300 in attendance
- Collaborated with Recreation Department to offer skate board camps during the summer 2016

2016: The year in review, cont.

2016 Performance Measurement Monitoring Data

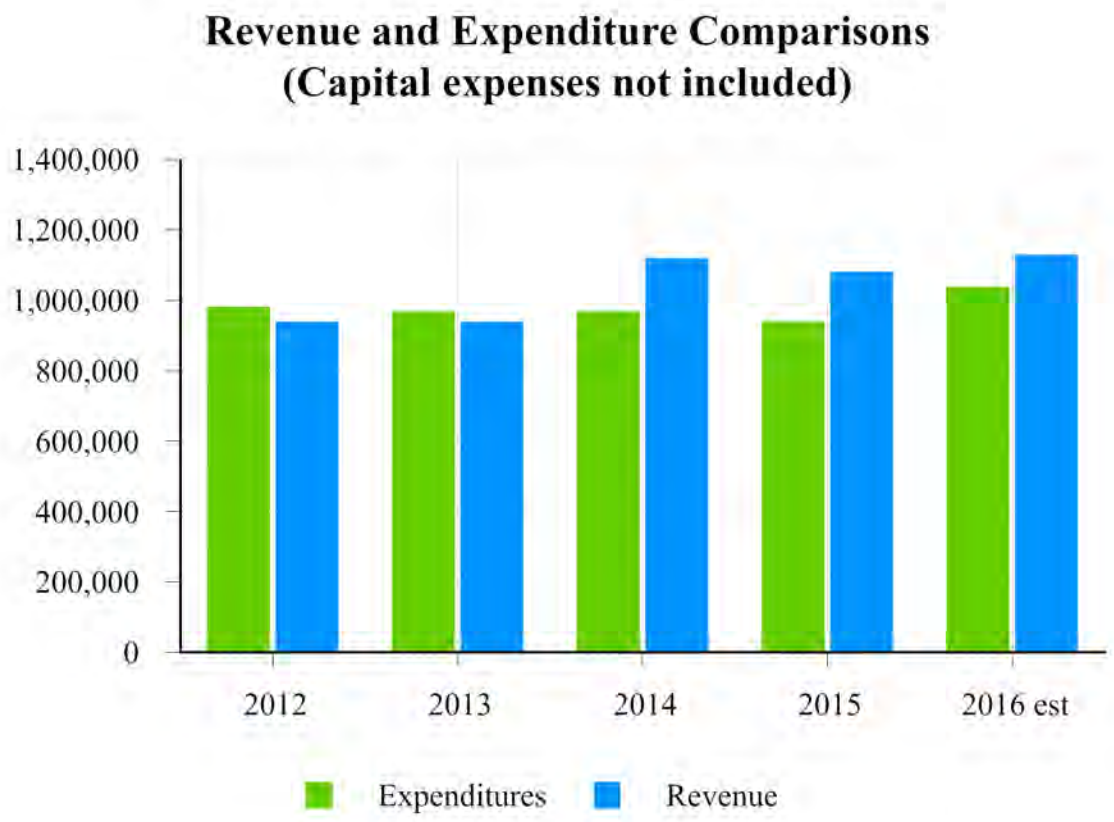
Consistent with the Council's adopted governance statements, the most important performance indicators follow:

In the 2016 Residential Survey, 69 percent of those responding to the survey reported that the Burnsville Ice Center is either a somewhat important or very important city service.

Ice Center

The Ice Center works with a variety of user groups to make sure the facility is utilized to its maximum potential. ***The Ice Center attracted more than 257,000 visitors and booked more than 3,700 hours of ice.*** A recent downward trend in "Learn to Skate" participation has allowed an increase in ice time for AAA hockey programs during the spring and summer seasons. In addition to the AAA hockey programs, the Ice Center also continues to partner with the Burnsville Hockey Club (BHC) and the Burnsville High School Boys and Girls coaching staffs to offer the "Blaze Summer Clinic" program.

Ice Center operating revenues continue to cover operating expenses and continues to focus on opportunities to reduce operating expenses. With the completion of the re-commissioning project, the Ice Center has now entered into the measuring and verification phase. Energy costs at the Ice Center are anticipated to be reduced by more than $34,000 annually.



The Ice Center continues to offer a high quality "Learn to Skate" program for residents. A survey of "Learn to Skate parents" who had their children enrolled in the 2015 summer classes resulted in the following:

2015 Summer Survey Question	Response
Teachers' ability to teach class	97% good or excellent
Ice Center staff were helpful and courteous	95% good or excellent
Cost charged for the program	94% good or excellent
Organization of the program	97% good or excellent

Skate Park

The Burnsville Lions Skate Park, located on the Civic Center Park campus completed Phase II renovation in September 2016. Over 300 people attended the grand opening. This project was a collaboration with and generous sponsorship from the Burnsville Lions Club, Burnsville Rotary Clubs, Zombie Board Shop, LCH, Coulee Bank and the Burnsville Skate Park Committee. In total, more than $113,500 was raised in donations for the project.

2016 Promotional Expenses

In 2016, the Ice Center used promotional passes and hosted free events in an attempt to garner more customers and business. They were:

- The Annual Halloween Party - a free public event geared toward introducing visitors to skating, Learn to Skate Classes, Burnsville Hockey Club (BHC) and the Burnsville Minnesota Valley Figure Skating Club (BMVFSC) through a variety of activities at the party – attracted approximately 350 attendees
- National Skating Month/Skate For Free Day - held in conjunction with the Burnsville Minnesota Valley Figure Skating Club to introduce people to the world of ice skating as a recreational activity and sport – had approximately 278 people in attendance
- More than 150 "Free Public Skating Passes" donated to local groups, schools and churches for their silent auctions, giveaways, etc. to promote the use of the Ice Center as a place for recreation

2017: A look forward

2017 Budget Overview

The 2017 Budget allows for:

- Staff to promote, schedule and maintain the Burnsville Ice Center
- Staff to serve as staff liaison to legacy user groups including the BHC and MVFSC
- Implementation of the strategies from the 2015-2016 re-commissioning project
- An operating expense budget similar to that of 2016
- Continued expansion of existing programs and summer hockey clinics
- A fee structure that allows the City to maximize revenues at the facility
- Continued coverage of operating expenses via revenues

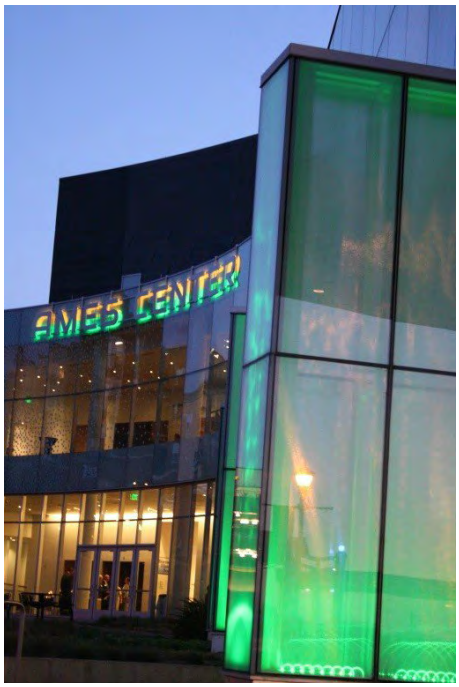
Ames Center

Parks, Recreation & Facilities

Primary Services

Under the management of VenuWorks, the Ames Center provides the following services:

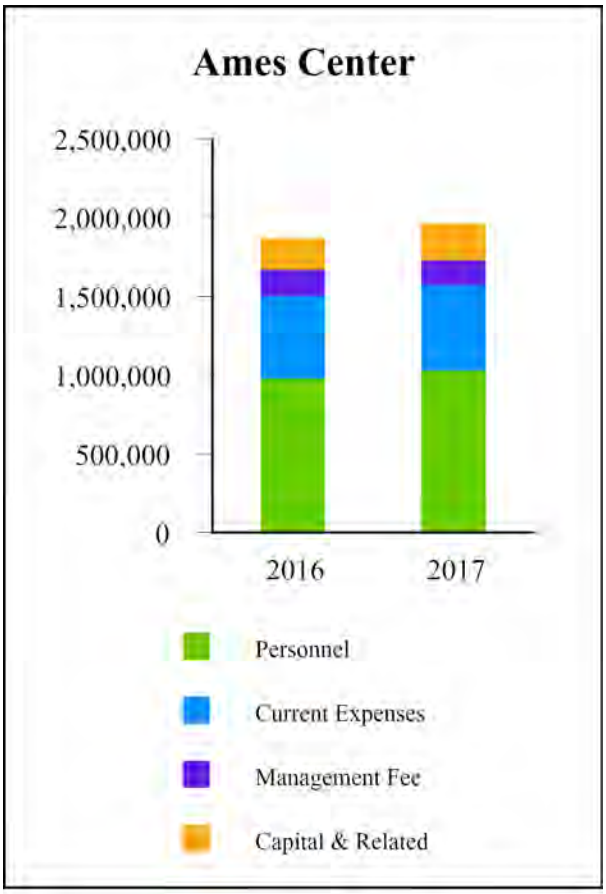
- Promote, schedule and maintain the Ames Center's two theaters, art gallery, meeting rooms, rehearsal room, banquet space for special events and receptions
- Presentations including cultural events, dramas, comedies, dance and musical acts from local arts organizations and national touring artists



2017 Ames Center Budget

General Operating	$1,726,496
Capital	234,700

Staffing
9.0 Full-Time Equivalent Staff



AMES CENTER

Alignment with Council ENDS and OUTCOMES

The Ames Center was designed to contribute to the creation of a vital, active downtown area by hosting a broad spectrum of events including local arts, regional cultural organizations, popular concerts, family shows, business meetings, social gatherings and lectures and more. The facility helps the City to achieve the City Services, Development/ Redevelopment, and Community Enrichment ends.

2016: The year in review

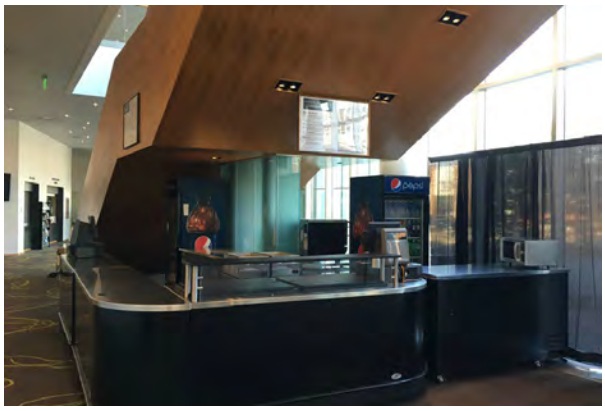
2016 Accomplishments

- Increased food and beverage revenues by more than 23 percent, offering new menu items with enhanced options during dance competitions
- Began selling Premium Experience pre-event food and beverage packages to groups
- Welcomed nine new advertisers for the Season Guide with ad sales exceeding $26,400
- Hosted 16 dance competitions and recitals brining in 121,025 dancers and attendees
- Increased revenue from dance competitions more than 12 percent as of September 30, compared to same time prior year; achieved $174 increase in revenue per day
- Increased attendance by over seven percent compared to same time prior year, as of July 1
- Attracted national touring musical artists such as Todd Rundgren, 1964: The Tribute, the Oak Ridge Boys, and Steve Vai
- Continued to operate efficiently, projecting to be within $8,800 of budget by year end
- Customer service levels remained consistently within “Good” to “Excellent” range

Completion of Concession Stand Construction Project

- Designed to be more efficient with strategically placed equipment that for diverse product and service needs
- Implemented new point of sale system to process transactions faster and provide better financial reporting documents
- Installed new digital menu boards to allow more flexibility for price changes and promotions for concessions as well as upcoming shows and events

BEFORE



AFTER

2016: The year in review, cont.

2016 Performance Measurement Monitoring Data

Consistent with the Council's adopted governance statements, the most important performance indicators follow:

Resident Companies:

The Ames Center continued to be the home of the Dakota Valley Symphony, the Twin Cities Ballet of Minnesota, and The Chameleon Theatre Circle. ***The three non-profit organizations produced a total of 84 events with more than 13,900 in projected attendance.***

Convention & Visitors Bureau:

The Burnsville Convention and Visitors Bureau (CVB) is also located within the Ames Center. People looking for information on the City get a preview of the beautiful building when visiting the CVB.

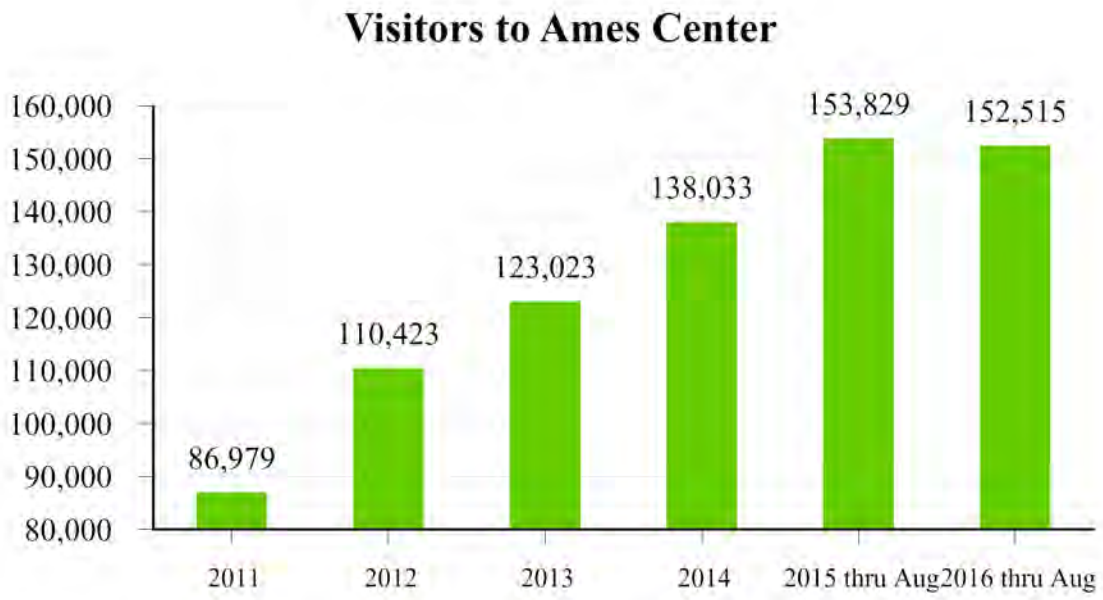
Art Gallery

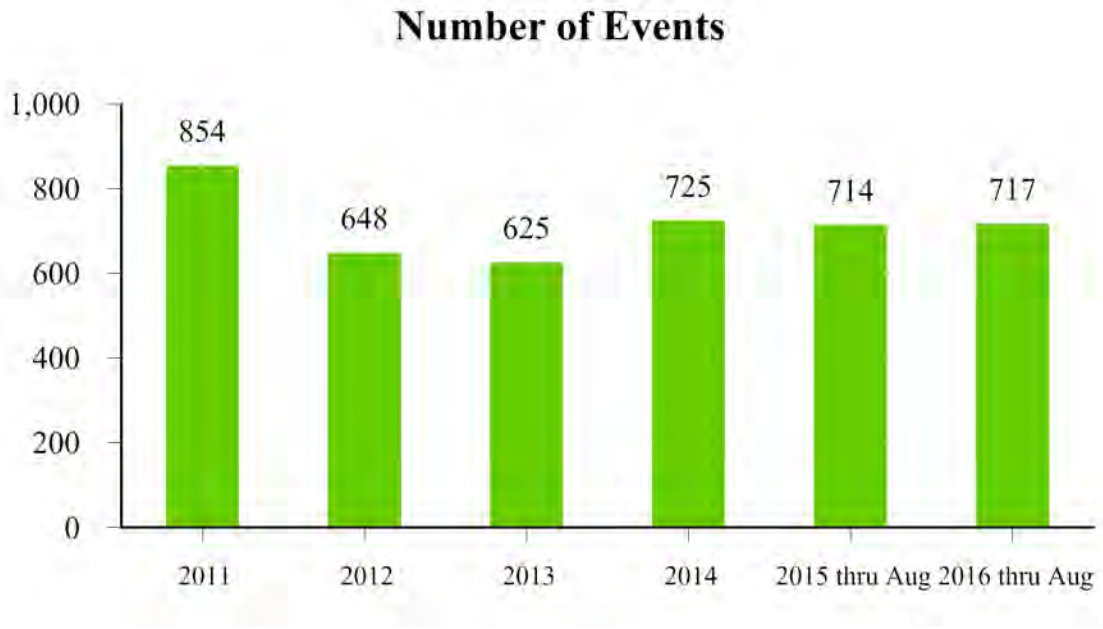
The Ames Center currently holds eight gallery exhibits every calendar year in its 2,000 square-foot art gallery. The mission is to celebrate the visual arts by displaying a diverse collection of artwork from local, emerging and professional artists.

Dance Competitions:

Dance competitions and dance recitals throughout the spring bring dancers from across the Twin Cities metro area, the region and nation to the Ames Center. ***In 2016, these dance events brought in just over 121,000 visitors to the Ames Center.***

Attendance/Events:





Food and Beverage

The Ames Center works with local catering companies to provide food and beverage service for events such as meetings, community events and receptions. Seven caterers are currently listed as preferred caterers. ***Food and beverage service is a growing source of revenue for the Ames Center and the facility has expanded its equipment to provide for more internal service options.***

Angel Fund

In 2011, the City Council approved the creation of the Angel Fund, which is a program meant to garner support from businesses and/or individuals to help bring an additional series of performances to the Ames Center. The Economic Development Authority (EDA) Fund loaned matching funds to promote donations.

Community contributions to the Angel Fund were $30,000 in 2011/12 season, $7,000 in 2012/13, $17,500 in 2013/14 in the $10,000 in 2014/15 season, and $9,250 in 2015/16 season. The Angel Series had five shows for the 2011-2012 series, six shows for the 2012-2013 series, eight shows for the 2013-2014 series, seven shows for the 2014-2015 and six shows for the 2015/2016 series. ***There are currently thirteen shows for the 2016-2017 season.*** As of July 1, 2016 the Angel Fund balance was over $172,584. Plans for repayment of the EDA Loan shall commence in 2016, as long as the Angel Fund continues to grow. Ames Center will continue to pursue donor contributions and book profit-generating shows to grow the Angel Fund.

Naming Rights

The City signed a ten–year, $1 million dollar agreement with Ames Construction for the Burnsville Performing Arts Center naming rights. The facility became the "Ames Center" in 2014.

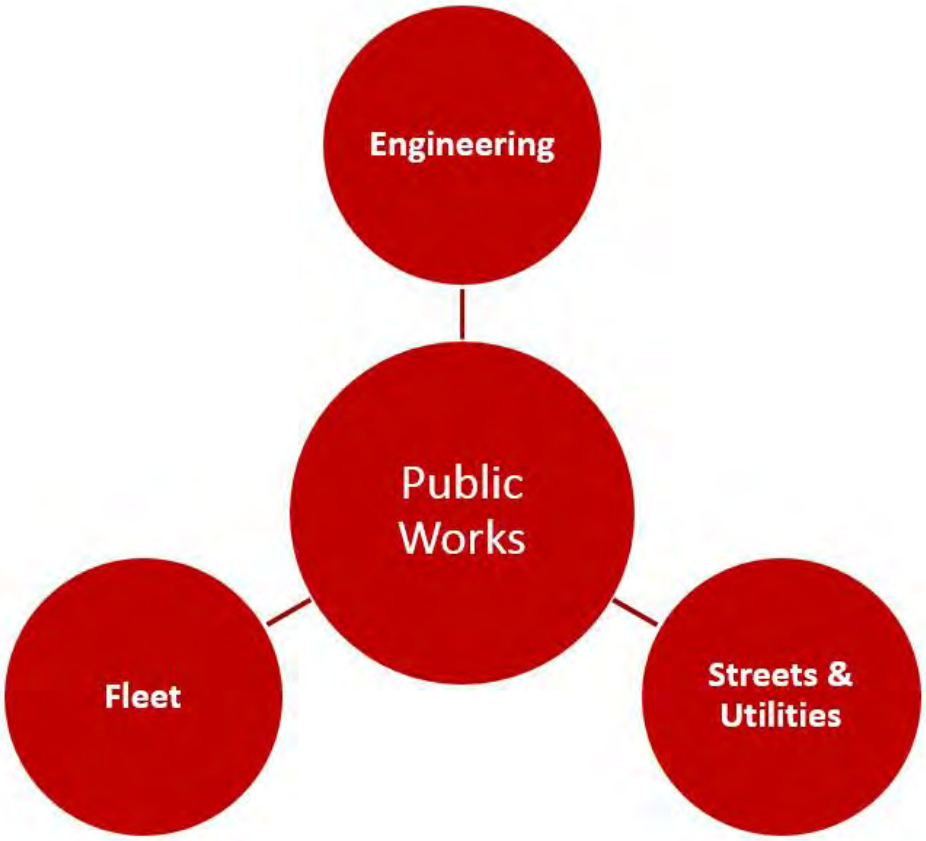
2017: A look forward

2017 Budget Overview

The 2017 CIP Budget allows for:

- Replacement of exterior doors
- Audio System Upgrades
- Installation of a wind barrier
- Painting and drywall repairs
- Replacement of computers
- Refinishing of wood floors
- Conversion of lighting to LED's
- Purchase of staging equipment
- Purchase of food and beverage equipment

Public Works



Engineering

Primary Services

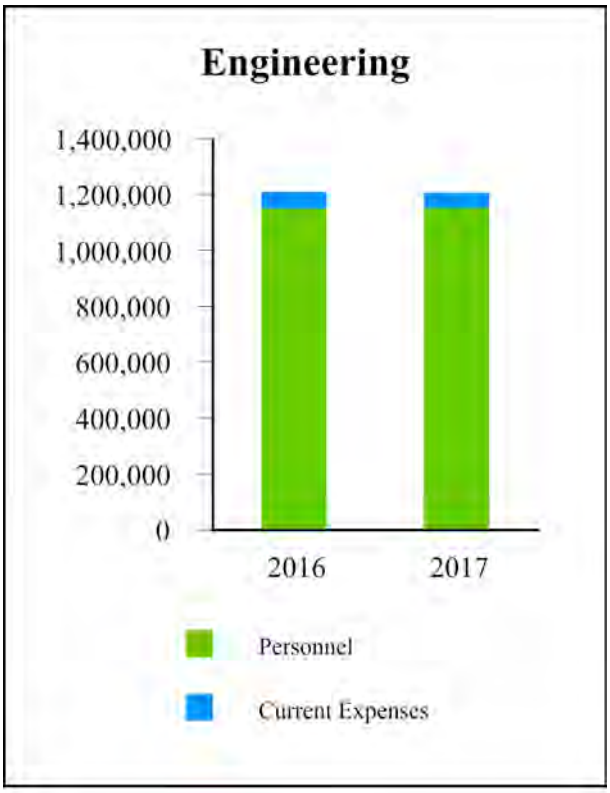
Under the leadership of the Public Works Director and City Engineer/Natural Resources Director, the Engineering Division provides the following services:

- Design and deliver public infrastructure projects
- Develop the Capital Improvement Plan (CIP)
- Collect special assessments associated with these improvements as well as other special assessments for code enforcement and delinquent bills
- Correspond with other agencies on infrastructure-related improvements that affect the City
- Review development proposals and ensure public improvement development contracts
- Administer the City's rights-of-way
- In cooperation with the Police Department, correspond with the public on traffic management/signing issues in the City
- In cooperation with the Natural Resources Department, oversee, implement and update the City's Water Resource Management Plan
- Enforce the City's erosion control ordinances
- Provide design and project support for park and facility projects

2017 Engineering Budget

General Operating: $1,204,866
(Net of Capital Project Funding)

Staffing
14.0 Full-time Equivalent Staff



Alignment with Council ENDS and OUTCOMES

In cooperation with other departments, engineering facilitates cost effective management of the City's infrastructure within the overall policy goals of the City Council, including all City Council Ends.

2016: The year in review

2016 Accomplishments

- Delivered the 2016 Street Improvement Program and completed residential streets maintenance overlay
- Completed Portland Ave. roundabout and TH13 turn lane addition as part of Burnsville High School expansion
- Converted CR11 to three lanes between 134th St and TH13 and added flashing yellow arrows at CR11 I35 E (Dakota Co.)
- Began work on a pedestrian crosswalk standardization matrix (2017 schedule)
- Completed CR 42 Trail from Apple Valley to Nicollet Ave.
- Began intersection control study at three intersections (Dakota Co.)
- Completed pond cleanout of three City ponds
- Developed plans for Aldrich Avenue/ CR 42/ I-35W on-ramp improvements (2017 schedule)
- Worked with MCES to deliver interceptor sewer pipe rehabilitation on Williams Drive and Judicial Road
- Continued work on developing the I-35W Bridge project (MnDOT)
- Developed transit station locations for Orange Line (Metro Transit, MVTA)
- Began Keller Lake Stormwater Quality Project in Crystal Beach Park
- Received “no findings” from MPCA’s Storm Water Pollution Prevention Plan (SWPPP) audit
- Commenced a Major Update to City’s Water Resources Management Plan

Emphasis on Quality Streets and Roads:

- Invested more than $8 million in resurfacing, reconstruction and rehabilitation projects of more than 12 miles of City Streets
- Utilized Host Community and Dakota County CDA grants to resurface streets in the MRQ that would not have otherwise been improved
- Provided funding options for different levels of service for Pavement Management Program

2016: The year in review, cont.

2016 Performance Measurement Monitoring Data

Consistent with the Council's adopted governance statements, the most importance performance indicators follow:

Development/Redevelopment

New development means new public roads and all drainage improvements required to eliminate the possibility of damage to downstream properties. ***Development or redevelopment projects impact the City in one way or another and the Engineering Department also analyzes the impact of proposed projects on existing public streets and properties.*** To minimize impact on the City's natural resources and properties, the Department may examine things such as proposed dirt-work and erosion control for preventing sediment from leaving the site. Through September 2016, the Engineering Department:

- Reviewed 31 private development applications and processed one plat and two development contracts
- Reviewed 47 building permits and provided comments to ensure city code is met on engineering review items
- Completed 360 erosion control inspections and continued enforcement of erosion control ordinances

Additionally, the Engineering Department completed the Portland Ave. Roundabout project in association with the Burnsville High School expansion project to help facilitate the school district's expanded transportation needs with the additional students and staff at that location on a daily basis.

Street Construction, Reconstruction and Rehabilitation

The Engineering Department plans, engineers and administers the City's street construction, reconstruction and rehabilitation programs and many other public improvement projects on annual basis. Using GIS technology, staff produce quality maps from various perspectives.

In the 2016 Residential Survey, 86 percent of those responding reported City street repairs and maintenance as either excellent or good.

Through September 2016 the Engineering Department:

- Completed 7.5 miles of street improvements on neighborhood roadways and 1.6 miles on industrial, collector aerial roadways
- Completed three miles of residential street maintenance overlays
- Completed the Portland Avenue roundabout to improve transportation for the Burnsville High School expansion

The Engineering Department also administers the right-of-way ordinance and manages underground utility assets. ***Through September 2016, the Engineering Department administered 144 right-of-way permits valuing more than $38,000. This amount is reduced from past years as the City no longer collect fees for right-of-way permits from some of the larger private utility providers. The newly adopted utility provider (gas and electric) franchise agreements replaced right-of-way permit fees with franchise fees which the City began collecting in July 2016.***

The Department is also called upon to ensure motorist and pedestrian safety throughout the City. ***The Engineering Department responded to many traffic concerns and continued to compile and analyze crash data to determine the most dangerous intersections in the city and ways to improve safety.*** The Department fielded speeding complaints

from residents in multiple neighborhoods including: Evergreen Dr., Summit Oaks Dr., Woodland Dr., Heather Hills Dr., Parkwood Dr., Upton Ave., West Preserve Blvd., and136th and 140th St. where speed studies were performed to verify issues and work through remedies. On Judicial Rd., the Council passed a resolution lowering the speed limit from 40 mph to 35 mph. Parking complaints were also received on Park Ave., 146th St., Grand Ave., Shady Ln. and Wood Lake Dr. The Department worked with the City's Police Department on enforcing existing parking requirements. A few pedestrian and crosswalk complaints were also received the Communication Department on a pedestrian safety public service announcement, "Crosswalking Dead." The Department is also working on a crosswalk matrix to help create uniformity of crosswalks throughout the city.

The City has the authority to levy assessments on private property for public improvements. Special assessments are used to pay for projects such as street paving and reconstruction as well as items such as weed-cutting and mowing. Engineering staff provide in-depth parcel, property and assessment information. ***In 2016, the City collected $1.6 million in special assessments from almost 1,000 parcels in Burnsville for items such as street improvements, Heart of the City (HOC) operations and maintenance, private development agreements and miscellaneous late payments such as multiple false alarms. The Engineering Department also collects assessments for the Code Enforcement area of the City.***

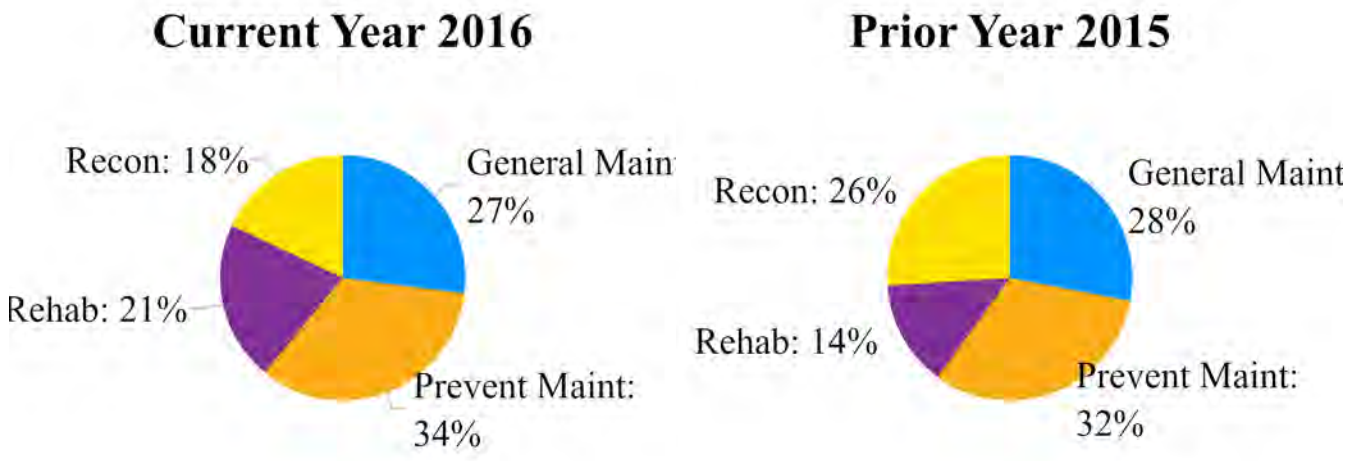
Pavement Management

The City rated 80 miles of streets in 2016. The following graphs show changes to the overall rating of streets by category of maintenance need. It is important to note:

- streets classified as "General Maintenance" need little work;
- streets classified as "Preventative Maintenance" are streets that would benefit from crack sealing/seal coating;
- streets classified as "Rehabilitation" need resurfacing; and
- streets classified as "Reconstruction" need a complete street rebuild including the gravel base.

