2016 ANNUAL BUDGET

Adopted by
Burnsville
City Council
December 8, 2015

Burnsville

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

Table of Contents

City Council 1
Table of Contents 2
Guide to Using the Budget Document 5

Introductory Section
City Council Governance Model and ENDS & OUTCOMES 7
Organization of Services 13
Community Profile 15
Financial Management & Fund Structure 17
Budget Process & Calendar 22
Distinguished Budget Presentation Award 24

Overview
City Manager Budget Message 25

Budget Summary
2016 Budget Summary – All Funds 32
2016 Budget Overview & Analysis 38
Broad Indicators 44
Grants and Donations 48
Cost Saving Partnerships 51
Award Winning City 54

Financial Plans
General Fund 58

Special Revenue Funds 69
- Cable Franchise Fee Fund
- Youth Center Fund
- Sustainability Fund
- Grant Fund
- Economic Development Authority (EDA) Fund
- Forestry (Emerald Ash Borer) Fund
- Forfeiture Fund

Capital Projects Funds 89
- Parks Capital Fund
- Equipment & Vehicle Fund
- Facilities Fund
- Information Technology (I.T.) Capital Fund

Street Maintenance Fund
Improvement Construction Fund
Infrastructure Trust Fund

G O Debt Funds 110

Enterprise Funds 114
Water & Sewer Fund
Storm Water Fund
Ice Center Fund
Golf Course Fund
Street Lighting Fund
Ames Center Fund
Sidewalk Snowplowing Fund

Division & Department Budget Information
2015 Monitoring Report Overview 140
City Council "Ends & Outcomes" – Measurement Summary 140

Division and Department Budgets
Leadership and Leadership Development 167
City Council and City Manager
Human Resources

Administrative Services..... 178
City Clerk / Elections
Finance
Communications
Information Technology (I.T.)

Community Development..... 199
Community Development
Economic Development
Planning
Protective Inspections
Licensing & Code Enforcement

Public Safety..... 236
Police
Fire and Emergency Services

Parks, Natural Resources, Recreation and Facilities..... 255
Parks
Natural Resources

Recreation
Community Services
Facilities
Golf Course
Ice Center
Ames Center

Public Works 294
Engineering
Streets and Utilities
Fleet

Capital & Debt
Capital Improvements Program 2016-2020 310
Special Revenue Funds 317
Parks Capital..... 318
Equipment & Vehicle Fund 319
Facilities Fund 320
I.T. Capital 322
Enterprise Funds 325
Operating Budget Impacts 327
Debt Analysis..... 337

Fees & Charges 341

Financial Policies
Financial Management Plan and Policies 378
Glossary of Terms 395

Supplemental Information
Supplemental Information Tables 401
Employee FTE Information 417

TIF Financial Plans
TIF Financial Plans 419

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 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 budgeted revenues and expenditures for all budgeted funds.

3) **Budget Summary**
   A summary 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 1-2 page 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 performance data for years 2013 and 2014; the 2015 budget and projected year-end estimate; the 2016 budget; and projections for years 2017 through 2020.

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 2016-2020 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 3-4 page 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 performance data for year 2014; the 2015 projected year-end estimate; the 2016 budget; and projections for years 2017 through 2020.

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 2016 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 2016, 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 2015)

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.
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 six minutes or less.
   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 2015)

NEIGHBORHOODS

END STATEMENT:
People feel connected to their neighborhoods.

OUTCOMES:
1. People have pride and ownership in their neighborhoods.
   a. The City will devise a plan and strategies to collaboratively advance the viability of residential neighborhoods.
   b. The City proactively canvasses neighborhoods checking for property maintenance compliance.
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 in rental housing.
   e. Through other licensing and regulatory activities to enhance health/safety for the residents/visitors.

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.
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 industry clusters, specifically growth and retention of health care and industry in the area of science, technology, engineering, and math.
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 2015)

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.
   b. Complete the construction of the Trunk Highway (TH) 13/County State Aid Highway (CSAH) 5 intersection upgrades.
2. People feel that multiple methods of transportation are easily available, safe and convenient.

   a. Support efforts for the 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.

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
- Director of Parks, Recreation & Natural Resources – Terry Schultz
- 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 – Ryan Peterson
- 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
- Police Captain – Tanya Schwartz
- Police Captain – Jef Behnken
- Recreation & Facilities Superintendent – JJ Ryan

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 61,747, Burnsville is the second largest city in Dakota County, ninth largest suburb, and the fourteenth largest city in Minnesota. In August 2015, approximately 36,221 residents were employed in the labor force which was 831 more than the 35,390 at the end of 2014. The unemployment rate increased over the past year, it was estimated at 3.4 percent in August 2015 compared to 3.0 percent at the end of 2014 (Minnesota Department of Employment & Economic Development). The state-wide unemployment rate was 3.5 percent for August while the U.S. unemployment rate was 5.2 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 ten percent over the past ten years from $6.2 billion in 2006 to $5.5 billion in 2015. In the two years 2006-2007, market value growth averaged 3.8 percent per year. 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 three years 2013-2015, the market value growth averaged 5.8 percent per year. Burnsville continues to monitor housing trends.

Businesses contribute approximately 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 approximately 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 respectfully.

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 26,037 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 16,600 residential and business customers. The City operates 17 wells and a water treatment plant. The City completed a surface water treatment plant in 2009 which 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. 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 2014/2015 K-12 enrollment of 9,213 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 2015 CAFR will be available to the public upon completion in June 2016, and a summary of results will be published in the official newspaper.

The 2015 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, 2013. The City has submitted the 2014 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 $1,500,000 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*** -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 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.

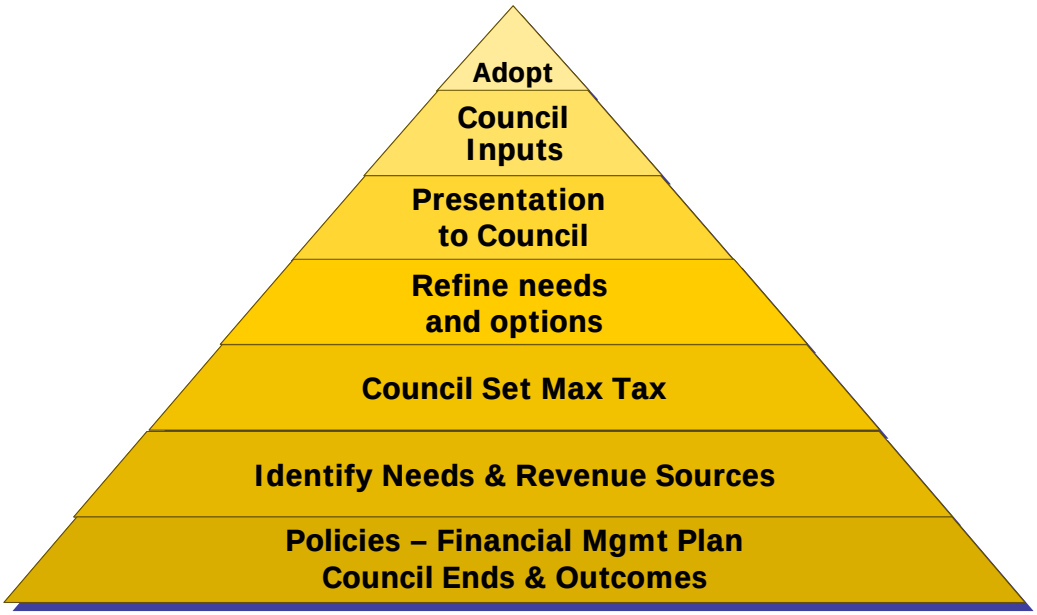
The following table shows the relationship between functional departments and funds. For example, the Natural Resources department has authorized expenditures in the General Fund, the Storm Water enterprise fund, the Equipment Vehicle & Facilities Capital Projects Fund and two Special Revenue Funds.

		Special Revenue Funds							Capital Projects Funds							Enterprise Funds						
Functional Departments	General Fund	Cable Franchise	Forfeitures	Youth Center	Sustainability	Grant	EDA	Forestry	Park s 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 2016 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. 27 City Council work session, each City department presented information on the activities and budget pressures of the department. The City Council met on Nov. 10 and Nov. 24 to review the recommended 2016 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 Nov. 3. The public may comment on the 2016 Budget on the City's website or at any of the public meetings.

On Dec. 8, the City Council adopted the final budget.

City of Burnsville
2016 Financial Planning and Budget Calendar

Meeting Dates	Discussion Topics
June 9	Financial Management Plan Review Budget Pressures
July 14	Council Work Session on Revenue and Fees
August 11	Council Directs Staff to Prepare Maximum Tax Levy
September 8	Council Adopts Maximum Tax Levy
October 27	Department Presentations at Council Work Session
November 3	Virtual Open House Video Release
November 10 **November 24**	Council Work Sessions on the Budget: General Fund & Other Property Tax Supported Funds Capital Projects, CIP, & Enterprise Funds
December 8	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, 2015

Executive Director

2016 Budget Transmittal Memo

DATE: **January 8, 2016**
TO: **City Council**
FROM: **Heather A. Johnston, City Manager**
SUBJECT: **2016 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 you and our staff work hard each and every day to maintain. Thus, it is no surprise that these themes are reflected in the City's adopted 2016 budget.

This year, budget discussions included consideration of many new items, including franchise fees and other alternative revenue sources. Like most budgets, it also required hours of deliberation. I am confident that our residents are appreciative of the many hours of discussion dedicated to the budget over the past seven months. It demonstrates that Burnsville makes thoughtful and respectful decisions regarding its use of public funds.

As you have directed, this budget reflects a long-term, sustainable approach to providing high-quality services to the City's residents and businesses, including the beginning of a long-term investment in the City's aging facilities.

Of course, this commitment is a direct result of working 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. This year, staff began directly linking items brought to you for action to the relevant END or OUTCOME most closely connected to the request. Hopefully, you have found this change to be useful to see how everything we do – from the more routine action items to the policy priorities you have set for the City – are linked to these important areas of focus.

Budget Summary

At the beginning of the budget process in June, estimates indicated that a 5.1 percent increase would be needed to support current services. That estimate was reduced to 4.9 percent when the Council set the maximum levy in September. The adopted 2016 budget includes a $31.5 million levy, which is a 4.6 percent increase (see Table A).

TABLE A Tax Levies by Fund	2016 Adopted Levy	% Change
General Fund	$25,955,000	2.9%
Debt	1,126,674	-0.2%
Infrastructure Trust Fund	3,200,000	0.2%
Forestry EAB Management	250,000	0.2%
Economic Development Authority	592,500	0.1%
Total Levy	$31,124,174	3.2%
Dollar Change from Prior Year	971,963	
Facilities Plan Capital Levy	420,000	1.4%
Total Levy	$31,544,174	4.6%

The adopted levy is a reduction of $98,000 from the maximum tax levy that was set in September.

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)	$150,000	0.5%
Existing Taxpayers (Parcels already contributing to general tax base)	821,963	2.7%
Facilities Plan Capital Levy	420,000	1.4%
Total	**$1,391,963**	**4.6%**

The 2016 budget follows Council direction to:

- Maintain commitments to increase funding for adopted financial plans
- Transition the City's economic development staff costs to the Economic Development Authority (EDA) levy
- 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, as well as for several other one-time expenses

More detail on these items 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
Debt Service Fund	$-42,675	-0.1%
Street Revolving Fund	12,000	0.0%
Infrastructure Trust Fund	50,000	0.2%
Parks Capital - Restoration of funding level	100,000	0.3%
Equipment & Vehicles Capital Fund	79,000	0.3%
EDA Fund - Restore funding for economic development operations	25,000	0.1%
EAB Fund - Multi-year funding plan	50,000	0.2%
General Fund - Increase in cost of services (net of increases and decreases to other non-tax general revenue sources)	698,000	2.3%
Total	**$971,963**	**3.2%**
Facilities Capital Fund for Facilities Plan Improvements	420,000	1.4%
Grand Total	**1,391,963**	**4.6%**

State Impacts on the City's Budget

Recently, the State revised the Local Government Aid (LGA) formula. The revised formula places more emphasis on cities with older housing stock. After many years of not receiving any LGA funding, this formula change resulted in revenue for the City of Burnsville. Under the current formula, the City is estimated to receive approximately $100,000 in LGA, consistent with 2015. The General Fund Budget includes $50,000 of LGA revenue. Since, historically, LGA has not been a reliable funding source, Council directed staff to use the balance of the LGA in the Equipment and Vehicle Fund as one-time revenue when it is received, as reflected in the City's Financial Policies.

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

Impact on Taxpayers

For an owner of a median-valued home in Burnsville at $214,700, the estimated annual property tax bill from the City will increase by approximately $67. Residential values have increased an average of 3.5 percent for taxes payable in 2016. Commercial/Industrial property values have seen an average valuation decrease of 0.7 percent. Under the adopted budget, an example commercial property valued at $1 million for payable tax year 2016 will pay about $119 more per year in City taxes.

While property taxes provide a significant share of the City's revenue, the other major revenue source is charges for services, or fees. Fees are based on Council policy for establishing fees detailed in the Financial Policies section of this document. These policies require staff to establish fees based on one or more of the following criteria:

- External factors (such as State Statute)
- Market factors
- Cost recovery
- An entrepreneurial approach for services that are in high demand

Utility fees are set based on an annual rate study. The budget document includes a section that lists every City 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 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.

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 2015.

I have highlighted several key issues by fund in the following paragraphs. Detailed information on each City Fund can be found in the 2016 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 necessary 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 additional information on revenue and expense estimates that are included in the budget.

Minimum Wage – Minimum wage law changes will increase costs within City 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.

Health Insurance – The City conducted a Request for Proposal (RFP) process for employee health insurance for the 2015 plan year. The City received a favorable contract offer from the 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. The budget reflects a $40 change in the monthly per-employee health insurance contribution for 2016. 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 Comprehensive Plan is required to be updated beginning in 2016. The City is planning to complete the work over the next two years, and has planned to use fund balance to cover these expenses as one-time costs. The budget for these updates in 2016 is $280,000 in the Community Development Department.

Information Technology (IT) – The trend in software is moving to hosted services. The City has 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. This change was made to allow for a more comprehensive view of how much is spent on IT operations. Hosted services also 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.

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. The City hired one full-time proactive inspector and began actively canvassing neighborhoods in March 2013. In the third year of the program, the City continued to see many homeowners correct problems quickly, avoiding a re-inspection fee. As a result, revenues for this program continue to be lower than originally expected. The fee schedule includes an adjustment to the fee structure for townhomes to be consistent with single family homes. Based on experience, both property types require a similar amount of City resources to inspect and re-inspect.

Other Cost Reductions and Revenue Estimate Changes – Emergency Medical Services (EMS) revenues are growing due to an 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 2016. A new fleet management system was also implemented in 2015. Staff believes this system will provide better usage information to more effectively manage 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. A reseller processing fee of $1 per transaction is included in the budget to offset costs incurred by the City for each reseller transaction. This is expected to generate $60,000 annually based on historical number of transactions.

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 now in Dakota County in communities near the City. EAB is expected to have a large financial impact when it does arrive in Burnsville. 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 and removing trees and will have some part-time staffing in 2016.

Parks Capital Fund

The Council determined in 2010 to steadily increase the funding for park facilities to maintain the existing complement of park facilities. The 2016 budget includes the planned increase of $100,000.

Youth Center (THE GARAGE) Fund

In 2015, the City formed a partnership with the Burnsville-Eagan-Savage School District 191 (ISD 191), 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 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 used by Burnsville High School, ISD 191 Community Education, YMCA, the non-profit music group (Twin Cities Catalyst Music) and other school district entities to expand music lessons and educational opportunities.

The City has a two-year operating commitment to the BYC. Transfers from the General Fund will go to the BYC in 2016, and to fund current building maintenance and operation 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 jeopardy. The 2016 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 resulting from the de-certification of TIF 2. The levy increase in 2016 returns to an annual increase of $50,000.

Sanitary Sewer and Water Fund

The City's Capital Improvement Plan includes an $8.7 million project to replace water meters installed in homes and businesses across the City in 2016 and 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 revenue 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 30 to 40 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 rehabilitation. 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 second 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 to you 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

The Financial Management Plan had one revision that added a statement to the Debt Management section to recognize the importance of continuing disclosure regulations and the City's annual reporting.

The 2016 budget reflects a continuation of the City's practice to constantly review how services are provided to ensure the most innovative and efficient practices. This practice happens throughout the organization, with more than 50 budget preparers contributing to the proposals you considered. Thanks to leadership of the Finance Department and all of the budget preparers for their fine work throughout this process. Although the economy continues its recovery, the ever present cost increases for providing basic services make this practice critically important. The 2016 budget reflects the Council's strong financial management practices, is balanced, and sound over both the short and long term.

Thank you again for your deliberate and thoughtful approach to the Burnsville's 2016 budget discussions. Your leadership, focused on the long-term financial stability of the City, serves the residents and businesses well.

2016 Budget Summary

Budget Overview & Analysis

City of Burnsville
2016 Budget Summary - All Budgeted Funds

	2014 Actual	2015 Budget			2016 Budget	
		Original	Amended	Estimated		% Chg
Revenues / Sources						
Property Taxes						
Gross Levy	28,778,996	30,212,911	30,212,911	30,212,911	31,557,874	4%
Other Taxes	1,324,062	1,318,500	1,318,500	1,312,000	1,312,400	0%
Special Assessments	1,827,660	3,136,189	3,136,189	1,998,353	2,704,278	35%
License & Permits	1,952,336	1,918,115	1,918,115	1,918,115	2,020,508	5%
Fines & Forfeits	417,275	453,750	453,750	415,000	456,750	10%
Investment Income	817,310	703,991	703,991	735,313	644,434	-12%
Rents	786,624	800,816	800,816	800,816	807,096	1%
Intergovernmental	4,867,531	7,673,089	7,727,387	9,332,268	2,969,109	-68%
Charges for Services	27,678,286	27,780,454	27,780,454	27,978,834	28,439,442	2%
Sale of Capital Assets	644,582	60,000	60,000	60,000	70,000	17%
Other Revenues	1,117,526	921,695	1,001,612	1,104,936	924,255	-16%
Bond Proceeds	5,409,771	15,140,000	15,140,000	4,100,000	21,305,220	100%
Transfers from other funds	6,532,874	6,803,833	6,731,433	6,756,433	7,064,220	5%
Total Revenues / Sources	82,154,833	96,923,343	96,985,158	86,724,979	100,275,586	16%
Expenditures / Uses						
Employee Services	29,524,681	30,255,672	30,261,672	30,169,496	31,225,813	4%
Current Expenditures	19,080,012	21,348,637	21,397,054	21,144,161	22,773,509	8%
Capital Outlay	2,572,614	4,001,894	5,356,966	5,115,075	11,172,065	118%
Capital Improvements	15,029,854	30,859,351	36,062,979	25,162,878	26,569,294	6%
Transfers to other funds	6,532,874	6,803,833	6,731,433	6,756,433	7,064,220	5%
Interest / Debt	7,755,191	8,693,992	8,693,992	8,031,227	7,277,664	-9%
Total Expenditures / Uses	80,495,226	101,963,379	108,504,096	96,379,270	106,082,565	10%
Change in Fund Balance	1,659,607	(5,040,036)	(11,518,938)	(9,654,291)	(5,806,979)	-40%

City of Burnsville
2016 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	25,963,700	842,500	3,625,000	30,431,200	1,126,674	-	31,557,874
Other Taxes	290,000	1,022,400	-	1,312,400	-	-	1,312,400
Special Assessments	-	-	1,580,000	1,580,000	1,099,278	25,000	2,704,278
License & Permits	2,020,508	-	-	2,020,508	-	-	2,020,508
Fines & Forfeits	431,750	25,000	-	456,750	-	-	456,750
Investment Income	320,000	16,000	55,906	391,906	41,424	211,104	644,434
Rents	807,096	-	-	807,096	-	-	807,096
Intergovernmental	1,884,625	237,500	395,000	2,517,125	53,984	398,000	2,969,109
Charges for Services	5,816,204	5,850	15,000	5,837,054	-	22,602,388	28,439,442
Sale of Capital Assets	-	-	70,000	70,000	-	-	70,000
Other Revenues	66,750	39,875	155,000	261,625	-	662,630	924,255
Bond Proceeds	-	-	7,675,220	7,675,220	-	13,630,000	21,305,220
Transfers from other funds	185,000	131,000	4,332,180	4,648,180	1,541,846	874,194	7,064,220
Total Revenues / Sources	37,785,633	2,320,125	17,903,306	58,009,064	3,863,206	38,403,316	100,275,586
Expenditures / Uses							
Employee Services	25,351,509	871,615	-	26,223,124	-	5,002,689	31,225,813
Current Expenditures	8,892,802	927,509	880,000	10,700,311	8,000	12,065,198	22,773,509
Capital Outlay	-	48,300	10,534,265	10,582,565	-	589,500	11,172,065
Capital Improvements	-	-	8,204,294	8,204,294	-	18,365,000	26,569,294
Transfers to other funds	4,542,000	668,194	703,652	5,913,846	-	1,150,374	7,064,220
Interest / Debt	-	-	-	-	3,945,855	3,331,809	7,277,664
Total Expenditures / Uses	38,786,311	2,515,618	20,322,211	61,624,140	3,953,855	40,504,570	106,082,565
Use of Fund Balance	(1,000,678)	(195,493)	(2,418,905)	(3,615,076)	(90,649)	(2,101,254)	(5,806,979)

City of Burnsville
2016 Budget Summary
Special Revenue Funds

	2016 Budget							
	Cable Franchise	Youth Center	Sustainability	Grant	EDA Fund	Forestry (EAB)	Forfeiture	Special Revenue Total
Revenues / Sources								
Property Taxes								
Gross Levy	-	-	-	-	592,500	250,000	-	842,500
Other Taxes	1,022,400	-	-	-	-	-	-	1,022,400
Fines & Forfeits	-	-	-	-	-	-	25,000	25,000
Investment Income	7,000	-	-	-	9,000	-	-	16,000
Intergovernmental	-	44,500	179,000	14,000	-	-	-	237,500
Charges for Services	5,850	-	-	-	-	-	-	5,850
Other Revenues	-	38,155	-	-	-	1,720	-	39,875
Transfers from General Fund	-	56,000	75,000	-	-	-	-	131,000
Total Revenues / Sources	1,035,250	138,655	254,000	14,000	601,500	251,720	25,000	2,320,125
Expenditures / Uses								
Employee Services	525,163	-	208,452	-	115,906	22,094	-	871,615
Current Expenditures	284,393	140,655	58,624	14,000	87,597	312,240	30,000	927,509
Capital Outlay	48,300	-		-	-	-	-	48,300
Transfers to other funds:								
PAC Enterprise Fund	-	-	-	-	461,194	-	-	461,194
General Fund	185,000	-	-	-	-	-	-	185,000
Facilities	-	-	-	-	-	-	22,000	22,000
Total Expenditures / Uses	1,042,856	140,655	267,076	14,000	664,697	334,334	52,000	2,515,618
Change in Fund Balance	(7,606)	(2,000)	(13,076)	-	(63,197)	(82,614)	(27,000)	(195,493)

City of Burnsville
2016 Budget Summary
Capital Projects Funds

	2016 Budget							
	Parks Capital	Equipment & Vehicle	Facilities	I.T. Capital Fund	Infra-structure	Street Maintenance	Improvement Construction	Capital Projects Total
Revenues / Sources								
Property Taxes								
Gross Levy	-	-	425,000	-	3,200,000	-	-	3,625,000
Special Assessments	-	-	-	-	-	-	1,580,000	1,580,000
Investment Income	-	10,000	1,000	2,000	35,906	7,000	-	55,906
Intergovernmental	-	-	50,000	-	-	-	345,000	395,000
Charges for Services	-	-	-	-	-	15,000	-	15,000
Sale of Capital Assets	-	70,000	-	-	-	-	-	70,000
Other Revenues	155,000	-	-	-	-	-	-	155,000
Bond Proceeds	-	-	7,675,220	-	-	-	-	7,675,220
Transfers from other funds:								
General Fund	825,000	1,314,000	637,000	390,000	-	370,000	-	3,536,000
Forfeiture Fund	-	-	22,000	-	-	-	-	22,000
Infrastructure Trust Fund	320,000	-	-	-	-	25,000	-	345,000
Water & Sewer Utility Fund	-	-	-	157,730	-	200,625	-	358,355
Storm Water Utility Fund	-	-	-	-	-	60,825	-	60,825
Sidewalk Snowplowing Fund	-	10,000	-	-	-	-	-	10,000
Total Revenues / Sources	1,300,000	1,404,000	8,810,220	549,730	3,235,906	678,450	1,925,000	17,903,306
Expenditures / Uses								
Current Expenditures	-	-	50,000	-	-	830,000	-	880,000
Capital Outlay	-	1,028,900	8,764,720	740,645	-	-	-	10,534,265
Capital Improvements	1,219,294	-	-	-	5,060,000	-	1,925,000	8,204,294
Transfers to other funds:								
Debt Service	-	-	-	-	358,652	-	-	358,652
Parks Capital	-	-	-	-	320,000	-	-	320,000
Street Maintenance	-	-	-	-	25,000	-	-	25,000
Total Expenditures / Uses	1,219,294	1,028,900	8,814,720	740,645	5,763,652	830,000	1,925,000	20,322,211
Change in Fund Balance	80,706	375,100	(4,500)	(190,915)	(2,527,746)	(151,550)	-	(2,418,905)

City of Burnsville
2016 Budget Summary
Enterprise Funds

	2016 Budget							
	Water & Sewer	Storm Water	Ice Center	Golf Course	Street Lighting	Ames Center	Sidewalk Snow Plowing	Enterprise Total
Revenues / Sources								
Special Assessments	-	25,000	-	-	-	-	-	25,000
Investment Income	148,210	52,560	1,000	3,500	5,000	-	834	211,104
Intergovernmental	-	398,000	-	-	-	-	-	398,000
Charges for Services	14,900,443	4,290,321	1,084,725	267,800	556,884	1,420,890	81,325	22,602,388
Other Revenues	218,876	25,754	-	-	10,000	408,000	-	662,630
Bond Proceeds	13,630,000	-	-	-	-	-	-	13,630,000
Transfers from other funds:								
General Fund	-	-	-	-	-	400,000	13,000	413,000
EDA Fund	-	-	-	-	-	461,194	-	461,194
Total Revenues / Sources	28,897,529	4,791,635	1,085,725	271,300	571,884	2,690,084	95,159	38,403,316
Expenditures / Uses								
Employee Services	3,385,309	830,113	597,298	189,969	-	-	-	5,002,689
Current Expenditures	8,580,947	912,295	356,385	80,454	387,061	1,667,056	81,000	12,065,198
Capital Outlay	291,000	-	96,000	-	-	202,500	-	589,500
Capital Improvements	14,685,000	3,510,000	-	-	170,000	-	-	18,365,000
Transfers to other funds:								
Equipment, Vehicle, Facilities F	-	-	-	-	-	-	10,000	10,000
IT Capital Fund	157,730	-	-	-	-	-	-	157,730
Street Capital Project Fund	200,625	60,825	-	-	-	-	-	261,450
PAC Debt Service	-	-	-	-	-	721,194	-	721,194
Interest / Debt	2,782,655	549,154	-	-	-	-	-	3,331,809
Total Expenditures / Uses	30,083,266	5,862,387	1,049,683	270,423	557,061	2,590,750	91,000	40,504,570
Change in Fund Balance	(1,185,737)	(1,070,752)	36,042	877	14,823	99,334	4,159	(2,101,254)

City of Burnsville
2016 Budget Summary
Projected Changes in Fund Balance

Fund	Estimated Fund Balance January 1	2016 Revenues	2016 Expenditures	Fund Balance December 31	Increase (Decrease)	% Change in Fund Balance	Greater than Ten Percent Variance
General Fund	21,558,314	37,785,633	38,786,311	20,557,636	(1,000,678)	-4.6%	
Special Revenue Funds							
Cable Franchise	886,985	1,035,250	1,042,856	879,379	(7,606)	-0.9%	
Forfeiture	38,054	25,000	52,000	11,054	(27,000)	-71.0%	A
Youth Center	2,958	138,655	140,655	958	(2,000)	-67.6%	A, B
Sustainability	105,783	254,000	267,076	92,707	(13,076)	-12.4%	B
Grant	11,726	14,000	14,000	11,726	-	0.0%	
EDA	927,382	601,500	664,697	864,185	(63,197)	-6.8%	
Forestry (EAB)	359,593	251,720	334,334	276,979	(82,614)	-23.0%	B
Capital Projects Funds							
Parks Capital	194,170	1,300,000	1,219,294	274,876	80,706	41.6%	C
Equipment & Vehicle	482,453	1,404,000	1,028,900	857,553	375,100	77.7%	C, D
Facilities	48,000	8,810,220	8,814,720	43,500	(4,500)	-9.4%	
I.T. Capital Fund	250,818	549,730	740,645	59,903	(190,915)	-76.1%	C, D
Street Maintenance	394,305	678,450	830,000	242,755	(151,550)	-38.4%	A, B
Improvement Construction	(105,178)	1,925,000	1,925,000	(105,178)	-	0.0%	
Infrastructure	3,590,550	3,235,906	5,763,652	1,062,804	(2,527,746)	-70.4%	C
Debt Funds							
G.O. Debt Funds	5,305,670	3,863,206	3,953,855	5,215,021	(90,649)	-1.7%	
Enterprise Funds							
Water & Sewer	67,885,752	28,897,529	30,083,266	66,700,015	(1,185,737)	-1.7%	
Storm Water	36,513,491	4,791,635	5,862,387	35,442,739	(1,070,752)	-2.9%	
Ice Center	5,873,967	1,085,725	1,049,683	5,910,009	36,042	0.6%	
Golf Course	1,188,406	271,300	270,423	1,189,283	877	0.1%	
Street Lighting	1,677,200	571,884	557,061	1,692,023	14,823	0.9%	
Ames Center	16,454,636	2,690,084	2,590,750	16,553,970	99,334	0.6%	
Sidewalk Snow Plowing	69,504	95,159	91,000	73,663	4,159	6.0%	
Total All Funds	163,714,539	100,275,586	106,082,565	157,907,560	(5,806,979)	-3.5%	

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.

2016 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 –

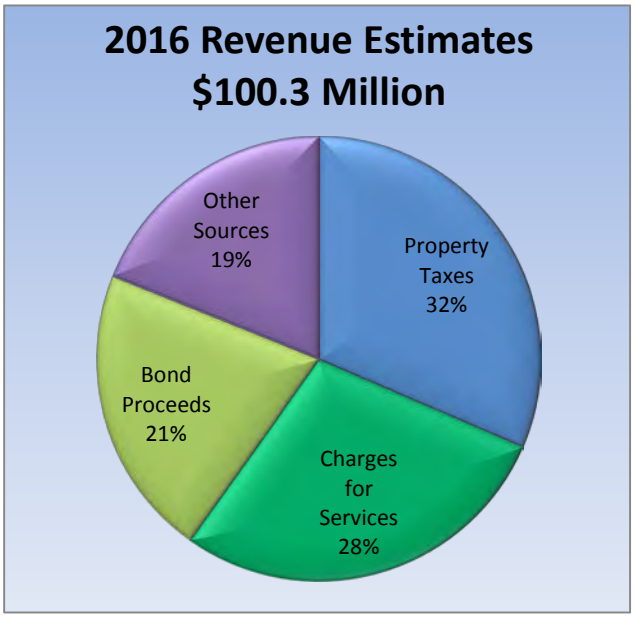
"People find Burnsville an attractive, well-balanced city of residences and businesses, which through a combination of amenities and public/private partnerships, provides a wide range of opportunities for citizens to live, work, learn and play, for a reasonable investment."

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 81 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 $106,082,565, a 4.6 percent increase over the 2015 levy. This increase is inclusive of all City Council adopted levies as well as the Economic Development Authority (EDA) special levy. This is below the maximum property tax levy the Council adopted in September which was a 4.7 percent increase. The increase includes $420,000 for capital costs of facilities improvements. The majority of the remaining increase is a 2.9 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 2016 adopted property tax levy to the 2015 adopted levy.

2016 Adopted Property Tax Levy Compared to 2015 Adopted

	Adopted 2015 Tax Levy	Adopted 2016 Tax Levy	Percent Change	Dollar Change
General Fund	$25,065,362	$25,955,000	2.9 %	$889,638
Debt Service	1,169,349	1, 126,674	0.5 %	-42,675
Forestry EAB Management Fund	200,000	250,000	0.2 %	50,000
Infrastructure Trust	3,150,000	3,200,000	0.2 %	50,000
Facilities Fund	0	420,000	1.4 %	420,000
Subtotal General City Tax	**$29,584,711**	**$30,951,674**	**4.5 %**	**$1,366,963**
Economic Development Authority	567,500	592,500	0.1 %	25,000
Total City and EDA Tax	**$30,152,211**	**$31,544,174**	**4.6 %**	**$1,391,963**

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 2015, the City of Burnsville contributed $3.8

million to this program. School District 191 was also a net contributor in 2015, contributing $226,000 to this program.

Based on the proposed maximum increase in the tax levy, the City's 2016 property tax capacity rate is estimated to be 47.562 compared to 45.650 for 2015, including the EDA. This is not a final number for 2016 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. The tax rate is decreasing mainly due to a net increase in valuation in residential and commercial/industrial properties. Total valuation increase was 2.5 percent with residential valuations increasing about 3.5 percent in total while existing commercial/ industrial values decreased 0.7 percent in total. New Construction contributed a 0.4% 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 2016. During this year's budget process Council considered additions and changes to the structure of several fees. Changes were made in the areas of massage licenses and reseller fees.

The Council also directed staff to pursue the addition of gas and electric franchise fees during 2016 to fund capital improvements. Franchise fees are not currently included in the 2016 budget or 5-year financial plans. The change will be presented to Council for approval in February of 2016 with a proposed implementation date of July 2016. The 5-year financial plans will be updated to reflect the change in revenue sources to reduce property tax funding in capital projects funds during the 2017 budget process.

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

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 charges for services are $5.6 million in 2016 compared to $5.6 million in 2015. EMS revenue estimates were increased due to 5% fee increase and continued increase in call volume.

Utility Fees

Utility fees comprise the largest share of total fees. Utility fees will increase 4.5 percent for both sanitary sewer and water and 1% for storm water. 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 2016 budget includes bonding of $21.3 million compared to $15.1 million in the 2015 budget. New meter replacement bonding was included in the 2015 budget but has been delayed until 2016. The 2016 bonding is $13.6 million in the utility funds for the water and sewer portion of the street reconstruction program, consistent with prior years, and a new meter replacement project for $8.7 million. The Facilities Capital fund has 2016 bonding of $7.7 million for the Facilities Improvement project.

Other Revenues Sources

Special Assessments

Special assessments are a funding source for some capital projects where there is a benefit to certain properties. The 2016 budget for special assessments is $1.6 million, a decrease of $220,000 over 2015 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 2016 are expected to be $1.1 million compared to $1.3 million in 2015.

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 2015 activity, the 2016 revenue projection was maintained at approximately the same level.

Fines & Forfeits

Fines and Forfeitures estimates have remained flat based on the trend the City has experienced the past few years. Total estimate for 2016 is $457,000, primarily from traffic citations and other public safety fines.

Rents

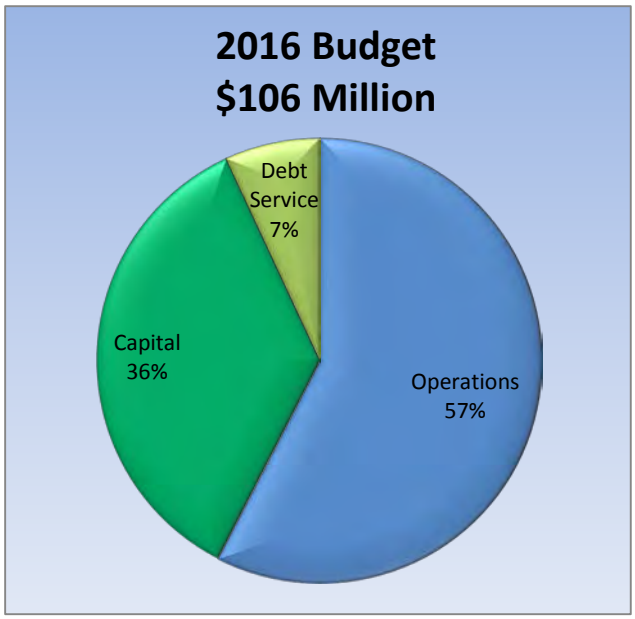
The City receives rental income for some uses of facilities and properties. The majority of this is for antenna site rentals. Revenue for these sources is budgeted at $507,000 in 2016 compared to $801,000 in 2015.

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.

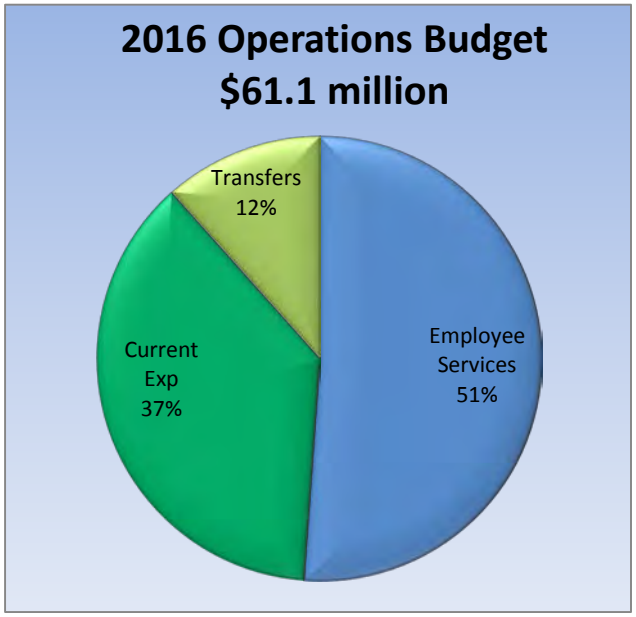
Expenditures

The 2016 budget is approximately $106 million. This includes operating, capital, and debt service. This compares to a total budget of approximately $102 million in 2015. 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 57 percent of the 2016 budget is for operations, and the balance for capital and debt service. Capital increased $2.4 million from 2015 to 2016; this is a substantial portion of the $4 million total budget increase.



Employee Services

Of the total operations budget (excluding capital and debt), about 51 percent or $31.2 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 $31.2 million in 2016 compared to $30.3 million in 2015. 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 0.8 FTEs was adopted. In the sustainability fund, use of seasonal temporary staffing was replaced with a .5 FTE position with no change in total expenses. In the Forestry EAB fund, the City has increased a current position by .3 FTE. This has been a long-term plan for this fund.

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. In 2015 employee health insurance premiums did not increase, therefore, there was no increase to the employer contribution last year.

Current Expenses

Estimated spending on current expenditures is $22.8 million and estimated to increase 5.2 percent in total from 2015 to 2016. Current expenditures include expenditures such as supplies, materials, chemicals, fuel, legal/consultant fees, repairs, maintenance, training, etc. Total increase from 2015 to 2016 for current expenditures, across all funds, is approximately $1.4 or about 6.7 percent. This includes an increase of $350,000 in Metropolitan Council Environmental Services (MCES) waste water treatment expense over 2015 in the utility fund.

Capital

The 2016-2020 Capital Improvement Program (CIP) includes $75.1 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 budget 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.

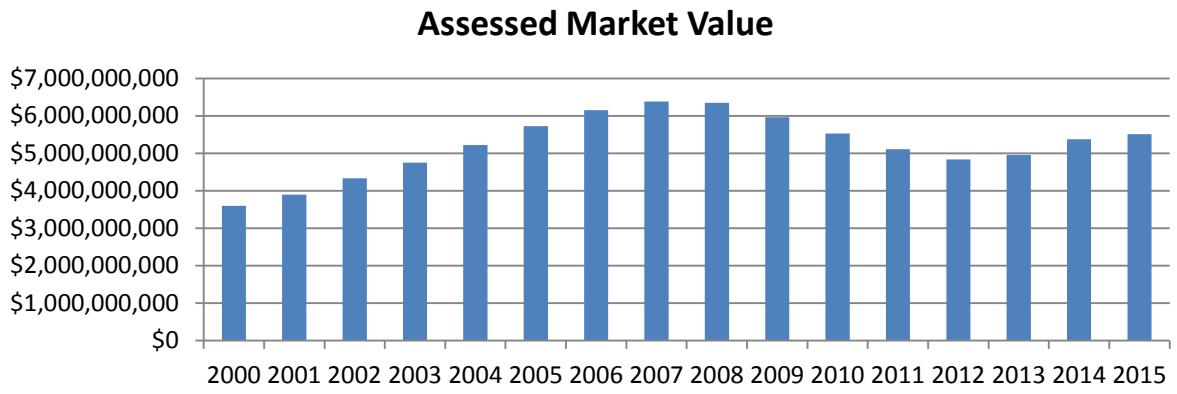
Debt Service

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.

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 2.5 percent in 2015 for the third increase in four years. Residential values increased four percent while commercial/industrial values decreased one 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 1.1 to 8.6 percent in 2015.

While market values increased for the current year, the decade still saw total assessed market value (as determined by the County Assessor) decrease by $642 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 2015, 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.

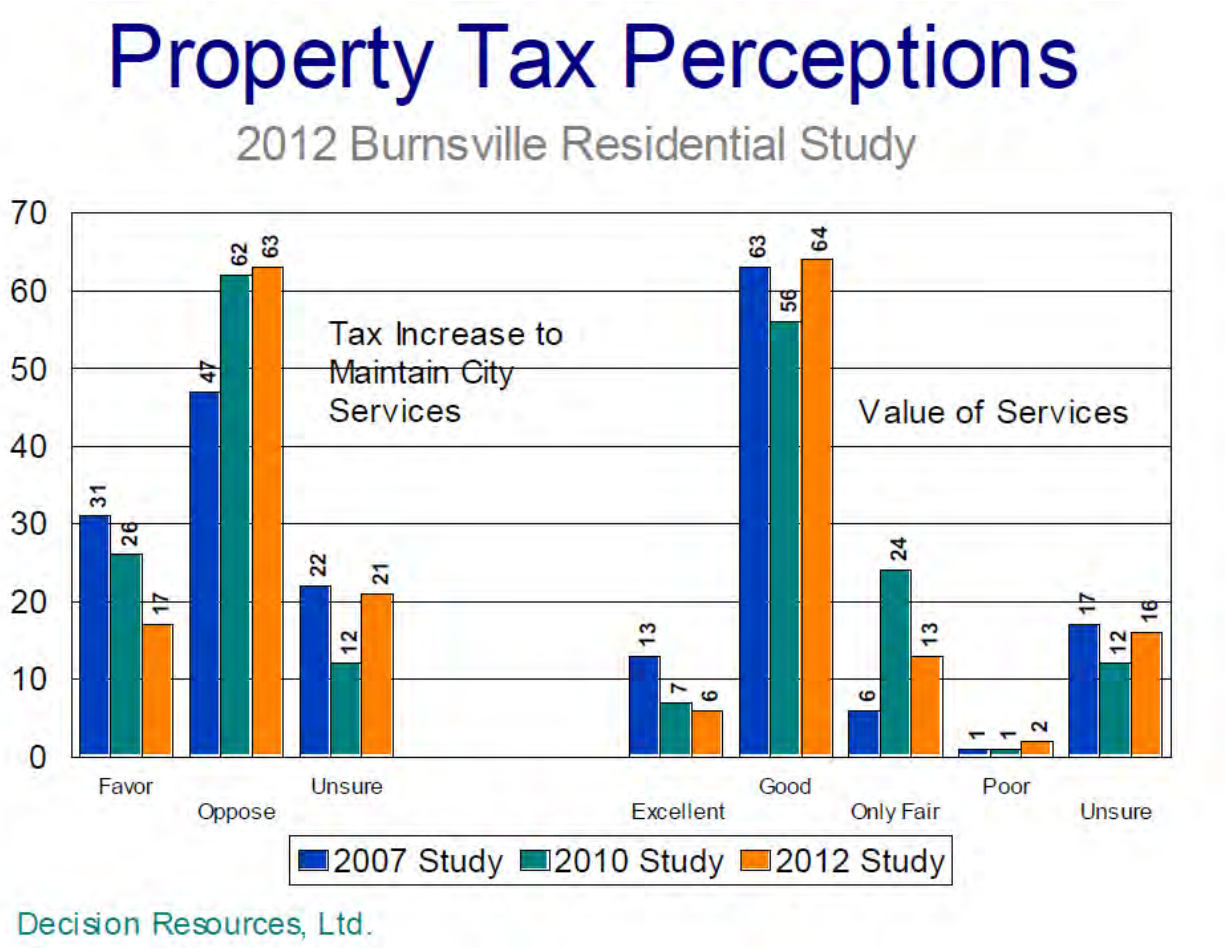
The City has had a top bond rating since 2010.

Residential and Business Surveys

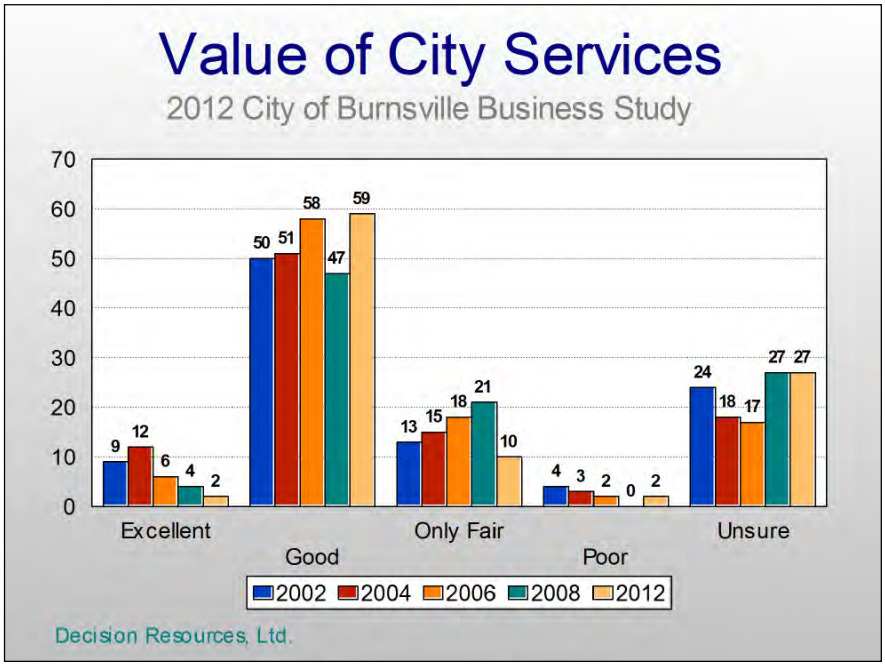
Feedback from residents and businesses is also an important indicator for the City. The City of Burnsville conducts a statistically valid residential and business survey every four years.

In the most recent residential survey (2012), fewer respondents indicated support for tax increases to maintain City services.

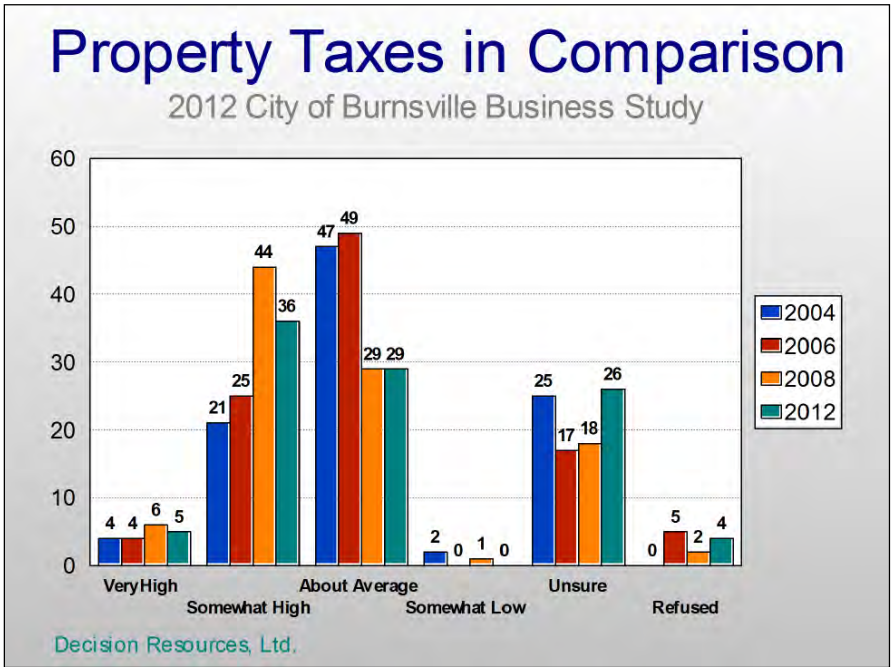
The percentage of residents responding "excellent" or "good" when asked how they value City services improved to 70 percent. The rating of taxes compared to other cities remained fairly consistent with the prior survey.



The most recent business survey (2012) also indicated a jump in the value of City services for property taxes paid. Respondents rating the value as "Good" or "Excellent" jumped from 51 percent to 61 percent in 2012.

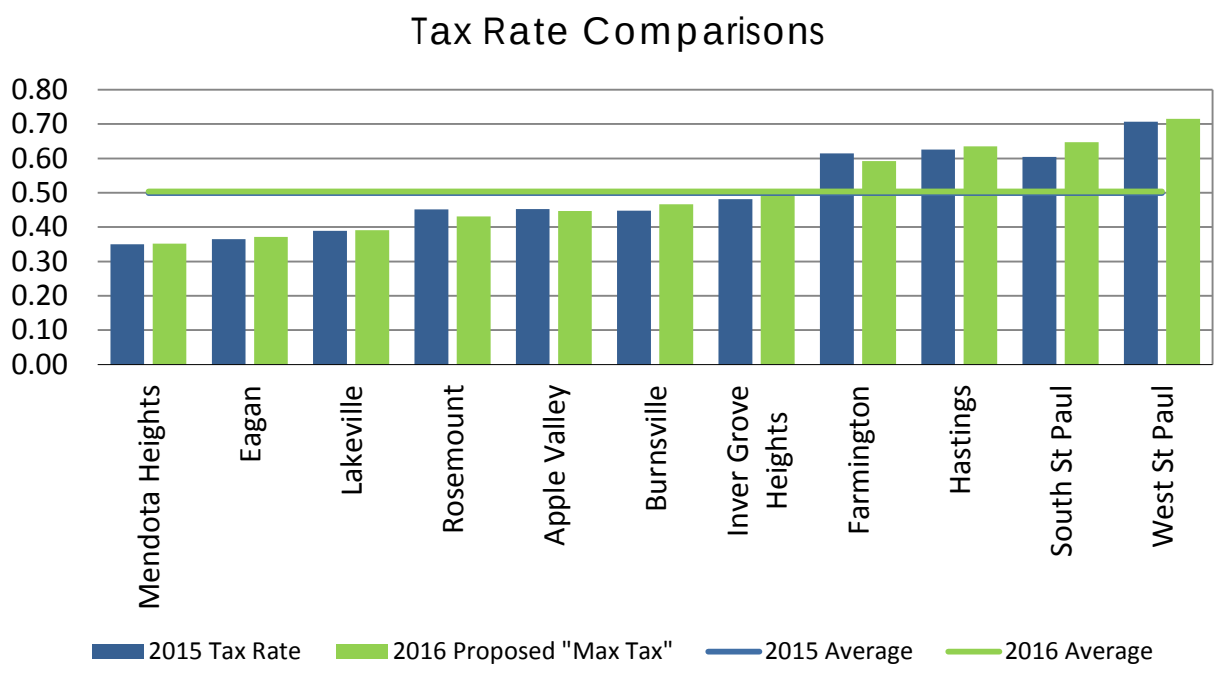


The number of 2012 Business survey respondents that rated City property taxes as very high or somewhat high compared to nearby areas was 36 percent, a slight decrease from the last survey.



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 2016 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 2015 adopted city tax rate for City services with other market cities. Burnsville's tax rate was the fourth highest out of the ten market cities; however, it was lower than the state-wide average. This information will be collected for 2016 when the information is available. Burnsville's comparison to metro market cities will likely remain similar for the year 2016.

	Metro Market Cities	Adopted 2014 Tax Rate	Adopted 2015 Tax Rate
1	Brooklyn Park	60.469	56.136
2	St. Louis Park	48.570	47.754
3	Apple Valley	47.891	45.274
4	Burnsville	46.670	44.790
5	Coon Rapids	47.509	44.754
6	Lakeville	40.696	38.948
7	Minnetonka	37.651	36.565
8	Eagan	38.250	36.525
9	Plymouth	29.547	27.847
10	Edina	27.920	26.605
	Average of Ten Market Cities	42.517	40.520
	State Average	48.751	46.898

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 2013) $2,252 Federal, $4,948 State
  - (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
- Assistance to Firefighters:
  - (FY 2012-2013) Hazard zone incident command (command training center in a box) $24,954
  - (FY 2012) SCBA compressor/fill system $40,000
  - (FY 2013) Station Alerting $90,000
- Fire Prevention and Safety Grants
- Community Partnership Grant
  - (FY2014) Centerpoint Energy $2,500
- CDBG – EMS grants to low-income patients
  - (Annually) $5,000-$10,000
- Firefighter board training reimbursement grant
  - (2013) $3,990
  - (2014) $4,605
  - (2015) $4,792
- Dakota County/Task force training
  - (2013) $9,000
  - (2014) $6,000
  - (2015) $7,997
- Byrne Jag grant funds
  - (FY2013) $10,932
  - (FY2014) $13,051
  - (FY 2015) $12,931
- UASI grant (pass through Dakota County) - Fire Training
  - (2013) $2,249
- MN Resuscitation Consortium
  - (2013) AED and response bags $5,000
- Walmart
  - (2013) Smoke and carbon monoxide alarms $2,000
  - (2014) Shop with a Cop $1,000
  - (2015) $1,200
- Arbors at Ridges
  - (2013) Fire equipment $1,560

- 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

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
    - (2012-13) Operations $93,600
    - (2012-13) Matching capital grants $60,000
    - (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
    - (2013) $250,000
    - (2014) $250,000

    - (2015) $395,000
- LEED 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)
    - (2013) $6,134
    - (2014) $4,604
    - (2015) $6,000
- MN DNR Legacy Funding
    - (2015) $61,000
- MN DNR Aquatic Species Control Grant
    - (2013) $2,200
    - (2014) $2,200
    - (2015) $3,500
- Dakota County Watercraft Inspections
    - (2013) $775
    - (2014) $559
    - (2015) $800
- MN Department of Health – well sealing
    - (2013) $13,903
- MN Pollution Control Agency
    - (2015) $3,000

Parks

- Lions Club
    - (2013) playground equipment / splashpad $50,000
    - (2014) playground equipment / splashpad $70,000
    - (2015) Skate park $50,000
- Burnsville Foundation – Winter Lighting
    - (2013) $35,000
    - (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 a few of the 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 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
• 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
• 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

• Burnsville Lions Club	Lions Playground/Skate Park/Halloween Fest/ Cliff Fen Park Splash Pad

Partnering Organization	Partnership Focus
• 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
• 360 Communities	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 Lakeville	Electrical inspector
• Burnsville Community Foundation	Heart of the City (HOC)
• Burnsville STHEM	Promote STHEM development
• Chamber of Commerce	Promote economic development
• Burnsville Commercial Real Estate Council	Promote economic development
• Burnsville Convention/Visitor Bureau	Promote economic development
• MN Marketing Partnership	National site selector visit
• Dakota County CDA and Cities	Open to Business initiative
• MN DEED	Promote economic development
• Greater MSP	Promote economic development
• Dakota Scott County WIB	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
• Dakota County	Citizen wetland health evaluation project
• MN Department of Natural Resources	Fishing in the Neighborhood program
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

Partnering Organization	Partnership Focus
• 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
• Apple Valley/St. Louis Park/Plymouth/ Minneapolis/Ramsey/Stillwater	Dental insurance
• 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 and ¼ FTE	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
  - Officer Bradley Litke "Exceptional Officer Award" (2013)
  - Officers Christopher Biagini, Taylor Jacobs, Jared Kaspar and John Mott "Award of Honor" (2014)
- 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)
- 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

- Rand McNally & USA Today - #7 Best Small town in America (2013)
- Minnesota Sensible Land Use Coalition (SLUC) "Great Places" award for the Heart of the City, Nicollet Commons Park (2013)
- 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

- MN GreenStep City, Level Three (2013)
- Minnesota Wastewater Operators Association, Class S-D Collections System Operator of the Year award
    - Matt Chumley, Utilities Maintenance (2013)
- 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
        - "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)
        - "Websites – Overall Website Redesign" for Dakota Valley Recycling website (2013)
    - Award of Merit
        - "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)
        - "Video Public Service Announcement" for The School Buses are Here! (BCTV) (2013)
        - "Video – Other" for Sustainability Man Series (BCTV) (2013)
- 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)
- 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 (2013, 2014) Moody's (prior to 2013)

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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 2016

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.

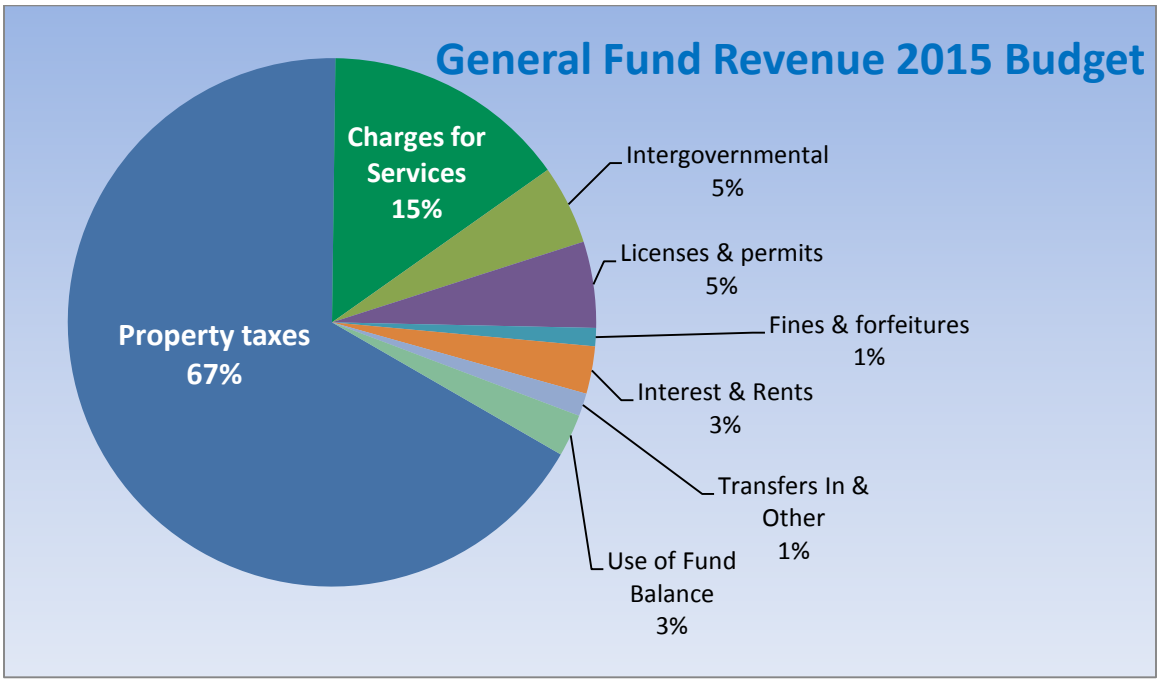
The Fund had $20.4 million in fund balance at year end 2014, which was $3.2 million more than prior year. At the end of 2013 fund balance was reduced as a result of a yearend required adjustment for an unrealized investment portfolio fair value change. During 2014 the investment market losses partially reversed. If the market trend continues, 2015 year end is expected to have an unrealized gain reversing the most of the remaining unrealized loss. The City holds its investments to maturity and does not expect to realize any of the 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)*	**2010**	**2011**	**2012**	**2013**	**2014**	**2015 Est.**	**2016 Est.**
Explanation of Fund Balance:							
Nonspendable	$ 0.0	$ 0.0	$ 0.0	$ 0.0	$ 0.0	$ 0.0	$ 0.0
Restricted	2.8	2.7	2.5	2.4	2.4	2.2	2.1
Assigned for subsequent year's budget	0.9	0.5	0.7	0.4	0.1	0.0	0.7
Assigned for Ice Center Debt Service	0.0	0.0	1.3	1.1	1.0	0.8	0.7
Unassigned – Policy Min. Requirement (35%)	11.9	11.8	12.1	12.5	12.9	13.3	13.4
Unassigned – Contingency	3.2	4.3	3.0	0.8	4.0	4.9	4.1
Total Fund Balance	18.8	19.3	19.6	17.2	20.4	21.2	20.3
Total Budgeted Use of Funds (for the year that follows)	$ 33.9	$ 33.6	$ 34.7	$ 35.6	$ 36.8	$ 38.3	$ 38.8

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.



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 $25,930,000 which is a $864,638 increase from 2015. This is an approximately 3.1 percent increase over 2015. The property tax figure for the General Fund is a net figure adjusted for an estimate of net delinquent and uncollectible taxes.

The City's average residential values increased by 3.5 percent for pay 2015. Commercial/Industrial (C/I) values average values decreased 0.7 percent from 2015.

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 2016 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 2014 budget. EMS revenue is estimated to increase $145,000. The number of ambulance runs are trending 10% higher and fees are proposed to increase 5%. 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 $430,000 or about 1 percent of the General Fund revenues, this estimate is no change from the 2015 budget. 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.

Interests and Rents

Interest and rents provide $1.2 million or about three percent of the General Fund revenues. Rentals consist of antenna site rental fees which are estimated to be about $7,000 more in 2015. Interest is also estimated $30,000 more than 2015 due to reduction in offsetting banking fees. Interest rates are at historically low levels. With this in mind, these projections are conservative. Both revenues in this category have been projected to grow by about one percent for years 2016-2019.

Intergovernmental Revenue

Intergovernmental revenues of $1.8 million represent about 5 percent of the General Fund revenues. Burnsville is slated to receive $100,000 in Local Government Aid from the State in 2015. This is approximately the same as 2015. Council indicated a reluctance to count on the whole LGA revenue based on prior experience with changes to LGA. An amendment to the Financial Policies was adopted in 2014 to limit the LGA revenue estimate to $50,000 with the balance to be budgeted in the following year as use of fund balance. Police and fire state aids received in 2015 were $50,000 higher than expected. The 2016 budget assumes they will be at the same level in 2016. Municipal state aid (gas tax revenue passed through the State) is not expected to increase. This estimate is dependent on what continues to happen to gas consumption. The gravel tax revenue estimate is also expected to be up by $7,000. 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.