The overall Pavement Condition Index (0 – 100 scale, 100 the highest) of local roads is 64 and Collector/MSA roads is 69. The City Council set long-term minimum service level goals of 35 for local roads and 55 for Collector/MSA roads.

Pavement Management System Ratings
221 Miles



The following table shows the percentage of mileage below these goals.

Mileage of Streets Below Long Term Minimum Service Levels		
	2016*	2015
Local Roads PCI <35	**19%**	30%
Collector/MSA Roads PCI <55	**31%**	30%

*Note: Additional years of data are necessary to establish long term trending as significant short term improvements and measurement methods can create year to year variations.

2017: A look forward

2017 Budget Overview

The 2017 Budget allows for:

- Construction of approximately 7.5 miles of roadway with annual street reconstruction and rehabilitation program and an additional 0.5 miles of improvements on Ladybird Lane and 0.7 miles of Maintenance Overlay
- Commencement of the City's Ground Water Treatment Plant Rehabilitaiton Project
- Continuing the Advance Meter Information System and Meter Change-out Project
- Continuing design efforts for the I-35W River Bridge Replacement (MnDOT)
- I-35W/CR 42 On-Ramp Turn Lane Extension and Bridge Deck Replacement Project (Dakota Co./ MnDOT)
- Completion of a major stormwater management project in the Union Pacific Railroad area
- Completion of annual pond cleanout and local drainage modification projects
- Completion of the Intersection Control Preferred Option Determination Project at CR 5 and Burnsville Parkway, CR 5 and 136th Street and CR 11 and Burnsville Parkway
- Major Update completion to the City's Water Resources Management Plan
- Continuation of the Comprehensive Plan Water/Sewer/Transportation/Storm Water Chapters
- Orange Line BRT Station Design (Metro Transit)
- Work with MnDOT on the TH 13 Resurfacing project in the west part of Burnsville including replacement of the Washburn Ave traffic signal

Streets & Utilities

Public Works

Primary Services

Under the leadership of the Director of Public Works, the Streets & Utilities Division provides the following services:

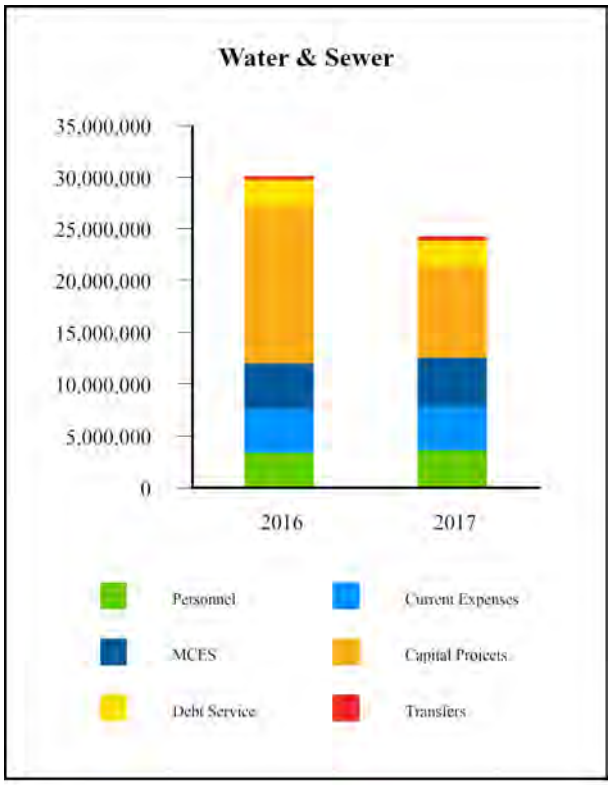
- Snowplowing and street sweeping
- Street and storm water system repair and maintenance, including City street signage and lighting
- Repair, maintenance, production and operation of potable water system and sanitary sewer system

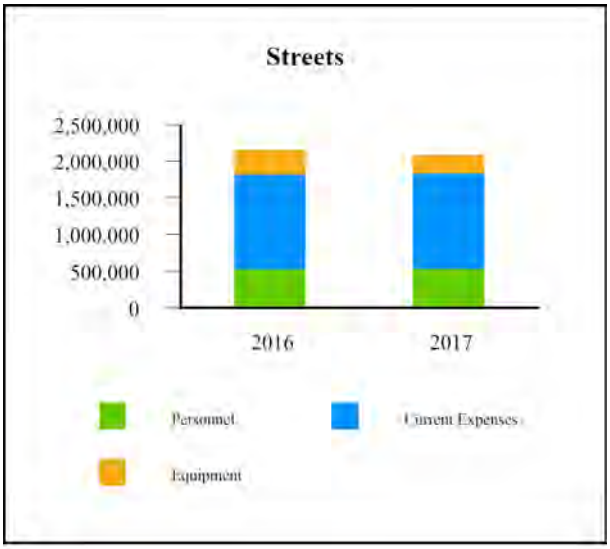
2017 Streets & Utilities Budget

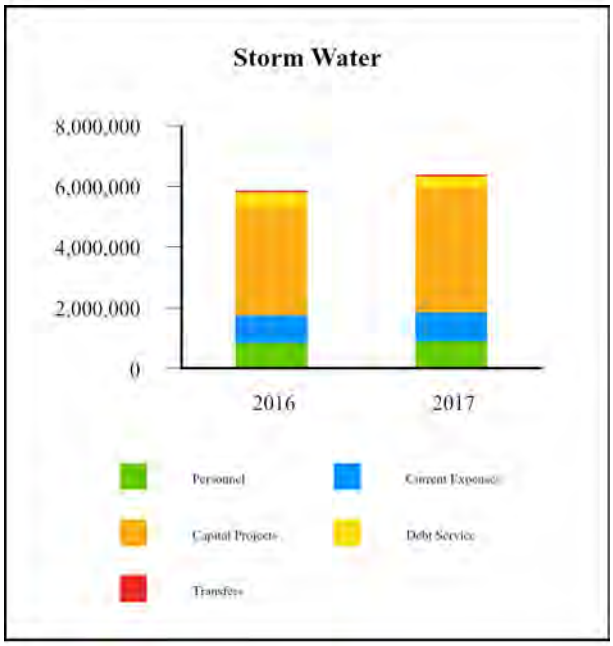
Streets	$ 1,833,290
Water & Sewer	12,516,993
Storm Water	1,833,692

Staffing

Streets	12.0 Full-time Equivalent Staff
Water & Sewer	15.0 Full-time Equivalent Staff (includes Utility Billing)
Storm Water	3.5 Full-time Equivalent Staff







2016: The year in review

2016 Accomplishments

- Plowed and anti-iced for 36 winter weather events
- Cleaned 103 environmental sumps
- Rebuilt 59 catch basin manholes
- Patched more than 300 catch basins
- Inspected 220 pond structures
- Painted one intersection semiphore and 41 decorative street light poles
- Completed two full city sweeps
- Completed utility replacement and upgrades on 7.5 miles of city streets
- Completed annual water system maintenance and flushing
- Treated more than 3.2 billion gallons of water, including 1 billion gallons of surface water
- Repaired eight watermain breaks
- Provided more than 85 percent of Savage's water through September 2016
- Replaced granular activated carbon media in two of four surface water plant filters which aids in taste and odor removal
- Rehabilitated two wells
- Painted 196 fire hydrants and Inspected more than 1,100 private fire hydrants
- Upgraded 402 fire hydrants with STORZ Nozzles or Adapters
- Responded to 348 customer service calls through September 2016
- Received 5,441 utility locates requests through September 2016
- Cleaned and televised 57 miles of sanitary sewer
- Rehabilitated watermain on two key highway crossings
- Began implementation of the citywide water meter replacement project of over 16,700 water meters

Performed or Contracted for Street Maintenance:

- 1,950 tons of asphalt
- 5.0 miles of seal coating24.5 miles of crack sealing
- 60 miles of roadway striping
- 400 feet of sidewalk replaced
- 400 feet of curb replaced
- Upgraded/repaired 11 pedestrian ramps
- Inspected 80 miles of City Street for ADA compliance
- 0.8 miles of street of in-house overlays

2016: The year in review, cont.

2016 Performance Measurement Monitoring Data

Consistent with the Council's adopted governance statements, important performance indicators include:

Street Maintenance

In 2015, City staff completed more street maintenance concrete repairs than ever before. The City constructed 180 miles out of 221 total miles of City streets in the period from 1965 to 1980. These streets are at least 30 years old and aging rapidly; as a result, street maintenance and repairs will continue to be a high priority.

The City has contracted out sidewalk snowplowing services for the past five winters. ***Residential survey results from 2016 indicate that 85 percent of residents rate these services as good or excellent, up 20 percent from 2012.*** City staff will continue to monitor and make changes to ensure adequate levels of service.

The City continued to use 100 percent salt and/or additives in its daily snow and ice control, resulting in better ice control and less accumulated sand to sweep up in the spring and remove from lakes and ponds in future years. Additional minor equipment was purchased in 2013 for the anti-icing program. Salt brine is being applied to collector streets in advance of known snow events. Pre-wetting equipment allows brine to be applied to granular salt during the application process. Both efforts will reduce the volume of salt needed for each snow event.

Other examples of the types of services provided include:

- Pavement management programs
- Street and sidewalk maintenance, snowplowing and street sweeping
- Re-inspection of one third of the City's pedestrian curbs ramps and facilities to ensure compliance with ADA requirements
- Bike trail maintenance
- Spring and fall sweeping to prevent dirt, trash and
- contaminants from entering the storm drainage system and filling catch basins, ponds and lakes
- Updating old signs to meet reflectivity needs

Water and Sanitary Sewer Utilities

The Department is also responsible for the City's water supply, water quality and service installation as well as maintenance and operation of the City's sanitary sewer system. The City provides high quality water and sewer service to more than 17,000 homes and businesses. The City has once again met or exceeded all State and federal standards for drinking water.

In 2016, the City developed the plans for upgrade of the City's water meter and automated meter information system to be completed in 2017 and 2018. Staff have used 2016 to prepare and plan for this mass meter changeout of nearly 17,000 residential and commercial water meters.

A challenge continues to be the City's aging infrastructure. ***As an effort to update and address components of the 35-year-old ground water treatment plant that are at the end of their useful life, the City began preliminary design and planning for plant reconstruction scheduled in 2017 and 2018.*** The City continued water and sewer system repairs and replacement in conjunction with the street reconstruction and rehabilitation projects as a cost-effective and efficient approach to replacement.

Pressure Reducing Valves (PRV) maintenance and upgrades also continued to be a priority. Operators tested, inspected and monitored these pressure stations to ensure appropriate pressure was sustained throughout the city. As part of this effort, staff replaced one PRV station to better serve the 150th and CR 5 pressure zone.

The City also provided more than 85 percent of the City of Savage's water through September. Under the agreement which renewed in 2014, the City's wells will continue to be used in a manner that limits impacts on the Black Dog Fen within the Minnesota River Valley. In partnership with the City of Savage, approximately 1.1 billion gallons of water are and will continue to be utilized annually from the Kraemer Quarry, reducing the impact on the Jordan aquifer and preserving the water supply.

The Department also worked collaboratively with the City's Fire Department and Utility Billing Department to continue to upgrade more than 400 hydrants to STORZ nozzles and facilitate the Private Hydrant Inspection Program covering 1,015 private hydrants that are not being inspected privately.

Now in its fourth program year, staff continued to work with owners of private hydrants to address deficiencies ensure the deficiencies are corrected in a timely manner.

Other highlights in 2016 included:

- Continued enforcement of outside water use restrictions and continued promotion of water conservation
- Annual inspection and cleaning of selected ponds
  (Note: The City's SWAMP program identifies the ponds that have the greatest treatment value annually for maintenance)
- Annual sanitary sewer cleaning and lining projects to decrease inflow and infiltration, improve operations, and extend the life of sanitary sewer system
- Continued implementation of chloride reduction measures in the snow removal program to limit impacts to lakes and wetlands

Water and Sewer Statistics

City	Pop.	F-T Staff	P-T Staff	Wells	Pressure Zones	Miles of Water Lines	Miles of Sewer Lines	Sanitary Lift Stations
Burnsville	61,300	14	3	19*	12	285	209	13
Eagan	64,456	19	6	21	5	370	302	16
Apple Valley	50,200	12**	5	20	3	248	202	9
Lakeville	55,954	10	3	17	3	310	255	20

*Two Surface Water Reservoir Pumps are included.

** Staff also maintains Storm Sewer System

.

Street and Storm Water Statistics

						City Street & Storm Water Systems				City Staff Plowing		Contract Plowing	
City	Pop	F-T Staff	P-T	Total Miles	Cul-de-sacs	Center Islands	Trail & Sidewalk Miles	Storm Sewer Maint.	Storm Sewer Lift Stations	Plowed Miles	Equip Units	Plowed Miles	Equip Units
Burnsville	60,220	12	2	225	450	Yes	120	Street	8	221	22	3.5	1
Eagan	64,456	14	2	239	614	Limited	141	Utilities	21	237	11	28	4
Apple Valley	49,924	14*	4	176	317	Limited ***	187	Street/ Utilities	11	169	23	0**	—
Lakeville	55,954	11	—	260	460	No	90	Street		260	26	—	—

*Includes maintenance of municipal cemetery

**Snow hauling only

***Cedar Avenue Corridor (multiple locations)

Additionally, to prepare for 2017 projects the Department has participated in the following activities:

- Studying potential long-range water supply options at the Quarry Surface Water Intake
- Updating the water distribution system model to optimize the water flow and pressure throughout the system
- Planning and preparation for GWTP rehabilitation for construction to start in 2017

Street Light Utilities

City staff continued to upgrade existing street lights with energy-saving options in a cost-effective manner. ***In 2016 one signalized intersection was repainted and new energy efficient LED street lighting was installed.*** Forty-one street lights were also painted and six new LED street lights were installed.

2017: A look forward

2017 Budget Overview

The 2017 Budget allows for:

- Completion of Quarry Intake Study
- Completion of plans for GWTP rehabilitation project
- Replacement of water meters
- Continuation of current well and high service pump rehabilitation projects
- Completion of decommissioning of Nicollet Avenue 36-inch watermain
- Rehabilitation of the McAndrews Sanitary Lift Station
- Continuation of current street and utility maintenance programs
- Painting of two signals, install new LED street lights
- Repairing of pavement (patching and milling)

Fleet

Primary Services

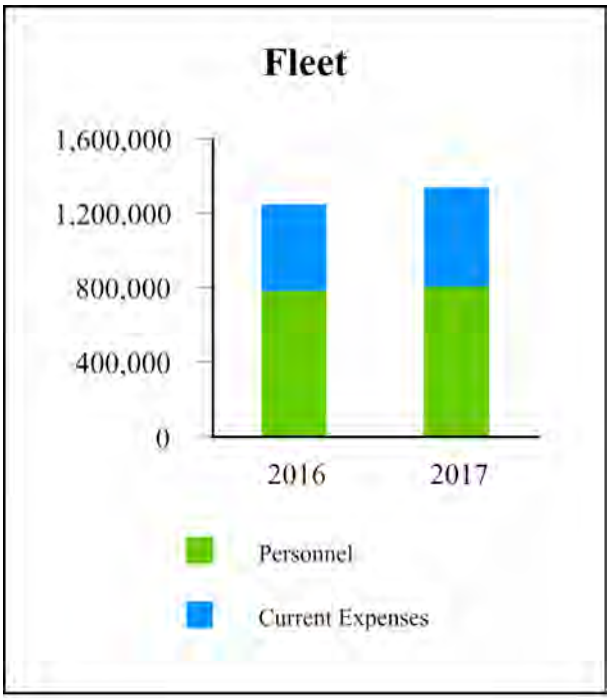
Under the direction of the Public Works Director, the Fleet Division provides the following services:

- Repair and maintenance of City's vehicle fleet and wide variety of equipment
- Planning responsibility for vehicle and equipment replacement schedule
- Facility maintenance; operations, maintenance and repair

2017 Fleet Budget

General Operating $247,777
(net of charges to other departments)

Staffing
8.0 Full-time Equivalent Staff



Alignment with Council ENDS and OUTCOMES

The primary purpose of the Fleet function is to acquire, maintain and replace City vehicles and equipment in the most cost effective and timely manner possible.

2016: The year in review

2016 Accomplishments

- Purchased and set up 24 new vehicles/ equipment
- Sold 26 used vehicles/equipment
- Upgraded 11 Vehicles with new Computer docking system
- Replace and Upgrade the maintenance facility fire alarm system
- Completed spring and fall seasonal changeovers of fleet
- Replacement/upgrade the high bay lights to LED fixtures
- Maintained more than 300 vehicles and pieces of equipment
- Replacement of the floor tile in the maintenance facility

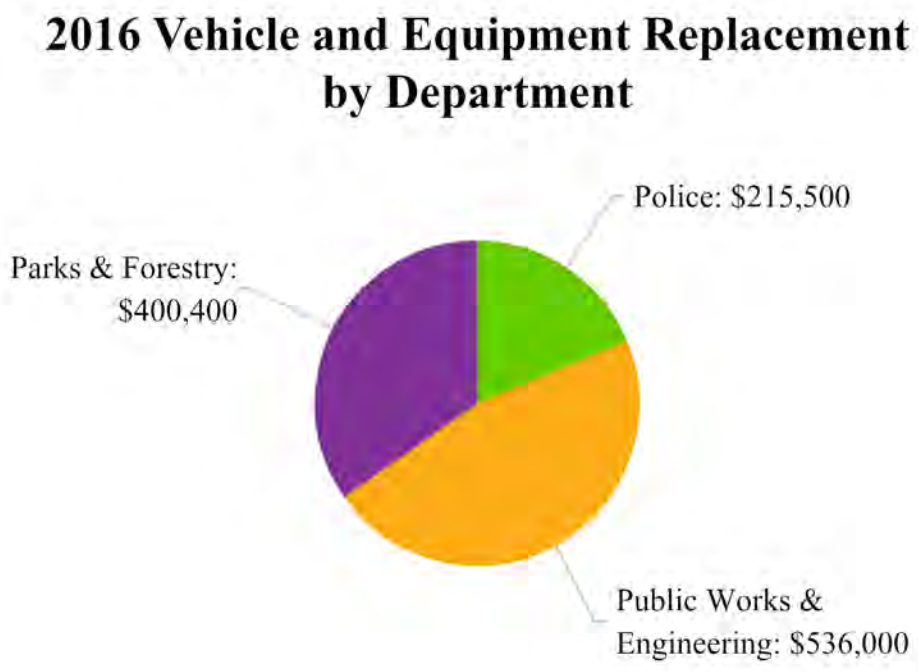
Fleet Management Software:

- Implemented new fleet asset management and vehicle information systems which will provide improved data for future fleet investments

2016 Performance Measurement Monitoring Data

Consistent with the Council's adopted governance statements, the most important performance indicators follow:

The Fleet division of Public Works maintains a fleet of 300 vehicles for the City as well as a multi-year vehicle replacement schedule for all City vehicles. Replacements are prioritized based on expected vehicle life, maintenance costs, department needs and available funding. The following chart shows vehicles and large equipment replacements for 2016.



2017: A look forward

2017 Budget Overview

The 2017 budget allows for:

- Purchase of $2.4 million in new vehicles and equipment for City fleet, including replacement of an arial ladder fire truck, ambulance, and one single axle plow truck
- Ongoing maintenance of existing fleet and maintenance facility
- Fleet vehicle study: Idle times, usage, right sizing the fleet
- Development of fleet metrics for annual monitoring report
- Setup Fleet Pooling program
- Fleet Fueling system upgrades

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Capital Improvements Plan (CIP)

Debt Analysis

FUNDING SOURCE SUMMARY

Source	2017	2018	2019	2020	2021	Total
General Fund			350,000			*350,000*
Host Community Grant	415,000	415,000	415,000	415,000	415,000	*2,075,000*
Infrastructure Trust Funds	3,390,000	1,770,000	3,620,000	3,210,000	4,360,000	*16,350,000*
MSAS Funds	375,000	3,520,000	1,240,000	1,170,000	580,000	*6,885,000*
Special Assessments	950,000	1,180,000	1,300,000	1,300,000	1,050,000	*5,780,000*
Utility - St. Lighting	170,000	170,000	170,000	170,000	170,000	*850,000*
Utility - Storm Water	3,700,000	1,480,000	2,200,000	2,030,000	1,315,000	*10,725,000*
Utility - Water & Sewer - Sanitary Sewer	530,000	545,000	1,065,000	605,000	1,570,000	*4,315,000*
Utility - Water & Sewer - Water	8,125,000	8,695,000	6,245,000	880,000	2,225,000	*26,170,000*
GRAND TOTAL	**$ 17,655,000**	**$ 17,775,000**	**$ 16,605,000**	**$ 9,780,000**	**$ 11,685,000**	**$ 73,500,000**

PROJECTS BY FUNDING SOURCE

Source	Project #	2017	2018	2019	2020	2021	Total
General Fund							
35W/Burnsville Parkway Aesthetics Renovations	*09 Street*			350,000			*350,000*
Grants Total		**—**	**—**	**350,000**	**—**	**—**	***350,000***
Host Community Grant							
Host Landfill Grant Projects	*08 Street*	415,000	415,000	415,000	415,000	415,000	*2,075,000*
Host Community Grant Total		**415,000**	**415,000**	**415,000**	**415,000**	**415,000**	***2,075,000***
Infrastructure Trust Funds							
Street Rehabilitation	*02 Street*	500,000	660,000	370,000	640,000		*2,170,000*
Street Reconstruction	*03 Street*	2,640,000	980,000	3,170,000	2,440,000	3,170,000	*12,400,000*
Maintenance Overlays	*05 Street*	170,000				1,110,000	*1,280,000*
Right of Way Rehabilitation - Concrete Elements	*06 Street*		50,000		50,000		*100,000*
Multi-Modal Transportation	*07 Street*	30,000	30,000	30,000	30,000	30,000	*150,000*
Host Landfill Grant Projects	*08 Street*	50,000	50,000	50,000	50,000	50,000	*250,000*
Infrastructure Trust Funds Total		**3,390,000**	**1,770,000**	**3,620,000**	**3,210,000**	**4,360,000**	***16,350,000***
MSAS Funds							
City Owned Signal Replacement	*01 Int.*	15,000		350,000		350,000	*715,000*
County Signal Replacement	*02 Int.*	150,000	220,000	300,000	230,000	230,000	*1,130,000*
Street Rehabilitation	*02 Street*			590,000	350,000		*940,000*
Street Reconstruction	*03 Street*		3,300,000		590,000		*3,890,000*
13/Washburn Signal	*12 C/T Exp.*	200,000					*200,000*
County Rd 42 Pedestrian Study	*17 C/T Exp*	10,000					*10,000*
MSAS Funds Total		**375,000**	**3,520,000**	**1,240,000**	**1,170,000**	**580,000**	***6,885,000***
Special Assessments							
Street Rehabilitation	*02 Street*	50,000	130,000	150,000	150,000		*480,000*
Street Reconstruction	*03 Street*	850,000	1,000,000	1,100,000	1,100,000	1,000,000	*5,050,000*
Host Landfill Grant Projects	*08 Street*	50,000	50,000	50,000	50,000	50,000	*250,000*
Special Assessments Total		**950,000**	**1,180,000**	**1,300,000**	**1,300,000**	**1,050,000**	***5,780,000***
Utility - St. Lighting Total							
Street light Replacement	04 Street	170,000	170,000	170,000	170,000	170,000	*850,000*
Utility - St. Lighting Total		**170,000**	**170,000**	**170,000**	**170,000**	**170,000**	***850,000***
Utility - Storm Water							
Street Rehabilitation	*02 Street*	25,000	100,000	100,000	120,000		*345,000*
Control Structure Blackdog Fen	*02 SWM*	250,000					*250,000*
Street Reconstruction	*03 Street*	450,000	450,000	450,000	500,000	500,000	*2,350,000*
Lateral Drainage Modifications	*03 SWM*	80,000	90,000	90,000	90,000	90,000	*440,000*
Pond Cleanout/Outfall Improvement Program	*04 SWM*	330,000	330,000	345,000	345,000	360,000	*1,710,000*

PROJECTS BY FUNDING SOURCE

Source	Project #	2017	2018	2019	2020	2021	Total
Maintenance Overlays	*05 Street*	10,000				70,000	*80,000*
Keller Lake Quality Study	*07 SWM*		35,000				*35,000*
Host Landfill Grant Projects	*08 Street*	70,000	40,000	30,000	30,000	30,000	*200,000*
County Overlays	*09 C/T Exp.*	55,000	55,000	55,000	55,000	65,000	*285,000*
Lift Station Rehab	*10 SWM*	250,000	250,000		250,000		*750,000*
Blackdog Outfall Replacement	*12 SWM*	660,000					*660,000*
WRMP Update	*13 SWM*					50,000	*50,000*
Ravine Restoration	*19 SWM*	1,000,000			500,000		*1,500,000*
CMP Rehabilitation	*23 SWM*	30,000	30,000	30,000	30,000	30,000	*150,000*
Wood Pond Alum Treatment	*24 SWM*	50,000					*50,000*
Street Project Storm Sewer Televising	*26 SWM*	40,000	40,000	40,000	40,000	50,000	*210,000*
Lac Lavon Rain Gardens	*28 SWM*	20,000					*20,000*
Future Ponds/Water Quality	*30 SWM*			1,000,000			*1,000,000*
Contract Patching	*32 SWM*	60,000	60,000	60,000	70,000	70,000	*320,000*
Lac Lavon Drainage Repair	*33 SWM*	20,000					*20,000*
Lake Alimagnet Phosphorous Reduction	*42 SWM*	300,000					*300,000*
Utility - Storm Water Total		**3,700,000**	**1,480,000**	**2,200,000**	**2,030,000**	**1,315,000**	***10,725,000***
Utility - Water & Sewer - Sanitary Sewer							
Lift Station Rehabilitation	*01 SSM*			520,000		750,000	*1,270,000*
Sanitary Sewer Rehabilitation	*02 SSM*	165,000	165,000	165,000	165,000	385,000	*1,045,000*
Street Rehabilitation	*02 Street*	10,000	40,000	40,000	50,000		*140,000*
Street Reconstruction	*03 Street*	250,000	250,000	250,000	300,000	300,000	*1,350,000*
Maintenance Overlays	*05 Street*	15,000				40,000	*55,000*
Host Landfill Grant Projects	*08 Street*	30,000	30,000	30,000	30,000	30,000	*150,000*
County Overlays	*09 C/T Exp.*	60,000	60,000	60,000	60,000	65,000	*305,000*
Utility - Water & Sewer - Sanitary Sewer Total		**530,000**	**545,000**	**1,065,000**	**605,000**	**1,570,000**	***4,315,000***
Utility - Water & Sewer - Water							
Street Rehabilitation	*02 Street*	10,000	20,000	20,000	30,000		*80,000*
Street Reconstruction	*03 Street*	100,000	2,650,000	3,390,000	340,000	1,910,000	*8,390,000*
Storz Hydrant Nozzle Replacement	*04 WS*	225,000					*225,000*
Maintenance Overlays	*05 Street*	5,000				20,000	*25,000*
Water Production Rehab	*07 WS*	200,000	325,000	450,000	110,000	110,000	*1,195,000*
Host Landfill Grant Projects	*08 Street*	20,000	20,000	20,000	20,000	20,000	*100,000*
Transmission & Storage Rehab	*08 WS*	125,000	250,000	2,100,000	200,000		*2,675,000*
County Overlays	*09 C/T Exp.*	20,000	20,000	20,000	20,000	25,000	*105,000*
Water Treatment Repairs & Rehab	*09 WS*	3,500,000	2,250,000	125,000	20,000		*5,895,000*
Street Repair of WM Breaks & Contract Patching	*10 WS*	120,000	120,000	120,000	140,000	140,000	*640,000*
Meter Replacement	*14-326*	3,800,000	3,040,000				*6,840,000*
Utility - Water & Sewer - Water Total		**8,125,000**	**8,695,000**	**6,245,000**	**880,000**	**2,225,000**	***26,170,000***
GRAND TOTAL		**17,655,000**	**17,775,000**	**16,605,000**	**9,780,000**	**11,685,000**	***73,500,000***

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	2017	2018	2019	2020	2021	Total
Collector\Thoroughfare Exp.							
County Overlays	09 C/T Exp.	135,000	135,000	135,000	135,000	155,000	*695,000*
Utility - Storm Water		***55,000***	***55,000***	***55,000***	***55,000***	***65,000***	***285,000***
Utility - Water & Sewer - Sanitary Sewer		***60,000***	***60,000***	***60,000***	***60,000***	***65,000***	***305,000***
Utility - Water & Sewer - Water		***20,000***	***20,000***	***20,000***	***20,000***	***25,000***	***105,000***
County Rd 42 Pedestrian Study	17 C/T Exp	10,000					*10,000*
MSAS Funds		***10,000***					***10,000***
Collector\Thoroughfare Exp. Total		**145,000**	**135,000**	**135,000**	**135,000**	**155,000**	***705,000***
Intersection Improvement							
City Owned Signal Replacement	01 Int.	15,000		350,000		350,000	*715,000*
MSAS Funds		***15,000***		***350,000***		***350,000***	***715,000***
County Signal Replacement	02 Int.	150,000	220,000	300,000	230,000	230,000	*1,130,000*
MSAS Funds		***150,000***	***220,000***	***300,000***	***230,000***	***230,000***	***1,130,000***
13/Washburn Signal	12 C/T Exp.	200,000					*200,000*
MSAS Funds		***200,000***					***200,000***
Intersection Improvement Total		**365,000**	**220,000**	**650,000**	**230,000**	**580,000**	***2,045,000***
Sanitary Sewer System Mgmt							
Lift Station Rehabilitation	01 SSM			520,000		750,000	*1,270,000*
Utility - Water & Sewer - Sanitary Sewer				***520,000***		***750,000***	***1,270,000***
Sanitary Sewer Rehabilitation	02 SSM	165,000	165,000	165,000	165,000	385,000	*1,045,000*
Utility - Water & Sewer - Sanitary Sewer		***165,000***	***165,000***	***165,000***	***165,000***	***385,000***	***1,045,000***
Sanitary Sewer System Mgmt Total		**165,000**	**165,000**	**685,000**	**165,000**	**1,135,000**	***2,315,000***
Storm Water Mgmt							
Control Structure Blackdog Fen	02 SWM	250,000					250,000
Utility - Storm Water		***250,000***					250,000
Lateral Drainage Modifications	03 SWM	80,000	90,000	*90,000*	90,000	90,000	440,000
Utility - Storm Water		***80,000***	***90,000***	***90,000***	***90,000***	***90,000***	440,000
Pond Cleanout/Outfall Improvement Program	04 SWM	330,000	330,000	*345,000*	345,000	360,000	1,710,000
Utility - Storm Water		***330,000***	***330,000***	***345,000***	***345,000***	***360,000***	1,710,000
Keller Lake Water Quality Study	07 SWM		35,000				35,000
Utility - Storm Water			***35,000***				35,000
Lift Station Rehab	10 SWM	250,000	250,000		250,000		750,000
Utility - Storm Water		***250,000***	***250,000***		***250,000***		750,000
Blackdog Outfall Replacement	12 SWM	660,000					660,000
Utility - Storm Water		***660,000***					660,000
WRMP Update	13 SWM					50,000	50,000
Utility - Storm Water						***50,000***	50,000
Ravine Restoration	19 SWM	1,000,000			500,000		1,500,000
Utility - Storm Water		***1,000,000***			***500,000***		1,500,000
CMP Rehabilitation	23 SWM	30,000	30,000	*30,000*	30,000	30,000	150,000
Utility - Storm Water		***30,000***	***30,000***	***30,000***	***30,000***	***30,000***	150,000

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	2017	2018	2019	2020	2021	Total
Wood Pond Alum Treatment	24 SWM	50,000					50,000
Utility - Storm Water		***50,000***					50,000
Street Project Storm Sewer Televising	26 SWM	40,000	40,000	*40,000*	40,000	50,000	210,000
Utility - Storm Water		***40,000***	***40,000***	***40,000***	***40,000***	***50,000***	210,000
Lac Lavon Rain Gardens	28 SWM	20,000					20,000
Utility - Storm Water		***20,000***					20,000
Future Ponds/Water Quality	30 SWM			*1,000,000*			1,000,000
Utility - Storm Water				***1,000,000***			1,000,000
Contract Patching	32 SWM	60,000	60,000	*60,000*	70,000	70,000	320,000
Utility - Storm Water		***60,000***	***60,000***	***60,000***	***70,000***	***70,000***	320,000
Lac Lavon Drainage Repair	33 SWM	20,000					20,000
Utility - Storm Water		***20,000***					20,000
Lake Alimagnet Phosphorous Reduction	42 SWM	300,000					300,000
Utility - Storm Water		***300,000***					300,000
Storm Water Mgmt Total		**3,090,000**	**835,000**	**1,565,000**	**1,325,000**	**650,000**	***7,465,000***
Street Projects							
Street Rehabilitation	02 Street	595,000	950,000	1,270,000	1,340,000		*4,155,000*
Infrastructure Trust Funds		***500,000***	***660,000***	***370,000***	***640,000***		***2,170,000***
MSAS Funds				***590,000***	***350,000***		***940,000***
Special Assessments		***50,000***	***130,000***	***150,000***	***150,000***		***480,000***
Utility - Storm Water		***25,000***	***100,000***	***100,000***	***120,000***		***345,000***
Utility - Water & Sewer - Sanitary Sewer		***10,000***	***40,000***	***40,000***	***50,000***		***140,000***
Utility - Water & Sewer - Water		***10,000***	***20,000***	***20,000***	***30,000***		***80,000***
Street Reconstruction	03 Street	4,290,000	8,630,000	8,360,000	5,270,000	6,880,000	*33,430,000*
Infrastructure Trust Funds		***2,640,000***	***980,000***	***3,170,000***	***2,440,000***	***3,170,000***	***12,400,000***
MSAS Funds			***3,300,000***		***590,000***		***3,890,000***
Special Assessments		***850,000***	***1,000,000***	***1,100,000***	***1,100,000***	***1,000,000***	***5,050,000***
Utility - Storm Water		***450,000***	***450,000***	***450,000***	***500,000***	***500,000***	***2,350,000***
Utility - Water & Sewer - Sanitary Sewer		***250,000***	***250,000***	***250,000***	***300,000***	***300,000***	***1,350,000***
Utility - Water & Sewer - Water		***100,000***	***2,650,000***	***3,390,000***	***340,000***	***1,910,000***	***8,390,000***
Street Light Replacement	04 Street	170,000	170,000	170,000	170,000	170,000	*850,000*
Utility - St. Lighting		***170,000***	***170,000***	***170,000***	***170,000***	***170,000***	***850,000***
Maintenance Overlays	05 Street	200,000				1,240,000	*1,440,000*
Infrastructure Trust Funds		***170,000***				***1,110,000***	***1,280,000***
Utility - Storm Water		***10,000***				***70,000***	***80,000***
Utility - Water & Sewer - Sanitary Sewer		***15,000***				***40,000***	***55,000***
Utility - Water & Sewer - Water		***5,000***				***20,000***	***25,000***
Right of Way Rehabilitation - Concrete Elements	06 Street		50,000		50,000		*100,000*
Infrastructure Trust Funds			***50,000***		***50,000***		***100,000***
Multi-Modal Transportation	07 Street	30,000	30,000	30,000	30,000	30,000	*150,000*
Infrastructure Trust Funds		***30,000***	***30,000***	***30,000***	***30,000***	***30,000***	***150,000***
Host Landfill Grant Projects	08 Street	635,000	605,000	595,000	595,000	595,000	*3,025,000*
Host Community Grant		***415,000***	***415,000***	***415,000***	***415,000***	***415,000***	***2,075,000***
Infrastructure Trust Funds		***50,000***	***50,000***	***50,000***	***50,000***	***50,000***	***250,000***

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	2017	2018	2019	2020	2021	Total
Special Assessments		***50,000***	***50,000***	***50,000***	***50,000***	***50,000***	***250,000***
Utility - Storm Water		***70,000***	***40,000***	***30,000***	***30,000***	***30,000***	***200,000***
Utility - Water & Sewer - Sanitary Sewer		***30,000***	***30,000***	***30,000***	***30,000***	***30,000***	***150,000***
Utility - Water & Sewer - Water		***20,000***	***20,000***	***20,000***	***20,000***	***20,000***	***100,000***
35W/Burnsville Parkway Aesthetics Renovations	09 Street			350,000			*350,000*
General Fund				***350,000***			***350,000***
Street Projects Total		**5,920,000**	**10,435,000**	**10,775,000**	**7,455,000**	**8,915,000**	***43,500,000***
Water System							
Storz Hydrant Nozzle Replacement	04 WS	225,000					*225,000*
Utility - Water & Sewer - Water		***225,000***					***225,000***
Water Production Rehab	07 WS	200,000	325,000	450,000	110,000	110,000	*1,195,000*
Utility - Water & Sewer - Water		***200,000***	***325,000***	***450,000***	***110,000***	***110,000***	***1,195,000***
Transmission & StorageRehab	08 WS	125,000	250,000	2,100,000	200,000		*2,675,000*
Utility - Water & Sewer - Water		***125,000***	***250,000***	***2,100,000***	***200,000***		***2,675,000***
Water Treatment Repairs & Rehab	09 WS	3,500,000	2,250,000	125,000	20,000		*5,895,000*
Utility - Water & Sewer - Water		***3,500,000***	***2,250,000***	***125,000***	***20,000***		***5,895,000***
Street Repair of WM Breaks & Contract Patching	10 WS	120,000	120,000	120,000	140,000	140,000	*640,000*
Utility - Water & Sewer - Water		***120,000***	***120,000***	***120,000***	***140,000***	***140,000***	***640,000***
Meter Replacement	14-326	3,800,000	3,040,000				*6,840,000*
Utility - Water & Sewer - Water		***3,800,000***	***3,040,000***				***6,840,000***
Water System Total		**7,970,000**	**5,985,000**	**2,795,000**	**470,000**	**250,000**	***17,470,000***
GRAND TOTAL		**17,655,000**	**17,775,000**	**16,605,000**	**9,780,000**	**11,685,000**	***73,500,000***

PROJECTS BY CATEGORY AND DEPARTMENT

Department

Category	2017	2018	2019	2020	2021	Total
Special Revenue Fund						
Cable Franchise Fee Fund						
BCTV Studio Upgrades			150,000	20,000	20,000	*190,000*
BCTV Equipment				50,000		*50,000*
Computer Equipment - PC	2,500					*2,500*
Mobile Truck Upgrades	20,000	400,000				*420,000*
Upgrade Burnsville.org website		80,000				*80,000*
Category Sub-Total	22,500	480,000	150,000	70,000	20,000	*742,500*
Forestry - Emerald Ash Borer (EAB)						
EAB Program - Chipper		50,000				*50,000*
EAB Program - Truck	60,000					*60,000*
Category Sub-Total	60,000	50,000	—	—	—	*110,000*
Department Total:	**82,500**	**530,000**	**150,000**	**70,000**	**20,000**	***852,500***
GRAND TOTAL	**82,500**	**530,000**	**150,000**	**70,000**	**20,000**	***852,500***

PROJECTS BY CATEGORY AND DEPARTMENT

Department

Category	2017	2018	2019	2020	2021	Total
Parks Capital Fund						
Park Improvements						
Basic Park Amenities	20,000	20,000	20,000	20,000	20,000	*100,000*
Black Dog-Expand Parking Lot		125,000				*125,000*
Alimagnet Security Improvements	12,000					*12,000*
Nicollet Commons Park-Fencing/Sign along Nicollet	26,250					*26,250*
Sue Fischer Security Improvements		12,600				*12,600*
Black Dog-Parking Lot Security Lights	30,000					*30,000*
Cliff Fen/Burnsville Lions-Splash Pad Apron	50,000					*50,000*
Lac Lavon Security Improvements	35,000					*35,000*
Neill Park-Security Improvements					47,250	*47,250*
Terrace Oaks-Security Improvements					15,750	*15,750*
West Buck Hill-Parking Lot Lights		22,601				*22,601*
Howell Crossing		20,000				*20,000*
Category Sub-Total	173,250	200,201	20,000	20,000	83,000	*496,451*
Park Renovation						
General Park Renovation/Amenities	20,000	20,000	20,000	20,000	20,000	*100,000*
Bituminous/Concrete Surfaces	329,326		327,154		934,249	*1,590,729*
Borders		86,383	10,171	10,171	10,171	*116,896*
Dugouts	36,000					*36,000*
Fencing	25,991	22,600	206,305	105,037	2,825	*362,758*
Hockey Rinks			110,250	147,000	73,500	*330,750*
Irrigation System				132,300		*132,300*
Lighting Systems	61,740	9,686	175,160	132,379	226,013	*604,978*
Play Equipment		88,200	275,625	170,888	330,750	*865,463*
Resurface Park Trails	220,658	20,000	500,498	25,550	122,189	*888,895*
Signs	88,200	88,200	88,200	161,700		*426,300*
Structures & Buildings	94,787	200,000				*294,787*
Tennis Court Resurfacing	66,000	20,800			41,600	*128,400*
Landscaping	170,000					*170,000*
Category Sub-Total	1,112,702	555,869	1,713,363	905,025	1,761,297	*6,048,256*
Trail System Development						
Kelleher Park Trail-Lake Marion Regional Trailhead	100,000	185,000	2,220,000			*2,505,000*
Category Sub-Total	100,000	185,000	2,220,000	—	—	*2,505,000*
Department Total:	**1,385,952**	**941,070**	**3,953,363**	**925,025**	**1,844,297**	***9,049,707***
GRAND TOTAL	**1,385,952**	**941,070**	**3,953,363**	**925,025**	**1,844,297**	***9,049,707***

PROJECTS BY CATEGORY AND DEPARTMENT

Department

Category	2017	2018	2019	2020	2021	Total
Equipment & Vehicle Fund						
Engineering	35,000		45,000			*80,000*
Facilities					22,000	*22,000*
Fire	1,355,000	356,000	603,000	952,000	441,000	*3,707,000*
Fleet			65,000			*65,000*
Forestry		45,000		70,000	81,500	*196,500*
Inspections		56,000	29,000	29,500	90,000	*204,500*
Parks	266,200	242,500	325,000	88,500	386,000	*1,308,200*
Police	244,000	342,000	295,500	283,500	272,000	*1,437,000*
Streets	250,000	530,000	425,000	543,000	490,000	*2,238,000*
Category Sub-Total	2,150,200	1,571,500	1,787,500	1,966,500	1,782,500	*9,258,200*
Department Total:	**2,150,200**	**1,571,500**	**1,787,500**	**1,966,500**	**1,782,500**	***9,258,200***
GRAND TOTAL	**2,150,200**	**1,571,500**	**1,787,500**	**1,966,500**	**1,782,500**	***9,258,200***

PROJECTS BY CATEGORY AND DEPARTMENT

Department Category	2017	2018	2019	2020	2021	Total
Facilities Fund						
City Hall/Police						
Acoustical Ceiling Replacement		10,000		10,000		*20,000*
Card access system replacement				20,000		*20,000*
Carpet replacement - Council Chambers				13,000		*13,000*
Replace Sidewalk/Patio Concrete			7,700			*7,700*
VCT Tile Replacement-CR,LR,FT				31,700		*31,700*
Wallpaper City Hall/Police		12,000	12,000			*24,000*
Wallpaper Community Room/Lobby		17,600				*17,600*
Council Chamber audience chairs replacement	25,000					*25,000*
Front doors & hardware (2) repl City Hall side			20,000			*20,000*
Category Sub-Total	25,000	39,600	39,700	74,700	—	*179,000*
Civic Center City Garage						
Tuck Point Brick Work (20,500 Sq Ft)					307,500	*307,500*
Acoustical Ceiling Tile Replacement			7,900			*7,900*
Carpet & VCT Flooring -The Garage	16,750					*16,750*
Fire Alarm System Upgrade/Replacement			17,000			*17,000*
Furnace Replacement		10,000				*10,000*
Main Switchboard and Electrical Panels Repl				58,000		*58,000*
Roof Replacement			475,000			*475,000*
Ventilation Code Issues in Bays 1-18				130,000		*130,000*
Window Replacements (12)			12,000			*12,000*
Category Sub-Total	16,750	10,000	511,900	188,000	307,500	*1,034,150*
Facility Plan						
Phase I	8,200,000					*8,200,000*
Police	2,500,000					*2,500,000*
Generator	500,000					*500,000*
Air Handling	700,000					*700,000*
Technology		254,450				*254,450*
Category Sub-Total	11,900,000	254,450	—	—	—	*12,154,450*
Fire Stations						
Fitness Room Remodel - FS2	12,000					*12,000*
Privacy Fence - FS2		20,000				*20,000*
Acoustical Ceiling Tile Replacement				21,500		*21,500*
Bay Doors		80,000	21,000			*101,000*
Carpet Replacement FS1		25,000				*25,000*
Exterior Brickwork Sealing		14,000				*14,000*
Fire Alarm Panel				15,000	15,000	*30,000*
Garage Door Replacement	30,000	90,000				*120,000*
Garage Door Opener Replacement		6,000		6,000	6,000	*18,000*
HVAC Bay Heater Replacement - FS2		24,000				*24,000*
Lighting Exterior Replacement				2,000		*2,000*
Lighting Upgrade for Living Quarters - FS1			16,500			*16,500*

PROJECTS BY CATEGORY AND DEPARTMENT

Department

Category	2017	2018	2019	2020	2021	Total
Main Switchboard, Elec Panels & Sep Zones Repl				48,000		*48,000*
Remodel Public Bathroom/Entry FS1			13,000			*13,000*
Roof - FS1			100,000			*100,000*
Sidewalk/Patio Repair/Replacement				14,000		*14,000*
Tuck Point Brick Work (4575 sq ft) - FS1			68,700			*68,700*
Crew Quarters Update for SAFER Grant	13,000					*13,000*
Category Sub-Total	55,000	259,000	219,200	106,500	21,000	*660,700*
HOC Parking Deck/Ramp						
Parking Ramp Concrete Sealant	30,000	40,000			32,500	*102,500*
Parking Deck Traffic Membrane (recoat or replace)			215,000			*215,000*
Parking Deck Surface Lot				3,500		*3,500*
Parking Ramp Mechanical Systems				60,000		*60,000*
Blue Light Security Phones	16,000					*16,000*
Category Sub-Total	46,000	40,000	215,000	63,500	32,500	*397,000*
Maintenance Facility						
Exhaust Fans Roof Top (20) Phase 1			10,000			*10,000*
Garage Door Replacements			70,000	29,000		*99,000*
Generator Transfer Switch Replacement			20,000			*20,000*
Hoist Light Equipment Replacement			8,000			*8,000*
Hoist Twin Post Truck Replacement		75,000				*75,000*
Make Up Air Systems (5) Replacements-Phase 1			120,000			*120,000*
Drain Replacements			30,000			*30,000*
HVAC Digital Control System Upgrade					155,300	*155,300*
Pressure Washer Replacements (2)					15,000	*15,000*
Salt Brine Making System Upgrade			40,000			*40,000*
Category Sub-Total	—	75,000	298,000	29,000	170,300	*572,300*
Parking Lots						
Seal Coat/Crack Sealing - City Hall	18,000				22,000	*40,000*
Seal Coat/Crack Sealing - Civic Center				3,000	5,000	*8,000*
Seal Coat/Crack Sealing - Civic Center Arena Side	25,000				4,500	*29,500*
Seal Coat/Crack Sealing - Fire Stations			10,000			*10,000*
Category Sub-Total	43,000	—	10,000	3,000	31,500	*87,500*
Unassigned						
Phase II	—	—	—	—	7,125,000	*7,125,000*
Category Sub-Total	—	—	—	—	7,125,000	*7,125,000*
Department Total:	**12,085,750**	**678,050**	**1,293,800**	**464,700**	**7,687,800**	***22,210,100***
GRAND TOTAL	**12,085,750**	**678,050**	**1,293,800**	**464,700**	**7,687,800**	***22,210,100***

PROJECTS BY CATEGORY AND DEPARTMENT

Department

Category	2017	2018	2019	2020	2021	Total
IT Capital Fund						
Community Development						
CRW License Addditions	2,200	2,200	2,200	2,200	2,200	*11,000*
Cradlepoint ibr1100 Broadband Mobile Modems	4,000	4,000				*8,000*
Tablet Replacements for all Field Staff	6,000			18,000		*24,000*
Category Sub-Total	12,200	6,200	2,200	20,200	2,200	*43,000*
Document Imaging / Management						
EDMS Scanner Additions	3,000	3,000				*6,000*
EDMS Scanner Replacements	9,000	9,000	9,000	9,000	9,000	*45,000*
EDMS Rio Named User License Additions	6,600	6,600	6,600	6,600	6,600	*33,000*
Category Sub-Total	18,600	18,600	15,600	15,600	15,600	*84,000*
ERMS System Development						
ERMS Misc Modules for Adl Dev w/Finance System	15,000	15,000	15,000	15,000	15,000	*75,000*
Category Sub-Total	15,000	15,000	15,000	15,000	15,000	*75,000*
Fire Computer Equipment						
Laptop Computers for SAFER Grant	23,100					*23,100*
PC's for SAFER Grant	4,000					*4,000*
Mounting Equipment Replacements/Add	2,000	2,000	2,000	5,000	2,000	*13,000*
EMS Tablet Replacements	7,000	7,000	7,400	7,400	7,400	*36,200*
Cradlepoint ibr600 Broadband Mobile Modems	800	1,600	4,200			*6,600*
TriTech CAD/AVL Monitor Replacements			10,000			*10,000*
Axon POV Cameras Equip Misc Addn Sch	1,500	1,500	6,000	1,500	1,500	*12,000*
MDC Replacements with CF-53	17,500	21,000	14,000	14,000	14,000	*80,500*
CAD Status Monitors	7,500					*7,500*
Category Sub-Total	63,400	33,100	43,600	27,900	24,900	*192,900*
GIS Equipment						
Plotter Replacement for Maint Facility						
Plotter Replacement for City Hall				12,000		*12,000*
GIS Strategic Plan - GPS/Tablets yr 1	14,220	4,580	*4,500*	4,500	4,500	*32,300*
Category Sub-Total	14,220	4,580	4,500	16,500	4,500	*44,300*
GIS Software						
GIS Strategic Plan ArcGIS Server License	4,500					*4,500*
GIS Strategic Plan ELA	35,000	35,000	35,000	35,000	35,000	*175,000*
Category Sub-Total	39,500	35,000	35,000	35,000	35,000	*179,500*
IT Infrastructure						
A/V Projector Replacement Schedule	10,000	10,000	10,000	10,000	10,000	*50,000*
Digital Signature Appliance				15,000		*15,000*
IT Rack Replacements	1,200	1,200	1,200	1,200	1,200	*6,000*
SAN Node Additions Tier 1 & 2 storage			55,000	55,000		*110,000*
UPS Scheduled Replacements-Ck dates of unit	5,000	5,000	5,000	5,000	5,000	*25,000*
APC 40KVM UPS Battery Replacement for IT MER 1				6,000		*6,000*

PROJECTS BY CATEGORY AND DEPARTMENT

Department

Category	2017	2018	2019	2020	2021	Total
VM Software Licensing, Addl Horizon & EsXi Hosts			5,000	5,000		*10,000*
Wireless AP Replacement/Adds	4,000	4,000	4,000	4,000	4,000	*20,000*
A/V Vivitek presentation agnostic equip -Conf Rm				5,000		*5,000*
Mitel Phone System Add-on's Conf Phones				7,800		*7,800*
Mitel Phone Sys Add-on's-phones,handsets,headsets	5,000	5,000				*10,000*
Mitel Phone System Licenses		10,000				*10,000*
EOC Portable 3 Phase Power Trailer Hook Up-IT Data		4,800				*4,800*
LANDesk IT HelpDesk Module Implementation	25,000					*25,000*
Category Sub-Total	50,200	40,000	80,200	114,000	20,200	*304,600*
Mobile Command IT Equipment						
Laptop Replacements (4)	12,500			12,500		*25,000*
Mobile Cameras	6,000					*6,000*
Server Replacement	8,000				8,000	*16,000*
Category Sub-Total	26,500	—	—	12,500	8,000	*47,000*
PC Computers						
PC Replacements - VDI Thin Clients	50,000	50,000	50,000	50,000	50,000	*250,000*
Server Replacements		60,000	20,000	65,000		*145,000*
Printer Replacements	1,400	1,400	1,400	1,400	1,400	*7,000*
Tablet/Smartphone Replacements	7,500	7,500	3,750	3,750	3,750	*26,250*
Shared Laptop Replacements	5,400	5,400	5,400	5,400	5,400	*27,000*
EOC/Training Cart Laptop Replacements			19,000			*19,000*
Mobile Devices for Streets Staff		9,000		9,000		*18,000*
Mobile Devices for Public Works Staff	9,000		9,000		9,000	*27,000*
Laptop for City Engineer w/docking station				2,500		*2,500*
Category Sub-Total	73,300	133,300	108,550	137,050	69,550	*521,750*
Police Computer						
MDC Replacements - Toughbook C-F 53	38,000	38,000	38,000	38,000	38,000	*190,000*
MDC Mounting Equipment Replacements	4,500	4,500	4,500	4,500	4,500	*22,500*
Cradlepoint ibr1100 Broadband Mobile Modems	1,400	1,400	1,400	1,400	1,400	*7,000*
Pentex PocketJet 6 Mobile Printer Replacements	700	700	700	700	700	*3,500*
Rimage Media Duplicator Replacement			16,000			*16,000*
TriTech CAD/AVL Monitor Replacements			10,000			*10,000*
Forensics Recovery of Evidence Device (FRED)			7,000			*7,000*
AXON POV Cameras Equip Misc Add Sch	2,500					*2,500*
ALPR POC test for Patrol Vehicle	24,000			17,000		*41,000*
APS Citation Licenses	2,000	2,000				*4,000*
i2 Analyst Notebook software			3,500			*3,500*
Category Sub-Total	73,100	46,600	81,100	61,600	44,600	*307,000*
Recreation Software						
POS Replacements	9,000	4,500		28,000		*41,500*
ID Badge Printer Replacements	1,500			3,000		*4,500*
Category Sub-Total	10,500	4,500	—	31,000	—	*46,000*

PROJECTS BY CATEGORY AND DEPARTMENT

Department

Category	2017	2018	2019	2020	2021	Total
Security Systems						
Addl Camera, Prox Readers for Facilities	25,000	25,000	10,000	10,000	10,000	*80,000*
Security Camera Replacements at PAC	35,000					*35,000*
Security Camera Repl at Ice Center		14,000				*14,000*
Category Sub-Total	60,000	39,000	10,000	10,000	10,000	*129,000*
Software						
Addl Servers Lic & Misc Software	7,500	7,500	7,500	7,500	7,500	*37,500*
Adobe Acrobat Pro Addl License	1,500	1,500	1,500	1,500	1,500	*7,500*
MS SA for SQL, Srv, per core	5,000	5,000		15,000		*25,000*
O365 2016 Agreement Additions	12,000	12,000				*24,000*
Category Sub-Total	26,000	26,000	9,000	24,000	9,000	*94,000*
Department Total:	**482,520**	**401,880**	**404,750**	**520,350**	**258,550**	***2,068,050***
GRAND TOTAL	**482,520**	**401,880**	**404,750**	**520,350**	**258,550**	***2,068,050***

PROJECTS BY CATEGORY AND DEPARTMENT

Department Category	2017	2018	2019	2020	2021	Total
Enterprise Funds						
Ames Center						
Building improvements	124,000	110,000	17,500	55,000	62,500	*369,000*
Building equipment	110,700	145,000	217,500	180,000	330,392	*983,592*
Category Sub-Total	234,700	255,000	235,000	235,000	392,892	*1,352,592*
Golf Course						
Golf cart	14,100					*14,100*
Grounds master			32,000			*32,000*
Parking lot (pervious) replacement				142,000		*142,000*
Utility cart					22,000	*22,000*
Category Sub-Total	14,100	—	32,000	142,000	22,000	*210,100*
Ice Center						
Bleacher replacement			90,000			*90,000*
Roof replacement - barrel & flat roof		1,000,000				*1,000,000*
Rubber flooring replacement			125,000			*125,000*
Sound system	65,000					*65,000*
Battery Replacement for Zamboni		30,000				*30,000*
Heating System for Rink 2				40,000		*40,000*
Wood Exterior-Clean, Replace, Repair & Stain					60,000	*60,000*
Category Sub-Total	65,000	1,030,000	215,000	40,000	60,000	*1,410,000*
Storm Water Management						
Public works projects - storm water	3,700,000	1,480,000	2,200,000	2,030,000	1,315,000	*10,725,000*
Vehicles - storm water	385,000			226,000	338,000	*949,000*
Category Sub-Total	4,085,000	1,480,000	2,200,000	2,256,000	1,653,000	*11,674,000*
Street Lighting						
Public works projects - street lighting	170,000	170,000	170,000	170,000	170,000	*850,000*
Category Sub-Total	170,000	170,000	170,000	170,000	170,000	*850,000*
Water & Sewer						
Public works projects - water	8,125,000	8,695,000	6,245,000	880,000	2,225,000	*26,170,000*
Public works projects - sanitary sewer	530,000	545,000	1,065,000	605,000	1,570,000	*4,315,000*
Vehicles/Equipment - water	95,000	152,000		30,000	149,000	*426,000*
Vehicles/Equipment - sanitary sewer		60,000		65,000		*125,000*
IT Infrastucture	25,000					*25,000*
Category Sub-Total	8,775,000	9,452,000	7,310,000	1,580,000	3,944,000	*31,061,000*
Department Total:	**13,343,800**	**12,387,000**	**10,162,000**	**4,423,000**	**6,241,892**	***46,557,692***
GRAND TOTAL	**13,343,800**	**12,387,000**	**10,162,000**	**4,423,000**	**6,241,892**	***46,557,692***

City of Burnsville, Minnesota
Capital Improvements Plan
2017 thru 2021
NARRATIVE

GENERAL FUND

35W/Burnsville Parkway Aesthetics Renovations - In the early 2000's, the City worked with MnDOT to place some aesthetic features on the Burnsville Parkway and TH 13 bridges over I-35W. The City has completed repairs to the lighting system on the Burnsville Parkway bridge already and removed the lighting from the TH 13 bridge. Items needing further renovation include the arches and the decorative elements such as the bull horns and wrought iron elements. MnDOT is planning for work on this bridge in 2019 and the City's aesthetic elements should be completed simultaneously for cost and user impact reduction purposes. Council has discussed removing the elements from the TH 13 bridge as opposed to renovating them when they become too worn or a safety hazard.

COLLECTOR & THOROUGHFARE EXPENDITURES

County Road 42 Pedestrian Study - In 2015, Dakota County Transportation attempted to develop plans to replace and/or remove traffic signals in the County Road 42 corridor from Southcross Drive in Burnsville to Garden View Drive into Apple Valley. Dakota County has proposed to remove some signals in this area, however, the question of how pedestrians may cross County Road 42 has arisen if signal systems are removed and not replaced. This study will attempt to answer this question as well as determining other impacts if the signals are removed and not replaced.

County Overlays - When Dakota County resurfaces its highways, it is the best time for the City to improve its utility structures on that roadway. Therefore, the City budgets an annual allotment of money to pay for repairing and improving its utility structures so it can react when Dakota County chooses to resurface a county road in Burnsville. The City doesn't pay for any of the street improvements.

INTERSECTION IMPROVEMENT

City Owned Signal Replacement - This project is for budgeting and planning for future traffic signal improvements throughout the City. Currently, the City has a total of 21 traffic signal systems. In addition, there are 29 Dakota County owned and operated signal systems and 17 State owned and operated signal systems within the City limits.

County Signal Replacement - This project is for signals owned by Dakota County and proposed to be replaced annually over the next 15 - 20 years. The City will pay for the number of legs or portion of the signal that are located on City roadways.

T.H. 13/Washburn Signal - MnDOT plans on replacing the signal at Washburn Drive and TH 13 along with resurfacing TH 13 west of the 5/13 project limits. The City will have to pay 50% of the signal costs as we own the two side road legs of the intersection.

SANITARY SEWER SYSTEM MANAGEMENT

Lift Station Rehabilitation - This program includes projects to rehabilitate the 13 sanitary sewer lift stations (LS) and installation of emergency generator when necessary. The intent of this program is to reduce the number of emergency failures and backups within the sewer system. The City continues on with this program as laid out in our Sanitary Sewer LS Condition Assessment.

Sanitary Sewer Rehabilitation - This program is to rehabilitate sanitary sewer lines in known trouble areas and areas in which root intrusion causes extensive maintenance and backups. Similar work is done within street project areas and this program funds work within areas not scheduled for a street project in the near future or more extensive work within the street project areas.

STORM WATER MANAGEMENT

Control Structure Black Dog Fen - This structure is located in Cliff Fen Park and discharges storm water from a significant portion of our community into the Black Dog Unit of the Minnesota Valley National Wildlife Refuge. The existing discharge point flows under the railroad grade and cannot be closed mechanically in the event of an upstream spill or release of pollutants. This project will install a manually-operated control structure at the Black Dog Fen outlet railroad crossing, so storm water flows can be temporally stopped in the event of a spill.

Lateral Drainage Modifications - Each year the City works in various areas of the City to improve smaller local drainage issues.

Pond Cleanout/Outfall Improvement Program -The program is for removal of sediment that has accumulated in pond outfall structures. This program also identifies maintenance of pond outfall structures.

Lift Station Rehab - Routinely the City schedules lift station improvements as a preventative maintenance program. This includes repair or replacement of the lift station and installation of any emergency generator when necessary. The City continues on with this program as laid out in our Storm Sewer LS Condition Assessment.