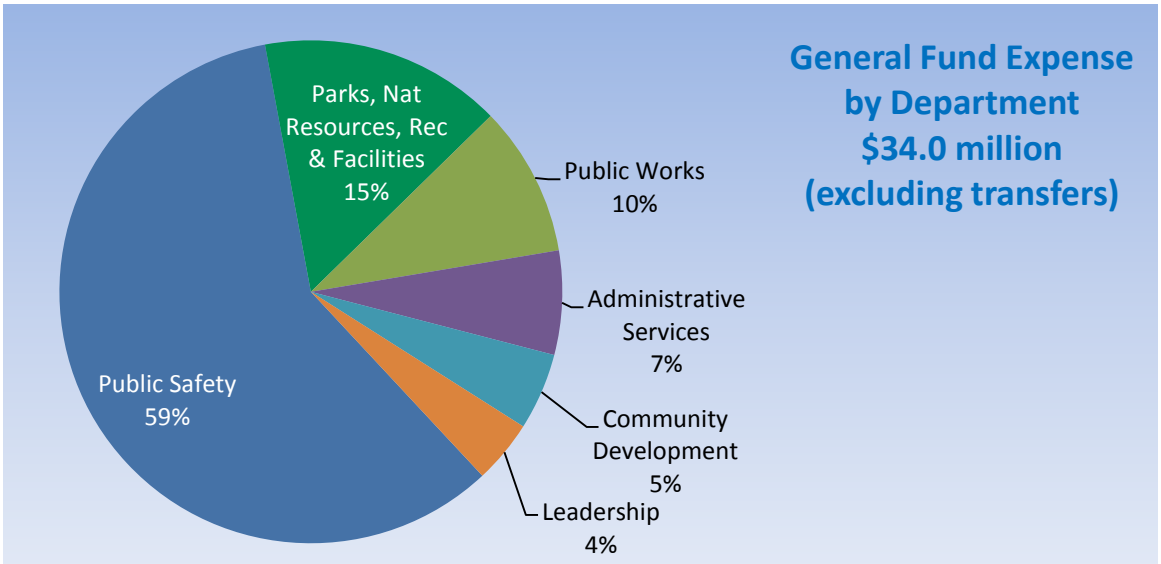
Use of Fund Balance

Budgeted use of fund balance in 2014 is $1,000,678. 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 $139,000 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 $142,155 of election expense. These amounts are consistent with prior years.

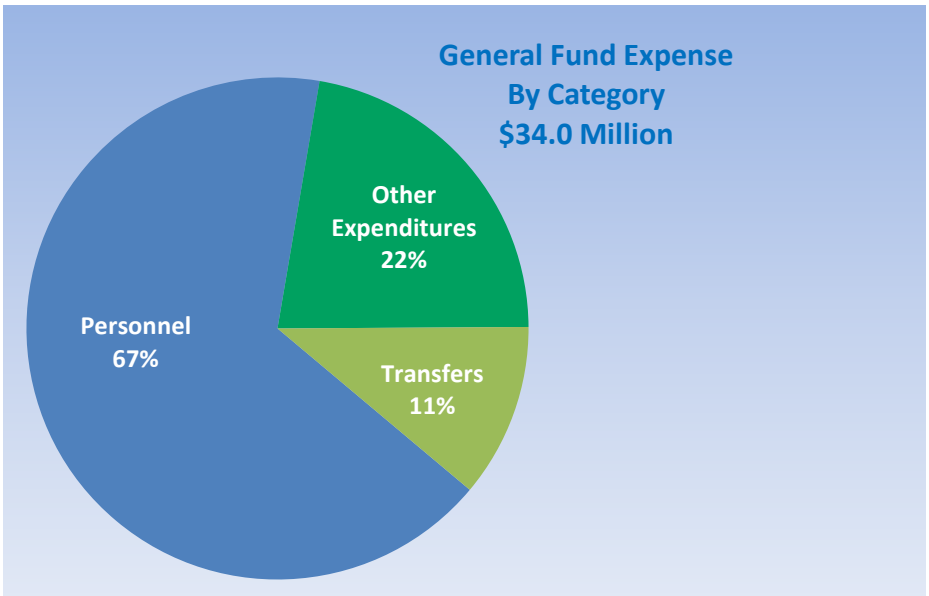
In 2016 the budget includes one-time costs for a required comprehensive plan update estimated to cost $400,000 to be spread over 2 years. The 2016 cost is $280,000. The City identified a need for improvements at several of its aging facilities. In 2015 the City began to plan for significant improvements 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 includes $250,000 for this purpose. The Council has a long-term plan to add monuments to the City's main entrances. There is $50,000 to fund one entrance monument.

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.



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 2014 to 2015 is provided below:



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, three of the five union contracts are settled for 2016. 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 2016 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.

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 2016 will be approximately $8.6 million. Current expenditures include the cost of the payment to the Dakota Communications Center (DCC). There are several large items this year including the update of the City's Comprehensive Plan for $280,000. In Information Technologies the City is taking advantage of more hosted services rather than capital purchases of software and the associated hardware. Therefore, the cost of hosted services has increased current expenses in the general fund which is offset by a decrease to the transfer to the IT Capital Fund.

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 12 percent of the General Fund expenditure projections. The budget includes $4.1 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 and	$56,000
Street Revolving	Transfer to fund sealcoat and other street maintenance projects.	$320,000
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.	$825,000
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.	$322,000
Ames Center Enterprise	To provide non-operating revenue for the Ames Center.	$400,000
Information Technologies Capital	To pay for IT equipment purchases and software development costs that support general government services.	$390,000
Vehicle & Equipment Replacement	To provide funding for general government capital expenditures for equipment & vehicles.	$1,314,000
Facilities	To provide funding for general government capital expenditures for facilities capital maintenance.	387,000
Facilities	One-time transfer to provide funding for facilities plan from fund balance from the General Fund	250,000
Sidewalk Snowplow	To fund snowplowing on sidewalks along City-owned properties.	$13,000
Street Revolving	On-time transfer to provide funding for entrance monument	50,000
Total		4,542,000

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.

General Fund

Five-Year Financial Plan

			2015			2016		Projected			
	2013	2014	Original	Amended	Estimate	Budget	% Chg	2017	2018	2019	2020
SOURCE OF FUNDS:											
Property taxes	23,802,033	24,006,642	25,126,062	25,126,062	25,126,062	25,963,700	3%	26,783,410	27,607,665	28,598,016	29,354,047
Other taxes (Lodging)	287,358	289,198	290,000	290,000	290,000	290,000	0%	290,000	290,000	290,000	290,000
Licenses and permits	2,444,300	1,952,336	1,918,115	1,918,115	1,918,115	2,020,508	5%	1,937,295	1,956,669	1,976,236	1,995,998
Fines and forfeits	411,005	398,225	428,750	428,750	390,000	431,750	1%	433,038	437,368	441,742	446,159
Investment income	286,786	261,411	300,000	300,000	300,000	320,000	7%	303,000	306,030	309,090	312,181
Rents	696,537	786,624	800,816	800,816	800,816	807,096	1%	824,694	848,249	872,501	897,470
Intergovernmental	1,713,983	1,930,999	1,843,067	1,793,605	1,793,605	1,884,625	2%	1,857,702	1,872,483	1,887,413	1,902,491
Charges for services	5,508,747	5,511,388	5,617,589	5,617,589	5,617,589	5,816,204	4%	5,737,273	5,860,073	5,986,072	6,115,358
Other	89,670	87,374	67,750	70,250	70,250	66,750	-1%	66,750	66,750	66,750	66,750
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	35,425,419	35,409,197	36,577,149	36,530,187	36,491,437	37,785,633	3%	38,418,162	39,430,287	40,612,820	41,565,454
USE OF FUNDS:											
Operating:											
Personnel Services	22,835,039	23,839,779	24,560,270	24,560,270	24,480,270	25,351,509	3%	25,958,551	26,685,391	27,432,582	28,200,694
Current Expense	6,846,059	6,846,059	7,923,186	7,923,186	7,923,186	8,617,302	9%	8,690,421	8,827,534	8,968,760	9,114,222
Total Operating Uses	29,681,098	30,685,838	32,483,456	32,483,456	32,403,456	33,968,811	5%	34,648,972	35,512,924	36,401,341	37,314,916
Non-Operating:											
Burnsville CVB	272,990	274,738	275,500	275,500	275,500	275,500	0%	275,500	275,500	275,500	275,500
Transfer to other funds	4,147,442	3,921,000	4,134,000	4,134,000	4,159,000	4,542,000	10%	3,897,000	4,058,000	4,225,000	4,397,000
Total Non-Operating	4,420,432	4,195,738	4,409,500	4,409,500	4,434,500	4,817,500	9%	4,172,500	4,333,500	4,500,500	4,672,500
TOTAL USE OF FUNDS	34,101,530	34,881,576	36,892,956	36,892,956	36,837,956	38,786,311	5%	38,821,472	39,846,424	40,901,841	41,987,416
NET INCREASE (USE OF) FUND BALANCE	1,323,889	527,621	(315,807)	(362,769)	(346,519)	(1,000,678)		(403,310)	(416,137)	(289,021)	(421,962)

General Fund

Departmental Use of Funds

	Actuals		2015			2016	
	2013	2014	Original	Amended	Estimate		% Chg
USE OF FUNDS:							
Police	11,988,633	12,307,806	13,015,856	13,015,856	12,985,856	13,304,667	2%
Fire & EMS	5,625,627	5,784,862	6,156,268	6,156,268	6,156,268	6,403,459	4%
Public Safety	17,614,260	18,092,668	19,172,124	19,172,124	19,142,124	19,708,126	3%
Planning	383,114	418,261	436,791	436,791	426,791	446,351	2%
Comp Plan Update	-	-	15,000	15,000	15,000	280,000	1767%
Protective Inspections	445,061	453,355	502,409	502,409	502,409	531,502	6%
Licensing & Code Enforcement	536,236	517,663	653,205	653,205	653,205	639,236	-2%
Community Development	1,364,411	1,389,279	1,607,405	1,607,405	1,597,405	1,897,089	18%
Engineering	1,071,045	1,082,941	1,176,660	1,176,660	1,176,660	1,208,472	3%
Streets & Utilities	1,761,123	1,849,493	1,819,635	1,819,635	1,799,635	1,816,287	0%
Fleet Maintenance	141,081	221,738	175,965	175,965	175,965	179,424	2%
Public Works	2,973,249	3,154,172	3,172,260	3,172,260	3,152,260	3,204,183	1%
Parks & Natural Resources	3,112,357	3,119,640	3,233,092	3,233,092	3,223,092	3,334,897	3%
Recreation	1,048,206	1,139,685	1,202,079	1,202,079	1,202,079	1,257,031	5%
Facilities	547,886	514,953	604,649	604,649	604,649	609,949	1%
Parks, Natural Resources, Recreation & Facilities	4,708,449	4,774,278	5,039,820	5,039,820	5,029,820	5,201,877	3%
City Council	88,917	95,953	130,462	130,462	130,462	121,063	-7%
Administration	163,836	226,582	247,381	247,381	247,381	259,154	5%
Legal Services	495,535	538,998	534,960	534,960	534,960	542,664	1%
Human resources	369,752	337,220	406,756	406,756	396,756	406,197	0%
Leadership & Leadership Development	1,118,040	1,198,753	1,319,559	1,319,559	1,309,559	1,329,078	1%
City Clerk	117,794	127,444	137,232	137,232	137,232	152,107	11%
Elections	5,370	99,116	6,400	6,400	6,400	142,155	2121%
Finance	495,734	507,392	543,435	543,435	543,435	558,306	3%
Insurance	334,814	372,611	396,780	396,780	396,780	405,340	2%
Information Technologies	948,977	970,125	1,088,441	1,088,441	1,088,441	1,370,550	26%
Administrative Services	1,902,689	2,076,688	2,172,288	2,172,288	2,172,288	2,628,458	21%
Total Operating Uses	29,681,098	30,685,838	32,483,456	32,483,456	32,403,456	33,968,811	5%
Convention Visitors Bureau	272,990	274,738	275,500	275,500	275,500	275,500	0%
Transfer to other funds	4,147,442	3,921,000	4,134,000	4,134,000	4,159,000	4,542,000	10%
Total Non-Operating Uses	4,420,432	4,195,738	4,409,500	4,409,500	4,434,500	4,817,500	9%
TOTAL USE OF FUNDS	34,101,530	34,881,576	36,892,956	36,892,956	36,837,956	38,786,311	5%

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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 2016

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 provider, Comcast.

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 a franchise agreement with Comcast that provides 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 was extended through August 2016 and staff continue to negotiate on a long-term agreement. 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 company (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 in 2016. 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 2017. The PEG fees are used for staffing, current expenses and capital equipment for BCTV operations.

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		2015 Budget			2016 Budget		Projected			
	2013	2014	Original	Amended	Estimate		% Chg	2017	2018	2019	2020
SOURCE OF FUNDS:											
Cable Franchise Fees	723,624	729,211	720,000	720,000	720,000	720,000	-	720,000	720,000	720,000	720,000
PEG Fees	309,732	305,653	308,500	308,500	302,000	302,400	(2%)	302,400	302,400	302,400	302,400
Investment Income	13,417	13,743	7,000	5,800	5,800	7,000	-	5,000	5,000	5,000	5,000
Charges for Services	8,356	10,208	8,950	10,150	8,695	5,850	(35%)	3,950	3,950	3,950	3,950
Other	-	8,975	-	-	10,142	-	-	-	-	-	-
TOTAL SOURCE OF FUNDS	1,055,129	1,067,790	1,044,450	1,044,450	1,046,637	1,035,250	(1%)	1,031,350	1,031,350	1,031,350	1,031,350
USE OF FUNDS:											
Personnel	395,572	467,794	503,895	503,895	501,945	525,163	4%	540,917	557,144	573,858	591,073
Current Expenses	258,345	212,184	235,550	235,550	228,056	284,393	21%	287,237	290,109	293,010	295,940
Capital Outlay	102,069	25,417	512,000	532,000	534,000	48,300	(91%)	400,000	50,000	150,000	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	940,986	890,395	1,436,445	1,456,445	1,449,001	1,042,856	(27%)	1,413,154	1,082,253	1,201,868	1,092,013
NET DIFFERENCE	114,143	177,395	(391,995)	(411,995)	(402,364)	(7,606)		(381,804)	(50,903)	(170,518)	(60,663)
Beginning Fund Balance	997,811	1,111,954	1,289,349	1,289,349	1,289,349	886,985		879,379	497,575	446,672	276,154
Ending Fund Balance	1,111,954	1,289,349	897,354	877,354	886,985	879,379		497,575	446,672	276,154	215,491

Youth Center Fund

Financial Plan Year 2016

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), 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 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 has a two year operating commitment to the BYC and transfers from the General Fund will go assist funding operating expenses of the BYC in 2015 and 2016. Future 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 operating commitment for the BYC partnership. The City has committed funds for two years, 2015 and 2016. Beginning in 2016 a transfer from the General Fund will cover building repairs and maintenance.

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 is the intention to use all of the fund balance in 2016 on building maintenance and repairs. 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		2015 Budget			2016 Budget		Projected			
	2013	2014	Original	Amended	Estimate		% Chg	2017	2018	2019	2020
SOURCE OF FUNDS:											
Charges for Services											
Admission & program charges	40,235	41,701	-	-	-	-	-	-	-	-	-
Intergovernmental											
CDBG Grant	53,783	42,876	45,000	45,000	45,000	44,500	(1%)	45,000	42,000	39,000	36,000
CDBG Capital Grant	-	7,313	106,489	111,249	111,249	-		-	-	-	-
Other Revenue											
Grants - Private programs	58,630	-	-	25,417	25,417	35,155		36,110	-	-	-
Rentals	23,607	31,230	-	-	-	-		-	-	-	-
Contributions & Other	50	8,620	-	-	-	-		-	-	-	-
Capital Grants & Donations*	-	-	10,000	62,000	62,000	-		-	-	-	-
Youthprise	-	-	25,000	25,000	25,000	-		-	-	-	-
Youth Center Building Fund	-	-	-	-	-	3,000		3,000	3,000	3,000	3,000
Non-Operating											
Investment Income	4,414	3,303	-	-	-	-		-	-	-	-
Transfers from General Fund	74,000	74,000	58,000	58,000	58,000	56,000	(3%)	58,000	58,000	58,000	58,000
TOTAL SOURCE OF FUNDS	254,719	209,043	244,489	326,666	326,666	138,655	(43%)	142,110	103,000	100,000	97,000
USE OF FUNDS:											
City-operated Youth Center:											
Personnel Services											
City funded	100,759	171,667	-	-	-	-	-	-	-	-	-
CDBG Funded	53,783	42,876	-	-	-	-	-	-	-	-	-
Private Program Funded	58,630	-	-	-	-	-	-	-	-	-	-
Current Expenses	59,897	54,422	-	-	-	-	-	-	-	-	-
Building Maint - Furniture & Fixtures	4,332	4,661	-	-	-	-	-	-	-	-	-
Burnsville Youth Collaborative (BYC)											
Operations -											
City funded	-	-	58,000	58,000	58,000	48,000	(17%)	-	-	-	-
CDBG Grant	-	-	45,000	45,000	45,000	44,500	(1%)	45,000	42,000	39,000	36,000
Private Grants			-	25,417	25,417	35,155	-	36,110	-	-	-
Youthprise	-	-	25,000	25,000	25,000	-	-	-	-	-	-
Building Maintenance - City funded	-	-	13,000	13,000	13,000	13,000	-	13,000	13,000	13,000	13,000
Total Operating	277,401	273,626	141,000	166,417	166,417	140,655	(0%)	94,110	55,000	52,000	49,000
Capital:											
City funded	-	14,850	89,511	104,588	100,286	-	(100%)	48,000	48,000	48,000	48,000
CDBG Capital Grant Expenditures	-	7,313	106,489	111,249	111,249	-	(100%)	-	-	-	-
Capital Grants & Donations Expenditures	-	-	60,000	62,000	62,000	-	(100%)	-	-	-	-
Total Capital	-	22,163	256,000	277,837	273,535	-	(100%)	48,000	48,000	48,000	48,000
TOTAL USE OF FUNDS	277,401	295,789	397,000	444,254	439,952	140,655	(100%)	142,110	103,000	100,000	97,000
NET DIFFERENCE	(22,682)	(86,746)	(152,511)	(117,588)	(113,286)	(2,000)	(99%)	-	-	-	-
Beginning Fund Balance	225,672	202,990	116,244	116,244	116,244	2,958		958	958	958	958
Ending Fund Balance	202,990	116,244	(36,267)	(1,344)	2,958	958		958	958	958	958

*Capital grants and donations received in 2014 are budgeted to be spent in 2015

Sustainability Fund

Financial Plan Year 2016

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. Activities that are related to all three 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, and Apple Valley. 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		2015 Budget			2016 Budget		Projected			
	2013	2014	Original	Amended	Estimate		% Chg	2017	2018	2019	2020
SOURCE OF FUNDS:											
Intergovernmental											
Dakota County	161,934	173,604	179,000	185,000	185,000	179,000	-	179,895	180,794	181,698	182,606
State Grants	-	-	-	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	413	2,282	2,286	2,286	-	-		-	-	-	-
Investment Income	2,421	2,541	-	-	-	-		-	-	-	-
TOTAL SOURCE OF FUNDS	239,768	253,427	256,286	265,286	263,000	254,000	(1%)	254,895	255,794	256,698	257,606
USE OF FUNDS:											
Personnel Services	180,100	179,216	193,493	199,493	199,493	208,452	8%	212,621	216,873	221,210	225,634
Current Expenses	35,170	48,038	59,824	62,824	62,824	58,624	(2%)	58,624	58,624	58,624	58,624
TOTAL USE OF FUNDS	215,270	227,254	253,317	262,317	262,317	267,076	5%	271,245	275,497	279,834	284,258
NET DIFFERENCE	24,498	26,173	2,969	2,969	683	(13,076)		(16,350)	(19,703)	(23,136)	(26,652)
Beginning Fund Balance	54,429	78,927	105,100	105,100	105,100	105,783		92,707	76,357	56,654	33,518
Ending Fund Balance	78,927	105,100	108,069	108,069	105,783	92,707		76,357	56,654	33,518	6,866

Grant Fund

Financial Plan Year 2016

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 decrease for the upcoming program year July 2016-July 2017; 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 2016, 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, 2016-June 30, 2017

The City receives federal CDBG funds administered through an agreement with the Dakota County CDA. The preliminary allocation for the fiscal year July 1, 2016-June 30, 2017 time period is $223,180, which is **5 percent less** than FY 2015-2016. In Fiscal Year 2015-16 the city received an allocation of $234,926 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 CDBG FY 2016-17 allocation is $234,700.

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 percent of Burnsville's total allocation for Public Service Projects, and a 15 percent maximum for Administrative costs.

PROJECT	2015-16	2016-17	Fund
Public Service Projects Recommended for Funding			
Burnsville Youth Collaborative Funding to provide staffing expenses to support the Burnsville Youth Collaborative after-school programming.	45,100	45,000	Youth Center
360 Communities Continued support for the Family Support Worker for Burnsville city wide services.	5,000	5,000	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.	55,500	47,000	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	8,000	Grant Fund
TOTAL PUBLIC SERVICE	**$115,600**	**$105,000**	
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.	19,826	18,000	Pass-through
CDA Rehab Loans Low interest loans for Burnsville residents meeting low to moderate income qualifications.	108,000	100,700	Pass-through
TOTAL HOUSING & REHABILITATION	**127,826**	**118,700**	
Administrative Expenses Recommended for Funding			
Administrative Costs Costs to administer CDBG program.	3,000	11,000	General Fund
TOTAL ADMINISTRATIVE	**$3,000**	**11,000**	
TOTAL FUNDING	**$246,426**	**$234,700**	

Grant Fund

Five-Year Financial Plan

	Actuals		2015 Budget			2016 Budget		Projected			
	2013	2014	Original	Amended	Estimate		% Chg	2017	2018	2019	2020
SOURCE OF FUNDS:											
Intergovernmental											
CDBG	62,412	16,022	9,000	9,000	9,000	14,000	56%	13,000	13,000	13,000	13,000
Other	41,276	-	-	-	-	-		-	-	-	-
TOTAL SOURCE OF FUNDS	103,688	16,022	9,000	9,000	9,000	14,000	56%	13,000	13,000	13,000	13,000
USE OF FUNDS:											
Programming	104,374	16,047	9,000	9,000	9,000	14,000	56%	13,000	13,000	13,000	13,000
TOTAL USE OF FUNDS	104,374	16,047	9,000	9,000	9,000	14,000	56%	13,000	13,000	13,000	13,000
NET DIFFERENCE	(686)	(25)	-	-	-	-		-	-	-	-
Beginning Fund Balance	12,437	11,751	11,726	11,726	11,726	11,726		11,726	11,726	11,726	11,726
Ending Fund Balance	11,751	11,726	11,726	11,726	11,726	11,726		11,726	11,726	11,726	11,726

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 2016

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 $592,500 for Tax Payable Year 2016, 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 2020. 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 2016 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 2016 proposed budget includes use of funds for the annual transfer of $461,194 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 2016 include the Economic Development staff position and related marketing and department expenses as well as the partnership activities of Greater MSP and MCCD.

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 2016, $63,200 of fund balance will be used in addition to the levy in order maintain the same activities as 2015. No new activities or expenses are being proposed.

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 is set to begin in 2016 and is reflected in the five-year plan.

Economic Development Authority

Five-Year Financial Plan

	Actuals		2015 Budget			2016 Budget		Projected			
	2013	2014	Original	Amended	Estimate		% Chg	2017	2018	2019	2020
SOURCE OF FUNDS:											
EDA Property Tax Levy											
Tax Levy	517,500	542,500	567,500	567,500	567,500	592,500	*4%*	617,500	642,500	667,500	692,500
Less: MVHC & delinquent	(2,339)	(5,698)	-	-	-	-		-	-	-	-
MVHC from State of MN	1	-	-	-	-	-		-	-	-	-
Net EDA Levy	515,162	536,802	567,500	567,500	567,500	592,500	*4%*	617,500	642,500	667,500	692,500
Investment Income	12,146	9,767	10,000	10,000	10,000	9,000	*(10%)*	8,958	8,324	7,680	7,011
TOTAL SOURCE OF FUNDS	527,308	546,569	577,500	577,500	577,500	601,500	*4%*	626,458	650,824	675,180	699,511
USE OF FUNDS:											
Operations	148,265	139,327	171,380	171,380	165,805	170,503	*(1%)*	177,323	184,416	191,793	199,465
Greater MSP & MCCD	32,500	32,500	32,500	32,500	32,500	33,000	*2%*	33,000	33,000	33,000	33,000
Transfer to Ames Center for debt	410,000	426,400	443,456	443,456	443,456	461,194		479,642	498,828	518,781	539,532
TOTAL USE OF FUNDS	590,765	598,227	647,336	647,336	641,761	664,697	*3%*	689,965	716,244	743,574	771,997
NET DIFFERENCE	(63,457)	(51,658)	(69,836)	(69,836)	(64,261)	(63,197)	*(10%)*	(63,507)	(65,420)	(68,394)	(72,486)
Beginning Fund Balance	1,106,758	1,043,301	991,643	991,643	991,643	927,382		864,185	800,678	735,258	666,864
Ending Fund Balance	1,043,301	991,643	921,807	921,807	927,382	864,185		800,678	735,258	666,864	594,378
Other Financial Information											
Balance of Angel Fund loan	37,000	50,000	50,000	50,000	50,000	40,000		30,000	20,000	10,000	-

Forestry (Emerald Ash Borer) Fund

Financial Plan Year 2016

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 and to prepare for the large scale ash tree removal and replacement once the EAB arrives in the City. This plan begins to provide a funding source for the next several years.

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 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		2015 Budget			2016 Budget		Projected						
	2013	2014	Original	Amended	Estimate		% Chg	2017	2018	2019	2020	2021	2020	2020
SOURCE OF FUNDS:														
Property Tax Levy	99,725	147,959	200,000	200,000	200,000	250,000	25.0%	300,000	350,000	400,000	450,000	450,000	450,000	450,000
Licenses	1,280	1,440	1,400	1,400	1,720	1,720	22.9%	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Investment Income	2,495	3,329	-	-	-	-		-	-	-	-	-	-	-
TOTAL SOURCE OF FUNDS	103,500	152,728	201,400	201,400	201,720	251,720	25.0%	301,500	351,500	401,500	451,500	451,500	451,500	451,500
USE OF FUNDS:														
Personnel Services	8,502	2,534	18,313	18,313	18,313	22,094	20.6%	76,000	77,520	79,070	80,652	82,265	83,910	85,588
Current Expenses	23,822	50,354	166,555	166,555	134,352	312,240	87.5%	319,510	326,560	312,568	229,200	231,490	238,520	240,820
Capital	-	-	-	-	-	-	-	110,000	-	-	-	-	-	-
TOTAL USE OF FUNDS	32,324	52,888	184,868	184,868	152,665	334,334	80.9%	505,510	404,080	391,638	309,852	313,755	322,430	326,408
NET DIFFERENCE	71,176	99,840	16,532	16,532	49,055	(82,614)	(599.7%)	(204,010)	(52,580)	9,862	141,648	137,745	129,070	125,092
Beginning Fund Balance	139,522	210,698	310,538	310,538	310,538	359,593	15.8%	276,979	72,969	20,389	30,251	171,899	309,644	438,714
Ending Fund Balance	210,698	310,538	327,070	327,070	359,593	276,979	(15.3%)	72,969	20,389	30,251	171,899	309,644	438,714	563,805

Forfeiture Fund

Financial Plan Year 2016

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 plans to use $20,000 towards upgrades to the rifle range.

TRANSFERS

A transfer of $20,000 to the Facilities fund is planned for 2016 for upgrades to the rifle range. This will contribute 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		2015 Budget			2016 Budget		Projected			
	2013	2014	Original	Amended	Estimate		% Chg	2016	2017	2018	2019
SOURCE OF FUNDS:											
DUI Forfeitures	58,925	19,050	25,000	25,000	25,000	25,000	-	25,000	25,000	25,000	25,000
Narcotics Forfeitures	483	-	-	-	-	-		-	-	-	-
Investment Income	864	616	-	-	-	-		-	-	-	-
TOTAL SOURCE OF FUNDS	60,272	19,666	25,000	25,000	25,000	25,000	-	25,000	25,000	25,000	25,000
USE OF FUNDS:											
Current Expenses											
Forfeiture expense, DUI enforcement, police equipment	57,478	14,109	30,000	30,000	30,000	30,000	-	25,000	25,000	25,000	25,000
Transfer to Facilities Fund	-	-	-	-	-	22,000	-	-	-	-	-
TOTAL USE OF FUNDS	57,478	14,109	30,000	30,000	30,000	52,000	-	25,000	25,000	25,000	25,000
NET DIFFERENCE	2,794	5,557	(5,000)	(5,000)	(5,000)	(27,000)		-	-	-	-
Beginning Fund Balance	34,703	37,497	43,054	43,054	43,054	38,054		11,054	11,054	11,054	11,054
Ending Fund Balance	37,497	43,054	38,054	38,054	38,054	11,054		11,054	11,054	11,054	11,054

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.
- **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** – includes property tax revenue for the purpose of replacing streets and park facilities. (major fund)

Parks Capital Fund

Financial Plan Year 2016

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. In addition, park dedication fee amounts (as listed in the fees and charges schedule in the budget document) are lower due to lower market values. 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 2014.

The balance of the property tax support comes from the General Fund. The 2016 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.

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	$60,000
Wood Park - picnic shelter by trail overlooking pond	50,000
Soccer field lighting	370,000
Crystal West Park - trail to fishing dock	144,000
Day Park - boardwalk extension to trail	246,000
Black Dog Park - trail to 12th Ave.	250,000
Tennisioux Park - trail from River Hills Drive to Black Dog Park	320,000
Cedarbridge Park - trail to playground	41,000
Total	$1,481,000

Park Projects - Waiting for City funding or Community Sponsorship	Estimated Cost
Sunset Pond Park - permanent fishing dock	$33,000
Lac Lavon Park - picnic shelter by waterfront	80,000
Lac Lavon Park - waterfront observation deck	100,000
Total	$213,000

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 2016 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 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.

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		2015 Budget			2016 Budget					
	2013	2014	Original	Amended	Estimated	Budget	% Chg	2017	2018	2019	2020
SOURCE OF FUNDS:											
Park Dedication Fees	73,440	25,040	150,000	150,000	150,000	150,000	0.0%	100,000	100,000	100,000	100,000
Transfers from Other Funds:											
General Fund	525,000	570,000	725,000	725,000	725,000	825,000	13.8%	925,000	950,000	975,000	1,000,000
Infrastructure Trust Fund	200,000	310,000	315,000	315,000	315,000	320,000	1.6%	325,000	330,000	335,000	340,000
Intergovernmental Revenue	-	-	2,472,500	2,472,500	2,472,500	-	0.0%	-	-	1,968,400	-
Donations	60,600	128,633	12,000	12,000	12,000	5,000		5,000	5,000	5,000	5,000
Sale of Assets	-	-	-	-	-	-		-	-	-	-
Interest	25,109	24,947	-	-	10,000	-		-	-	-	-
TOTAL SOURCE OF FUNDS	884,149	1,058,620	3,674,500	3,674,500	3,684,500	1,300,000	-64.6%	1,355,000	1,385,000	3,383,400	1,445,000
USE OF FUNDS:											
Renovations	1,161,199	394,679	795,351	2,095,097	2,095,097	744,955	-6.3%	1,176,881	557,892	1,767,059	1,415,575
Improvements	26,488	25,668	190,000	281,885	281,885	309,339	0.0%	185,000	32,000	20,000	20,000
Update Parks Master Plan	-	-		-	-	-		-	-	-	-
Trail System Development	-	-	2,660,000	2,660,000	2,660,000	165,000		92,500	185,000	2,220,000	-
TOTAL USE OF FUNDS	1,187,687	420,347	3,645,351	5,036,982	5,036,982	1,219,294	-6.3%	1,454,381	774,892	4,007,059	1,435,575
NET DIFFERENCE	(303,538)	638,273	29,149	(1,362,482)	(1,352,482)	80,706		(99,381)	610,108	(623,659)	9,425
Beginning Fund Balance	1,211,917	908,379	1,546,652	1,546,652	1,546,652	194,170		274,876	175,495	785,603	161,944
Reserved Donations Balance											
2016 Skate Park Phase 2	5,000	5,000	54,000	54,000	54,000			-	-	-	
Available Fund Balance	903,379	1,541,652	1,521,801	130,170	140,170	274,876	0.0%	175,495	785,603	161,944	171,369

Equipment & Vehicle Fund

Financial Plan Year 2016

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 moves 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		2015 Budget			2016 Budget		Projected			
	2013	2014	Original	Amended	Estimate		% Chg	2017	2018	2019	2020
SOURCE OF FUNDS:											
Delinquent taxes	681	317	-	-	-	-	-	-	-	-	-
Investment Income	34,087	18,637	10,000	10,000	10,000	10,000	-	9,000	3,000	4,000	1,000
Sale of property	71,170	165,426	60,000	60,000	60,000	70,000	17%	70,000	70,000	70,000	70,000
Contributions & Donations	-	22,500									
Intergovernmental											
LGA dedicated to Capital	-	35,830	50,000	50,000	50,000	-	-	-	-	-	-
ABLE training facility	1,152,389	77,684	-	-	-	-	-	-	-	-	-
Grants	-	-	-	90,000	90,000	-	-	-	-	-	-
Transfers from other funds:											
General fund											
Annual pay-go transfer	1,462,323	1,560,000	1,622,000	1,622,000	1,622,000	1,314,000	(19%)	1,379,700	1,448,685	1,521,119	1,597,175
One-time transfers:											
Rental Licensing/Code Enforcement Startup Vehicles	26,500	-	-	-	-	-	-	-	-	-	-
Election equipment	60,000	-	-	-	-	-	-	30,000	-	-	-
Generator exhaust catalysts	151,200	-	-	-	-	-	-	-	-	-	-
Reception remodel	25,000	-	-	-	-	-	-	-	-	-	-
Sidewalk Snowplowing Utility Fund	-	-	10,000	10,000	10,000	10,000	-	10,000	10,000	10,000	10,000
Water & Sewer Utility fund	56,400	51,600	66,150	66,150	66,150	-	(100%)	-	-	-	-
Storm Water Utility fund	18,800	17,200	22,050	22,050	22,050	-	(100%)	-	-	-	-
TOTAL SOURCE OF FUNDS	3,058,550	1,949,194	1,840,200	1,930,200	1,930,200	1,404,000	(24%)	1,498,700	1,531,685	1,605,119	1,678,175
USE OF FUNDS:											
Facilities improvements											
Annual Replacement Schedule	529,161	300,064	748,100	993,411	993,411	-	-	-	-	-	-
ABLE Fire Training Facility	1,536,520	-	-	-	-	-	-	-		-	-
Vehicles & large equipment											
Annual Replacement Schedule	1,115,980	1,525,519	1,287,300	1,511,934	1,511,934	1,028,900	(19%)	2,062,700	1,443,000	1,897,300	1,921,000
TOTAL USE OF FUNDS	3,181,661	1,825,583	2,035,400	2,505,345	2,505,345	1,028,900	(49%)	2,062,700	1,443,000	1,897,300	1,921,000
NET DIFFERENCE	(123,111)	123,611	(195,200)	(575,145)	(575,145)	375,100	(292%)	(564,000)	88,685	(292,181)	(242,825)
Beginning Fund Balance	1,057,098	933,987	1,057,598	1,057,598	1,057,598	482,453		857,553	293,553	382,238	90,057
Ending Fund Balance	933,987	1,057,598	862,398	482,453	482,453	857,553		293,553	382,238	90,057	(152,768)

Facilities Fund

Financial Plan Year 2016

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 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

	2015 Budget			2016 Budget	Projected			
	Original	Amended	Estimate		2017	2018	2019	2020
SOURCE OF FUNDS:								
Property Tax Levy								
Phase I Capital Levy (1 year only)	-	-	-	425,000	-	-	-	-
Intergovernmental								
LGA dedicated to Capital	-	-	-	50,000	50,000	50,000	50,000	50,000
Investment Income	-	-	-	1,000	-	2,000	3,000	1,000
Bond Proceeds	-	-	-	7,675,220	-	-	-	-
Donation - Lions Gun Range	-	-	48,000	-	-	-	-	-
Transfers from other Funds								
General fund								
Annual pay-go transfer	-	-	-	387,000	402,000	418,000	435,000	452,000
Increase to fund deferred maintenance	-	-	-	-	25,000	50,000	75,000	100,000
One-time transfers:								
Phase I Project planning	-	-	25,000	250,000	-	-	-	-
Generator	-	-	-	-	-	-	500,000	-
Forfeiture Fund - Gun Range	-	-	-	22,000	-	-	-	-
Water & Sewer Utility fund	-	-	-	-	8,025	120,060	79,470	65,100
Storm Water Utility fund	-	-	-	-	2,675	40,020	26,490	21,700
TOTAL SOURCE OF FUNDS	-	-	73,000	8,810,220	487,700	680,080	1,168,960	689,800
USE OF FUNDS:								
Facilities improvements								
Annual Replacement Schedule	-	-	-	316,500	346,950	519,800	1,417,700	596,700
Gun Range	-	-	-	98,000	-	-	-	-
Facilities Study Improvements Phase I	-	-	25,000	8,350,220	716,000	390,000	327,480	385,800
Bond Issuance Costs	-	-	-	50,000	-	-	-	-
TOTAL USE OF FUNDS	-	-	25,000	8,814,720	346,950	519,800	1,417,700	596,700
NET DIFFERENCE	-	-	48,000	(4,500)	140,750	160,280	(248,740)	93,100
Beginning Fund Balance	-	-	-	48,000	43,500	184,250	344,530	95,790
Ending Fund Balance	-	-	48,000	43,500	184,250	344,530	95,790	188,890

Information Technology Capital Fund

Financial Plan Year 2016

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.

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		2015 Budget			2016 Budget		Projected			
	2013	2014	Original	Amended	Estimate		% Chg	2017	2018	2019	2020
SOURCE OF FUNDS:											
Interest	18,131	19,762	2,000	2,000	11,000	2,000	-	599	183	1,208	2,603
Refunds/Reimbursements	32,989	-	-	-	-	-	-	-	-	-	-
Sale of Other Assets	2,245	-	-	-	-	-	-	-	-	-	-
Transfers from other funds:											
General fund	443,000	456,000	456,000	456,000	456,000	390,000	*(14%)*	400,000	412,000	425,000	440,000
Water & Sewer	164,516	168,240	169,780	97,380	97,380	157,730	*(7%)*	94,017	83,505	71,655	95,595
TOTAL SOURCE OF FUNDS	660,881	644,002	627,780	555,380	564,380	549,730	*(12%)*	494,616	495,688	497,863	538,198
USE OF FUNDS:											
Public Safety											
Police	19,218	57,106	90,200	215,947	212,458	86,695	*(4%)*	109,200	65,200	87,700	97,200
Fire	15,547	38,721	59,400	92,647	98,794	36,200	*(39%)*	33,100	29,500	29,600	34,900
Mobile Command	6,607	32,220	-	-	-	12,450		26,500	-	-	12,500
PC Computers	49,884	63,933	93,000	163,403	163,564	128,750	*38%*	84,550	135,550	102,050	123,050
IT Infrastructure	119,410	174,059	198,450	607,506	471,381	225,250	*14%*	141,200	83,200	77,200	111,000
Security systems	52,505	55,341	54,000	71,499	84,559	98,500	*82%*	65,000	10,000	10,000	10,000
Document Imaging	17,895	20,607	34,000	65,800	65,800	15,600	*(54%)*	18,600	15,600	15,600	15,600
Comm. Dev.	2,310	-	24,700	66,400	66,400	40,000	*62%*	8,500	20,200	2,200	20,200
Software Development	77,426	71,191	140,484	276,906	210,458	14,000	*(90%)*	14,040	9,000	9,000	24,000
ERMS	9,144	9,683	15,000	64,173	39,151	15,000	-	15,000	15,000	15,000	15,000
GIS	-	-	35,000	50,250	21,016	22,200	*(37%)*	10,000	10,000	10,000	20,000
Recreation	18,063	-	-	32,993	8,000	46,000		10,500	-	-	31,000
Fleet	-	-	-	-	-	-		-	-	-	-
TOTAL USE OF FUNDS	388,009	522,861	744,234	1,707,524	1,441,581	740,645	*(0%)*	536,190	393,250	358,350	514,450
NET DIFFERENCE	272,872	121,141	(116,454)	(1,152,144)	(877,201)	(190,915)	*64%*	(41,574)	102,438	139,513	23,748
Beginning Fund Balance	734,006	1,006,878	1,128,019	1,128,019	1,128,019	250,818		59,903	18,329	120,767	260,280
Ending Fund Balance	1,006,878	1,128,019	1,011,565	(24,125)	250,818	59,903		18,329	120,767	260,280	284,028

Street Maintenance Fund

Financial Plan Year 2016

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 $12,000 to $14,000 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 is planned for 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 in 2016 for a proposed entrance monument will be paid from this fund

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 of $150,000 in 2016 and $25,000 in later years 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		2015 Budget			2016 Budget		Projected			
	2013	2014	Original	Amended	Estimate		% Chg	2017	2018	2019	2020
SOURCE OF FUNDS:											
Misc Refunds / Reimb	25,074	27,933	15,000	15,000	15,000	15,000	-	15,000	15,000	15,000	15,000
Interest	9,022	7,714	5,000	5,000	5,000	7,000	40%	4,000	4,000	4,000	4,000
Transfers From Other Funds											
General Fund	285,419	296,000	308,000	308,000	308,000	320,000	4%	333,000	346,000	360,000	374,000
General Fund - Monuments	50,000	-	-	-	-	50,000	100%	-	-	-	-
Infrastructure Trust Fund	-	-	150,000	150,000	150,000	25,000	100%	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	40,825	40,825	40,825	60,825	49%	60,825	60,825	60,825	60,825
Total Source of Funds	610,965	573,097	719,450	719,450	719,450	678,450	(6%)	638,450	651,450	665,450	679,450
USE OF FUNDS:											
Roadway Preventative Maintenance	390,886	339,015	600,000	600,000	425,000	600,000	-	450,000	450,000	450,000	450,000
Pavement Marking	101,470	110,269	70,000	70,000	95,000	95,000	36%	95,000	95,000	95,000	95,000
Right of Way Maintenance	53,606	65,872	50,000	50,000	50,000	70,000	40%	70,000	70,000	70,000	70,000
Monuments	-	48,551	-	-	-	50,000		-	-	-	-
Other	5,161	6,402	15,000	15,000	15,000	15,000	-	15,000	15,000	15,000	15,000
Transfers To Other Funds	69,295	-	-	-	-	-		-	-	-	-
Total Use of Funds	620,418	570,109	735,000	735,000	585,000	830,000	13%	630,000	630,000	630,000	630,000
NET DIFFERENCE	(9,453)	2,988	(15,550)	(15,550)	134,450	(151,550)	875%	8,450	21,450	35,450	49,450
Beginning Fund Balance	266,320	256,867	259,855	259,855	259,855	394,305		242,755	251,205	272,655	308,105
Ending Fund Balance	256,867	259,855	244,305	244,305	394,305	242,755		251,205	272,655	308,105	357,555

Improvement Construction Fund

Financial Plan Year 2016

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		2015 Budget			2016 Budget	Projected			
	2013	2014	Original	Amended	Estimate *		2017	2018	2019	2020
SOURCE OF FUNDS:										
Special Assessments	625,036	288,039	1,800,000	1,800,000	55,018	1,580,000	1,200,000	920,000	1,020,000	1,370,000
Intergovernmental:										
Dakota County	256,386	144,216	300,000	300,000	-	-	-	-	-	-
MN DOT	-	19,800	-	-	130,000	-	-	-	-	-
Federal	3,541	-	-	-	-	-	-	-	-	-
Other Intergovernmental	250,000	959,944	385,000	385,000	163,500	345,000	-	-	-	-
Intergovernmental	509,927	1,123,960	685,000	685,000	293,500	345,000	-	-	-	-
Bond Proceeds:										
Improvement Bonds	1,632,756	2,786,419	-	-	1,800,000	-	-	-	-	-
New TIF District & Bonds **	-	-	3,190,000	3,190,000	-	-	-	-	-	-
Interest Income	(45,165)	(44,423)	-	-	-	-	-	-	-	-
Other/Land Sales	-	453,952	-	-	-	-	-	-	-	-
Transfers From Other Funds										
General Fund	150,000	30,000	-	-	-		-	-	-	-
Street Maintenance Fund	69,295	-	-	-	-	-	-	-	-	-
Total Source of Funds	2,941,849	4,637,947	5,675,000	5,675,000	2,148,518	1,925,000	1,200,000	920,000	1,020,000	1,370,000
USE OF FUNDS:										
Capital Improvements	3,161,868	3,171,129	5,675,000	5,675,000	2,093,500	1,925,000	1,200,000	920,000	1,020,000	1,370,000
Other Expenses	13,576	23,240	-	-	-	-	-	-	-	-
Total Use of Funds	3,175,444	3,194,369	5,675,000	5,675,000	2,093,500	1,925,000	1,200,000	920,000	1,020,000	1,370,000
NET DIFFERENCE	(233,595)	1,443,578	-	-	55,018	-	-	-	-	-
Beginning Fund Balance	(1,370,179)	(1,603,774)	(160,196)	(160,196)	(160,196)	-	-	-	-	-
Ending Fund Balance*	(1,603,774)	(160,196)	(160,196)	(160,196)	(105,178)	-	-	-	-	-

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 2015 will be offset by deferred special assessments collections in future years.

Infrastructure Trust Fund

Financial Plan Year 2016

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 73 miles of streets and has rehabilitated approximately 35 miles since the reconstruction and rehabilitation program began in 1990. At the present rate of reconstruction and rehabilitation, approximately four miles per year and two and one half miles per year annually, the City will not keep pace with the aging of the system. 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 the response to this the

City implemented a maintenance overlay program in 2014. In 2014 and 2015, this program completed a basic resurfacing of almost ten miles and three miles, respectively, of neighborhood streets, over and above the planned street reconstruction and rehabilitation. This will extend the useful life of the streets by an estimated ten to fifteen years.

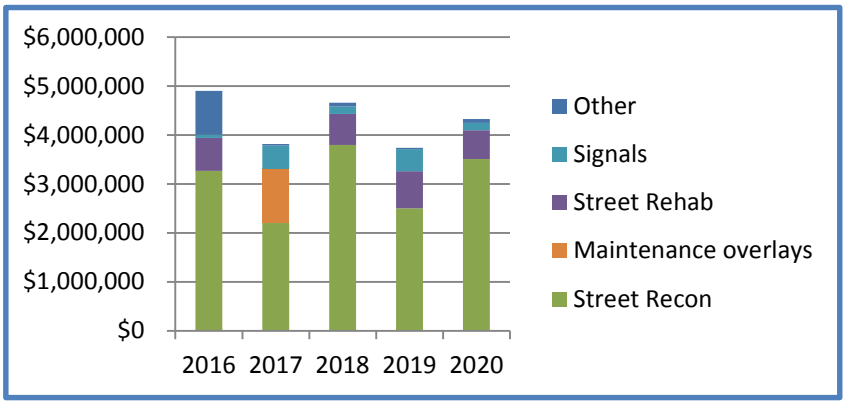
SOURCE OF FUNDS

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 2016 is proposed at $3.2 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		2015 Budget			2016 Budget		Projected			
	2013	2014	Original	Amended	Estimate		% Chg	2017	2018	2019	2020
SOURCE OF FUNDS:											
ITF Property Tax Levy	1,986,571	3,063,775	3,150,000	3,150,000	3,150,000	3,200,000	2%	3,250,000	3,300,000	3,350,000	3,400,000
MSAS Funding	78,301	1,402,316	1,827,000	1,827,000	4,225,618	-		1,534,724	1,950,000	1,975,000	2,000,000
Interest	82,585	92,302	38,407	38,407	47,592	35,906	(7%)	10,628	13,341	12,293	21,155
TOTAL SOURCE OF FUNDS	2,147,457	4,558,393	5,015,407	5,015,407	7,423,210	3,235,906	(35%)	4,795,352	5,263,341	5,337,293	5,421,155
USE OF FUNDS:											
Capital Improvements	2,849,405	3,737,222	7,215,000	7,865,000	7,763,390	5,060,000	(30%)	3,815,000	4,660,000	3,740,000	4,330,000
Transfers to Other Funds											
Parks Capital Fund	200,000	310,000	315,000	315,000	315,000	320,000	2%	325,000	330,000	335,000	340,000
Street Maintenance Fund	-	-	150,000	150,000	150,000	25,000		25,000	25,000	25,000	25,000
Debt Service Funds	366,475	364,008	363,491	363,491	363,491	358,652	(1%)	359,101	353,122	351,081	342,570
TOTAL USE OF FUNDS	3,415,880	4,411,230	8,043,491	8,693,491	8,591,881	5,763,652	(30%)	4,524,101	5,368,122	4,451,081	5,037,570
NET DIFFERENCE	(1,268,423)	147,163	(3,028,084)	(3,678,084)	(1,168,671)	(2,527,746)	(17%)	271,251	(104,781)	886,212	383,585
Beginning Fund Balance	5,880,481	4,612,058	4,759,221	4,759,221	4,759,221	3,590,550		1,062,804	1,334,055	1,229,274	2,115,486
Ending Fund Balance	4,612,058	4,759,221	1,731,137	1,081,137	3,590,550	1,062,804		1,334,055	1,229,274	2,115,486	2,499,071
OTHER FINANCIAL INFORMATION:											
Year-end Cash Balance	4,612,058	4,759,221	1,731,137	1,731,137	3,590,550	1,062,804		1,334,055	1,229,274	2,115,486	2,499,071

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 2016

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

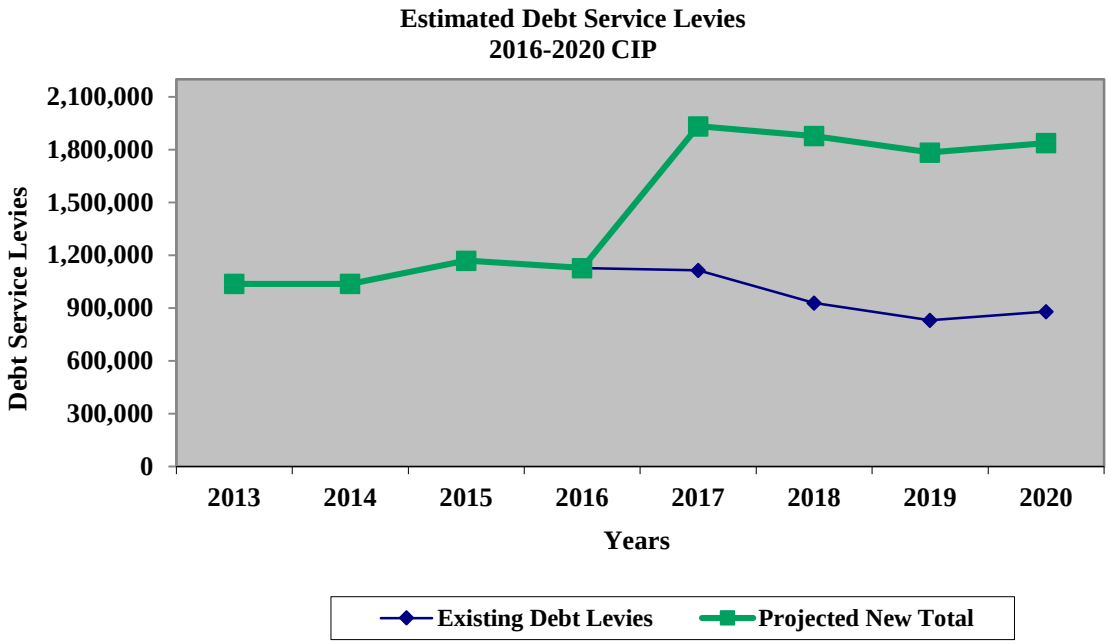
General obligations bonds are secured by the full faith and credit of the City. The City has the authority to levy property taxes for repayment of these bonds.

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 projected increase from 2016 to 2017 is due to the addition of debt for the planned facility improvements included in the CIP. Cash reserves and existing debt are reviewed annually for refunding opportunities that further reduces debt service requirements.



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		2015 Budget			2016 Budget		Projected			
	2013	2014	Original	Amended	Estimate		% Chg	2017	2018	2019	2020
SOURCE OF FUNDS:											
Operating:											
Property Taxes	1,030,435	1,023,818	1,169,349	1,169,349	1,169,349	1,126,674	(4%)	1,932,993	1,876,929	1,783,218	1,837,011
Special Assessments	1,261,507	1,512,087	1,296,189	1,296,189	1,918,235	1,099,278	(15%)	1,046,392	994,950	936,076	827,537
Intergovernmental	58,943	56,927	58,033	58,033	53,796	53,984	(7%)	49,500	44,516	39,162	33,292
Investment Income	73,709	65,620	43,790	43,790	45,407	41,424	(5%)	52,150	53,545	54,428	52,289
Total Operating Sources	2,424,594	2,658,452	2,567,361	2,567,361	3,186,787	2,321,360	(10%)	3,081,035	2,969,940	2,812,884	2,750,129
Non-Operating:											
Bond Proceeds	5,878	33,514	-	-	-	-		-	-	-	-
Transfers From Other Funds	1,700,495	1,711,984	1,571,947	1,571,947	1,571,947	1,541,846	(2%)	1,571,943	1,597,450	1,627,762	2,126,502
Total Non-Operating Sources	1,706,373	1,745,498	1,571,947	1,571,947	1,571,947	1,541,846	-	1,571,943	1,597,450	1,627,762	2,126,502
TOTAL SOURCE OF FUNDS	4,130,967	4,403,950	4,139,308	4,139,308	4,758,734	3,863,206	(7%)	4,652,978	4,567,390	4,440,646	4,876,631
USE OF FUNDS:											
Debt Service:											
Bond Payment - Scheduled	2,889,460	2,915,614	3,249,700	3,249,700	3,249,700	2,718,398	(16%)	3,123,661	3,168,661	3,572,358	2,965,000
Bond Payment - Refunding	949,748	952,430	790,000	790,000	790,000	-		-	-	-	-
Interest Expense	1,376,666	1,301,291	1,327,476	1,327,476	1,327,476	1,227,457	(8%)	1,381,839	1,303,241	1,075,329	982,849
Fiscal Agent Fees	6,103	6,303	8,000	8,000	8,000	8,000	-	8,000	7,200	6,800	6,800
TOTAL USE OF FUNDS	5,221,977	5,175,638	5,375,176	5,375,176	5,375,176	3,953,855	(26%)	4,513,500	4,479,102	4,654,487	3,954,649
NET DIFFERENCE	(1,091,010)	(771,688)	(1,235,868)	(1,235,868)	(616,442)	(90,649)	(93%)	139,478	88,288	(213,841)	921,981
Beginning Fund Balance	7,784,810	6,693,800	5,922,112	5,922,112	5,922,112	5,305,670		5,215,021	5,354,499	5,442,788	5,228,946
Ending Fund Balance	6,693,800	5,922,112	4,686,244	4,686,244	5,305,670	5,215,021		5,354,499	5,442,788	5,228,946	6,150,928

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 2016

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 new 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, or through an on-line credit card 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 proposed for 2016. The revenues collected will be used to support bonding for the meter replacement project proposed in the 2015 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 2016 is proposed at 4.5 percent. Rate increases of 4.5 percent are proposed over the next few years 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 are increasing by 8.9 percent for 2016, and are expected to be over 5 percent for the next several years. Therefore, in 2016 and beyond 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*			
	2012	**2013**	**2014**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**
Rate (Per 1,000 gallons)	$2.33	$2.43	$2.54	$2.65	$2.77	$2.90	$3.03	$3.16	$3.30
Annual % Increase	4.2%	4.3%	4.5%	4.5%	4.5%	4.5%	4.5%	4.5%	4.5%

Sanitary Sewer Rates									
Year	*Adopted*				*Budget*	*Projected*			
	2012	**2013**	**2014**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**
Rate (Per 1,000 Gallons)	$2.91	$3.04	$3.18	3.32	$3.47	$3.63	$3.79	$3.96	$4.14
Annual % Increase	4.2%	4.5%	4.5%	4.5%	4.5%	4.5%	4.5%	4.5%	4.5%

Base Charges for Water, City Sewer, and Metro Sewer Service									
Year	*Adopted*				*Budget*	*Projected*			
	2012	**2013**	**2014**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**
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 2016 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 2015 are expected to approximate budgeted amounts. Timely rainfall throughout the summer resulted in less outside watering during the summer months than in previous years.

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, the Nicollet reservoir and pumping station, major trunk water lines, major trunk sanitary sewer lines, and sanitary sewer lift stations.

The City's CIP includes an $8.7 million project to replace water meters installed in homes and businesses across the City in 2016 and 2017. 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 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. 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 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.

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. Debt is being proposed to fund the lift station rehabilitation, water system improvements, the water and sewer portion of the street reconstruction program and the meter replacement project for 2016. New debt of $13.6 million is proposed to be added for 2016.

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		2015 Budget			2016 Budget		Projected			
	2013	2014	Original	Amended	Estimate		% Chg	2017	2018	2019	2020
SOURCE OF FUNDS:											
Operating:											
Utility Fees - Water	5,883,919	5,901,234	5,574,030	5,574,030	5,798,579	5,815,425	4%	6,077,119	6,525,589	6,794,375	7,440,241
Utility Fees - Sewer	5,045,010	5,367,722	5,366,807	5,366,807	5,418,337	5,538,120	3%	5,787,335	6,047,765	6,319,915	6,604,311
Base Charges	1,904,740	1,910,392	1,900,800	1,900,800	1,912,000	1,905,000	0%	1,905,000	1,905,000	1,905,000	1,905,000
Meter Charges	-	-	324,460	324,460	279,655	293,595	(10%)	293,595	293,595	293,595	293,595
Sales to Other Cities	823,055	829,460	812,504	812,504	806,392	838,647	3%	872,193	907,081	943,364	971,665
Total Operating Sources	13,656,724	14,008,808	13,978,601	13,978,601	14,214,963	14,390,787	3%	14,935,242	15,679,030	16,256,249	17,214,812
Non-Operating:											
Bond proceeds	2,590,844	2,589,838	11,950,000	11,950,000	2,300,000	13,630,000	-	3,500,000	4,720,000	4,050,000	1,750,000
Investment Income	206,474	189,809	212,900	212,900	189,000	148,210	(30%)	136,352	125,145	108,373	90,944
KMM Contract	400,203	397,625	399,203	399,203	399,203	399,656	0%	398,984	101,425	-	-
Connection Charges	324,208	106,536	150,000	150,000	150,000	110,000	(27%)	100,000	100,000	100,000	100,000
Other	216,993	265,601	215,459	215,459	235,754	218,876	2%	200,000	200,000	200,000	200,000
Total Non-Op Sources	3,738,722	3,549,409	12,927,562	12,927,562	3,273,957	14,506,742	-	4,335,336	5,246,570	4,458,373	2,140,944
TOTAL SOURCE OF FUNDS	17,395,446	17,558,217	26,906,163	26,906,163	17,488,920	28,897,529	7%	19,270,578	20,925,600	20,714,622	19,355,756
USE OF FUNDS:											
Operating:											
Personnel Services	3,093,491	3,184,073	3,290,431	3,290,431	3,288,431	3,385,309	3%	3,486,868	3,591,474	3,699,218	3,810,195
Current Expenses	4,017,915	3,720,953	4,183,662	4,203,662	4,217,148	4,163,547	(0%)	4,288,453	4,417,107	4,549,620	4,686,109
MCES	3,721,571	4,006,541	4,067,978	4,067,978	4,067,855	4,417,400	8.59%	4,594,096	4,777,860	4,968,974	5,167,733
Total Operating Uses	10,832,977	10,911,567	11,542,071	11,562,071	11,573,434	11,966,256	4%	12,369,417	12,786,441	13,217,812	13,664,037
Non-Operating:											
Water & Sewer System Mgmt	-	-	715,000	715,000	540,000	2,740,000	283%	365,000	740,000	3,110,000	895,000
Street Projects & Rehab	-	-	4,275,000	4,275,000	3,318,000	2,470,000	(42%)	670,000	2,880,000	2,450,000	1,750,000
GWTP/SWTP	-	-	200,000	200,000	200,000	600,000	100%	3,500,000	2,350,000	-	115,000
Storz Hydrant Nozzle	-	-	175,000	175,000	175,000	200,000	14%	225,000	250,000	-	-
Meter Replacement	-	-	4,650,000	4,650,000	25,000	8,675,000	-	-	-	-	-
Projects from Prior Year(s) CIP	-	-	-	420,698	420,698	-	-	-	-	-	-
W&S Capital Projects	3,062,327	6,098,788	120,000	342,000	315,000	291,000	143%	-	282,000	-	95,000
Subtotal capital improvements	3,062,327	6,098,788	10,135,000	10,777,698	4,993,698	14,976,000	48%	4,760,000	6,502,000	5,560,000	2,855,000
Debt service pmts (existing)	1,481,840	1,701,221	1,994,987	1,994,987	1,994,987	1,909,408	(4%)	1,826,300	1,309,361	1,308,701	1,292,094
Debt service pmts (new)	-	-	-	-	-	310,375		706,591	1,010,479	1,420,293	1,771,935
Debt service pmts (meter)	-	-	662,872	662,872	-	562,872		426,297	590,377	598,937	605,495
Subtotal debt	1,481,840	1,701,221	2,657,859	2,657,859	1,994,987	2,782,655	5%	2,959,188	2,910,217	3,327,931	3,669,524
Transfers (non-debt)	606,561	604,441	436,555	364,155	364,155	358,355	(18%)	302,667	404,190	351,750	361,320
Total Non-Operating Uses	5,150,728	8,404,450	13,229,414	13,799,712	7,352,840	18,117,010	37%	8,021,855	9,816,407	9,239,681	6,885,844
TOTAL USE OF FUNDS	15,983,705	19,316,017	24,771,485	25,361,783	18,926,274	30,083,266	21%	20,391,272	22,602,848	22,457,493	20,549,881
Net change in accruals	162,360	(103,649)									
NET DIFFERENCE	1,574,101	(1,861,449)	2,134,678	1,544,380	(1,437,354)	(1,185,737)	(156%)	(1,120,694)	(1,677,248)	(1,742,871)	(1,194,125)
Other financial information:											
Year-end Cash Balance	18,119,759	16,258,310	18,392,988	17,802,690	14,820,956	13,635,218		12,514,525	10,837,276	9,094,406	7,900,281
Three months working capital	3,230,345	3,304,307	3,659,121	3,646,021	3,483,144	3,776,817		3,907,818	4,025,212	4,224,373	4,423,720
Capital replacement balance	14,889,415	12,954,003	14,733,867	14,156,669	11,337,812	9,858,402		8,606,707	6,812,064	4,870,032	3,476,560

Storm Water Fund

Financial Plan Year 2016

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, and updated in 2008 and 2014. This was completed to review 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, a one percent rate increase is proposed for 2016. 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 2016 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:

Storm Water Rates									
Year	*Adopted*				*Budget*	*Projected*			
	2012	**2013**	**2014**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**
Annual Rate per REU	$79.44	$81.36	$81.36	$81.36	$82.17	$82.99	$83.82	$84.66	$85.51
Annual % Increase	2.5%	2.4%	0.0%	0.0%	1.0%	1.0%	1.0%	1.0%	1.0%

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. 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.