Black Dog Outfall Replacement - The City has experienced problems with its storm sewer crossing from the Black Dog Watershed under the Union Pacific Railroad tracks. The City has completed investigation and stormwater modeling into what is causing these problems and was determined the current system is significantly undersized. This project will construct a parallel stormwater system in Black Dog Park and under the UP railroad tracks to the lake which will adequately handle significant rainfall events.

WRMP Update -The Water Resources Management Plan (WRMP) guides and helps plan for water resources management activities within the City. The WRMP is required to be updated periodically and approved by the applicable watersheds and the Metropolitan Council. The City is completing a major update to the WRMP and anticipates a minor update will be required in in 2021.

Ravine Restoration - The City has several steep ravines that are in various states of erosion. This project will repair these ravines to prevent loss of soils retaining property values and reduce offsite deposit of these soils. Several ravines that are proposed to be repaired in 2017 are in the North River Hills area. Others are located in City parks and other parts of the City.

CMP Rehab - The City owns a significant amount of corrugated metal pipe storm sewers. This type of pipe is subject to rusting through providing holes for sediment to get into the storm system. This soil loss deposits soils downstream and results in sink holes or other soil loss in the area of the hole. This project will allow for televising the condition of these pipes and then rehabilitating them by replacement or interior lining.

Wood Pond Alum Treatment - The Aluminum Treatment Project involves treating the bottom of Wood Pond with Aluminum Sulfate (Alum), a chemical that ties up the phosphorous in the lake sediment and prevents it from releasing into the water column.

Street Project Storm Sewer Televising - The City televises its storm sewer pipes in the following year's street improvement areas to understand if these pipes are failing or if there are any obstructions in them. If issues are discovered, improvements are designed for in the construction plans.

Lac Lavon Rain Gardens - The rain gardens at Lac Lavon would address storm water runoff issues associated with the ball field complex. Currently the volume of water coming from the ball fields is causing erosion issues down by beach for Lac Lavon.

Future Ponds/Water Quality - Due to ongoing and ever increasing regulations for stormwater quality, it is likely that ponds will be necessary in outer years of the Capital Improvement plan. This allows for a placeholder for those future improvements. Ponds will not be constructed if not necessary.

Contract Patching - Each year there are several drainage structures in Burnsville that need repair that aren't in the street reconstruction or rehabilitation project. These structures are repaired with this project.

Lac Lavon Drainage Repair - This project will modify the existing stormwater management facility at Lac Lavon Beach to increase its capacity in order to adequately handle larger rain fall events.

Lake Alimagnet Phosophorous Reduction - The City and the Vermillion River Watershed District are jointly working to identify and construct improvements to reduce the amount of phosphorous that is being routed into Lake Alimagnet from stormwater runoff in Burnsville. The City needs to remove a certain amount of phosphorous an annual basis to meet its MPCA mandated Total Maximum Daily Load requirements. This project will help to improve water quality in Lake Alimagnet.

Keller Lake Water Quality Study - This project has been identified in the current Water Resources Management Plan update that is in progress. This study will allow the City to determine a reasonable water quality goal for this lake as the current goal is likely unobtainable due to the characteristics of this lake.

STREET PROJECTS

Street Rehabilitation -This project includes the annual program to mill and overlay selected streets in the City's street system. Spot replacement of curb and gutter and sidewalk is performed and minor utility repair/replacement is also completed with these projects.

A copy of the City's 2017-2021 proposed street rehabilitation map is included in the Maps section of the CIP. Selection of street segments is based upon the City's Pavement Management Program and engineering/maintenance staff's recommendation. Streets typically rehabilitated are in excess of 20 years old and are in need of rehabilitation, so total reconstruction can be avoided for another 15 years. Funding for the annual program is based upon the Special Assessment Policy and assumes that 40% of the street costs will be assessed to benefiting properties. The remaining 60 percent of the project is paid by other funds.

Street Reconstruction - The project includes the annual replacement of a portion of the City's street system. A project is determined to be either Street Reconstruction or Street Reclamation through development of the project's preliminary report. Street reconstruction generally is replacement of the roadway pavement and base, large sections curbs and has a significant underground utility replacement component. Street reclamation generally is replacement

of the roadway pavement and base, but a majority of the curb is retained in place and may have some underground utility component, but not replacement of an underground utility throughout the project area.

A copy of the City's 2017-2021 proposed reconstruction map is included in the Maps section of the CIP. Selection of street segments is based upon the City's Pavement Management Program and engineering/maintenance staff's recommendation. Streets typically reconstructed and reclaimed are in excess of 30 years old and are in need of total replacement. Funding for the annual program is based upon the Special Assessment Policy and assumes that 40% of the street costs will be assessed to benefiting properties. The remaining 60 percent of the project is paid by other funds.

Street Light Replacement - This project will replace existing street lights. The lights to be replaced will be identified annually by the Public Works Department. Many of the lights replaced are located in the current year's street reconstruction and rehabilitation programs.

Maintenance Overlays - The City's street replacement/maintenance program has been missing one element that will help elongate pavement life and reduce resident complaints. This is an overlay on residential streets after 20 to 30 years to address pavement surface failures and extend the life of the pavement out to a hopeful life of 40 or more years. The funding for this project is not expected to include special assessments.

Right of Way Rehabilitation - Concrete Elements - The City owns many assets in the right of way made out of concrete that are not addressed for maintenance in other ways. The two primary needs are retaining walls and concrete intersections. This project is an every other effort to keep these elements maintained.

Mulit-Modal Transportation - This annual project addresses needs in the transportation system that provide other options to transportation stakeholders such as pedestrians, bicyclists and transit users. The funding amount does not allow for a major improvement to be made, but allows for localized improvements to be made or studies to be performed that will assist these alternate transportation users.

Host Landfill Grant Projects - The State of Minnesota through the Department of Employment and Economic Development has created a grant program specifically for metro cities that currently host active landfills. There is no guarantee that this program will be continued each year, but the City will continue to apply for these grants each year as long as the funding is available. The City is eligible for approximately $415,000 annually through this grant process if the specified project meets certain job creation goals. The City has identified projects as shown on the Maps section of the CIP that are good candidates for this project.

WATER SYSTEM PROJECTS

Storz Hydrant Nozzle Replacement - This ongoing program allows the Fire Department to improve the connection time to hydrants at a fire scene and shorten the overall time between arrival and when water is available for suppression. Annually projects are bid to upgrade a portion of the 2,800 existing public hydrants. All new public and private hydrants are now installed to this standard. The program is scheduled to complete all public hydrants in 2018.

Distribution System Repair/Rehab - This program includes the repair and rehabilitation of watermains not scheduled to be part of the City Street Reconstruction or Rehabilitation programs.

Water Production Rehab - This is a preventative maintenance program for the City's water production infrastructure. This involves rotating evaluation and rehabilitation projects of the City's 17 groundwater wells and two surface water pumps including the pumps, motors, well cavities, well piping and valves, well houses and power systems. Annually projects are bid in order to get to every well a minimum of once every ten years. Two wells are planned to be rehabbed 2017.

Transmission & Storage Rehab - This program identifies rehabilitation projects for the City's water transmission and storage infrastructure. This includes rehabilitation projects for the City's 10 High Service Pumps (HSP), the 7-mg clear well at the Water Treatment Plant (WTP), two underground reservoirs, three towers and the Pressure Reducing Valve (PRV) stations that reduce the water pressure from the towers and pumps as the water goes into the distribution system. A HSP variable frequency drive is planned to be replaced in 2017. The large value in 2019 reflects a project to rehabilitate the Heather Hills tower.

Water Treatment Repairs & Rehab - This program area includes repairs and rehabilitation projects within the ground water treatment plant and surface water treatment plant. Both the 2017 & 2018 funds are planned to go the upcoming GWTP Rehab project.

Meter/AMI Replacement Project - This project includes water meter replacements and advanced metering infrastructure that collects the water usage data from the meters for billing, conservation and customer service purposes.

Street Repairs of Watermain Breaks & Contract Patching - This project is to repair the streets sections that need to be removed and replaced to repair a watermain segment that breaks. This project also is to improve street areas that have become in disrepair because of a utility element that is located in the road such as gate valves and manholes.

PARKS

Park Renovation - Park renovation is the repair or replacement of existing elements and facilities within the park system. This includes things such as fencing, backstops, athletic field lighting, hockey rinks, play equipment, bituminous surfaces, tennis court color coating, and building renovations. The highest priority for park capital funding is maintaining the City's current park system. Projects in this category for 2017 include:

- General amenities - replacement of various benches, bleachers, tables, grills, etc.
- Continue renovating landscaping at Bicentennial Garden
- Extensive rehabilitation project of bituminous trails, parking lots and other pavement in various parks
- Repair cracks and color coat tennis courts in several parks
- Various fencing replacement at a couple of parks
- Continue the program to replace the park entrance signs

Park Improvements - Park improvements are the significant upgrading or the addition of new facilities to the park system. This includes items such as adding a building or new park amenity, putting bituminous surface on a gravel parking lot, adding athletic field lighting, and periodically creating planning documents. Projects in this category for 2017 include:

- Add security cameras to the Crystal Beach building and Alimagnet Park storage facility
- Adding security lights and parking spaces at Black Dog Park
- Adding splash zone coverage to Burnsville Lions Splashpad area
- New security features for the Lac Lavon utilities, concession and restroom building

Trail System - These funds are for the development of new transportation trails outside the park system and trails that connect the park system to other community facilities. The priorities for this element are established by the City's Trail Master Plan. Projects in this category for 2017 include:

- Funding to start preliminary design of the Kelleher Park Trail/Lake Marion Trailhead project

FACILITIES

- **Facilities Improvement Project -** This project will provide a much needed remodel to Police Station and City Hall public areas including the expansion and renovation of the Police Department, covered vehicle storage for police vehicles, community room renovations, additional conference room space and Americans with Disabilities Act (ADA) compliance improvements.
- **City Hall -** Projects for this facility include the replacement of Council Chambers chairs and the removal and replacement of the generator unit which will allow the facility to return to peak shave rates with the electric utility.
- **City Garage -** This facility will receive scheduled replacement carpet and VCT in the youth center spaces.
- **Fire Station 1 -** This facility will receive a small remodel to make appropriate work spaces for SAFER grant staff.
- **Fire Station 2 -** This project includes scheduled replacement of garage doors and a remodel of the fitness room area to improve the use of space in the facility.

INFORMATION TECHNOLOGY

- **PC Computers, laptops, and Servers replacements -** This annual project replaces desktop and laptop equipment throughout departments on a scheduled basis. Currently there are approximately 354 devices that are replaced over five years. Server hardware infrastructure is replaced every three to five years.
- **Police Systems -** This project replaces various police equipment on a rotating basis. Mobile Data Computers (MDC) are replaced over a five year period and On Officer cameras are replaced every three years. Projects in 2017 include replacement of Mobile Command Vehicle laptops, cameras and servers.
- **Fire Department Systems -** This project replaces various fire equipment on a rotating basis. Mobile Data Computers (MDC) are replaced over a five year period. This project includes hosted solution implementation and call monitor replacements at each fire station and city hall.
- **Document Imaging and Management -** This project expands the electronic document management system (EDMS) to public works and replaces existing scanner workstations on a rotating basis. Document imaging includes upgrades to take full advantage of functionality.
- **IT Infrastructure -** This is an ongoing program that addresses network capacity and function for 67 city facilities with rotating replacement over five to seven years, annual network storage additions and replacements, modifications and enhancements to the phone system as well as audio/visual replacements and enhancements for conference rooms. Projects in 2017 include the replacement of 80% of network infrastructure between facilities, implementation of digital signatures and an IT Help Desk Service application replacement. Projects for 2018 include data center backup battery replacements.
- **Community Development -** Delayed by the lack of vendor resources in 2016, this project will migrate the community development software to a web based platform starting in 2017. This project also includes deployment of smart devices and mobile applications for Inspections and Rental Licensing & Code Enforcement staff.
- **Security Systems -** This program addresses security systems such as facility security, data security and security cameras. Replacement security cameras will be implemented for the Ames-Center and parking facilities in 2017. Also planned for 2017 is a continuation of security audit and review for IT systems with administrative policy development. Projects in 2018 and 2019 include continued security camera additions and replacements.
- **Software -** This is an ongoing program for server licenses and license use renewals. Projects in 2017 include migrating more on premise servers to hosted Microsoft Azure Government Cloud environment and the second year payment of the hosted Office 365 for government environment services.

- **ERMS System Development (Enterprise Resource Management Systems) -** This is an ongoing program to develop, enhance and improve interfaces and data exchanges between city systems. This includes document management access to payroll files, accounts payable and utility reports as well as data integration with the community development system for account balances and payment history. In 2017 a focus on implementing an integrated HR employee onboarding and off boarding.
- **GIS Software -** In 2017, the city is moving forward with GIS strategic initiatives that will require the implementation of additional GIS server software and software integrations with four existing GIS centric city systems: Public Safety, Community Development, and Utility Billing.
- **GIS Equipment -** The implementation of tools for GIS field work in 2017 and a plotter replacement at City Hall is scheduled to be replaced in 2020.

EQUIPMENT & VEHICLES

- **Equipment -** This is an ongoing program area to cover the acquisition and replacement of various capital equipment mostly for public safety. Each specific piece of capital equipment has a life cycle tracked within each department.
- **Vehicles -** Vehicles are replaced according to the current City Vehicle Acquisition and Replacement Policy

Capital Improvements Plan
City of Burnsville, Minnesota
Operating Budget Impacts

Listed below are some highlights of the 2017 Capital Improvements Plan and the impact on the City's current and future operating budget.

Water & Sewer
The City began an $8.7 million project to replace water meters installed in homes and businesses across the City in 2016. The majority of the project will take place in 2017. This project includes water meter replacements and advanced metering infrastructure that collects the water usage data from the meters for billing, conservation and customer service purposes. It is necessary to replace the current meters as they are beginning to slow and underreport water use, which results in lost revenues to the water system. The City estimates it will recapture revenues of $150,000 to $250,000 from underreported water use. At this time the City has not factored additional revenue into the financial plans. Revenues will be adjusted when savings can be more accurately quantified.

Facilities Improvement Plan
The City did a study of the City's facilities in 2014-2015. The facilities improvement plan currently includes projects in several City facilities. The majority of the aspects of the projects address deferred maintenance needs and space issues. Certain projects which were previously included in the City's capital budget have been replaced by the current project. Operating impacts are not currently known but are not expected to be significant. There may be some savings in repairs and maintenance costs and some energy upgrades which would reduce utility expense. No additional personnel or current expense costs are proposed. Improved space for police operations is expected to allow the police department staff to more efficiently and effectively perform their duties without a change in operating costs.

Public works projects - water, sanitary sewer, storm water
Many infrastructure projects do not provide savings nor do the projects have recurring costs following completion.

Debt Analysis

Measures for Debt Management

The City funds some of its capital projects by issuing debt. State statute and Council-adopted policies govern how much debt the City may issue, as well as other standards for issuing debt. This section highlights those measures, explains the rationale for them and shows how the City performs against those measures. City Council Policy No. 1.250 establishes the following measures:

Policy: The City will pay back debt within a period not to exceed the expected useful life of the projects, with at least 50% of the principal retired within 2/3 of the term of the bond issue.

- *Current Year - All debt issued in 2016 was structured within the parameters of this policy with a level annual payment schedule matched with projected revenue streams of taxes, special assessments and utility revenues.*
- *2017 Budget Year - All debt proposed for 2017 issuance is planned to have a level annual payment schedule matched with projected revenue streams.*
- *Future Years - All future debt proposed is planned to be structured within the parameters of this policy*

Explanation: Best practices for debt management dictate that the funding for an asset is aligned with the life of that issue. For example, a twenty-year bond should not be issued for a piece of equipment that has a useful life of only ten years. This policy ensures that the expense for an asset is evenly distributed throughout the terms of the bond. The City has always structured the term of bonds to be less than the useful life of the capital projects being financed. Generally, infrastructure improvement bonds have been 15 years or less.

Policy: Total general obligation debt shall not exceed 2% of the total market valuation of taxable property in the City.

	2015 Actual	2016 Estimate	2017 Estimate
G.O. Debt as a % of Total Taxable Market Value	0.5%	0.6%	0.7%

Explanation: The Council's policy is intended to be somewhat more restrictive than State statute, in order to keep the City's debt burden at a manageable level. This measure differentiates between general obligation debt, which commits the full faith and credit of the City, from other types of debt issued by the City, such as revenue bonds. This measurement is more relevant for a city like Burnsville that issues various types of debt, but the taxpayers are not committed to the repayment of all types of debt.

Policy: Direct net debt (gross debt less available debt service funds) shall not exceed 3% of the total market valuation of taxable property in the City.

	2015 Actual	2016 Estimate	2017 Estimate
Net debt as a % of Total Taxable Market Value	0.01%	0.00%	0.18%

Explanation: Minnesota Statutes, section 475.53 limits the debt issued by a municipality to a net debt limit of no more than three percent of the market value of taxable property in the municipality. (School districts and cities of the first class are subject to different limits.) The statute outlines the type of debt that is subject to this limit, which is reported annually in the City's Comprehensive Annual Financial Report. This measure is intended to insure that cities do not issue more debt than the tax base is able to bear. In addition, the limit prevents municipalities from unduly burdening future generations with the costs of capital improvements.

Other types of measures that are used to measure government debt include: debt per capita, debt to personal income, and debt service payments as a percentage of general fund revenues or expenditures. These measures vary in their usefulness depending on the type of the debt issued by the municipality.

The City has levied taxes in the Infrastructure Trust Fund to fund the City contribution toward replacement of infrastructure on a pay-as-you-go basis. Therefore most issues since 2005 have been limited to funding the special assessment and utility portions of the improvements. The City also monitors its total debt as a percentage of the city's total tax capacity and on a per capita basis:

	2015 Actual	2016 Estimate	2017 Estimate
Total debt as a % of Total Tax Capacity	88.5%	83.3%	93.5%
Debt per capita	$886	$956	$1,103

Debt Analysis

Debt Summary - 2017 through 2021

	2017	2018	2019	2020	2021
Debt Currently Existing at January 1					
Balance, Beginning of Year	$ 72,700,000	$ 67,284,030	$ 48,504,030	$ 43,660,030	$ 38,027,030
Principal Payments	(5,415,970)	(18,780,000)	(4,844,000)	(5,633,000)	(5,218,000)
Balance, End of Year	67,284,030	48,504,030	43,660,030	38,027,030	32,809,030
Future Debt to be Issued					
Proposed New Debt, Beginning of Year	—	$ 14,560,000	$ 20,417,159	$ 27,073,822	$ 28,220,130
Proposed New Issues					
Special Assessments	950,000	1,180,000	1,300,000	1,300,000	1,050,000
Facilities Improvements Bonds	10,110,000	—	—	—	—
Water and Sewer Utility Bonds	3,500,000	5,460,000	6,520,000	1,465,000	3,795,000
Total Proposed New Issues	14,560,000	6,640,000	7,820,000	2,765,000	4,845,000
Principal Payments - Proposed New Issues	—	(782,841)	(1,163,337)	(1,618,692)	(1,815,917)
Proposed New Debt, End of Year	14,560,000	20,417,159	27,073,822	28,220,130	31,249,213
Total Existing and Proposed Debt, End of Year	$ 81,844,030	$ 68,921,189	$ 70,733,852	$ 66,247,160	$ 64,058,243

Debt Analysis

Existing and Projected Debt

	Outstanding Debt (in millions)			Debt Ratios		
				(3)	(4)	
as of	(1)	(2)		To	To Economic	Per
Dec. 31	Existing	Projected	Total	Tax Capacity	Market Value	Capita
Actual						
2007	$ 44.8	$	$ 44.8	58.8 %	0.7 %	$ 730
2008	58.9		58.9	73.9	0.9	964
2009	52.7		52.7	65.8	0.8	863
2010	61.9		61.9	81.4	1.0	1026
2011	59.3		59.3	83.8	1.1	978
2012	62.6		62.6	94.3	1.3	1025
2013	60.4		60.4	95.2	1.1	985
2014	57.3		57.3	88.5	1.0	928
2015	54.7		54.7	78.7	0.9	886
2016	59.0		59.0	83.3	0.9	956
Projected						
2017	53.5	14.6	68.1	93.5	1.1	1103
2018	48.5	20.4	68.9	94.6	1.1	1116
2019	43.6	27.1	70.7	97.1	1.1	1145
2020	38.0	28.2	66.2	90.9	1.0	1072
2021	32.8	31.2	64.0	87.9	1.0	1036

(1) This column lists outstanding amounts of existing debt each year. Note that 44% of the amount of outstanding debt at December 31, 2016 will be paid off in the next five years. All bonds net of refunding bond proceeds on hand, including tax increment and utility bonds are shown in the totals above.

(2) This column indicates the net amount of outstanding new debt being projected from the 2016-2020 Capital Improvements Program.

(3) Total tax capacity is the value, after adjustments for fiscal disparities, against which taxes are levied.

(4) Economic market value is the value determined by the County Assessor and approximately the value at which the property would be sold. The State Legislature sets the policy regarding the share of taxes each property will pay on its market value through a system of property classifications and mandated class rates for the different typse of property; thus growth in total estimated market value may not equate to a corresponding growth in total tax capacity value.

City of Burnsville 2017 Budget

Fees & Charges Schedules

Administration

Advertising & Sponsorship

Ames Center

Antenna Site Rental

Birnamwood Golf Course

Burnsville Community Television

Facilities Room Rental

Fire / EMS

Ice Center

Licensing & Code Enforcement

Permits & Inspections

Planning

Police

Public Works

Recreation

Utility

Administration Fees & Charges

City of Burnsville 2017 Budget

Policy No. 1.330

ITEM - ACTIVITY	2017
ADMINISTRATIVE CHARGES	
Notary Public	$1 per stamp
Candidate Filing Fee for Mayor/City Council	$20
Recover Rate for Staff Time (data requests, etc.)	Actual Rate including benefits (unless otherwise specified in another area)
Copies - Photocopy or Scanned	
Black & White Copies - per page	$0.25
Black & White - Oversize (11x17)	$0.50
Black & White - Larger than 11x17	$5
Color - Letter/Legal Copies -per page)	$1
Color - Oversize (11x17) -per page	$2
Color - Larger than 11x17	$10
Election Map - Full Size Color	$10
Fee for returned check or ACH	$30
Collections/ Revenue Recapture/ Misc. Billing Assessment Administrative Fee	$30
Misc. Billing Assessment Interest Charge	Approximately 2% above the most recent interest rates received on the sales of construction improvement bonds.
Aggregate Tax	Rate determined by State Statute
Hotel Lodging Tax *	3% of Monthly Net Receipts

*Use of Lodging Tax Proceeds - 95% of the proceeds obtained from the collection of taxes is used to fund Burnsville Convention & Visitors Bureau. The City retains 5%.

Advertising & Sponsorship Fees & Charges

City of Burnsville 2017 Budget

Policy No. 1.330

ITEM - ACTIVITY	2017
Birnamwood Golf Course Advertising	
Tunnel Signs: (Minimum three-year contract)	$300/year
Tee Signs: (Minimum three-year contract) or one-time fee for six years	$400/year $2,000/six years
Sign Installation: (One-time fee for tunnel or tee signs)	$50
Score Card Advertising	$200
Ice Center Advertising	
Ice Resurfacer	$1,000/year (Includes both sides) $500/year (top ad)
Rink 1 Dasher Board	$500/year
Rink 2 Dasher Board	$300/year
In Ice Logo	$1,000/year
Rink 1 Scoreboard	$1,000/year (Includes all four sides)
Rink 2 Scoreboard	$650/year
Softball Advertising/Sponsorship	
Softball Website Sponsor	No Charge
Softball Facility Fence (Lac Lavon)	No Charge
Softball Facility Fence (Alimagnet or Neill)	No Charge
Softball Tournament Sponsor	No Charge
Softball Special Event Sponsor	No Charge
Softball Manager Meeting	No Charge
Outdoor Reader Board Messages	
Welcome/Event Announcements for private events at City Hall or at Civic Center Parkway	$50
Event Announcement for public events outside City Facilities held by non-profit organization	$25
Print Publication and Web Advertising (All ad prices are dependent on placement within the publication)	
Recreation Times	
Full Page Ad	$1000-$1,500
Half Page Ad	$500-$750
Quarter Page Ad	$300
Community Guide	
Full Page Ad	$750-$1,000
Half Page Ad	$350-$500
Quarter Page Ad	$200-$400
Website Advertising	*Google Ad Rates

Advertising & Sponsorship Fees & Charges

City of Burnsville 2017 Budget

Policy No. 1.330

ITEM - ACTIVITY	2017
Recreation Event Sponsorship	
Thursday Rockin' Lunch Hour	
Presenting (10 concerts)	$2,000
Community (per concert)	$250
Flicks on the Bricks	
Presenting (5 movies)	$2,000
Community (per movie)	$500
I Love Burnsville Friday Fest	
Presenting	$500
Community	$250
I Love Burnsville 5K	
Presenting	$500
Community	$250
Halloween Fest	
Presenting	$500
Community	$250
Adult 62+ Events	
Community (per event)	$250

Ames Center Fees & Charges

City of Burnsville 2017 Budget

Policy No. 3.100

ITEM - ACTIVITY	2017	2017 Non-Profit
Main Hall		
Rent	$2,200	$1,700
Second Performance on same day	$750	$500
Load In Day/Rehearsal Day	$950	$750
Utilities (per day)	Included	Included
Custodial Services (per performance)	$400	$400
Ticketing Services (per event)	$150	$150
Credit Cards - percent of Box office sales	4%	4%
Facility fee (per ticket)	$3	$3
Staffing		
Technical Director (as required) per hour	$29.00	$29.00
Box Office (per performance)	$175	$175
Event Coordinator (per day)	$150	$150
House Manager (per performance)	$240	$240
House Staff (per performance)	$300	$300
Security (per hour) (2 person minimum)	$16.50	$16.50
Building Engineer (per day)	$125	$125
House Lights/Sound (per day)	Included	Included
Spotlights (per performance) (doesn't include operator)	$75	$75
Stage Labor (per hour) (3 technician minimum, plus Technical Director) 4 Hour minimum per person	$27	$27
Projector & Screen	Included	Included
Piano (includes tuning) *Rates do not include Technical Labor *All rates subject to change and negotiation	$225	$225
Black Box Theater		
Rent (per performance)	$800	$550
Second Performance on same day	$300	$200
Load In Day/Rehearsal Day	$300	$200
Utilities (per day)	Included	Included
Custodial Services (per performance)	$100	$100
Ticketing Services (per event)	$150	$150
Credit Cards - percent of Box office sales	4%	4%
Facility fee (per ticket)	$3	$3
Staffing:		
Technical Director (per hour)	$29	$29
Box Office (per performance)	$100	$100
Event Coordinator (per day)	$125	$125

Ames Center Fees & Charges

City of Burnsville 2017 Budget

Policy No. 3.100

ITEM - ACTIVITY	2017	2017 Non-Profit
House Manager (per performance)	$150	$150
Security (per hour)	$16.50	$16.50
Technical package (per day)	Included	Included
Stage Labor (per hour) (4 hour minimum) *Rates do not include Technical Labor *All rates subject to change and negotiation	$27	$27
Art Gallery		
Rent, Hourly	$85	$75
Utilities (per day)	Included	Included
House Manager, hourly	Included	Included
Custodial Services	Included	Included
Rehearsal Room		
Rent, hourly	$100	$75
Utilities (per day)	Included	Included
House Manager, hourly	Included	Included
Custodial Services, hourly	Included	Included
Meeting Rooms		
Rent, hourly	$80	$65
Utilities (per day)	Included	Included
House Manager, hourly	Included	Included
Custodial Services	Included	Included
Green Room		
Rent, hourly	$75	$65
Utilities (per day)	Included	Included
House Manager, hourly	Included	Included
Custodial Services	Included	Included
VIP Suite		
Rent, hourly	$75	$65
Utilities (per day)	Included	Included
House Manager, hourly	Included	Included
Custodial Services	Included	Included
Second Floor Atrium		
Rent, Hourly	$85	$70
Utilities (per day)	Included	Included
House Manager, hourly	$21	$21
Custodial Services (Depending on event type & attendance) (4 Hour Minimum)	$50-300	$50-300
Podium with Microphone	Included	Included

Ames Center Fees & Charges

City of Burnsville 2017 Budget

Policy No. 3.100

ITEM - ACTIVITY	2017	2017 Non-Profit
Second Floor Atrium Wedding Information		
Wedding packages Includes: -8 Hours in space -Tables & Chairs -Set Up/Clean Up -Dance Floor -Event Staff & Security -On-site event coordinator -Bar & Bartender -General Liability Insurance Policy	$2,100	N/A
Additional Items, Equipment Rental, & Applicable Fees		
Bar Set Up (per bar)	$100	$100
Linens - Tablecloth (per piece)	$5	$5
Linens - Napkins (per bundle of 100)	$25	$25
Technical Package - Per 4 Hours Excludes Main Hall/Black Box 4 Hour Minimum	$250	$250
Additional Hours of Tech Package	$27	$27
Wi-Fi	Included	Included
Staging/Platforming	$150	$150
Dance Floor	$300	$300
Coffee - per Person (plus tax & service charge)	$2	$2
Water Service - per Person (plus tax & service charge)	$1.50	$1.50
Coat Check (Non-ticketed Events) Per Hour	$16.50	$16.50
Parking	Included	Included

*All rates are subject to change without notice. Rates are based upon event needs. Additional charges may apply.

*All staffing levels and schedules are at the discretion of the Center.

*All rates subject to Executive Director Approval. Some dates as identified as prime dates may have additional fees.

*All events over 75 patrons or any event serving alcohol must have general liability insurance. A policy can be purchased on your behalf for $200 - $500 dependent upon event.