The City is seeking funding from the Clean Water Legacy grant to partially fund the Crystal Beach Park and Keller Lake Water Quality Improvement project proposed for 2016 in the Capital Improvements Plan (CIP). If the grant is not approved, the City may need to consider using additional Storm water funds to complete the project.

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 2016, 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 2016.

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		2015 Budget			2016 Budget		Projected			
	2013	2014	Original	Amended	Estimate		% Chg	2017	2018	2019	2020
SOURCE OF FUNDS:											
Operating:											
Storm drainage utility fee	4,158,491	4,177,901	4,149,360	4,149,360	4,178,801	4,215,321	2%	4,257,387	4,299,966	4,343,058	4,386,663
Total Operating Sources	4,158,491	4,177,901	4,149,360	4,149,360	4,178,801	4,215,321	2%	4,257,387	4,299,966	4,343,058	4,386,663
Non-Operating:											
Special Assessments	32,035	27,534	40,000	40,000	25,100	25,000	(38%)	25,000	20,000	20,000	20,000
Interest	139,431	120,844	65,860	65,860	89,280	52,560	(20%)	47,766	41,936	40,230	40,453
Connection Charges	121,460	137,283	75,000	75,000	75,000	75,000	-	75,000	75,000	75,000	75,000
Other	57,730	52,430	417,800	417,800	26,854	423,754	1%	25,000	25,000	25,000	25,000
Total Non-Operating Sources	350,656	338,091	598,660	598,660	216,234	576,314	(4%)	172,766	161,936	160,230	160,453
TOTAL SOURCE OF FUNDS	4,509,147	4,515,992	4,748,020	4,748,020	4,395,034	4,791,635	1%	4,430,153	4,461,902	4,503,288	4,547,116
USE OF FUNDS:											
Operating:											
Personnel Services	731,756	771,659	787,382	787,382	787,382	830,113	5%	863,318	897,851	933,765	971,116
Current Expenses	574,072	645,045	815,644	815,644	817,896	912,295	12%	939,664	967,854	996,890	1,026,797
Total Operating Uses	1,305,828	1,416,704	1,603,026	1,603,026	1,605,278	1,742,408	9%	1,802,982	1,865,705	1,930,655	1,997,913
Non-Operating:											
Street Projects & Rehab	-	-	740,000	740,000	1,300,000	610,000	(18%)	625,000	665,000	665,000	735,000
Storm Water Management	-	-	3,340,000	3,340,000	2,070,000	2,700,000	(19%)	1,745,000	1,650,000	1,515,000	1,370,000
Storm Water Capital Projects	3,304,554	1,268,474	59,000	59,000	59,000	200,000	-	370,000	-	-	205,000
Projects from Prior Year(s) CIP	-	-	-	2,399,299	1,676,308	-	-	-	-	-	-
Subtotal capital improvements	3,304,554	1,268,474	4,139,000	6,538,299	5,105,308	3,510,000	(15%)	2,740,000	2,315,000	2,180,000	2,310,000
Debt service payments (existing)	1,139,007	884,356	668,957	668,957	669,064	549,154	(18%)	406,709	350,914	283,040	247,125
Transfers (non-debt)	59,625	58,025	62,875	62,875	62,875	60,825	(3%)	63,500	100,845	87,315	82,525
Total Non-Operating Uses	4,503,186	2,210,855	4,870,832	7,270,131	5,837,247	4,119,979	(15%)	3,210,209	2,766,759	2,550,355	2,639,650
TOTAL USE OF FUNDS	5,809,014	3,627,559	6,473,858	8,873,157	7,442,525	5,862,387	(9%)	5,013,191	4,632,464	4,481,010	4,637,563
Net change in accruals	285,612	164,388									
NET DIFFERENCE	(1,014,255)	1,052,821	(1,725,838)	(4,125,137)	(3,047,491)	(1,070,752)	(38%)	(583,038)	(170,562)	22,278	(90,447)
Other financial information:											
Year-end Cash Balance	7,842,031	8,894,852	7,169,014	4,769,715	5,847,361	4,776,609		4,193,571	4,023,009	4,045,287	3,954,840
Three months working capital	626,115	589,771	583,715	583,715	584,304	588,097		568,298	579,366	575,253	581,891
Capital replacement cash balance	7,215,916	8,305,081	6,585,300	4,186,001	5,263,057	4,188,512		3,625,273	3,443,643	3,470,035	3,372,949

Ice Center Fund

Financial Plan Year 2016

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 will happen 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 2016.

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		2015 Budget			2016 Budget		Projected			
	2013	2014	Original	Amended	Estimate		% Chg	2017	2018	2019	2020
SOURCE OF FUNDS:											
Operating:											
Charges for Services	1,064,257	1,096,283	1,128,825	1,128,825	1,092,061	1,084,725	(4%)	1,106,420	1,128,548	1,151,119	1,174,141
Other	-	-	-	-	40,000	-		-	-	-	-
Non-Operating:											
Interest	13,292	12,474	1,000	1,000	1,000	1,000	-	1,000	1,000	1,000	1,000
Sale of Capital Assets	23,338	25,204	-	-	-	-	-	-	-	-	-
Bond Proceeds	-	-	-	-	-	-	-	-	1,000,000	-	-
Total Non-Operating Sources	36,630	37,678	1,000	1,000	1,000	1,000	-	1,000	1,001,000	1,000	1,000
TOTAL SOURCE OF FUNDS	1,100,887	1,133,961	1,129,825	1,129,825	1,133,061	1,085,725	(4%)	1,107,420	2,129,548	1,152,119	1,175,141
USE OF FUNDS:											
Operating:											
Personnel Services	559,587	574,406	601,528	601,528	593,502	597,298	(1%)	615,217	633,674	652,684	672,265
Current Expenses	402,196	387,246	435,030	435,030	386,287	356,385	(18%)	367,077	378,089	389,432	401,115
Total Operating Uses	961,783	961,652	1,036,558	1,036,558	979,789	953,683	(8%)	982,294	1,011,763	1,042,116	1,073,380
Non-Operating:											
Purchase of Capital Assets	135,659	127,496	163,000	163,000	189,354	96,000	(41%)	185,000	900,000	85,000	-
Debt service payments	-	-	-	-	-	-	-	-	117,231	117,231	117,231
Total Non-Operating Uses	135,659	127,496	163,000	163,000	189,354	96,000	(41%)	185,000	1,017,231	202,231	117,231
TOTAL USE OF FUNDS	1,097,442	1,089,148	1,199,558	1,199,558	1,169,143	1,049,683	(12%)	1,167,294	2,028,994	1,244,347	1,190,611
NET DIFFERENCE	3,445	44,813	(69,733)	(69,733)	(36,082)	36,042	(152%)	(59,874)	100,554	(92,228)	(15,470)
Other financial information:											
Year-end Cash Balance	819,015	863,828	794,095	794,095	827,746	863,788		803,914	904,468	812,240	796,770
Three months operating cash estimate	274,361	272,287	299,890	299,890	292,286	262,421		291,824	507,249	311,087	297,653
Capital Replacement Cash Balance	544,655	591,541	494,206	494,206	535,460	601,367		512,091	397,220	501,153	499,117
Annual Depreciation	343,200	338,092	342,167	342,167	342,167	344,567		349,192	371,692	373,817	373,817

Golf Course Fund

Financial Plan Year 2016

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 2015 season opened on March 13, the earliest opening date on record. Staff is cautiously expecting rounds for 2016 to be comparable to 2011. The following is a summary of the last six years of the operating revenues and rounds:

	2010	2011	2012	2013	2014	2015 Est.	2016 Budget
Income	$285,312	$254,917	$269,383	$247,831	$253,706	$272,100	$267,800
Rounds	24,913	22,124	23,847	20,531	20,851	22,500	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. 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		2015 Budget			2016 Budget		Projected			
	2013	2014	Original	Amended	Estimate		% Chg	2017	2018	2019	2020
SOURCE OF FUNDS:											
Operating:											
Charges for Services	247,831	253,706	263,800	263,800	272,100	267,800	2%	273,156	278,619	284,191	289,875
Non-Operating:											
Investment Income	5,299	4,970	3,500	3,500	3,500	3,500	-	3,500	3,500	3,500	3,500
TOTAL SOURCE OF FUNDS	253,130	258,676	267,300	267,300	275,600	271,300	2%	276,656	282,119	287,691	293,375
USE OF FUNDS:											
Operating:											
Personnel Services	186,508	180,400	187,502	187,502	187,302	189,969	1%	195,668	201,538	207,584	213,812
Current Expenses	79,929	65,446	79,373	79,373	76,651	80,454	1%	82,868	85,354	87,915	90,552
Total Operating Uses	266,437	245,846	266,875	266,875	263,953	270,423	1%	278,536	286,892	295,499	304,364
Non-Operating:											
Purchase of Capital Assets	-	-	25,000	25,000	25,000	-		20,000	32,000	14,100	142,000
TOTAL USE OF FUNDS	266,437	245,846	291,875	291,875	288,953	270,423	1%	298,536	318,892	309,599	446,364
NET DIFFERENCE	(13,307)	12,830	(24,575)	(24,575)	(13,353)	877	(104%)	(21,880)	(36,773)	(21,908)	(152,989)
Other financial information:											
Year-end Cash Balance	320,793	333,623	309,048	309,048	320,270	321,147		299,267	262,494	240,586	87,597
3 months operating cash estimate	66,609	61,462	72,969	72,969	72,238	67,606		74,634	79,723	77,400	111,591
Balance above operating estimate	254,184	272,162	236,079	236,079	248,032	253,541		224,633	182,771	163,186	(23,994)
Annual Depreciation	19,288	18,832	19,000	19,000	19,000	19,000		20,000	21,600	21,953	23,578

Street Lighting Fund

Financial Plan Year 2016

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 2016. The following is a summary of street lighting rates:

Residential Continuous Street Lighting									
Year	*Adopted*				*Budget*	*Projected*			
	2012	2013	2014	2015	2016	2017	2018	2019	2020
Annual Rate per Unit	$33.36	$34.32	$34.32	$34.32	$34.32	$35.35	$36.41	$37.50	$38.63
Annual % Increase	3.0%	3.0%	3.0%	0.0%	0.0%	3.0%	3.0%	3.0%	3.0%

Commercial Continuous Street Lighting									
Year	*Adopted*				*Budget*	*Projected*			
	2012	2013	2014	2015	2016	2017	2018	2019	2020
Annual Rate / Front Ft	$1.584	$1.632	$1.632	$1.632	$1.632	$1.681	$1.731	$1.783	$1.836
Annual % Increase	3.0%	3.0%	0.0%	0.0%	0.0%	3.0%	3.0%	3.0%	3.0%

Residential Major Roadway Lighting									
Year	*Adopted*				*Budget*	*Projected*			
	2012	2013	2014	2015	2016	2017	2018	2019	2020
Annual Rate Per Property	$3.96	$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%	3.0%	3.0%	3.0%	3.0%

High Density Major Roadway Lighting									
Year	*Adopted*				*Budget*	*Projected*			
	2012	2013	2014	2015	2016	2017	2018	2019	2020
Annual Rate Per Unit	$2.40	$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%	3.0%	3.0%	3.0%	3.0%

Commercial Major Roadway Lighting									
Year	*Adopted*				*Budget*	*Projected*			
	2012	2013	2014	2015	2016	2017	2018	2019	2020
Annual Rate Per Property	$37.68	$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%	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		2015 Budget			2016 Budget		Projected			
	2013	2014	Original	Amended	Estimate		% Chg	2017	2018	2019	2020
SOURCE OF FUNDS:											
Operating:											
Street Light Fees-Residential	266,655	266,050	264,950	264,950	265,294	265,294	0%	273,256	281,449	289,875	298,610
Street Light Fees-Commercial	175,540	180,905	176,256	176,256	173,828	173,824	(1%)	179,043	184,369	189,907	195,552
Major Roadway Lighting-Residential	60,547	60,657	59,160	59,160	60,494	60,486	2%	62,265	64,192	66,120	68,047
Major Roadway Lighting-High Density	-	-	26,617	26,617	26,233	26,224	(1%)	27,261	28,123	28,985	29,847
Major Roadway Lighting-Commercial	56,905	57,910	31,056	31,056	31,056	31,056	-	31,984	32,944	33,936	34,952
Total Operating Sources	559,647	565,522	558,039	558,039	556,905	556,884	(0%)	573,809	591,077	608,823	627,008
Non-Operating:											
Interest	8,171	9,187	5,000	5,000	7,000	5,000	-	5,196	5,438	5,776	6,214
Other	21,119	3,439	10,000	10,000	10,000	10,000	-	10,000	10,000	10,000	10,000
Total Non-Operating Sources	29,290	12,626	15,000	15,000	17,000	15,000	-	15,196	15,438	15,776	16,214
TOTAL SOURCE OF FUNDS	588,937	578,148	573,039	573,039	573,905	571,884	(0%)	589,005	606,515	624,599	643,222
USE OF FUNDS:											
Operating:											
Current Expenses	400,367	379,593	408,261	408,261	408,261	387,061	(5%)	394,802	402,698	410,752	418,967
Non-Operating:											
Street Light Projects	51,062	310,654	170,000	170,000	170,000	170,000	-	170,000	170,000	170,000	170,000
TOTAL USE OF FUNDS	451,429	690,247	578,261	578,261	578,261	557,061	(5%)	564,802	572,698	580,752	588,967
Net change in accruals	27,823	21,272									
NET DIFFERENCE	165,331	(90,827)	(5,222)	(5,222)	(4,356)	14,823	(384%)	24,203	33,817	43,847	54,255
Other financial information:											
Year-end Cash Balance	599,920	509,093	503,871	503,871	504,737	519,560		543,763	577,580	621,426	675,681
Three months operating cash estimate	112,857	172,562	144,565	144,565	144,565	96,765		98,701	100,675	102,688	104,742
Capital Replacement cash balance	487,063	336,531	359,306	359,306	360,172	422,795		445,063	476,905	518,738	570,940

Ames Center Fund

Financial Plan Year 2016

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 is set to begin in 2016 and is reflected in the five-year plan.

	Private Contributions	EDA Match	Completed Show Results	Available Angel Funds at end of Season
2011-2012 Season	$30,000	$30,000	$7,527	$67,527
2012-2013 Season	7,000	7,000	14,571	96,098
2013-2014 Season	17,500	13,000	622	127,220
2014-2015 Season	10,000	-	5,386	142,606
Total	$64,500	$50,000	$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 the following transfers into the Debt Service Fund from the General Fund and the Ames Center Fund:

PAC Tax Abatement Bonds Debt Service Fund	2016	2017	2018	2019	2020
Transfer In from General Fund[1]	$322,000	$328,000	$335,000	$342,000	$824,000
Transfer In from Ames Center Fund[2]	721,194	744,842	769,328	794,681	820,932
Total Transfer to Debt Service Fund	1,043,194	1,072,842	1,104,328	1,136,681	1,644,932

[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 $461,194 for the purpose of covering debt service. The EDA transfer is assumed to increase 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		2015 Budget			2016 Budget		Projected			
	2013	2014	Original	Amended	Estimate		% Chg	2017	2018	2019	2020
OPERATIONS:											
Operating Revenue:											
Charges for Services	1,153,730	1,287,603	1,370,780	1,370,780	1,333,457	1,420,890	4%	1,438,600	1,467,424	1,499,273	1,530,617
Sponsorships and donations	50,320	135,610	48,000	48,000	36,340	48,000	-	50,400	55,440	58,212	61,123
Naming Rights	-	100,000	100,000	100,000	100,000	100,000	100%	100,000	100,000	100,000	100,000
Total Operating Revenue:	1,204,050	1,523,213	1,518,780	1,518,780	1,469,797	1,568,890	3%	1,589,000	1,622,864	1,657,485	1,691,740
Operating Expense:											
Contracted labor	781,422	853,899	947,494	947,494	923,826	976,365	3%	1,001,665	1,027,000	1,053,019	1,079,055
Current expenditures	444,370	592,865	509,807	509,807	498,663	523,845	3%	528,278	531,525	534,827	538,188
Management Fee	134,946	155,640	161,751	161,751	159,792	166,846	3%	155,943	160,237	164,652	169,157
Total Operating Expense:	1,360,738	1,602,404	1,619,052	1,619,052	1,582,281	1,667,056	3%	1,685,886	1,718,762	1,752,498	1,786,400
Total Operating Income (Loss)	(156,688)	(79,191)	(100,272)	(100,272)	(112,484)	(98,166)	0%	(96,886)	(95,898)	(95,013)	(94,660)
NON-OPERATING SOURCES:											
Host fees	248,066	244,035	260,000	260,000	251,460	260,000	-	265,200	270,500	275,900	281,400
Transfers from other funds											
General Fund	325,000	350,000	375,000	375,000	375,000	400,000	7%	425,000	450,000	475,000	500,000
EDA Fund	410,000	426,400	443,456	443,456	443,456	461,194	4%	479,642	498,828	518,781	539,532
Total Non-Op Sources	983,066	1,020,435	1,078,456	1,078,456	1,069,916	1,121,194	11%	1,169,842	1,219,328	1,269,681	1,320,932
NON-OPERATING USES:											
Non-Operating Uses:											
Capital outlay	22,476	49,094	146,260	146,260	146,260	202,500	38%	234,700	251,500	235,000	235,000
Repayment of EDA Angel Fund Loan	-	-	-	-	-	10,000	-	10,000	10,000	10,000	10,000
Interest expense	1,308	279	-	-	-	-	-	-	-	-	-
Transfers to other funds:											
Debt Service Fund	664,000	664,000	703,456	703,456	703,456	721,194	3%	744,842	769,328	794,681	820,932
Total Non-Op Uses	687,784	713,373	849,716	849,716	849,716	933,694	10%	989,542	1,030,828	1,039,681	1,065,932
Total Non-Operating Income (Loss)	295,282	307,062	228,740	228,740	220,200	187,500	1%	180,300	188,500	230,000	255,000
TOTAL INCOME (LOSS)	138,594	227,871	128,468	128,468	107,716	89,334	1%	83,414	92,602	134,987	160,340
TOTAL SOURCE OF FUNDS	2,187,116	2,543,648	2,597,236	2,597,236	2,539,713	2,690,084	-	2,758,842	2,842,192	2,927,166	3,012,672
TOTAL USE OF FUNDS	2,048,522	2,315,777	2,468,768	2,468,768	2,431,997	2,600,750	13%	2,675,428	2,749,590	2,792,179	2,852,332
NET DIFFERENCE	138,594	227,871	128,468	128,468	107,716	89,334	(30%)	83,414	92,602	134,987	160,340
Other financial info:											
Year-End Cash Balance/Due to General Fund	(1,357,264)	(1,339,984)	(1,211,516)	(1,211,516)	(1,232,268)	(1,142,934)		(1,059,520)	(966,918)	(831,931)	(671,591)
Financial Policy: Three months operating needs	512,131	578,944	617,192	617,192	607,999	650,188		668,857.00	687,397.50	698,044.75	713,083.00
Available for Capital Replacement (shortage)	(1,869,395)	(1,918,928)	(1,828,708)	(1,828,708)	(1,840,267)	(1,793,122)		(1,728,377)	(1,654,316)	(1,529,976)	(1,384,674)
Annual Depreciation	524,461	540,892	541,767	541,767	541,767	551,892		563,627	576,202	587,952	599,702

Sidewalk Snowplowing Fund

Financial Plan Year 2016

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 will increase approximately 25 percent in 2016, with rates to remain stable through 2018. The annual cost for a residential customer will increase by $3.32 to $16.65 per year. 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 are tied to bidding of the contracted service. Rates will be reviewed annually and are anticipated to be level for the next few 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***			
	2012	**2013**	**2014**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**
Annual Rate per Unit	$11.34	$11.34	$11.34	$13.32	$16.65	$16.65	$16.65	$17.48	$17.48
Annual % Increase	5.0%	0.0%	0.0%	17.5%	25.0%	0.0%	0.0%	5.0%	0.0%
Commercial Sidewalk Snowplowing									
Year	***Adopted***				***Budget***	***Projected***			
	2012	**2013**	**2014**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**
Annual Rate/Lineal Ft	$0.1266	$0.1266	$0.1266	$0.1488	$0.1860	$0.1860	$0.1860	$0.1953	$0.1953
Annual % Increase	5.0%	0.0%	0.0%	17.5%	25.0%	0.0%	0.0%	5.0%	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:

	2010	2011	2012	2013	2014	2015 Est.	2016 Budget
Expense	$99,021	$34,183	$24,813	$61,892	$114,210	$55,000	$81,000

TRANSFERS

An incoming transfer of $13,000 from the General Fund is proposed for 2016. 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		2015 Budget			2016 Budget		Projected			
	2013	2014	Original	Amended	Estimate		% Chg	2017	2018	2019	2020
SOURCE OF FUNDS:											
Operating:											
Sidewalk Snowplow Fees-Residential	16,156	15,996	18,381	18,381	18,515	23,144	26%	23,144	23,144	24,297	24,297
Sidewalk Snowplow Fees-Commercial	39,154	39,793	45,726	45,726	46,545	58,181	27%	58,181	58,181	61,090	61,090
Total Operating Sources	55,310	55,788	64,107	64,107	65,060	81,325	27%	81,325	81,325	85,387	85,387
Non-Operating:											
Transfers from General Fund	10,000	10,000	10,000	10,000	10,000	13,000	30%	13,000	13,000	13,650	13,650
Interest	1,559	757	734	734	734	834	14%	884	934	986	1,045
Total Non-Operating Sources	11,559	10,757	10,734	10,734	10,734	13,834		13,884	13,934	14,636	14,695
TOTAL SOURCE OF FUNDS	66,869	66,546	74,841	74,841	75,794	95,159	27%	95,209	95,259	100,023	100,082
USE OF FUNDS:											
Operating:											
Current Expenses	61,892	114,210	65,000	65,000	55,000	81,000	25%	81,000	81,000	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
TOTAL USE OF FUNDS	61,892	114,210	75,000	75,000	65,000	91,000	25%	91,000	91,000	95,050	95,050
NET DIFFERENCE	4,977	(47,664)	(159)	(159)	10,794	4,159	(2716%)	4,209	4,259	4,973	5,032
Other financial information:											
Year-end Fund Balance	106,375	58,711	58,552	58,552	69,505	73,664		77,873	82,132	87,105	92,137
Three months operating cash estimate	15,473	28,553	18,750	18,750	16,250	22,750		22,750	22,750	23,763	23,763
Capital Replacement cash balance	90,902	30,158	39,802	39,802	53,255	50,914		55,123	59,382	63,342	68,374

City of Burnsville 2016 Budget
Division and Department Budget Information

2015 Monitoring Report Overview

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 Inspections
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 Works
Engineering
Streets & Utilities
Fleet

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, 2014 through Sept. 30, 2015. 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.

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 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 Councils "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, are willing to prevent fire and crime.

Outcomes:

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

Department:	Outcome:
Police	Launched crime mapping tool on City's website.
Police	Ninety-three percent of residents responding to the 2012 Residents and Businesses Survey reported an overall feeling of safety.
Police	Partnered with School District to provide school safety programs (e.g. active shooter training).
Fire	Over 1,500 citizens attended Fire Department Open House.

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

Department:	Outcome:
Police	Supported and interacted with 102 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-seven percent of residents and 99 percent of business owners responding to the 2012 Residents and Businesses Survey reported feeling safe in a shopping environment.
Police	Participated in full-scale, multi-jurisdictional emergency response field training exercise with more than 300 public and private individuals at the Burnsville Center.

3. ***People feel children are safe playing in the parks.***

Department:	Outcome:
Police	Seventy-nine percent of residents responding to the 2012 Residents and Businesses Survey reported that children are safe playing in the parks.

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

Department:	Outcome:
Police	Police responded to 35,210 calls for service through September.
Police	Reported Part 1 crimes are down 8.8 percent through September.

Police	Eighty-one percent of residents responding to the 2012 Residents and Businesses Survey reported that patrolling is just right.
Police	Sixty-one percent of residents and 80 percent of business owners responding to the 2012 Residents and Businesses Survey reported that crime was about the same while 29 percent of residents reported crime was increasing.
Fire	Fire responded to 6,024 calls for service through September.

a. Fire and Emergency Medical Services (EMS) will reach 80 percent of the emergency calls in six minutes or less.

Department:	**Outcome:**
Fire	70 percent of emergency calls were reached in six minutes or less.

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.
Fire	Performed 479 inspections, issued 177 permits and documented 147 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 4,732 enforcement inspections and sent 2,727 Notices of Violation.
Licensing/Code	Ninety percent of property owners achieved compliance after receiving the First Notice of Violation letter.
Licensing/Code	Converted 157 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 or Behind the Badge program.

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.

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).

Department:	**Outcome:**
Community Services	The Mobile Volunteer Network remains a strong public safety "force multiplier" with over 50 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 eleven different community events in 2015.

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

Department:	**Outcome:**
Police	Worked 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 250 feet of sidewalk.
Public Works	City updated Pedestrian Crossing Policy to include new technologies for enhanced pedestrian crossing safety.
Public Works	Installed pedestrian crossing RRFB System at Burnsville Parkway and Eagle Ridge Drive.

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.***

Department:	Outcome:
Planning	Processed Conditional Use Permits for the City and for Northern States Power Company (Xcel Energy) which allowed for construction of a new regional trail segment located along the Minnesota River from I35W to the DNR boat landing near the Cedar Avenue bridge.
Community Services	Collaborated with the Natural Resources Department to offer Nature Walks in different locations throughout the year to adults 62+. The snow shoe nature walk had a record number of participants in 2015.
Community Services	Completed first segment of the Minnesota River Greenway (Black Dog Trail) in collaboration with Dakota County. Final completion is expected in 2016.

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 playing on Burnsville fields, rinks and courts.
Recreation	Over 200 dog park permits issued for the Alimagnet Dog Park.
Recreation	Offer new skate park programs through a partnership with Zombie Boardshop with 72 youth participating.
Community Services	Attendance is up by 11 percent at the Ames Center, as of Sept. 30. The Ames Center hosted 15 dance competitions and recitals, which continue to be a significant component to the facility use, bringing in over 122,000 visitors in 2015.
Community Services	Ames Center has increased food and beverage revenues at the Ames Center by 17 percent, the installation of a new permanent concession stand will further expand the food and beverage menu.
Parks	Completed the 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 activities.

Department:	Outcome:
Recreation	Over 3,000 youth baseball, softball, soccer and lacrosse games played on Burnsville fields in 2015.
Recreation	The 3rd Annual Summer Hockey Camp drew 143 participants in 2015.
Recreation	The 7th Annual Halloween Party drew 375 participants from the community.
Recreation	Over 1,500 Jr. League rounds of golf played at Birnamwood.
Recreation	Over 200 adults participated on 22 hockey teams in the City's adult league.
Recreation	Over 3,300 rounds of adult league play at Birnamwood.
Community Services	National Senior Health and Fitness Day was held at Nicollet Commons Park in May.

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 more than 35 Press Releases related to health-building activities and responded to media calls. Created videos related to health-building including "Sustainability Man" series, "Kids Will Be Kids… Of Summer!" and "Senior Activities, Programs in High Demand in 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 has created a Youth Advisory Board, with seven current board members. Plans are to increase the number of members to 12 in 2016.
Recreation	A youth representative served on the City's Parks and Natural Resources Commission.

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 21 percent.

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 Burnsville Youth Collaborative partnership with ISD 191 and the YMCA to offer after school programs targeting youth in grades 6-9. Programs are running after school and during the summer months. There were 80 students involved in the program during the 2014-2015 school year.
Recreation	Completed the renovation of THE GARAGE to include updated restrooms and HVAC systems and new spaces to add a 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/Ames Center	The Ames Center hosted student performances of the Dakota Valley Symphony's *Young Artists' Concert* and the Twin Cities Ballet of Minnesota's production of *The Nutcracker*. Combined, these performances brought in over 1,500 students.
Community Services	Coordinated an active volunteer program, which includes opportunities to volunteer in many City departments. More than 114 in-house volunteers have given over 2,900 hours of volunteer service to the City in 2015.
Recreation	Youth and family programs saw more than 42,295 recreation experiences.
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 3,000 people in attendance.
Community Services	Collaboration with outside agencies on 62+ events, such as "Chocolate & Hearts" and the "Grand Ol' Carnival."
Fire	Partnered with Fairview Ridges to address healthcare and safety within the Somali population.

7. Community partnerships are maintained to provide targeted services 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 multiple 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 new intergenerational event, "Grandparents, Grandkids and Seniors Day at Holz Farm."
Parks	Partnered with Burnsville Lions Club to add a 2,000 square foot splash pad at Cliff Fen Park.

NEIGHBORHOODS

End Statement:

People feel connected to their neighborhoods.

Outcomes:

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

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

   a. ***The City will devise a plan 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, non-conforming uses, fences, temporary swimming pools, landscape, yard installation standards and updated definitions.
Licensing/Code	Streamlined the enforcement protocols from "10-10-7" to "10-7" to minimize the number of re-inspections and maximize efficiency.
Public Works	The City resurfaced and reconstructed more than 8.3 miles of residential streets. The City Council has included the new "maintenance overlay" program in the CIP to help address prematurely failing residential streets.
Community Development	Foreclosures continue to be monitored and held to property maintenance standards through code enforcement activities. Foreclosures and Notice of Pendency filings continue to decrease a peak in 2010 and are down two percent from last year.

   b. ***The City proactively canvasses neighborhoods checking for property maintenance compliance.***

Department:	Outcome:
Licensing/Code	Completed a three year proactive "sweep" of the entire city for code violations and recorded 670 code cases with enforcement actions.
Licensing/Code	Modified re-inspection dates to coordinate better with the volunteers.
Licensing/Code	The City demolished two hazardous and uninhabitable homes in 2015.

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 126 parties and an estimated 8,500 residents. This was an increase of 14 parties and approximately 1,200 people from 2014. Twenty-four 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	
Planning	Processed Abbreviated Subdivision application for Sampson Addition and Rose Bluff 2nd Addition for single family lots.

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 Rose Bluff 2nd Addition plat for St. James Church property along with five single family residential lots and trail easements to connect Rudy L. Kramer Park Preserve to the Minnesota River Valley Greenway.
Planning	Processed Sampson Addition plat creating two single family lots at 13108 Penn Avenue.
Planning	A variance and plat (Burdick 1st Addition), was processed to allow the property owner at 735 Crystal Lake Road East to demolish the old home and construct a new single family home on Crystal Lake.
Community Development	Total home ownership is at 65 percent and rental is 35 percent. This is an increase of 1.5 percent in rental due to in the increase in the number of single family/townhome rental units that became licensed.

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

Department:	Outcome:
Planning	Processed a Conditional Use Permit for one owner of a duplex unit on 112th Street East, to allow re-siding of one half of the unit rather than the entire duplex.
Planning	Brought forth to City Council Work Session the use of metal roof materials on single family homes to determine if Council wanted to continue to require Conditional Use Permits or modify the ordinance to allow metal roofs outright with the standard building permit process.
Planning	Processed a Conditional Use Permit application to allow a metal roof to be installed on a single family home on Nicollet Lane.
Planning	Processed a Conditional Use Permit application to allow a homeowner to add an oversize detached garage for storage of vehicles, trailers and other equipment formerly stored in the driveway of the single family home.
Protective Inspections	The Permit Rebate program for home additions continued in 2015. Ten homes qualified for the rebate compared to twelve in 2014. 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. Nineteen homeowners took advantage of the CDA low interest rehab loans and four home improvement grants were awarded in FY 2014/15 In addition, 13 seniors utilized the Appliance and Furniture Removal Program funds, and 11 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	In first half 2015, the CDA assisted four applicants with first mortgage loans and down payment assistance and mortgage credit certificates.

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

Department:	**Outcome:**
Licensing/Code	Successful inspection of all rental complexes in three year period as required.
Licensing/Code	301 strike violations of tenants issued.
Community Development, Police, Fire	Collaborated with Dakota County Social Services to address challenges with group homes.
Licensing/Code	Addition of 157 single family rental properties that were previously unlicensed.
Licensing/Code	Held two license hearings to address rental violations with large rental properties.

e. Through other licensing and regulatory activities to enhance health/safety for the residents/visitors.

Department:	**Outcome:**
Licensing/Code	Successfully enforced suspension/subsequent revocation of several massage licenses for serious violations.
Licensing/Code	Successfully enforced revocation of one tobacco license for serious violations
Licensing/Code	Implemented an appeal process for all residents or license holders

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 2015 is estimated to be $55 million.
Planning	Updated the Zoning Ordinance to remove antiquated and undesirable uses from the B-3, General Business zone including drive-in theater, bus terminal and mini-storage; revised standards for the use of illuminated architectural features; modified the uses allowed in Industrial zones, added performance standards for commercial kennels; and for illuminated architectural features.
Planning, Inspections	Processed permits for the buildouts for Fairview Hospital and medical offices, JL Beers, Chick-fin-a, Starbucks, At Home, Nutmeg Brewpub, WSB addition, Keller Williams remodel, Borofka's Furniture, Nuss Trucking expansion, multiple tenant finishes at Burnsville Center, TruStone Financial, and multiple projects for ISD 191.
Economic Development	Worked closely with DEED and Greater MSP to ensure Abdallah Candies could expand and/or stay in Burnsville.
Planning	Brought forth to City Council Work Session a sketch plan for Parallel Companies to construct assisted living buildings at 13900 County Road 5 (land cleared by the City in 2015 to remove multiple dilapidated buildings) and for townhomes in Villas of Heart of the City.
Planning	Processed a two-lot industrial plat known as Burnsville 42 3rd Addition which allowed for development of the larger lot with a new mini-storage facility at 2300 C.R. 42 West.
Planning	Processed Conditional Use Permit applications for iMETRO to install wireless communications equipment on an existing light pole in the parking lot of Towne & Country Center; and for installation of a new 100' tall cellular tower at the Burnsville Trailer Hitch site at 3550 Highway 13 West.
Planning	Provided City comments to the Metropolitan Council on the Thrive MSP 2040 Regional Development Plan and participated on an advisory group to test and review the new on-line Local Planning Handbook the Metropolitan Council will roll out for use by cities to update Comprehensive Plans.
Planning	Processed Conditional Use Permit applications for Dakota Partnership to allow for a freestanding Subway restaurant at 2900 Cliff Road East; to allow Clive's Roadhouse Grill to have an outdoor patio; and to allow a new sports performance facility at 11975 Portland Avenue South.
Planning/Public Works	Processed a plat, Planned Unit Development, rezoning, and Comprehensive Plan Amendment, for ISD 191 to allow major additions to Burnsville Senior High School and relocation of bus drop off site. Facilitated public improvements to Portland Avenue and Trunk Highway 13 to accommodate addition and transportation changes.
Planning	Processed Conditional Use Permit applications and plats for CenterPoint Burnsville Regulator Station rehabilitation on Nicollet Avenue; and Shop Jimmy to allow retail sales at 2300 Highway 13.

Planning	Processed Planned Unit Development Amendments to allow Walser Real Estate to remodel the exterior of the Walser Mazda dealership at 14720 Buck Hill Road; for Bidhipur to construct a building addition for a new brew pub (Nutmeg) at 1905 C.R. 42; and M-M Burnsville to demolish Champps restaurant to construct a new Chic-Fil-A restaurant, Starbucks and to remodel the former Carpet King building for a new JL Beers restaurant at Burnhill Plaza.
Economic Development	Processed changes to the City's liquor ordinance through the governance process.
Economic Development, Public Works	Provided background and materials for Council Work Session discussion interim land uses in the Minnesota River Quadrant; sale of remnant parcels from the Highway 13/County Road 5 project.
Economic Development	Sold land located at Cliff and River Ridge for development. Construction of headquarters for Green Horizons to begin in spring.
Planning	Brought forward to City Council Work Session the Architectural Review Tool to provide guidance to developers and assist the Planning Commission and City Council in evaluating benefits associated with Planned Unit Development, Conditional Use Permit and Variance applications.
Planning	Brought forth to City Council Work Session a proposal to establish standards and process to allow Burnsville auto dealers to utilize existing off-site parking lots for the temporary storage of new vehicle inventory.
Planning	Processed Planned Unit Development Amendments to allow Soccer Blast to upgrade its facility with a permanent structure, replacing the inflatable dome; to allow Costco to upgrade and expand its fuel facility and canopy; to allow a technology/manufacturing business for Celedon Systems at 13975 Frontier Court; and to construct the final four townhome units for Lintor LLC in Heart of the City.
Planning	Processed Zoning Ordinance amendment for auto dealership remote storage standards and developed a new temporary permit process to allow Burnsville auto dealers to legally utilize off-site parking lots for temporary storage of new vehicle inventory.
Planning	Processed a Planned Unit Development Amendment to allow a building addition and site improvements at Burnsville Subaru at 600 121st Street and to allow an open sales/rental lot without a principal building for Walser Honda at 14900 Buck Hill Road.
Public Works	Continued the soil remediation program in the Minnesota River Quadrant to allow for redevelopment of commercial and industrial property.
Public Works	Completed study for future Cliff Road/I35W Ramp intersection improvements and began project development of County Road 42/I35W Turn Lane improvements. These projects will reduce congestion and improve traffic flow.

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 began; units will be ready for sale in the spring.
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 a PUD for City Center plaza LLC which resulted in a 5,400 square foot building addition at 540 Gateway Boulevard for a new business (WSB Associates) in the Heart of the City.
Economic Development, Community Services, Police, Public Works	19th Annual Winter Lighting Ceremony, 9th Annual International Festival, and the 5th annual I Heart Burnsville 5k and Fire Muster 10K were held.
Economic Development	Expansion of the Heart of the City Deck was completed. A $395,000 DEED Host Community Grant and a $250,000 CDA RIG grant were used to offset cost.
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.
Public Works	Rehabilitated both Burnsville Parkway and Nicollet Avenue in the HOC including streetscape.

b. Minnesota River Quadrant

Planning, Public Works, Economic Development	Worked with Dworsky property to facilitate soil remediation of property north of existing Jeep Dealership.
Planning, Public Works	Continued discussion with the MPCA, 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.

i. Public Infrastructure

Department:	Outcome:
Economic Development, Public Works	The Trunk Highway 13/County Road 5 interchange project began in 2013 and was completed in November of 2014. City has three vacant remnant parcels to sell for development.
Economic Development, Public Works	Continued to utilize a $90,000 DEED Host Community Grant for planning and design of a new Cliff Road/Highway 35W Interchange. Awarded a $345,600 DEED Host Community Grant for the DuPont/Cliff/126th Street improvement project.
Public Works	Began construction on Ladybird Lane regional pond to serve current and future Minnesota River Quadrant development.

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	An Interim Use Permit ordinance for soil mining and construction activity storage has been created (2013) that will 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. Astelford and Dworsky (Park Jeep) have remediated most of their parcels.

iii. Fostering appropriate interim uses until the time 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 Permit for YRC-Nuss Addition to allow outdoor storage and display on an interim basis at 12400 and 12540 Dupont Avenue South.

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	Met with KMM in the fall of 2015 to review a proposal to modify the edge of the quarry. A Planned Unit Development amendment application was submitted at the end of 2015.
Planning	Met regularly with Waste Management regarding updates to the Planned Unit Development.

c. Monuments at Key City Entrances

Department:	**Outcome:**
Engineering	Completed lighting at Trunk Highway 13 entrance monument at the eastern city limits. A second monument located at western city limits along Trunk Highway 13 was included in the 2016 CIP.

d. Promotion of industry clusters, specifically growth and retention of health care and industry in the area of science, technology, engineering, and math.

Department:	**Outcome:**
Economic Development	Burnsville is currently home to over 1,000 companies in the STHEM cluster.
Economic Development	One company expanded and nine new companies were attracted. • Bolton & Menk expanded and expects to hire up to an additional 50 employees over the next 3-5 years; Green Horizon Properties LLC purchased and received land use clearances to develop the 4.6 acre site (formerly owned by the EDA), for a new landscape business and corporate headquarters that employs 70 people.

Economic Development	Continued marketing activities: • Advertised "Why Burnsville" via Minnesota High Tech Association (MHTA), the Economic Development Association of Minnesota (EDAM) and the Minnesota Commercial Association of Real Estate/Realtors (MNCAR) • Published a quarterly e-newsletter – The Microscope
Economic Development	Partnered with ISD 191 and Chamber to host the Business leaders-Education Partnership events to engage business leaders in the schools.
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	BCREC hosted a bus tour for 39 commercial brokers to highlight five properties and the City.
Economic Development	Continued the funding for Greater MSP ($125,000 over five years) and Open To Business ($22,500 over three years). • Greater MSP currently assisting staff on a business retention • Open to Business has worked with 40 clients

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 they understand their role in pursuing this result.***

Department:	Outcome:
Planning	Brought forth to City Council Work Session the results of a lengthy review by Planning Commission of proposed updates to the Zoning Ordinance to incorporate current standards for solar energy systems.
Facilities	In an ongoing effort to reduce costs and improve energy efficiency in City buildings, the Facilities Department has completed ten projects in 2015 that are 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 253 trees at the annual tree sale.
Natural Resources	Hosted first Native Plant Market with 1,285 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 six mature ash trees to protect them from Emerald Ash Borer.
Natural Resources	A Resolution authorized an Archery Hunt in Kelleher Park.
Public Works	LED lighting was added to Cliff Fen Park and one signalized intersection.

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

Department:	Outcome:
Planning, Engineering, IT	Processed a CUP extension application for Buell Consulting to allow Verizon Wireless to expand the lease area for additional equipment and antennas at the Water Treatment Plant.
Planning	Processed a Conditional Use Permit for NSP/Xcel to allow grading within the Shoreland and Floodplain to allow them to implement the Voluntary Investigation and Clean-up (VIC) of the coal yard and ash ponds at the Black Dog Power Plant. This project is part of the plant decommissioning and changing from coal to natural gas to power the facility.

	This will also allow reconstruction of Black Dog Road within the Floodplain and Shoreland District and to allow rehabilitation of the Oakwood Curve lift station.
Planning	Processed Conditional Use Permit applications for Minnegasco Inc., to allow essential services and construct a building at their Dakota Station site at 11500 12th Avenue South.
Planning	Processed an Interim Use Permit for Waste Management to extend the deadline for removing dredge material from the site located north of the BSLI landfill.
Planning	Processed a CUP for CenterPoint Energy to allow new natural gas pipelines to be installed within the Minnesota River floodplain and Shoreland District.
Natural Resources	Processed a Wetland Replacement Plan for the Black Dog Regional Trail
Natural Resources	Processed a Wetland Replacement Plan for GH-MN Properties at Cliff Road and River Ridge Boulevard.

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

Department:	**Outcome:**
Natural Resources	Served 1,700 vehicles at the Household Hazardous Waste Collection Day.
Natural Resources	Completed a partnership /grant project with Great River Greening for habitat restoration in Terrace Oaks West Park.

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

Department:	**Outcome:**
Natural Resources	Monitored seven Lakes for Water Quality.
Natural Resources	Harvested Curly-leaf Pondweed on Crystal Lake.
Natural Resources	Established a Joint Powers Agreement with the City of Apple Valley for In-Lake Water Quality Projects at Alimgagnet Lake, Keller Lake, and Lac Lavon.
Public Works, Natural Resources	The City 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:**
Planning, Public Works	Processed Zoning Ordinance and map amendment to establish a new Drinking Water Protection Overlay Zoning District.
Public Works	Complete 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	Executed a Joint Powers Agreement with Savage to study short and long term water supply options for the surface water intake.
Public Works, Planning	Initiated the quarry service water intake environmental review to identify any additional long term water supply issues for the quarry intake.
Public Works	Served on the Metropolitan Council Water Supply Advisory Committee and assisted in review and completion of the 2040 Water Resource Plan and Water Supply Plan update template.

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	Participated in the Regional Indicators Initiative.
Natural Resources	Co-hosted a Climate Resiliency Workshop with Eagan and Apple Valley.
Natural Resources	Treated 910 public trees to protect them from Emerald Ash Borer.
Natural Resources	Implemented Organics Collection program at the Burnsville Ice Center.

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.***
    b. ***Complete the construction of the Trunk Highway (TH) 13/County State Aid Highway (CSAH) 5 intersection upgrades.***

Department:	Outcome:
Public Works, Planning	Participated in Orange Line BRT TAC and recommended two stations in the Heart of the City.
Public Works	Advocate for collaborative efforts and shared resources for intra-city transit services.
Public Works	As part of MVTA, executed new Joint Powers Agreement expanding MVTA to include the Cities of Prior Lake and Shakopee.
Public Works	Executed the Joint Powers Agreement for the Aldrich Avenue/County Road 42/I35W on ramp project.
Public Works	Completed study of options for improvement of Cliff Road and I35W south interchange.

2. ***People feel that multiple methods of transportation are easily available, safe and convenient.***
    a. ***Support efforts for the 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 Heart of the City.

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 cooperative agreement funding for Aldrich/County Road 42/I35W project and advanced MSA funding to completed rehabilitation of Burnsville Parkway and Nicollet Avenue.
Public Works	Worked with City Council to develop minimum level of service standards for collector/high volume and local/low volume streets. Began tracking long-term goals to meet 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.***

Department:	**Outcome:**
Public Works	Advocated adequate access from County, State and Federal roadways to ensure a viable business community.
Planning	Provided extensive review of the proposed Metropolitan Council's Thrive 2040 Transportation Policy Plan (TPP).

3. 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.***

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, 95 percent of residents surveyed in 2012 believe they receive the "right amount" of information about the City, with the Bulletin being viewed as an important tool. Based on 2012 survey results, 64 percent of residents reported accessing the City's website, with 91 percent rating the site good or excellent.

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

Department:	Outcome:
Human Resources	Based on 2012 survey results, 95 percent of residents surveyed rated the courtesy of City Hall staff as excellent or good.
Human Resources	Based on 2012 survey results, 85 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.

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 2012 survey results, 71 percent of residents read the Bulletin. Of those, 95 percent reported that the Bulletin is effective in keeping them informed about activities in the City.
Communications	Based on 2012 survey results, 64 percent of residents reported accessing the City's website. The site saw 33,342 visits in the previous reporting year.

Communications	The City's Facebook page acquired 608 new "Followers" from Oct. 1, 2014 – Sept. 30, 2015, bringing the total to 1,911.
Communications	The City's Twitter feed increased substantially (779 new followers) from Oct. 1, 2014 – Sept. 30, 2015, bringing the total to 2,356.
Communications	Videos on YouTube have been viewed a total of 416,000 times, an increase of 104,000 views since Oct. 1, 2014.
Communications	The City's email alert system has 12,340 subscribers, who received 630,103 messages in the previous reporting year.
Communications	From Oct. 1, 2014 to Sept. 31, 2015, BCTV produced 156 non-meeting videos for its cable channel. In addition, BCTV cablecast 226 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:**
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
Communications	Launched online web streaming of BCTV channels at www.burnsville.tv/live
IT	Partnered with Communications and BCTV to upgrade broadcast and production equipment at City Hall and BCTV studios
IT	Replaced city phone system and voicemail at 15 facilities; updated call trees to route calls more effectively.
IT	Deployed additional AXON on-officer cameras for Police and Fire personnel use.
IT	Enhanced physical security at 23 Water utility sites with security cameras and ID card access controls.
IT	Replaced the staff mobile training lab and updated Emergency Operations Center Technology to support Emergency events.
IT, Police	Deployed smartphone technology to all Police Officers in the field to consolidate and minimize the number of devices carried by each officer. The solution allows for phone, internet, security system access, and the elimination of a digital transcription system.
IT, Public Works	Expanded 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 new election Dominion equipment that will be implemented in the 2016 Primary and General Elections.
City Clerk/ Elections	Implemented new GovQA software to track and automate data requests for public information.
City Clerk/ Elections	Purchased new NovusAgenda software for agenda management and video streaming to replace SIRE which will be implemented in 2016.

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

Department:	**Outcome:**
IT	Staff continues to license additional excess city fiber optic assets to private telecommunications providers. In 2015, additional fiber was licensed at two city water tower sites. Annual maintenance for City fiber infrastructure costs continue to be cost neutral due to the offsetting total revenue received.
IT	Public WiFi infrastructure replacements began in 2015 to continue to enhance public and private WiFi service in all city staffed facilities and some parks. Upgrades through 2016 are expected.
IT, Administration	Participated in 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.

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

Department: *(IT)*	**Outcome:**
IT	Deployed Office 365 Government Cloud Services (including email system) and changed domain name to burnsvillemn.gov to leverage government specific tools, security and pricing.
IT, Fleet	Partnered with the Fleet Division to replace outdated fleet management system (1989) with a new third party hosted system and all new mechanic PC workstations.
Utility Billing	Issued RFP and selected new print, mail, electronic bill delivery and online payment processing vendor to improve operational efficiencies and customer service specifically as it relates to online bill present and online payment processing.
Utility Billing	Twenty four percent of utility billing customers receive e-Statements rather than paper utility bills; the department's goal was 18 percent.

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

Department:	**Outcome:**
Communications	In the 2012 Residential Survey, nearly 80 percent of respondents noted that Community Cable Television was an important service. Of the survey respondents who subscribe to cable television, nearly 50 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	Launched high-definition City Council chambers, high-definition channel and online web streaming.
Communications	City Administration, Communication and IT staff continue to work on the City's upcoming Cable Franchise Renewal process, which expires in August 2016.

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.
Maintenance	Fifteen members of the Maintenance Department Labor Management Committee met quarterly to improve communication and exchange ideas between employees and management.

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 partnership with City of Eagan for shared mobile production truck, as well as multiple steps of ongoing cable franchise renewal.
Community Services	Continue to partnership 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.

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.***

Department:	Outcome:
Finance	Received GFOA Certificate of Achievement for Excellence in Financial Reporting and GFOA Distinguished Budget Presentation Award
Finance	Refunded $7.0 million (partial advance crossover) of 2008 tax abatement bonds reducing future principal and interest costs by $884,000 for a future value savings of $749,000
Finance	Issued RFP for EMS Billing Services. Awarded contract to current service provided for reduced processing fees.
Finance	Standard & Poors' reaffirmed AAA bond rating.
Community Services, Community Development	Continued to offer CDBG grant programs to assist low-to moderate income homeowners in Burnsville. Nineteen homeowners took advantage of the CDA low interest rehab loans and home improvement grants in FY 2014/15. In addition 13 seniors utilized the Appliance and Furniture Removal Program funds, and 11 seniors received chore services from DARTS to do outdoor chores.
Economic Development, Engineering	Awarded a $346,250 DEED Host Community Grant to be used for the Cliff Road and Dupont Avenue 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.
Fire	Received donations from community partners to replace ten sets of fire gear, nine helmets and two portable radios.
Public Works	Implemented fleet management system with goals for idling reduction and fleet "right-sizing."

Leadership/Development

CITY COUNCIL AND CITY MANAGER

Leadership and Leadership Development

PRIMARY SERVICES

The City Council and City Manager provide the following services:

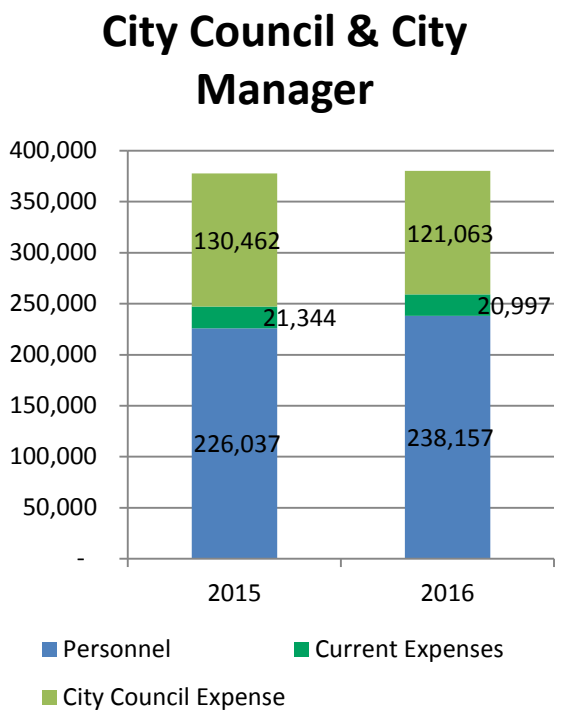
- Support, enhancement, compliance and implementation of City Council policy
- Public relations and communications
- Overall financial management stability
- Ensure compliance with all legal requirements
- Serve as "ombudsman" to help address constituent complaints and problems
- Setting the overall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

2016 Administration Budget

General Operating:

Administration	$	259,154
City Council		121,063

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.

2015 ACCOMPLISHMENTS

- Participated in regional agency policy committees to promote and advance the City's legislative priorities
- Participated in county-wide broadband study to develop regional plan for long-term, sustainable broadband initiatives
- Provided oversight of Facilities Space Needs Study.

Strong Financial Management

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

- Provided oversight for the City's cable franchise renewal process
- Actively engaged involved parties in moving toward closure of Freeway Landfill
- City Manager named President of the national professional organization, Government Finance Officers Association (GFOA)

2015 PERFORMANCE MEASUREMENT MONITORING DATA

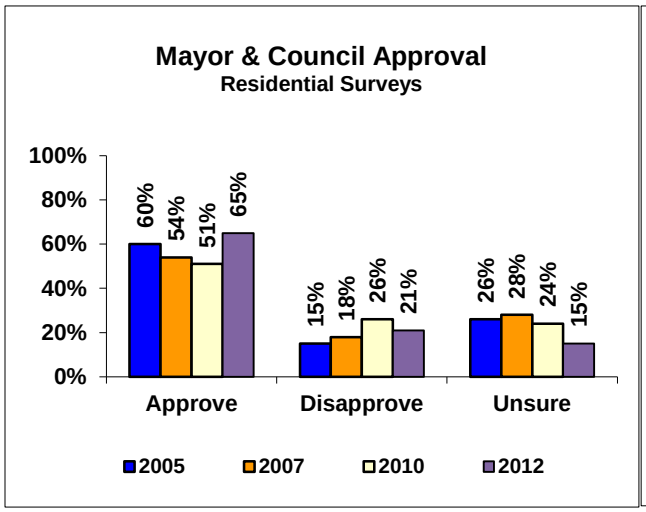
Consistent with the Council's adopted governance statements, the most important performance indicators are as follow:

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 2012 Residential and Business Surveys.

Council and Staff Approval Ratings

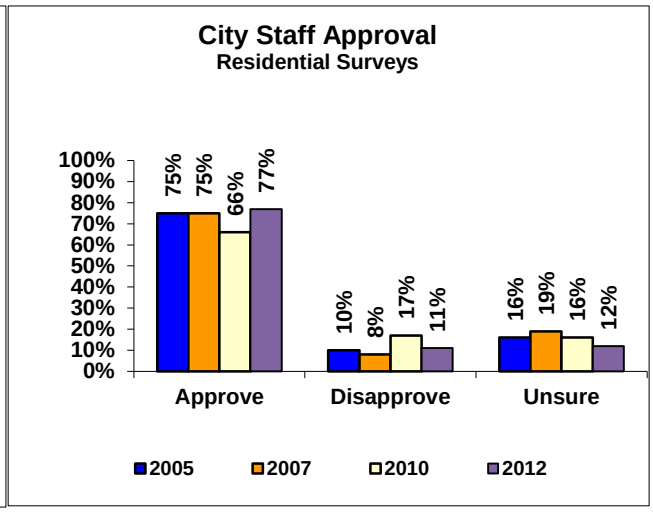
The 2012 Residential Survey shows that ***approval of the Mayor and City Council increased 14 percent from 2010, City staff approval also increased by 11 percent from the last survey***.

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: 14 percent increase in "Approval" from 2010.

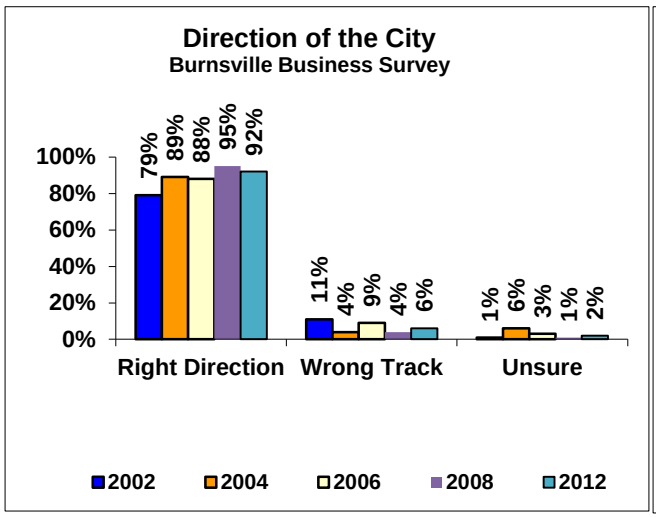


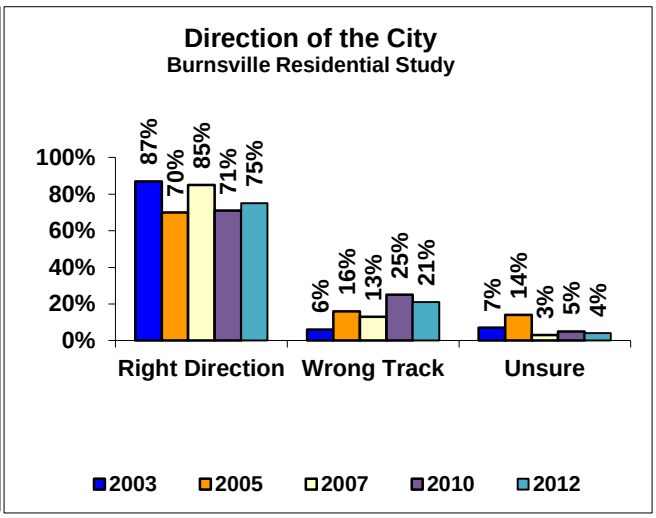
Question: How would you rate the job of Burnsville City staff?

Result: 11 percent increase in "Approval" from 2010.

Direction of City Ratings

The 2012 residential and business surveys also show that most people in Burnsville believe the City is headed in the right direction. ***This response was 75 percent in 2012, up from 71 percent in 2010 on the residential survey,*** and down slightly on the business survey to 92 percent (from 95 percent in 2010).





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

Result: Slight decrease in "Approval" from Businesses from 2010. Slight increase in "Approval" from Residents.

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: A Look Forward

2016 BUDGET OVERVIEW

The 2016 City Council/City Manager Budget allows for:

- Council participation in local and national City groups is continued.
- City memberships in various advocacy groups is maintained.
- City membership in the Suburban Rate Authority 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 position.

HUMAN RESOURCES

Leadership and Leadership Development

PRIMARY SERVICES

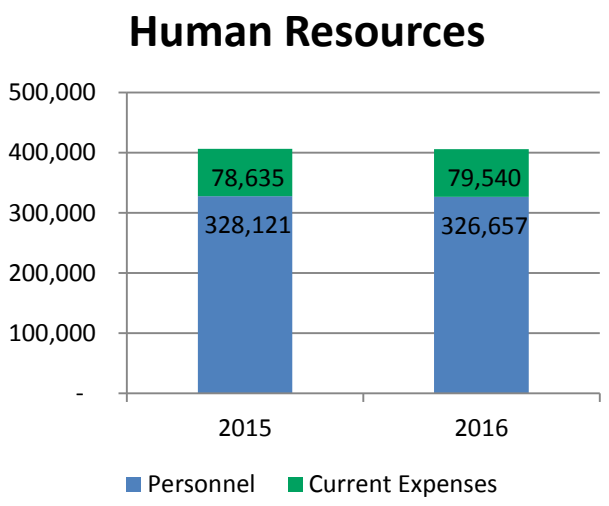
Under the direction of the Human Resources Director, Human Resources provides the following organizational development and support services:

- 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)

2016 Human Resources Budget

General Operating $406,197

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.

2015 ACCOMPLISHMENTS

- Completed 19 regular full-time/part-time recruitments, 15 internal specialty assignment recruitments and coordinated the hiring of 153 temporary and seasonal employees
- Negotiated a three-year contract with HealthPartners that resulted in a 5 percent rate cap for 2016 and no rate increases for dental, life or LTD insurance for 2016
- Negotiated two-year contracts with Fire Captains, Firefighters and Maintenance employees for 2015-2016
- Implemented Healthcare Reform mandates
- Implemented new online job application system (Applitrack) to streamline electronic application submittal and online review of applications

Employee Retirements:

10/1/2014 - 9/30/2015

- Bonnie Buck – Engineering
- Rod Grieger – Facilities
- Rich Flaten – Police
- Gary Dahnke – Public Works
- Ron Anderson – Inspections
- Vicki Bess – Human Resources
- Mike Remick – Public Works
- Terry Larkin – Fleet Maintenance
- Jeff Pfaff – Police
- Linda Gloor – I.T.
- Rory Bochniak - Police

297 Years of experience!

- Updated Employment Policy Manual to conform with recent legislative and internal policy changes
- Maintained a comprehensive wellness program, which includes 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 events, All-Employee Meetings, Retirement parties, and Charitable Giving Campaign

2015 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.

	2009	2010	2011	2012	2013	2014	2015
Population	**61,042**	**60,306**	**60,306**	**60,306**	**60,664**	**61,061**	**61,630**
Number of Employees	**286**	**269**	**270**	**269**	**271**	**271**	**272**
Population per Employee	**213**	**224**	**224**	**225**	**224**	**224**	**224**

* 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 2009 population estimate is from Met Council estimates. The 2010 population and beyond is based on 2010 census data.

Employee Decision-Making

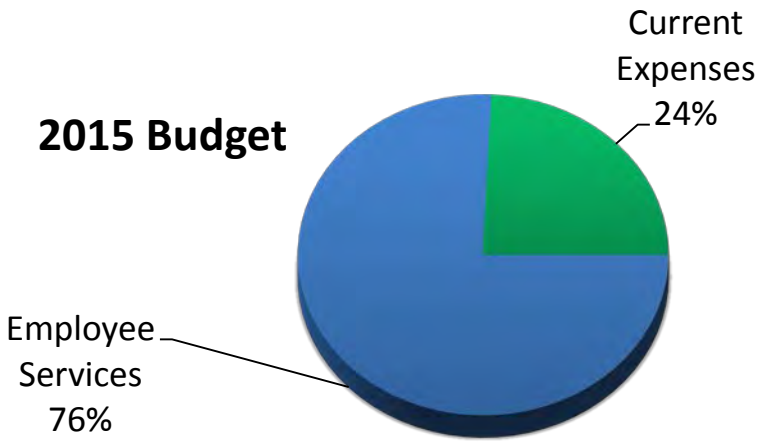
In order to accomplish the City's mission, employee involvement in the decision-making process as well as employee feedback and participation is essential.