*All in-house catering is subject to sales tax and a 20% service charge

Antenna Site Rental Fees & Charges

City of Burnsville 2017 Budget

Policy No. 5.250

ITEM - ACTIVITY	2017
ELEVATED TOWER ANTENNA SITES* Rates listed are monthly. Lease agreements are negotiated pursuant to rates, but subject to circumstances, technology, available space, etc.	
Tenants Leasing Space in City Building:	
1 -Antenna (includes 1 - 2' x 2' Floor Space in Building)	$983.97
2 - Antennas (includes 1 - 2' x 2' Floor Space in building)	$1,663.96
Additional Antenna	$680.09
Microwave Dish - or Satellite Dish up to 2' (includes 1 - 2' x 2' Floor Space in building)	$1,308.30
Up to 3' Microwave or Satellite Dish (add to Dish Rate)	$140.00
Up to 4' Microwave or Satellite Dish (add to Dish Rate)	$268.00
Limit One Coaxial Transmission, Hybrid or Other line per Antenna or other equipment	
Additional Coaxial, Hybrid or Other line	$145.85
Additional 2' x 2' Floor Space w/Antenna Lease	$151.93
2' x 2' Foot Floor Space in Communications Building w/o Antenna Lease (City Pays for all Electricity in Building unless usage is excessive)	$303.87
Tenants Leasing Land Adjacent to Water Tower:	
PCS/Cellular/Other 1 to 5 Antennas: Initial Installation	
One to five antennas - flat monthly rate (includes up to a 10'x10' area if available)	$2,010.23
Microwave or Satellite Dish up to 2' (add to monthly rate)	$100.50
Microwave or Satellite Dish up to 3' (add to monthly rate)	$140.00
Microwave or Satellite Dish up to 4' (add to monthly rate)	$167.50
Limit 1 Coaxial Transmission, Hybrid or Other line per Antenna or other equipment	
Additional Coaxial Transmission Cable, Hybrid or Other line	$402.00
PCS/Cellular/Other 6 to 9 Antennas: Initial Installation	
Six to nine antennas (per antenna rate per month; includes up to a 10'x10' area if available). Minimum of 6 Antennas & Maximum of 9 Antennas. Initial Installation - Microwave or Satellite Dish depending on size is added to Antenna Rate as Outlined in the "1 to 5 Antennas" Category. Limit one Coaxial Transmission Cable, Hybrid or other per Antenna or other Equipment	$435.50
Additional Coaxial Transmission Cable, Hybrid or Other line	$435.50
PCS/Cellular/Other: 10 Antennas or More Initial Installation:	
Ten Antennas or More (per antenna rate per month; includes up to a 10' x 10' area if available). Initial Installation - Microwave or Satellite Dish depending on size is added to Antenna Rate as Outlined in the "1 to 5 Antennas" Category. Limit one Coaxial Transmission Cable, Hybrid or other per Antenna or other Equipment	$469.00
Additional Coaxial Transmission Cable, Hybrid or Other line	$469.00
ANTENNAS & OTHER EQUIPMENT ADDED AFTER INITIAL INSTALLATION: all categories Lease Amendment:	
Panel or Omni Directional Antenna - if located on same railing mount or bracket on pilaster:	$469.00
Panel or Omni Directional Antenna - New Location	$670.00
Up to 2' Dish or Other Similar Size Antenna*	$1,005.00
Up to 3' Dish or Other Similar Size Antenna*	$1,139.00

Antenna Site Rental Fees & Charges

City of Burnsville 2017 Budget

Policy No. 5.250

ITEM - ACTIVITY	2017
Up to 4" Dish or Other Similar Size Antenna*	$1,273.00
Additional Coaxial Transmission Cable, Hybrid or Other line	$435.50
Additional Equipment Occupying a Potential Antenna Mount - Example: RRU or other type equipment (per RRU/other per month)	$670.00
Additional Equipment that DOES NOT OCCUPY a Potential Antenna Mount but requires additional space on the tank or City monopole - Example: RRU or other type equipment (per RRU/Other per month)	$105.00
ADDITIONAL LEASE AREA - All Sites	
Additional Lease Area for Ground Equipment up to 450 sq. ft. (if available and approved by the City). If footprint for proposed equipment is less than 450', tenant will not be approved for 450' even if space is for future equipment.	$1,215.50
…over 450 square feet (if available and approved by the City)	$1.50/sq.ft.
ESCROW AGREEMENTS:	
Escrow Agreements will be utilized for out-of-pocket expenses related to new installations or site changes and modifications to existing Tenant facilities. Determined by the size of the project, i.e. if structural analysis is required, plan review, site survey, easements, attorney Lease or Amendment Consent Preparation	varies
CITY LICENSE (DARK FIBER):	
Government (Public) to Government (Public) 2 - Strands Public to Private Strands	Per Dark Fiber Agreement with Frontier Communications in 2011

Birnamwood Golf Course Fees & Charges

City of Burnsville 2017 Budget

Policy No. 3.100

ITEM - ACTIVITY	2017
GREEN FEES	
Weekdays (Monday - Thursday)	$13.25
Weekends/Holidays (Friday, Saturday, and Sunday)	$14
Second Nine	50% off First Round
Early Rate (before 7am on Monday - Thursday)	$10.25
Senior Rate (62 +, Monday - Thursday all day)	$12
Junior Rate (15 & under, Monday - Thursday all day)	$12
Large Group Rate/ Outside League (Adult)	$12.75
Large Group Rate/ Outside League (Junior and Senior)	$11.50
Active Duty Military Discount	$2 Off Regular Rate
Fall Discount Rate - October 1 to End of Season	$3 Off Regular Rate
PACKAGES (Usable all times)	
10 Round	$112
20 Round	$215
ANNUAL PASSES (Usable all times)	
1 Junior	$335
1 Senior	$335
1 Adult	$360
FAMILY PASSES (Usable all times)	
2 People	$495
Additions (each)	$106
LEAGUES	
Adult	$235
Senior	$215
Junior	$150
Annual Pass Holder	$45
Sunday Fall	$86
Sunday Fall Annual Pass Holder	$10
Fall Adult	$90
Fall Senior	$80
Fall Annual Pass Holder	$5
TOURNAMENTS	
Fire Muster	$15
Fall Scramble	$25
RENTALS	
Gas Cart	$12
Senior Gas Cart	$10.50

Birnamwood Golf Course Fees & Charges

City of Burnsville 2017 Budget

Policy No. 3.100

ITEM - ACTIVITY	2017
Gas Cart 2nd nine	$5
Pull Cart	$2
Clubs Adult	$4
Clubs Junior	$3
Locker Rental	$30
15 Round Cart Rental	$132

Burnsville Community TV Fees & Charges

City of Burnsville 2017 Budget

Policy No. 1.330

ITEM - ACTIVITY	2017
DUPLICATION SERVICES - DVD (Includes case & label)	
1-19 Copies	$30
20 Copies or More (Call for quote on larger orders)	$15
CLASS FEES	
Individual Class	$0
Group Class (2 or more)	$0
PRODUCTION SERVICES (for other Govt./Non-Profit)	
Studio Rental with staff assistance (1/2 day)	$250
Studio Rental with staff assistance (Full day)	$500
Production/shoot/edit/script	$50 hr/person
EQUIPMENT RENTAL (for other Gov't/Non-Profit)	
Portable Cart	$300/day-event
Camera/Tripod System	$100/day-event
SPONSORSHIPS - Sports Cablecast	
Pre- or Post-Game Show Sponsor	$125/show
In-Game Sponsor	$200/event
Play-of-the-Game Sponsor	$75/event
Get to Know Package Sponsor	$250/event
Total Package "Full Game" Sponsor	$900/event

Facilities Room Rental Fees & Charges

City of Burnsville 2017 Budget

Policy No. 3.100

ITEM - ACTIVITY	2017
Council Chambers	
City Sponsored	No Charge
Local Non-Profit (3 hour min.) M-F 7am-12am & Sat 8am to 4:30pm Saturday after 4:30pm and all day Sunday	 $17/hr $39/hr
Local Resident/Business (3 hour min.)	$57/hr $317/day
Non-Resident Individual/Business (3 hour min.)	$66/hr $380/day
Community Room - Both Sides	
City Sponsored	No Charge
Local Non-Profit M-F 7am-12 am & Sat 8am to 4:30pm Saturday after 4:30pm and all day Sunday (3 hour min.)	 $30/hr $77/hr
Local Resident/Business (3 hour min. after 4:30pm Sat., all day Sunday)	$146/hr $877/day
Non-Resident Individual/Business (3 hour min. after 4:30pm Sat., all day Sunday)	$164/hr $973/day
Community Room - Large Side	
City Sponsored	No Charge
Local Non-Profit M-F 7am -12 midnight Saturday after 4:30pm and all day Sunday (3 hour min.)	 $23/hr $39/hr
Local Resident/Business (3 hour min. after 4:30pm Sat., all day Sunday)	$107/hr $661/day
Non-Resident Individual/Business (3 hour min. after 4:30pm Sat., all day Sunday)	$117/hr $718/day
Community Room - Small Side	
City Sponsored	No Charge
Local Non-Profit M-F 7am -12 midnight Saturday after 4:30pm and all day Sunday (3 hour min.)	 $18/hr $39/hr
Local Resident/Business (3 hour min. after 4:30pm Sat., all day Sunday)	$45/hr $281/day
Non-Resident Individual/Business (3 hour min. after 4:30pm Sat., all day Sunday)	$54/hr $350/day
Conference Rooms A, D, E	
City Sponsored	No Charge

Facilities Room Rental Fees & Charges

City of Burnsville 2017 Budget

Policy No. 3.100

ITEM - ACTIVITY	2017
Local Non-Profit M-F 5pm - midnight Saturday after 4:30pm and all day Sunday (3 hour min.)	 $13/hr $39/hr
Local Resident/Business M-F 5pm - midnight Saturday after 4:30pm and all day Sunday (3 hour min.)	 $23/hr $39/hr
Non-Resident Individual/Business M-F 5pm - midnight Saturday after 4:30pm and all day Sunday (3 hour min.)	 $27/hr $39/hr
THE GARAGE	
Rental fee for music non-profit organization use of site (per contract)	$500 per month
Facility Reservation Cancelation Fee	
	$25
Coffee with Rental	
Per Cup	$1
30 Cups	$18
50 Cups	$37
100 Cups	$72
Equipment Rental and Applicable Fees	
Wi-Fi	No Charge
LCD Projector and Screen	$52/day $37/half day
TV/VCR/DVD on Cart	No Charge
Overhead Projector	$15
Whiteboard w/Markers, Easels, Pad	No Charge
PA w/Speakers, 1 Hand-held Microphone	$25
Required Technician Rate When Using Council Chambers Dias	$50/hr per person; 4 hr minimum

Other facility rental fees negotiated by contract.

Fire / EMS Fees & Charges

City of Burnsville 2017 Budget

Policy No. 2.030

ITEM - ACTIVITY	2017
PARAMEDIC AMBULANCE FEES & CHARGES	
Basic Life Support	$1,764
Advanced Life Support 1	$1,764
Advanced Life Support 2	$2,056
Treatment/no transport	$508
Treatment/no transport - Cardiac Arrest	$1,103
Mileage	$25
SERVICES/STAND-BY	
Chief Officer/Vehicle	$105/hour
Firefighter	$85/hour/per person (2 hour min. per person)
Standby at non-city events or other instances that are not related to emergency response VEHICLES INCLUDE PERSONNEL: (1 hour minimum with additional ½ hour on each side of the event time for set up and clean up)	
Ambulance	$220/hour
Brush Truck	$157.50/hour
Water Tender	$210/hour
Fire Engine/Rescue Company	$315/hour
Ladder Truck	$525/hour
ADMINISTRATION FEES	
Fire Report	$0.25 per sheet
CD copy with pictures	$20
Instructor Fee	$25 - $75/hr
Ambulance Report	$.25 per sheet
Sign-Off on Form Provided by Outside Entity	$36
Interviews of Fire personnel regarding civil actions not involving the City or its employees (will be conducted during off-duty hours)	Minimum 2 ½ hours at time and ½ pay plus 20% PERA/ Workmen's Comp Overhead charge.
PLAN REVIEW FEES	
First Plan (includes Hydraulic Calculations)	$380
Each Additional Plan for Same Project	$190
Subsequent Review of Rejected Plan	$190
SERVICE FEES	
Vehicle Extrication Fee	$500

Fire / EMS Fees & Charges

City of Burnsville 2017 Budget

Policy No. 2.030

ITEM - ACTIVITY	2017
Gas Line Encroachment	Services/ Standby Rate based on hours at scene (rounded up to next ½ hour)
Chief Officer/Vehicle	$105/hour
Ambulance	$220/hour
Brush Truck	$157.50/hour
Water Tender	$210/hour
Fire Engine/Rescue Company	$315/hour
Ladder Truck	$525/hour
	Minimum 1 Hour Services/ Standby Rate per vehicle)
Department Response to Non-Compliant Fire Code, City Ordinance, and the Law Incidents	Services/ Standby Rate based on hours at scene (rounded up to next ½ hour)
Chief Officer/Vehicle	$105/hour
Ambulance	$220/hour
Brush Truck	$157.50/hour
Water Tender	$210/hour
Fire Engine/Rescue Company	$315/hour
Ladder Truck	$525/hour
	Minimum 1 Hour Services/ Standby Rate per vehicle)
Foam Use of More Than Three(3) 5-Gallon Pails	$95 per 5 gallon pail
PERMIT / INSPECTION FEES *Fire Alarm - Sprinkler - Cooking Hood Systems, Storage Tanks, & Fireworks require a final inspection from Staff.*	
Fire Suppression Permit	Minimum $80 (includes $1 State surcharge) 1.5% of job value less than or equal to $10,000 and 1% of job value greater than $10,000 plus surcharge (.0005 x job value)
Fire Alarm Permit, includes Low Voltage	Minimum $80 (includes $1 State surcharge) 1.5% of job value less than or equal to $10,000 and 1% of job value greater than $10,000 plus surcharge (.0005 x job value)
Prescribed/Open/Controlled Burn Permit (performed by a licensed contractor and requires pre-burn and post-burn inspections)	$80

Fire / EMS Fees & Charges

City of Burnsville 2017 Budget

Policy No. 2.030

ITEM - ACTIVITY	2017
Prescribed/Open/Controlled Burn Extingushed by Fire Department *(Failure to extinguish fire in compliance with permit issuance)*	Services to Extinquish Rate based on hours at scene per vehicle (rounded up to the next ½ hour)
Chief Officer/Vehicle	$105/hour
Ambulance	$220/hour
Brush Truck	$157.50/hour
Water Tender	$210/hour
Fire Engine/Rescue Company	$315/hour
Ladder Truck	$525/hour
	Minimum 1 Hour Services/ Standby Rate per vehicle)
Permit Plan Review	Plan review fees are equal to 65% of the Fire permit fee
Commercial: Storage Tank Removal/Installation (per tank), Above Ground and Below Ground	$251
Residential: Storage Tank Removal/ Installation (per tank), Above Ground and Below Ground	$65
Fire Department Special and Miscellaneous Inspections	$130
Tent Permit: Temporary Indoor or outdoor assembilies and temporary use of tents in excess of 200 square feet or canopies in excess of 400 square feet. Tent shall include canopies, temporary membrane structures and air supported or air inflated structures	$50.00 per tent or canopy
Penalty for Failing to Obtain Permit	Penalty for failing to obtain a permit prior to starting work required is two times the regular permit fee established herein.
Final Permit Inspection - First Attempt	No Charge
Final Permit Inspection - 2nd & Subsequent re-inspection *If the Contractor is not ready for the inspection or fails the inspection, the Contractor will be charged a fee for re-inspections.*	$100
FALSE FIRE ALARMS	
First 3 Alarms	No Charge
4th & Successive	4th $150 5th $175 6th $200 7th $225 $25 increase for each additional alarm, no maximum.
FIREWORKS PERMITS	
Fireworks Only Retail Seller	$350
Mixed Use Retail Seller	$100
Fireworks Display Permit	$150
APPLE VALLEY BURNSVILLE LAKEVILLE EAGAN TRAINING FACILITY RENTAL (ABLE)	
Rental of Training Facility	$250/hour (2 hour minimum)
ABLE Training Officer	$75/hour

Fire / EMS Fees & Charges

City of Burnsville 2017 Budget

Policy No. 2.030

ITEM - ACTIVITY	2017
Cancellation Fee (less than 30 day notice)	$75

Ice Center Fees & Charges

City of Burnsville 2017 Budget

Policy No. 3.100

ITEM - ACTIVITY	2017
HOURLY ICE RENTAL	
Spring/Summer Ice (Mar 15, 2017 - Sept 14, 2017)	$150-$200
Winter prime time (Sept 15,2017 - Mar 14, 2018)	$225
Winter non-prime time (Sept 15,2017 - Mar 14, 2018)	$150-$200
Winter non-prime Weekday morning (school year only - Sept 2017-May 2018)	$100
High School Games and Ice Center Ticket Sales Split	50%/50%
BMVFSC and Ice Center Ticket Split for Annual Ice Show	50%/50%
Mgr. has authority to negotiate within range per market demand	
PUBLIC SKATING	
Student and Adult (5-61 yrs)- Single Admission	$5
Child and Senior Citizen- Single Admission (4 & under/62 & over)	$3
Student and Adult 9-admission punch card	$40
Student and Adult 18-admission punch card	$75
Child and Senior 9-admission punch card	$24
Child and Senior 18-admission punch card	$45
Birthday Parties (based on number of participants)	
1-5 people	$40
6-10 people	$55
11-15 people	$85
16-20 people	$120
21-25 people	$150
Over 20 people add an additional fee per person	$3.75
ADULT OPEN HOCKEY	
League - Per Team	$1,500-$2,500
Weekday	$7
Weekend	$7
10-admission punch card	$63
20-admission punch card	$119
SKATING LESSONS	
Private/Freestyle Lessons	$110/$150
General Group Lessons	$74/$103
SKATE RENTAL	
Daily rental	$5
9-Punch card	$40
SKATE SHARPENING	
Single Sharpening	$5

Ice Center Fees & Charges

City of Burnsville 2017 Budget

Policy No. 3.100

ITEM - ACTIVITY	2017
7-Punch Card	$31.50
SKATING SHOW	
Participant 1st Show Number	$95
Participant 2nd Show Number	$80
Adult 3-Show pass	$25
Adult single admission	$10
Student/Senior single admission	$5
Under 5 years old	Free
VENDING PERMIT	
Daily Fee (Tournament Vendors, etc.)	$75
AAA TOURNAMENTS AND SUMMER CLINICS	
Blaze Summer Clinics	$600-$1,000

Licensing and Code Enforcement Fees & Charges

City of Burnsville 2017 Budget

Policy No. 4.020

	License Renewal Period	2017
TOBACCO LICENSE	July 1 - June 30	
Best Practices Member		$365
Non-Member		$735
LIQUOR, BEER AND WINE	July 1 - June 30	
On-Sale Liquor		
License		$7,875
Investigation Fee		$1,500 + $250/individual
Investigation Renewal		$75
Change in Operating Manager/Officer		$250
Sunday On-Sale		$200
Brewer Taproom License		$400
Cocktail Room License		$400
Brewpub License		$380
Off-Sale		
License (Non-participant of Best Practices)		$380
License (Participant of Best Practices) *$100 reduction in fee for agreeing with Best Practices conditions as set forth by State Statute.		$280
Investigation Fee		$1,500 + $250/Individual
Investigation Renewal		$75
Change in Operating Manager/Officer		$250
CLUB FEE		
License		$330-$700
Investigation Fee		$265
Change in Operating Manager/Officer		$250
WINE		
License		$1,680
Investigation Fee		$500
Investigation Renewal		$75
Change in Operating Manager/Officer		$250
3.2 ON-SALE		
License		$575
Investigation Fee		$500
Change in Operating Manager/Officer		$250
3.2 Off-SALE		
License		$160
Investigation Fee		$100
Change in Operating Manager/Officer		$75

Licensing and Code Enforcement Fees & Charges

City of Burnsville 2017 Budget

Policy No. 4.020

	License Renewal Period	2017
Temporary Liquor	1-4 days	
Malt, Wine, On-Sale and Community Festival		$105 per day
THERAPEUTIC MASSAGE-	July 1 - June 30	
Annual Enterprise License (includes 1 individual license)		$200
Annual Individual Therapist License		$75
Investigation Fee-Enterprise (includes 1 owner)		$300
Investigation Fee-Individual Massage Therapist		$200
Reduction in investigation fee for providing current background report. (List of approved 3rd party background research companies and minimum report requirements wil be provided by the Police Dept.)		($100)
Initial Inspection and 1st re-inspection (No charge if **resolved at 1st re-inspection**)		$0
Final Inspection (2nd re-inspection)		$185
RESELLER FEES	July 1 - June 30	
License		$300
Investigation Fee / Change in Operating Manager/Officer Fee		$500
APS Transaction Fee		$1.00 per transaction
ADULT BUSINESS FEE	Jan 1 - Dec 31	
License		$5,250
Investigation Fee		$1,500
Change in Operating Manager/Officer		$250
GAMBLING FEES	1-4 days	
Gambling Occasion		$100
Gambling Premises Permit Fee		$250
RENTAL LICENSING	Annual	
Apartment Complex per building		$135
Apartment Complex per unit (in addition to per building charge)		$11
Townhome Complex per building		$85
Townhome Complex per unit (in addition to per building charge)		$11
Manufactured Home Park (only if Park owns and rents dwelling units)		$260
Manufactured Home Park per unit (only for dwelling units owned and rented by the Park)		$45
Individual Unit (Single Family, condo, Townhouse, Manufactured Home, etc.)		$160
Individual Unit (condo, Townhouse, etc.) located within an association or within the same building		$160
Rental License re-inspection fee for any type of unit		$185
Rental License re-instatement fee per unit or building		$200
Common area annual fire inspection per building		$160
Common area - fire re-inspection fee		$185

Licensing and Code Enforcement Fees & Charges

City of Burnsville 2017 Budget

Policy No. 4.020

	License Renewal Period	2017
Late fee - percent of base fee		25% for 15-29 days late 50% for 30-45 days late 100% for over 45 days late
Administrative appeal Fee		
Residential		$100
Commercial/Licensed Property		$300
Rental Conversion Fee (New or over one year since expiration)		$500
PROPERTY MAINTENANCE	n/a	
Initial Inspection and 1st re-inspection (No charge **if resolved at 1st re-inspection**)		$0
Final Inspection (2nd re-inspection) and Citation		$160
Any subsequent inspections		$115
Weed Control & Other Property Clean Up Administration Fee (per service)		$50
PROPERTY REPAIR	n/a	
Property Repair Expense Assessment Request		$420

Permits & Inspections Fees & Charges

City of Burnsville 2017 Budget

Policy No. 2.100

ITEM - ACTIVITY	2017
CONTRACTOR'S LICENSE - (Heating, Vent. Refrigeration & A/C)	$140
LEAD CERTIFICATION VERIFICATION	$5
BUILDING PERMITS* (Includes Manufactured Home Setup)	Permit Range ($25-$5,957 for project value up to $1M) + $4/ $1,000 of project value >$1M
BUILDING PERMIT MINIMUM FEE	$69
ZONING PERMIT	$69
PLAN REVIEW FEE	65% of permit fee
FOUNDATION INSPECTION FEE	$420
FINAL GRADE AND STABILIZATION	$420
RESIDENTIAL ROOFING	$99
RESIDENTIAL SIDING/SOFFIT/FASCIA	$99
RESIDENTIAL WINDOWS/DOORS	$99
MECHANICAL PERMITS: RESIDENTIAL*	
Plumbing - New Single family residential	$218
Plumbing Remodel	$94
RPZ Permit -	
Testing	$30 test
New Installation	$65 new
HVAC - New Single Family	$218
HVAC Remodel	$94
Gas Piping - per opening	$30
Water and Sewer - residential	$174
Private Disposal System	$510
Fireplace	$69
Water Softener, Water Heater, A/C, Furnace or Single Fixture Replacement Only	$69
MECHANICAL PERMITS: COMMERCIAL	
Plumbing - non-residential	.0263 of Contr.
Heating - non-residential	.0263 of Contr.
Gas Piping - per opening	$30
Water and Sewer - Commercial	$262
Commercial Fire line	$262
Utility	.0263 of Contr.
ELECTRICAL PERMITS : RESIDENTIAL*	
Complete wiring of new construction - includes service	$218
Upgraded electrical services and sub panels	$69
Wiring of additions/remodeling/rewiring	
First room	$69
Each Additional Room	$25

Permits & Inspections Fees & Charges

City of Burnsville 2017 Budget

Policy No. 2.100

ITEM - ACTIVITY	2017
Minor work only *(Installation, replacement, alteration or repair limited to one inspection only.)*	$69
Saver switch; installation verification inspection	$45
ELECTRICAL PERMITS: COMMERCIAL	
Permit Fee based on JOB COST	
$ 0 - $25,000 in valuation	.0263 of Contr.
Balance remaining $25,001 & over	1% of Contr.
MISCELLANEOUS:	
Quarterly Basis Facility Maintenance	.0263 of Contr.
0 - 200 Amps temporary service during construction	$69
Over 200 Amp temporary service during construction	$132
Elevators and/or moving stairs	$69
Carnival/Amusement Rides	$220
Signs	$69
Swimming Pools	$138
Minimum fee for all permits	$69
STATE SURCHARGE ON COMMERCIAL BUILDING, & MECH. PERMITS	
Surcharge Minimum fee	$.0005 of value Minimum $1
SIGN PERMITS:	
Pylon sign permit	$230
Monument sign permit	$230
Wall sign permit	$160
Sign face change permit	$160
Awning Signs - per building (signs must all be the same)	$160
Temporary sign permit for real estate development	$95
Business Banners- 60 days	$250
Additional 30 days	$250
Grand opening within first 90 days of business	No Charge
Community Event	No Charge
Sandwich Board Sign (annual)	$125
Community Garden Sign (annual)	$30
Special Sales Event - Home Occupation	$25
Special Events - Indoor	$150
Special Events - Outdoor	$300
Special Events- Outdoors one day event w/ same day on site advertising only	$150
Transient Business (per 30 day period - 90 day maximum)	$250

Permits & Inspections Fees & Charges

City of Burnsville 2017 Budget

Policy No. 2.100

ITEM - ACTIVITY	2017
Employment Signs - Per Month	$250
Multi-housing leasing signs - Per Month	$250
Sign Impound Fee	$80
GRADING PERMIT FEES	
90 cu. yds. or less	No charge
91 - 100 cu. yds.	$45
101-1,000 cu. yds.	$45/1st 100 yds. + $20.50/per additional 100 yds. or fraction
1,001-10,000 cu. yds.	$236.50/1st 1,000 yds. + $17/ additional 1,000 yds. or fraction
10,001-100,000 cu. yds.	$396.50/1st 10,000 yds. + $73.75/ additional 10,000 yds. or fraction
100,001 cu. yds. or more	$1094.25/1st 100,000 yds. + $40.25/additional 10,000 yds. or fraction
GRADING PLAN REVIEW FEES	
90 cu. Yds. or less	No charge
91 - 1,000 cu. yds.	$45
1001-10,000 cu. yds.	$58
10,001-100,000 cu. yds.	$58/1st 10,000 yds. +$29/ additional 10,000 yds. or fraction
100,001-200,000 cu. yds.	$330/1st 100,000 yds. + $17/ additional 10,000 yds. or fraction
200,001 cu. yds. or more	$491/1st 200,000 yds. + $8/ additional 10,000 yds. or fraction
BUILDING COMPLIANCE REQUESTS	
Sign-Off on Form Provided by Outside Entity	$36
Compliance Letter	$69
Per Site Inspection - (Based on each trip required)	$144
Site Plan Review - (Code Analysis)	$375

*A Fee for any residential building permit may be reduced by a credit with a receipt from a related Community Education Class.

Planning Fees & Charges

City of Burnsville 2017 Budget

Policy No. 5.310

ITEM - ACTIVITY	2017
PUBLIC HEARING/PLANNING APPLICATIONS *Escrows are set to recover costs of staff time, consultant costs, other expenses incurred*	
Conditional Use Permit-New & Amendments (Residential & Non-Residential)	$750 Fee + $5,000 Escrow
Planned Unit Development- Concept and/or Development Stage Amendments	$750 Fee + $5,000 Escrow
Interim Use Permit-New & Amendments	$750 Fee + $5,000 Escrow
Rezoning Request	$750 Fee + $5,000 Escrow
Comprehensive Plan Amendments	$750 Fee + $5,000 Escrow
Preliminary Plat and Final Plat	$750 Fee + $5,000 Escrow
Zoning Ordinance Amendment	$750 Fee + $5,000 Escrow
Appeals	$5,000 Escrow
Heart of the City Site Plan Review	$5,000 Escrow
Review - cell tower/antenna on city property	$750 Fee + $5,000 Escrow
Register Non-Conforming Uses	$525 Escrow
Environmental Review (EAW, EIS) (If the City **is** the Regulatory Government Unit (RGU)	$750 + $25,000 Escrow or Consultant Estimate whichever is greater
Environmental Review (EAW, EIS) If the City is **Not** the Regulatory Government Unit (RGU)	$750 Fee + $5,000 Escrow
Sketch Plan Review - Council work session (credited toward planning application fee)	$225
Variance	$750 Fee + $1,000 Escrow
TIF/Tax Abatement Application & Amendment Fee	$7,500
TIF/Tax Abatement Minor Amendment Fee	$2,500
TIF/Tax Abatement Minor Amendment - Commencement/Completion date change	$1,000
HIA Application Fee/Escrow	$750 Fee + $5,000 Escrow
SERVICE FEES	
Waiver Of Subdivision	$420
Site Plan Review-new construction permits without escrow (not single family)	$550
Site Plan Review-remodel/tenant permits without escrow (single family)	$340
Tree Removal Application	$235

Planning Fees & Charges

City of Burnsville 2017 Budget

Policy No. 5.310

ITEM - ACTIVITY	2017
Temp/Seasonal Outdoor Sales Permit - New Renewal	 $285 $235
New Vehicle Temporary Storage	$2,500
Zoning Compliance Requests	
Full Site Review & Compliance Letter	$290
Flood Letters	$60
Zoning Letters	$60
Sign-Off on Form Provided by Outside Entity	$36
City Written Compliance Letter	$60
Additional Public Hearing Sign	$25
LP Tank Permits	$25/$10
PUBLICATIONS	
Comprehensive Plan-	
Book	$100
CD	$30
Individual Section(s)	$20
Zoning Ordinance And Map	$65/$70
Zoning Map - Large/Small	$40/$15

Police Fees & Charges

City of Burnsville 2017 Budget

Policy No. 4.020

ITEM - ACTIVITY	2017	
SERVICE FEES		
Notary Public	$1 per stamp	
Recover Rate for Staff Time- Officer Interviews	Minimum 2.5 hours at Overtime Rate + 20% admin fee (unless specified in another area)	
Clearance letter	$32	
Fingerprinting	$37	
Report copy - accident/other:		
B&W	$.25 per page	
Color - letter or legal	$1 per page	
Oversized (11x17)	$2 per page	
Records requested by subpoena	$.25 per page	
Computerized record search	$.25 per page -or actual costs of searching / retrieving data based on clerical salary	
911 Transcripts	$27 per hour ($27 deposit)	
Registration fee peddlers, solicitors, transient merchants, mobile vending	$100	
Dangerous dog registration	$130	
Temporary animal event permit	$125	
NEWS RELEASES		
Arrest & citation reports for commercial purposes	$.25 per page	
Accident reports for commercial purposes	$.50 per accident	
Audio/Photo CDs/DVDs	$30	
Video CDs/DVDs/Blue Ray	$35	
ANIMAL CONTROL FEES*		
Cat/Dog/Ferret 2-yr license:	1st Yr	2nd Yr
Spay/Neutered	$20	$10
Non-Spay/Non-Neutered	$30	$15
(City retained portion for each 2-yr license sold)	($6)	($3)
Duplicate for lost tag	$5	
Unlicensed penalty fee (plus license fee above)	$25	
Change of owner transfer fee	$2	
Chicken license	$52	
ANIMAL RECLAMATION / IMPOUND FEES*		
Board per day	$20	
First pick-up within 12 month period	$30	
Second pick-up within 12 month period	$50	

Police Fees & Charges

City of Burnsville 2017 Budget

Policy No. 4.020

ITEM - ACTIVITY	2017
Third pick-up within 12 month period	$100 plus Citation
Confinement of rabid animal	$400
KENNEL LICENSE FEES-per calendar year	
Commercial	$220
Residential	$55
CONTRACTED OVERTIME	
Contracted Overtime for Police security	$90/Hour
FALSE POLICE ALARMS	
First 3 Alarms	$0 /No Charge
4th & Successive Alarm(s)	$150 per alarm
LOCK BOX -	
Sale of Lock Box to Apartment Complexes	$60

*Fees collected and retained by animal control contractor except for portion of each 2-year license sold.