Employees participate in significant decision-making processes such as:

- Evaluation of health insurance rates and options
- Evaluation and selection of new employees
- Preparation of the budget
- Participation in the Facility Space Needs Study
- Development of safety and wellness program components
- Participation in Local 49 Labor-Management Committee
- Participation on county-wide committees
- Implementation of sustainability initiatives
- 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 $28.7 million for 2015,*** including General Operating and Enterprise Funds. When considering the City's General Fund budget, as the following chart indicates, investment in Employee Services is 76 percent of the City's 2015 General Fund (excluding transfers between funds).



Health Insurance Costs

A significant 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 decrease in 2015 and will experience a rate cap of five percent in 2016 and a maximum cap of nine percent in 2017.

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
2011	$955	$1,240	$650	$738	$305	$502
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

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

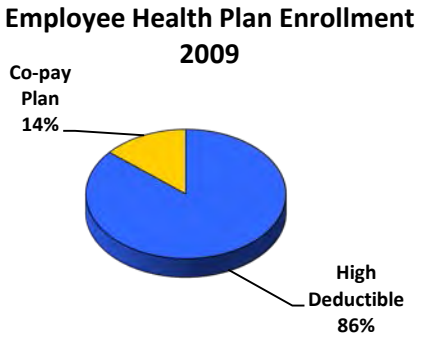
Number of Employees Taking the High Deductible Health Plan

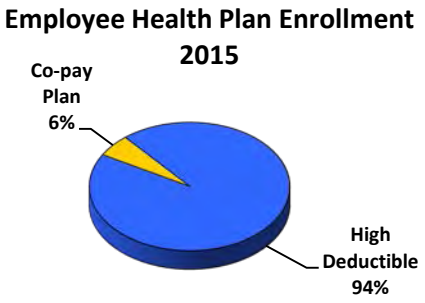
	2009	2010	2011	2012	2013	2014	2015
High Deductible Plan Participants	250	238 *	247	246	245	252	250
% of Total Employees	86%	90%	92%	94%	91%	94%	94%

* 2010 includes the position reductions which occurred in June 2009

Flexible Spending Account (FSA) Participation

	2009	2010	2011	2012	2013	2014	2015
No. of Employees in Medical FSA	144	127	123	110	98	96	92
No. of Employees in Dependent Care FSA	27	27	26	27	31	29	26





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 18 years.

Full-time and Regular Part-time Recruitments

(Not including temporary/seasonal positions)

	2010	2011	2012	2013	2014	2015
Number of Recruitments	9	12	15	15	15	19
Number of Applications Received *(Data not available prior to 2010)*	2,178	1,065	2,109	1,521	1,230	1,472

Full-time Employee Attrition

(Average full-time employee attrition each year)

	2009	2010	2011	2012	2013	2014	2015
Attrition Percentage	5.8%	4.0%	5.8%	4.9%	5.0%	7.0%	8.7%

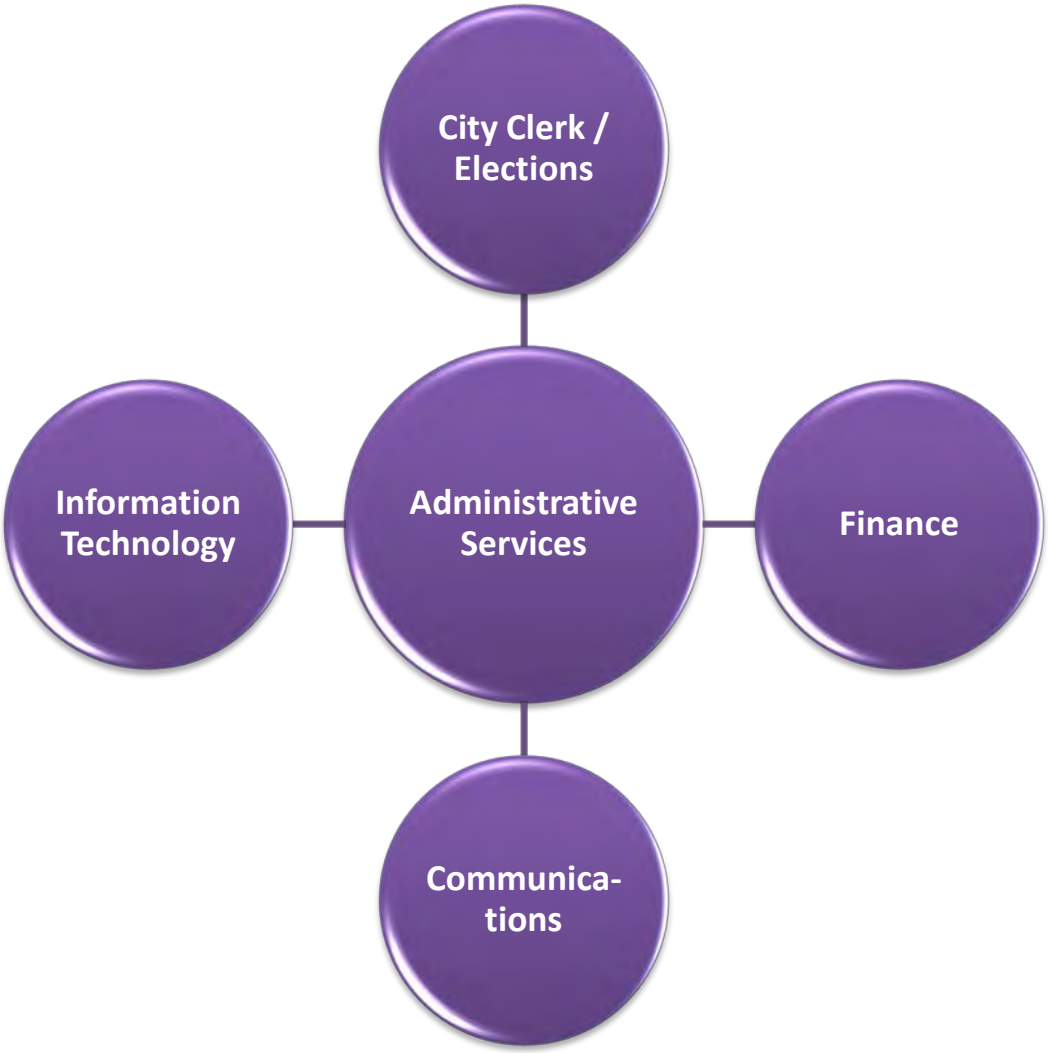
2016: A Look Forward

2016 BUDGET OVERVIEW

The 2016 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 Police Officers and Police Sergeants for 2016-2017
- 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 2016 training program for employees in partnership with other Dakota County cities
- Lead succession planning discussions and efforts with the City's Management Team and departments

Administrative Services



CITY CLERK/ELECTIONS

Administrative Services

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

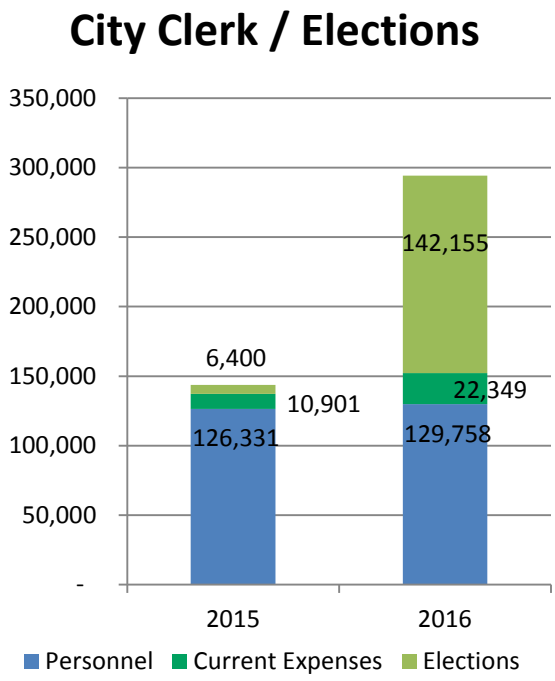
Under the direction of the City Clerk, the Elections Division provides the following services:

- 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

2016 City Clerk / Elections Budget

General Operating	$ 152,107
Elections	142,155

Staffing
2.0 Full-Time Equivalent Staff



ALIGNMENT WITH COUNCIL ENDS AND OUTCOMES

The primary purpose of this department is to provide support to the governing and elections process.

2015 ACCOMPLISHMENTS

- Implemented new city-wide software to prepare and track requests for information from the public online at burnsville.org/datarequest. The new *GovQA* software will also help prepare and track internal requests from City staff and attorneys
- Ensured timely publishing of Council and Commission agenda packets and meeting minutes
- Conducted an RFP process and pilot program to replace the existing Agenda Management System software with *NovusAGENDA* and updated agenda and minutes templates
- Implemented new record retention schedule, which reflects new department structures and statutory requirements
- Managed recruitment process for Commission appointments throughout the City

NEW ELECTION EQUIPMENT:

- Worked with Dakota County to purchase new election equipment from *Dominion* to replace the equipment purchased in 1999. The new equipment should improve efficiencies with fewer breakdowns and jammed ballots
- Although there was no City or General Elections in 2015, ISD 194 and ISD 196 used the new election equipment during the Nov. 3 Election

2015 PERFORMANCE MEASUREMENT MONITORING DATA

Consistent with the Council's adopted governance statements, the most important performance indicators are as 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%

2016: A Look Forward

2016 BUDGET OVERVIEW

The 2016 City Clerks/Elections Budget allows for:

- Continued expansion of electronic document management system (Laserfiche) to retain public documents. The City Clerk's office has scanned all permanent documents in the department and continues quality control measures to ensure accuracy. Scanning or importing new documents will continue as they are generated. New applications of the system will be explored in 2016 with the upgrade to Laserfiche Rio.
- Continued leverage of technology, electronic documents and tools to provide information to Council, City staff, and the public in an efficient and cost-effective manner.
- Replacement of the current agenda management system (SIRE) for City Council and Commission agenda, minutes and documents as well as online live and recorded web streaming of the public meetings.
- 2016 Primary and General Election administration that include City election of the Mayor and two Council Members. Since 2016 is a Presidential Election year, an increase in the number of voters is expected at the polls and also more voters are expected to take advantage of the recent law change to allow "no excuse" absentee voting.

FINANCE

PRIMARY SERVICES

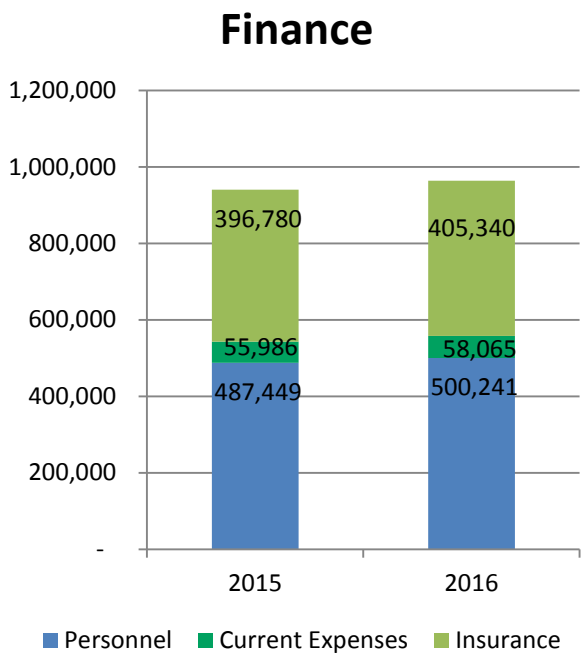
Under the direction of the Director of Administrative Services, Financial Operations Director and the Finance Director, the Finance Department provides the following financial support services to the entire organization:

- 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

2016 Finance Budget

General Operating $ 558,306
Insurance $ 405,340

Staffing
Full-Time Equivalent Staff
General Fund 8.6
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.

2015 ACCOMPLISHMENTS

Technology

- 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 leveraging ERMS 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

- Transitioned majority of employees (both regular and seasonal) to e-timesheets

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

General

- Combined the Measurement Summary document and the Annual Monitoring Report into one cohesive document to improve efficiency and transparency for reporting

- Issued a Request for Proposal (RFP) for EMS Billing Services resulting in retention of the City's current service provider, Digitech, Inc.

- 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 2014 resulting in a Aaa rating as well. This is the highest bond rating cities may achieve under both agencies.

2015 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 utility billing survey was conducted in late 2015 that will assist staff in modifying services to improve the customer experience as well as assist in improving the promotion and communication of utility services.

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. In early 2015, a new vendor began providing the services for bill print, mailing, and e-Services. The new vendor has added or enhanced the e-Services options. New services include a secure pay by telephone option, updating the online customer current balance on a daily basis, and the ability for the customer to "link" multiple accounts to provide easy online viewing. The e-Payment option has also been enhanced. The customer's payment data is now securely stored to schedule a recurring payment each month. Also, the ability to make a payment from a checking account withdrawal has also been added to provide an electronic payment option other than credit card.

Electronic payments and the ability to process payments electronically continue to be a focus to ensure accurate and timely processing of payments. Approximately 2,600 customers are using the new e-Payment option each month. Another 3,100 customers take advantage of the automatic bank withdrawal option for their monthly payments. About 2,800 of customers utilize their personal banks to submit monthly electronic payments. The personal bank payments no longer require a physical check to be cut. These 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 is 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.

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.*** As a result the City had a new financial advisor in 2015. Independent auditors and bond counsel remained the same. Audit fees were reduced for 2015 as a result of the RFP process.

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 2015, the City's annualized return on invested balances was approximately 1.5 percent, consistent with the prior year. Short-term and long-term interest rates remained at historical lows.

The City will conduct a banking services RFP in 2016.

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. The City selected the current service provider. EMS Billing fees were also reduced as a result.***

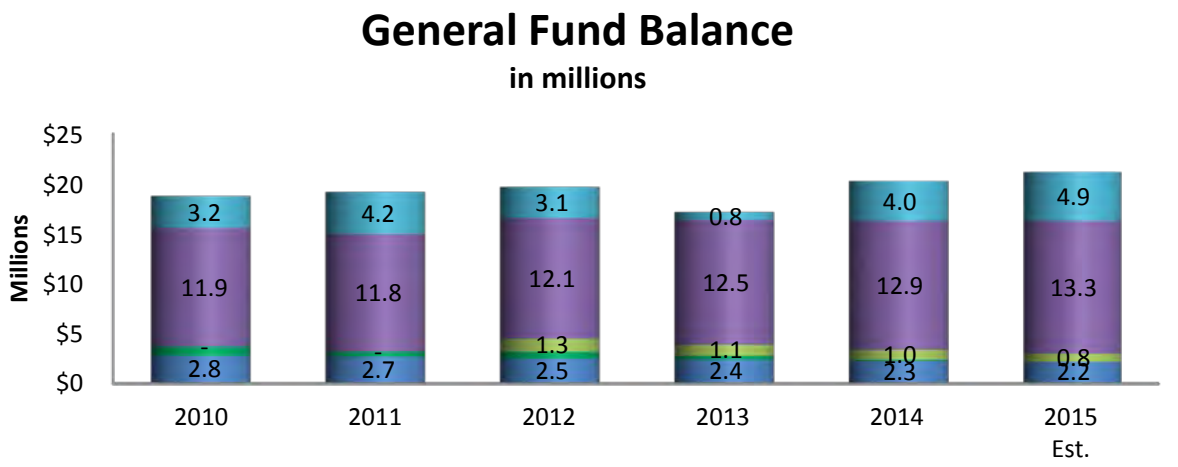
Financial Reporting

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 2016.

The Finance Department is also implementing OpenGov software, a financial reporting tool that provides the ability to easily analyze financial information to see trends and drill down into the information. It will also improve communication of financial information.

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.
Unassigned - Contingency	3.2	4.2	3.1	0.8	4.0	4.9
Unassigned - 35% Policy	11.9	11.8	12.1	12.5	12.9	13.3
Assigned - Ice Center Debt	-	-	1.3	1.1	1.0	0.8
Assigned - Budget	0.9	0.5	0.7	0.4	0.1	-
Restricted - Landfill	2.8	2.7	2.5	2.4	2.3	2.2

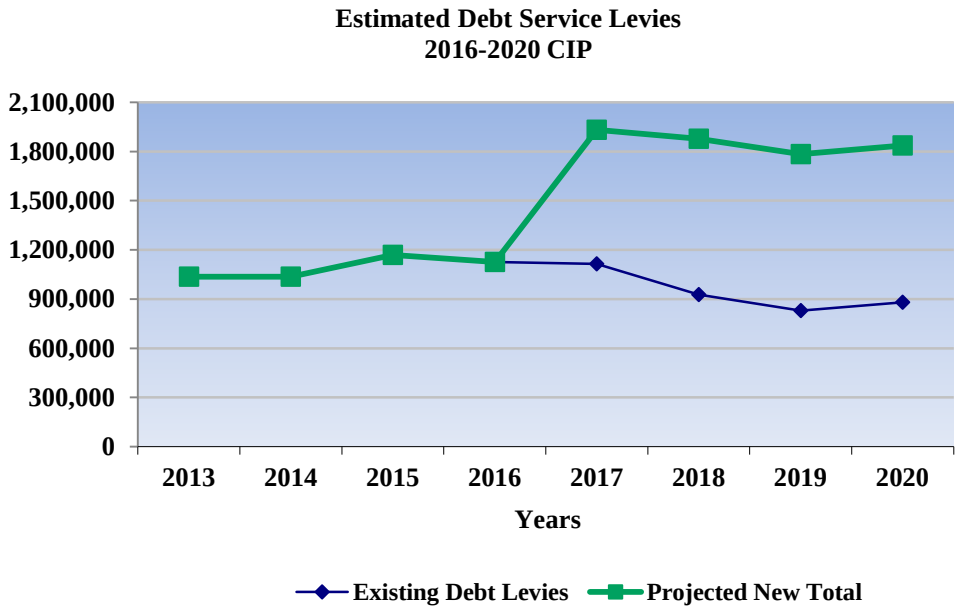
Debt Issuance and Debt Management

The City issued two bond issues in November 2015. ***General obligation improvement bonds totaling $2,970,000 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 $7,030,000 were issued to advance crossover refund outstanding 2008 tax abatement bonds. The resulting future principal and interest savings totaled $884,000 with a present value savings of $749,000. The City reviews existing debt annually for refunding opportunities to reduce debt service requirements. No other bond issues were available for refunding in 2015.

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 2014. 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.



2016: A Look Forward

2016 BUDGET OVERVIEW

The 2016 Finance Budget allows for:

- 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 use of OpenGov web-based reporting
- Expansion of application of Electronic Document Management System (EDMS) in various finance system areas
- Completion of Request for Proposal (RFP) for banking services

COMMUNICATIONS

Administrative Services

PRIMARY SERVICES

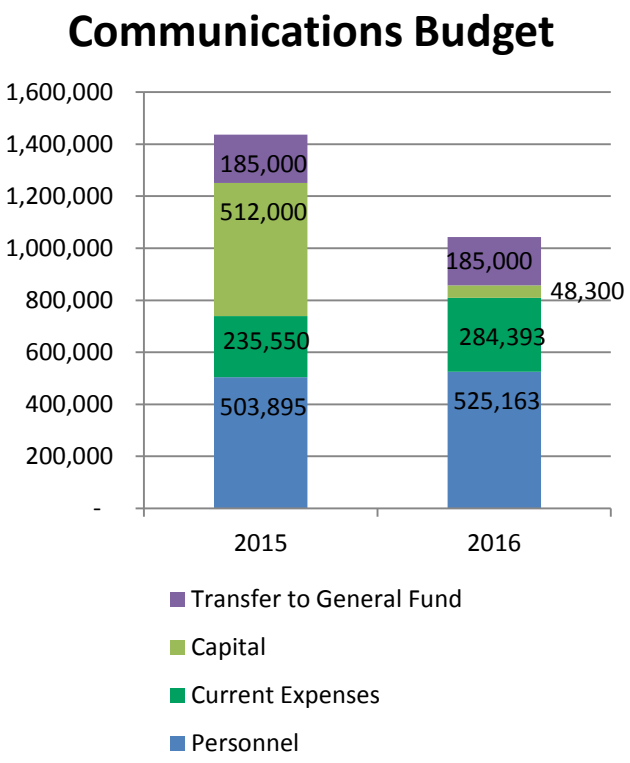
Under the direction of the Director of Administrative Services and the Communications Coordinator, the Communications Department provides the following services to ensure timely information about City programs, facilities, services and activities:

- 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
- Digital messages - I-35W billboards, City Hall reader board and digital advertising
- 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 Franchise with Comcast Cable

2016 Communications Budget

General Operating	$ 857,856
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.

2015 ACCOMPLISHMENTS

- Completed settlement agreement with Comcast in relation to proposed merger with Time Warner. While the merger fell through, the settlement resulted in a high definition cable channel for City programming, funds owed from back payment by Comcast, video on demand and ad avails.
- Launched new technology to allow Burnsville Community Television to provide live television coverage from any location.
- Updated Burnsville Community Television graphics in anticipation of high definition.
- Continued work on Burnsville's Cable Franchise renewal, which was extended through August 2016.
- Produced 156 non-meeting programs for Burnsville Community Ch. 14 and Ch. 16 and YouTube, including City "news" videos (Burnsville Briefs) and Public Service Announcements. Videos included *"Avoid… The No WiFi Zone," "Kids Will Be Kids…of Summer," "Welcome to Burnsville! We're Glad You're Here!" "Burnsville Works to Curb Impact of Emerald Ash Borer," "Changes Ahead for THE GARAGE Youth Center,"* the *"Sustainability Man"* series and numerous other news stories and community sports/activity coverage.

Upgraded Burnsville City Council Chambers with New Aesthetics and High Definition Technology:

- New wall coverings and City logo
- High definition cameras and monitors
- Updated audio system
- Updated, high definition production equipment and controls
- Ability to broadcast content in high definition

- Received multiple awards for communications projects, including a Minnesota Association of Government Communicators (MAGC) "Award of Excellence" for Use of Social Media *(#50in50 Campaign)*; an MAGC and National Association of Community Media Award for the video *"We Are the Burnsville Fire Department,"* and an MAGC and Midwest Regional Emmy Nomination for the video *"The Story of How Burnsville Became a City."*
- Assisted in fourth year of media classes at Burnsville High School, including the production of its weekly announcement show, "Blaze Weekly."
- 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.
- Participated in District 191 "Business Leader & Educator Partnership."
- Designed and coordinated the updated Heart of the City street banners installed in October.

2015 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 2012 survey results, 71 percent of residents read the Bulletin. Of those, 95 percent reported that the Bulletin is effective in keeping them informed about activities in the City.*** Overall, 95 percent of residents surveyed in 2012 believe they receive the "right amount" of information about the City, with the Bulletin being viewed as an important tool.

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 created a number of printed publications (including brochures, flyers, signage and ads) for various departments throughout the organization.

Web Communications

The City's website, www.burnsville.org, is the City's primary online medium for communicating information to the public. ***Based on 2012 survey results, 64 percent of residents reported accessing the City's website, with 91 percent rating the site good or excellent.*** This is an improvement from 80 percent good/excellent in 2010, and can be attributed in part to the site's redesign in 2011.

Websites Maintained:	**URL Shortcuts to City Site:**
www.burnsville.org	www.burnsvilleicecenter.org
www.dakotavalleyrecycling.org	www.birnamwoodgolfcourse.com
www.burnsvillecsi.com	www.burnsville.tv
www.ames-center.com	www.burnsville.org/whyburnsville

Visitor traffic to www.burnsville.org is once again increasing compared to the previous year. ***Average monthly site visits increased from 28,221 to 36,958.*** Nearly 840,000 pages were viewed over the previous reporting period. The average user views approximately two pages during a visit to www.burnsville.org.

City Website Data	Oct. 2013 – Oct. 2014	Oct. 2014 – Oct. 2015
Average Daily Total Visits	928	1,215
Monthly Average Visits:		
Total Visits	28,221	36,958
One-time Visits	19,782	27,813
Return Visits *(visitors to the site more than once)*	8,439	9,231
Requests Received on Request Tracker System	933	643

Top visited pages were:

1. ***Homepage*** (79,108 unique pageviews);
2. ***Job Opportunities*** (28,555 unique pageviews);
3. ***Burnsville Ice Center [burnsvilleicecenter.org]*** (15,047 unique page views);
4. ***Utility Billing*** (13,834 unique pageviews);
5. ***Police*** (11,883 unique pageviews)

Of the visits to burnsville.org, ***62 percent are from a desktop computer; 26.6 from a smartphone; 8.6 percent from a tablet and 2 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 $4,275 in revenue; and the biannual "Community Guide," generating $2,575 in revenue to offset some of the printing costs.***

In 2014, the Communications Department initiated a pilot website advertising program with Google, to allow ads to show up on search page of www.burnsville.org. As part of the pilot program the City received guaranteed revenue for February -December 2014 to run the pilot program. However, Google chose not to expand the pilot beyond one year, as they are no longer focusing on advertising on government websites.

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 608 new "followers" from Oct. 1, 2014 – Sept. 30, 2015, bringing the total to 1,911.*** 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 substantially (779 new followers) from Oct. 1, 2014 – Sept. 30, 2015 for a total of 2,356 followers.***

Video sharing on ***YouTube*** (www.youtube.com/cityofburnsvillemn) continued to increase in 2015, with 230 new videos uploaded. The channel currently has 358 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 416,000 times, an increase of 104,000 views since Oct. 1, 2014.***

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" was a result of deleting old topics that were no longer in use.***

Email Subscription Services (Oct. – Sept.)	2013	2014	2015
Total Subscribers	10,227	10,800	12,340
Total Subscription Topics	178	185	75
Email Messages Delivered Through GovDelivery	449,892	452,668	630,103
Percent of Emails Opened (%)	22%	21%	21%
Employment*	n/a	n/a	2,726
Summer Concerts/Movies	1,767	2,092	2,551
Community Events	1,113	1,393	1,780
Press Releases	1,023	1,191	1,570
Heart of the City	1,103	1,247	1,517

**Employment is a new category resulting from the new "AppliTrack" recruitment software initiated by Human Resources.*

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, 2014 to Sept. 30, 2015, the boards displayed 76,691 City messages to traffic on I-35W travelling both north and south. This is an average of 210 spots per day.***

Burnsville Community Television (BCTV)

In the 2012 Residential Survey, ***nearly 80 percent of respondents noted that Community Cable Television was an important service. Of the survey respondents who subscribe to cable television, nearly 50 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 Franchise). PEG and Franchise fee revenue has remained relatively consistent since 2010.

From Oct. 1, 2014 to Sept. 30, 2015, BCTV produced 156 non-meeting videos for its cable channel. In addition, BCTV cablecast 226 programs from other governmental agencies, non-profit organizations and public access users.

Cable Franchise/Transfer of Ownership

City Administration, Communications and IT staff continue to work on the City's upcoming Cable Franchise Renewal process, which was extended through August 2016.

2016: A Look Forward

2016 BUDGET OVERVIEW

The 2016 Budget allows for continued support of City communications and includes:

- Minor upgrade to the BCTV Studio in Burnsville High School to allow for full HD broadcasts from the location
- Business and Residential telephone surveys
- Adobe Creative Cloud software licenses
- Webstreaming of BCTV channels
- Four issues of the *Burnsville Bulletin*
- Comprehensive recreation brochure and a smaller recreation mailer
- Ames Center Season Guide
- Printing, design services and advertising for departments, events and services
- Maintenance of the City's website, email/online services and message boards
- 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/Comcast transfer of ownership

INFORMATION TECHNOLOGY

Administrative Services

PRIMARY SERVICES

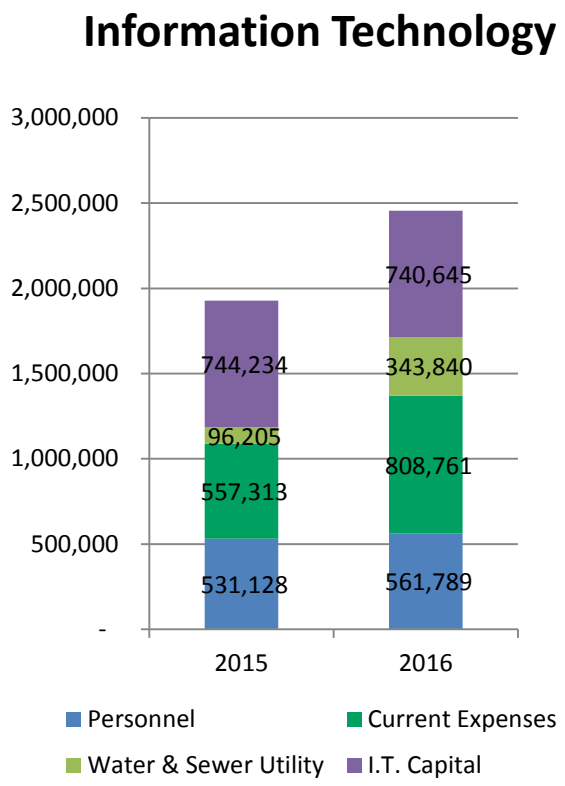
Under the direction of the Director of Administrative Services and the IT Director, the Information Technology (IT) Department provides the following services:

- 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).

2016 Information Technology Budget

General Operating	$1,370,550
Water & Sewer Utility	343,840
I.T. Capital	740,645

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.

2015 ACCOMPLISHMENTS

- Replaced phone and voicemail system at 15 City locations
- Licensed additional dark fiber optic Wide Area Network (WAN) infrastructure to two private and one public customer
- Deployed AXON on-officer cameras for four Fire Department personnel
- Expanded mobile workforce with laptops in the field for Parks, Streets, Forestry and Engineering staff
- Enhanced physical security at 23 Water Utility sites with security cameras and ID card access controls
- Deployed Office 365 Government Cloud services (including email system) and changed domain to burnsvillemn.gov to leverage government specific tools, security and pricing

Sustainability Through Efficiency:

- Continued to increase sustainability through third party hosting, virtualization technology, and systems consolidation.
- Enhanced service delivery and advanced technology initiatives through Department reorganization through reclassification of three positions.

- Upgraded video security system software and hardware platform for all City facilities
- Leveraged 85 smartphones for Police Officers in the field to minimize the number of devices carried on-person. Solution allows for phone, internet, camera system access, and digital transcription system.
- Replaced mobile training lab and updated Emergency Operations Center technology
- Worked with Fleet Division to replace outdated fleet management system (1989) to new hosted system with new mechanic workstations
- Partnered with Communications and BCTV to upgrade broadcast and production equipment at City Hall and BCTV studios

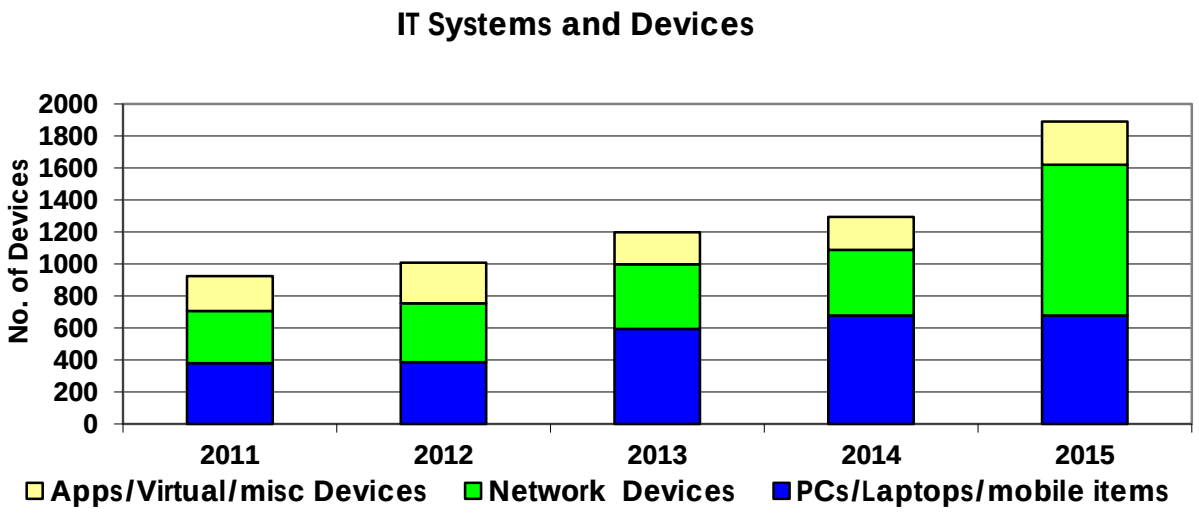
2015 PERFORMANCE MEASUREMENT MONITORING DATA

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 mobile workforce solutions in the Protective Inspections, Utilities, Streets, Parks, Forestry, Police and Fire departments, which continue to improve and 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, 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 now manages and maintains, but also includes network switches, routers, backup 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. 2015 is the ninth year in which 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 has aided IT staff to focus on the implementation of new projects and services throughout the organization. We are currently in the process of adding GIS support services starting in 2016.

2016: A Look Forward

2016 BUDGET OVERVIEW

The 2016 Budget will allow for

- Scheduled replacement of public safety systems for police and fire Computer Aided Dispatching, mobile products and integration with current Records Management Systems.
- Scheduled replacements of core infrastructure and end user equipment at the end of life cycles and uses. This will include 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.
- Upgrade of the Community Development System (CRW) 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.
- Upgrade of the Recreation Management Systems to a new web browser based platform to enhance and provide additional functionality of the current system.
- Upgrade to latest release of Electronic Document Management System (EDMS) software platform.
- Participation in the Dakota Broadband Group Joint Power Agreement for Fiber Optic I-NET enhancements.
- GIS enhancements and coordinated efforts throughout City departments.
- Advanced Metering Infrastructure planning and acquisition in coordination with Public Works and Finance.
- Addition and replacement of Police Officer AXON cameras.
- Mobile devices and application enhancements for Public Works field staff.
- Network Power and cooling infrastructure replacements for all SCADA water utility sites.
- IT systems security review and enhancements.
- Continued physical security enhancements for water tower sites, and some parks facilities.
- Continued expansion of additional Cloud-based IT services and systems for data recovery, asset management and video storage.
- Additional virtual desktop enhancements and deployment for staff, contractors and third party uses.

Community Development

COMMUNITY DEVELOPMENT

PRIMARY SERVICES

Under the direction of the Community Development Director, the Community Development Department functions with four distinct divisions:

- Economic Development
- Planning
- Licensing & Code Enforcement
- Protective Inspections

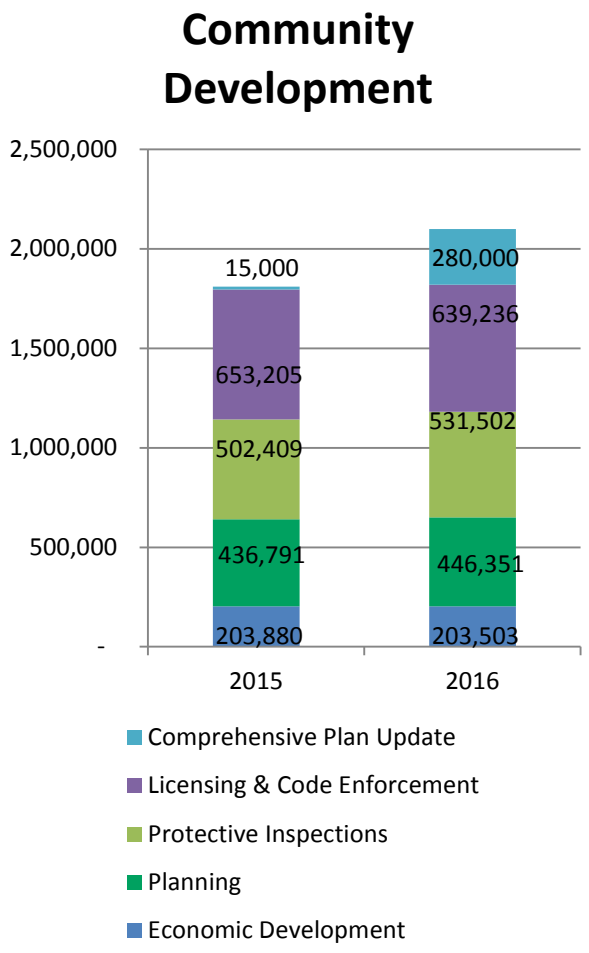
Services provided guide, facilitate and regulate development and redevelopment (land use) within the City as well as maintain housing stock and quality of businesses. Overall functions include:

- Support Economic Development and Planning Commissions
- Oversee Economic Development programs/policies and job retention/creation
- Staff liaison to Burnsville Convention and Visitors Bureau
- Oversee development review including environmental review (EAW, EIS, AUAR)
- Long range/comprehensive planning
- Special studies (*e.g.,* planning, zoning, ordinances, GIS, airport oversight committee)
- Provide housing reporting and administrate Livable Communities Act program
- Coordinate and collaborate with Dakota County Community Development Authority (CDA) for City housing programs
- Clearinghouse for permits, plan reviews and inspections for permits
- Zoning and property maintenance enforcement and oversight of rental and business licensing
- Coordinate City legal services
- Legislative initiatives and engagement

2016 Community Development Budget

General Operating $ 2,100,592

Staffing
17.8 Full-Time Equivalent Staff



2015 ACCOMPLISHMENTS

- Reviewed and provided feedback to the Metropolitan Council for "Thrive 2040," population, household and employment projections, setting the tone for the City's Comprehensive Plan Update (due December 2018).

- Continued implementation of electronic imaging (Laserfiche) to reduce paper storage, increase file accessibility and to follow the City's retention schedule.

2015 Work Session Items:

- Continued to work with partners and stakeholders in the Minnesota River Quadrant (MRQ) on Soil Remediation Projects
- Sketch Plan Reviews for Villas in the HOC & Parallel Companies Assisted Living
- Researched and presented findings for policy considerations for:
  - 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/C.R 5 Interchange Project
  - Architectural Review Tool
  - Sports performance clinics in I-1 zones
  - MRQ Discussion and Comprehensive Land Use Plan process discussion

- Completed the Governance process to modify the City's liquor ordinance and licensing.

- Continued to implement the TrakIT software including electronic development review, escrow account management, parcel database update and credit card acceptance for applications.

- Monitored legislative changes and assisted in communicating impacts of proposed and enacted legislative changes.

- Continued to make progress with the Minnesota River Quadrant (MRQ) redevelopment

- Engaged in discussion and provided expertise on Freeway Landfill closure.

2015 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.

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 2015, Burnsville had 7,657 multi-family rental units and 1,431 individual rental units – for a total of 9,088 rental units. This figure is more accurate than Census data as it represents actual rentals in 2015, and accounts for units that were once owner occupied and have become rental, and vice versa. The percentages for 2015 follow:

- Total housing units: 25,994 (41 more units than 2014)
- Owner-occupied units: 16,906 or 65 percent of total housing units
- Rental units: 9,088 or 35 percent of total housing units
  This is a 1.5 percent increase in rentals in the City from last year (rental percentage was 33.5 percent).
- Senior/disabled rental units (non-assisted): 653 units or 2.5 percent of total housing units

Because the number of new units added in 2015 was 41, 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. The variable in the City's future owner occupied/rental ratio will likely be dictated by the renting of individual units and 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 assistance to first-time home buyers. Through June 2015, the CDA assisted four applicants with first mortgage loans, down payment assistance and mortgage credit certificates. This figure is less than the eight applicants who were assisted for the same programs in the first half of 2014. Also, for the first half of 2015, 12 households from Burnsville received home improvement assistance. This compares to 24 for the same period in 2014.

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 2016.

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.

Foreclosure Rates

The number of foreclosures in the City continues to decline after a peak in 2010. As of September 2015, there have been 68 sheriff's sales and 105 Notice of Pendency filings compared 87 and 136 respectively during the same period last year. This represents a 22 percent decrease from 2014. 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. So far in 2015, making the connection with county staff has been a valuable resource for the City and issues are being addressed. The City currently has 55 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 2014 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 LCDA funds (redevelopment and site clean-up funds). ***Burnsville's tentative score for 2015 is 98/100 points.*** In comparison, the City scored 89/100 and tied for the third highest score in 2013 and scored 88/100 in 2014 which was the 4th highest. The highest scores in 2013 and 2014 were earned by the cities of St. Paul, Minneapolis, Coon Rapids, Burnsville and Anoka respectively.

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 our 2040 Comprehensive Plan. The full update of our plan is due to the Metropolitan Council in December 2018.

2016: A Look Forward

2016 BUDGET OVERVIEW

The 2016 Budget allows for:

- Partnering with Burnsville Chamber of Commerce on 2015 Home and Garden Show
- Initiating the Comprehensive Plan update process to incorporate revisions to the Metropolitan Council's regional policy plans (Thrive 2040) and system Statement Requirements.

ECONOMIC DEVELOPMENT

Community Development

PRIMARY SERVICES

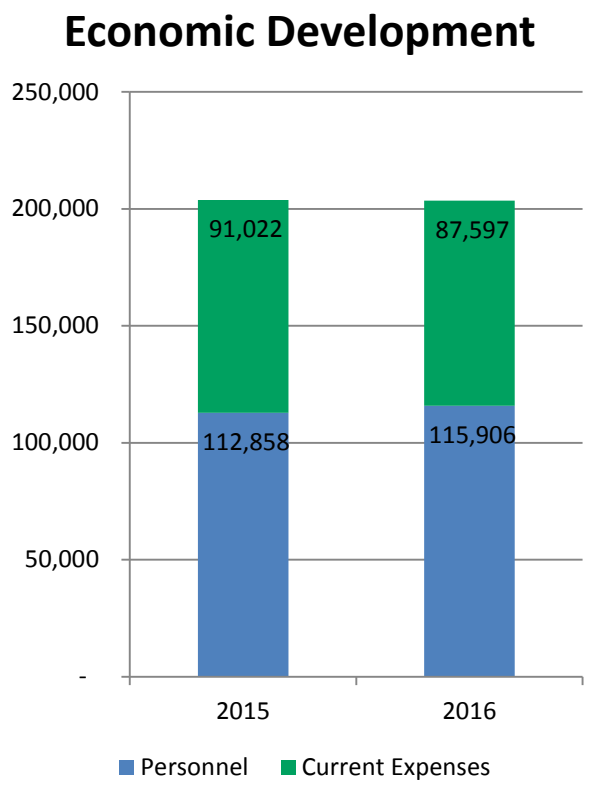
Under the direction of the Community Development Director, the Economic Development Division provides the following services to guide, facilitate, regulate development and redevelopment, maintain the quality of businesses within the City of Burnsville, as well as foster new growth through economic development:

- Supporting the Burnsville Economic Development Authority (EDA)
- Supporting the Burnsville Economic Development Commission (EDC)
- Supporting the Burnsville STHEM Alliance industry cluster initiative
- 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
- Monitoring the cross-divisional development review work team
- Promoting balanced development and job creation
- Advocating for business within the boundaries of City Council policy
- Serving as the "face of the City" for many business events

2016 Economic Development Budget

EDA Fund Operating Budget $203,503

Staffing
1.0 Full-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.

2015 ACCOMPLISHMENTS

- Monitored the City's Tax Increment Financing (TIF) districts to ensure compliance with contract goals and DEED reporting
- Attracted 32 new businesses to Burnsville
- Participated in Greater MSP retention coordination effort
- Completed expansion of Heart of the City (HOC) Parking Deck
- Sold land located at Cliff Road and River Ridge Blvd.
- Held a developer's panel to gain insights on attracting and retaining businesses in the City
- Met with more than 90 businesses to assist with concerns and opportunities

Enhancing the Business Climate:

- 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 concerns

burnsville.org/whyburnsville

- Continued communication with Twin Cities Commercial Brokers via enhanced e-newsletter and e-greetings, reaching more than 300 recipients
- Continued partnerships with DEED, Burnsville Convention & Visitors Bureau, Burnsville Chamber, Dakota County CDA, Minnesota Marketing Partnership, Dakota-Scott Workforce Investment Board (WIB) and EDAM
- Hosted a commercial bus tour that attracted 39 brokers
- Promoted the "Open To Business" initiative (36 clients, one expansion loan and one microgrant)
- Joined Burnsville Promise Steering committee
- Responded to four Greater MSP requests for space availability/land data.

2015 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. The City, 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).

In 2008, the State Legislature granted Burnsville special TIF legislation that will 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. 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 are moving quicker than anticipated. Two major land owners (Astelford and Dworsky) are working with brokers to market their sites as they become developable.

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. 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 over the past few years 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 2015, the HOC saw the following:

- Completion of the HOC Parking Deck expansion (Approximately 45 percent paid with grant dollars)
- 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 began; the units will be ready for sale in Spring 2016
- Events such as 17th-Annual Winter Lighting Ceremony, 9th-Annual International Festival, and the 5th-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 has been created (2013) that will 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) will finish soil remediation in 2015. 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; this project is in the 2016 CIP. Burnsville is currently marketing three remnant parcels. Proceeds of the sale of the parcels will be shared with the County.

Promotion of Industry Clusters- Burnsville STHEM Alliance

The Burnsville STHEM Alliance (BSA) initiative continues to focus on the retention, growth and attraction of companies utilizing the science, technology, healthcare, engineering, and math disciplines. ***The City is currently home to more than 1,000 companies in the STHEM cluster.*** This enhanced initiative resulted in:

- Expansion of two companies
- Attraction of nine companies
- Continued marketing activities utilizing the Minnesota High Tech Association (MHTA), the Economic Development Association of Minnesota (EDAM) and the Minnesota Commercial Association of Real Estate/Realtors (MNCAR)
- Joint City, Chamber, School District, Business Leaders – Educations Partnership, event to engage business leaders in schools and teachers in business tours. Long term, business leaders to assist in curriculum development.

The BSA continues to publish a newsletter, "The Microscope," to communicate with the STHEM companies in Burnsville and partners in the cluster efforts. An ongoing marketing campaign advertises Burnsville in newsletters and with a web presence with EDAM and MHTA. Staff also exhibited at a number of conventions.

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.*** This work may involve identification of priorities, recommended strategies for engaging stakeholders and conducting a market study. Outcomes will be incorporated in the 2040 Comprehensive Plan Update which is planned for 2016.

Economic Development Commission (EDC)

The Economic Development Commission had an active year resulting in the following:

- Recommendation to City Council to approve the proposed liquor ordinance amendment
- Participation in a "bus tour" of the city for 39 commercial brokers in partnership with Burnsville Commercial Real Estate Council (BCREC)
- Review of Open To Business and Greater MSP updates
- Recommendation to the City Council to adopt the drinking water overlay district.
- Recommendation to adopt amendment to TIF No. 7 for adding a parcel to the district that has development potential over the next several years
- Recommendation to support Joint Powers Agreement for Dakota County broadband initiative
- Recommendation to adopt Purchase and Development contract with GH MN Properties LLC for land purchase at Cliff and River Ridge

Economic Development Partnership

Throughout City operations, staff succeeds in maximizing the benefit of partnership with residents and businesses. Following are some of the most significant on-going partnerships:

- Heart of the City (HOC) initiative
- Economic Development Commission (EDC)
- Dakota/Scott County Work Force Investment Board
- Burnsville Commercial Real Estate Council
- Burnsville STHEM Alliance
- 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 2015, the DEED Host Community Grant ($346,250) for the Cliff/Dupont improvements brought the total grant dollars secured for economic development projects to $2,861,250 over the past nine 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 nine years.

Burnsville partnered with the City of Inver Grove Heights to secure legislation to create a Host Community Grant that gave the City grant monies in both 2014 and 2015. The Host Community Grant was extended by the legislature for 2016 and 2017. Staff remains proactive in seeking grant dollars to maximize economic development.

The Burnsville Commercial Real Estate Council (BCREC) continued efforts in 2015 to make more brokers aware of opportunities in the City. Over 200 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. In 2015, BCREC hosted a bus tour of five vacancies and then held a reception at the Ames Center for 39 commercial brokers.

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).***

A partnership with DEED/Minnesota Marketing Partnership resulted in eight national site selectors coming to Minnesota. Burnsville hosted one of the site selectors at Business Card Service for a tour. The City has been selected all three years of this "site selector tour" as a host site. The site selectors shared their impression of the State and what additional efforts could be made to showcase the State for possible business attraction. Infrastructure, education and water supply were all cited as positives for Minnesota. Better marketing was cited as a need. Workforce is becoming one of the most significant issues to guide attraction; much more important than incentives.

Greater MSP

The Greater MSP regional initiative started five years ago. The mission of Greater MSP is to foster attraction and retention of business in the 16-county region. ***The endeavor is a public/private partnership with approximately 80 percent of the funding coming from the private sector. The City has been a contributor ($25,000 per year) from its inception.***

Over the past five years, Greater MSP has created a multi-faceted marketing approach increasing awareness of the region both nationally and internationally. Greater MSP has been instrumental in partnering on a number of "wins" - business attraction to the region. 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. While the City has yet to have a "win" through Greater MSP efforts, the initiative has highlighted Burnsville businesses on their Sunday morning television show.

In 2014 and 2015, Greater MSP increased efforts at coordinating retention visits with the utilization of "sales force" monitoring software. City staff has provided Greater MSP with details of the contacts made by staff throughout the year; over 100 per year. Burnsville typically generates the most business visits by a city in the

GREATER MSP™

region. Burnsville averages approximately 96 percent retention. Greater MSP coordination efforts are in place to help insure companies are not being over-contacted by various groups.

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 third year and has resulted in three start-ups in the City and 83 clients assisted, two expansion loans and one microgrant (minimal dollars to improve credit history for a possible start-up).*** 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 over the past two years has had more new clients than any other cities in Dakota County.

Business Liaison

Economic Development acts 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:

- Welcome new businesses and coordinate ribbon cuttings
- Provide business assistance information
- Announce new businesses on the City's Facebook page and through the *Burnsville Bulletin*
- Highlight business-related events in the *Burnsville Bulletin*
- Assist in meetings with the business community with other City departments
- Meet with businesses looking to locate to or expand in the City
- Partner with Chamber of Commerce and School District 191 for a Business Leaders – Education Partnership
- Coordinate with the Burnsville Convention & Visitor Bureau for joint marketing activities
- Promote economic development messages on electronic billboards
- Maintain "Why Burnsville" webpage – a business retention and attraction tool
- Create "sales flyers" to market City/EDA land for sale

Burnsville Promise

Burnsville Promise is a new, community-wide initiative promoting student completion of post-secondary education as well as opportunities for high-demand skilled employment in a competitive marketplace. Staff serve on the steering committee and as chair of the data evaluation committee. The planning of this new initiative took place in 2015 with a target rollout in 2016. This will be a long-term initiative and will be closely monitored and developed as needed.

City staff also served on the Metropolitan Airports Commission (MAC) Noise Oversight Committee and on the League of Minnesota Cities (LMC) Development Finance Committee.

2016: A Look Forward

2016 BUDGET OVERVIEW

The 2016 Budget allows for:

- Continuation of the existing redevelopment initiatives in the Heart of the City (HOC) and the Minnesota River Quadrant (MRQ)
- Continued relationship development with businesses and commercial brokers
- $25,000 to help fund the Greater MSP partnership
- $7,500 to partner with Dakota County cities and the CDA to offer the MCCD "Open to Business" program
- Updating of the Minnesota River Quadrant (MRQ) Vision to reflect the realities in the marketplace and review options for an aging industrial building vitality as part of the 2018 Comprehensive Plan update. The Comprehensive Plan update will include an update to the Economic Development Chapter and an opportunity to review what economic development means to the City into the future
- Legislative initiative to have modifications made in regards to 2008 MRQ Special Tax Increment Financing legislation

PLANNING DEPARTMENT

Community Development

PRIMARY SERVICES

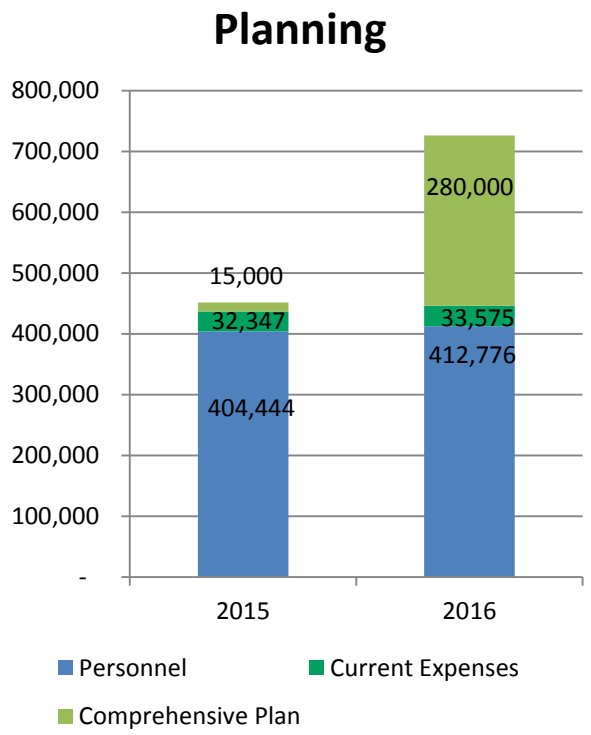
Under the direction of the Community Development Director, the Planning Division is responsible for short-term and long-range planning regarding land uses within the City. The department provides the following services:

- Support the Planning Commission
- Coordinate the Development Review Committee (DRC) and conduct project reviews
- Long-range/Comprehensive planning
- Coordinate environmental reviews (EAW, EIS, AUAR and Environmental Site Assessments)
- GIS mapping, track group homes, provide zoning letters
- Assist the public with land use and zoning inquiries
- Prepare legal documents for land-use clearances, ordinance updates and development decisions
- Conduct special studies and U.S. Census reporting
- Coordinate review and issue permanent sign, tree removal and zoning permits
- Review building permits for land use and zoning clearance
- Conduct 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)
- Administer zoning, subdivision and FEMA Flood Ordinance

2016 Planning Budget

General Operating	$ 446,351
Comprehensive Plan	280,000

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.

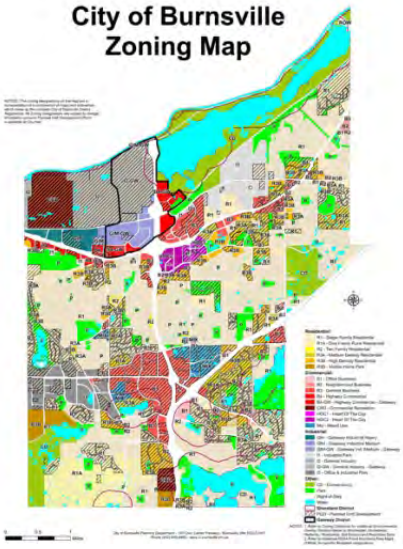
2015 ACCOMPLISHMENTS

- Through September 2015, issued 17 Conditional Use Permits (CUP).
- Through September 2015, approved 16 Planned Unit Development (PUD) applications.
- Spearheaded Metropolitan Council Policy Plan Reviews for the City.
- Administered the flood plain ordinance, assisted property owners to meet requirements, processed flood plain map revisions and maintained records so property owners can obtain insurance through the National Flood Insurance Program.
- Developed the Architectural Review Tool to provide guidance for applicants and the Planning Commission of the architectural standards the City prefers for commercial and industrial buildings and renovations.

2015 Ordinance Amendments:

- Modified City Code sections to update provisions for Commercial Kennels
- Established new provisions for illuminated architectural features
- B-3, General Business zone changes to eliminate the following conditional uses:
  - Drive in Theater
  - Bus Terminal
  - Ministorage
- Established new Drinking Water Protection Overlay zone and performance standards to protect City wells and potable water supply

- Worked very closely with Xcel Energy on alterations at the Black Dog facility, including demolition of part of the facility and clean-up of the ash holding ponds as part of a state clean-up project and new regional trails.



2015 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 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 through the City Council governance process and assisting in resolving property owner disputes pertaining to land use issues.

In 2015, guidelines for architectural review were implemented and the newly developed Architectural Guideline Review Tool is provided to applicants proposing renovation and new construction projects. The tool sets forth the architecture treatments and design elements the City Council considers when reviewing PUD, CUP, Variance and other applications that seek deviations from the standard ordinance requirements. The tool is also used in the evaluation of commercial and industrial projects and as a guide for the Planning Commission and City Council for deliberations.

Minnesota River Quadrant

Staff continued to address long-term interim uses in the Minnesota River Quadrant (MRQ). Soil remediation along Ladybird Lane continued and a long term interim use permit was granted for an addition for a trucking company. An interim use permit was also approved for a car storage lot.

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

been working 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 into 2016 until a solution is achieved. The EPA has recently established a deadline of December 2015 for a plan and an agreement to be reached.

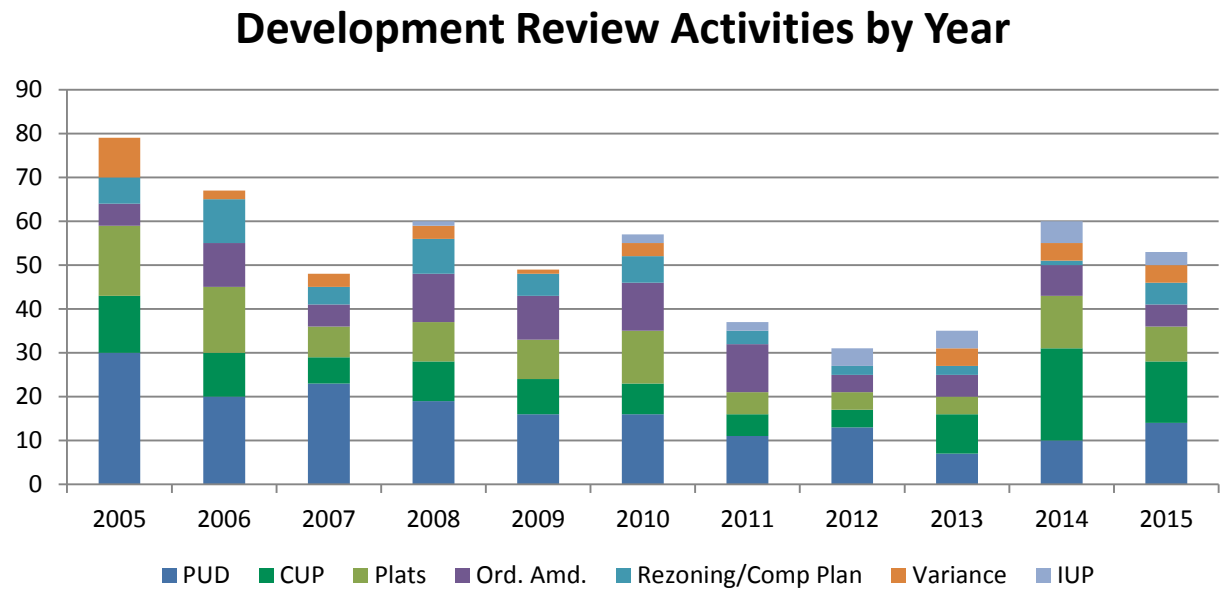
The department reviews the City's environmental overlay standards, and ensures that new development and redevelopment occur in an environmentally sensitive manner to preserve and enhance the City's natural resources. As such, ***the planning department coordinates the environmental review process for 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 and 2015 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.)



Development Review Activities:	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Planned Unit Developments (PUD)	30	20	23	19	16	16	11	13	7	10	14
Conditional Use Permits (CUP)	13	10	6	9	8	7	5	4	9	21	14
Plats	16	15	7	9	9	12	5	4	4	12	8
Ordinance Amendments	5	10	5	11	10	11	11	4	5	7	5
Rezoning/Comp Plan Amendments	6	10	4	8	5	6	3	2	2	1	5
Variances	9	2	3	3	1	3	0	0	2	4	4
Interim Use Permits (IUP)	0	0	0	10	0	2	2	4	3	5	3

NOTE: 2014 and 2015 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 peak during the past decade occurred in 2015 with 65 applications processed. 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. ***This data also indicates that 2015 activity has increased to the pre-recession levels of 2008 (69 applications processed).*** 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 454 building permits for zoning compliance, issued more than 139 permanent sign permits, 33 zoning permits and processed the following from October 2014 through September 2015:

- 42 zoning letters
- Eight waiver of subdivision applications
- Four tree removal permits

These figures are similar to 2014 activity, which was more than double the activity from 2012.

In 2015, staff processed residential plat applications for Rose Bluff 2nd Addition (six single-family lots) and Burdick First Addition (one single-family lot).

Several commercial and industrial plats were processed for First Industrial Addition (one industrial lot), Burnsville Trailer Hitch (one industrial lot), Burnsville High School (one institutional lot); Burnsville Regulator Station on Nicollet Avenue (one commercial lot), Burnsville 42 3rd Addition (two industrial lots), and YRC NUSS Addition (two industrial lots).

Two variance applications were processed for setbacks and one was processed for lot area. A lakeshore lot width variance was processed, but was withdrawn by the applicant at the last minute.

Through September 2015, the Department processed Conditional Use Permits (CUP) and amendments for the following:

- Floodplain CUP for City trail along Minnesota River
- CUP extension for River Hills United Methodist Church to construct a second phase addition to the church
- IMETRO cellular antenna for light pole at Towne & Country Shopping Center
- Dakota Partnership for a freestanding Subway restaurant
- Retail Sales over 1,000 square feet in the GIH zone for Shop Jimmy
- CenterPoint for a regulator station in the B-3 Zone along Nicollet Avenue
- Clive's outdoor patio
- Portland Avenue LLC for sports performance facility at 11975 Portland Avenue
- CenterPoint flood plain CUP for a natural gas pipeline
- A new 100' cellular tower in the GIH Zone
- Alternative exterior building materials for a duplex
- Oversize accessory building in the R-1 Zone
- Metal roof in the R-1 Zone
- Xcel for grading and utility work in the flood plain and shore land for the Voluntary Investigation and Cleanup (VIC) program

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
- YRC-NUSS to allow outdoor storage and display on an interim basis in the MRQ
- Soccer Blast for a building addition and fabric roof
- Costco fuel dispenser and canopy expansion
- M-M Burnsville Associates LLC for freestanding Chick Fil-A and Starbucks restaurants
- Walser Real Estate for an addition to the Subaru dealership building and site remodel
- Walser Real Estate for an open sales/rental lot with no principal structure at 14900 Buck Hill Road
- Heritage Bank to allow a technical manufacturing use for Celedon Systems at 13975 Frontier Court
- City Center Plaza for a building addition in the HOC2 Zone for WSB & Associates
- Lintor LLC to construct four townhomes in the HOC Zone
- Walser Real Estate to use metal panels to remodel the exterior of the Walser Mazda dealership
- Bidhipur Properties for a brewpub addition to India Palace
- Burnsville-Eagan-Savage School District 191 for high school additions and site improvements
- M-M Burnsville Associates for a new JL Beers restaurant at Burnhill Plaza

Interim Use Permits (IUP) and amendments were processed for:

- Burnsville Sanitary Landfill Inc. (BSLI) to extend the timeline for removal of dredge materials on the north part of the site
- LaLaLa, LLC for soil stockpiling and processing in the Minnesota River Quadrant (MRQ)
- Astleford Family Ltd for an exterior storage site for new vehicle inventory

Staff spent considerable time on applications that are still in process including a CUP application for Park Jeep; Rambush Estates zoning matter; draft solar energy ordinance, draft ordinance to allow offsite parking of new vehicles for Burnsville auto dealerships, and the Cliff & River Ridge land sale and development.

Electronic Document Management

Throughout the year, staff has leveraged 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. This large project includes coordinating with an off-site vendor to scan the document files and then transfer the digital data back to the department for input into Laserfiche. About one-half of the paper permit files (9,950 residential properties) have been scanned by three volunteers who have worked over 779 hours to date. It is anticipated that all of the residential building permit files will be scanned over the next 12 to 18 months. Electronic data has been very helpful with the ever increasing data requests.

2016: A Look Forward

2016 BUDGET OVERVIEW

The 2016 Budget allows for:

- Development of a Drinking Water Protection ordinance and land-use tracking system for environmental hazards
- 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
- Planning and preparation for the 2040 Comprehensive Plan which is due in 2018
- Expanded use of TrakIt software to submit and pay fees online for planning applications and permits such as zoning letters, permanent sign permits, tree removal, temporary seasonal sales and outdoor seating permits
- Continued scanning and indexing of paper files into the City's Laserfiche system for easy and efficient document search and retrieval
- Integration of new RIO Laserfiche software (1st quarter 2016), with CRW project management software to store all property related information in a manner that meets the City's records retention schedule and to show all land use clearances associated with specific parcels allowing staff to efficiently provide comprehensive information to the public and to provide historical data as part of agenda reports to commissions and the City Council

PROTECTIVE INSPECTIONS

Community Development

PRIMARY SERVICES

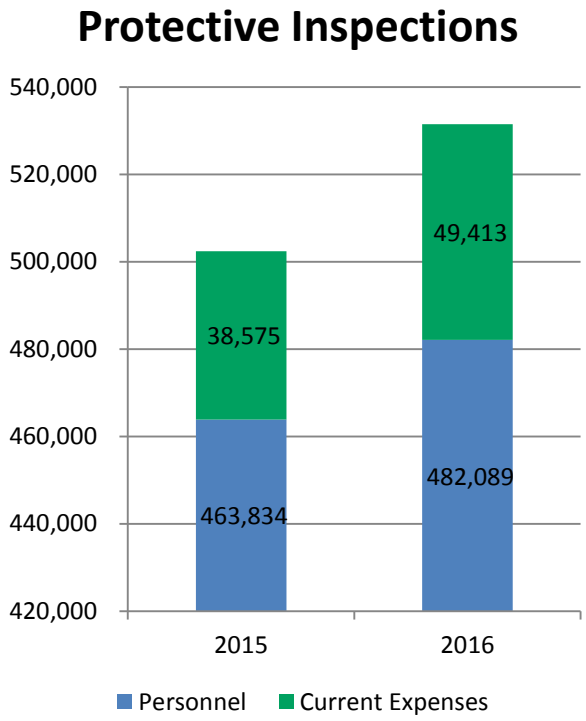
Under the direction of the Community Development Director and the Building Official, Protective Inspections provides the following services:

- 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

2016 Protective Inspections Budget

General Operating: $ 531,502

Staffing
6.5 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.

2015 ACCOMPLISHMENTS

- Provided inspection and plan review services for:
  - Final buildouts of Fairview Ridges Hospital expansion
  - Fairview medical office building buildout of clinics
  - JL Beers remodel in former Carpet King
  - At Home remodel in former KMart
  - Tenant finishes at Burnsville Center
  - New Chick-Fil-A Restaurant building at Burnsville Plaza
  - New Starbucks Coffee building at Burnsville Plaza
  - Expansion of India Palace / Brew Pub
  - Expansion of Nuss Trucking
  - District 191 multiple school projects
  - Burnsville Mazda sales, offices, training room and exterior remodel
  - WSB Engineering addition
  - Keller William remodel
  - New TruStone Financial
  - Borofka's Furniture remodel in former Office Depot building

Improving Processes Through Efficiencies:

- Full implementation of electronic plan review for commercial building, plumbing, HVAC and electrical.
- Continued to expand use of TrakIT software to more complex inspections such as septic and reduce dpressure zone valve maintenance and repair.
- Continued use of mobile technology to allow inspectors to enter code enforcement notes and results in the field.
- Provided temporary and seasonal help to assist with basic inspections during peak times.
- Permit Tech position addresses small residential projects in addition to administrative duties.

- Continued implementation of electronic document management to store and retrieve documents more efficiently and to provide better customer service to residents by having working and historical files readily accessible.
- 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 building decks, retaining walls and windows.
- City code updates to address outdated language housekeeping Items.

2015 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	2010	2011	2012	2013	2014	PROJ 2015
Plan Review -						
Number of plans reviewed	423	370	438	468	488	421
Permits Issued -						
Number of permits issued	5903	5965	6602	7007	7254	5332
Field Inspections						
(Building, Plumbing, Heating, Electrical, Gas, Sewer & Water)	7100	6385	7103	6024	6766	5860

Plan Review and Permits Issued are projected to show a slight decrease from 2014. The number of field inspections is estimated to decrease slightly as well in 2015. This is believed to be partly a result of fewer remodeling permits than in recent years.

Inspections

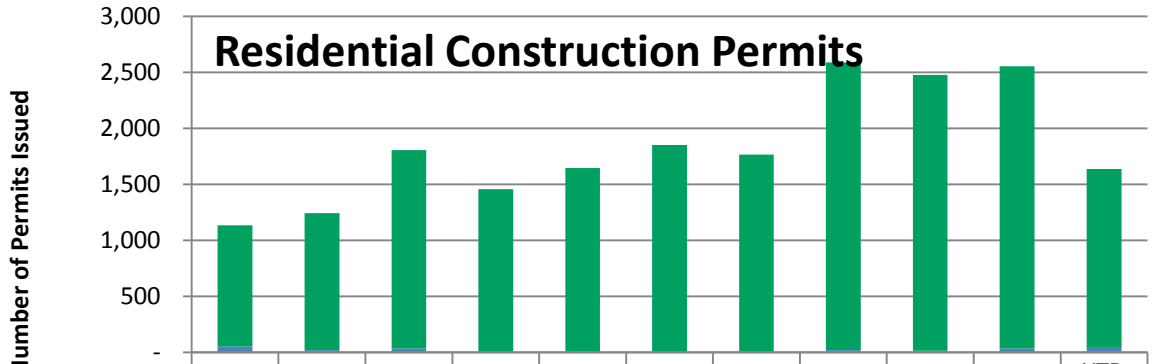
The full time Plumbing / Mechanical Inspector position was vacated and re-filled in spring 2015. While the department has worked diligently to minimize disruption in service by leveraging technology and other efficiencies, the department did experience setbacks due to the turnover. When the previous Plumbing / Mechanical Inspector left the City, 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). Subsequently, DOLI will be reviewing the Plumbing / Mechanical Inspector for commercial experience and qualifications for plan review and inspections. The State still retains delegation authority for State licensed facilities that occurred in 2014.

Residential Construction Permits

In 2015, more than 1,598 residential remodeling permits and 41 new residential construction permits were issued. The graph below illustrates residential construction permit activity from 2005 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 substantially in 2015 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 2016, the number of remodeling permits will be lower than recent years.



	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	YTD 2015
Remodeling	1082	1225	1774	1447	1641	1840	1753	2569	2461	2522	1598
New Construction	53	20	34	12	6	11	13	21	16	34	41

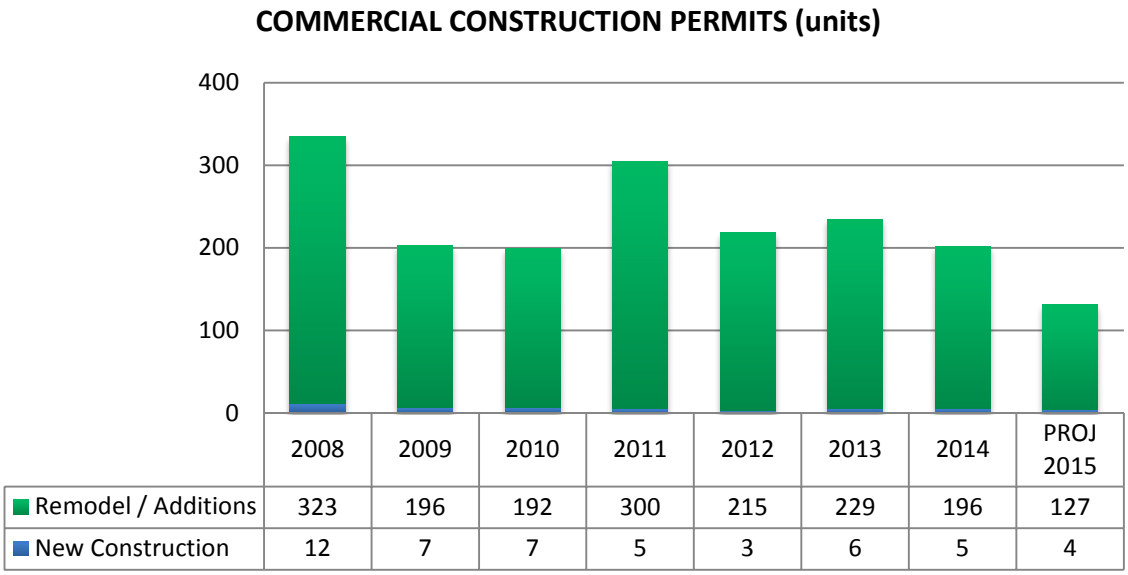
In 2015, the City experienced a record number of new residential construction permits compared to the previous ten years. The development of River Valley Commons, The Summit at Buck Hill and Rose Bluff account for the majority of new homes in Burnsville. These three projects will continue to provide for the majority of new home construction in 2016. Staff projects the number of new home construction to be about the same or slightly higher 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 continues to ensure that policies and procedures are in place to support current permitting trends.

In 2015, 10 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 and 12 qualified in 2014. This program was evaluated in 2014 and was extended an additional two years. The program will be reviewed again during the first quarter of 2016.

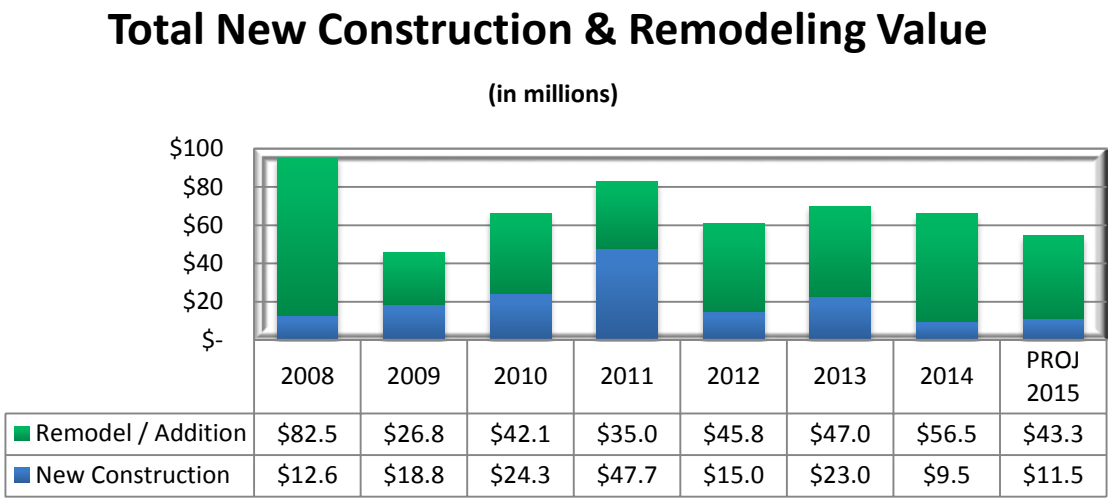
Commercial Construction Permits

In 2015, there were four new commercial construction and 127 commercial remodeling permits issued. In comparison, the City issued five new commercial construction and 196 commercial remodeling permits in 2014. This downward trend for commercial construction is consistent with the market and downward trend of residential construction.



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 expects approximately $55 million of value added by December 2015, which is less than the previous four years.***



In 2015, new residential and commercial value totaled approximately $11.5 million and remodeling residential and commercial totaled approximately $43.3 million in added value. ***The department projects a slight decrease in remodeling permits and sees slightly lower added value for 2016.*** Stabilization and little growth in value is anticipated as the economy improves.

Other Department Projects

In 2014, the department was subject to a review by mitigation service – Insurance Service Office (ISO). In 2015, a follow up review was conducted. The ISO ratings are used by participating insurance companies to determine customer risk and rates. ISO collects information useful in many aspects of insurance underwriting and gives a risk score of 1 (excellent) and 10 (poor), which individual insurance companies may use for residential and commercial properties within the evaluated municipality. The assessment occurs once every five years. ***The City received an initial ISO score of "4" after being evaluated last year for the 2013 calendar year using the Building Code Grading Schedule (BCEGS) program. Upon the follow-up review, we successfully improved our score to a "3." Most cities in Minnesota score in the "5" to "6" range.***

During fall 2015, City inspection staff began reviewing local licensing requirements and enforcement procedures for holding local contractors accountable to obtain permits. A comprehensive review of the City Code will provide revised procedures for enforcing license requirements fairly throughout the City.

2016: A Look Forward

2016 BUDGET OVERVIEW

The 2016 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 scanning and indexing of department documents into Laserfiche for more efficient retention management and search/retrieval.
- Offering additional online services with regard to permits.
- Education of property owners on the importance of obtaining permits to ensure that properties are safe and code compliant.
- Monitoring, tracking and documentation of septic and well information in the department database.
- Improvements with internal processing – enhanced utilization of CRW (Sungard).
- Pursuing State delegation agreement from DOLI for inspections of State-funded and licensed properties to ensure a high level of customer service.
- Understanding and implementation of new Reduced Pressure Zone (RPZ).
- Contract plan review as needed.

LICENSING & CODE ENFORCEMENT

Community Development

PRIMARY SERVICES

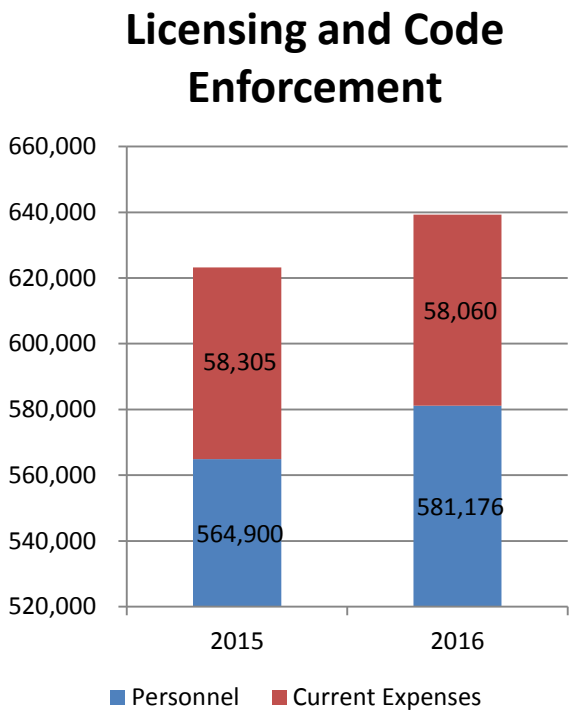
Under the direction of the Community Development Director and Licensing & Code Enforcement Coordinator, the Licensing & Code Enforcement division provides the following services:

- Review, issue and enforce rental, massage, liquor, gambling, and tobacco licenses
- Enforce City Code both proactively and complaint-based related to business licensing, property maintenance, health nuisance and zoning codes
- Issue temporary sign permits

2016 Licensing & Code Enforcement Budget

General Operating: $639,236

Staffing
6.3 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.

SAFETY END STATEMENT:
People find Burnsville a safe community and are willing to prevent fire and crime.

2015 ACCOMPLISHMENTS

- On course to complete three-year proactive code enforcement sweep of the entire City within the three-year period as directed by the City Council
- Streamlined enforcement process to provide for faster compliance periods ("10-7") and adopted code enforcement matrix
- Hosted an open house for manufactured home communities to communicate the proactive code enforcement program and offer solutions to common issues
- Removed three hazardous structures deemed a health and safety hazard

Continued Improvement of Rental Communities:

- Completed nearly all inspections of rental complexes within a three-year period
- Identified and licensed 157 single-family homes used as rentals that were previously unlicensed in the last year
- Responded to and worked to remedy complaints regarding rental housing in Burnsville

City Of Burnsville

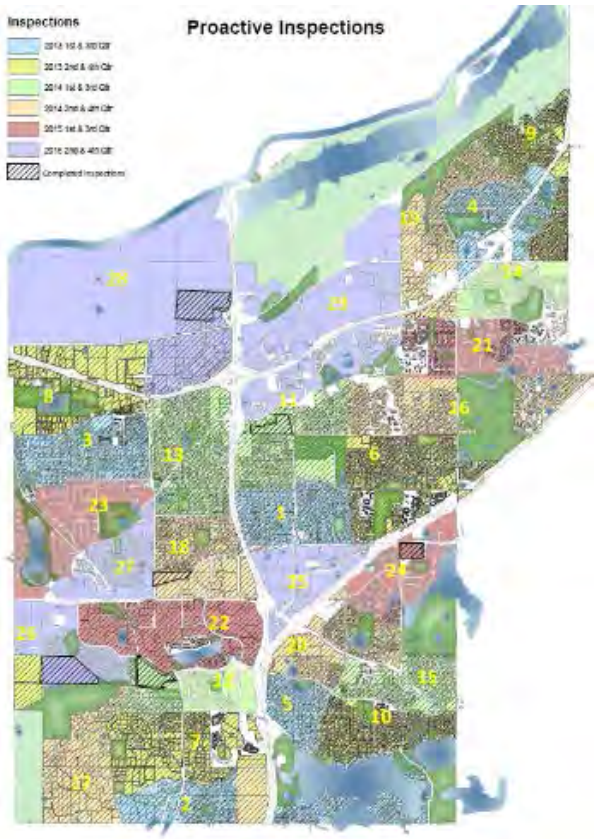
- Worked collaboratively with the Police Department to enforce the massage ordinance including taking action on several licenses
- Continue to work on improvement of enforcement process through implementation of administrative tools and hearings
- Worked collaboratively with Dakota County to license and inspect residential group homes
- Certified all field inspection staff as ICC residential inspectors

2015 PERFORMANCE MEASUREMENT MONITORING DATA

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

Proactive Inspections

The proactive inspection process is in its third year, and is on pace to accomplish the goal of inspecting the entire City by the end of 2015. This is despite many legal challenges to the ordinances. Staff have worked hard to gain compliance to code violations with respect to the needs and expectations of the community. Particularly, staff have spent numerous hours working with manufactured home communities in 2015, and continue to seek out creative ways to gain compliance in a manner that is beneficial to all residents and protects public safety.



Code Enforcement Inspections

In 2014, code enforcement inspectors became responsible for inspecting rental and other licensed establishments and enforcing property maintenance and general code within an assigned geographical area. Since this transition in 2014, inspectors have gained considerable experience in all areas of code enforcement, making them better able to monitor compliance across their assigned areas and address issues in a timely fashion. This change provides versatility for staff to respond to complaints or routine inspections of all types. Further, staff are more efficient in addressing code enforcement concerns geographically, and can address multiple properties during the day. All inspection staff are now certified as Residential Property Inspectors by the International Code Council (ICC).

Inspection Fees

When the proactive inspection program was started in 2013, Council noted it would revisit the program, fee structure and inspection schedule after a three-year period. This review will occur in 2016. ***It should be noted that the program is unlikely to cover all expenses in 2015 through fees associated with the program.*** This is primarily due to the fact that the re-inspection fee is unpredictable. Since the program is meant to gain compliance (not generate revenue) property owners are not charged inspection fees if they come into compliance after an initial inspection. Because of increased awareness, compliance rates have substantially increased – and complaints have decreased. This is a good thing, but does mean that the shortfall is expected to be absorbed by other licensing revenues.

Licensing and Code Enforcement Inspections

	2011	2012	2013	2014	2015*
Proactive program	---	---	1914	1823	1865
Complaint based only	896	1043	---	---	---
Rental inspections					959
Code enforcement					1543
Licensing enforcement					196
Zoning enforcement					150
Other			----	----	19
General Code Enforcement					2865
Total			5089	5414	4732*

2011-2013 data is for January through October. 2014-2015 data is from October 1, 2014 to September 30, 2015.
**Reflects changes to-"10-7" enforcement shortening of compliance periods, legal injunction and new inspection staff.*

Violations

2013 data is from January through October. 2014-2015 data is from October 1, 2014 to September 30, 2015.

From Oct. 1, 2014 to Sept. 30, 2015, staff performed 4,732 enforcement inspections. This includes all code enforcement inspections and complaint investigations. It does not include inspections that were unfounded, non-violations or otherwise not recorded. The inspections for the proactive program only reflect those parcels where violations and follow-up inspections were tracked. Many more properties were inspected as part of the windshield inspection of neighborhoods. The inspection data should not be interpreted as reflective of the number of violations noted. Violation types in 2015 are similar to prior years.

Trash cans in view continue to be the most common violation, followed by exterior structure violations such as broken windows, damaged or weathered roofs and decks.

Top 10 Code Enforcement Violations in 2015*

Type of Violation	2013	2014	2015	% Change*
Trash Cans in view	629	618	689	+12
Exterior Storage	338	371	292	-21
Exterior Structure	246	317	334	+5
Interior Structure	267	286	292	+2
Plumbing systems and fixtures	269	277	287	+4
Electrical equipment-installation	199	235	279	+19
Fire Protection	----	225	275	+32
No license violations	269	209	173	-23
Weeds and Long Grass	155	162	132	-19
Accessory structure-maintenance	182	161	111	-31

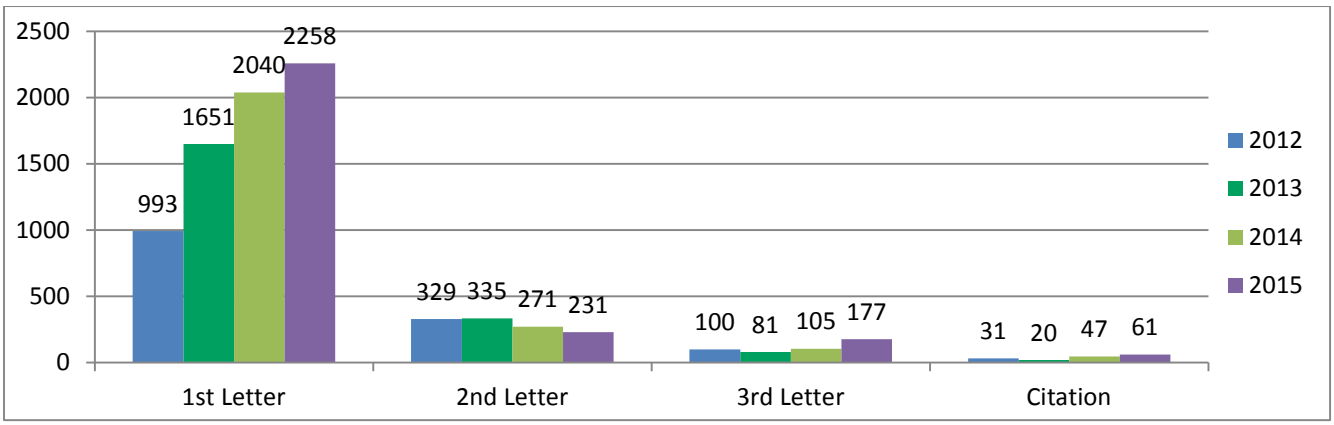
*Percent change from previous year

Notable changes from 2014 data suggest a decrease in exterior storage violations and an increase in violations for fire protection features such as lack of working smoke detection. This may be due to the increase in single-family rentals that have not had prior inspections. Accessory structures have been a commonly noted violation particularly in the manufactured home communities. Many of the noted violations were for accessory structures such as carports, awnings or sheds built without building permits.

Enforcement Results

From Oct. 1, 2014 to Sept. 30, 2015, the Licensing & Code Enforcement staff have sent more than 2,400 Notices of Violation. The data does not reflect the total number of violations, as a single notice may contain more than one violation. Of "First Notice" letters sent, **nearly 90 percent of property owners achieved compliance and did not receive a second notice or re-inspection fee.** This is about a three percent increase in compliance based on 2014 data and *nearly 30 percent higher when compared to 2012 data.* Upon receipt of a second notice, that percentage of compliant properties is nearly 95 percent. Those owners non-compliant after a second notice receive a re-inspection fee. ***Nearly three percent of the properties that received written notices eventually received a citation and required court appearance.*** It is anticipated that this will increase slightly until the implementation of an administrative citation process. This is most likely a reflection of the increased proactive program activity in the manufactured home communities where the City experienced higher violation and citation rates compared to other neighborhoods.

Summary of Violation Notices Sent
October 1, 2014 – September 30, 2015



*2012-2013 data is for 10 months from January through October. 2014-2015 is for 12 months from October the previous year through September the current year. *From Oct. 1 to Sept. 30, 2015 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.*

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 plumbing and electrical equipment installations that are unsafe, unpermitted or illegal. Additionally, there have been 225 "no license" violations that have been recorded. This has primarily been for unlicensed single-family rentals, failure to renew, or late or inaccurate/incomplete information provided on the application.

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 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 679 cases in which at least one violation was noted and enforcement action started. The goal of the proactive program is to canvass one-third of the City during the year. Staff made great efforts to work with residents and the property owners to gain compliance. This included meeting on site with the residents, providing workshops to demonstrate simple and effective tools for compliance and to answer questions regarding violations. The proactive program has canvassed most areas in the city, which has included hundreds of properties. Many of those had no violations that were observed from the public right of way.

As of October 2015, the total number of licensing and code enforcement violations recorded was 5,064 (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 continues the use of volunteers. ***As of September 2015, volunteers assisted inspectors with data entry, mailings, scanning of documents and sign enforcement.*** The assistance of the volunteers increases operational efficiency and allows code compliance issues to be addressed more promptly.

Significant enforcement changes to assist this workgroup were adopted by the Council in 2015. The first related to the elimination of one compliance period in policy Code enforcement policy 2.070. This has significantly reduced staff time and repeated inspections for code cases. Further, staff are authorized to utilize "plain view" abatement procedures for readily observed violations such as overflowing refuse, brush piles or long grass. This has been particularly helpful in foreclosed properties or absentee property owners. The second ordinance relates to having specific provisions for refuse containers including fabric temporary containers. The new ordinance will allow for the City to remove nuisance containers in an expeditious manner and provide a cost recovery mechanism.

Rental License Program

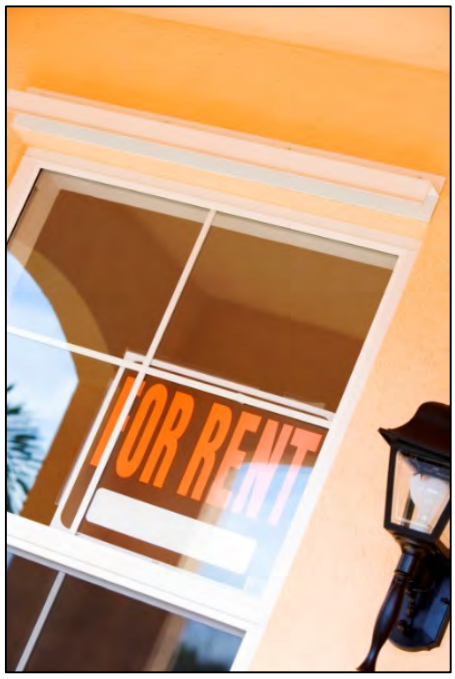
Staff has experienced very good compliance with rental licensing on most of the large complexes. Those businesses typically have available maintenance personal and professional managers. The complexes that have experienced issues have generally been deficient due to high turnover in either of those two 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. ***Through Sept. 30, 2015, the city saw an 11 percent increase in "strike" violations from 2014.***

Strike Violations in 2015

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

2013 -2014 data is from January through October. 2015 data is from October 1, 2014 to Sept. 30, 2015.

The division continues to find unlicensed single family rentals. Many of the affected property owners are relatively new to the City either by recently acquiring the property or indicate they were not aware of the licensing requirement. Most comply once informed of the process, secure the rental license and pass the inspection. However, many of the single family homes are not compliant with the property maintenance code or rental codes. This takes additional enforcement resources and time. Staff serves as a resource for any rental property owner who may have questions regarding the inspection process.



To date there have been two multi-family rental complexes that have reached adverse enforcement action (one in 2013 and one complex in 2014/2015). The process allows for a committee hearing whereby a recommendation is made to the City Council. In both cases, the committee was able to work out an agreeable compliance plan without having to bring adverse license action recommendation to the City Council.

A summary of rental licenses indicate that multi-family units have remained static as expected, with no new apartment complexes having been built or additions made. As part of an on-going project with Dakota County, group homes will be licensed by their unit type if they meet the criteria for rental licensing. These residences may or may not be subject to licensing or inspection by the State of Minnesota or Dakota County. These units may provide independent living for individuals who may have health issues or in need of other services not related to licensed heath care. Staff is also in the process of reviewing other care and living facilities that may have independent units that require a rental license. If they are regularly inspected by the state licensing authority, then no city rental license is required. In a few of the properties the number of independent and assisted units are flexible depending on the type of care provided to the resident so it is difficult to monitor.

Senior or Assisted Living Properties

Property	Total Units	Description
Valley Ridge	140	60 assisted living, 80 independent city licensed units
The Arbors	61	Assisted living or independent city licensed units
Augustana Regent	125	Assisted living or independent city licensed units
The Rivers	177	Assisted living or independent city licensed units
Carefree Living	95	Assisted living only
Emerald Crest	60	Assisted living only
Ebeneezer Care Center	102	Assisted living only

Licensed Senior Rentals

Property	Total Units
Ebeneezer Ridge Point	42
Eagle Ridge	60
Park Ridge Place	66

Licensed Disabled Housing

Property	Total Units	Description
Leah's Apartments	17	Independent units
West Apartments	24	Independent units

While the number of foreclosures has leveled off, there is still a trend to convert single family homes to rental units. This is reflected in the number of rental unit conversions that increased substantially in 2015. These are primarily single family residences that have been previously unlicensed or have been subject to enforcement action as unlicensed rentals.

Additionally, staff continue to report that association owners were renting due to market forces ("underwater") or reported to be renting in violation of association bylaws by other members.

The Rental licensing program is covering its expenses and continues to process unlicensed rental conversions. The additional 157 conversions generated nearly $80,000 in licensing fees not previously accounted for. These fees are one-time only and are primarily single family residences.

Projected Rental Licenses for 2015*

*This includes projected renewals through December 31, 2015.

Type of Rental Unit	2013	2014	2015	Change from 2014 (+or-)	% Change
Multifamily Units	7577	7577	7657	+80	+1%
Individual units in association	458	716	862	+116	+20%
Single Family Homes	268	333	412	+79	+23%
Conversions (previously unlicensed)	105	70	157	+87	+124%

*80 additional units reflecting senior housing units that qualify for rental licensing at Valley Ridge Senior Housing.

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.

Other Type of License	Total number Issued in 2013	Total number Issued in 2014	Total number Issued in 2015*
Independent Massage Therapists	174	153	139
Massage Enterprise	51	57	65
Tobacco	43	41	39
Liquor, On-sale	31	28	31
Liquor, Off-sale	12	12	11
3.2, On-sale	4	5	3
3.2, Off-sale	14	13	12
3.2, On –sale, Wine	13	12	13
Resellers	12	17	15
Gambling	13	11	13
Liquor, Temporary, On-sale	5	5	5

*Year to date. Many licenses begin and end either the January 1 or June 30.

Consolidation of the licensing and enforcement programs has created a more efficient, cost-effective and customer friendly program 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 continues to work collaboratively with the Police, Fire and Protective Inspections departments on the "geo-policing" effort, 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.

Appeal process

As a phased-in approach to developing an effective administrative citation program, the City has recently implemented an administrative appeals process where a property owner or City-issued licensed establishment can appeal violations or enforcement actions in a more informal setting than the court room for non-criminal offenses. This appeals process will generally be heard by an independent hearing officer who has the authority to make rulings on the matters. It is hoped that this will reduce court time, attorney's fees and charges as well as expedite the processing and the correction of violations in a timely manner.

2016: A Look Forward

2016 BUDGET OVERVIEW

The 2016 Budget allows for:

- Continued rental inspections and proactive code enforcement
- Enhanced monitoring of other licensed facilities including preopening inspections for massage
- Continued program refinement to achieve consistency and operational efficiency as the program matures
- Monitoring of rental licensing and code enforcement programs from past three years
- Continued collaboration with Police and Fire Departments to address issues on multi-family properties and properties with significant code violations
- Adoption of the International Property Maintenance Code
- Collaboration with the Office of the City Clerk to develop administrative citation process
- Continued transition to online services for licensing
- Collaboration with Police and Fire Departments on property related issues including “geo-policing”

Public Safety

POLICE

Public Safety

PRIMARY SERVICES

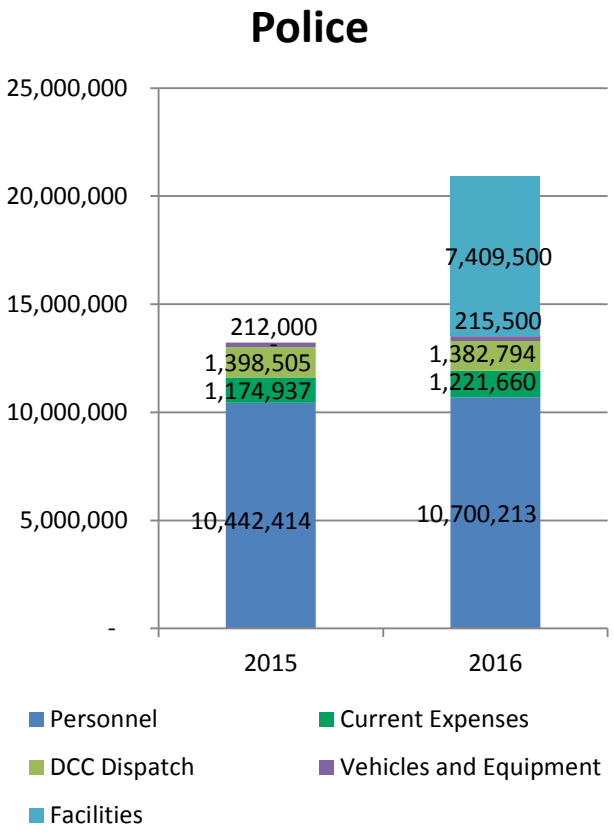
Under the direction of the Police Chief, the Police Department provides the following public safety services using proactive policing initiatives to achieve its mission:

- Animal Control
- BLUE in the School
- Community Resources Unit
- Community Service Officers
- Crime 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
- 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

2016 POLICE BUDGET

General Operating	$13,304,667
Vehicles & Equipment	212,000
Facilities	7,409,500

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.

2015 ACCOMPLISHMENTS

- Reinstated Crime Analyst position to provide strategic, administrative, tactical and operational analysis of data and timely officer awareness advisories

- Partnered with Burnsville Center security staff to conduct a lockdown drill and to train in creating a secure perimeter at the shopping center in fall 2014

- Continued implementation of Lexipol Knowledge Management System to electronically manage department policies, ensure compliance with State and federal laws and integrate online interactive training and track policy review and acceptance by staff

Focus on Public Safety:

- Worked collaboratively with Fairview Ridges Hospital administration to provide a gap analysis review of their Workplace Violence Program
- Participated with School District 191 to conduct an evacuation drill at Burnsville High School to include transportation to the Burnsville Ice Center for reunification
- Worked in conjunction with the Department of Corrections to issue two Level III Sex Offender Notification Letters and conduct one Community Meeting to inform residents living in affected neighborhoods

- Participated in community events such as 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

- Joined county-wide Electronic Crimes Task Force to coordinate 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.

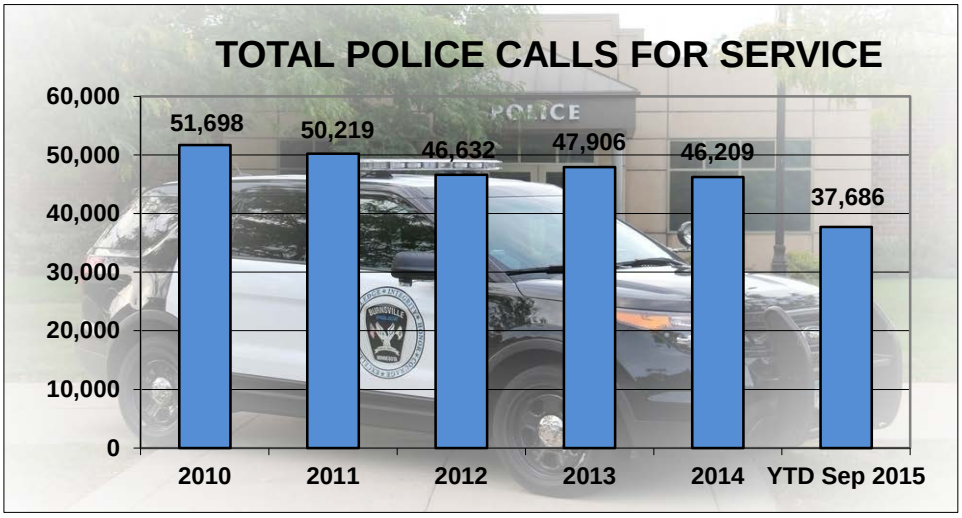
2015 PERFORMANCE MEASUREMENT MONITORING DATA

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 September 2015, officers responded to 33,547 calls for service, an average of about 138 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 up 2.7 percent, with 1,407 violent crimes reported as of September 2015, compared to 1,370 reported during the same time period in 2014. Some key areas of interest include:

- Rape has increased 175 percent, from four to 11 incidents
- Robbery remains relatively unchanged from 22 to 23 incidents, up 4.5 percent
- Aggravated assaults are down 58.8 percent, from 34 to 14 reported incidents
- Residential burglaries have increased from 86 to 106 incidents, up 23.3 percent
- Commercial burglaries have also increased from 25 to 36 incidents, up 44 percent
- Motor vehicle theft reports are up 18.2 percent, from 44 to 52 incidents

Part II Criminal Offenses

Reported Part II Criminal Offenses (all other offenses) total 2,220 through September 2015; up five percent from 2,114 during the same time period in 2014. Some key areas of change are:

- Assaults are up 7.1 percent, from 224 to 240 reported incidents
- Fraud is on the rise from 260 to 340 incidents, an increase of 30.8 percent
- Embezzlement has increased 350 percent with nine reported cases, compared to two cases in 2014 and no activity in previous years
- Stolen property continues to decrease from 25 incidents to 16, down 36 percent
- Criminal Sexual Conduct has increased from 48 to 73 reported cases, up 52.1 percent
- Narcotics violations remain relatively unchanged from 147 to 162 incidents, up 10.2 percent
- DUI arrests have increased 11 percent, from 109 to 121 incidents
- Weapons violations are up from 30 to 32 incidents, a 6.7 percent increase
- Disorderly conduct has decreased slightly from 183 to 166 incidents, down 9.3 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.*** In addition to making traffic safety and enforcement a more visible part of officers' daily activities, enforcement teams mobilize several times per month to different areas of the county to provide a traffic enforcement presence.

Traffic Enforcement	2010	2011	2012	2013	2014	YTD Sep 2015
Speed Citations	1,996	1,230	933	631	770	437
Other Moving Citations	2,682	1,837	1,330	1,295	1,213	748
Parking Citations	1,507	1,648	1,668	1,449	1,699	730
Other Citations	4,830	4,631	5,050	4,585	4,216	2,918
Total Traffic Citations	**11,015**	**9,346**	**8,981**	**7,960**	**7,898**	**4,833**

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 September 2015, 785 domestic abuse cases were reported where 758 Domestics were reported during the same time in 2014.*** 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.

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 September 2015, officers responded to 371 crisis calls, averaging nearly two hours on each call. This compares to 323 crisis calls for the same period in 2014.*** 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.

Predatory Offenders

Since 1991, 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. On September 2015, a Community Notification Meeting was held on the release of a Level III Sex Offender, who has since moved out of Burnsville. 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 arrests 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. ***Thanks to the coordinated efforts of the Dakota County Drug Task Force, 697 arrests, 166 search warrants, and the seizure of 13 vehicles and 88 firearms were made during 2014 for drug-related crimes; this compares to 638 drug arrests, 185 search warrants, and the seizure of 13 vehicles and 65 firearms in 2013.*** One significant case in 2015 involved the seizure of 85 pounds of meth along with six weapons.

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. ***In 2014, 305 adults were charged with felony-level crimes in Burnsville, compared to 298 adults in 2013.*** County-wide, 477 adults were charged with 647 violent offenses in 2014; this represents an increase of three percent. 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. ***In 2014, 159 juveniles were charged for all levels of crimes committed in Burnsville, compared to 166 in 2013.*** For both adult and juvenile prosecutions, the Burnsville Police Department consistently generates the highest volume of criminal cases within Dakota County.

Dakota County Prosecutions				
Agency	Adults (Felony-level Charges)		Juveniles – All Charges (Felony, GM, Misd, Petty Misd)	
	2013	2014	2013	2014
Apple Valley	153	123	173	136
Burnsville	**298**	**305**	**166**	**159**
Dakota County Sheriff	99	104	120	99
Eagan	251	244	137	118
Farmington	33	41	42	33
Hastings	87	118	69	85
Inver Grove Heights	107	113	98	110
Lakeville	140	108	71	87
Mendota Heights	19	17	15	11
Rosemount	31	52	52	52
South St. Paul	132	130	97	89
West St. Paul	136	150	72	80

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 citizens with a place to properly dispose of unwanted prescriptions and over-the-counter medications. ***In 2014, 1,272 pounds of medications were collected and disposed of by Burnsville Police, this compares with 1,662 pounds collected in 2013.*** 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 2014, the City of Burnsville had 95 vendors selling alcohol and/or tobacco products, for a total of 130 licenses. Of those 95 vendors, 89 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 95 servers and store clerks 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 a total of one alcohol and one tobacco sales violations to minors. This compares to a total of five alcohol and six tobacco sales violations in 2013.***

Animal Control

Animal Control activity during 2014 involved the following:

- 634 animal licenses were issued in the first year of the two-year license period
- 88 dogs were impounded, with 57 of those dogs reclaimed by their owners (65 percent)
- 68 cats were impounded, with 14 of those cats reclaimed by their owners (21 percent)
- 683 animal calls for service were handled by officers
- 2,500 animal calls for service were handled by the Animal Control contracted service provider
- 20 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	**2010**	**2011**	**2012**	**2013**	**2014**	**YTD Sep 2015**
Law Enforcement Phone Calls	42,340	39,626	39,288	38,319	37,258	30,488
Fire/EMS Phone Calls	4,737	4,946	5,027	5,410	5,653	4,554
Total Burnsville Phone Calls	**47,077**	**44,572**	**44,315**	**43,729**	**42,911**	**35,042**

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. ***During 2014, Nicollet Junior High experienced another decrease in calls for service, with a total of 46 calls, compared to 75 calls in 2013. At the senior high level, 186 calls for service were handled; compared to 198 incidents in 2013.*** 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. In 2014, officers implemented an *I Got Caught* seatbelt program to reward students using seatbelts, which was a huge success. The fifth-annual spring Teachers' Academy was attended by 20 staff members from ISD 191. The academy is a cooperative venture with Burnsville, Eagan and Savage Police Departments designed to provide school staff insight on the inner workings of the SRO's role in the school.

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.*** 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 105 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 2014, 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 2014, officers responded to 7,033 calls for service and issued 364 strikes at multi-housing units, compared to 7,149 calls and 412 strikes in 2013.*** The decrease in calls to rental units can be attributed to the partnerships the Community Resource Unit has with multi-housing managers, tenants and property owners.

Emergency Management

Planning and training continue to be a top priority for the Emergency Management Coordinator. ***An Emergency Operations Center exercise was conducted in spring 2015 involving a flood, dam failure and tornado all striking Burnsville at nearly the same time.*** The exercise stressed resources available and allowed all City staff to recognize successes and points of failure – making for a better response in the future.

Emergency management continued work with School District 191 to train on weather emergencies, fires, active shooting incidents and establishing a reunification site should a tragedy occur in Burnsville schools. Further, staff participated in the annual county-wide emergency preparedness exercise in South St. Paul involving nearly 300 responders throughout Dakota County. This drill put into practice activation of the 3-ECHO protocols conducted over the past several years. The Dakota County Exercise Design Team has already started on plans for a 2016 drill.

Burnsville continues to support the Dakota County Special Operations Team with four members (one police department representative and three fire department representatives). The team trains monthly and took part in a large-scale, four-day structural collapse exercise at Camp Ripley.

Through the Dakota County Domestic Preparedness Committee, Burnsville representatives presented a Frontline Supervisor Workshop to help responders learn from previous Dakota County high-profile incidents and formulate a consistent county-wide response to hostile and emergency events.

Finally, the police department began transitioning the Emergency Management Coordinator role to another Police Sergeant. A benefit is that the previous Coordinator is able to share knowledge and resource availability on critical incidents while serving as a Patrol Watch Commander.

2016: A Look Forward

2016 BUDGET OVERVIEW

The 2016 Budget allows for:

- Reclassification of a Staff Sergeant position to a Professional Standards Captain. This position will offer an additional senior-level law enforcement manager position to oversee the following areas: Training, Citizen Complaints, Policy Development and Review, Project Development, Gun Permits, Hiring/ Promotional Process, Public Information Officer, Emergency Management, Property/Evidence, Chaplains, Honor Guard and Employee Recognition. This key position will provide three layers of operational/administrative oversight during day-to-day functions and critical incidents, and will also be part of the Police Department's overall succession planning.
- Transition to, training on and using the new police and fire public safety integrated suite of software from TriTech Inc. As part of a joint initiative through Dakota County Communications (DCC) and LOGIS, all Dakota County agencies will deploy new police and fire mobile software and utilize a new Computer Aided Dispatch (CAD) system. The integrated software suite will allow for enhanced data shared amongst agencies, provide call routing and monitoring and quick retrieval of statistical information.
- Planned replacement of all handguns and holsters. The service weapons were originally purchased in 2004 and have a lifecycle of 10-15 years. The trade-in value is expected to off-set the purchase price by nearly half.
- Begin transition to Guardian Tracking performance management software to provide a centralized and standard method of documentation to track employee performance and afford transparency of use.

FIRE & EMERGENCY SERVICES

Public Safety

PRIMARY SERVICES

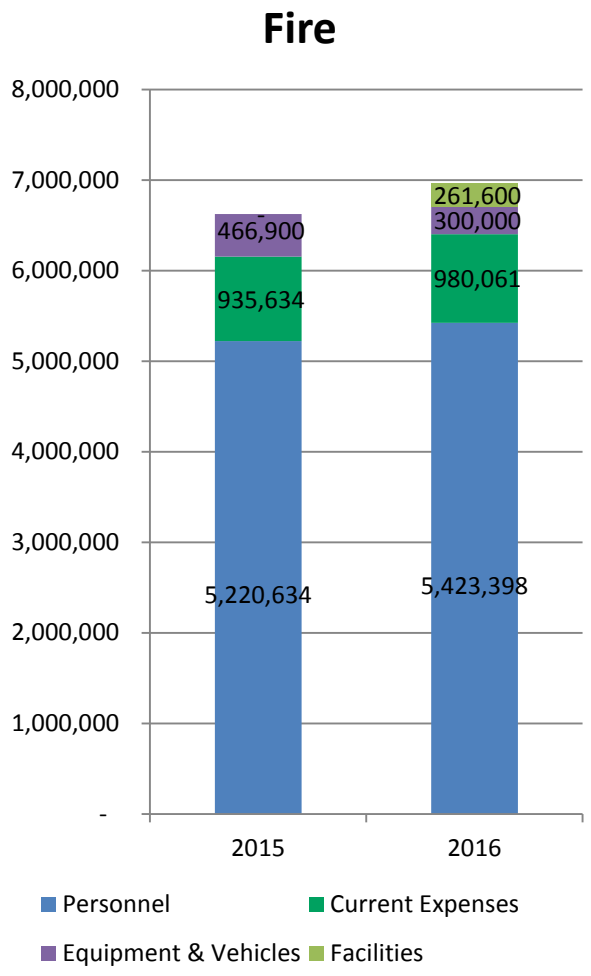
Under the direction of the Fire Chief, the Fire Department provides the following public safety services:

- 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
- Fire Department Technical Rescue Team (TRT)
- 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

2016 Fire & Emergency Services Budget

General Operating	$ 6,403,459
Equipment & Vehicles	300,000
Facilities	261,600

Staffing
40.0 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.

2015 ACCOMPLISHMENTS

- Deployed an electronic, automated fire scheduling product for shift personnel.
- Hosted Fire Department's annual open house with more than 1,500 attendees.
- Received donations from community partners to replace ten sets of fire gear, nine helmets and two portable radios.
- Performed a Shared Services Study with three other fire departments.
- Completed Fire Department Operations Audit.

Dedication to Training:

- Ensured proficiency in fire and EMS skills through routine, daily training and conducted and participated in joint training efforts for technical rescue, EMS, fire suppression and emergency response with other agencies
- Conducted more than 100 trainings at the A.B.L.E. (Apple Valley, Burnsville, Lakeville and Eagan) facility
- Continued utilization of electronic TargetSolutions training software

- Performed renewal process for EMS Ambulance License with the State of Minnesota.
- Issued 177 permits, performed 479 inspections and documented 147 fire code enforcement cases.
- Worked collaboratively with the Utilities Division to partner with owners of private fire hydrants throughout the City to ensure functionality and public safety.
- Provided fire safety training to more than 1,500 youth in schools throughout the City.

2015 PERFORMANCE MEASUREMENT MONITORING DATA

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

Response Time Measurements

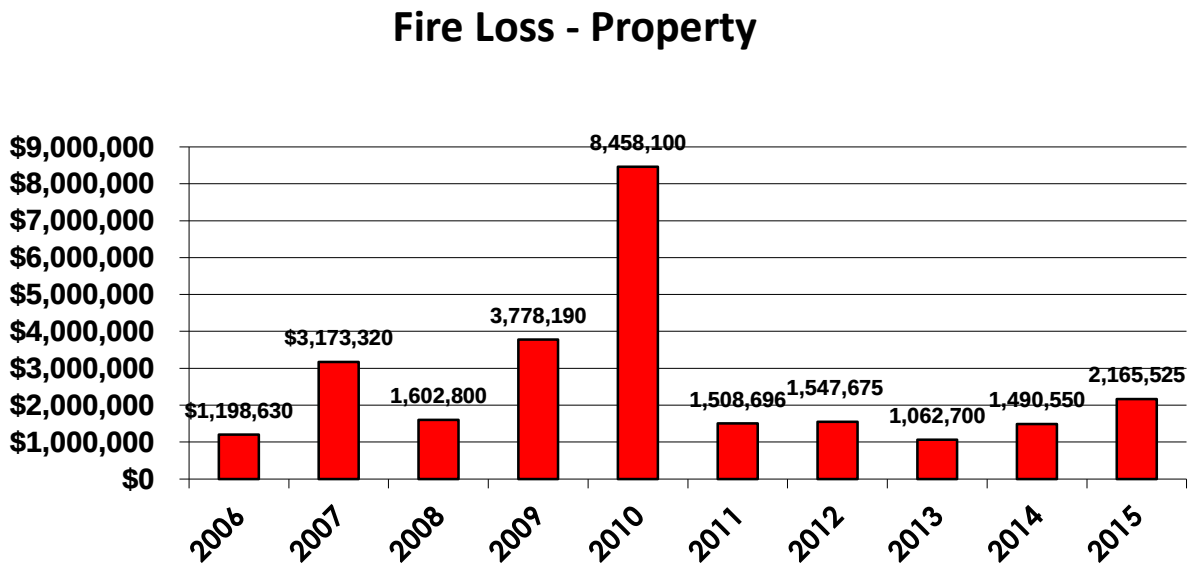
According to the City Council's Ends & Outcomes, Fire & EMS will reach 80 percent of emergency calls in six minutes or less - using the combination of turnout time and travel time as the measurement.

Reviewing the response time data from Oct. 1, 2014 through Sept. 30, 2015; 6,024 calls were analyzed. Of these, 3,655 were classified as emergency response (Code 3) and used to review the response time performance. Analysis reveals that the Fire Department made it to 70 percent of the calls in six minutes or less. Additional analysis reveals that 6 ½-minute response times were achieved 83 percent of the time, and seven-minutes-or-less response times were achieved 85 percent of the time. The department is close, but still has some challenges to meet the goal of six minutes or less 80 percent of the time. In 2016, using a nine minute response time benchmark could mean that the 80 percent compliance standard could be met (that would include call processing time).

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 2014, approximately 35 percent of calls were concurrent, and approximately 10 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 remains committed to achieving the response time goal through training, improved measurement tools and resource management.

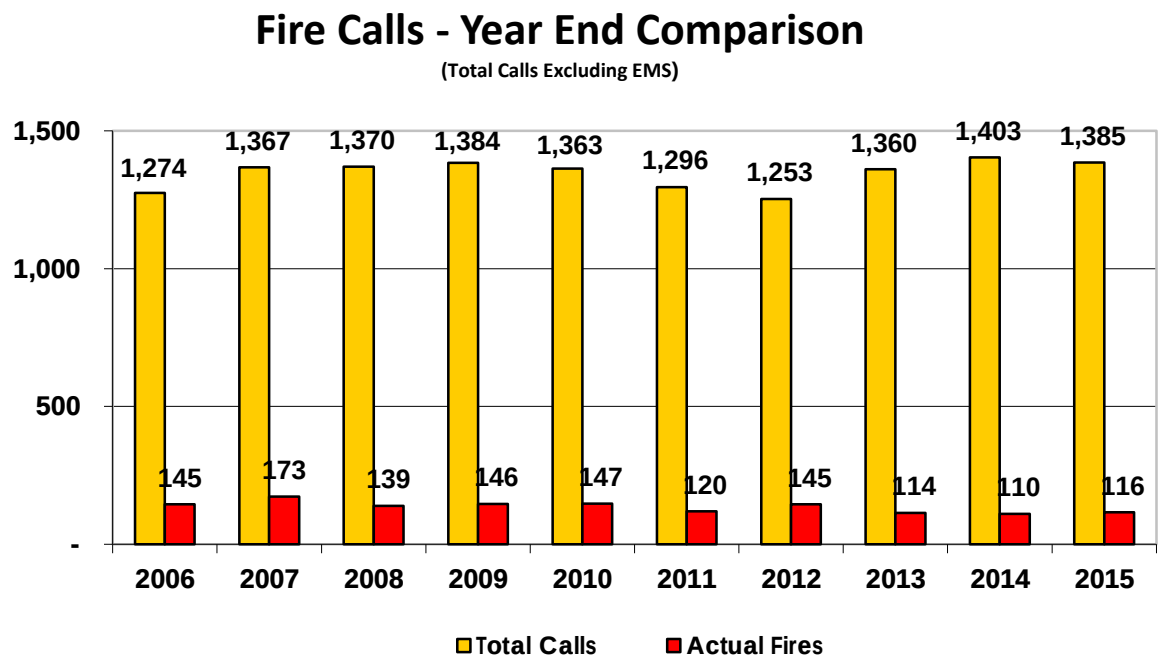
Fire Calls and Property Loss

The following chart shows a 10-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.



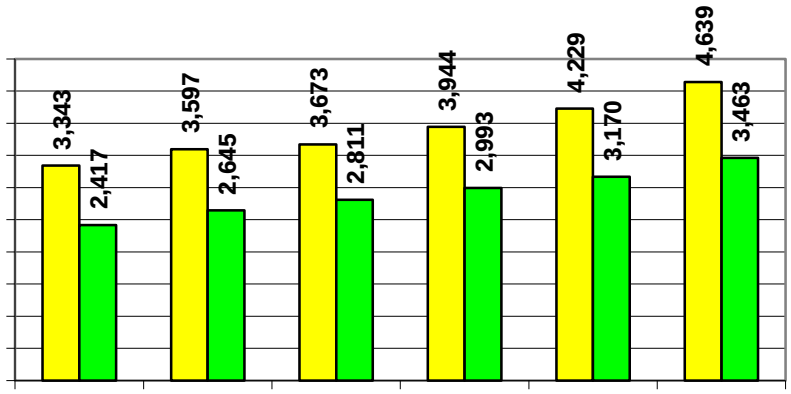
Fire Calls and Actual Fires Fought

The following chart shows a 10-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.



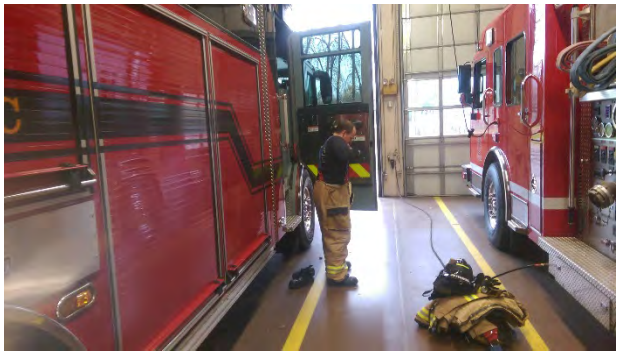
	2010	2011	2012	2013	2014	2015
Total Calls	3,343	3,597	3,673	3,944	4,229	4,639
Total Patients Billed	2,417	2,645	2,811	2,993	3,170	3,463

Total Calls Total Patients Billed

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 2015, 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 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

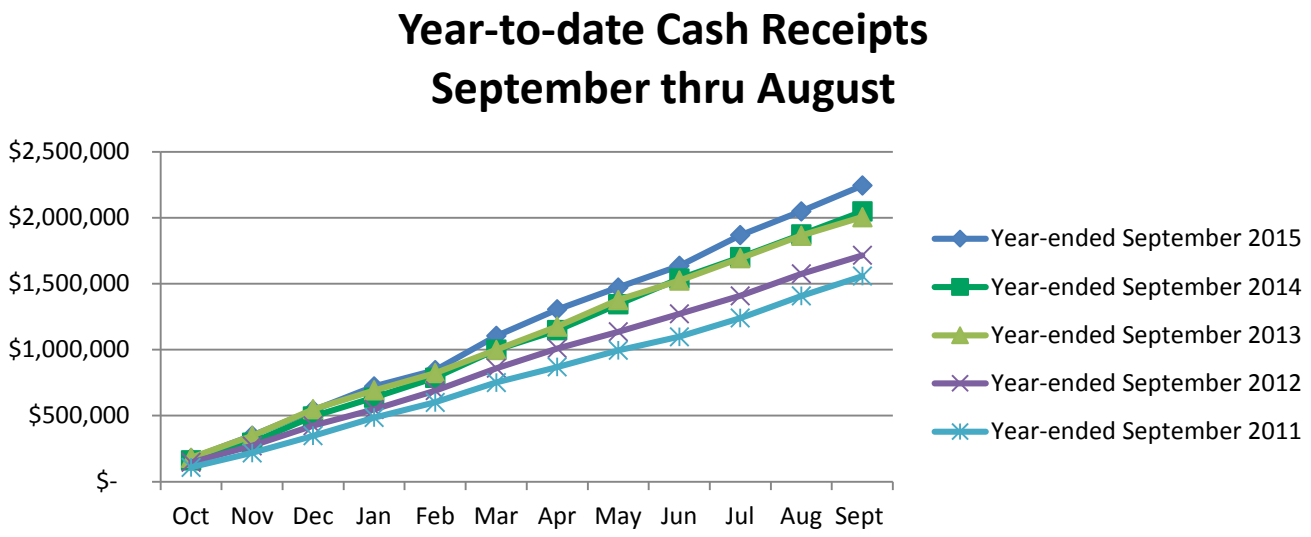
The Fire Department is required to have physician oversight to provide emergency medical services. 2015 marked the ninth year of partnership with Allina Health for that service. With the support that a large system such as Allina Health affords, services are provided primarily by Dr. Charlie Lick, an Emergency Room Physician and Medical Director for Allina Health EMS. Dr. Lick is experienced and well-respected, both among his peers and by Fire Department staff. The strengths of Dr. Lick, in addition to the resources and customer service of the Allina system, has created a value-added relationship.

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 continues to partner with the Dakota County EMS council at various levels.***

EMS Billing

In January 2015, the City requested Statements for Proposal to provide emergency medical services (EMS) billing accounts receivable services. Fire and Finance staff reviewed the proposals and interviewed qualified providers based on the Request for Proposal requirements. The City's current vendor, Digitech, continues to be the best choice. The evaluation process ended up reducing the cost to the City for EMS billing services. ***With the close of the year, Digitech will complete ten years of providing services for EMS billing.*** Digitech's leadership is responsive and proactive and the department looks forward to another year of excellent service. Reports received monthly include data that is presented visually as well as in spreadsheet form to provide 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 is utilizing CRW Trak-It (Sungard) 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 Fire Department is statutorily required to investigate the cause of any fire that does $100 or greater in damage. **Prevention staff performed 479 inspections, issued 177 permits and documented 147 fire code enforcement cases and conducted 27 significant fire investigations.**

Private Hydrant Inspection

Burnsville is home to more than 3,800 fire hydrants. Fire and Public Works departments maintain more than 2,500 City-owned hydrants, with an additional 1,300 privately-owned hydrants 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 1,100 private hydrants were inspected by ME Simpson during the summer months in 2015.*** The contracted private hydrant inspections will be billed back to the owner through the Utility Billing Department.

Public Education

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 conduct 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 1,500 students in two weeks.***

Grants

The Burnsville Fire Department submitted a grant application to FEMA's - Fire Prevention and Safety Grant Program to allow the department to expand upon the successes of the 2012 fire prevention grant. The fire prevention and safety grant is targeted to provide fire prevention and safety resources to the residents who live in our multi-family dwellings. As of September 30, 2015, the Fire Department has not received an award or denial notification of the grant.

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:

- **Firefighter Online Training.** The City was allocated a $5,000 reimbursement from the Minnesota Fire Training Board. This money was used to pay for the annual subscription for online training, which improves the ability of Fire Department staff to finish required training in a timely manner.

- **Emergency Medical Service (EMS) Training.** Department personnel receive extensive training annually in EMS 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.

- **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 16 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. ***Burnsville 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 2015 and is scheduled again for spring 2016.*** The department continues to offer and promote the CERT program to residents.

Heart Restart

The Fire Department and the Burnsville Mobile Volunteer Network (MVN) have teamed up 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)

The Fire Department formed a Technical Rescue Team (TRT) in 1999 to overcome mitigation deficiencies in areas of specialty rescue. These specialty disciplines include high- and low-angle rope rescue, trench rescue, water rescue, confined space rescue, building shoring and vehicle/machinery extrication. The team is made up of 11 department members who are trained to the level of *Technician* in these respective disciplines.