Public Works Fees & Charges

City of Burnsville 2017 Budget

Policy No. 5.250

ITEM - ACTIVITY	2017
Street Reconstruction, Reclamation & Rehabilitation Assessment Policy *40% of the 3-year average of recon/reclamation/rehab construction costs*	
LAND USE:	
Single Family, Parks/Rec. & Open Space Land Uses	$31.76/ $17.49/ $12.61 Per ft
Multi-Family Residential and Manufactured Housing Land Uses	$44.10/ $28.05/ $18.99 Per ft
All Other Land Uses	$65.84/ $44.80/ $23.54 Per ft
STORM SEWER AREA CHARGES	
Single Family & Two Family (All R-1 & R-2 Zoning)	$0.20/Sq Ft
Multiple (All R-3 Zoning)(Mixed Use)	$0.29/Sq Ft
Commercial-Industrial (All B & I Zoning)	$0.31/Sq Ft
HOC 1 & 2	$0.30/Sq Ft
TRUNK SEWER AREA CONNECTION CHARGES	
Sewer Connection	
Single Family, Duplex, Townhouse, Manufactured Home	$540/unit
Multiple (80% of Single Family) includes assisted living	$431/unit
Commercial	$540/unit
Industrial	$809/unit
Institutional: Churches, Schools, Hospitals, Nursing Homes	$540/unit
Mixed Use	Total of the applicable mixed use fee
Water Connection	
Single Family, Duplex, Townhouse, Mobile Home	$1,672/unit + Meter
Multiple (80% of Single Family) includes assisted living	$1,336/unit + Meter
Commercial	$2,223/unit + Meter
Industrial	$3,344/unit + Meter
Institutional: Churches, Schools, Hospitals, Nursing Homes	$2,223/unit + Meter
Mixed Use	Total of the applicable mixed use fees
CONSTRUCTION IN PUBLIC RIGHT-OF-WAY	
Curb Cuts	$99
Excavation Permit	$269.00 First 300 feet $0.77/each add'l ft
Obstruction Permit	$104
BUS BENCHES	
Bus Benches	$39
Bus Benches License Renewal	$169

Public Works Fees & Charges

City of Burnsville 2017 Budget

Policy No. 5.250

ITEM - ACTIVITY	2017
MISC. DEVELOPMENT COSTS	
Street Signs	$385
Combined Street & Stop Sign	$490
Regulatory/Warning Signs	$300
Topo Mapping (Final Plat)	$50/acre
Blue Prints	$16 per sheet
LICENSES & PERMITS	
Solid Waste License Fee	$280
Tree Contractor License Fee	$40
Wetland Permit Fee	$300
GIS Mapping	$160/hour
PARK DEDICATION FEES *The Park Dedication formula is contained in the Subdivision Section of the City Code (Section 11-4-8). These fees establish the average cost per acre by zoning district and are utilized for purposes of calculating park dedication when City Council elects to take cash in lieu of land.*	
Based on a limited market value analysis conducted by a Real Estate Appraiser on a bi-annual basis.	
R1-A	$55,000
R-1	$95,000
R-2	$120,000
R3-A	$165,000
R3-B	$220,000
Mixed	Pro-rated based on actual use
Commercial	$350,000
Industrial	$175,000
Commercial Recreation District	Determined by the Co. Assessor
OTHER	
Encroachment Agreements - Processing Fee	$495
Vacation of Easements	$495
Online Bidding Downloads	$10/per Download
EROSION CONTROL	
Single Family (per lot)	$66
Multi-Family (per acre)	$87
Commercial (per acre)	$97
MAILBOX DAMAGED DUE TO WINTER STREET MAINTENANCE	
Mail Box Only	$48
Post Only	$51
SPECIAL ASSESSMENTS	

Public Works Fees & Charges

City of Burnsville 2017 Budget

Policy No. 5.250

ITEM - ACTIVITY	2017
Special Assessment Interest (Average Interest on Debt Issued = average interest costs on most recent G.O. Improvement Bonds issued- the cost of borrowing to fund special assessments)	Average Interest on Debt Issued plus 2%
New Water Connection Meter or Replacement *(With Encoder & Electronic Radio Transmitter)* *Fees are set by current pricing from vendor plus 10%. Price changes vary by meter due to using current actual pricing from the vendor. The fee includes the meter, electronic radio transmitter, and connection hardware.*	
Badger Meters -	
3/4" Stainless Steel Meter 3/4" Low Lead Brass Meter	$347 $275
1" Stainless Steel Meter 1" Low Lead Brass Meter	$363 $308
1 1/2" Stainless Steel Meter 1 1/2" Low Lead Brass Meter	$798 $715
2" Stainless Steel Meter	$1,040
3" Mag Meter - Battery Power	$2,915
4" Mag Meter - Battery Power	$3,163
6" Mag Meter - Battery Power	$3,740
3" Mag Meter - AC Power	$2,739
4" Mag Meter - AC Power	$2,998
6" Mag Meter - AC Power	$3,410
2” Compound Meter	$2,475
3” Compound Meter	$2,970
4” Compound Meter	$4,400
6” Compound Meter	$6,380
Sensus Meters	
5/8 inch x 3/4 inch	$150
1 inch	$235
1 ½ inch R2	$430
1 ½ Inch T2	$600
2 inch R2	$565
2 inch T2	$695
2 inch C2	$915
3 inch T2	$865
3 inch C2	$1,210
4 inch T2	$1,640
4 inch C2	$2,095
6 inch T2	$2,880
6 inch C2	$3,555

Public Works Fees & Charges

City of Burnsville 2017 Budget

Policy No. 5.250

ITEM - ACTIVITY	2017
Other & Specialty Meters	Actual+10%
Tampered/Damaged/Frozen Meter Replacement	Meter Cost Plus $70 Service Call Charge
STRAINERS *Fees are set by current pricing from vendor plus 10%.*	
2" Strainer	$396
3" Strainer	$572
4" Strainer	$765
6" Strainer	$1,045
Meter Horns ¾ Inch 1 Inch	 $45 $105
Pressure Reducing Valve ¾ Inch Wilkins 1 Inch Wilkins	 $95 $150
HYDRANTS	
Hydrant Meter Rental Usage Charge - per 1000 gallons Refundable Deposit	 $4.33 per 1000 gallons - Minimum of $100 $1,500 Deposit
Private Hydrant Inspection (Fee relates to the year of inspection/costs incurred by the city. The property is billed in arrears spread over the following year's utility bills.)	$54.00 per hydrant
Hydrant Replacement - Materials, Equipment, and Labor Rate	Cost plus 20% Overhead
PUBLIC WORKS/UTILITIES LABOR/EQUIPMENT FEE	
Labor - Operator Regular Time - Hourly	Labor Rate Including 20% Overhead Fee
Labor - Operator Overtime (1 1/2 Regular rate) - Hourly	Labor Rate Including 20% Overhead Fee
Heavy Equipment - Per Hour	$135
Pickup - Per Hour	$60
Weed Wrench-Buckthorn Removal	$150 refundable deposit
WATER USE RESTRICTION FEES	
1st Violation within a calendar year	Warning Only
2nd Violation within a calendar year	$25
3rd Violation within a calendar year	$50
4th Violation within a calendar year	$100
5th Violation within a calendar year	$250

Recreation Fees & Charges

City of Burnsville 2017 Budget

Policy No. 3.100

ITEM - ACTIVITY	2017 Resident	2017 Non-Resident
Recreation Buildings		
Recreation Building Rental Damage Deposit for four park building rentals -		
Neill, Terrace Oaks West, Vista View	$300	$300
Nicollet Commons Park	$250	$250
Terrace Oaks / Neill / Vista View		
5 Hours Mon-Fri	$80	$100
Per Day	$145	$165
Red Oak / NRH		
5 Hours Mon - Fri	$60	$80
Per Day	$100	$125
Timberland/Knob Hill/Highland Forest/Terrace Oaks East/South River Hills		
5 Hours Mon - Fri	$40	$50
Per Day	$70	$81
Picnic Shelters		
Large - Per day (per day required for Fri, Sa, Su)	$130	$160
Large - 5 hours Mon-Thurs only	$75	$100
Large - hourly rate, minimum 2 hours, Mon-Thurs only	$27	$29
Small - Per day (per day required for Fri, Sa, Su)	$80	$100
Small - hourly rate, minimum 2 hours, Mon-Th only	$27	$29
Park Rental (without Shelter) per day		
Tyacke Park / Lake Park	$130	$135
Amphitheater per day	$85	$100
Bicentennial Garden - per hour	$25	$30
Nicollet Commons Park - per 4 hours	$210	$250
Lac Lavon Concession		
Concession Stand Rent	$150	$150
Field Rental (Non Leagues)		
Camp/Non-Local Youth Tournament/per Day	$50	$55
SB/BB/FB/Soccer - per Hour	$19	$21
Youth Tournament Fees	$39 per day per field $231/day maximum	N/A
Tournaments *		
Lac Lavon		
Saturday	$378	$420
Sunday	$283	$313
Other Sites - Sue Fischer, Neill, Alimagnet SB		
Friday - per Field after 4pm	$23	$26

Recreation Fees & Charges

City of Burnsville 2017 Budget

Policy No. 3.100

ITEM - ACTIVITY	2017 Resident	2017 Non-Resident
Saturday - per Field	$49	$62
Sunday - per Field (off at 4pm)	$37	$45
Tournament Staff Reimbursement Seasonal employee per hour	$15	N/A
Enhanced Service Fee - Ball Fields		
Burnsville Athletic Club	$11,238	N/A
Valley Athletic Association	$487.00	
League Play *		
Adult Softball		
(Public) - per Game	$12	N/A
(Private) - per Game	$14	
(Public) - per field playoffs	$48	
Adult BB/High School - per Game	$54	N/A
Adult Soccer - per Game	$54	N/A
Volleyball - per Game	$8	N/A
Adult Ice Sports - per Game	$14	N/A
BA 191 - per Game	$10	N/A
Red Oak Disc Golf Course		
Tournament Rate- 6 Hr block of time	$157	$167
League Rate - Per 12 week league	$52	$63
Hockey Rinks		
Per Hour During Open Hours	$15	$17
Per hour during non-staffed hours[staff provided]	$25	$30
Per day/per rink	$82	$99
Park Rentals & Permits		
Tennis Courts		
per hour	$8	$9
per day\per court	$21	$26
per complex\per day	$84	$94
Volleyball Courts (No Ball)		
per hour	$10	$12
Canoe Rack Rental - per year	$55	$70
Canoe Rental - per hour (Crystal Beach Concession)	$15	$18
Canoe Rental - add'l hour (Crystal Beach Concession)	$10	$10
Canoe Rental Deposit - (refundable upon return of canoe in acceptable condition)	$25	$25

Recreation Fees & Charges

City of Burnsville 2017 Budget

Policy No. 3.100

ITEM - ACTIVITY	2017 Resident	2017 Non-Resident
Paddleboard Rental - first hour (Crystal Beach Concession)	$15	$18
Paddleboard Rental - add'l hour (Crystal Beach Concession)	$10	$10
Paddleboard Rental Deposit - (refundable upon return of canoe in acceptable condition)	$25	$25
Garden Plot - per year	$45	N/A
Vending Permits - Food Trucks, vendors in parks, etc.		
Per Day	$55	N/A
Per Year	$500	N/A
Dog Park Permit		
Per Year	$20	$20
Lac Lavon Boat Launch	$10	$10
Event Bag - COUPON DISTRIBUTION	$25	N/A
Memorial Bench Fee- Partnership with Burnsville Community Foundation	$1,800	$1,800
Civic Center Parking Lot - per day (Lots B & C Only)	$150	$210
Youth Kids of Summer (KOS) Program Fees		
Individual Session	$65-$75	N/A
KOS Field Trips	$12-$25	N/A
Summer Day Camps	$18 - $80	N/A
Field Trips	$18-$50	N/A
Non-School Day Activities	$18-$50	N/A
Family programs and Special Events	$5- $10	N/A
Adult Team Program Fees (All rates are per team)		
Softball		
Summer	$500 - 900	N/A
Fall	$450 - 750	
Broomball	$200-350	N/A
Sand Volleyball	$100-150	N/A
Cross Country Ski		
Cross Country Ski Trails - per day	$110	$131
Cross Country Ski Practice (High School Teams)	$110/$22	$120/$28

* Any extra-curricular activity (such as baseball, softball, football, tennis, soccer, chess, cheerleading, dance, etc) that has comparable facilities available within the School District 191 will be assessed 75% of the normal recreation fee.

Utility Fees & Charges

City of Burnsville 2017 Budget

Policy No. 5.250

(Utility rates billed on a monthly utility bills go in effect for all billings processed after January 31, 2016)

ITEM - ACTIVITY	2017
WATER USAGE RATES-Monthly Charges	
Residential, Apartments, & Manufactured Homes *(Apartment & Manufactured Homes Base charge and consumption limits are multiplied by the # of units)*	
Base Charge - per meter	$2.00
Tier 1 - up to 15,000 gallons per month	$2.89/1,000 Gal
Tier 2 - Over 15,000 gallons up to 50,000 gallons	$3.62/1,000 Gal
Tier 3 - Over 50,000 gallons	$4.52/1,000 Gal
Commercial	
Base Charge - per meter	$2
Tier 1 - up to 2 million gallons per month	$2.89/1,000 Gal
Tier 2 - Over 2 million gallons up to 3 million gallons	$3.62/1,000 Gal
Tier 3 - Over 3 million gallons per month	$4.52/1,000 Gal
Irrigation *(Includes Commercial, Apartment, Manufactured Home,& Association Sprinkler/Irrigation Meters)*	
Base Charge per meter	$2.00
Tier 1 - up to 75,000 gallons per month	$2.89/1,000 Gal
Tier 2 - Over 75,000 gallons up to 500,000 gallons	$3.62/1,000 Gal
Tier 3 - Over 500,000 gallons per month	$4.52/1,000 Gal
Off-Peak Seasonal Snow Making	
Base Charge - per meter	$2.00
Tier 1 - up to 10 million gallons per month	$2.17/1,000 Gal
Tier 2 - Over 10 mil gallons up to 20 mil gallons	$2.89/1,000 Gal
Tier 3 - Over 20 million gallons per month	$3.62/1,000 Gal
SEWER USAGE RATES-Monthly Charges	
Residential, Apartments, & Manufactured Homes *(Apartments & Manufactured Homes Base charges are per unit)*	
Base Charge - City Sewer- per meter	$2.00
Usage - City Sewer *Based on 100% Metered Water for Winter Months*	$1.11/1,000 Gal
Base Charge - Metro Sewer- per meter	$2.00
Usage - Metro Sewer *Based on 100% Metered Water for Winter Months*	$2.52/1.000 Gal
Commercial/Industrial	
Base Charge - City Sewer - per meter	$2.00
Usage - City Sewer *Based on 90% of Metered Water*	$1.00/1,000 Gal
Base Charge - Metro Sewer- per meter	$2.00

Utility Fees & Charges

City of Burnsville 2017 Budget

Policy No. 5.250

(Utility rates billed on a monthly utility bills go in effect for all billings processed after January 31, 2016)

ITEM - ACTIVITY	2017
Usage - Metro Sewer *Based on 90% of Metered Water*	$2.26/1,000 Gal
OTHER WATER UTILITY CHARGES	
Water Meter Replacement Charges - Residential, Apartments, Manufactured Homes & Commercial	
Replacement Charge based on Meter Size - Per meter each month:	
Meters:	
5/8 inch x 3/4 inch	$1.20
1 inch	$1.70
1 ½ inch R2	$3.60
1 ½ Inch T2	
2 inch R2	
2 inch T2	$4.75
2 inch C2	
3 inch T2	
3 inch C2	
4 inch T2	$13.00
4 inch C2	
6 inch T2	$14.45
6 inch C2	
Other & Specialty Meters	$18.10
Water Fill Station Charges	
Water Usage Charge per 1000 gallons	$4.00 per 1,000 gallons
Other	
Water turn on / off / Service Call	$70.00
After Hours Call Out for Water Turn Off/On/Service Call	Overtime Rate + 20%
WATER & SEWER FEES	
Annual certification administrative charge	$50
Certification administrative charge for accounts requiring certification more frequently than annually	10% of unpaid balance
Certification interest charge	Approximately 4% above the most recent interest rates received on the sales of construction improvement bonds
Estimated meter reading charge *(Only used when meter is malfunctioning and customer has not granted access for repairs)*	$5
Late payment penalty charge - per month	$0.015
Late payment penalty charge - annual rate	$0.18
Adjustment administrative fee *(Used when adjustment/refund is created due to customer inattention.)*	$10
Duplicate utility bill fee	$1

Utility Fees & Charges

City of Burnsville 2017 Budget

Policy No. 5.250

(Utility rates billed on a monthly utility bills go in effect for all billings processed after January 31, 2016)

ITEM - ACTIVITY	2017
Water supply shut-off administrative charge *(Used only when customer has not complied with ordinance resulting in shut-off.)*	$50
External Manual Meter Reading	$70 per monthly read
STORM DRAINAGE UTILITY CHARGES	
Per Residential Equivalent Unit (R.E.U.) - Monthly Charge	$6.85 R.E.U
SIDEWALK SNOWPLOWING UTILITY	
Residential (R1 and R2 Zoning) Monthly Charge (per unit)	$1.39
All Other Zoning Districts - Monthly Charge (per foot)	$0.0155
STREET LIGHT UTILITY	
Continuous Street Lighting **(Charged only to benefiting properties)**	
Residential - Monthly Charge *High density is based on 60% of residential rate* *(Only applies to Itokah Valley & Coppertop II)*	$2.86
Commercial/Industrial - Monthly Charge - Per front foot	$0.0136
Major Roadway Lighting **(Charged to all utility accounts within City)**	
Residential - Monthly Charge	$0.34
High Density - Monthly Charge per Unit (60% of Residential Rate)	$0.205
Commercial/Industrial - Monthly Charge	$3.235

Financial Management Plan

Glossary

FINANCIAL MANAGEMENT PLAN

This Financial Management Plan serves two main purposes: it draws together in single document the City's major financial policies. Also, the plan establishes principles to guide both staff and Council members to make consistent and informed financial decisions.

This Financial Plan establishes City policy in the following areas:

1. **Revenue Management**
2. **Cash and Investments**
3. **Fund Balance/Net Position**
4. **Operating Budget and Compensation Philosophy**
5. **Capital Improvements Plan**
6. **Infrastructure Trust Fund**
7. **Economic Development Authority Fund**
8. **Debt Management**
9. **Accounting, Auditing and Financial Reporting**
10. **Risk Management**

The objectives of this Financial Plan are:

- To provide both short-term and long-term future financial stability by ensuring adequate funding for providing services needed by the community;
- To protect the City Council's policy-making ability by ensuring that important policy decisions are not controlled by financial problems or emergencies and prevent financial difficulties in the future;
- To provide sound principles to guide the decisions of the City Council and management;
- To employ revenue policies which prevent undue or unbalanced reliance on certain revenues, distribute the cost of municipal services fairly, and provide adequate funding to operate desired programs;
- To provide essential public facilities and prevent deterioration of the City's public facilities and infrastructure;
- To protect and enhance the City's credit rating and prevent default on any municipal debt;
- To create a document that staff and Councilmembers can refer to during financial planning, budget preparation and other financial management issues.

1. REVENUE MANAGEMENT

It is essential to responsibly manage the City's revenue sources to provide maximum service value to the community. The most important revenue policy guidelines established by the City Council are for the two major sources of City revenue: property taxes and fees/charges.

PROPERTY TAXES

Property taxes will not be increased without exploring all other alternatives, including:

- Full range of policy options (debt management, fees and charges, cost allocation, use of reserves, and expenditure cuts).
- Options for a 0% tax levy dollar increase.
- Budget consideration will be given to staying within the amount of revenue generated by increased market value with no increase in the tax rate.

If, after exhausting these alternatives, an increase is required, the goal of the City will be to keep any property tax rate increase below the prevailing inflation rate. Basic City services, as annually defined and approved by the City Council, will be funded to the maximum extent possible by increases in market valuation, (i.e., new tax base growth and valuation increase).

Possible factors for considering an increase in property tax include:

- Long-term protection of the City's infrastructure.
- Meeting legal mandates imposed by outside agencies.
- Maintaining adequate fund balance and reserve funds sufficient to maintain or improve the City's bond rating.
- Funding City development and redevelopment projects that will clearly result in future tax base increases. The expenditures of development and redevelopment funds must be in accordance with a defined strategy as shown in the City's Comprehensive Plan, Capital Improvement Program, and other Council documents.

Property tax increases to meet other purposes will be based on the following criteria:

- A clear expression of community need.
- The existence of community partnerships willing to share resources.
- Establishment of clearly defined objectives and measurements of success-including appropriate sunset provisions.

SERVICE FEES AND CHARGES

The City will establish service fees and charges wherever appropriate for the twin purposes of keeping the property tax rate at a minimum and to fairly allocate the full cost of services to the users of those services. Specifically, the City will:

- Establish utility rates sufficient to fund both the operating costs and the long-term depreciation and replacement of the utility systems.

- As part of the City's enterprise effort, evaluate City services and aggressively pursue actions to accomplish the following:
    - Find community based partners to share in service delivery.
    - Make services financially self supporting or, when possible, profitable.
    - Privatize services whenever appropriate

- Annually review City services and identify those for which charging user fees are appropriate. These services will be identified as enterprise services and a policy for establishing fees will be set for each. Included as part of this process will be a market analysis that compares our fees to at least four comparable market cities.

- Identify some enterprise services as entrepreneurial in nature. The intent of entrepreneurial services will be to maximize revenues to the extent the market allows.

- Waive or offer reduced fees to youth, seniors, community service groups, and other special population groups identified by the Council as requiring preferential consideration based on policy goals.

Selected criteria are used to determine the specific rate to charge for a fee for service. The approach for establishing the rate criteria is determined by the policy relating to the fee in the City Policies and Procedures Manual. The rate criteria can be one of five approaches:

1. Market Comparison - Attempt to set fees in the upper quartile of the market.

2. Maximum set by External Source - Fees set by legislation, International Building Code, etc.

3. Entrepreneurial Approach - Fees will be at the top of the market.

4. Recover the Cost of Service - Program will be self-supporting.

5. Utility Fees - A rate study will be completed each year.

UTILITY FRANCHISE FEES

Utility franchise fees collected on gas and electric utilities will be designated for the purpose of capital improvements to the City's facilities and will be accounted for in the Facilities Capital Fund.

NON-RECURRING REVENUES

Several revenue sources, such as intergovernmental transfers, one-time grants, court fines and other non-recurring revenues are outside of direct City control and must be relied upon conservatively. The City Manager shall insure

that the budget preparation process includes an evaluation of all major non-recurring revenues, in order to minimize reliance on unpredictable revenues for on-going operating costs.

2. CASH AND INVESTMENTS

Effective cash management is essential to good fiscal management. Investment returns on funds not immediately required can provide a significant source of revenue for the City. Investment policies must be well founded and uncompromisingly applied in their legal and administrative aspects in order to protect the City funds being invested.

A. Purpose

The purpose of this policy is to establish the City's investment objectives and establish specific guidelines that the City of Burnsville will use in the investment of city funds. It will be the responsibility of the Finance Director to invest city funds in order to attain a market rate of return while preserving and protecting the capital of the overall portfolio. Investments will be made, based on statutory constraints, in safe, low risk instruments.

B. Scope/Funds

This policy applies to the investment of all city funds available for investment and not needed for immediate expenditure. The City will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

C. Delegation of Authority

Authority to manage the investment program is granted to the Finance Director who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the treasurer.

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

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

2. **Liquidity:** The investment portfolio must remain sufficiently liquid to meet all operating costs that may be reasonably anticipated. The portfolio must be structured so that securities mature concurrent with cash needs to meet anticipated demands. Cash needs will be determined based on cash flow forecasts.

3. **Diversification of instruments:** A variety of investment vehicles must be used so as to minimize the exposure to risk of loss. The investment portfolio must be diversified by individual financial institution, government agency, or by corporation (in the case of commercial paper) to reduce the exposure to risk of loss.

4. **Diversification of maturity dates**: Investment maturity dates should vary in order to ensure that the city will have money available when it needs it.

5. **Yield:** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

D. Oversight

Under the direction of the City Manager, a staff level investment committee shall oversee the City's investment program. The investment committee will maintain a more detailed and comprehensive investment policy based on the principles established by the City Council and consistent with the most current guidelines within the public sector. On at least an annual basis, the investment committee shall provide a status report to the City Council. Annually, the City Council shall designate depositories for investment purposes.

E. The City of Burnsville shall invest in the following instruments as allowed by Minnesota Statutes

United States Treasury Obligations, Federal Agency Issues, Repurchase Agreements, Certificates of Deposit, Commercial Paper - prime, Bankers Acceptance - prime, Money Market funds investing exclusively in U.S. government and agency issues.

F. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business or that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.

G. Internal Controls, Audits, External Controls

The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse. Accordingly, the Finance Director shall establish a process for an annual independent review by the City's Auditor to assure compliance with the policies and procedures.

3. FUND BALANCE/NET POSITION

It is important for the financial stability of the City to maintain fund balance/net position for unanticipated expenditures or unforeseen emergencies, as well as to provide adequate working capital for current operating needs so as to avoid short-term borrowing. The Fund Balance/Nets Position Policy of the City is managed closely with the City's Debt Management Policy. The City's Debt Management Policy calls for a pay-as-you-go strategy for supporting capital spending without use of debt whenever feasible. The City strives to pay cash for capital projects that can be anticipated and planned for in advance. Therefore the City's fund balance/net position levels fluctuate, in part, based on capital project plans.

POLICY STATEMENT

Governmental Funds

1. The City will maintain fund balances in the General and Special Revenue Funds at a level which will avoid issuing short-term debt to meet the cash flow needs of the current operating budget. Generally, the goal would be to maintain a minimum total General Fund balance of 35% of the operating budget; however, this need could fluctuate with each year's budget objectives and appropriations such as large capital expenditures, and variations in the collection of revenues.

    a. The City will strive to maintain a fund balance within the EDA Fund, a Special Revenue Fund, in order to meet both anticipated and unanticipated future economic development needs. The City will annually evaluate the level of fund balance for its appropriateness. The Financial Management Plan includes a policy for the collection of revenue for the EDA Fund.

2. The Finance plan of each capital project fund will identify the appropriate fund balance to maintain to provide a contingency for funding future capital needs as well as cashflow needs. The City will maintain fund balance in the Capital Funds at a minimum level sufficient to provide adequate working capital for current expenditure needs. Future capital projects must be identified in a written five-year capital improvement plan which shall be included in the City's annual budget document. Projects budgets should include revenue sources to adequately match expected project expenses, including a contingency estimate as appropriate to each project.

3. The City will annually review the adequacy of all fund balances.

4. Judicious use of fund balance within funds can be used to moderate fluctuations in capital projects and infrastructure maintenance expenses (*i.e.*, Parks Capital).

5. For financial reporting in the fund financial statements, governmental funds report fund balances that are nonspendable and spendable. Nonspendable balances by nature cannot be spent by the government (*i.e.*, prepaids, inventories, long-term receivables, etc.). Spendable balances are further classified by the relative strength of the constraints that control how amounts can be spent. Those classifications are:

    a. Restricted - constraint imposed for a specific purpose by external parties, constitutional provisions, or enabling legislation

b. Committed - constraint imposed for a specific purpose determined by formal action of the City Council, the highest level of decision making authority. The council action must be approved no later than the close of the reporting period.

The City Council commits the following fund balances for the purposes described:

Governmental Fund	Committed* for
Cable franchise fee	Cable television operations, maintenance and improvements
Forfeitures and dare	Public Safety
Grant Fund	Community development activities
Youth Center	Youth center operations, maintenance and improvements
EDA	Economic development and redevelopment activities
Sustainability	Promotion of sustainable activities
Forestry	Preparing for and managing Emerald Ash Borer and related forestry activities

* Commitments apply to fund balances that are not otherwise nonspendable or restricted

c. Assigned - constraint imposed for a specific purpose by the intent of the City Council or an official to which the City Council has delegated the authority to assign specific amounts

The City Council authorizes the City Manager and/or his/her designee to assign fund balance that reflects the City's intended use of those funds.

d. Unassigned - fund balance that has not been reported in any other classification. The General fund is the only fund that can report a positive unassigned fund balance. Other governmental funds would report deficit fund balances as unassigned.

When both restricted and unrestricted resources are available for use, the City will first use restricted resources, then use unrestricted resources as they are needed.

When any combination of committed, assigned, or unassigned resources are available for use, the City will use committed resources first, then assigned, then unassigned resources as they are needed.

Enterprise Funds

1. The City will maintain net position in the Enterprise Funds at a minimum level sufficient to provide adequate working capital for current expenditure needs. Generally the City shall strive for a minimum of three months operating cash in these funds. (This minimum shall be calculated based on the approved budget multiplied by 25-percent). In addition, an amount of cash should be maintained to fund estimated future capital projects. Future capital projects must be identified in a written capital improvements plan which shall be included in the City's annual budget document.

2. The City will annually review the adequacy of all net position balances.

3. Judicious use of net position within funds can be used to moderate fluctuations in capital projects and infrastructure maintenance expenses.

4. OPERATING BUDGET AND COMPENSATION PHILOSOPHY

The Operating Budget is the annual financial plan for funding the costs of City services and programs. The General Operating Budget includes the General, Special Revenue, and Capital Funds. Enterprise operations are budgeted in separate Enterprise Funds.

1. The City Manager shall submit a balanced budget in which appropriations shall not exceed the total of the estimated revenues and available fund balance.

2. The City will provide for all current expenditures with current revenues. The City will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' budgets.

3. Historically, receipts of State Local Government Aid (LGA) have been significantly lower than State estimates resulting in budget shortfalls. Therefore, the City budget will not include LGA in the current year's budget. Amounts received will be budgeted as use of fund balance for one-time expenditures in the following budget year.

4. The City Manager will coordinate the development of the capital improvement budget with the development of the operating budget. Operating costs associated with new capital improvements will be projected and included in future operating budget forecasts.

5. The budget will provide for adequate maintenance of the capital plant and equipment, and for their orderly replacement.

6. The impact on the operating budget from any new programs or activities being proposed should be minimized by providing funding with newly created revenues whenever possible.

7. The City Manager will insure that a budgetary control system is in place to adhere to the adopted budget.

8. The Finance Department will provide regular monthly reports comparing actual revenues and expenditures to the budgeted amounts.

9. The operating budget will describe the major goals to be achieved and the services and programs to be delivered for the level of funding provided.

10. In addition to operating expenses, Enterprise funds shall be budgeted to provide for capital replacement costs of property, plant, and equipment, if appropriate, when establishing rates and charges for services. Since capital replacement is budgeted, annual depreciation would be a duplication and therefore will not be budgeted. However, annual depreciation will be noted on the face of each finance plan as a reference.