In 2015, TRT trained more than 80 hours as a dedicated team. Members then took their expertise and trained the rest of the firefighters at an operational level. This additional training not only reinforces the skill sets of the TRT members, but extends the knowledge base to the department - enhancing mitigation capabilities for specialized rescue incidents.

TRT has also established and enhanced relationships with area businesses and other fire departments through joint trainings. In February and March, the TRT team trained in high-angle rope rescues at the Ames Center and Xcel Black Dog Power Plant. In April, the team trained at Burnsville High School utilizing the pool to train on swimming and recovering victims from the water. These are just some examples of trainings done by TRT.

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, of which four are from Burnsville Fire. 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 Fire 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 on trench rescue, confined space, task force leader class, and a deployment exercise at Camp Ripley.***

Dakota County Special Operations Team (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 Burnsville Fire Department continues to follow its replacement schedule for facilities and equipment. In 2015 the department:

- ***Replaced a 2006 ambulance with a 2015 Road Rescue Ultramedic III Ambulance.***
- ***Replaced the Thermal Imaging Camera which is used in firefighting at Fire Station No. 1 in Engine 12.*** The camera enables a firefighter to see areas of heat through smoke, darkness or heat-permeable barriers.
- ***Replaced Technical Rescue equipment,*** which included First Watch ice rescue suit, ice awl – Pick of Life, and water rescue equipment.
- ***Installed new station alerting system in Fire Station No. 1 and Fire Station No. 2.*** The funds to purchase, install and integrate the new system came from a 2014 grant award of $90,000, a $20,000 donation from the Burnsville Lions Club and funds approved in the Capital Budget. This station alerting system brought the department into compliance with the current "NFPA 1221: Standard For The Installation, Maintenance, And Use Of Emergency Services Communications Systems," which is considered to be the industry standard. The station alerting system will integrate with the new Computed Aided Dispatch (CAD) scheduled for April 2016.
- ***Performed initial implementation, configuration, testing and training of Workforce Telestaff software and services.*** This software will provide a comprehensive solution for fire operations that is available 24/7, 365 days a year. It will minimize the impact on current IT operations (including server maintenance) and staffing levels, and improve payroll processes for Fire, Finance and HR.

2016: A Look Forward

2016 BUDGET OVERVIEW

The 2016 Budget allows for:

- Increased pharmacy costs for EMS medications due to changing federal government requirements on pharmaceutical purchases
- Fire Station No. 2 Improvements including roof, patio door and concrete road aprons

Parks, Natural Resources, Recreation & Facilities

PARK MAINTENANCE

Parks, Natural Resources, Recreation & Facilities

PRIMARY SERVICES

Under the direction of the Parks, Recreation and Natural Resources Director and the Park Maintenance Superintendent, the Park Maintenance Division provides the following services:

- Maintenance of 1,750 acre park system (mowing, landscaping, infrastructure)
- Preparation park facilities for park users (athletic fields, outdoor skating rinks, park buildings)
- Mowing and weed control program for public boulevards 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 in Nicollet Commons Park

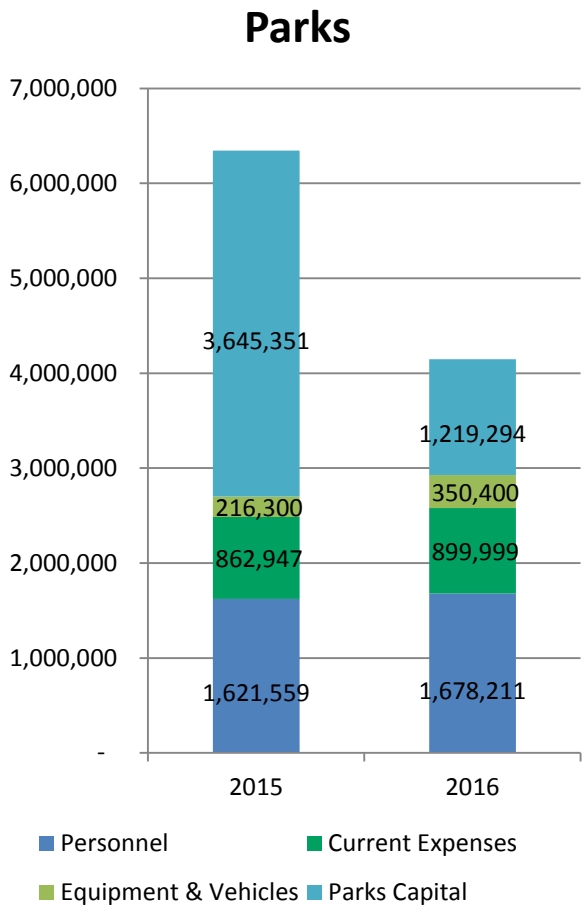
2016 Park Maintenance Budget

General Operating:

Parks	$2,578,210

Staffing

14.0 Full-Time Equivalent Staff



ALIGNMENT WITH COUNCIL ENDS AND OUTCOMES

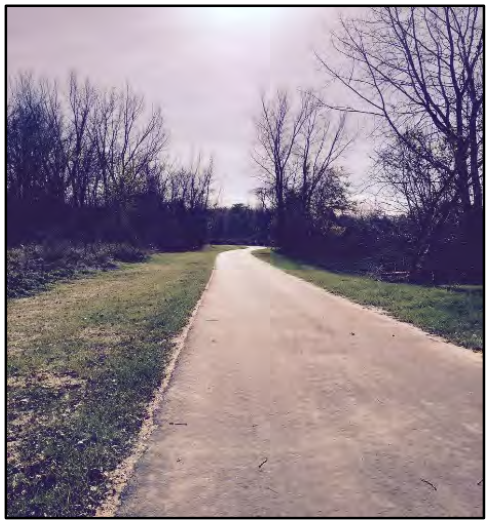
The primary purpose of the Park Maintenance Department is to maintain the City's park system and prepare the facilities for the many events that take place in parks throughout the year. The Park Maintenance Division is an integral part of helping the City to Achieve the Community Enrichment End goal and outcomes.

2015 ACCOMPLISHMENTS

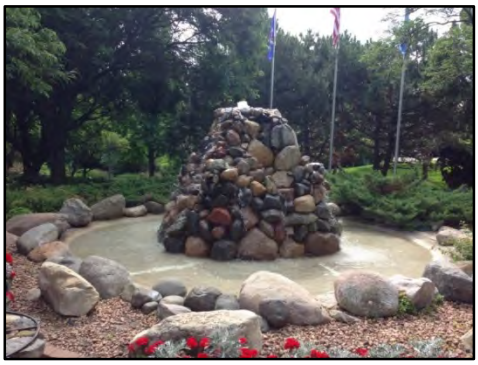
- Renovated the infield area of VanderLaan Baseball Field in Alimagnet Park for better drainage and playing conditions
- Replaced the irrigation system, scoreboards, backstops and dugouts at the Lac Lavon ball field complex
- Renovated the tennis and basketball courts in Valley Highlands Park
- Replaced the roof, flooring and converted the lights to LED in the Neill Park recreation building
- Partnered with the Burnsville Lions Club to add a 2,000 square foot splash pad next to Lions Playground in Cliff Fen Park

Providing Amenities:

- Constructed the first two segments of three for the Big Rivers Regional Trail- Black Dog Segment in Partnership with Dakota County Parks and the US Fish and Wildlife Service.



- Renovated the Bicentennial Garden Fountain.



2015 PERFORMANCE MEASUREMENT MONITORING DATA

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

2012 Residential Survey

Residents rate park maintenance as:

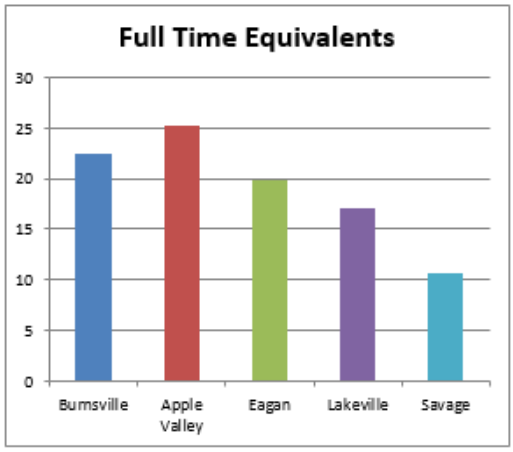
88% Good or excellent

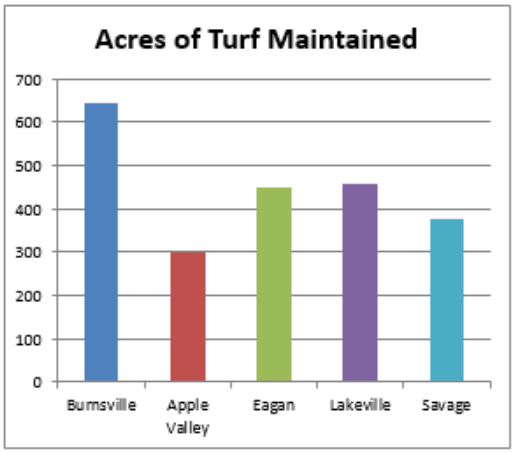
Residents use on a frequent or occasional basis:

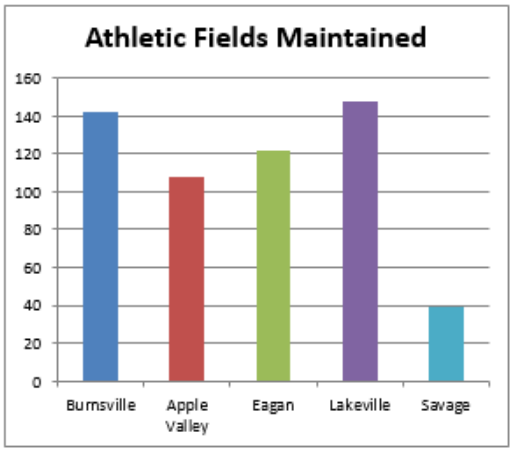
69% Community or Neighborhood parks
69% Trail system
31% Athletic fields

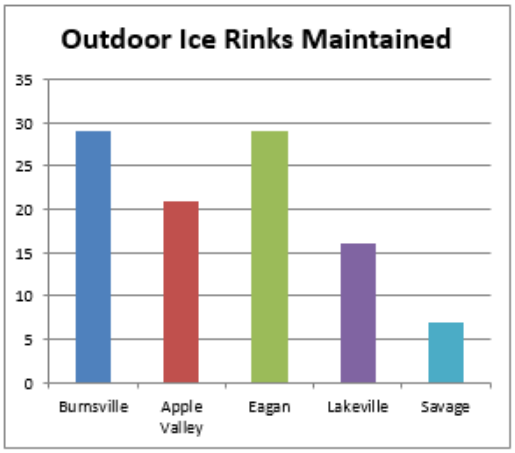
Parks Performance Measures 2015

City	Population	Full Time Employees	Seasonal Employees	Full Time Equivalents	Acres of Turf Maintained	Athletic Fields Maintained	Rinks Maintained
Burnsville	61,630	13	35	22.5	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









2016: A Look Forward

2016 BUDGET OVERVIEW

The 2016 Budget allows for:

Parks

- Continued maintenance of the City's parks and trail system
- Replacement of the spray fountain in Crosstown West Park
- Renovation of the tennis courts in Lac Lavon park
- Renovation of the landscaping in Bicentennial Garden
- Renovation or replacement of the concession/restroom building in Lac Lavon Park
- Completion of the Black Dog Regional Trail segment construction
- Replacement of two sets of stairs and nearby retaining walls in Neill Park
- Beginning of multi-year project to replace park entrance signs
- Addition of security cameras in two park facilities
- Completion of Phase II of the skate park in collaboration with several community partners
- Completion of a minor update of the Park System Master Plan

NATURAL RESOURCES

Parks, Recreation and Natural Resources

PRIMARY SERVICES

Under the direction of the Parks, Recreation and Natural Resources Director and the Natural Resources Manager, this division provides the following services:

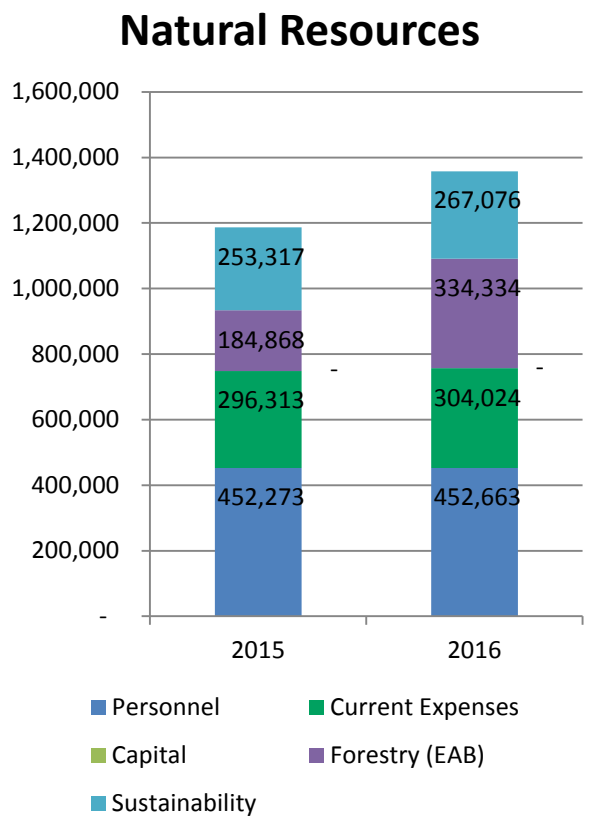
- Commercial and residential recycling programs
- License solid waste haulers
- Community waste and recycling collection events
- Coordination of the City's sustainability efforts
- Participation in local watershed management organizations
- Development plan review for environmental impacts
- Wildlife management programs
- Natural resource public education programs
- Surface water quality improvement and monitoring programs
- Prairie management and monitoring programs
- Wetlands management and administration of Wetlands Conservation Act
- Staff support for the Parks & Natural Resources Commission and the Black Dog Watershed Management Organization
- Urban forest resources management (tree pruning/removal, planting, disease control)
- Heart of the City streetscapes management

2016 Natural Resources Budget

General Operating:

Natural Resources	$ 41,187
Community Landscape	715,500
Forestry Fund (EAB)	334,334
Sustainability Fund	267,076

Full-Time Equivalent Staff
Natural Resources (Storm Drainage Fund): 3.5
Forestry/Community Landscape/HOC: 4.3
Sustainability: 2.5



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.

2015 ACCOMPLISHMENTS

- Sold 253 Trees at the Annual Tree Sale.
- 1,285 people attended the City's first Native Plant Market.

- Treated 910 trees to protect them from Emerald Ash Borer.
- Served 1,700 cars at the Household Hazardous Waste Collection Day.
- Completed the Regional Indicators Initiative Report.
- Received a $76,000 grant for habitat restoration in Terrace Oaks West Park and completed the first stage of the oak savanna restoration.

Protecting Burnsville's Resources:

- Monitored eight lakes for water quality.

2015 PERFORMANCE MEASUREMENT MONITORING DATA

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

2012 Residential Survey

Residential Survey Question	2012 Survey Responses	2010 Survey Responses
Surface water, lakes and ponds are clean and well maintained	**84% good or excellent**	**79% good or excellent**
Quality of the forestry program	**56% good or excellent**	**N/A**
Quality of the lake management services	**63% good or excellent**	**N/A**
Quality of recycling services	**80% good or excellent**	**81% good or excellent**
Have you participated in the spring or fall waste collection events?	**18% yes**	**21% yes**
Do you feel informed about the link between your actions and the impact on the natural environment?	**89% yes**	**79% yes**

Water Quality

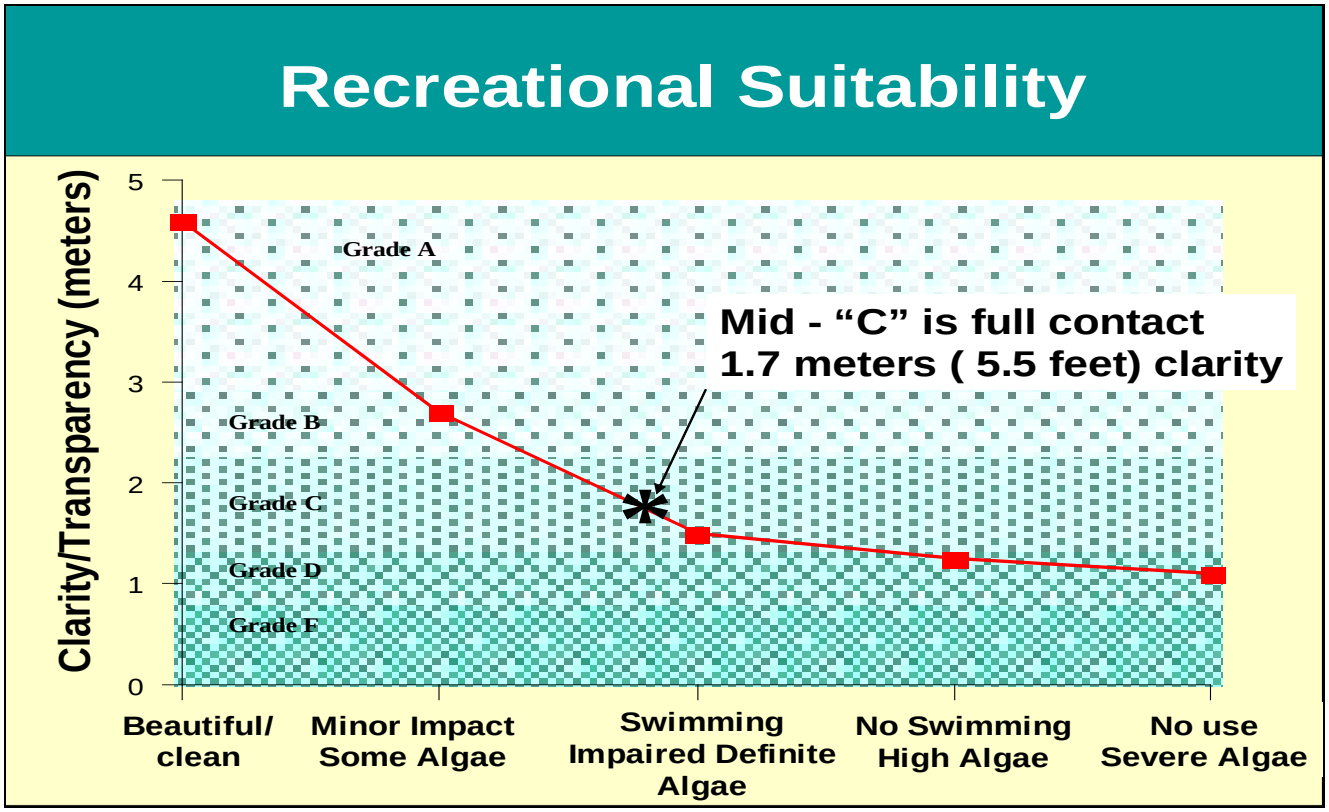
The City continues to work with lake homeowner groups, residents and other agencies to improve and monitor the water quality in area lakes. In partnership with the Black Dog Watershed Management Organization and the Metropolitan Council, citizen monitoring occurs at eight lakes in the community. As part of this program, volunteers gather water clarity data every two weeks from the middle of April to the middle of October. ***The City of Burnsville utilizes 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 2015 samples until January or February of the following year; therefore, the 2014 data is 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	2012	2013	2014	3-Yr Avg.	Goal
Alimagnet	1.3	0.8	0.9	1.0	1.3
Crystal	1.9	2.0	2.3	2.0	2.1
Earley	1.9	1.6	1.4	1.6	1.7
Keller	0.6	0.6	0.8	0.6	1.8
Lac Lavon	3.9	3.8	4.0	3.9	3.6
Sunset Pond	2.0	2.2	2.2	2.1	1.7
Twin Lake	2.0	1.9	2.1	1.9	1.4
Wood Pond	1.2	1.4	1.3	1.3	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 2013	Spring 2014	Spring 2015
Appliances	30,600 lbs	18,700 lbs	23,550 lbs
Electronics (computers, televisions, etc.)	12,447 lbs	12,339 lbs	6,500 lbs
Mattresses	1,740 lbs	2,700 lbs	1,815 lbs
Bicycles	1,500 lbs	1,500 lbs	3,200 lbs
Materials Accepted at Fall Collection Event	**Fall 2013**	**Fall 2014**	**Fall 2015**
Appliances	47,960 lbs	55,000 lbs	64,000 lbs
Electronics (computers, televisions, etc.)	120,000 lbs	95,000 lbs	100,000 lbs
Household Hazardous Waste	69,710 lbs	123,150 lbs	52,201 lbs
Scrap metal	33,320 lbs	31,220 lbs	32,020 lbs
Document destruction	10,840 lbs	8,500 lbs	10,320 lbs
Tires	5,300 lbs	5,760 lbs	6,200 lbs
Bicycles	564 lbs	2,300 lbs	3,750 lbs
Vehicle batteries	150	146	115
Total cars served	1,760	1,601	1,737

2016: A Look Forward

2016 BUDGET OVERVIEW

The 2016 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 will be 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

Parks, Recreation and Natural Resources

PRIMARY SERVICES

Under the direction of the Parks, Recreation and Natural Resources Director, and the Recreation and Facilities Superintendent, this division provides the following services:

- Facilitate and coordinate the use of the park system and other City facilities
- Oversee concession operations in the park system
- Provide a wide range of leisure-time activities by offering recreation programs and special events for youth, family and adults (*e.g.,* adult athletics, park concerts, camps, Kids of Summer program)
- Partner with community service organizations and neighboring communities to provide a wide range of leisure-time activities and special events for the community (*e.g.,* youth athletic associations, community festivals)
- Work in collaboration with the Burnsville Youth Collaborative. Provide support to the Collaborative as well as THE GARAGE facility to ensure quality programs for young people.

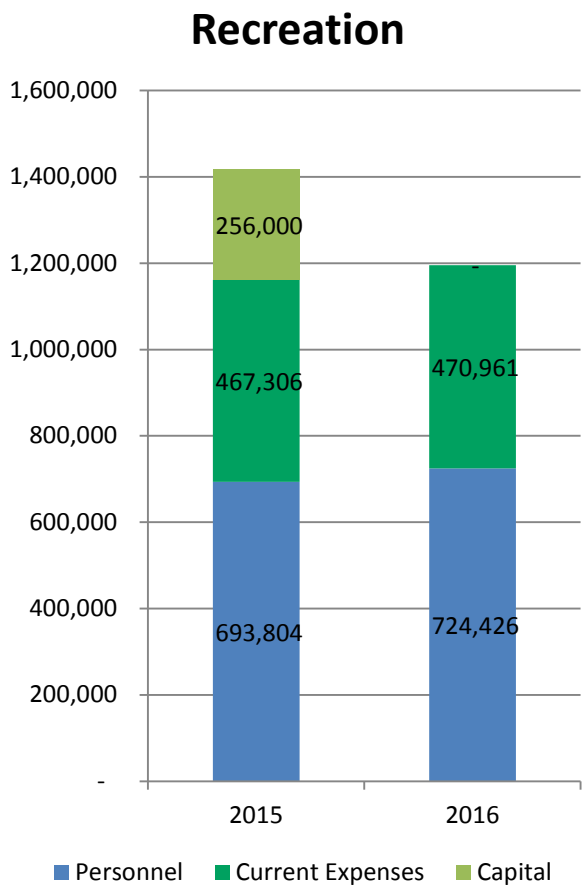
2016 Recreation Budget

General Operating:

Recreation	$ 1,054,732
THE GARAGE	140,655

Staffing

Recreation 6.0 Full-Time Equivalent Staff



ALIGNMENT WITH COUNCIL ENDS AND OUTCOMES

The Recreation Division provides and promotes a wide range of leisure time activities for the community. Accordingly, the division is an integral part of helping the City to achieve the Community Enrichment End goal and outcomes.

2015 ACCOMPLISHMENTS

- Coordinated multiple events at Nicollet Commons Park in 2015 such as "Flicks on the Bricks," "Thursday Rockin' Lunch Hour," "I Love Burnsville Week," "Halloween Fest" and other festivities which totaled more than 8,700 park patrons.
- Created special event sponsorship program.
- Established partnership with Zombie Boardshop to promote new skate park programs, including first-time skateboard lessons, advanced lessons and camps. Approximately 100 youth participated.
- Continued partnership with South of the River Recreators (SORR) to promote programs such as the "GPS - Amazing Family Race," "Who Done it Hike," and the "Ground Pounders" running series.

Commitment to Youth:

- Continue to build the Burnsville Youth Collaborative partnership with Burnsville-Eagan-Savage School District 191, Twin Cities Catalyst Music and the YMCA to offer afterschool programs targeting youth in grades 6-9
- Continued partnership with local youth sports agencies including Burnsville Athletic Club, Baseball Association 191 and VAA, resulting in more than 3,750 youth baseball, softball, soccer and lacrosse games played on Burnsville fields
- Renovated THE GARAGE with new restrooms and space for a new sound studio
- Created new all-day program option for KOS and Camp Xteme park program participants. 175 participants took part
- Coordinated Burnsville Halloween Fest, which drew more than 2,000 attendees

- Began new marketing effort to encourage graduation and birthday party reservations at City parks, increasing park building and shelter reservations by 31 percent.
- Sold more than 200 Alimagnet Dog Park memberships .
- Continued partnership with local, state and federal agencies to build new pedestrian and biking trails, making Burnsville a multi-modal city.
- Awarded a $1.598 million Federal Transportation Alternatives Program Grant. The grant is to build a trail connection from Kelleher Park to Sunset Pond Park. This trail will be part of the Lake Marion Greenway with anticipated construction in 2019.
- Administered adult athletics, with more than 5,500 participants on more than 380 teams playing on Burnsville fields, rinks and courts.

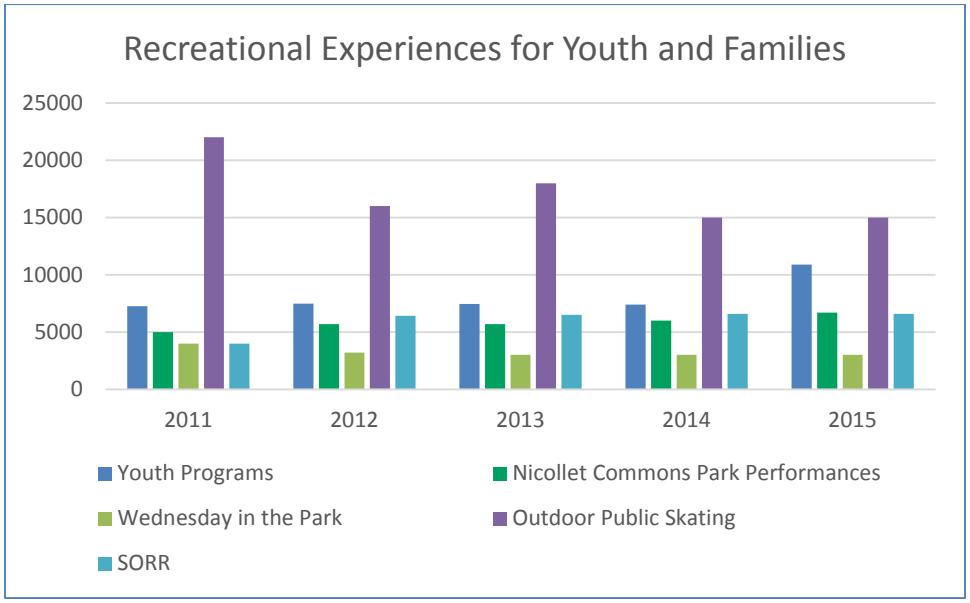
2015 PERFORMANCE MEASUREMENT MONITORING DATA

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

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 hit an all-time high with more than 8,700 attendees***. Approximately 375 people came to each event for the "Rockin' Lunch Hour" and "Flicks on the Bricks." The 2014 Halloween Fest drew 2,000 ghouls and goblins.

Recreation staff coordinated 62 youth programs in 2015, including tennis lessons, Kids of Summer and preschool programs. Staff created new programs at the Burnsville skate park, which included first time skate board lessons, advanced classes and camps. The chart bellows 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).*



Along with Community Services staff, Recreation created new adult programs and multi-generational programming, such as the "Grand Ol' Carnival" which reaches new participants of all ages.

Adult Athletics

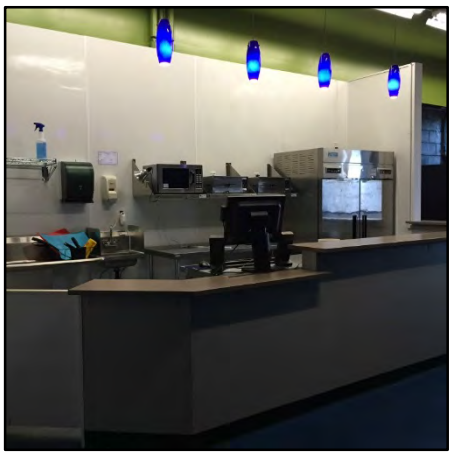
Burnsville Recreation is a leader in adult athletics for the state of Minnesota. ***City softball, broomball and sand volleyball programs included 383 teams providing recreational opportunities to more than 5,500 participants.*** More than 95,000 individual recreation experiences took place during the 2015 seasons (*calculated by number of players per team per game played each night during the year*). These adult athletic leagues promote active healthy lifestyles and build community while stimulating the economy for local business.

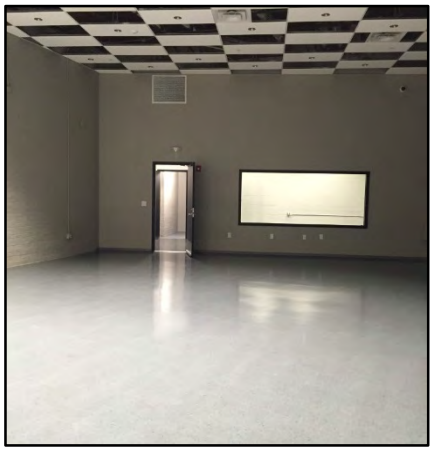
The City of Burnsville, District 191, the Burnsville YMCA and new non-profit Twin Cities Catalyst Music partnered to create a new youth service model. The new collaborative effort incorporates academic and enrichment programming in partnership with current programs offered through the YMCA and the school district. The program encourages the sharing of resources by building a partnership of Burnsville youth-serving agencies called the "Burnsville Youth Collaborative" (BYC).

Important performance indicators for the BYC partnership include:

- City staff assisted the BYC in its efforts to secure a three-year Otto Bremer Grant for $96,680
- A new Youth Advisory Board (YAB), was created to work in conjunction with the BYC and staff to offer youth input on programs and services
- Twin Cities Catalyst Music took on ownership of the music performances, and offers weekend programs and events as well as music-related classes and coursework at THE GARAGE

- City staff worked with the Burnsville YMCA to apply for a $5,000 “America’s Best Community” grant from Frontier Communications to build upon their Achiever program for the BYC. The grant was awarded, and will allow more students the ability to participate in this leadership-based program
- Donation funds from the Burnsville Youth Foundation were used to update the Café at THE GARAGE
- Completed renovation of THE GARAGE to complete necessary HVAC and restroom improvements and to make way for a new sound and recording studio



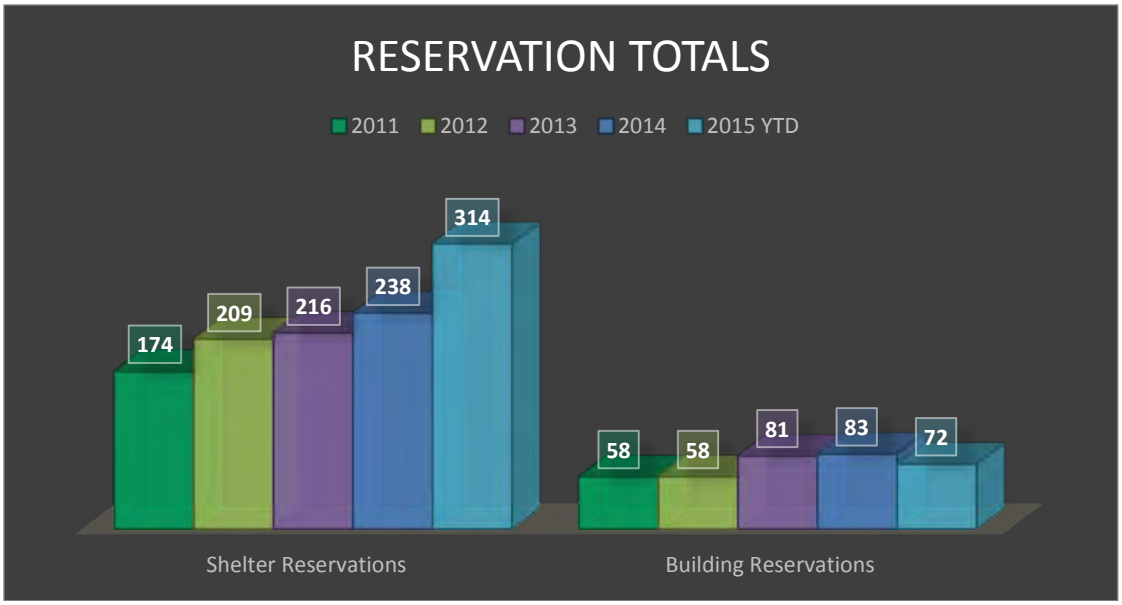


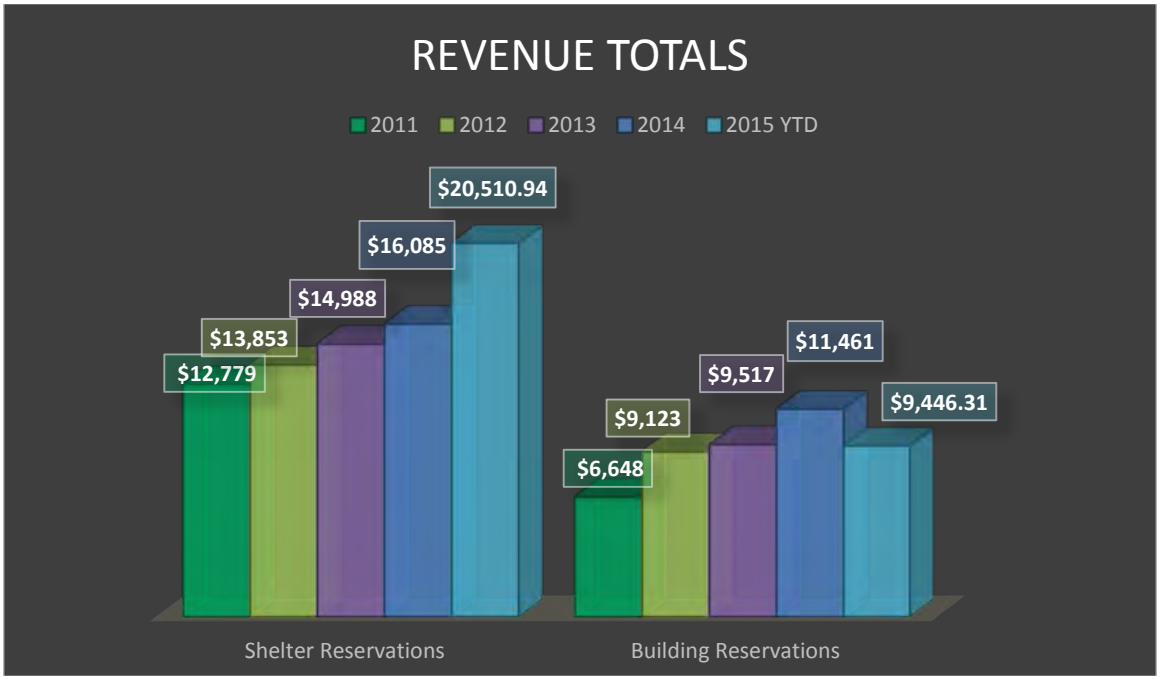
Building and Shelter Reservations

The Burnsville Recreation and Facilities Department is responsible for renting the City’s park shelters and buildings. The following charts show the recent history of reservations.

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.





2016: A Look Forward

2016 BUDGET OVERVIEW

The 2016 Budget allows for:

- Providing a wide range of leisure-time activities for the community
- Maximizing fees to help offset program expenses
- Funding concession operations at Crystal Lake Beach and Lac Lavon Parks
- Exploring new partnerships to enhance current programs, such as sponsorship opportunities for local businesses
- Facilitating the use of parks and City buildings by administering rental agreements
- Supporting the Burnsville Youth Collaborative and THE GARAGE
- Implementing updates to the recreation management software
- Working with volunteer citizen boards on program ideas and facility needs

COMMUNITY SERVICES

Parks, Recreation and Natural Resources

PRIMARY SERVICES

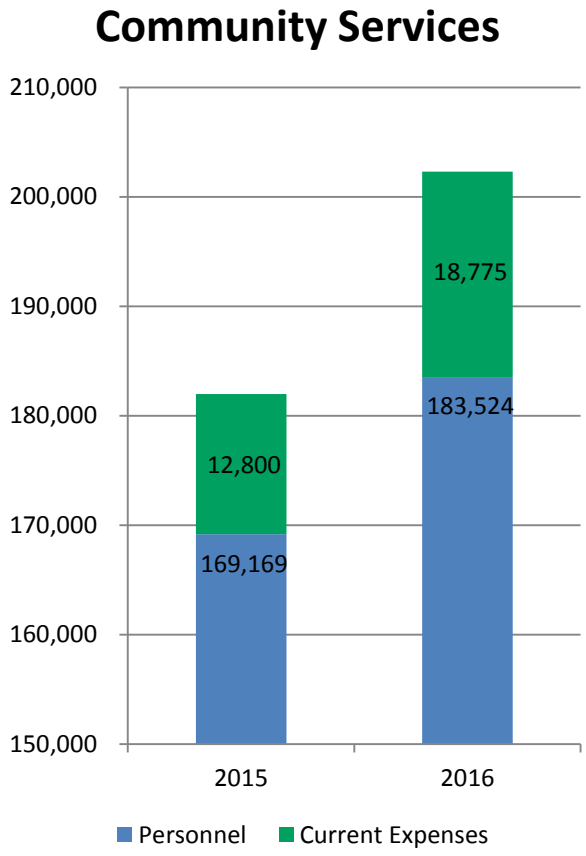
Under the direction of the Parks, Recreation and Natural Resources Director and the Recreation and Facilities Superintendent, this division provides the following services:

- Recruiting and supervising the City's volunteer programs (including in-house volunteers, group volunteers and the Mobile Volunteer Network)
- Exploring partnerships with outside agencies
- Managing the City's entire grants process
- Providing resources and referrals for seniors
- Offering opportunities for seniors to participate in educational and recreational activities (including safety seminars, educational presentations and recreation programs)
- Strengthening neighborhoods through activities such as Minnesota Night to Unite and the International Festival of Burnsville
- Encouraging residents to take pride in their homes with CDBG programs such as the appliance removal program and chore services

2016 Community Services Budget

General Operating $202,299

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.

2015 ACCOMPLISHMENTS

Neighborhoods

- Coordinated Minnesota Night to Unite, with 126 parties and an estimated 8,500 residents. This was an increase of 14 parties and approximately 1,200 people from 2014. 24 teams of City staff, on-duty police, and fire and Heart Restart CPR teams took part.

- Continued to offer CDBG grant programs to assist low-to-moderate income homeowners in Burnsville. 19 homeowners took advantage of the CDA low interest rehab loans and home improvement grants. 13 seniors utilized the Appliance and Furniture Removal Program funds.

Community Enrichment

- Held National Senior Health and Fitness Day at Nicollet Commons Park.

- Offered Nature Walks in different locations throughout the year.

Relying on Help From Volunteers:

- Coordinated an active volunteer program, which includes opportunities to volunteer in the City. More than 114 in-house volunteers gave more than 2,900 hours of volunteer time this year
- Oversaw 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
- Coordinated MVN volunteers who helped at 11 different community events

Promoting Active Residents:

- Grew participation in pickleball, with courts at North River Hills and Neill Park. Held "Intro to Pickleball" class during "I Love Burnsville" week and a "Beginner Pickleball" class for the first time this summer, which was full to capacity

- Held eight-annual International Festival with more than 3,500 people in attendance.

- Partnered with Dakota Valley Recycling to offer educational seminars to adults 62+.

- Recorded three episodes of "Burnsville Senior Living," including "Veteran's Benefits" featuring the Dakota County VA and a two-episode panel discussion on the topic of "Aging in Place."

- Collaborated with outside agencies on 62+ events, such as "Chocolate & Hearts" and the "Grand Ol' Carnival." Also added a new intergenerational event at Holz Farm in Eagan with neighboring cities.

- Hosted the Spring "Aging & Wellness Expo" at City Hall with more than 200 attendees.

Safety

- Coordinated 62+ "Behind the Badge" workshop with Police and Fire staff.

2015 PERFORMANCE MEASUREMENT MONITORING DATA

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

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 Burnsville.

In addition, Burnsville-Eagan-Savage School District 191 reports its diverse population speaks more than 83 languages. The Burnsville Youth Collaborative (BYC) is working to coordinate with the Mission Impact Council initiative to reach out to the Somali population to increase youth and family communication and participation at school, City and YMCA functions. District 191 and the YMCA have recently submitted a grant proposal to the Mission Impact Council share a part time Cultural Liaison position for Gideon Pond Elementary and the YMCA.

The Police Department has continued to explore opportunities to connect and communicate with diverse populations. The Police Department continues to work to improve communication with all non-English speaking residents through the use of the language line as well as through partnerships at 360 Communities. Staff works with 360 Communities to reach out to the Spanish and Somali speaking residents in Burnsville and the high school liaison officers continue to communicate with students and Somali liaison at Burnsville High School. In addition, the department has hired several multi-lingual officers.

The eighth-annual International Festival of Burnsville was held on July 11, 2015. ***The annual festival was very well attended with an estimated 3,500-4,000 people in attendance.*** The event featured free live ethnic music and dancing, cultural foods and displays showcased by individuals from various countries who now live in Burnsville. City staff assists the committee with event planning and management, grounds, and communications. Plans are currently being made for next year's event scheduled for July 16, 2016.

62+ Activities

The Community Services Division provides programs and opportunities for adults ages 62 and older. The priorities of this section are aligned with the Community Enrichment Outcome.

Programs for adults 62+ were offered throughout the year. Popular programs include recreational activities such as nature walks and pickleball and educational events such as "Behind the Badge." The Community Services and Recycling Departments worked together to offer educational seminars such as a "Recycling 101" seminar and a "Compost 101" workshop. An Aging & Wellness Expo was offered in April with more than 200 people attending. Partnering with City of Eagan, we also offered an "Eco-Day" in September at Lebanon Hills.

Staff continues to collaborate with outside partners to provide new programs or enhance existing programs. In February, Burnsville 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." The event was held at the Ames Center and featured music, games, a photo booth, hors d'oeuvres and a chocolate buffet. The event was very successful with 127 people attending. City staff also partnered with District 191 Community Education again to provide the intergenerational event the "Grand Ol' Carnival" for grandparents and grandchildren to participate together.

A new collaborative event with neighboring cities this year was "Grandparents, Grandkids & Seniors Day at Holz Farm." More than 60 people attended the event, which included a tractor hay ride, family games and a picnic.

Quality Housing

The City has 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. ***The federal funding for 2016/17 has not yet been allocated; however, Dakota County Community Development Agency (CDA) cautions that the budgets may be reduced.*** Listed below is the intended five percent reduction in funding allocation by amount and percentage to each category by fiscal year.

CDBG Program	FY 2014-15		FY 2015-16		FY 2016-17	
	July 1 – June 30		**July 1 – June 30**		**July 1 – June 30**	
Housing/Rehab Projects	$128,000	61%	$127,826	61%	$118,700	55%
Public Services	97,014	34%	107,100	36%	105,500	45%
General Administration	11,000	5%	0	0%	11,000	5%
Sub-total	$238,604		$234,926		$234,700	
CDA Admin	11,880		11,500		11,500	
TOTAL	$ 247,894		$ 246,426		$234,700	

The City continues 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 19 homeowners in Burnsville used the funding in fiscal year (FY) 2014-2015.*** These loans use a variety of funding sources including CDBG, MHFA, HOPE (local levy) and CDA funds. The CDA reports that there is an overwhelming need for these funds. There are currently four homes on a waiting list for assistance in Burnsville.

BEFORE REHAB LOAN **AFTER REHAB LOAN**

The Home Remodeling Grant program is 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 13 homeowners in FY 2014-15.*** CDBG funds also provide funding to 29 seniors for chore services and appliance and furniture removal to low-to-moderate income seniors. These services allow seniors the ability to maintain their independence and stay in their homes.

Mobile Volunteer Network

The Mobile Volunteer Network (MVN) is a strong component in helping to keep Burnsville a safe community. The 53-member group helps out at community events throughout the year and is ready to help Public Safety 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 11 community events this year and given a total of 565 hours of volunteer time.***

2016 BUDGET OVERVIEW

The 2016 Budget allows for:

- Volunteer opportunities and recognition events
- International Festival assistance
- Senior/older adult programs
- Night to Unite coordination
- City-wide grants administration
- Serving as a resource and providing assistance to the Burnsville Youth Collaborative, e.g. assistance in formulation of the collaborative, evaluation work and grant writing
- Continuing to seek new funding sources, program sponsors and explore new partnerships to enhance current programs

FACILITIES

Parks, Recreation and Natural Resources

PRIMARY SERVICES

Under the direction of the Parks, Recreation & Natural Resources Director and the Recreation & Facilities Superintendent, this division provides the following services:

- Maintain mechanical systems and provide custodial services for:
  - City Hall
  - Parks and Public Works Maintenance Center
  - THE GARAGE/Civic Center Maintenance Facility
  - Two Fire Stations
  - Water Treatment Plant
  - HOC Parking Ramp and Parking Deck
  - Antenna site buildings
  - Technical support at the Ames Center

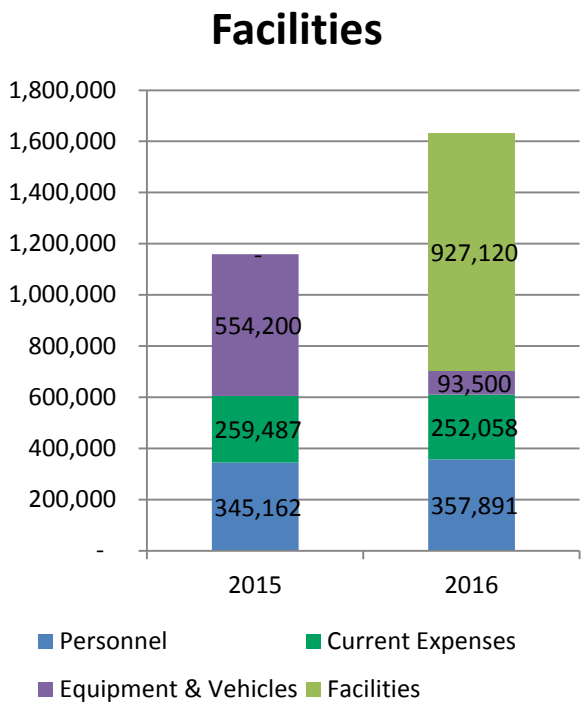
2016 Facilities Budget

General Operating:

Facilities $609,949

Staffing

6.0 Full-Time Equivalent Staff



ALIGNMENT WITH COUNCIL ENDS AND OUTCOMES

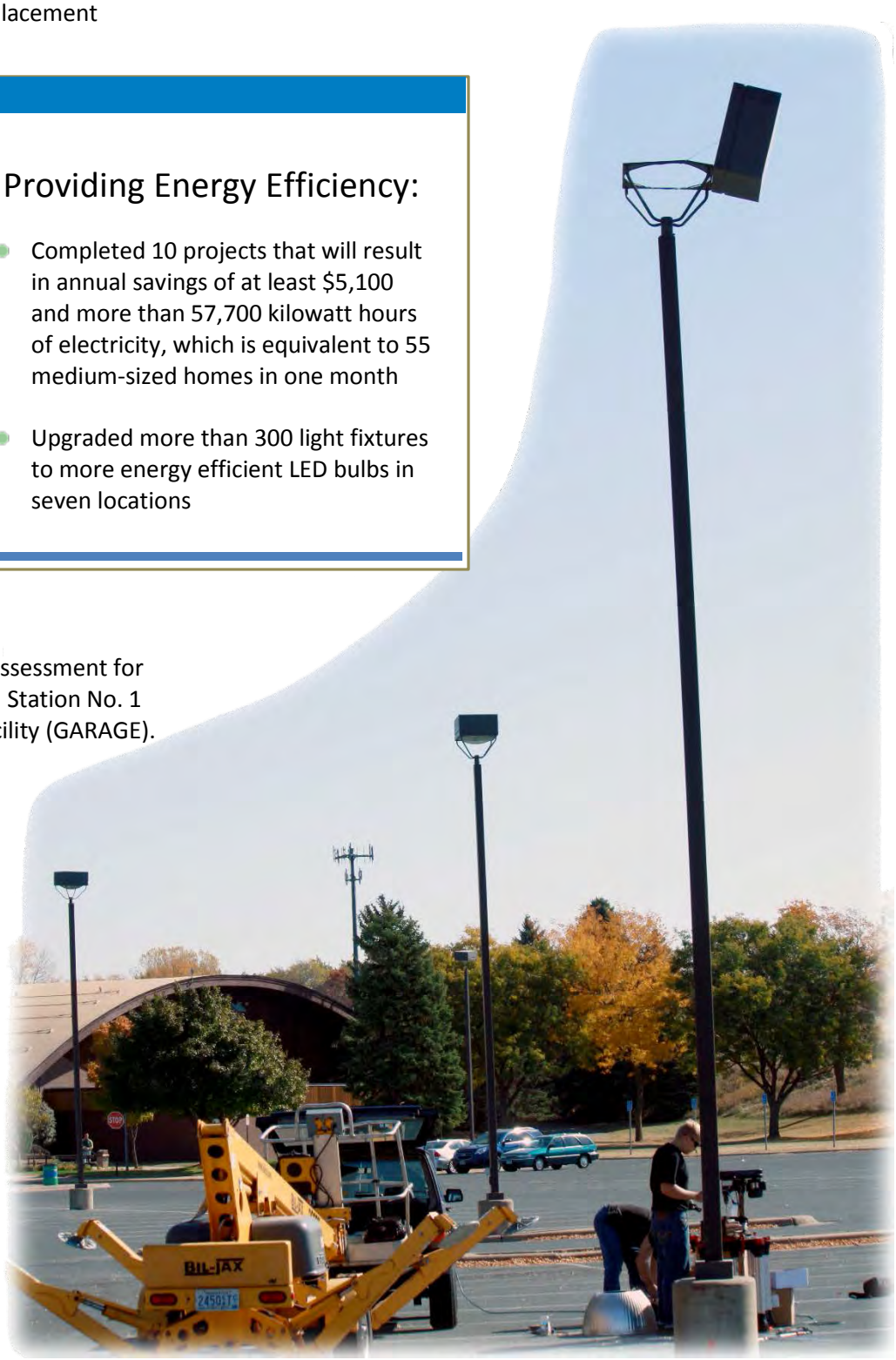
The Facilities Division provides maintenance and custodial services for six City facilities that serve all ages. Accordingly, the division is an integral part of helping the City to achieve the Community Enrichment End goal and outcomes.

2015 ACCOMPLISHMENTS

- Completed Phase 2 of carpet replacement project in City Hall.
- Assisted in renovation of Council Chambers at City Hall.
- Replaced HVAC system at Fire Station No. 2.
- Remodeled the old City maintenance facility (GARAGE) bathroom, made renovations to the café and constructed a new recording studio.
- Completed facility space needs assessment for City Hall/Police Department, Fire Station No. 1 and the old City maintenance facility (GARAGE).

Providing Energy Efficiency:

- Completed 10 projects that will result in annual savings of at least $5,100 and more than 57,700 kilowatt hours of electricity, which is equivalent to 55 medium-sized homes in one month
- Upgraded more than 300 light fixtures to more energy efficient LED bulbs in seven locations

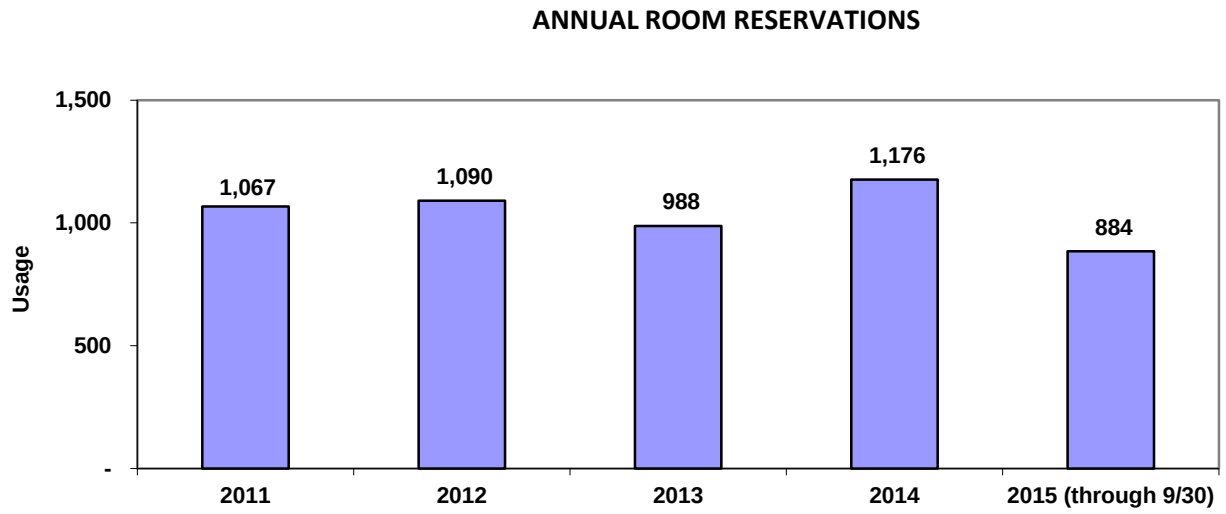


2015 PERFORMANCE MEASUREMENT MONITORING DATA

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

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 2014, more than 34,000 individuals attended functions at City Hall.

The following chart indicates the number of room reservations accommodated at City Hall over the recent years.



City staff coordinates the use of meeting facilities in City Hall, which includes the Community Room, Council Chambers and several conference rooms. In 2015, staff conducted a survey of external meeting room users. The responses, shown below, indicated very favorable responses regarding the facility.

A 2015 survey of room users found the following:

- 60% of the respondents are Burnsville non-profit groups
- 96% of uses are for business or professional needs
- 60% of the respondents use our facilities at least once per month
- 96% of the respondents indicated they would recommend our facilities to a friend or colleague
- 96% also indicated they would consider our meeting room space for future needs

2016: A Look Forward

2016 BUDGET OVERVIEW

The 2016 Budget allows for:

- Increasing cost of electricity
- Continued energy saving projects (equipment and lighting)
- Replacement of the City Hall/Police parking lot fixtures
- Implementation of a facility strategic plan and initial design and construction for Phase 1 facility project based on recommendations identified in the recently completed Facilities Study

BIRNAMWOOD GOLF COURSE

Parks, Recreation and Natural Resources

PRIMARY SERVICES

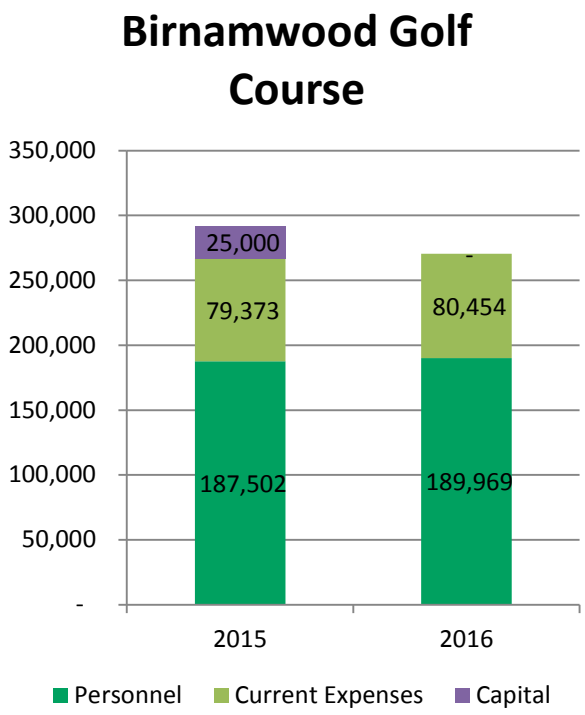
Under the direction of the Parks, Recreation and Natural Resources Director and the Recreation and Facilities Superintendent, Birnamwood provides the following services:

- 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

2016 Birnamwood Golf Course Budget

General Operating $ 270,423

Staffing
1.5 Full-Time Equivalent Staff



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.

City Of Burnsville Birnamwood Golf Course

2015 ACCOMPLISHMENTS

- Opened the Course on March 13, the earliest opening date on record.
- Generated $268,000 in revenue from Jan. 1 through Sept. 30.
- 164 effective days from Jan. 1 through Sept. 30, compared to 149 effective days in 2014. Effective days are defined by temperatures over 50 degrees and no more than half of the day can be impacted by rain.

Golf Continues to be Popular in Burnsville:

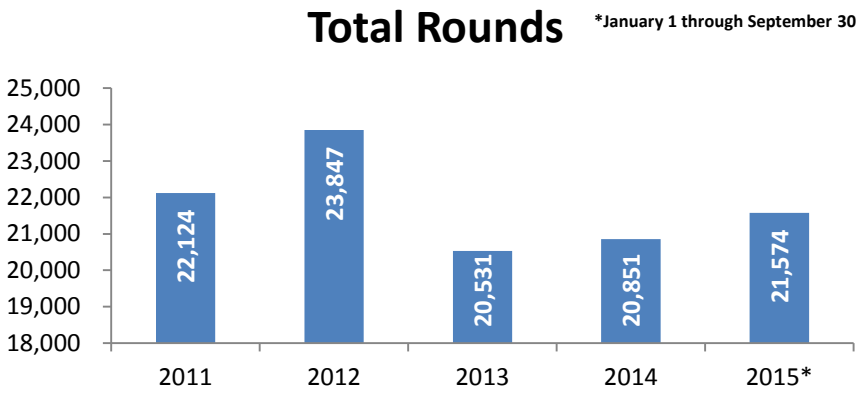
- Logged 21,574 rounds of golf through Sept. 30. This is an 11 percent increase from 2014.
- Increased revenue nine percent from 2014 (Jan. 1 – Sept. 30).
- Logged 5,384 total league rounds
  - Adults - 3,380
  - Juniors - 1,563
  - Outside leagues - 441

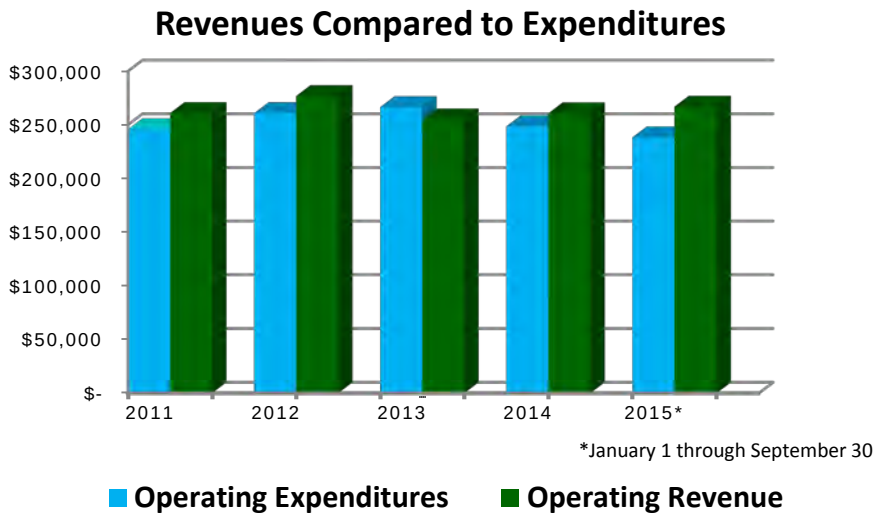
- Completed recertification as an Audubon Cooperative Sanctuary with Audubon International.
- Treated six mature ash trees on the course for Emerald Ash Borer.
- Converted all clubhouse, locker room, shop and outdoor lighting to LED.
- Built new club washing station at the clubhouse.

2015 PERFORMANCE MEASUREMENT MONITORING DATA

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

The 2015 golf season at Birnamwood began on March 13, 2015. This was 28 days earlier than in 2014 and is the earliest opening date on record. This early opening date allowed Birnamwood to exceed last year's total rounds played by 2,154 rounds from Jan. 1 to Sep. 30.





The 2015 season was a good year to grow turf. The cool temperatures and a sufficient amount of moisture made for great growing conditions.

Staff also installed ten new interpretive tee signs on the course to show the environmental work that has been done at Birnamwood. These were installed on the existing granite tees signs on the course. Staff has had numerous compliments from patrons on the signs. In addition to the interpretive tee signs, there is an informative video on Birnamwood's website that highlights our environmental achievements.

2015 Promotional Expenses

In 2015, 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:

- 126 greens fee passes to local groups, schools and churches for their silent auctions, giveaways, etc.
- Two $150 gift cards to the Burnsville Rotary Club.

2016: A Look Forward

2016 BUDGET OVERVIEW

The 2016 Budget allows for:

- Maintenance of an operating budget similar to 2015
- The rebuilding of two bunkers on the course

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 and Natural Resources

PRIMARY SERVICES

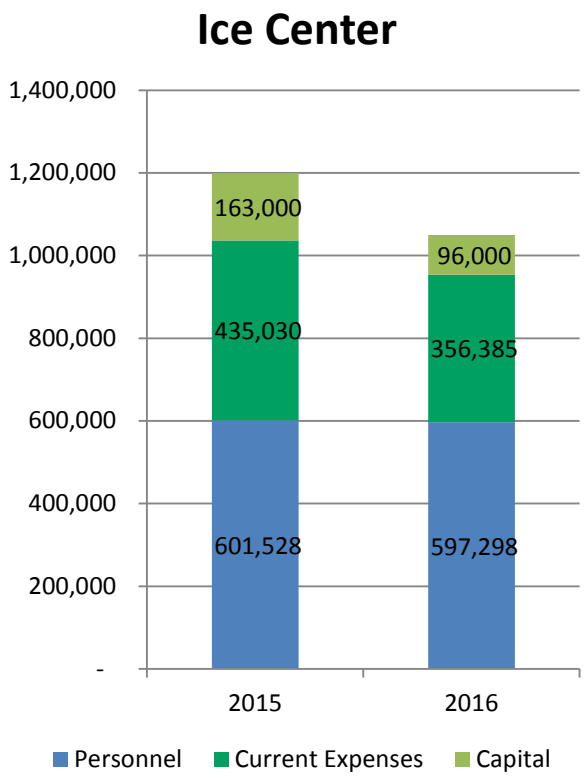
Under the direction of the Parks, Recreation and Natural Resources Director and the Recreation and Facilities Superintendent, the Burnsville Ice Center provides the following services:

- 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

2016 Ice Center Budget

General Operating	$	953,683
Capital		96,000

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.