Compensation Philosophy

As a matter of policy for productive labor relations, it is the Compensation Philosophy of the City of Burnsville to provide a total compensation package which places employees at the mid-range of the City's identified public and private sector market.

The City's compensation philosophy has developed in a manner which parallels the growth and complexity of the City itself. The expectations and requirements of those we serve requires a thoughtfully organized, carefully implemented, and continually well-managed City structure, staffed by competent, interested and motivated personnel who understand and are committed to meeting and even exceeding the expectations and requirements of our public.

The City's compensation program is designed to achieve the following objectives:

- To maintain compensation and benefits at an appropriate level to attract and retain qualified, reliable and motivated personnel.

- To follow the principles of equal pay for equal work and comparable worth in establishing and maintaining pay relationships among positions based on problem solving, know-how, responsibility, and working conditions. To maintain the City's pay equity compliance as determined by the State of Minnesota.

- To provide regular, ongoing opportunities for employee growth and development in a manner which helps each individual achieve and maintain service excellence and enhance the image of Burnsville as a well-managed, effective organization.

- To balance compensation and benefit needs with available resources.

5. CAPITAL IMPROVEMENTS PLAN (CIP)

The demand for services and the cost of building and maintaining the City's infrastructure continues to increase. No City can afford to accomplish every project or meet every service demand. Therefore, a methodology must be employed that provides a realistic projection of community needs, the meeting of those needs, and a framework to support City Council prioritization of those needs. That is the broad purpose of the CIP.

The CIP includes the scheduling of public improvements for the community over a five-year period and takes into account the community's financial capabilities as well as its goals and priorities. A "capital improvement" is defined as any major nonrecurring expenditure for physical facilities of government. Typical expenditures are the cost of land acquisition or interest in land, construction of roads, utilities, parks, vehicles, and equipment. The CIP is directly linked to goals and policies, land use, and community facility sections of the Comprehensive Plan since these sections indicate general policy of development, redevelopment, and the maintenance of the community.

CIP DEVELOPMENT PROCESS

- Compile and prioritize projects. Staff will consolidate and prioritize recommended projects into the proposed Capital Improvement Plan.
- Devise proposed funding sources for proposed projects. Recommended funding sources will be clearly stated for each project.
- Project and analyze total debt service related to the total debt of the City.
- A debt study will be provided summarizing the combined impact of all the existing and proposed debt.

As part of the annual budget process, the City Council will evaluate the proposed CIP and decide on the following:

- Project Prioritization
- Funding Source Acceptability
- Acceptable Financial Impact on Tax Levy, Total Debt, and Utility Rate Levels

6. INFRASTRUCTURE TRUST FUND

The Infrastructure Trust Fund (ITF) was created by Ordinance in 1996 to assist in paying for the cost of replacing streets and parks infrastructure. The ITF essentially charges depreciation to existing taxpayers who are wearing out the system instead of leaving the replacement cost to the next generation of taxpayers. The top priority for spending is street replacement. The annual Capital Improvements Plan (CIP) includes street projects based on the Pavement Management Plan. The park infrastructure replacement is the next priority and will not exceed 10% of the annual fund proceeds.

FUNDING

The City Council shall annually appropriate money to the ITF from a tax levy or other available source. The annual tax levy proceeds committed to this fund will not exceed the annual replacement costs.

SPENDING LIMITATIONS

As reflected in the ordinance, limitations on expenditures are as follows:

1. The fund may not be used for general maintenance or repairs;
2. The project must have a minimum usable life of at least fifteen (15) years;
3. Funds may only be used for street and park infrastructure replacement;
4. The project must be included in the adopted CIP for at least two (2) years;
5. The fund may not be used to displace traditional funding sources for specific projects; and
6. The fund may be used to supplement direct debt service in order to moderate annual debt payments.

PROCEDURE FOR USING FUNDS

Expenditures may be made from the ITF based on the following criteria:

A. A public hearing with the appropriate legal notice must be held for any proposed project.
B. The City Council must make the following findings which shall be incorporated into an adopted resolution:
    1. The project has a community benefit.
    2. The project could not be reasonably funded by traditional sources of revenue.

7. ECONOMIC DEVELOPMENT AUTHORITY FUND

The Economic Development Authority (EDA) Fund was created by the City Council in year 1991. The City Council acted to appoint the members of the City Council to serve as the Board of Commissioners. Under Minnesota Statutes Chapter 469-Econcomic Development, cities are permitted to establish an EDA, including approval for the EDA to serve as a Housing & Redevelopment Authority (HRA). When the City of Burnsville created the EDA, it approved HRA authority for possible use in the future.

Among the HRA powers in Minnesota law is the authority to collect a "special benefits" tax up to 0.0185 percent of taxable market value in the City. The Burnsville EDA first began to collect a "special benefits" tax beginning in year 2002. Approval of the City Council is required before the EDA may levy the tax. The Revenue Management Policy of the City, as included in this Financial Management Plan, sets policy for when a tax levy may be considered.

This policy section sets policy for the "amount" of tax levy that will be considered for the EDA Fund.

FUNDING

The EDA, with approval by the City Council, shall annually appropriate money to the EDA Fund from a tax levy or other available source. The appropriation shall be equivalent to the "maximum" that could be provided by a tax levy for economic development purposes. The annual tax levy shall be set based on the amount needed when combined with other available sources achieves the funding level set by this policy.

To provide other sources (non-tax) of funding to the EDA, the City Council shall annually review the fund balance in the General Fund to determine whether sufficient unrestricted fund balance is available for transfer from the General Fund to the EDA Fund. The decision on transfer of funds shall be made at the time the annual EDA tax levy is established. If other sources of revenue are not available, the EDA may set the tax levy at the maximum allowed.

PROCEDURE FOR USING FUNDS

Expenditures may be made from the EDA Fund based on the following criteria:

A. The EDA appropriates the funds as part of the annual budget.
B. The EDA authorizes an amendment to the EDA budget outside of the annual appropriation process.

8. DEBT MANAGEMENT

The use of borrowing and debt is an important and flexible revenue source available to the City. Debt is a mechanism which allows capital improvements to proceed when needed, in advance of when it would otherwise be possible. It can reduce long-term costs due to inflation, prevent lost opportunities, and equalize the costs of improvements to present and future constituencies.

Debt management is an integral part of the financial management of the City. Adequate resources must be provided for the repayment of debt, and the level of debt incurred by the City must be effectively controlled to amounts that are manageable and within levels that will maintain or enhance the City's credit rating. A goal of debt management is to stabilize the overall debt burden and future tax levy requirements to ensure that issued debt can be repaid and prevent default on any municipal debt. A debt level which is too high places a financial burden on taxpayers and can create problems for the community's economy as a whole.

POLICY STATEMENT

Wise and prudent use of debt provides fiscal and service advantages. Overuse of debt places a burden on the fiscal resources of the City and its taxpayers. The following guidelines provide a framework and limit on debt utilization:

1. The City will restrict long-term borrowing to planned capital improvements (see CIP Policy) and a limited use of short-term debt for capital outlay.
2. The City will not use long-term debt for current operations.
3. The City will strive to maintain a "pay-as-you-go" capital funding policy, supporting capital spending without use of debt whenever feasible. The City will strive to pay cash for capital projects that can be anticipated and planned for in advance.
4. The City will pay back debt within a period not to exceed the expected useful life of the projects, with at least 50% of the principal retired within 2/3 of the term of the bond issue.
5. Total general obligation debt shall not exceed 2% of the total market valuation of taxable property in the City.
6. Direct net debt (gross debt less available debt service funds) shall not exceed 3% of the total market valuation of taxable property in the City.
7. The City will maintain good communications with bond rating agencies regarding its financial condition. The City will follow a policy of full disclosure in every financial report and bond prospectus.
8. When feasible the City will use refunding mechanisms to reduce interest cost and evaluate the use of debt reserves to lower overall annual debt service where possible.
9. The City's goal has been to maintain the level of annual debt service at or below the current debt levy.
10. The City will annually review changes to continuing disclosure regulations to ensure compliance. The City will work with the City's Financial Advisor to prepare and file annual continuing disclosure reporting.

During the annual budget process, a debt study will be prepared in conjunction with the Capital Improvements Plan to provide information about the City's debt structure.

9. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

The key to effective financial management is to provide accurate, current, and meaningful information about the City's operations to guide decision making and enhance and protect the City's financial position.

POLICY STATEMENT

1. The City's accounting system will maintain records on a basis consistent with generally accepted accounting standards and principles for local government accounting as set forth by the Government Accounting Standards Board (GASB) and in conformance with the State Auditor's requirements per State Statutes.
2. The City will establish and maintain a high standard of accounting practices.
3. The City will follow a policy of full disclosure written in clear and understandable language in all reports on its financial condition.
4. The Finance Department will provide timely monthly and annual financial reports to users.
5. An independent public accounting firm will perform an annual audit and issue an opinion on the City's financial statements.
6. Annually the City Council Audit Committee and staff will meet with the Auditors to review the audit report.
7. Summary monthly financial reports on budget performance will be provided to the City Council commencing with the close of the first quarter, through November.
8. A report summarizing the City's financial position will be provided annually to the Council at the close of the calendar and fiscal year books.

10. RISK MANAGEMENT

A comprehensive risk management plan seeks to manage the risks of loss encountered in the everyday operations of an organization. Risk management involves such key components as risk avoidance, risk reduction, risk assumption, and risk transfers through the purchase of insurance. The purpose of establishing a risk management policy is to help maintain the integrity and financial stability of the city, protect its employees from injury, and reduce overall costs of operations.

POLICY STATEMENT

1. The City will maintain a risk management program that will minimize the impact of legal liabilities, natural disasters or other emergencies through the following activities:
    a) Loss prevention - prevent losses where possible
    b) Loss control - reduce or mitigate losses
    c) Loss financing - provide a means to finance losses
    d) Loss information management - collect and analyze data to make prudent prevention, control and financing decisions
2. The City will review and analyze all areas of risk in order to, whenever possible, avoid and reduce risks or transfer risks to other entities. Of the risks that must be retained, it shall be the policy to fund the risks which the City can afford and transfer all other risks to insurers.
3. The City will maintain an active safety committee comprised of City employees.
4. The City will periodically conduct educational safety and risk avoidance programs within its various divisions.
5. The City will, on an ongoing basis, analyze the feasibility of self funding and other cooperative funding options in lieu of purchasing outside insurance in order to provide the best coverage at the most economical cost.
6. Staff will report to the Council, annually on the results of the City's risk management program for the preceding year.

Submitted by:	Kelly Strey	Date:	1/3/2017
Reviewed by:	Dana Hardie	Date:	1/3/2017

This policy replaces Policy No. 1.250 dated January 5, 2016.

GLOSSARY OF TERMS

Accrual Accounting	The basis of accounting which recognizes revenues as they are earned and expenses as soon as a liability is incurred, regardless of related cash inflows and outflows.
Ad Valorem Tax	A tax which is based on value, such as property taxes.
Ames Center	The city-owned performing arts center.
Appropriation	City Council authorization permitting the City to incur obligations and expend resources during the fiscal year.
Audit	An annual third party review of financial operations and procedures required by State Statute.
Balanced Budget	A budget in which the sources of funds (revenues) is equal to the uses of funds (expenditures).
Basis of Accounting	The technical term that describes the criteria governing the timing of the recognition of transactions and events.
Bonds	A written promise to pay a sum of money (called the principal or face value) at specified dates, including interest at a designated time. Bonds are typically long term debt. General Obligation Bonds (GO Bonds) - Bonds that are backed by the full faith and credit of the City. Lease Revenue Bonds - Bonds that are funded by annual lease payments Revenue Bonds - Bonds that are funded by certain revenues such as utility revenues
Bond Proceeds	The cash received from sale of bonds.
Bonded Debt	The portion of City debt represented by outstanding bonds.
Budget	A financial operations plan of proposed expenditures for a given period of time and the proposed revenues to finance them. Proposed expenditures must equal proposed revenues.
Budget - Adopted	The financial plan of revenues and expenditures for the fiscal year as adopted by the City Council.
Budget Amendment	A change to the budget approved by the City Council.
Budget Basis	The basis of accounting used to estimate financing sources and uses in the budget. General Governmental fund are prepared on a modified accrual basis. Enterprise funds are prepared on a GAAP basis
Budget Message	A general discussion of the budget presented in writing as a part of the budget document. The budget message explains principal budget issues and trends.
Burnsville Youth Collaborative (BYC)	A partnership with the City, Burnsville-Eagan-Savage School District 191 (ISD 191), a non-profit music group and the Burnsville YMCA to transition the programs at THE GARAGE and provide youth services.
Capital Assets	Long-term tangible assets such as building, land, and equipment; sometimes referred to as fixed assets
Capital Improvement	Expenditures related to the acquisition, expansion or rehabilitation of an element of the government's physical plant; sometimes referred to as infrastructure.
Capital Improvement Plan (CIP)	A plan for capital expenditures to be incurred each year for a fixed period of years and the estimated resources to finance the projected expenditures.
Capital Outlay	Expenditures resulting from the acquisition of fixed assets. Capital is defined as assets with an initial cost of more than $10,000 and an estimated useful life of more than three years.
Carry Forward	An unspent item that is was in the previous year's budget which the City Council has approved to be spent in the current year.

City Council	The elected officials of the City of Burnsville consisting of a mayor and four council members. All City of Burnsville elected officials serve the community at-large.
Component Unit	A legally separate organization for which the elected officials of a primary government are financially accountable. The EDA is a component unit of the City of Burnsville.
Comprehensive Annual Financial Report (CAFR)	The official annual report of a government which includes combined financial statements, supporting schedules, supplementary information, extensive introductory information, and a statistical section.
Contingency	An amount budgeted for possible unexpected expenses.
Current Expenses	The portion of the budget relating to general operations (supplies, maintenance, utilities, etc) excluding employee salaries and benefits.
Current Service Level	The services that are being provided by the City at the current quantity and quality.
Dakota Communications Center (DCC)	The DCC provides 911 communication and dispatch service for public safety police and fire for all cities in Dakota County.
Debt	An obligation resulting from the borrowing of money or the purchase of goods or services.
Debt Service	Payment of principal and interest on debt obligations which result from the issuance of bonds.
Delinquent Taxes	Taxes which we not paid in the year in which they were due.
Economic Development Authority (EDA)	A legally separate government unit governed by a five-member council composed of the City Council. The Burnsville EDA is a component unit of the City of Burnsville. The EDA's activity provides support to promote economic development within Burnsville.
Employee Benefits	The costs incurred by the employer for employer payroll taxes, pension contributions, employee insurance, workers comp, etc.
Employee Services	The portion of the budget pertaining to employee salaries and related fringe benefits.
Encumbrance	The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.
ENDS & OUTCOMES	Adopted expectations of the Burnsville City Council.
Expenditures	Disbursements for operating costs, debt service, capital outlay.
Fiscal Disparities	A Minnesota law enacted in 1971 requiring all communities in the seven-county metropolitan area to contribute 40 percent of the growth in their commercial/ industrial tax base (from 1971) to a regional tax sharing pool which is then redistributed. Redistribution is bases on population and the value of all property relative to the metro average. Burnsville contributes more to the pool than it receives back in the redistribution.
Fiscal Year	The twelve month period to which the annual budget applies and at the end of which the City determines its financial position. The City's fiscal year is January 1 to December 31.
Five Year Financial Plan	A five-year financial plan is prepared for each of the City's funds. The plans consist of 2 years of historical information, the current year's budget compared to estimated actual, the 2014 budget which is adopted by the City Council and projections of the next four years based on current service levels and estimated changes in revenues and expenditures.
Franchise Fee	A fee charged by a governmental unit to a private business for the privileges of using a public right-of-way to generate revenue through its operations.
Full-time Equivalent (FTE)	Represents the equivalent of one employee working full-time.

Fund	An accounting entity with a self-balancing set of accounts in which assets, liabilities, and equity are recorded for a specific activity or objective. **Governmental Funds** A classification of funds that is typically used to account for tax-supported (governmental) activities. Included in this classification: **General Fund** - Used to account for all general operations of the City which are necessary to provide basic governmental services. **Special Revenue Funds** Used to account for revenue which is restricted or committed for expenditures of a designated purpose. **Capital Project Funds** Used to account for financial resources to be used for the acquisition or construction of major capital facilities. **Debt Service Funds** Used to account for the payment of principal and interest on debt of the City. **Proprietary Funds** A classification of funds that is used to account for a government's business-type activities which are supported, at least in part, by fees or charges. Included in this classification: **Enterprise Funds** Used to account for the financing of services to the general public where all or most of the costs involved are recovered primarily through user fees. (City enterprise funds are water and sewer, storm water, performing arts center, ice center, golf course, street lighting utility and sidewalk snow plowing). **Internal Service Funds** A fund established to report any activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis. **Fiduciary Funds** Used to account for resources that are held by the government as a trustee or agent for parties outside the government and that cannot be used to support the government's own programs.
Fund Balance	The difference between fund assets and fund liabilities. The fund balance can be used as a revenue source by decreasing an existing positive balance.
General Operating Budget	The part of the operating budget which includes the general, special revenue and capital funds (excludes the enterprise funds).
Generally Accepted Accounting Principles (GAAP)	Uniform minimum standards and guidelines for financial accounting and reporting. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).
Government Finance Officers Association (GFOA)	The national professional association of state and local finance officers dedicated to the professional management of governmental financial resources. The association provides financial policies, best practices, training, leadership, and reporting standards. The GFOA also administers award programs for excellence in financial reporting and distinguished budgeting.
Governmental Accounting Standards Board (GASB)	The highest source of accounting and financial reporting guidance to state and local governments.
Grant	A contribution of cash or other asset from a government or other organization for a specified purpose, activity, or facility.
Infrastructure	Immovable assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, and lighting systems that are of value only to the City.
Infrastructure Trust Fund (ITF)	A capital project fund created by Ordinance in 1996 to assist in paying for the cost of replacing streets and parks infrastructure.
Intergovernmental Revenue	Revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.
Levy	The total amount of taxes or special assessments imposed by the City.
Local Government Aid (LGA)	Funds passed down to eligible cities by the State of Minnesota.
Market Value / Taxable Market Value	The value determined by the County Assessor for real estate or property used for levying taxes.

Market Value Homestead Credit (MVHC)	Credit given on residential property taxes that is equal to 0.4% of the market value up to $304, less 0.09% times any value over $76,000. *Replaced by Market Value Homestead Exclusion in 2012*
Market Value Homestead Exclusion (MVHE)	A tax reduction given to all homesteads valued below $413,800 by shifting a portion of the tax burden that would otherwise fall on the homestead to other types of property. The exclusion provides for a portion of each home's market value to be excluded from its value for property tax calculations. The amount of value excluded is directly proportional to the MVHC the home received under the old law.
Max Tax	State law requires the City Council in September of each year to adopt a maximum amount that the property tax levy will not exceed. Property owners will receive a proposed property tax statement in November using this max tax. The final tax levy is adopted in December.
Metropolitan Council Environmental Services (MCES)	The MCES is a division of the Metropolitan Council, a regional planning agency that serves the Twin Cities seven-county metropolitan area. The MCES provides the City with waste water treatment services.
Minnesota Valley Transit Authority (MVTA)	Established through a joint powers agreement with six other area cities to provide public transit.
Modified Accrual Basis of Accounting	The basis of accounting which recognizes increases and decreases in financial resources only to the extent that they reflect near-term inflows or outflows of cash. Revenues are recognized to the degree that they are available to finance expenditures of the fiscal period. Similarly, debt service payments and a number of specific accrued liabilities are only recognized as expenditures when payment is due because it is only at that time that they normally are liquidated with expendable available financial resources.
Net Assets	The difference between assets and liabilities in the government-wide statement of net assets.
Operating Budget	The annual financial plan for funding the costs of providing services and programs.
Proposed Budget	The budget as submitted by the City Manager for the City Council's consideration.
Program	An activity or operation created to achieve a specific purpose or objective.
Reserves	Funds set aside for unanticipated expenditures or unforeseen emergencies, as well as to have adequate working capital for current operating needs to avoid short-term borrowing.
Residential Equivalency Unit (REU)	Standardized unit of measurement used in billing storm water utility fees to property owners.
Revenue	Funds collected as income to offset operational expenses including property taxes, charges for service, licenses & permits, etc.
Risk Management	The ways and means used to avoid accidental loss or to reduce its consequences if it does occur.
Special Assessment	A levy made against a property to defray all or part of the cost of a capital improvement or service deemed to benefit that property.
Tax Capacity Value	The taxable portion of the market value which is based on classification rates determined by the type of property tax.
Tax Increment Financing (TIF)	A financing method in which bonds are secured by the anticipated incremental increase in tax revenue resulting from the development or redevelopment of an area.
Tax Levy	The amount of property taxes levied to finance operations that are not funded by other sources.
Taxes	Compulsory charges levied by a government to finance services performed for the common benefit.
The GARAGE	The City's Youth Center and music venue.

VEBA	Voluntary Employees' Beneficiary Association - an employee health reimbursement arrangement funded by the City for employees opting for a high-deductible health insurance option.
Yield	The return on an investment in the form of interest or dividends.

Supplemental Information Tables

Changes in Fund Balances of Governmental Funds
- (Expenditures & Revenues)

General Government Tax Revenues by Source

Taxable Market Value and Estimated Actual Value of Taxable Property

Property Tax Rates

Property Tax Levies and Collections

Ratios of General Obligation Bonded Debt Outstanding

Legal Debt Margin

Operating Indicators by Function

Demographic and Economic Statistics

*Note: The above tables are extracted from the 2014 Comprehensive Annual Financial Report (CAFR). As of the date of the completion of the 2016 proposed budget document, the 2015 CAFR has not been completed, therefore these tables do not include 2015 data.

Employee FTE Schedule

CITY OF BURNSVILLE, MINNESOTA

CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
LAST TEN FISCAL YEARS
(Modified Accrual Basis of Accounting)

	Fiscal Year		
	2006	2007	2008
Revenues:			
Taxes	$ 26,741,225	$ 28,265,020	$ 30,330,980
Licenses and permits	2,205,039	1,689,016	1,608,237
Intergovernmental	4,684,092	4,580,117	5,356,973
Charges for services	4,669,869	4,086,567	4,613,207
Fines and forfeits	524,355	626,978	656,933
Investment income	1,574,102	2,505,050	2,136,825
Special assessments	2,084,211	1,379,814	1,796,193
Miscellaneous	1,046,325	808,927	786,860
Total revenues	43,529,218	43,941,489	47,286,208
Expenditures:			
Current:			
General government	4,370,334	5,502,592	6,328,928
Public safety	14,449,029	16,721,840	18,268,837
Public works and parks	5,219,310	5,933,315	6,173,342
Culture and recreation	1,025,746	1,154,366	1,228,378
Conservation of natural resources	656,776	786,576	1,041,981
Economic development	794,002	1,052,095	2,007,636
Other	553,397	—	—
Capital outlay	8,946,299	11,054,103	31,979,783
Debt service:			
Redemption of bonds	5,282,172	4,891,081	4,126,031
Interest on bonds	1,511,080	1,295,303	1,227,878
Fiscal agent fees	15,368	94,122	41,342
Bond issuance costs	—	66,273	107,165
Total expenditures	42,823,513	48,551,666	72,531,301
Excess of revenues over (under) expenditures	705,705	(4,610,177)	(25,245,093)
Other financing sources (uses):			
Bonds issued	—	7,540,000	21,014,516
Refunding bonds issued	—	1,983,338	1,880,484
Premium (discount) on bonds issued	—	161,774	34,409
Payments to refunded bond escrow agent	—	—	(4,459,043)
Sales of capital assets	393,534	48,441	230,584
Transfers in	3,038,006	9,035,163	7,632,013
Transfers out	(2,481,010)	(8,242,731)	(5,022,632)
Total other financing sources (uses)	950,530	10,525,985	21,310,331
Net change in fund balances	$ 1,656,235	$ 5,915,808	$ (3,934,762)
Debt service as a percentage of noncapital expenditures	18.5%	15.6%	11.8%

2009	2010	2011	2012	2013	2014	2015
$ 30,760,837	$ 31,000,458	$ 30,567,623	$ 30,962,351	$ 31,436,569	$ 30,575,302	$ 31,867,814
1,356,250	1,703,937	1,911,453	1,584,388	2,445,580	1,953,776	2,026,415
3,950,117	6,755,520	3,696,469	5,381,672	3,818,161	4,867,531	8,332,614
4,914,844	4,905,494	4,905,971	5,269,516	5,889,564	5,885,164	5,913,570
636,719	595,807	459,573	432,391	470,413	417,275	378,940
279,333	702,741	1,338,841	463,782	(3,262,167)	3,260,938	1,054,573
2,005,413	1,779,650	1,769,771	1,877,487	1,890,774	1,813,996	2,585,543
844,514	1,228,423	1,699,041	1,912,691	1,068,837	1,579,348	1,353,267
44,748,027	48,672,030	46,348,742	47,884,278	43,757,731	50,353,330	53,512,736
5,996,423	6,177,653	6,058,728	5,423,448	5,508,509	5,856,737	6,495,318
17,965,593	18,135,898	18,939,924	19,073,952	19,159,372	20,140,526	20,403,477
6,234,160	5,940,634	6,627,057	6,263,265	6,530,255	6,592,561	6,766,745
1,239,060	1,191,112	1,269,730	1,254,987	1,231,581	1,256,682	1,336,636
767,644	910,199	861,604	898,444	1,022,316	995,490	1,035,269
1,011,877	737,149	583,855	527,938	483,893	464,933	495,624
—	—	—	—	—	—	—
10,407,522	14,050,192	7,940,344	13,050,371	9,805,507	9,360,407	12,688,606
5,033,910	5,134,122	5,861,540	4,268,052	4,584,460	8,340,613	3,584,701
2,203,378	1,792,772	1,950,408	1,717,207	1,684,125	1,512,418	1,375,624
37,437	39,587	29,073	32,721	29,347	18,670	18,775
–	130,838	42,330	53,246	31,009	23,240	69,011
50,897,004	54,240,156	50,164,593	52,563,631	50,070,374	54,562,277	54,269,786
(6,148,977)	(5,568,126)	(3,815,851)	(4,679,353)	(6,312,643)	(4,208,947)	(757,050)
—	11,835,000	1,220,000	6,260,000	1,595,000	2,780,000	735,000
—	1,995,000	1,890,872	—	1,925,000	—	7,030,000
—	(17,289)	63,745	211,113	96,248	39,933	80,984
—	(967,725)	(1,250,000)	—	(949,748)	(952,430)	(790,000)
54,616	80,269	55,222	151,503	58,650	153,027	141,253
5,238,929	4,987,144	7,535,958	6,246,032	5,963,398	5,746,474	6,235,640
(4,270,648)	(4,401,543)	(7,085,463)	(5,625,476)	(5,378,212)	(5,206,408)	(5,923,610)
1,022,897	13,510,856	2,430,334	7,243,172	3,310,336	2,560,596	7,509,267
$ (5,126,080)	$ 7,942,730	$ (1,385,517)	$ 2,563,819	$ (3,002,307)	$ (1,648,351)	$ 6,752,217
16.9%	17.4%	17.6%	14.8%	14.7%	21%	11.4%

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CITY OF BURNSVILLE, MINNESOTA

GENERAL GOVERNMENT TAX REVENUES BY SOURCE
LAST TEN FISCAL YEARS
(Modified Accrual Basis of Accounting)

Fiscal Year	Property Tax	Tax Increments	Lodging Tax	Franchise Tax	Total
2006	$ 22,410,981	$ 3,443,149	$ 318,427	$ 568,668	$ 26,741,225
2007	23,378,228	3,965,258	308,176	613,358	28,265,020
2008	24,844,178	4,546,925	288,271	651,606	30,330,980
2009	25,315,741	4,578,919	221,356	644,821	30,760,837
2010	25,531,576	4,582,264	222,954	663,664	31,000,458
2011	26,746,709	2,917,347	237,962	665,605	30,567,623
2012	26,970,365	3,034,447	259,879	697,660	30,962,351
2013	27,434,606	2,990,981	287,358	723,624	31,436,569
2014	28,765,443	791,450	289,198	729,211	30,575,302
2015	29,962,023	783,410	363,409	758,972	31,867,814

CITY OF BURNSVILLE, MINNESOTA

TAXABLE MARKET VALUE AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY
LAST TEN FISCAL YEARS

Fiscal Year	Real Property: Residential Property	Real Property: Commercial Property	Personal Property	Less Fiscal Disparities	Less Tax Increment
2006	$ 46,360,724	$ 23,295,017	$ 701,679	$ (1,730,322)	$ (4,264,180)
2007	49,199,426	26,261,512	749,965	(1,956,226)	(5,055,782)
2008	50,380,841	28,612,940	742,576	(2,145,133)	(5,686,803)
2009	49,160,846	30,232,025	758,145	(1,931,550)	(5,734,414)
2010	45,313,438	29,968,032	725,685	(2,262,684)	(5,521,245)
2011	41,564,948	28,383,619	792,954	(2,313,874)	(3,231,981)
2012	37,598,236	28,018,520	794,954	(2,287,609)	(3,025,708)
2013	34,997,156	27,649,303	828,786	(2,538,320)	(2,867,371)
2014	36,175,049	27,747,684	816,729	(2,988,905)	(850,866)
2015	39,954,586	28,740,490	824,450	(2,888,069)	(901,387)

Source: Dakota County

Note: In 2011, the State legislature changed the property tax relief program from Market Value Homestead Credit (MVHC) to Homestead Market Value Exclusion (HMVE). The homestead credit was a reduction applied to the homestead residential property tax bill. The homestead market value exclusion is a reduction to the taxable market value of a homestead residential property before the property tax is calculated.

Total Taxable Net Tax Capacity	Tax Capacity Value as a Percentage of Taxable Market Value	Total Direct Tax Rate	Estimated Actual Market Value	Taxable Market Value	Taxable Value as a Percentage of Estimated Actual Value
$ 64,362,918	1.11%	35.414	$ 6,323,894,260	$ 5,729,448,200	90.6%
69,198,895	1.12	34.564	6,700,317,647	6,150,891,600	91.8
71,904,421	1.13	35.005	6,753,069,630	6,381,650,800	94.5
72,485,052	1.13	36.121	6,607,687,861	6,351,491,200	96.1
68,223,226	1.14	38.566	6,203,584,803	5,963,086,100	96.1
65,195,666	1.14	42.598	5,449,742,955	5,525,473,700	101.4
61,098,393	1.18	43.213	4,997,862,158	5,111,878,744	102.3
58,069,554	1.20	47.021	5,019,680,534	4,835,520,311	96.3
60,899,691	1.20	46.670	5,258,005,375	4,953,041,063	94.2
65,730,070	1.23	44.790	5,625,420,202	5,373,401,377	95.5

CITY OF BURNSVILLE, MINNESOTA

PROPERTY TAX RATES
DIRECT AND OVERLAPPING (1) GOVERNMENTS
LAST TEN FISCAL YEARS

				Overlapping Rates:	
	City of Burnsville			Dakota County	School District - ISD #191
Fiscal Year	Operating Tax Rate	Debt Service Tax Rate	Total City Tax Rate	Total County Tax Rate (2)	Total School Tax Rate (2)
2006	31.121	4.293	35.414	26.318	18.315
2007	31.072	3.492	34.564	25.127	18.152
2008	33.892	1.113	35.005	25.184	19.374
2009	35.014	1.107	36.121	25.821	19.842
2010	37.383	1.183	38.566	27.269	20.668
2011	40.763	1.835	42.598	29.149	21.854
2012	41.513	1.700	43.213	31.426	21.881
2013	45.215	1.806	47.021	33.421	26.168
2014	44.969	1.701	46.670	31.827	25.661
2015	43.020	1.770	44.790	29.633	24.554

Source: Dakota County

Notes:

(1) Overlapping rates are those of local and county governments that apply to property owners within the City of Burnsville. Not all overlapping rates apply to all City of Burnsville property owners (e.g. the rates for special districts apply only to the proportion of the government's property owners whose property is located within the geographic boundaries of the special district).