City Of Burnsville
Burnsville Ice Center

2015 ACCOMPLISHMENTS

- Held third-annual Blaze Summer hockey clinic with 143 skaters.
- Presented annual "Impressions on Ice" skating show.
- Completed the mechanical work of the re-commissioning project to improve operations and efficiency. The project will reduce energy costs at the Ice Center by over $34,000 per year.

Continued Emphasis on Burnsville Skate Park:

- Held three public meetings to gather input for design of the Phase II improvements planned for the Skate Park in 2016
- Worked with Recreation Department to offer skate board camps during the summer 2015

- Estimated 375 participants in the annual Halloween Party and free skate for the community.

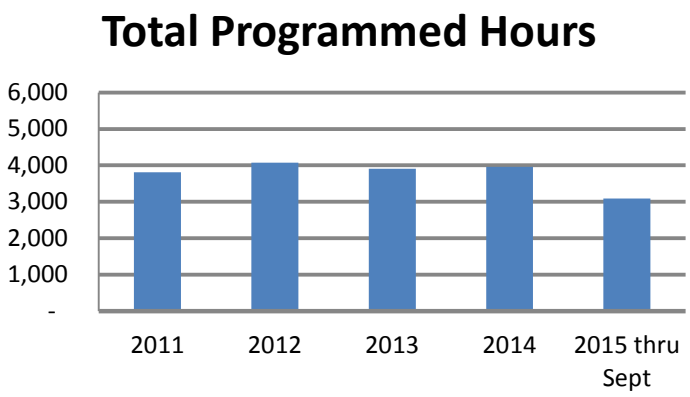
- Hosted in excess of 292,000 visitors.
- Hosted more than 240 adults participating on 26 hockey teams in adult league.

2015 PERFORMANCE MEASUREMENT MONITORING DATA

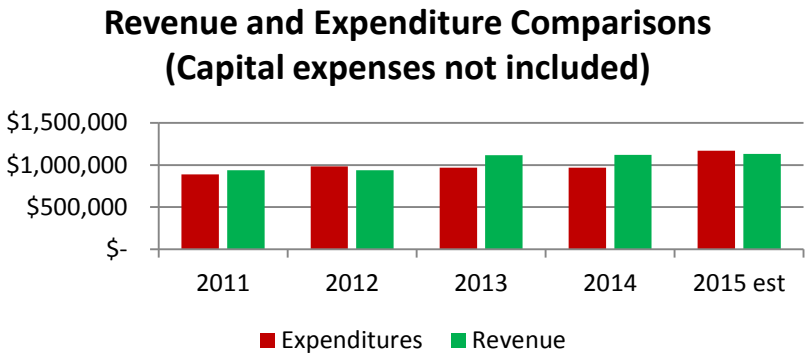
Consistent with the Council's adopted governance statements, the most important performance indicators include:

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 hosted more than 292,000 visitors in 2015 and will book more than 3,900 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. The Ice Center also continues to focus on opportunities to reduce operating expenses. The re-commissioning project will be completed by the end of the year and will reduce energy costs at the Ice Center by more than $34,000 per year.



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 2014 summer classes resulted in the following:

December 2014 Survey Question	Response
Teachers' ability to teach class	96% good or excellent
Ice Center staff were helpful and courteous	97% good or excellent
Cost charged for the program	93% good or excellent
Organization of the program	96% good or excellent

Skate Park

The Burnsville Skate Park is located in the Civic Center Park campus. Staff has been working with a volunteer committee to raise funds for a possible Phase II expansion, which is tentatively planned for 2016. ***Since June 2015, staff has held three public meetings to gather input for the Phase II project.***

2015 Promotional Expenses

In 2015, the Ice Center used promotional passes and hosted free events in an attempt to garner more customers and business. They were:

- Annual Halloween Party – free public event geared toward introducing visitors to skating, Learn to Skate Classes, Burnsville Hockey Club and the Burnsville Minnesota Valley Figure Skating Club through a variety of activities at the party. Approximately 375 attendees participated in this event in 2014.
- 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. There were 243 people that attended this event in February 2015.
- Free Public Skating Passes – donations of public skating passes 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. The Ice Center donated approximately 150 passes in 2015.

2016: A Look Forward

2016 BUDGET OVERVIEW

The 2016 Budget allows for:

- Implementation of the strategies from the 2015 re-commissioning project
- Maintaining operating expense budget similar to that of 2015
- Continued expansion of existing programs and summer hockey clinics
- A fee structure that allows the City to maximize revenues at the facility
- Continuing to cover operating expenses via revenues

AMES CENTER

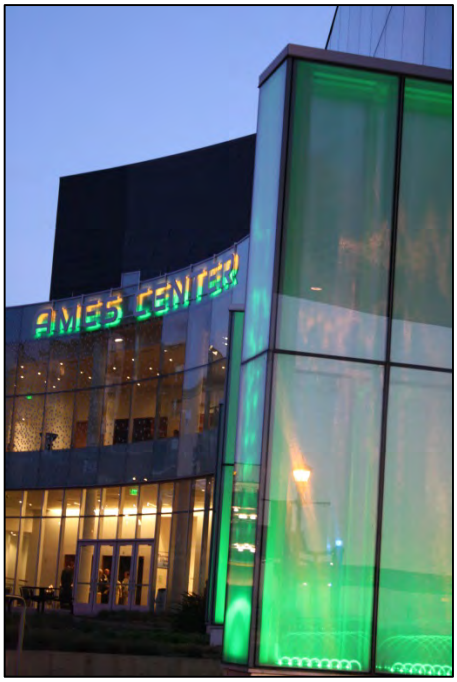
Parks, Recreation and Natural Resources

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

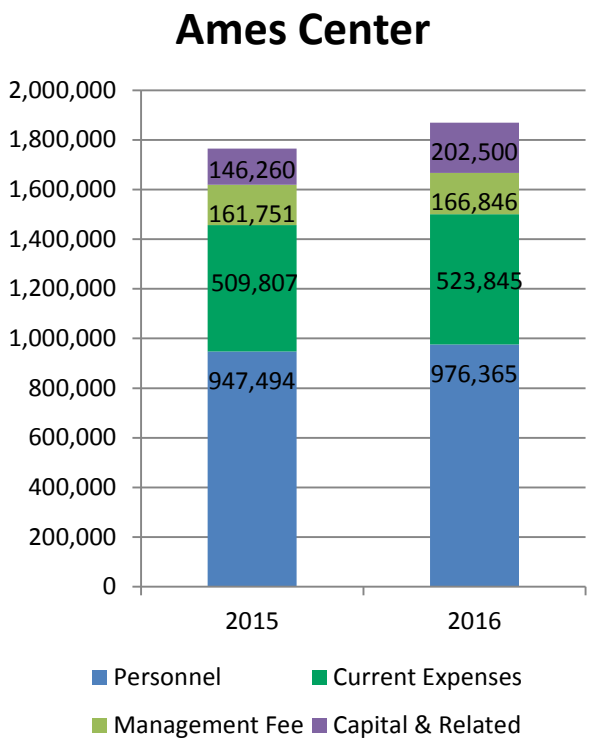
- Presentations including cultural events, dramas, comedies, dance and musical acts from local arts organizations and national touring artists



2016 Ames Center Budget

General Operating	$ 1,667,056
Capital	$ 202,500

Staffing
Full-Time Equivalent Staff - 8 contract employees



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.

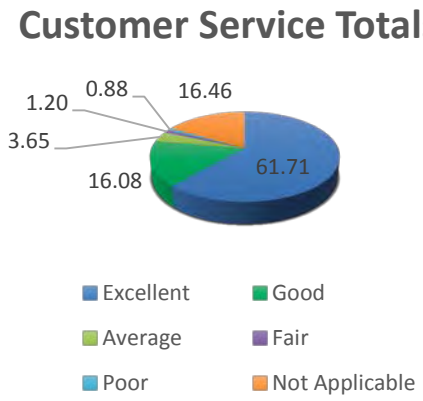
AMES CENTER

2015 ACCOMPLISHMENTS

- Increased food and beverage revenues by more than 17 percent. New menu items with enhanced options were offered during dance competitions.
- Season Guide ad sales exceeded $22,000 and welcomed three new advertisers.
- Hosted 15 dance competitions and recitals, which brought in 122,387 dancers and attendees; an increase of 42 percent. Revenue from dance competitions increased 14 percent, averaging $700 more in revenue per day.
- As of Sept. 30, attendance has increased by 11 percent compared to same time prior year.

Highlights:

- Customer service levels are consistently within Good to Excellent range. See chart below:



- National touring musical artists such as Peter Yarrow, Jesse Cook, Justin Hayward, Tommy Emmanuel and Jim Brickman played the Ames Center in 2015.
- Continued efficient business operations. Projected to be within $12,000 of budget as of Oct. 1, 2015.
- Decrease in "total dark days" of 33 percent.

2015 PERFORMANCE MEASUREMENT MONITORING DATA

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

Resident Companies:

The Ames Center is 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 95 events with more than 14,300 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.

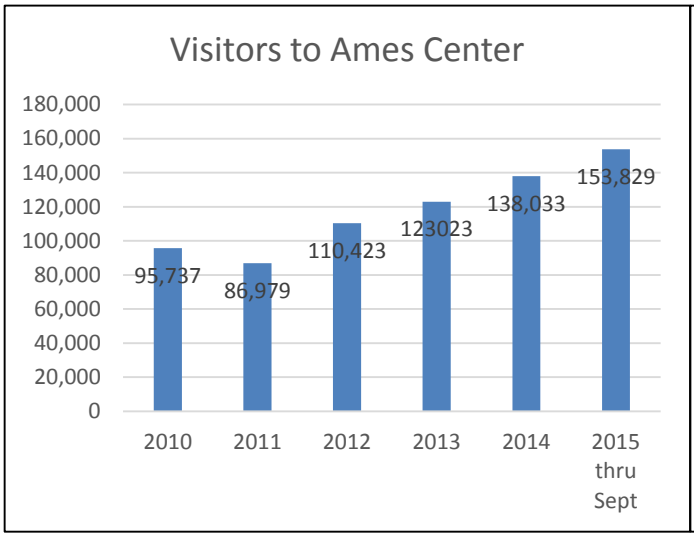
Art Gallery

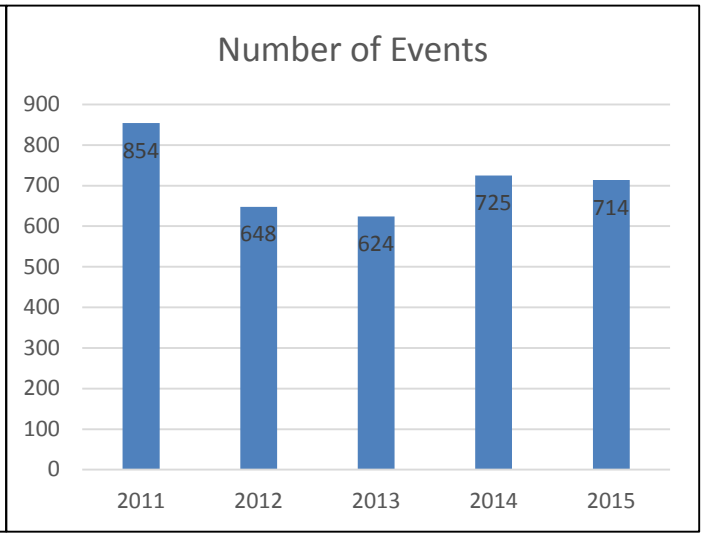
The Ames Center currently holds eight gallery exhibits every calendar year in its 2,000 square-foot art gallery. The mission is to celebrate the visual arts by displaying a diverse collection of artwork from local, emerging and professional artists.

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 2015, these dance events brought in just over 122,000 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. Six 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 including nachos, hot dogs, sandwiches, wraps, pizza, walking tacos, salads and desserts.***

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 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. 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 and seven shows for the 2014-2015. ***There are currently seven shows for the 2015-2016 season. As of Sept. 1, 2015 the Angel Fund balance is over $151,000.*** 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

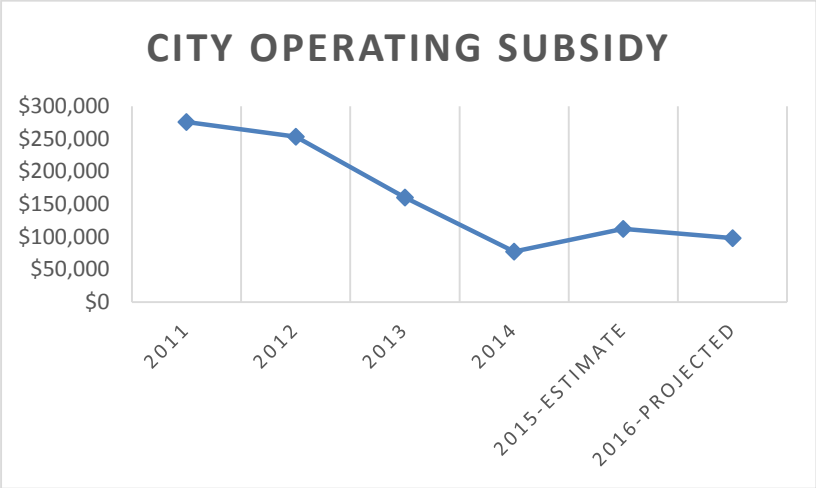
The City signed a ten–year, $1 million dollar agreement with Ames Construction for the Burnsville Performing Arts Center naming rights. The facility became the "Ames Center" in 2014.

2016: A Look Forward

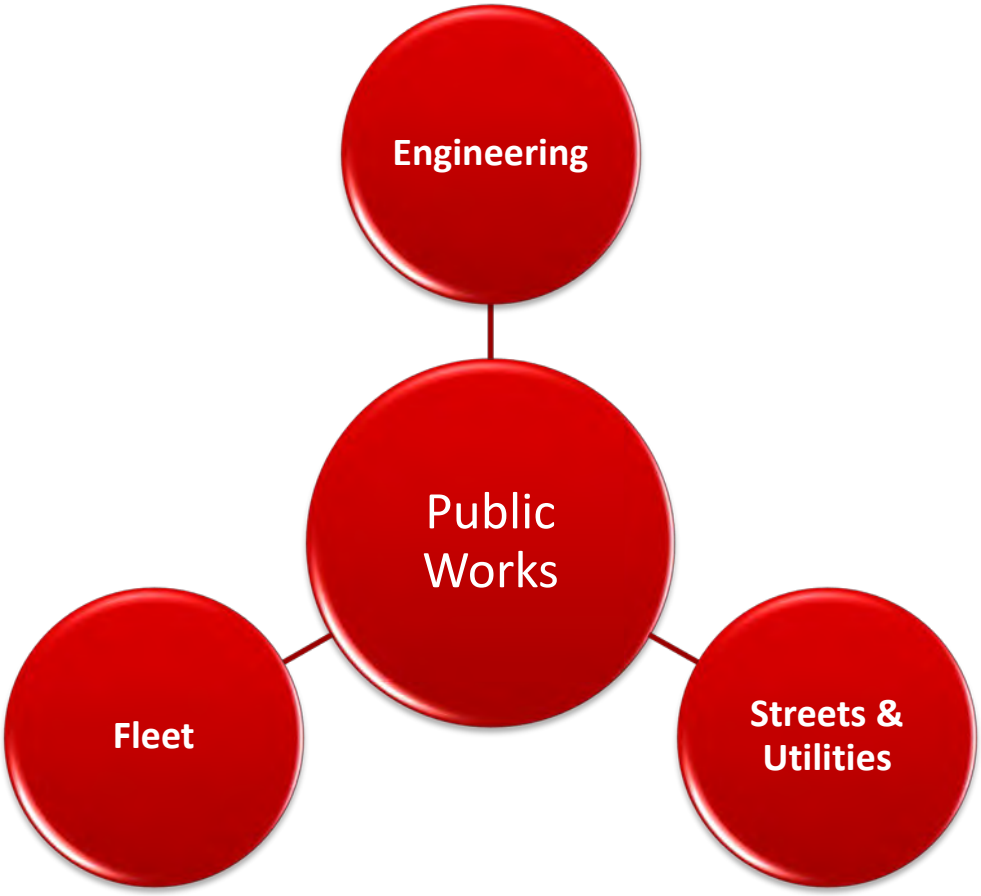
2016 BUDGET OVERVIEW

The 2016 Budget allows for:

- New Concession Stand
- Roof Repair
- LED Lighting



Public Works



ENGINEERING

Public Works

PRIMARY SERVICES

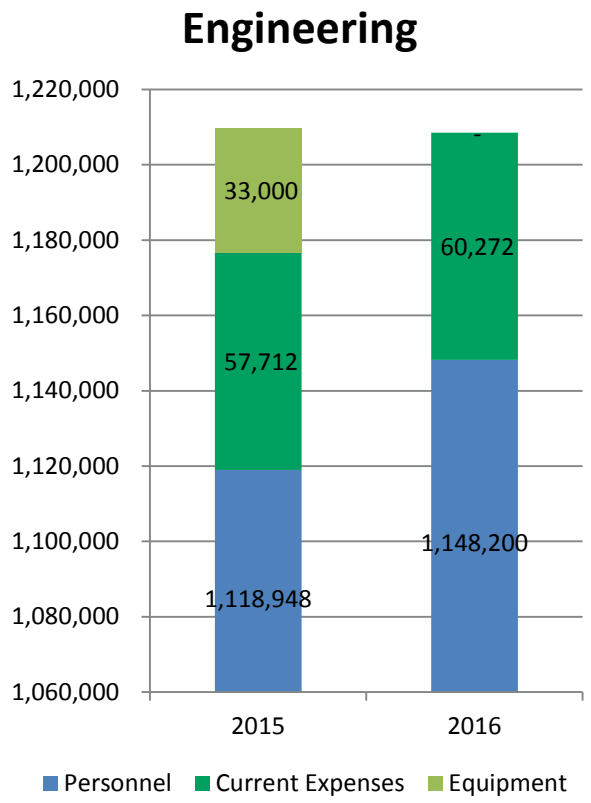
Under the leadership of the Public Works Director and City Engineer, the Engineering Division provides the following services:

- 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

2016 Engineering Budget

General Operating: $1,208,472
(Net of Capital Project Funding)

Staffing
13.0 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.

2015 ACCOMPLISHMENTS

- Delivered the 2015 Street Improvement Program including rehabilitation of a portion of Nicollet Avenue and Burnsville Parkway.
- Completed the TH 13/CSAH 5 Interchange/ Sound Wall project (Dakota County).
- Delivered the Cliff Road Trail Project.
- Installed pedestrian crossing flashing beacon at Burnsville Parkway and Eagle Ridge Drive.
- Continued oversight of the private peat mining in the Minnesota River Quadrant (MRQ).
- Continued work on developing the Aldrich Avenue/CR 42/I-35W on-ramp improvements.
- Worked with MCES to deliver interceptor sewer pipe rehabilitation.
- Developed long range service level and funding options for collector and residential streets and linked long-term roadway investments to pavement management system.

Emphasis on Quality Streets and Roads:

- Invested more than $9 million in resurfacing, reconstructing and rehabilitating more than 11 miles of City Streets
- Rehabilitated key sections of Aldrich Avenue, Nicollet Avenue and Burnsville Parkway

- Worked collaboratively with Burnsville-Eagan-Savage School District 191 to develop high school expansion project and associated turn lane and roundabout improvements.
- Continued work on developing the I-35W Bridge project (MnDOT).
- Completed nearly $14 million in street lighting, storm water, water and sanitary sewer system improvements.
- Completed Meadow Acres Storm Water and Sanitary Lift Station Improvements.
- Completed LDM improvements, including emergency ravine and pipe failure repairs at Black Dog Park.
- Implemented Drinking Water Protection Overlay District.
- Bid Lady Bird Lane Area Storm Water Pond Improvements.

2015 PERFORMANCE MEASUREMENT MONITORING DATA

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

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 2015, the Engineering Department:

- Reviewed 39 private development applications and processed four development contracts
- Reviewed 56 building permits and provided comments to ensure city code is met on Engineering review items
- Contracted for repairs of drainage issues in one location in the City
- Completed 392 erosion control inspections from January through September 2015 and continued enforcement of erosion control ordinances

Additionally, the Engineering Department has contracted for the expansion of the Ladybird Lane Area Regional pond that will provide ponding/storm water management improvements for the parcels in the Minnesota River Quadrant, so that each property will not have to individually provide those improvements when developing their property. This will make the area more attractive to land developers.

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 produces quality maps from various perspectives. Through September 2015 the Engineering Department:

- Completed 3.7 miles of street improvements on neighborhood roadways and 5.1 miles on industrial, collector aerial roadways
- Completed 2.8 miles of residential street maintenance overlays
- Completed the TH 13/CSAH 5 interchange to enhance traffic safety and mobility for motorists

The Engineering Department also administers the right-of-way ordinance and manages underground utility assets. ***Through September 2015, the Engineering Department administered 168 right-of-way permits valuing more than $59,000.***

Further, the Department is called upon to ensure motorist and pedestrian safety throughout the City. ***The Engineering Department responded to approximately 100 traffic complaints and continues to compile and analyze crash data to determine the most dangerous intersections in the City.*** The data collected is analyzed and staff work to find ways to improve safety. In 2014, the Department worked with Dakota County to address safety improvements for the intersection in the City with the highest crash rate (Aldrich Avenue and CR 42) by obtaining partial funding from the State for improvements.

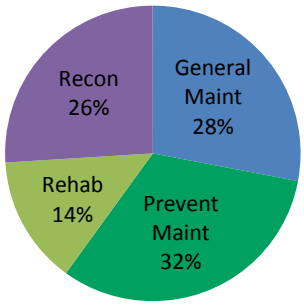
The City has the authority to levy assessments on private property for public improvements. Special assessments are used to pay for projects such as street paving and reconstruction as well as items such as weed-cutting and mowing. Engineering staff provide in-depth parcel, property and assessment information. ***In 2015, the City collected $1.3 million in special assessments for more than 1,500 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.***

Pavement Management

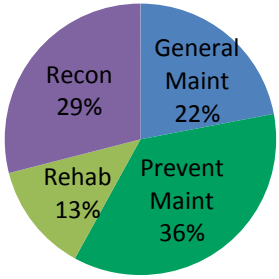
The City rated 80 miles of streets in 2015. The below graphs show changes to the overall rating of streets by category of maintenance need. Streets classified as "General Maintenance" need little work; streets classified as "Preventative Maintenance" are streets that would benefit from crack sealing/seal coating; streets classified as "Rehabilitation" need resurfacing and streets classified as "Reconstruction" need a complete street rebuild including the gravel base. The City reclassified streets as Local Roads and Collector/MSA Roads. The overall Pavement Condition Index (0 – 100 scale, 100 the highest) of Local Roads is 55 and Collector/MSA is 65. The City Council set long-term minimum service level goals of 35 for Local Roads and 55 for Collector/MSA. The table below shows the percentage of mileage below these goals. Staff will track these percentages of mileage below these goals moving forward.

Pavement Management System Ratings
221 Miles

Current Year 2015



Prior Year 2014



Mileage of Streets Below Long Term Minimum Service Levels	
	2015
Local Roads PCI <35	30%
Collector/MSA Roads PCI <55	30%

2016: A Look Forward

2016 BUDGET OVERVIEW

The 2016 Budget allows for:

- Construction of approximately 8.3 miles of roadway with the annual street reconstruction and rehabilitation program
- Reconstruction of City's Ground Water Treatment Plant
- Advance Meter Information System and Meter Change-out Project
- I-35W River Bridge Replacement Design (MnDOT)
- I-35W/CR 42 On-Ramp Turn Lane Extension and Bridge Deck Replacement Project (Dakota Co./MnDOT)
- Completion of two major pond construction projects
- Completion of the annual pond cleanout and local drainage modification projects
- Completion of the trail projects on County Road 42
- Initiation of a major update to the City's Water Resources Management Plan
- Initiation of Comprehensive Plan Water/Sewer/Transportation/Storm Water Chapters
- Orange Line BRT Station Design (Metro Transit)
- Conversion of County Road 11 from a four-lane roadway to a three-lane roadway north of I-35E

STREETS & UTILITIES

Public Works

PRIMARY SERVICES

Under the leadership of the Director of Public Works, the Streets & Utilities Division provides the following services:

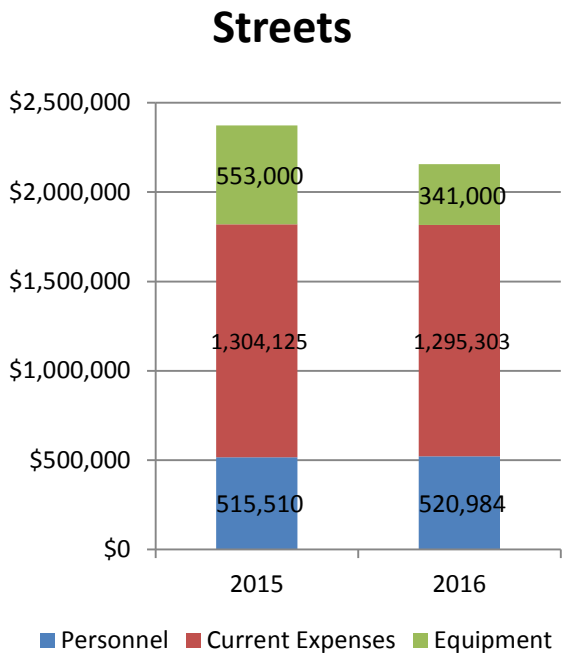
- Snowplowing and street sweeping
- Street and storm water system repair and maintenance, including City street signage and lighting
- Repair, maintenance, production and operation of potable water system and the sanitary sewer system

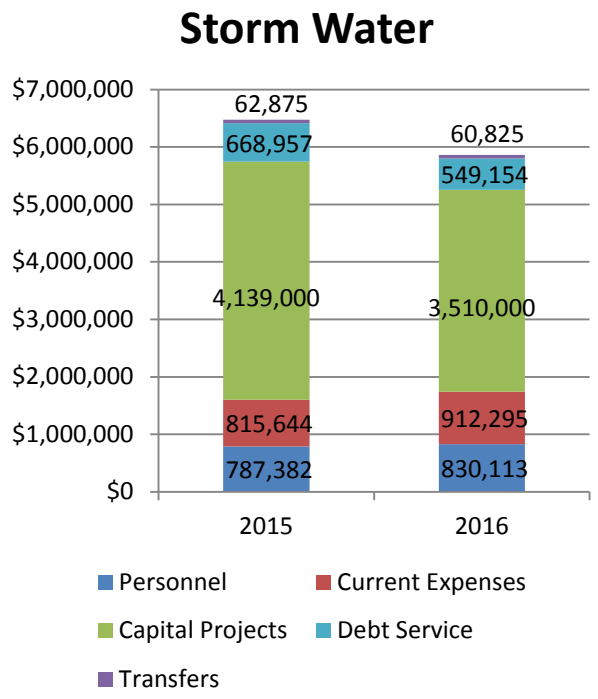
2016 Streets and Utilities Budget

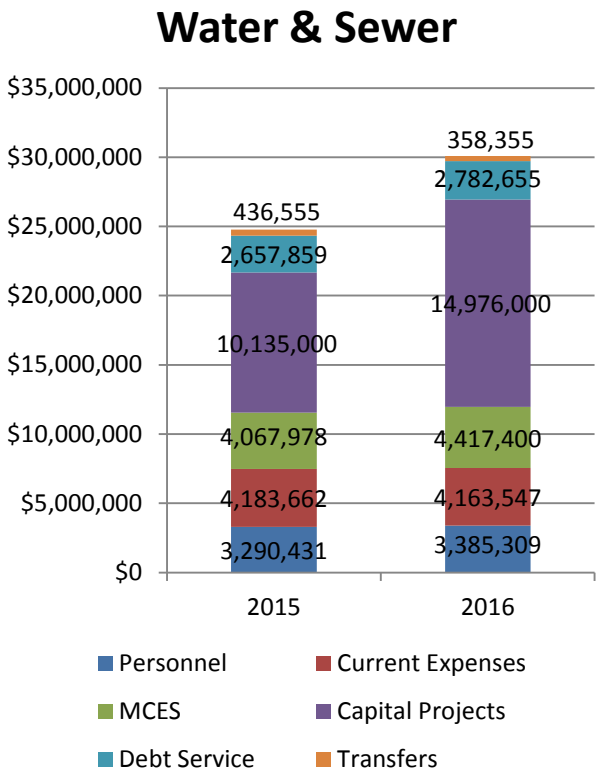
Streets	$ 1,816,287
Water & Sewer	11,966,256
Storm Water	1,742,408

Staffing

Streets	**12 Full-Time Equivalent Staff**
Water & Sewer	**15 Full-Time Equivalent Staff (includes Utility Billing)**
Storm Water	**3.5 Full-Time Equivalent Staff**







2015 ACCOMPLISHMENTS

- Plowed and anti-iced for 36 winter weather events.
- Performed or contracted for street maintenance:
  - 1,850 tons of asphalt
  - 6.1 miles of seal coating
  - 14.7 miles of crack sealing
  - 60 miles of roadway striping
  - 250 feet of sidewalk replaced
  - 400 feet of curb replaced
  - Upgraded/repaired 11 pedestrian ramps
  - Inspected 80 miles of City Street for ADA compliance.
  - 0.5 miles of street of in-house overlays
- Cleaned 100 environmental sumps.
- Rebuilt 62 catch basin manholes.
- Inspected 220 pond structures.
- Added new pedestrian crosswalk technology at the Burnsville Parkway and Eagle Ridge Drive crosswalk.
- Painted semiphores at two intersections and 20 street light poles.
- Rehabilitated one well.

Providing High Quality Drinking Water:

- Completed upgrade of chlorine system and water plant to on-site chlorine generation.
- Renewed water-use agreement with City of Savage for an additional five years.
- Completed water meter and data collection study and programmed system improvements.
- Upgraded the SCADA system to improve 24/7 monitoring and emergency notification for the water, sanitary and storm sewer systems.

- Completed two full City sweeps.
- Completed utility replacement and upgrades on 8.8 miles of City streets.
- Completed annual water system maintenance and flushing.
- Rehabilitated Meadow Acres Sanitary Lift Station to improve dependability.
- Treated more than 3.3 billion gallons of water, including 1 billion gallons of surface water.
- Provided more than 88 percent of Savage's water through September 2015.
- Painted 182 fire hydrants.
- Inspected more than 1,000 private fire hydrants.
- Upgraded 517 fire hydrants with STORZ Nozzles or Adapters.
- Repaired 15 watermain breaks.
- Responded to 445 water meter service calls through September 2015.
- Received 6,819 utility locates requests through September 2015.
- Cleaned and televised 38 miles of sanitary sewer.

2015 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 indicate that 65 percent of residents rate these services as good or excellent.*** City staff will continue to monitor and make changes to ensure adequate levels of service.

The City continues 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 2015, the City developed the plans for upgrade of the City's water meter and automated meter information system to be completed in 2016 and 2017.***

One challenge for the area is the 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.*** 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 continue to be a priority. Operators test, inspect and monitor these pressure stations to ensure appropriate pressure is sustained throughout the City. As part of this effort, the City replaced one PRV station to better serve the Cedarbridge-Hayes area pressure zone.

The City provided more than 88 percent of the City of Savage's water through September. Under the agreement 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.

BEFORE INSPECTION	AFTER INSPECTION

The Department also worked collaboratively with the City's Fire Department and Utility Billing Department to continue to upgrade more than 500 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 third 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 2015 include:

- 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 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	12	3	19*	12	285	209	13
Eagan	64,456	19	6	21	5	370	302	16
Apple Valley	49,924	12**	3	20	3	245	201	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**	0
Lakeville	55,954	11	0	260	460	No	90	Street		260	26	0	0

*Includes maintenance of municipal cemetery
**Snow hauling only
***Cedar Avenue Corridor (multiple locations)

Additionally, to prepare for 2016 projects the Department has participated in the following activities:

- Studying potential long-range water supply options at the Quarry Surface Water Intake
- Planning and preparing for replacement of approximately 17,000 water utility meters and implementation of automated meter information system
- Planning and preparation for GWTP rehabilitation to start in 2016

Street Light Utilities

City staff continues to upgrade existing street lights with energy-saving options in a cost-effective manner. ***In 2015, the City upgraded two signalized intersections.*** Additionally, two signalized intersections were repainted and new energy efficient LED street lighting was installed. Twenty street lights were also painted and upgrade with LED technology.

2016: A Look Forward

2016 BUDGET OVERVIEW

The 2016 Budget allows for:

- Completion of Quarry Intake Study
- Completion of preliminary plans for GWTP rehabilitation project
- Initiation of multi-phase water meter replacement program
- Continuation of current well and high service pump rehabilitation projects
- Completion of Burnsville Parkway and 150th PRV rehabilitation
- Completion of decommissioning of Nicollet Avenue 36-inch watermain
- Continuation of current street and utility maintenance programs
- Painting of two signals, install new LED street lights
- Repairing of pavement (patching and milling)

FLEET

Public Works

PRIMARY SERVICES

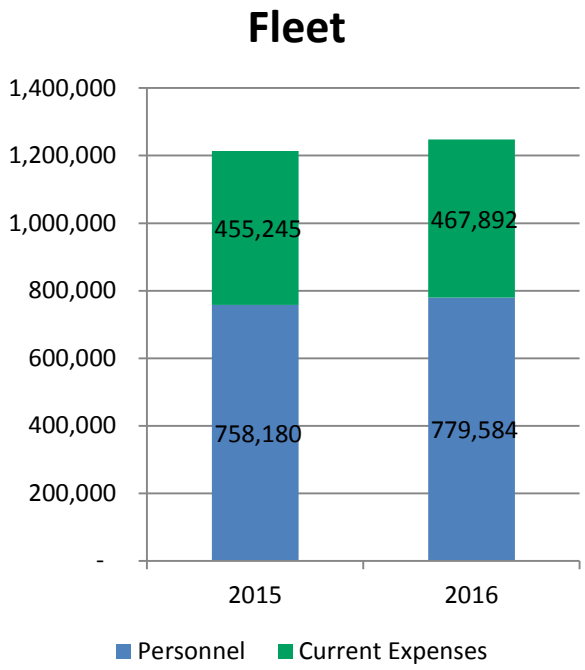
Under the direction of the Public Works Director, the Fleet Division provides the following services:

- Repair and maintenance of City's vehicle fleet and wide variety of equipment
- Planning responsibility for vehicle and equipment replacement schedule
- Facility maintenance

2016 Fleet Budget

General Operating: $179,424
(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.

2015 ACCOMPLISHMENTS

- Purchased and set up 23 new vehicles/ equipment.
- Sold 25 used vehicles/equipment.
- Upgraded 25 Police Vehicles with new DCC antennae communication system.
- Implemented new AssetWORKS system for Fleet Management.
- Implemented new Networkfleet Vehicle Information System.

Fleet Management Software:

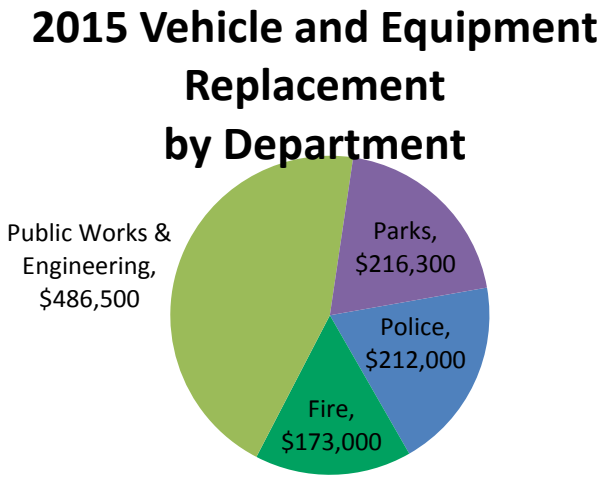
- Implemented new fleet asset management and vehicle information systems

- Completed spring and fall seasonal changeovers of fleet.
- Replacement/upgrade the high bay and parking lot lights to LED fixtures.
- Replacement of fleet parking lot.
- Maintained more than 300 vehicles and pieces of equipment.

2015 PERFORMANCE MEASUREMENT MONITORING DATA

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

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 2015.



2016: A Look Forward

2016 BUDGET OVERVIEW

The 2016 budget allows for:

- Purchase of $1.1 million in new vehicles and equipment for City fleet, including replacement of one plow truck
- Ongoing maintenance of existing fleet and maintenance facility
- Replacement of the floor tile in the maintenance facility
- Fleet vehicle usage study

Capital Improvements Plan (CIP)

Debt Analysis

City of Burnsville, Minnesota

Capital Improvements Plan

2016 thru **2020**

FUNDING SOURCE SUMMARY

Source	2016	2017	2018	2019	2020	Total
Grants	400,000					*400,000*
Host Community Grant	345,000					*345,000*
Infrastructure Trust Funds	3,470,000	3,310,000	1,130,000	2,670,000	3,520,000	*14,100,000*
MSAS Funds	1,590,000	505,000	3,530,000	1,070,000	810,000	*7,505,000*
Special Assessments	1,580,000	1,200,000	920,000	1,020,000	1,370,000	*6,090,000*
Utility - St. Lighting	170,000	170,000	170,000	170,000	170,000	*850,000*
Utility - Storm Water	2,910,000	2,370,000	2,315,000	2,180,000	2,105,000	*11,880,000*
Utility - Water & Sewer - Sanitary Sewer	1,905,000	525,000	515,000	1,035,000	800,000	*4,780,000*
Utility - Water & Sewer - Water	12,780,000	4,235,000	5,705,000	4,525,000	1,960,000	*29,205,000*
GRAND TOTAL	**25,150,000**	**12,315,000**	**14,285,000**	**12,670,000**	**10,735,000**	***75,155,000***

City of Burnsville, Minnesota

Capital Improvements Plan

2016 thru **2020**

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	2016	2017	2018	2019	2020	Total
Grants								
Crystal Beach Park & Keller Lake Imps - Const	*37 SWM*	n/a	400,000					*400,000*
Grants Total			**400,000**					***400,000***
Host Community Grant								
Dupont/126th/Cliff Improvement	*16-104*	n/a	345,000					*345,000*
Host Community Grant Total			**345,000**					***345,000***
Infrastructure Trust Funds								
Street Rehabilitation	*02 Street*	n/a			630,000	170,000	590,000	*1,390,000*
Street Reconstruction	*03 Street*	n/a	3,470,000	2,200,000	500,000	2,500,000	2,930,000	*11,600,000*
Maintenance Overlays	*05 Street*	n/a		1,110,000				*1,110,000*
Infrastructure Trust Funds Total			**3,470,000**	**3,310,000**	**1,130,000**	**2,670,000**	**3,520,000**	***14,100,000***
MSAS Funds								
City Owned Signal Replacement	*01 Int.*	n/a				300,000		*300,000*
County Signal Replacement	*02 Int.*	n/a	60,000	300,000	150,000	150,000	150,000	*810,000*
Street Rehabilitation	*02 Street*	n/a	620,000			590,000		*1,210,000*
Street Reconstruction	*03 Street*	n/a			3,300,000		580,000	*3,880,000*
Right of Way Rehabilitation - Concrete Elements	*06 Street*	n/a	50,000		50,000		50,000	*150,000*
42/Aldrich/35W Left Turn Lane	*07 C/T Exp.*	n/a	350,000					*350,000*
Multi-Modal Transportation	*07 Street*	n/a	30,000	30,000	30,000	30,000	30,000	*150,000*
13/Washburn Signal	*12 C/T Exp.*	n/a		175,000				*175,000*
CSAH 11 Three Lane Project	*13 C/T Exp.*	n/a	60,000					*60,000*
Trail Extension on County Roads	*13-323*	n/a	400,000					*400,000*
35E/CR11 Flashing Yellow Arrow	*16 C/T Exp*	n/a	20,000					*20,000*
MSAS Funds Total			**1,590,000**	**505,000**	**3,530,000**	**1,070,000**	**810,000**	***7,505,000***
Special Assessments								
Street Rehabilitation	*02 Street*	n/a	150,000		120,000	120,000	120,000	*510,000*
Street Reconstruction	*03 Street*	n/a	1,200,000	1,200,000	800,000	900,000	1,250,000	*5,350,000*
Dupont/126th/Cliff Improvement	*16-104*	n/a	230,000					*230,000*
Special Assessments Total			**1,580,000**	**1,200,000**	**920,000**	**1,020,000**	**1,370,000**	***6,090,000***
Utility - St. Lighting								
Street Light Replacement	*04 Street*	n/a	170,000	170,000	170,000	170,000	170,000	*850,000*

Source	Project#	Priority	2016	2017	2018	2019	2020	Total
Utility - St. Lighting Total			**170,000**	**170,000**	**170,000**	**170,000**	**170,000**	***850,000***
Utility - Storm Water								
144th/11th Ave Additional BMP/Load Reductions	*01 SWM*	n/a	100,000					*100,000*
Street Rehabilitation	*02 Street*	n/a	100,000		100,000	100,000	150,000	*450,000*
Control Structure Blackdog Fen	*02 SWM*	n/a		250,000				*250,000*
Street Reconstruction	*03 Street*	n/a	450,000	450,000	450,000	450,000	450,000	*2,250,000*
Lateral Drainage Modifications	*03 SWM*	n/a	80,000	80,000	90,000	90,000	90,000	*430,000*
Pond Cleanout/Outfall Improvement Program	*04 SWM*	n/a	315,000	330,000	330,000	345,000	345,000	*1,665,000*
Maintenance Overlays	*05 Street*	n/a		60,000				*60,000*
County Overlays	*09 C/T Exp.*	n/a		55,000	55,000	55,000	65,000	*230,000*
Lift Station Rehab	*10 SWM*	n/a	100,000	250,000	250,000		250,000	*850,000*
Blackdog Outfall Replacement	*12 SWM*	n/a		660,000				*660,000*
Wood Pond Subsurface Infiltration	*14 SWM*	n/a	115,000					*115,000*
Dupont/126th/Cliff Improvement	*16-104*	n/a	100,000					*100,000*
143RD/145TH St Add BMP/Load Reductions	*18 SWM*	n/a	200,000					*200,000*
Ravine Restoration	*19 SWM*	n/a			500,000		500,000	*1,000,000*
27th /Hayes Storm Water Basin/Sed. Trap	*21 SWM*	n/a		45,000	400,000			*445,000*
CMP Rehab	*23 SWM*	n/a	30,000	30,000	30,000	30,000	30,000	*150,000*
Wood Pond Alum Treatment	*24 SWM*	n/a		50,000				*50,000*
Street Project Storm Sewer Televising	*26 SWM*	n/a	40,000	40,000	40,000	40,000	40,000	*200,000*
Future Ponds/Water Quality	*30 SWM*	n/a				1,000,000		*1,000,000*
NPDES Permit/Stormwater Consulting	*31 SWM*	n/a	10,000	10,000	10,000	10,000	15,000	*55,000*
Contract Patching	*32 SWM*	n/a	60,000	60,000	60,000	60,000	70,000	*310,000*
Lac Lavon Drainage Repair	*33 SWM*	n/a	20,000					*20,000*
Lac Lavon Rain Gardens	*35 SWM*	n/a	20,000					*20,000*
Nic Common & FPH Rain Gardens	*36 SWM*	n/a	20,000					*20,000*
Crystal Beach Park & Keller Lake Imps - Const	*37 SWM*	n/a	850,000					*850,000*
Blackdog Outfall Repair	*38 SWM*	n/a	95,000					*95,000*
WRMP Update	*39 SWM*	n/a	125,000				100,000	*225,000*
Maintenance Center Wash Down Treatment BMP	*40 SWM*	n/a	30,000					*30,000*
Alimagnet/Neill Park & Park System Drainage Study	*41 SWM*	n/a	50,000					*50,000*
Utility - Storm Water Total			**2,910,000**	**2,370,000**	**2,315,000**	**2,180,000**	**2,105,000**	***11,880,000***
Utility - Water & Sewer - Sanitary Se								
Lift Station Rehabilitation	*01 SSM*	n/a	1,200,000			520,000		*1,720,000*
Sanitary Sewer Rehabilitation	*02 SSM*	n/a	165,000	165,000	165,000	165,000	385,000	*1,045,000*
Street Rehabilitation	*02 Street*	n/a	40,000		40,000	40,000	50,000	*170,000*
Street Reconstruction	*03 Street*	n/a	300,000	250,000	250,000	250,000	300,000	*1,350,000*
Maintenance Overlays	*05 Street*	n/a		50,000				*50,000*
County Overlays	*09 C/T Exp.*	n/a		60,000	60,000	60,000	65,000	*245,000*
Dupont/126th/Cliff Improvement	*16-104*	n/a	200,000					*200,000*
Utility - Water & Sewer - Sanitary Sewer Total			**1,905,000**	**525,000**	**515,000**	**1,035,000**	**800,000**	***4,780,000***
Utility - Water & Sewer - Water								
Street Rehabilitation	*02 Street*	n/a	20,000		20,000	20,000	30,000	*90,000*
Street Reconstruction	*03 Street*	n/a	1,780,000	50,000	2,370,000	1,940,000	1,140,000	*7,280,000*
Storz Hydrant Nozzle Replacement	*04 WS*	n/a	200,000	225,000	250,000			*675,000*
Maintenance Overlays	*05 Street*	n/a		20,000				*20,000*
Distribution System Repair/Rehab	*06 WS*	n/a	400,000					*400,000*

Source	Project#	Priority	2016	2017	2018	2019	2020	Total
Water Production Rehab	*07 WS*	n/a	225,000	200,000	325,000	325,000	260,000	*1,335,000*
Transmission & Storage Rehab	*08 WS*	n/a	750,000		250,000	2,100,000	250,000	*3,350,000*
County Overlays	*09 C/T Exp.*	n/a		20,000	20,000	20,000	25,000	*85,000*
Water Treatment Repairs & Rehab	*09 WS*	n/a	600,000	3,600,000	2,350,000		115,000	*6,665,000*
Street Repair of WM Breaks & Contract Patching	*10 WS*	n/a	120,000	120,000	120,000	120,000	140,000	*620,000*
Meter/AMI Replacement Project	*14-326*	n/a	8,675,000					*8,675,000*
Dupont/126th/Cliff Improvement	*16-104*	n/a	10,000					*10,000*
Utility - Water & Sewer - Water Total			**12,780,000**	**4,235,000**	**5,705,000**	**4,525,000**	**1,960,000**	***29,205,000***
GRAND TOTAL			**25,150,000**	**12,315,000**	**14,285,000**	**12,670,000**	**10,735,000**	***75,155,000***

City of Burnsville, Minnesota

Capital Improvements Plan

2016 thru **2020**

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project#	Priority	2016	2017	2018	2019	2020	Total
Collector\Thoroughfare Exp.								
County Overlays	09 C/T Exp.	n/a		135,000	135,000	135,000	155,000	*560,000*
Utility - Storm Water				***55,000***	***55,000***	***55,000***	***65,000***	***230,000***
Utility - Water & Sewer - Sanitary Sewer				***60,000***	***60,000***	***60,000***	***65,000***	***245,000***
Utility - Water & Sewer - Water				***20,000***	***20,000***	***20,000***	***25,000***	***85,000***
CSAH 11 Three Lane Project	13 C/T Exp.	n/a	60,000					*60,000*
MSAS Funds			***60,000***					***60,000***
Trail Extension on County Roads	13-323	n/a	400,000					*400,000*
MSAS Funds			***400,000***					***400,000***
Dupont/126th/Cliff Improvement	16-104	n/a	885,000					*885,000*
Host Community Grant			***345,000***					***345,000***
Special Assessments			***230,000***					***230,000***
Utility - Storm Water			***100,000***					***100,000***
Utility - Water & Sewer - Sanitary Sewer			***200,000***					***200,000***
Utility - Water & Sewer - Water			***10,000***					***10,000***
Collector\Thoroughfare Exp. Total			**1,345,000**	**135,000**	**135,000**	**135,000**	**155,000**	***1,905,000***
Intersection Improvement								
City Owned Signal Replacement	01 Int.	n/a				300,000		*300,000*
MSAS Funds						***300,000***		***300,000***
County Signal Replacement	02 Int.	n/a	60,000	300,000	150,000	150,000	150,000	*810,000*
MSAS Funds			***60,000***	***300,000***	***150,000***	***150,000***	***150,000***	***810,000***
42/Aldrich/35W Left Turn Lane	07 C/T Exp.	n/a	350,000					*350,000*
MSAS Funds			***350,000***					***350,000***
13/Washburn Signal	12 C/T Exp.	n/a		175,000				*175,000*
MSAS Funds				***175,000***				***175,000***
35E/CR11 Flashing Yellow Arrow	16 C/T Exp	n/a	20,000					*20,000*
MSAS Funds			***20,000***					***20,000***
Intersection Improvement Total			**430,000**	**475,000**	**150,000**	**450,000**	**150,000**	***1,655,000***
Sanitary Sewer System Mgmt								
Lift Station Rehabilitation	01 SSM	n/a	1,200,000			520,000		*1,720,000*
Utility - Water & Sewer - Sanitary Sewer			***1,200,000***			***520,000***		***1,720,000***
Sanitary Sewer Rehabilitation	02 SSM	n/a	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			**1,365,000**	**165,000**	**165,000**	**685,000**	**385,000**	***2,765,000***
Storm Water Mgmt								
144th/11th Ave Additional BMP/Load Reductions	01 SWM	n/a	100,000					*100,000*
Utility - Storm Water			***100,000***					***100,000***
Control Structure Blackdog Fen	02 SWM	n/a		250,000				*250,000*
Utility - Storm Water				***250,000***				***250,000***

Department	Project#	Priority	2016	2017	2018	2019	2020	Total
Lateral Drainage Modifications	03 SWM	n/a	80,000	80,000	90,000	90,000	90,000	*430,000*
Utility - Storm Water			***80,000***	***80,000***	***90,000***	***90,000***	***90,000***	***430,000***
Pond Cleanout/Outfall Improvement Program	04 SWM	n/a	315,000	330,000	330,000	345,000	345,000	*1,665,000*
Utility - Storm Water			***315,000***	***330,000***	***330,000***	***345,000***	***345,000***	***1,665,000***
Lift Station Rehab	10 SWM	n/a	100,000	250,000	250,000		250,000	*850,000*
Utility - Storm Water			***100,000***	***250,000***	***250,000***		***250,000***	***850,000***
Blackdog Outfall Replacement	12 SWM	n/a		660,000				*660,000*
Utility - Storm Water				***660,000***				***660,000***
Wood Pond Subsurface Infiltration	14 SWM	n/a	115,000					*115,000*
Utility - Storm Water			***115,000***					***115,000***
143RD/145TH St Add BMP/Load Reductions	18 SWM	n/a	200,000					*200,000*
Utility - Storm Water			***200,000***					***200,000***
Ravine Restoration	19 SWM	n/a			500,000		500,000	*1,000,000*
Utility - Storm Water					***500,000***		***500,000***	***1,000,000***
27th /Hayes Storm Water Basin/Sed. Trap	21 SWM	n/a		45,000	400,000			*445,000*
Utility - Storm Water				***45,000***	***400,000***			***445,000***
CMP Rehab	23 SWM	n/a	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***
Wood Pond Alum Treatment	24 SWM	n/a		50,000				*50,000*
Utility - Storm Water				***50,000***				***50,000***
Street Project Storm Sewer Televising	26 SWM	n/a	40,000	40,000	40,000	40,000	40,000	*200,000*
Utility - Storm Water			***40,000***	***40,000***	***40,000***	***40,000***	***40,000***	***200,000***
Future Ponds/Water Quality	30 SWM	n/a				1,000,000		*1,000,000*
Utility - Storm Water						***1,000,000***		***1,000,000***
NPDES Permit/Stormwater Consulting	31 SWM	n/a	10,000	10,000	10,000	10,000	15,000	*55,000*
Utility - Storm Water			***10,000***	***10,000***	***10,000***	***10,000***	***15,000***	***55,000***
Contract Patching	32 SWM	n/a	60,000	60,000	60,000	60,000	70,000	*310,000*
Utility - Storm Water			***60,000***	***60,000***	***60,000***	***60,000***	***70,000***	***310,000***
Lac Lavon Drainage Repair	33 SWM	n/a	20,000					*20,000*
Utility - Storm Water			***20,000***					***20,000***
Lac Lavon Rain Gardens	35 SWM	n/a	20,000					*20,000*
Utility - Storm Water			***20,000***					***20,000***
Nic Common & FPH Rain Gardens	36 SWM	n/a	20,000					*20,000*
Utility - Storm Water			***20,000***					***20,000***
Crystal Beach Park & Keller Lake Imps - Const	37 SWM	n/a	1,250,000					*1,250,000*
Grants			***400,000***					***400,000***
Utility - Storm Water			***850,000***					***850,000***
Blackdog Outfall Repair	38 SWM	n/a	95,000					*95,000*
Utility - Storm Water			***95,000***					***95,000***
WRMP Update	39 SWM	n/a	125,000				100,000	*225,000*
Utility - Storm Water			***125,000***				***100,000***	***225,000***
Maintenance Center Wash Down Treatment BMP	40 SWM	n/a	30,000					*30,000*
Utility - Storm Water			***30,000***					***30,000***
Alimagnet/Neill Park & Park System Drainage Study	41 SWM	n/a	50,000					*50,000*
Utility - Storm Water			***50,000***					***50,000***
Storm Water Mgmt Total			**2,660,000**	**1,805,000**	**1,710,000**	**1,575,000**	**1,440,000**	***9,190,000***

Street Projects

Street Rehabilitation	02 Street	n/a	930,000		910,000	1,040,000	940,000	*3,820,000*
Infrastructure Trust Funds					***630,000***	***170,000***	***590,000***	***1,390,000***
MSAS Funds			***620,000***			***590,000***		***1,210,000***
Special Assessments			***150,000***		***120,000***	***120,000***	***120,000***	***510,000***
Utility - Storm Water			***100,000***		***100,000***	***100,000***	***150,000***	***450,000***
Utility - Water & Sewer - Sanitary Sewer			***40,000***		***40,000***	***40,000***	***50,000***	***170,000***

Department	Project#	Priority	2016	2017	2018	2019	2020	Total
Utility - Water & Sewer - Water			*20,000*		*20,000*	*20,000*	*30,000*	*90,000*
Street Reconstruction	03 Street	n/a	7,200,000	4,150,000	7,670,000	6,040,000	6,650,000	*31,710,000*
Infrastructure Trust Funds			*3,470,000*	*2,200,000*	*500,000*	*2,500,000*	*2,930,000*	*11,600,000*
MSAS Funds					*3,300,000*		*580,000*	*3,880,000*
Special Assessments			*1,200,000*	*1,200,000*	*800,000*	*900,000*	*1,250,000*	*5,350,000*
Utility - Storm Water			*450,000*	*450,000*	*450,000*	*450,000*	*450,000*	*2,250,000*
Utility - Water & Sewer - Sanitary Sewer			*300,000*	*250,000*	*250,000*	*250,000*	*300,000*	*1,350,000*
Utility - Water & Sewer - Water			*1,780,000*	*50,000*	*2,370,000*	*1,940,000*	*1,140,000*	*7,280,000*
Street Light Replacement	04 Street	n/a	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	n/a		1,240,000				*1,240,000*
Infrastructure Trust Funds				*1,110,000*				*1,110,000*
Utility - Storm Water				*60,000*				*60,000*
Utility - Water & Sewer - Sanitary Sewer				*50,000*				*50,000*
Utility - Water & Sewer - Water				*20,000*				*20,000*
Right of Way Rehabilitation - Concrete Elements	06 Street	n/a	50,000		50,000		50,000	*150,000*
MSAS Funds			*50,000*		*50,000*		*50,000*	*150,000*
Multi-Modal Transportation	07 Street	n/a	30,000	30,000	30,000	30,000	30,000	*150,000*
MSAS Funds			*30,000*	*30,000*	*30,000*	*30,000*	*30,000*	*150,000*
Street Projects Total			**8,380,000**	**5,590,000**	**8,830,000**	**7,280,000**	**7,840,000**	***37,920,000***
Water System								
Storz Hydrant Nozzle Replacement	04 WS	n/a	200,000	225,000	250,000			*675,000*
Utility - Water & Sewer - Water			*200,000*	*225,000*	*250,000*			*675,000*
Distribution System Repair/Rehab	06 WS	n/a	400,000					*400,000*
Utility - Water & Sewer - Water			*400,000*					*400,000*
Water Production Rehab	07 WS	n/a	225,000	200,000	325,000	325,000	260,000	*1,335,000*
Utility - Water & Sewer - Water			*225,000*	*200,000*	*325,000*	*325,000*	*260,000*	*1,335,000*
Transmission & Storage Rehab	08 WS	n/a	750,000		250,000	2,100,000	250,000	*3,350,000*
Utility - Water & Sewer - Water			*750,000*		*250,000*	*2,100,000*	*250,000*	*3,350,000*
Water Treatment Repairs & Rehab	09 WS	n/a	600,000	3,600,000	2,350,000		115,000	*6,665,000*
Utility - Water & Sewer - Water			*600,000*	*3,600,000*	*2,350,000*		*115,000*	*6,665,000*
Street Repair of WM Breaks & Contract Patching	10 WS	n/a	120,000	120,000	120,000	120,000	140,000	*620,000*
Utility - Water & Sewer - Water			*120,000*	*120,000*	*120,000*	*120,000*	*140,000*	*620,000*
Meter/AMI Replacement Project	14-326	n/a	8,675,000					*8,675,000*
Utility - Water & Sewer - Water			*8,675,000*					*8,675,000*
Water System Total			**10,970,000**	**4,145,000**	**3,295,000**	**2,545,000**	**765,000**	***21,720,000***
GRAND TOTAL			**25,150,000**	**12,315,000**	**14,285,000**	**12,670,000**	**10,735,000**	***75,155,000***

City of Burnsville, Minnesota

Capital Improvements Plan

2016 thru **2020**

PROJECTS BY CATEGORY AND DEPARTMENT

Department / Category	2016	2017	2018	2019	2020	Total
Special Revenue Fund						
Cable Franchise Fee Fund						
BCTV Studio Upgrade to full HD	45,000			150,000	20,000	*215,000*
BCTV Equipment			50,000			*50,000*
Computer Equipment - PC	3,300					*3,300*
Mobile Truck Upgrades		400,000				*400,000*
Category Sub-Total	*48,300*	*400,000*	*50,000*	*150,000*	*20,000*	*668,300*
Forestry - Emerald Ash Borer (EAB)						
EAB Program - Chipper		60,000				*60,000*
EAB Program - Truck		50,000				*50,000*
Category Sub-Total		*110,000*				*110,000*
Department Total:	**48,300**	**510,000**	**50,000**	**150,000**	**20,000**	***778,300***
GRAND TOTAL	**48,300**	**510,000**	**50,000**	**150,000**	**20,000**	**778,300**

City of Burnsville, Minnesota

Capital Improvements Plan

2016 thru **2020**

PROJECTS BY CATEGORY AND DEPARTMENT

Department Category	2016	2017	2018	2019	2020	Total
Parks Capital Fund						
Park Improvements						
Basic Park Amenities	20,000	20,000	20,000	20,000	20,000	*100,000*
Black Dog Parking Lot Expand		140,000				*140,000*
Alimagnet Security Improvements	12,000					*12,000*
Civic Center Skate Park - Phase II	212,339					*212,339*
Crystal Beach Security Improvements	15,000					*15,000*
Hollows - Stair Rail East Side - 2 sets of stairs	20,000					*20,000*
Nicollet Commons Park-Fencing/Sign along Nicollet		25,000				*25,000*
Park System Minor Plan & CIP Update	30,000					*30,000*
Sue Fischer Security Improvements			12,000			*12,000*
Category Sub-Total	*309,339*	*185,000*	*32,000*	*20,000*	*20,000*	*566,339*
Park Renovation						
General Park Renovation/amenities	20,000	20,000	20,000	20,000	20,000	*100,000*
Bituminous/Concrete Surfaces	42,480	526,389		311,576	151,326	*1,031,771*
Borders	12,075	48,431	9,686	9,686	9,686	*89,564*
Crack & Fog Sealing			52,500	52,500	52,500	*157,500*
Dugouts		31,500				*31,500*
Fencing		24,754	26,906	196,481	158,479	*406,620*
Hockey Rinks		35,000	35,000	105,000	70,000	*245,000*
Irrigation System					126,000	*126,000*
Lighting Systems		68,486		166,819	126,998	*362,303*
Play Equipment			84,000	262,500	162,750	*509,250*
Resurface Park Trails		188,321		498,496	383,836	*1,070,653*
Signs	42,000	84,000	84,000	84,000	154,000	*448,000*
Structures & Buildings	578,400	60,750	166,000	60,000		*865,150*
Tennis Court Resurfacing		89,250	79,800			*169,050*
Landscaping	50,000					*50,000*
Category Sub-Total	*744,955*	*1,176,881*	*557,892*	*1,767,058*	*1,415,575*	*5,662,361*
Trail System Development						
Kelleher Park Trail		92,500	185,000			*277,500*
Regional Trails	165,000			2,220,000		*2,385,000*
Category Sub-Total	*165,000*	*92,500*	*185,000*	*2,220,000*		*2,662,500*
Department Total:	**1,219,294**	**1,454,381**	**774,892**	**4,007,058**	**1,435,575**	***8,891,200***
GRAND TOTAL	**1,219,294**	**1,454,381**	**774,892**	**4,007,058**	**1,435,575**	**8,891,200**

City of Burnsville, Minnesota

Capital Improvements Plan

2016 thru **2020**

CATEGORY SUMMARY BY DEPARTMENT

Department / Category	2016	2017	2018	2019	2020	Total
Equipment & Vehicle Fund						
City Hall/Police		30,000				*30,000*
Engineering		31,000		45,000		*76,000*
Fire	77,000	1,196,000	217,000	699,800	960,000	*3,149,800*
Fleet				65,000		*65,000*
Forestry	50,000				70,000	*120,000*
Inspections		30,000	62,000	32,000	32,500	*156,500*
Maintenance Facility	25,000					*25,000*
Parks	350,400	282,700	287,500	325,000	88,500	*1,334,100*
Police	215,500	248,000	346,500	305,500	227,000	*1,342,500*
Streets	311,000	245,000	530,000	425,000	543,000	*2,054,000*
Department Total	**1,028,900**	**2,062,700**	**1,443,000**	**1,897,300**	**1,921,000**	***8,352,900***
GRAND TOTAL	**1,028,900**	**2,062,700**	**1,443,000**	**1,897,300**	**1,921,000**	***8,352,900***