(2) The breakdown between operating and debt service tax rates were not available at the time of this report.

School District - ISD #194	School District - ISD #196				
Total School	Total School	Special	Total Direct and Overlapping Rates		
Tax Rate (2)	Tax Rate (2)	Districts	ISD #191	ISD #194	ISD #196
25.670	27.554	5.309	85.356	92.711	94.595
25.252	23.607	5.031	82.874	89.974	88.329
26.272	21.136	4.958	84.521	91.419	86.283
27.062	21.109	4.894	86.678	93.898	87.945
27.714	25.391	5.028	91.531	98.577	96.254
32.138	26.959	5.366	98.967	109.251	104.072
32.061	28.440	5.827	102.347	112.527	108.906
33.535	27.956	3.247	109.857	117.224	111.645
33.048	27.606	5.882	110.040	117.427	111.985
31.459	23.271	5.427	104.404	111.309	103.121

CITY OF BURNSVILLE, MINNESOTA

PROPERTY TAX LEVIES AND COLLECTIONS
LAST TEN FISCAL YEARS

Fiscal Year Ended December 31,		Total Tax Levy for Fiscal Year	Collected Within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
			Amount	Percentage of Levy		Amount	Percentage of Levy
2006	(1)	$ 22,008,740	$ 21,677,748	98.20%	$ 309,420	$ 21,987,168	99.43%
2007	(1)	23,976,993	23,630,657	98.50	340,692	23,971,349	99.90
2008	(2)	24,654,465	24,265,503	98.56	377,066	24,642,569	99.98
2009	(2)	25,215,756	24,667,274	98.41	478,180	25,145,454	99.95
2010	(2)	24,981,125	24,531,528	97.82	176,328	24,707,856	99.70
2011	(2)	26,186,791	25,741,822	98.20	162,766	25,904,588	98.98
2012		26,348,820	26,006,410	98.30	60,542	26,066,952	98.98
2013		26,988,262	26,673,945	98.70	137,815	26,811,760	99.13
2014		28,448,573	28,171,331	98.93	142,312	28,313,643	99.55
2015		29,584,711	29,336,510	99.03	—	29,336,510	99.03

Notes:

(1)- In 2006 the property tax levy shown is net of the adjustment for loss of Market Value Homestead Credit (MVHC) from the State. In 2007 the State reinstated the reimbursement for the MVHC. The MVHC received from the State is included in the amount collected.

(2)- In 2008-2011 the property tax levy shown is net of the adjustment for loss of Market Value Homestead Credit (MVHC) from the State, in the amount of $480,250 for 2008, $863,959 for 2009, $1,098,590 for 2010 and $1,210,920 for 2011.

CITY OF BURNSVILLE, MINNESOTA

RATIOS OF GENERAL OBLIGATION BONDED DEBT OUTSTANDING
LAST TEN FISCAL YEARS

Fiscal Year	General Obligation Bonds (1)	Bond Issuance Premium/ (Discount)	Less Amounts Available in Debt Service Funds	Total	Percentage of Estimated Actual Taxable Value of Property (2)	Per Capita (3)
2006	$ 26,948,571	$ (80,457)	$ 10,272,823	$ 16,595,291	0.2896%	$ 272
2007	31,826,376	168,250	12,228,530	19,766,096	0.3214	322
2008	48,737,076	177,042	10,737,660	38,176,458	0.5982	625
2009	43,870,830	150,239	10,336,997	33,684,072	0.5303	552
2010	46,233,848	123,367	12,314,384	34,042,831	0.5709	565
2011	42,513,643	157,542	10,400,855	32,270,330	0.5840	532
2012	44,795,030	330,998	10,965,938	34,160,090	0.6682	559
2013	43,000,822	375,891	12,516,260	30,860,453	0.6382	503
2014	36,712,779	357,552	6,000,286	31,070,045	0.6273	503
2015	40,328,078	396,060	12,533,406	28,190,732	0.5246	457

Note: Details regarding the City's outstanding debt can be found in the notes to basic financial statements.

Sources:
(1) Excludes Taxable Tax Increment Revenue Notes and Lease Revenue Bonds reported in the Governmental Activities, and General Obligation Revenue and Improvement Bonds reported in the Enterprise Funds.
(2) See the Schedule of Taxable Market Value and Estimated Actual Value of Taxable Property for property value data.
(3) Population data can be found in the Schedule of Demographic and Economic Statistics.

CITY OF BURNSVILLE, MINNESOTA

LEGAL DEBT MARGIN INFORMATION
LAST TEN FISCAL YEARS

	Fiscal Year			
	2006	**2007**	**2008**	**2009**
Debt Limit	$ 114,528,904	$ 123,017,832	$ 191,449,524	$ 190,544,736
Total net debt applicable to limit	695,245	—	2,401,699	2,073,578
Legal debt margin	113,833,659	123,017,832	189,047,825	188,471,158
Total net debt applicable to the limit as a percentage of debt limit	0.61%	0.00%	1.25%	1.09%

Note: Under Minnesota State Law, the City of Burnsville's net debt cannot exceed 3 percent of the estimated market value of taxable property. The legal debt limit applies to the City's general obligation tax levy bonds and excludes improvement and revenue-supported bonds.

2010	2011	2012	2013	2014	2015
$ 178,892,583	$ 165,764,211	$ 153,356,362	$ 145,065,609	$ 148,591,232	$ 161,202,041
1,729,329	1,374,951	1,000,595	612,797	213,115	110,167
177,163,254	164,389,260	152,355,767	144,452,812	148,378,117	161,091,874
0.97%	0.83%	0.65%	0.42%	0.14%	0.07%

Legal Debt Margin Calculation for Fiscal Year 2015

Market Value	$ 5,373,401,377
Debt limit (3% of market value)	161,202,041
Debt applicable to limit:	
General obligation bonds	380,000
Less amount set aside for repayment of general obligation debt	(269,833)
Total net debt applicable to limit	110,167
Legal debt margin	$ 161,091,874

CITY OF BURNSVILLE, MINNESOTA

Operating Indicators by Function

Last Ten Fiscal Years

	Fiscal Year			
	2006	**2007**	**2008**	**2009**
Function				
Police				
Total calls for service	46,154	44,596	52,442	53,550
Arrests - Adult	3,014	2,458	2,309	2,090
Arrests - Juvenile	770	695	514	532
Traffic citations	11,251	13,268	12,826	11,751
Fire and Emergency Services				
Number of calls (excluding EMS)	1,279	1,347	1,435	1,351
Number of Emergency Medical Service (EMS) calls	3,204	3,241	3,356	3,496
EMS patients served	2,465	2,466	2,509	2,559
Protective inspections				
Plan reviews	757	695	848	394
Building permits issued	5,650	6,037	5,424	4,473
Field inspections (Bldg, Plbg, Htg, Gas, S&W)	10,652	9,922	9,765	7,269
Code enforcement inspections	3,184	4,263	2,786	2,846
Public works				
Street rehabilitation/resurfacing (miles)	3	1.9	2.3	4.1
Sealcoating (miles)	13	18	16	19.9
Snow and ice control (miles)	216	218	219	221
Recreation				
Youth recreation activity participants	18,558	19,381	19,937	19,693
The Garage Attendance	32,380	20,243	17,990	20,566
Water				
New connections	58	53	37	23
Water main breaks	18	16	18	28
Average daily consumption (thousands of gallons)	8,155	7,989	7,618	8,040
Total daily pumping capacity (thousands of gallons)	25,000	25,000	25,000	29,000
Sewer				
Average daily flow (thousands of gallons)	5,610	5,409	5,480	5,497
Storm Water				
Street sweeping (miles)	216	218	219	220
Golf course				
Annual rounds sold	27,740	26,850	26,118	27,243
Ice Center				
Learn to skate participants	1,814	1,650	1,339	1,192

Sources: Various City departments

Note: Indicators are not available for the general government functions.

* In 2014, the City transitioned the programs at THE GARAGE to the new Burnsville Youth Collaborative (BYC).

2010	2011	2012	2013	2014	2015
51,698	40,771	46,632	47,906	46,209	49,924
1,851	2,069	2,058	2,110	1,888	1,922
473	490	410	370	367	351
11,095	9,346	8,981	7,960	7,898	6,613
1,353	1,305	1,248	1,388	1,353	1,355
3,375	3,650	3,732	4,023	4,303	4,665
2,469	2,678	2,861	3,035	3,269	3,400
428	317	438	468	488	546
5,852	2,097	6,415	6,161	7,252	6,888
7,072	6,584	6,426	5,622	6,244	6,869
1,639	3,515	538	2,690	3,970	3,904
4.2	6.2	7.6	5.2	5.2	8.8
11.2	12.9	23.3	7.5	18.5	6.1
221	221	222	222	222	222
18,635	21,722	20,106	20,842	23,006	27,195
23,738	31,992	16,267	25,044	22,500	*n/a
14	21	20	15	27	63
27	17	12	19	17	19
8,422	8,940	9,830	9,215	9,008	10,070
29,000	29,000	29,000	29,000	29,000	29,000
5,153	5,352	5,031	5,125	5,346	5,153
221	221	222	222	222	222
24,918	22,124	23,847	20,541	20,851	23,775
410	687	602	580	513	455

CITY OF BURNSVILLE, MINNESOTA

DEMOGRAPHIC AND ECONOMIC STATISTICS
LAST TEN FISCAL YEARS

Fiscal Year	Population (1)	Number of Households (1)	Estimated Personal Income (2)	Per Capita Personal Income (3)	School Enrollment (4)	Unemployment Rate (5)
2006	61,048	24,425	$ 2,630,863,560	$ 43,095	10,399	3.4%
2007	61,393	24,622	$ 2,765,447,685	45,045	10,203	4.1
2008	61,081	24,592	$ 2,831,531,917	46,357	9,956	4.9
2009	61,042	24,723	$ 2,536,417,184	41,552	9,864	7.3
2010	60,306	24,283	$ 2,583,689,958	42,843	9,696	7.0
2011	60,664	24,443	$ 2,709,982,208	44,672	9,555	6.2
2012	61,061	24,609	$ 2,865,287,425	46,925	9,478	5.2
2013	61,300	24,854	$ 2,933,572,800	47,856	9,341	4.5
2014	61,747	24,960	$ 3,007,758,117	48,711	9,213	3.7
2015	61,747	24,960	$ 3,120,755,127	50,541	8,989	3.5

Sources:

(1) 2015 is an estimate of 0% growth from the 2014 actual figures provided by the Metropolitan Council. 2010 is a census figure. All other years are best available estimates provided by the Metropolitan Council.

(2) Estimated personal income is calculated by multiplying the per capita personal income by the City population.

(3) Per capita personal income provided by the U.S. Bureau of Economic Analysis is that for Dakota County, the county in which the City is located. This is the smallest applicable region for which this data is available. In addition, the 2009-2015 amounts are an estimate for the State of Minnesota as there were no other relevant estimates available.

(4) School enrollment is enrollment in the largest district, ISD# 191 (Burnsville). Burnsville is also served by ISD# 194 (Lakeville) and ISD# 196 (Rosemount-Eagan-Apple Valley). Data is compiled by the Minnesota Department of Education

(5) Annual average unemployment rates compiled by the Minnesota Department of Employment and Economic Development.

City of Burnsville
Employees By Division
Full-Time Equivalents (FTE)
(Full-time and regular part-time employee positions)

	2015 Budget	2016 Budget	2017 Budget
GENERAL FUND			
Leadership & Leadership Development			
Administration	2.0	2.0	2.0
Human Resources	5.0	5.0	5.0
	7.0	7.0	7.0
Administrative Services			
City Clerk	2.0	2.0	2.0
Finance	8.6	8.6	8.9
Information Technologies	7.0	7.0	7.0
	17.6	17.6	17.9
Community Development			
Planning	4.0	4.0	4.0
Protective Inspections	6.5	6.5	7.0
Licensing & Code Enforcement	6.3	6.3	5.5
	16.8	16.8	16.5
Public Safety			
Police	91.1	91.1	91.1
Fire & Emergency Services	40.0	40.0	44.0
	131.1	131.1	135.1
Parks, Natural Resources, Recreation & Facilities			
Parks	18.0	18.0	18.0
Recreation	6.0	6.0	6.0
Community Services	1.8	1.8	1.8
Facilities	6.0	6.0	6.0
	31.8	31.8	31.8
Public Works			
Engineering	13.0	13.0	14.0
Streets & Utilities	12.0	12.0	12.0
Fleet Maintenance	8.0	8.0	8.0
	33.0	33.0	34.0
Total General Fund	**237.3**	**237.3**	**242.3**
SPECIAL REVENUE FUND			
Cable Franchise Fee Fund			
Public Affairs	3.0	3.0	3.0
BCTV	2.0	2.0	2.0
Cable Franchise Fee Fund	5.0	5.0	5.0
Forestry (EAB) Fund	—	0.3	0.3
EDA Fund	1.0	1.0	1.0
Sustainability Fund	2.0	2.5	3.0
Total Special Revenue Funds	**8.0**	**8.8**	**9.3**
ENTERPRISE FUNDS			
Public Works Utilities	13.0	13.0	13.0
Finance	2.0	2.0	2.0
Water & Sewer Fund	15.0	15.0	15.0
Storm Water Fund	3.5	3.5	3.5
Ice Center Fund	6.5	6.5	6.5
Golf Course Fund	1.5	1.5	1.5
Total Enterprise Funds	**26.5**	**26.5**	**26.5**
Total All Fund Types	**271.8**	**272.6**	**278.1**

City of Burnsville

Changes in FTE Allocations from 2015 to 2017

Full-Time Equivalents (FTE)

(Full-time and regular part-time employee positions)

		2015 Budget	2016 Budget	2017 Budget
GENERAL FUND				
Administrative Services				
Finance	Adjust	—	—	0.3
Community Development				
Rental License Inspector	Adjust	0.3	—	—
Plans Examiner	New	—	—	1.0
Protective Inspector II	Adjust	—	—	(0.5)
Code Enforcement Inspector	Eliminated	—	—	(0.8)
		0.3	—	(0.3)
Public Safety				
Firefighter	New - Grant Funded	—	—	4.0
Crime Analyst	New	1.0	—	—
Community Service Officer (CSO)	Eliminated	(0.8)	—	—
		0.2	—	4.0
Public Works				
GIS Technician	Moved from Enterprise Fund	—	—	1.0
Engineering Assistant	Eliminated	—	(1.0)	—
Engineering Specialist	New	—	1.0	—
		—	—	1.0
Total General Fund		**0.5**	**—**	**5.0**
SPECIAL REVENUE FUNDS				
Forestry (EAB) Fund				
Natural Resources Technician	New	—	0.3	—
Recycling Fund				
Environmental Assistant	New	—	0.5	(0.5)
Environmental Technician	New	—	—	1.0
		—	0.5	0.5
Total Special Revenue Funds		—	0.8	0.5
ENTERPRISE FUNDS				
Public Works Utilities				
GIS Technician	Moved to General Fund	—	—	(1.0)
Maintenance Worker - Meter Technician	New	—	—	1.0
		—	—	—
Total Enterprise Funds		—	—	—
Total All Fund Types		**0.5**	**0.8**	**5.5**

Tax Increment Financing Districts

The City is presenting financial plans for the following Active Tax Increment Financing (TIF) District:

- TIF District 6, Heart of the City

The City will present a financial plan for newly proposed TIF District 7 in future Budget Documents as projects and/or contracts are approved. The primary purpose of TIF District 7 is to enable redevelopment of certain property within the Minnesota River Quadrant (MRQ) Project Area. A high-level summary of this proposed district is included in this section.

TIF Districts 1, 2, 2-1, 3 and 4 have been decertified. TIF District 5 was never certified.

City of Burnsville
Tax Increment Financing (TIF) District No. 6, Heart of the City
Financial Plan Year 2017

TIF District Description

The District was established in April 2002 as a Renewal and Renovation District, pursuant to M.S. 469.174, Subd. 10a, for the purpose of enabling the redevelopment of the area south of Highway 13 and east and west of Nicollet Avenue known as the "Heart of the City". The maximum duration of this district is 15 years after receipt of the first tax increment. The district is expected to be decertified in 2019.

Background

On April 15, 2002 the City and the Burnsville Economic Development Authority (Authority) approved a modified Development Program for Development District No. 1 to reflect further development and redevelopment goals. The City and the Authority also determined that a portion of the Development District No. 1 showed signs of blight and established Redevelopment Project No. 1 in an area that generally encompasses the northwestern quadrant of the City. At the same time, TIF District No. 6 was established as a renewal and renovation district pursuant to Minnesota Statutes § 469.174 subd. 10a., to facilitate redevelopment of the area near Nicollet Avenue and Burnsville Parkway as Heart of the City. This District is comprised of approximately 50+ acres and lies within Redevelopment Project No. 1.

The proposed developments within TIF District No. 6 included retail, office, and housing, requiring acquisition and demolition of most of the existing buildings in the TIF district, construction of major parking facilities, and reconstruction of most of the public infrastructure. Budgeted redevelopment costs for this District were estimated at $18,500,000, excluding bond principal and interest payments. Original budgeted expenditures were authorized as follows.

	Expenditures
Land/building acquisition	$ 2,800,000
Site improvements/preparation costs	7,850,000
Installation of Public Utilities	6,000,000
Administrative expenses	1,850,000
Subtotal	18,500,000
Bond principal payments	18,500,000
Bond interest payments	23,095,365
Total budgeted expenditures	$ 60,095,365

The comprehensive redevelopment proposed by this plan is funded by a variety of funding sources, including tax increments to be collected from property within the district. Tax increment assistance for this district may be either direct (i.e. payments to individual developers) or indirect (i.e. public improvements and the general benefits from the redevelopment as a whole).

Public improvements within the Heart of the City include a municipal parking ramp funded by grants and bond proceeds. The bonds are being repaid from tax increment generated within TIF District No. 6. Nicollet Commons

Park, and other major infrastructure improvements, such as grading and paving of new roads, and utility, water and sanitary sewer relocation were funded through a variety of sources to include Metropolitan Council Livable Communities Demonstration Account grants and special assessments.

Private development has also occurred within TIF District No. 6, to include a combination housing, retail and office developments. Some of these projects qualified for direct tax increment assistance. Other private development projects, which did not qualify for assistance, generate tax increment which is used finance public improvements within TIF District No. 6.

In 2009, construction was completed for the Ames Center, formerly know as the Burnsville Performing Arts Center (PAC), to be operated by the City just west of Nicollet Commons Park. No tax increment dollars were used to finance the construction of the Ames Center, as this type of expenditure is not an eligible use of tax increment.

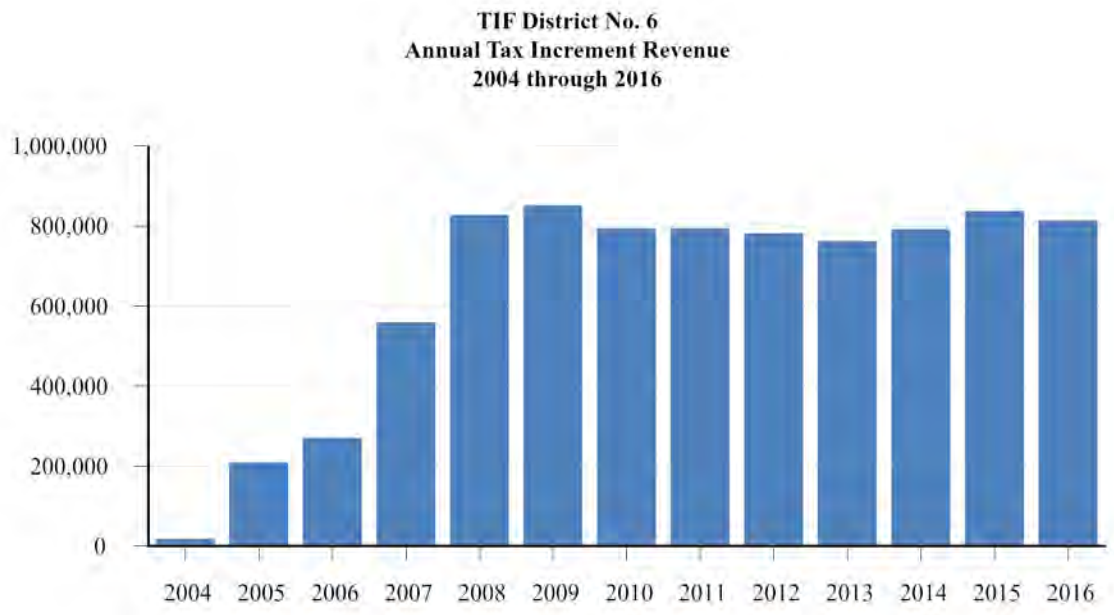
Construction of a parking deck, funded with TIF Bonds and available tax increment in the pooled development fund, was completed in 2009. This parking deck is located just north of the Ames Center and is open the public to provide parking to encourage private investment in the adjacent properties. The parking deck is also available to the patrons of the Ames Center. Construction on expansion of this parking deck began in 2014 and was completed in 2015 at a budgeted cost of approximately $1,890,000, of which $795,000 was paid from TIF District No. 6.

TIF District No. 6 is projected to have a fund balance of approximately $222,000 at the end of 2016. Projected tax increments collections in the finance plan are conservative. Fund balance is projected to be approximately $117,000 at decertification in 2019, based on planned build-out of all projects planned to date. The projected fund balance at decertification may vary depending on the full completion of projects currently underway and future decisions to provide assistance to eligible projects.

Source of Funds

Until 2005, the major source of funding for this district was bond proceeds of $3,974,936. In 2004, the district began receiving tax increment. To be conservative in estimating revenue for financial planning purposes, in addition to planned development, it is assumed that future tax increment collections will remain level. Actual revenues in future years could differ from the projections, as economic conditions improve or decline. A majority of current revenue will be used to fund developer pay-as-you-go obligations, construction of the parking deck expansion and debt service payments.

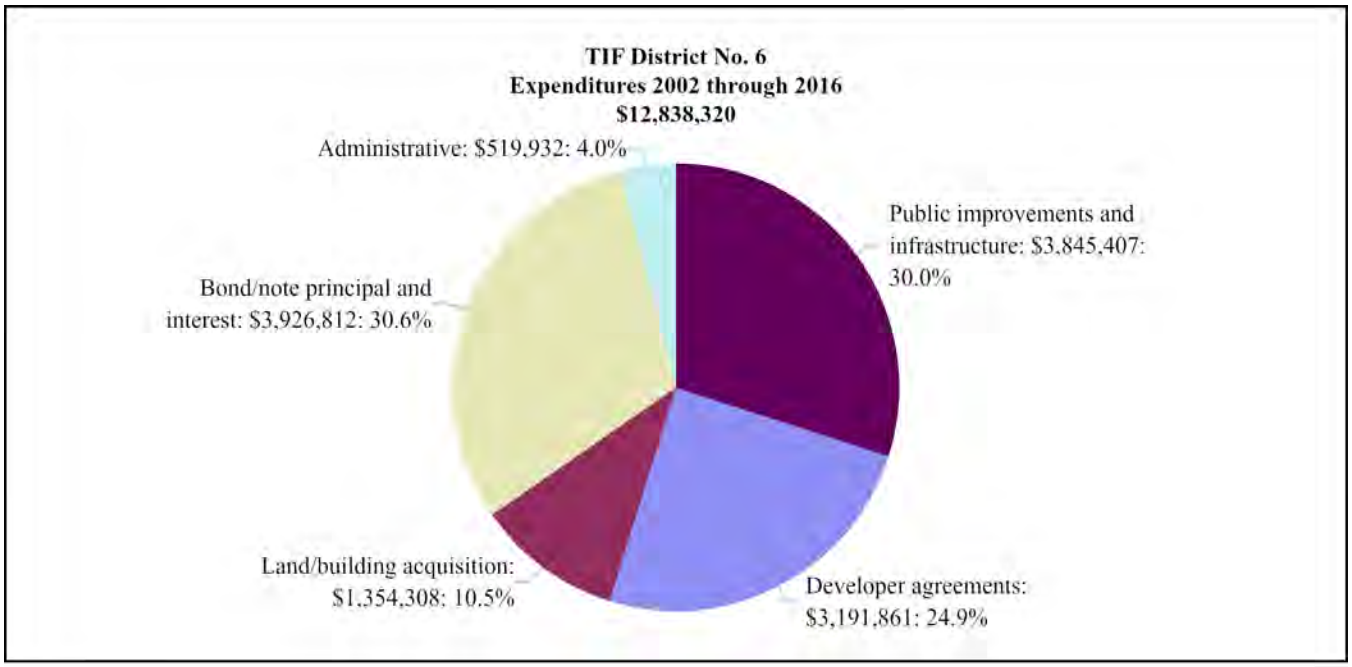
The following chart shows the history of tax increment received by this district through 2016.



Use of Funds

Expenditures from this district include land acquisition, public parking facilities, streets and sidewalks, developer pay-as-you-go payments, and debt service payments.

The following chart shows the breakdown of expenditures, excluding refunding bond transactions, for TIF District No. 6 from 2002 through 2016.



Developer Agreements

Two pay-as-you-go obligations payable solely from tax increment revenue generated within TIF District No. 6 will have amounts outstanding at December 31, 2016. Payments projected are based on estimates of tax increment to be collected by the City. Projected payments are expected to total approximately $4,126,000 over the life of the District, with future annual payment projections of approximately $310,000.

Debt

Bonds were issued in 2004 to fund the City's Heart of the City parking ramp project and to finance land acquisition. The City issued $1,925,000 of General Obligation Tax Increment Refunding Bonds, Series 2013B to refund the Series 2004D Bonds as of February 1, 2014. Bonds outstanding at 12/31/2016 total $1,865,000.

The following chart is a summary of debt issued, redeemed and outstanding at December 31, 2016.

Bonds	Issued	Redeemed	Balance
GO Tax Increment Bonds, Series 2004D	$3,490,000	$3,490,000	$0
Taxable Tax Increment Bonds, Series 2004 E	$490,000	$295,000	$195,000
GO Tax Increment Refunding Bonds, Series 2013B	$1,925,000	$605,000	$1,320,000
	$5,905,000	$4,390,000	$1,515,000

TIF District No. 6, Heart of the City

Five-Year Financial Plan

	2015 Actual	2016 Estimated	2017 Anticipated	Projected 2018	Projected 2019	Projected 2020	Original Budget	Projected Life of District Actual
SOURCE OF FUNDS:								
Tax Increment Received	837,105	813,068	813,000	813,000	813,000	—	41,595,365	10,742,826
Market Value Homestead Credit	—	—	—	—	—	—	—	76,457
Bond Proceeds	—	—	—	—	—	—	18,500,000	5,899,936
Investment Earnings	1,012	1,000	2,221	4,721	5,702	6,733	—	62,189
Bond Premium	—	—	—	—	—	—	—	52,614
Other (sale/lease proceeds)	1,000	—	—	—	—	—	—	466,851
Transfers In	—	—	—	—	—	—	—	177,000
TOTAL SOURCE OF FUNDS	839,117	814,068	815,221	817,721	818,702	6,733	60,095,365	17,477,873
USE OF FUNDS:								
Land/building Acquisition	—	—	—	—	—	—	2,800,000	1,354,308
Public Improvements and Infrastructure	15,649	—	—	—	—	—	6,000,000	3,845,407
Developer Agreements	308,112	310,342	311,440	311,440	311,440	—	7,850,000	4,126,181
Bond Principal Payments	335,000	375,000	360,000	375,000	385,000	395,000	18,500,000	5,930,000
Bond Interest Payments	48,150	48,150	40,160	23,250	14,150	4,775	23,095,365	1,412,624
Notes Payable Interest Payments	3,300	1,300	—	—	—	—	—	136,523
Administrative Expenses	13,295	14,500	14,500	10,000	5,000	4,000	1,850,000	553,432
TOTAL USE OF FUNDS	723,506	749,292	726,100	719,690	715,590	403,775	60,095,365	17,358,475
NET DIFFERENCE	115,611	64,776	89,121	98,031	103,112	(397,042)	—	119,398
Beginning Fund Balance	41,741	157,352	222,128	311,249	409,280	512,392	—	—
Ending Fund Balance	157,352	222,128	311,249	409,280	512,392	115,350	—	119,398
Other financial information:								
Year-end Cash Balance	383,223	382,999	472,120	570,151	673,263	276,221		
February debt payments-subsequent year	372,115	378,045	388,875	394,375	399,775	—		

City of Burnsville
Proposed Tax Increment Financing (TIF) District 7, Redevelopment Project 1,
Minnesota River Quadrant (MRQ) Project Area
Financial Plan Year 2017

Tax Increment Financing (TIF) District Description

This district was established in 2012 as a Soils Deficiency District, pursuant to a Special Law (2008 Minnesota Laws, Chapter 154, Article 9, Sections 21 and 25(b)). The primary purpose of the district is to enable redevelopment of certain property within the Minnesota River Quadrant (MRQ) Project Area. The maximum duration of this proposed district is 20 years after receipt of the first tax increment. In 2016, the City proposed amendments to TIF District 7 legislation relating to extension of the district. The legislative session ended without the bill being signed. The City will continue to pursue this amendment in the next legislative session.

Background

The proposed use of tax increment within TIF District 7 includes reimbursement to the City and private developers for site improvements and preparation of costs related to the redevelopment of property. Site improvements and preparation costs include the cost of filling, grading, or other physical preparation of the land for use. Other qualifying improvements include public infrastructure improvements. Estimated tax increment revenues and projects costs are shown below:

Project Costs and Sources of Increments	
Estimated Tax Increment Revenues (from tax increment generated by the district)	
Tax increment revenues distributed from the County	$ 13,860,000
Interest and investment earnings	30,000
Total Estimated Tax Increment Revenues	$ 13,890,000
Estimated Tax Increment Revenues (from tax increment generated by the district)	
Project Costs:	
Land/building acquisition	—
Site improvements/preparation costs	2,905,000
Utilities	—
Other qualifying improvements	5,892,000
Administrative Costs	1,385,000
Estimated Tax Increment Project Costs	10,182,000
Estimated financing costs:	
Interest expense	3,708,000
Total budgeted expenditures	$ 13,890,000

The maximum original principal amount of TIF Bonds to be issued to finance project costs is $9 million.

No tax increment revenues or expenditures have been recorded in this district to date.

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