PROJECTS BY CATEGORY AND DEPARTMENT

Department / Category	2016	2017	2018	2019	2020	Total
Facilities Fund						
City Hall/Police						
Accoustical Ceiling Replacement	10,000		10,000		10,000	*30,000*
Card access system replacement					35,000	*35,000*
Carpet replacement - Council Chambers					13,000	*13,000*
Gun Range Retrofit Improvement	98,000					*98,000*
Police Garage Doors (4) Replacement				14,000		*14,000*
Cooling Unit Repl Council Chambers AV Room			15,000			*15,000*
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*
Carpet replacement - Police Wing		57,200				*57,200*
Community room chair replacements	18,000					*18,000*
Council Chamber audience chairs replacement		25,000				*25,000*
Energy management system upgrades		15,000				*15,000*
Front doors & hardware (2) repl City Hall side				20,000		*20,000*
Front doors & hardware (2) repl Police side				20,000		*20,000*
Facility Plan - Phase I	8,350,220	716,000	390,000	327,480	385,800	*10,169,500*
Generator replacement - to meet PCA regulations				500,000		*500,000*
Category Sub-Total	*8,476,220*	*825,200*	*432,600*	*901,180*	*475,500*	*11,110,700*
Civic Center City Garage						
Accoustical Ceiling Tile Replacement				7,900		*7,900*
Carpet & VCT Flooring Replacement-The Garage		16,750				*16,750*
Exterior Brick Work - Seal	8,000					*8,000*
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			325,200			*325,200*
Ventilation Code Issues in Bays 1-18					130,000	*130,000*
Window Replacements (12)				12,000		*12,000*
Category Sub-Total	*8,000*	*26,750*	*325,200*	*36,900*	*188,000*	*584,850*
Fire Stations						
Accoustical Ceiling Tile Replacement				14,700	21,500	*36,200*
Bay Doors		98,000		21,000		*119,000*
Carpet Replacement FS1					25,000	*25,000*
Carpet Replacement FS2	25,000					*25,000*
Concrete Aprons between parking lot and street FS2	35,000					*35,000*
Controlled Medical Supply Storage		16,000				*16,000*
CPR Device - Lucas Automatic					48,000	*48,000*

Department

Category	2016	2017	2018	2019	2020	Total
Exterior Brickwork Sealing			14,000			*14,000*
Fire Alarm Panel					15,000	*15,000*
Furniture				15,000		*15,000*
Garage Door Replacement - FS2			10,000	10,000	10,000	*30,000*
Garage Door Opener Replacement - FS2			5,000	5,000	5,000	*15,000*
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*
Lighting Upgrade for Living Quarters - FS2	15,000					*15,000*
Main Switchboard, Elec Panels & Sep Zones Repl					48,000	*48,000*
Patio Door and Windows Replacement	15,000					*15,000*
Rad Monitors and Supplies			8,000			*8,000*
Remodel Public Bathroom/Entry FS1				13,000		*13,000*
Roof - FS1				100,000		*100,000*
Roof - FS2	128,000					*128,000*
Sidewalk/Patio Repair/Replacement					14,000	*14,000*
Tuck Point Brick Work (4575 sq ft) - FS1				68,700		*68,700*
Washer/Dryer for Gear					25,000	*25,000*
Category Sub-Total	*218,000*	*138,000*	*37,000*	*263,900*	*213,500*	*870,400*
HOC Parking Deck/Ramp						
Parking Ramp Concrete Sealant	30,000	30,000				*60,000*
Parking Ramp Lighting Retrofit			40,000		40,000	*80,000*
Parking Ramp Painting/Sealing Exterior				80,000		*80,000*
Parking Deck Traffic Membrane (recoat or replace)				190,000		*190,000*
Parking Deck Surface Lot					3,500	*3,500*
Category Sub-Total	*30,000*	*30,000*	*40,000*	*270,000*	*43,500*	*413,500*
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*
Category Sub-Total			*75,000*	*228,000*	*29,000*	*332,000*
Parking Lots						
Parking Lot - City Hall Lights	20,000					*20,000*
Parking Lot - Ice Center replace poles/lights LED				35,200		*35,200*
Parking Lot - Ice Center light fixtures					20,000	*20,000*
Seal Coat/Crack Sealing - City Hall	3,000	18,000				*21,000*
Seal Coat/Crack Sealing - Civic Center	5,000				3,000	*8,000*
Seal Coat/Crack Sealing - Civic Center Arena Side	4,500	25,000				*29,500*
Seal Coat/Crack Sealing - Fire Stations				10,000	10,000	*20,000*
Category Sub-Total	*32,500*	*43,000*		*45,200*	*33,000*	*153,700*
Department Total:	**8,764,720**	**1,062,950**	**909,800**	**1,745,180**	**982,500**	***13,465,150***
GRAND TOTAL	**8,764,720**	**1,062,950**	**909,800**	**1,745,180**	**982,500**	**13,465,150**

PROJECTS BY CATEGORY AND DEPARTMENT

Department / Category	2016	2017	2018	2019	2020	Total
IT Capital Fund						
Community Development						
CRW License Addditions		2,200	2,200	2,200	2,200	*8,800*
CRW Migration to Sungard TraKIT 9.X	40,000					*40,000*
Cradlepoint ibr600 Broadband Mobile Modems		6,300				*6,300*
Tablet Replacements for all Field Staff			18,000		18,000	*36,000*
Category Sub-Total	*40,000*	*8,500*	*20,200*	*2,200*	*20,200*	*91,100*
Document Imaging/Mgmt						
EDMS Scanner Additions	3,000	3,000				*6,000*
EDMS Scanner Replacements	6,000	9,000	9,000	9,000	9,000	*42,000*
EDMS Rio Named User License Additions	6,600	6,600	6,600	6,600	6,600	*33,000*
Category Sub-Total	*15,600*	*18,600*	*15,600*	*15,600*	*15,600*	*81,000*
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						
Mounting Equipment Replacements/Add	2,000	2,000	2,000	2,000	5,000	*13,000*
EMS Tablet Replacements	7,400	7,000	7,400	7,400	7,400	*36,600*
Cradlepoint ibr600 Broadband Mobile Modems		1,600		4,200		*5,800*
TriTech CAD/AVL Monitor Replacements				10,000		*10,000*
Axon POV Cameras Equip Misc Addn Sch	1,500	1,500	1,500	6,000	1,500	*12,000*
Fire Station Alerting Additions	10,000					*10,000*
MDC Replacements with CF-53	7,400	21,000	18,600		21,000	*68,000*
Rhodium Incident Command Hosted Software	7,900					*7,900*
Category Sub-Total	*36,200*	*33,100*	*29,500*	*29,600*	*34,900*	*163,300*
GIS Equipment						
Plotter Replacement for Maint Facility	12,200					*12,200*
Plotter Replacement for City Hall					10,000	*10,000*
Category Sub-Total	*12,200*				*10,000*	*22,200*
GIS Software						
ArcGIS On-line Service	10,000	10,000	10,000	10,000	10,000	*50,000*
Category Sub-Total	*10,000*	*10,000*	*10,000*	*10,000*	*10,000*	*50,000*
IT Infrastructure						
A/V Projector Replacement Schedule	6,000	6,000	6,000	6,000	6,000	*30,000*
Digital Signature Appliance	15,000				15,000	*30,000*
IT Rack Replacements	1,200	1,200	1,200	1,200	1,200	*6,000*
RSA License Additions	2,250		1,000	1,000	1,000	*5,250*
SAN Node Additions Tier 1 & 2 storage	55,000	55,000	55,000	55,000	55,000	*275,000*

Department

Category	2016	2017	2018	2019	2020	Total
UPS Scheduled Replacements-Ck dates of unit	5,000	5,000	5,000	5,000	5,000	*25,000*
APC MPRS (refurb) Service for 40KVM UPS	18,000					*18,000*
APC 40KVM UPS Battery Replacement for IT MER 1	6,000		6,000		6,000	*18,000*
Cisco Switch Replacements	35,000	35,000				*70,000*
VM Software Licensing, Addl Horizon & EsXi Hosts	5,000	5,000	5,000	5,000	5,000	*25,000*
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	*10,000*
Cisco Core Switch Repl CH, Maint	60,000					*60,000*
4G LTE boosters for City Hall		15,000				*15,000*
Mitel Phone System Add-on's Conf Phones	7,800				7,800	*15,600*
Mitel Phone Sys Add-on's-phones,handsets,headsets		5,000				*5,000*
Mitel Phone System Licenses		10,000				*10,000*
Category Sub-Total	*225,250*	*141,200*	*83,200*	*77,200*	*111,000*	*637,850*
Mobile Command IT Equipment						
Analog Camera Repl with IP Cameras	4,500					*4,500*
Janus 4G Tellular Unit Repl for 2G Units	1,950					*1,950*
Laptop Replacements (4)		12,500			12,500	*25,000*
MobilePro Security Cameras for Incident Command	6,000	6,000				*12,000*
Physical Server Replacement		8,000				*8,000*
Category Sub-Total	*12,450*	*26,500*			*12,500*	*51,450*
PC Computers						
PC Replacements - VDI Thin Clients	45,000	45,000	45,000	45,000	45,000	*225,000*
Server Replacements	65,000	20,000	65,000	20,000	65,000	*235,000*
Printer Replacements	1,400	1,400	1,400	1,400	1,400	*7,000*
Tablet/Smartphone Replacements	3,750	3,750	3,750	3,750	3,750	*18,750*
Shared Laptop Replacements	3,600	5,400	5,400	5,400	5,400	*25,200*
EOC/Training Cart Laptop Replacements				19,000		*19,000*
Mobile Devices for Streets Staff			7,500			*7,500*
Mobile Devices for Public Works Staff	7,500	9,000	7,500	7,500		*31,500*
Laptop for City Engineer w/docking station	2,500				2,500	*5,000*
Category Sub-Total	*128,750*	*84,550*	*135,550*	*102,050*	*123,050*	*573,950*
Police Computer						
MDC Replacements - Toughbook C-F 53	38,000	38,000	38,000	38,000	38,000	*190,000*
MDC Mounting Equipment Replacements	9,000	9,000	9,000	9,000	9,000	*45,000*
Cradlepoint ibr1100 Broadband Mobile Modems	3,500		17,500	7,000		*28,000*
Pentex PocketJet 6 Mobile Printer Replacements	700	700	700	700	700	*3,500*
Rimage Media Duplicator Replacement	16,000			16,000		*32,000*
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	2,495	32,500			32,500	*67,495*
ALPR POC test for Patrol Vehicle		24,000			17,000	*41,000*
APS Citation Licenses		5,000				*5,000*
APS Software-State of MN Elec Citation Mandate	10,000					*10,000*
i2 Analyst Notebook Software for Crime Analysis	7,000					*7,000*
Category Sub-Total	*86,695*	*109,200*	*65,200*	*87,700*	*97,200*	*445,995*
Recreation Software						
POS Replacements	28,000	9,000			28,000	*65,000*
ID Badge Printer Replacements	3,000	1,500			3,000	*7,500*

Department

Category	2016	2017	2018	2019	2020	Total
RecTrac Migration to 3.1	15,000					*15,000*
Category Sub-Total	*46,000*	*10,500*			*31,000*	*87,500*
Security Systems						
Addl Camera, Prox Readers for Facilities	20,000	30,000	10,000	10,000	10,000	*80,000*
Security Camera Replacements at PAC		35,000				*35,000*
MobilePro Security Cameras for SF Field,NRHills	12,000					*12,000*
Security Audit/Review for PCI/HIPPA	38,500					*38,500*
Trend Deep Shield Security for VM Environment	25,000					*25,000*
Axis A8004-VE Network Video Door Station PAC/CH	3,000					*3,000*
Category Sub-Total	*98,500*	*65,000*	*10,000*	*10,000*	*10,000*	*193,500*
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*
MDM/MDS Solution for Mobile Platforms		40				*40*
MS SA for SQL, Srv, per core	5,000	5,000			15,000	*25,000*
Category Sub-Total	*14,000*	*14,040*	*9,000*	*9,000*	*24,000*	*70,040*
Department Total:	**740,645**	**536,190**	**393,250**	**358,350**	**514,450**	***2,542,885***
GRAND TOTAL	**740,645**	**536,190**	**393,250**	**358,350**	**514,450**	**2,542,885**

City of Burnsville, Minnesota

Capital Improvements Plan

2016 thru **2020**

PROJECTS BY CATEGORY AND DEPARTMENT

Department / Category	2016	2017	2018	2019	2020	Total
Enterprise Funds						
Ames Center						
Building improvements	72,500	102,500	81,500	55,000	55,000	*366,500*
Building equipment	130,000	132,200	170,000	180,000	180,000	*792,200*
Category Sub-Total	*202,500*	*234,700*	*251,500*	*235,000*	*235,000*	*1,158,700*
Golf Course						
Golf cart				14,100		*14,100*
Grounds master			32,000			*32,000*
Parking lot (pervious) replacement					142,000	*142,000*
Utility cart		20,000				*20,000*
Category Sub-Total		*20,000*	*32,000*	*14,100*	*142,000*	*208,100*
Ice Center						
Bleacher replacement				85,000		*85,000*
Floor scrubber replacement	12,000					*12,000*
Front entry/sidewalk-repl pavers & sidewalk	71,500					*71,500*
Irrigation	12,500					*12,500*
Roof replacement - barrel & flat roof			900,000			*900,000*
Rubber flooring replacement		120,000				*120,000*
Sound system		65,000				*65,000*
Category Sub-Total	*96,000*	*185,000*	*900,000*	*85,000*		*1,266,000*
Storm Water Management						
Public works projects - storm water	3,310,000	2,370,000	2,315,000	2,180,000	2,105,000	*12,280,000*
Vehicles - storm water	200,000	370,000			205,000	*775,000*
Category Sub-Total	*3,510,000*	*2,740,000*	*2,315,000*	*2,180,000*	*2,310,000*	*13,055,000*
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	12,780,000	4,235,000	5,705,000	4,525,000	1,960,000	*29,205,000*
Public works projects - sanitary sewer	1,905,000	525,000	515,000	1,035,000	800,000	*4,780,000*
Vehicles/Equipment - water	20,000		222,000		30,000	*272,000*
Vehicles/Equipment - sanitary sewer			60,000		65,000	*125,000*
IT Infrastucture	271,000					*271,000*
Category Sub-Total	*14,976,000*	*4,760,000*	*6,502,000*	*5,560,000*	*2,855,000*	*34,653,000*
Department Total:	**18,954,500**	**8,109,700**	**10,170,500**	**8,244,100**	**5,712,000**	***51,190,800***

Department Category	2016	2017	2018	2019	2020	Total
GRAND TOTAL	18,954,500	8,109,700	10,170,500	8,244,100	5,712,000	51,190,800

City of Burnsville, Minnesota
Capital Improvements Plan
2016 thru 2020
NARRATIVE

COLLECTOR & THOROUGHFARE EXPENDITURES

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.

CSAH 11 Three Lane Project – Dakota County has received federal funding for an accident prevention project on CSAH 11 from McAndrews Road (CSAH 38) to TH 13. This roadway is presently a four lane road. This project would turn this roadway into a three lane (one lane in each direction, with a shared left turn lane). The City has done this on two of its roadways in the past (Portland Avenue and Williams Drive) with positive results.

Trail Extension on County Roads – Dakota County and the City of Burnsville work collaboratively on various trail projects. The only known project at this time is the trail on 42 from Nicollet into Apple Valley on the north side of CSAH 42.

Dupont Avenue/126th Street/Cliff Road Improvements – This project will provide much needed street improvements to this thoroughfare connecting Cliff Road to County Road 5 and TH 13 in the Minnesota River Quadrant area.

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.

CSAH 42/Aldrich Avenue/I-35W Left turn Lane – This project would add an eastbound CSAH 42 lane to the northbound Interstate 35W ramp which will help reduce congestion in this busy area of CSAH 42. MnDOT will also be resurfacing the CSAH 42 bridge over 35W with this work. The City only costs shares on the turn lane and signal modifications, the bridge work is 100% MnDOT funded.

I35E/County Road 11 Flashing Yellow Arrow Signal Modifications – Dakota County is planning on adding the flashing yellow arrows to several of the signals on County Road in the area of Interstate 35E. These improvements have generally viewed positively by the public. This project identifies City funding requirements for these improvements.

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 owner of 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 2016 project is identified as rehabilitation of the McAndrews LS.

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

143rd/145th St. Add BMP/Load Reductions – This project will be constructed with the planned street reconstruction of 143rd Street and 145th Avenue. This project will reduce phosphorous and other pollutants in the Alimagnet watershed.

144th/11th Ave. Additional BMP/Load Reductions – This project will be constructed with the planned street reconstruction of 144th Street and 11th Avenue. This project will reduce phosphorous and other pollutants in the Alimagnet watershed.

Wood Pond Subsurface Infiltration – This project was identified in the Wood Pond Water Quality Improvement Study completed in 2008. This project will help remove pollutants from the storm water run-off in this watershed prior to it discharging to Wood Pond.

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 in the construction plans.

27th Hayes Storm Water Basin/Sed. Trap – There are several intake structures along 27th with relatively low intake capacity except for a large intake on Hayes Drive. That structure was built to capture excess rain water from the development east of 27th Ave. The existing grading around the structure does not allow for water to drain in the structure. The proposed project for water quality is to create additional treatment of the storm water runoff below the bluff, much like exists to the east below the Cambridge and Chandler Court area.

Control Structure Black Dog Fen – This structure is located in Cliff Fen Park and discharges storm water from a significant portion of the 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.

MRQ Ponds Lady Bird - Plans/Construction – This project will expand the existing Lady Bird Lane pond in the MRQ re-development area to remove pollutants from storm water run-off prior to it being discharged to the MN River and to protect the future lake and to obtain the land. This project is likely to be constructed over the winter of 2015-2016.

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.

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.

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 the beach for Lac Lavon.

Nicollet Commons Rain Garden Repair – The large rain garden on the north side of Nicollet Commons Park is currently not functioning. This project will repair that rain garden and get it functioning as it should again.

Forest Park Heights Rain Garden Construction – Most of the homes are now built out in Forest Park Heights. There is a proposed rain garden in the development that still needs to be constructed. This may be funded all or partially from past escrows that were delivered to the City originally with the development.

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.

Keller Lake Water Quality Improvement Project – This project will result in a stormwater management facility constructed in Crystal Beach Park treating water from a large storm sewer pipe instead of being directly routed into Keller Lake. This will help meet TMDL requirements imposed upon the City by the MPCA for nutrient reduction into high value water bodies such as Keller Lake. This project has been increased in scope and a past planned project (Keller Lake K5 Pond) has been removed from the CIP as Staff is hoping to meet all of the TMDL requirements with this one larger nutrient reduction project.

Lift Station Rehab – Each year 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.

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.

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.

Black Dog Outfall Repair – The outfall for the East Subwatershed of Black Dog Watershed crossing the railroad tracks from Black Dog Park to the lake has significantly eroded to the point that it is in danger of collapse. This project will replace the failing flared end section, head wall and sheet piling, restore the area that has been eroded and reinforce it from further erosion. The necessity for this project will be reevaluated each year. It won't be proposed for construction unless its failure is likely to cause failures to other infrastructure including Xcel's rail siding tracks.

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.

NPDES Permit/Stormwater Consulting – The City has yearly reporting it has to do to the MPCA for its stormwater regulations permit. Outside consulting is used to ensure the City is meeting these reporting requirements appropriately. This project will pay for those yearly consulting costs.

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. Work has begun on this effort and is expected to occur through 2016 and be approved in the first quarter of 2017.

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.

Maintenance Center Washdown Treatment BMP – This project will provide an area/pavement enhancement at the Maintenance Center that will remove solids from vehicle wash water prior to entering the storm sewer system reducing the City's stormwater pollution.

Alimagnet/Neill Park and Park System Drainage Study - Both Alimagnet and Neill Parks have significant drainage issues. The City has struggled to make adequate repairs without a comprehensive drainage improvement plan for the areas. This project will allow the City to hire a consultant to evaluate these parks from a drainage standpoint, make recommendations on how to solve the drainage problems and deliver a report with projects and cost estimates so the improvements can be planned, financed and constructed in an orderly and effective manner.

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.

Attached is a copy of the City's 2016-2020 proposed street rehabilitation map. The selected street segments shown in a particular year are subject to change. 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 total 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/Reclamation – These projects include 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.

Attached is a copy of the City's 2016-2020 proposed reconstruction/reclamation map. The selected street segments shown in a particular year are subject to change. 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.

Maintenance Overlays – The City's street replacement/maintenance program has been missing one element that will help elongate pavement life and reduce citizen 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 <u>not</u> expected to include special assessments.

Right-of-Way Rehabilitation, Concrete Elements – This every other year project will be used to repair and maintain various concrete elements that are in the right-of-ways including, but not limited to retaining walls, concrete intersections and pavements and curb and gutter.

Multi-Modal Transportation Improvements – This annual project will be used for planning and construction multi-modal transportation items such as pedestrian crossings and other improvements and bicycle facilities.

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 let 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. The 2016 project has been identified to be on Highland Dr.

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 let in order to get to every well a minimum of once every ten years. Also, the quarry surface water intake will be upgraded to allow for the utilization of additional quarry water for the Burnsville/Savage water supply. Final costs will be determined based on recommendations from the joint study being completed in 2016.

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, 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. 2016 projects include a PRV replacement on County Road 5 and 150th and the final portion of the 36"decommissioning project from the WTP to the Nicollet reservoir. 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. 2016 projects include replacement of Granular Activated Carbon (GAC) filter media at the Surface WTP and design of the Ground WTP rehabilitation project which is scheduled for 2017-2018.

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.

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 2016 include:

- General amenities - replacement of various benches, bleachers, tables, grills, etc.
- Renovating the landscaping adjacent to the newly renovated Bicentennial Gardens fountain
- Replacing the playground equipment border in Coventry Court Park
- Replacing the spray fountain in Crosstown West Park
- Replacing trees in the Kraemer Nature Preserve following the Metropolitan Council sewer Line work (reimbursed by the Metropolitan Council)
- Repair cracks and color coat tennis courts in Lac Lavon Park
- Replace the restroom and concession building in Lac Lavon Park
- Replace two sets of stairs and the adjacent retaining walls in Neill Park
- Complete a study of the Nicollet Commons Park water features to determine future capital needs to maintain the current system
- Begin 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 2016 include:

- Updating the Park System Master Plan for the pending Comprehensive Plan update
- Completing Phase II of the Skate Park improvements (donations from local businesses and service groups will offset part of this expense)
- Add railings to the existing stairs in Hollows Park
- Add security cameras to the Crystal Beach building and Alimagnet Park storage facility

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 2016 include:

- Funding to complete the Big Rivers Regional Trail (Black Dog Trail/MN Riverfront Park)

FACILITIES

- **Facilities Improvement Project –** This project will provide a much needed remodel to Police Station and City Hall public areas including the Community Room, addition of conference room space and Americans with Disabilities Act (ADA) compliance improvements.

INFORMATION TECHNOLOGY

- **PC Computers, laptops, and Servers replacements –** This project replaces desktop and laptop equipment throughout all departments on a rotating basis. Currently there are approximately 300 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 2016 and 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.

- **GIS Equipment** – The plotter at City Hall is scheduled to be replaced in 2020.

- **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 55 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 2016 include implementation of digital signatures. Projects for 2018 include data center backup battery replacements.

- **Community Development –** This project will migrate the community development software to a web based platform starting in 2016. 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. Projects in 2016 include security gate improvements for three water towers with cameras, card access controls and gate replacements. Also planned for 2016 is a security audit and review for IT systems with administrative policy development. Projects in 2017 and 2018 include security camera additions and replacements.

- **Software –** This is an ongoing program for server licenses and license use renewals. Projects in 2017 include Microsoft Data Center license conversion and Software Assurance renewal.

- **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.

- **GIS Software** – This is an ongoing program for continued enhancements to online GIS publishing tools for public and departmental needs. These projects include interactive maps for inspections and permit activities.

- **Recreation Software** – This is an ongoing program to fund the software and computer equipment used for recreation operations. Projects include additions and replacement of badge printers and point of sale equipment. Recreation operations include the Recreation office, Ice Center, Golf Course, Ames Center and some park concession stands. Projects in 2016 include an upgrade to the computer system for all recreation operations in fall 2016.

Capital Improvements Plan
City of Burnsville, Minnesota

Operating Budget Impacts

Listed below are some highlights of the 2016 Capital Improvements Plan and the impact on the City's current and future operating budget.

Parks Capital

Construction on the $2.6 million Black Dog Trail began in 2015. This project will be part of the Black Dog Trail Regional Park and is expected to be completed in 2016. Dakota County will be responsible for maintenance of the trail and park from the beginning of construction.

Water & Sewer

The City is embarking on an $8.7 million project to replace water meters installed in homes and businesses across the City in 2016. 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 2015 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.*
- *2016 Budget Year - All debt proposed for 2016 issuance is planned to have a level annual payment schedule matched with projected revenue streams of special assessments and utility revenues.*
- *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.

	2014 Actual	2015 Estimate	2016 Estimate
G.O. Debt as a % of Total Taxable Market Value	0.4%	0.5%	0.4%

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.

	2014 Actual	2015 Estimate	2016 Estimate
Net debt as a % of Total Taxable Market Value	0.01%	0.00%	0.00%

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:

	2014 Actual	2015 Estimate	2016 Estimate
Total debt as a % of Total Tax Capacity	88.5%	78.7%	91.5%
Debt per capita	$935	$892	$1,057

Debt Analysis

Debt Summary - 2016 through 2020

	2016	2017	2018	2019	2020
Debt Currently Existing at January 1					
Balance, Beginning of Year	$ 54,710,000	$ 49,400,000	$ 44,385,000	$ 40,025,000	$ 35,755,000
Principal Payments	(5,310,000)	(5,015,000)	(4,360,000)	(4,270,000)	(4,075,000)
Balance, End of Year	49,400,000	44,385,000	40,025,000	35,755,000	31,680,000
Future Debt to be Issued					
Proposed New Debt, Beginning of Year	$ -	$ 15,210,000	$ 26,767,430	$ 30,642,891	$ 33,592,171
Proposed New Issues					
Special Assessments	1,580,000	1,200,000	920,000	1,020,000	1,370,000
Facilities Improvements Bonds	-	7,675,220	-	-	-
Water and Sewer Utility Bonds	13,630,000	3,500,000	4,720,000	4,050,000	1,760,000
Total Proposed New Issues	15,210,000	12,375,220	5,640,000	5,070,000	3,130,000
Principal Payments - Proposed New Issues	-	(817,790)	(1,764,540)	(2,120,719)	(2,456,937)
Proposed New Debt, End of Year	15,210,000	26,767,430	30,642,891	33,592,171	34,265,234
Total Existing and Proposed Debt, End of Year	$ 64,610,000	$ 71,152,430	$ 70,667,891	$ 69,347,171	$ 65,945,234

Debt Analysis

Existing and Projected Debt

	Outstanding Debt (in millions)			Debt Ratios		
as of Dec. 31	(1) Existing	(2) Projected	Total	(3) To Tax Capacity	(4) To Indicated Market Value	Per Capita
Actual -						
2006	$ 38.4	$	$ 38.4	54.6 %	0.6 %	$ 629
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	1,026
2011	59.3		59.3	83.8	1.1	978
2012	62.6		62.6	94.3	1.3	1,025
2013	60.4		60.4	95.2	1.2	989
2014	57.3		57.3	88.5	1.1	935
2015	54.7		54.7	78.7	1.0	892
Projected -						
2016	49.4	15.3	64.7	91.4	1.1	1,055
2017	44.4	26.8	71.2	100.5	1.2	1,162
2018	40.0	30.6	70.6	99.7	1.2	1,152
2019	35.8	33.6	69.4	98.0	1.2	1,132
2020	31.7	34.3	66.0	93.2	1.1	1,077

(1) This column lists outstanding amounts of existing debt each year. Note that 42% of the amount of outstanding debt at December 31, 2015 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) Indicated 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 2016 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 2016 Budget

Policy No. 1.330

ITEM - ACTIVITY	2016
ADMINISTRATIVE CHARGES	
Notary Public	$1 per stamp
Candidate Filing Fee for Mayor/City Council	$20
Recover Rate for Staff Time (data requests)	Actual Rate including benefits (unless otherwise specified in another area)
Copies – Photocopy or Scanned Black & White Copies - per page Black & White - Oversize (11x17) Black & White – Larger than 11x17 Color – Letter/Legal Copies -per page) Color - Oversize (11x17) -per page Color – Larger than 11x17	 $0.25 $0.50 $5 $1 $2 $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 2016 Budget

Policy No. 1.330

ITEM - ACTIVITY	2016
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
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 Half Page Ad Quarter Page Ad	 $1000-$1,500 $500-$750 $300
Community Guide Full Page Ad Half Page Ad Quarter Page Ad	 $750-$1,000 $350-$500 $200-$400
Website Advertising	*Google Ad Rates
Recreation Event Sponsorship	
Thursday Rockin' Lunch Hour Presenting (10 concerts) Community (per concert)	 $2,000 $250
Flicks on the Bricks Presenting (5 movies)	 $2,000

Advertising & Sponsorship Fees & Charges

City of Burnsville 2016 Budget

Policy No. 1.330

ITEM - ACTIVITY	2016
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

Policy No. 3.100

ITEM-ACTIVITY	2016	2016 Non-Profit
Main Hall		
Rent	$2200	$1700
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)	$2-3	$2-3
Staffing		
Technical Director (as required) per hour	$28.50	$28.50
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	$16
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	$26.50	$26.50
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)	$2-3	$2-3
Staffing:		
Technical Director (per hour)	$28.50	$28.50
Box Office (per performance)	$100	$100
Event Coordinator (per day)	$125	$125
House Manager (per performance)	$150	$150
Security (per hour)	$16	$16
Technical package (per day)	Included	Included

Policy No. 3.100

ITEM-ACTIVITY	2016	2016 Non-Profit
Stage Labor (per hour) (4 hour minimum) *Rates do not include Technical Labor *All rates subject to change and negotiation	$26.50	$26.50
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	$20	$20
Custodial Services (Depending on event type & attendance) (4 Hour Minimum)	$50-300	$50-300
Podium with Microphone	Included	Included
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	$1900	N/A

Policy No. 3.100

ITEM-ACTIVITY	2016	2016 Non-Profit
-Bar & Bartender -General Liability Insurance Policy		
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	$26.50	$26.50
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	$16
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 dependant upon event.

*All in-house catering is subject to sales tax and a 20% service charge

Antenna Site Rental Fees & Charges

City of Burnsville 2016 Budget

Policy No. 5.250

ITEM - ACTIVITY	2016
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
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
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
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

Policy No. 5.250

ITEM - ACTIVITY	2016
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 – A	
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.
MONOPOLES:	
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 2016 Budget

Policy No. 3.100

ITEM - ACTIVITY	2016
GREEN FEES	
Weekdays (Monday - Thursday)	$13
Weekends/Holidays (Friday, Saturday, and Sunday)	$13.75
Second Nine	50% off First Round
Early Rate (before 7am on Monday - Thursday)	$10
Senior Rate (62 +, Monday - Thursday all day)	$11.75
Junior Rate (15 & under, Monday - Thursday all day)	$11.75
Large Group Rate/ Outside League (Adult)	$12.50
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	$110
20 Round	$210
ANNUAL PASSES (Usable all times)	
1 Junior	$330
1 Senior	$330
1 Adult	$355
FAMILY PASSES (Usable all times)	
2 People	$485
Additions (each)	$104
LEAGUES	
Adult	$230
Senior	$210
Junior	$150
Annual Pass Holder	$45
Sunday Fall	$84
Sunday Fall Annual Pass Holder	$10
Fall Adult	$89
Fall Senior	$78
Fall Annual Pass Holder	$5
TOURNAMENTS	
Fire Muster	$15
Spring & Fall Scramble	$23
RENTALS	
Gas Cart	$10.50
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 2016 Budget

Policy No. 1.330

ITEM - ACTIVITY	2016
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 2016 Budget

Policy No. 3.100

ITEM - ACTIVITY	2016
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
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/month

Facilities Room Rental Fees & Charges

City of Burnsville 2016 Budget

Policy No. 3.100

ITEM - ACTIVITY	2016
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 with 4 hr minimum

Other facility rental fees negotiated by contract.

Fire / EMS Fees & Charges

City of Burnsville 2016 Budget

Policy No. 2.030

ITEM - ACTIVITY	2016
PARAMEDIC AMBULANCE FEES & CHARGES	
Basic Life Support	$1680
Advanced Life Support 1	$1680
Advanced Life Support 2	$1958
Treatment/no transport	$483
Treatment/no transport - Cardiac Arrest	$1050
Mileage	$24
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: (2 hr minimum) Ambulance Brush Truck Water Tender Fire Engine/Rescue Company Ladder Truck	 $220/hour $157.50/hour $210/hour $315/hour $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
Gas Line Encroachment Chief Officer/Vehicle Ambulance Brush Truck Water Tender Fire Engine/Rescue Company Ladder Truck	Services/ Standby Rate based on hours at scene (rounded up to next ½ hour) $105/hour $220/hour $157.50/hour $210/hour $315/hour $525/hour

Policy No. 2.030

ITEM - ACTIVITY	2016
	(Minimum 1 Hour Services/ Standby Rate per vehicle)
Department Response to Non-Compliant Fire Code, City Ordinance, and the Law Incidents Chief Officer/Vehicle Ambulance Brush Truck Water Tender Fire Engine/Rescue Company Ladder Truck	Services/ Standby Rate based on hours at scene (rounded up to next ½ hour) $105/hour $220/hour $157.50/hour $210/hour $315/hour $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
Prescribed/Open/Controlled Burn Extingushed by Fire Department *(Failure to extinguish fire in compliance with permit issuance)* Chief Officer/Vehicle Ambulance Brush Truck Water Tender Fire Engine/Rescue Company Ladder Truck	Services to Extinquish Rate based on hrs at scene, per vehicle (rounded up to the next ½ hour) $105/hour $220/hour $157.50/hour $210/hour $315/hour $525/hour (Minimum 1 Hour Services/ Standby Rate per vehicle)

Fire / EMS Fees & Charges

City of Burnsville 2016 Budget

Policy No. 2.030

ITEM - ACTIVITY	2016
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 FACILTIY RENTAL (ABLE)	
Rental of Training Facility	$250/hour (2 hour minimum)
ABLE Training Officer	$75/hour
Cancellation Fee (less than 30 day notice)	$75

Ice Center Fees & Charges

City of Burnsville 2016 Budget

Policy No. 3.100

ITEM - ACTIVITY	2016
HOURLY ICE RENTAL	
Spring/Summer Ice (Mar 15, 2016 - Sept 14, 2016)	$145-$195
Winter prime time (Sept 15,2016 - Mar 14, 2017)	$220
Winter non-prime time (Sept 15,2016 - Mar 14, 2017)	$145-$195
Winter non-prime Weekday morning (school year only - Sept 2016-May 2017)	$95
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

Ice Center Fees & Charges

City of Burnsville 2016 Budget

Policy No. 3.100

ITEM - ACTIVITY	2016
SKATE SHARPENING	
Single Sharpening	$5
7-Punch Card	$31.50
SKATING SHOW	
Participant 1st Show Number	$95
Participant 2nd Show Number	$80
Adult 3-Show pass	$20
Adult single admission	$8
Student/Senior single admission	$5
Reserved seating single admission	$16
Under 5 years old	Free
VENDING PERMIT	
Daily Fee	$50
AAA TOURNAMENTS AND SUMMER CLINICS	
Blaze Summer Clinics	$550-$900

Licensing and Code Enforcement Fees & Charges

City of Burnsville 2016 Budget

Policy No. 4.020

ITEM - ACTIVITY	License Renewal Period	2016
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
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 2016 Budget

Policy No. 4.020

ITEM - ACTIVITY	License Renewal Period	2016
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 requirments will be provided by Police Department)		($100)
RESELLER FEES	July 1 – June 30	
License		$300
Investigation Fee / Change in Operating Manager/Officer		$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
Individual Unit (Single Family, condo, Townhouse, Manufactured Home, etc.) conversion fee		$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
Late fee – percent of base fee		25% for 15-29 days late 50% for 30-45 days late 100% for over 45 days late

Licensing and Code Enforcement Fees & Charges

City of Burnsville 2016 Budget

Policy No. 4.020

ITEM - ACTIVITY	License Renewal Period	2016
Appeal Fee Residential Commercial/Licensed Property		 $100 $300
PROPERTY MAINTENANCE	n/a	
Initial Inspection and re-inspection (No charge **if resolved**)		$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 2016 Budget

Policy No. 2.100

ITEM - ACTIVITY	2016
CONTRACTOR'S LICENSE - (Heating, Vent. Refrigeration & A/C)	$134
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	$66
ZONING PERMIT	$66
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 and New Installation)	$30 test/$65 new
HVAC - New Single Family	$218
HVAC Remodel	$94
Gas Piping - per opening	$30
Water and Sewer - residential	$166
Private Disposal System	$490
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 Each Additional Room	 $69 $25
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 Balance remaining $25,001 & over	 .0263 of Contr. 1% of Contr.

Permits & Inspections Fees & Charges

City of Burnsville 2016 Budget

Policy No. 2.100

ITEM - ACTIVITY	2016
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	$211
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	$223
Monument sign permit	$223
Wall sign permit	$155
Sign face change permit	$155
Awning Signs - per building (signs must all be the same)	$155
Temporary sign permit for real estate development	$92
Business Banners- 60 days Additional 30 days	$244 $244
Grand opening within first 90 days of business	No charge
Community Event	No charge
Sandwich Board Sign (per year)	$120
Community Garden Sign (annual)	$30
Special Sales Event - Home Occupation	$25
Special Events - Indoor	$143
Special Events - Outdoor	$288
Special Events- Outdoors one day event w/ same day on site advertising only	$143
Transient Business (per 30 day period - 90 day maximum)	$244
Employment Signs - Per Month	$244
Multi-housing leasing signs - Per Month	$244
Sign Impound Fee	$79
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

Policy No. 2.100

ITEM - ACTIVITY	2016
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	$66
Per Site Inspection - (Based on each trip required)	$137
Site Plan Review - (Code Analysis)	$358

*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 2016 Budget

Policy No. 5.310

ITEM - ACTIVITY	2016
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 + $10,000 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

Planning Fees & Charges

City of Burnsville 2016 Budget

Policy No. 5.310

ITEM - ACTIVITY	2016
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	$400
Site Plan Review-new construction permits without escrow (not single family)	$525
Site Plan Review-remodel/tenant permits without escrow (single family)	$325
Tree Removal Application	$225
Temp/Seasonal Outdoor Sales Permit - New/Renewal	$275/$225
New Vehicle Temporary Storage	$250
Zoning Compliance Requests	
Full Site Review & Compliance Letter	$280
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 2016 Budget

Policy No. 4.020

ITEM - ACTIVITY	2016	
SERVICE FEES		
Notary Public	$5	
Clearance letter	$32	
Fingerprinting	$37	
Report copy (accident or other) B&W Color – letter or legal Oversized (11x17)	 $.25 per page $1 per page $2 per page	
Records requested by subpoena	$0.25 per page	
Computerized record search	$0.25 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	$125	
Temporary animal event permit	$125	
NEWS RELEASES		
Arrest & citation reports for commercial purposes	$0.25 per page	
Accident reports for commercial purposes	$0.50 per accident	
Audio CDs/DVDs	$25	
Video CDs/DVDs/Blue Ray	$35	
Accident photo CDs/DVDs	$25	
ANIMAL CONTROL FEES*		
Cat/Dog/Ferret 2-yr license: Spay/Neutered Non-Spay/Non-Neutered (City retained portion for each 2-yr license sold)	1st Yr $20 $30 ($6)	2nd Yr $10 $15 ($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	
Third pick-up within 12 month period	$100 plus Citation	
Confinement of rabid animal	$400	
KENNEL LICENSE FEES–per calendar year		
Commercial	$210	
Residential	$52	
CONTRACTED OVERTIME		
Contracted Overtime for Police security	$85/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	$60.00	

*Fees collected and retained by animal control contractor except for portion of each 2-year license sold.

Public Works Fees & Charges

City of Burnsville 2016 Budget

Policy No. 5.250

ITEM - ACTIVITY	2016
MISC. DEVELOPMENT COSTS	
Street Signs	$366
Combined Street & Stop Sign	$466
Regulatory/Warning Signs	$288
Topo Mapping (Final Plat)	$50/acre
Blue Prints	$16 per sheet
LICENSES & PERMITS	
Solid Waste License Fee	$267
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 Fee Identified in City Policy 5.202	$470
Vacation of Easements	$470
Online Bidding Downloads	$10/per Download
EROSION CONTROL	
Single Family (per lot)	$63
Multi-Family (per acre)	$83
Commercial (per acre)	$92
MAILBOX DAMAGE DUE TO WINTER STREET MAINTENANCE	
Mail Box Only	$46
Post Only	$49
SPECIAL ASSESSMENTS	
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%
3/4" Stainless Steel Meter 3/4" Low Lead Brass Meter	$347 $275
1" Stainless Steel Meter 1" Low Lead Brass Meter	$363 $308

Public Works Fees & Charges

City of Burnsville 2016 Budget

Policy No. 5.250

ITEM - ACTIVITY	2016
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
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	$78
Pressure Reducing Valve Wilkins Model 70 Watts 25AUB Watts N45-BU	 $100 $165 $165
HYDRANTS	
Hydrant Meter Rental Usage Charge – per 1000 gallons Refundable Deposit	 Tier 3 Water Rate 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.)	$52.75/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

Policy No. 5.250

ITEM - ACTIVITY	2016
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	$28.37/16.53/12.17 Per ft
Multi-Family Residential and Manufactured Housing Land Uses	$39.49/26.43/$15.24 Per ft
All Other Land Uses	$58.84/42.47/19.57 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	$533/unit
Multiple (80% of Single Family) includes assisted living	$426/unit
Commercial	$533/unit
Industrial	$798/unit
Institutional: Churches, Schools, Hospitals, Nursing Homes	$533/unit
Mixed Use	Total of the applicable mixed use fee
Water Connection	
Single Family, Duplex, Townhouse, Mobile Home	$1,650/unit + Meter
Multiple (80% of Single Family) includes assisted living	$1,319/unit + Meter
Commercial	$2,194/unit + Meter
Industrial	$3,299/unit + Meter
Institutional: Churches, Schools, Hospitals, Nursing Homes	$2,194/unit + Meter
Mixed Use	Total of the applicable mixed use fees
CONSTRUCTION IN PUBLIC RIGHT-OF-WAY	
Curb Cuts	$96
Excavation Permit	$260.00 First 300 feet $0.74/each add'l ft
Obstruction Permit	$101
BUS BENCHES	
Bus Benches	$37
Bus Benches License Renewal	$161

Recreation Fees & Charges

City of Burnsville 2016 Budget

Policy No. 3.100

ITEM-ACTIVITY	2016 Resident	2016 Non-Resident
Recreation Buildings		
Recreation Building Rental Damage Deposit- **for four park building rentals -** Neill, Terrace Oaks West, Vista View Nicollet Commons Park	$300 $250	$300 $250
Terrace Oaks / Neill / Vista View		
5 Hours Mon-Fri	$76	$97
Per Day	$139	$158
Red Oak / NRH		
5 Hours Mon - Fri	$59	$81
Per Day	$100	$123
Timberland/Knob Hill/Highland Forest/Terrace Oaks East/South River Hills		
5 Hours Mon - Fri	$38	$49
Per Day	$70	$81
Picnic Shelters		
Large - Per day (per day required for Fri, Sa, Su)	$123	$154
Large - 5 hours Mon-Thurs only	$76	$97
Large - hourly rate, minimum 2 hours, Mon-Thurs only	$27	$29
Small - Per day (per day required for Fri, Sa, Su)	$77	$96
Small - hourly rate, minimum 2 hours, Mon-Thurs only	$27	$29
Park Rental (without Shelter) per day		
Tyacke Park / Lake Park	$126	$133
Amphitheater per day	$81	$97
Bicentennial Garden - per hour	$23	$28
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	$46	$50
SB/BB/FB/Soccer - per Hour	$17	$19
Youth Tournament Fees	$35 per day per field $210/day maximum	N/A
Tournaments *		
Lac Lavon		
Saturday	$344	$382
Sunday	$257	$285
Other Sites - Sue Fischer, Neill, Alimagnet SB		
Friday - per Field after 4pm	$23	$26
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 Valley Athletic Association	$11,238 $487.00	N/A

Recreation Fees & Charges

City of Burnsville 2016 Budget

Policy No. 3.100

ITEM-ACTIVITY	2016 Resident	2016 Non-Resident
League Play *		
Adult Softball (Public) - per Game (Private) - per Game (Public) - per field playoffs	 $12 $14 $48	 N/A
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 per day\per court per complex\per day	 $8 $21 $84	 $9 $26 $94
Volleyball Courts (No Ball) per hour	 $8	 $9
Canoe Rack Rental - per year	$52	$68
Canoe Rental - per hour (Crystal Beach Concession)	$8	$9
Canoe Rental Deposit - (refundable upon return of canoe in acceptable condition)	$14	$14
Garden Plot – per year	$45	N/A
Vending Permits - per day / per year	$55 / $500	N/A 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-$70	N/A

Policy No. 3.100

ITEM-ACTIVITY	2016 Resident	2016 Non-Resident
KOS Field Trips	$12-$20	N/A
Summer Day Camps	$18-$60	N/A
Field Trips	$18-$50	N/A
Non-School Day Activities	$18-$50	N/A
Family programs and Special Events	$4-$10	N/A
Adult Team Program Fees (All rates are per team)		
Softball Summer Fall	 $500 - 900 $450 - 750	N/A
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 2016 Budget

Policy No. 5.250

(Utility rates billed on monthly utility bills go in effect for all billings processed after January 31, 2016)

ITEM - ACTIVITY	2016
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	$2.77/1,000 Gal
Tier 2 – Over 15,000 gallons up to 50,000 gallons	$3.46/1,000 Gal
Tier 3 – Over 50,000 gallons	$4.33/1,000 Gal
Commercial	
Base Charge – per meter	$2.00
Tier 1 – up to 2 million gallons per month	$2.77/1,000 Gal
Tier 2 – Over 2 million gallons up to 3 million gallons	$3.46/1,000 Gal
Tier 3 – Over 3 million gallons per month	$4.33/1,000 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	$2.77/1,000 Gal
Tier 2 – Over 75,000 gallons up to 500,000 gallons	$3.46/1,000 Gal
Tier 3 – Over 500,000 gallons per month	$4.33/1,000 Gal
Off-Peak Seasonal Snow Making	
Base Charge – per meter	$2.00
Tier 1 – up to 10 million gallons per month	$2.08/1,000 Gal
Tier 2 – Over 10 mil gallons up to 20 mil gallons	$2.77/1,000 Gal
Tier 3 – Over 20 million gallons per month	$3.46/1,000 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*	$1.10/1,000 Gal
Base Charge – Metro Sewer– per meter	$2.00
Usage – Metro Sewer *Based on 100% Metered Water for Winter Months*	$2.37/1,000 Gal
Commercial/Industrial	
Base Charge – City Sewer – per meter	$2.00
Usage - City Sewer *Based on 90% of Metered Water*	$.99/1,000 Gal
Base Charge – Metro Sewer– per meter	$2.00

Policy No. 5.250

ITEM - ACTIVITY	2016
Usage – Metro Sewer *Based on 90% of Metered Water*	$2.13/1,000 Gal
OTHER WATER UTILITY CHARGES	
Water Meter Replacement Charges – Residential, Apartments, Manufactured Homes & Commercial	
Replacement Charge based on Meter Size - Per meter each month:	
5/8 inch x 3/4 inch	$1.20
1 inch	$1.70
1 ½ inch	$3.60
2 inch	$4.75
3 inch	$13.00
4 inch	$14.45
6 inch	$18.10
Other & Specialty Meters	Actual+10%
Water Fill Station Charges	
Annual Registration Fee	$25.00
Water Usage Charge per 1000 gallons	Tier 3 Water Rate
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	1.5%
Late payment penalty charge - annual rate	18%
Adjustment administrative fee *(Used when adjustment/refund is created due to customer inattention.)*	$10
Duplicate utility bill fee	$1
Water supply shut-off administrative charge *(Used only when customer has not complied with ordinance resulting in shut-off.)*	$30
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)	$.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

Policy No. 5.250

ITEM - ACTIVITY	2016
Commercial/Industrial - Monthly Charge - Per front foot	$.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

POLICY NO. 1.250

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.

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 Chief Financial Officer 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 Chief Financial Officer 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 Chief Financial Officer 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 Chief Financial Officer 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 include an estimate of up to $50,000 of LGA in the current year's budget. Amounts received over that amount 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 replacement costs of property, plant, and equipment, if appropriate, when establishing rates and charges for services.

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: 01/06/2015
Reviewed by: Dana Hardie Date: 01/06/2015

This policy replaces Policy No. 1.250 dated January 7, 2014.

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
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.

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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		
	2005	**2006**	**2007**
Revenues:			
Taxes	$ 25,365,356	$ 26,741,225	$ 28,265,020
Licenses and permits	1,705,692	2,205,039	1,689,016
Intergovernmental	6,081,626	4,684,092	4,580,117
Charges for services	4,613,838	4,669,869	4,086,567
Fines and forfeits	449,315	524,355	626,978
Investment income	381,288	1,574,102	2,505,050
Special assessments	2,429,832	2,084,211	1,379,814
Miscellaneous	1,652,090	1,046,325	808,927
Total revenues	42,679,037	43,529,218	43,941,489
Expenditures:			
Current:			
General government	4,286,604	4,370,334	5,502,592
Public safety	13,717,967	14,449,029	16,721,840
Public works and parks	4,976,081	5,219,310	5,933,315
Culture and recreation	967,213	1,025,746	1,154,366
Conservation of natural resources	709,869	656,776	786,576
Economic development	1,129,508	794,002	1,052,095
Other	628,747	553,397	–
Capital outlay	11,507,358	8,946,299	11,054,103
Debt service:			
Redemption of bonds	4,305,264	5,282,172	4,891,081
Interest on bonds	1,621,191	1,511,080	1,295,303
Fiscal agent fees	10,462	15,368	94,122
Bond issuance costs	54,316	–	66,273
Total expenditures	43,914,580	42,823,513	48,551,666
Excess of revenues over (under) expenditures	(1,235,543)	705,705	(4,610,177)
Other financing sources (uses):			
Bonds issued	3,330,000	–	7,540,000
Refunding bonds issued	2,405,000	–	1,983,338
Premium (discount) on bonds issued	7,252	–	161,774
Payments to refunded bond escrow agent	(2,392,612)	–	–
Sales of capital assets	500,594	393,534	48,441
Transfers in	4,246,977	3,038,006	9,035,163
Transfers out	(3,838,804)	(2,481,010)	(8,242,731)
Total other financing sources (uses)	4,258,407	950,530	10,525,985
Net change in fund balances	$ 3,022,864	$ 1,656,235	$ 5,915,808
Debt service as a percentage of noncapital expenditures	16.2%	18.5%	15.6%

2008	2009	2010	2011	2012	2013	2014
$ 30,330,980	$ 30,760,837	$ 31,000,458	$ 30,567,623	$ 30,962,351	$ 31,436,569	$ 30,575,302
1,608,237	1,356,250	1,703,937	1,911,453	1,584,388	2,445,580	1,953,776
5,356,973	3,950,117	6,755,520	3,696,469	5,381,672	3,818,161	4,867,531
4,613,207	4,914,844	4,905,494	4,905,971	5,269,516	5,889,564	5,885,164
656,933	636,719	595,807	459,573	432,391	470,413	417,275
2,136,825	279,333	702,741	1,338,841	463,782	(3,262,167)	3,260,938
1,796,193	2,005,413	1,779,650	1,769,771	1,877,487	1,890,774	1,813,996
786,860	844,514	1,228,423	1,699,041	1,912,691	1,068,837	1,579,348
47,286,208	44,748,027	48,672,030	46,348,742	47,884,278	43,757,731	50,353,330
6,328,928	5,996,423	6,177,653	6,058,728	5,423,448	5,508,509	5,856,737
18,268,837	17,965,593	18,135,898	18,939,924	19,073,952	19,159,372	20,140,526
6,173,342	6,234,160	5,940,634	6,627,057	6,263,265	6,530,255	6,592,561
1,228,378	1,239,060	1,191,112	1,269,730	1,254,987	1,231,581	1,256,682
1,041,981	767,644	910,199	861,604	898,444	1,022,316	995,490
2,007,636	1,011,877	737,149	583,855	527,938	483,893	464,933
–	–	–	–	–	–	–
31,979,783	10,407,522	14,050,192	7,940,344	13,050,371	9,805,507	9,360,407
4,126,031	5,033,910	5,134,122	5,861,540	4,268,052	4,584,460	8,340,613
1,227,878	2,203,378	1,792,772	1,950,408	1,717,207	1,684,125	1,512,418
41,342	37,437	39,587	29,073	32,721	29,347	18,670
107,165	–	130,838	42,330	53,246	31,009	23,240
72,531,301	50,897,004	54,240,156	50,164,593	52,563,631	50,070,374	54,562,277
(25,245,093)	(6,148,977)	(5,568,126)	(3,815,851)	(4,679,353)	(6,312,643)	(4,208,947)
21,014,516	–	11,835,000	1,220,000	6,260,000	1,595,000	2,780,000
1,880,484	–	1,995,000	1,890,872	–	1,925,000	–
34,409	–	(17,289)	63,745	211,113	96,248	39,933
(4,459,043)	–	(967,725)	(1,250,000)	–	(949,748)	(952,430)
230,584	54,616	80,269	55,222	151,503	58,650	153,027
7,632,013	5,238,929	4,987,144	7,535,958	6,246,032	5,963,398	5,746,474
(5,022,632)	(4,270,648)	(4,401,543)	(7,085,463)	(5,625,476)	(5,378,212)	(5,206,408)
21,310,331	1,022,897	13,510,856	2,430,334	7,243,172	3,310,336	2,560,596
$ (3,934,762)	$ (5,126,080)	$ 7,942,730	$ (1,385,517)	$ 2,563,819	$ (3,002,307)	$ (1,648,351)
11.8%	16.9%	17.4%	17.6%	14.8%	14.7%	21.0%

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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
2005	$ 21,343,632	$ 3,188,903	$ 307,417	$ 525,404	$ 25,365,356
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

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
2005	$ 42,197,198	$ 21,395,399	$ 704,222	$ (1,843,913)	$ (4,276,801)
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)

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
$ 58,176,105	1.11 %	38.004	$ 6,088,781,680	$ 5,218,085,900	85.7 %
64,362,918	1.12	35.414	6,323,894,260	5,729,448,200	90.6
69,198,895	1.13	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	1.14	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	1.18	42.598	5,449,742,955	5,525,473,700	101.4
61,098,393	1.20	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	1.23	46.670	5,258,005,375	4,953,041,063	94.2

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)
2005	33.511	4.493	38.004	28.267	17.729
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

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 Tax Rate (2)	Total School Tax Rate (2)	Special Districts	Total Direct and Overlapping Rates		
			ISD #191	ISD #194	ISD #196
25.411	26.251	5.371	89.371	97.053	97.893
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

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
2005	(1)	$ 21,346,474	$ 20,962,459	98.20 %	$ 262,040	$ 21,224,499	99.43 %
2006	(1)	22,008,740	21,677,748	98.50	309,420	21,987,168	99.90
2007	(1)	23,976,993	23,630,657	98.56	340,692	23,971,349	99.98
2008	(2)	24,654,465	24,265,503	98.42	377,066	24,642,569	99.95
2009	(2)	25,215,756	24,667,274	97.82	473,970	25,141,244	99.70
2010	(2)	24,981,125	24,531,528	98.20	195,486	24,727,014	98.98
2011	(2)	26,186,791	25,741,822	98.30	177,807	25,919,629	98.98
2012		26,348,820	26,006,410	98.70	114,046	26,120,456	99.13
2013		26,988,262	26,699,946	98.93	167,676	26,867,622	99.55
2014		28,448,573	28,171,331	99.03	–	28,171,331	99.03

Notes:

(1)- In 2005-2006 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)
2005	$ 2,800,000	$ (3,456)	$ 1,353,055	$ 1,443,489	0.0277 %	$ 24
2006	1,350,000	(1,797)	654,755	693,448	0.0121	11
2007	275,000	(138)	274,862	–	–	-
2008	2,745,000	39,957	343,301	2,441,656	0.0383	40
2009	2,525,000	35,994	451,422	2,109,572	0.0332	35
2010	2,210,000	32,031	480,671	1,761,360	0.0295	29
2011	1,865,000	28,069	490,049	1,403,020	0.0254	23
2012	1,520,000	24,106	519,405	1,024,701	0.0200	17
2013	1,155,000	20,143	542,203	632,940	0.0131	10
2014	775,000	16,181	561,885	229,296	0.0046	4

Note: Details regarding the City's outstanding debt can be found in the notes to basic financial statements.

Sources:

(1) Excludes General Obligation Revenue Bonds reported in the Enterprise Funds and General Obligation Improvement (special assessment) Bonds.

(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			
	2005	2006	2007	2008
Debt Limit	$ 104,361,718	$ 114,528,904	$ 123,017,832	$ 191,449,524
Total net debt applicable to limit	1,446,945	695,245	–	2,401,699
Legal debt margin	$ 102,914,773	$ 113,833,659	$ 123,017,832	$ 189,047,825
Total net debt applicable to the limit as a percentage of debt limit	1.39%	0.61%	0.00%	1.25%

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.

2009	2010	2011	2012	2013	2014
$ 190,544,736	$ 178,892,583	$ 165,764,211	$ 153,356,362	$ 145,065,609	$ 148,591,232
2,073,578	1,729,329	1,374,951	1,000,595	612,797	213,115
$ 188,471,158	$ 177,163,254	$ 164,389,260	$ 152,355,767	$ 144,452,812	$ 148,378,117
1.09%	0.97%	0.83%	0.65%	0.42%	0.14%

Legal Debt Margin Calculation for Fiscal Year 2014

Market Value	$ 4,953,041,063
Debt limit (3% of market value)	148,591,232
Debt applicable to limit:	
General obligation bonds	775,000
Less amount set aside for repayment of general obligation debt	(561,885)
Total net debt applicable to limit	213,115
Legal debt margin	$ 148,378,117

CITY OF BURNSVILLE, MINNESOTA

Operating Indicators by Function
Last Ten Fiscal Years

	Fiscal Year				
	2005	**2006**	**2007**	**2008**	
Function					
Police					
Total calls for service	47,875	46,154	44,596	52,442	
Arrests - Adult	2,635	3,014	2,458	2,309	
Arrests - Juvenile	727	770	695	514	
Traffic citations	10,029	11,251	13,268	12,826	
Fire and Emergency Services					
Number of calls (excluding EMS)	1,321	1,279	1,347	1,435	
Number of Emergency Medical Service (EMS) calls	3,120	3,204	3,241	3,356	
EMS patients served	2,429	2,465	2,466	2,509	
Protective inspections					
Plan reviews	829	757	695	848	
Building permits issued	5,465	5,650	6,037	5,424	
Field inspections (Bldg, Plbg, Htg, Gas, S&W)	10,291	10,652	9,922	9,765	
Code enforcement inspections	2,407	3,184	4,263	2,786	
Public works					
Street rehabilitation/resurfacing (miles)	2.8	3.0	1.9	2.3	
Sealcoating (miles)	11.0	13.0	18.0	16.0	
Snow and ice control (miles)	216	216	218	219	#
Recreation					
Youth recreation activity participants	14,645	18,558	19,381	19,937	
The Garage Attendance	30,388	32,380	20,243	17,990	
Water					
New connections	125	58	53	37	
Water main breaks	16	18	16	18	
Average daily consumption (thousands of gallons)	7,200	8,155	7,989	7,618	
Total daily pumping capacity (thousands of gallons)	23,000	25,000	25,000	25,000	
Sewer					
Average daily flow (thousands of gallons)	5,370	5,610	5,409	5,480	
Storm Water					
Street sweeping (miles)	216	216	218	219	#
Golf course					
Annual rounds sold	30,031	27,740	26,850	26,118	
Ice Center					
Learn to skate participants	1,520	1,814	1,650	1,339	

Sources: Various City departments

Note: Indicators are not available for the general government functions.

2009	2010	2011	2012	2013	2014
53,550	51,698	40,771	46,632	47,906	46,209
2,090	1,851	2,069	2,058	2,110	1,888
532	473	490	410	370	367
11,751	11,095	9,346	8,981	7,960	7,898
1,351	1,353	1,305	1,248	1,388	1,353
3,496	3,375	3,650	3,732	4,023	4,303
2,559	2,469	2,678	2,861	3,035	3,269
394	428	317	438	468	488
4,473	5,852	2,097	6,415	6,161	7,252
7,269	7,072	6,584	6,426	5,622	6,244
2,846	1,639	3,515	538	2,690	3,970
4.1	4.2	6.2	7.6	5.2	5.2
19.9	11.2	12.9	23.3	7.5	18.5
#REF!	221	221	222	222	222
19,693	18,635	21,722	20,106	20,842	23,006
20,566	23,738	31,992	16,267	25,044	22,500
23	14	21	20	15	27
28	27	17	12	19	17
8,040	8,422	8,940	9,830	9,215	9,008
29,000	29,000	29,000	29,000	29,000	29,000
5,497	5,153	5,352	5,031	5,125	5,346
220	221	221	222	222	222
27,243	24,918	22,124	23,847	20,541	20,851
1,192	410	687	602	580	513

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)
2005	61,262	24,380	$ 2,537,226,992	$ 41,416	10,499	3.7 %
2006	61,048	24,425	2,630,863,560	43,095	10,399	3.5
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	7.4
2010	60,306	24,283	2,583,689,958	42,843	9,696	6.7
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	5.1
2013	61,300	24,854	2,933,572,800	47,856	9,341	4.5
2014	61,300	24,854	2,985,984,300	48,711	9,213	3.7

Sources:

(1) 2014 is an estimate of 0% growth from the 2013 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 capital 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 2009-2014 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)

	2014 Budget	2015 Budget	2016 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	8.6
Information Technologies	7.0	7.0	7.0
	17.6	17.6	17.6
Community Development			
Planning	4.0	4.0	4.0
Protective Inspections	6.5	6.5	6.5
Proactive Property Maintenance Code Enforcement	1.0	1.0	1.0
Rental Licensing & Code Enforcement	5.0	5.3	5.3
	16.5	16.8	16.8
Public Safety			
Police	90.9	91.1	91.1
Fire & Emergency Services	40.0	40.0	40.0
	130.9	131.1	131.1
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	13.0
Streets & Utilities	12.0	12.0	12.0
Fleet Maintenance	8.0	8.0	8.0
	33.0	33.0	33.0
Total General Fund	**236.8**	**237.3**	**237.3**
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
EDA Fund	1.0	1.0	1.0
Sustainability Fund	2.0	2.0	2.5
Total Special Revenue Funds	**8.0**	**8.0**	**8.8**
ENTERPRISE FUNDS			
Public Works Utilites	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	**271.3**	**271.8**	**272.6**

City of Burnsville
Changes in FTE Allocations from 2014 to 2016
Full-Time Equivalents (FTE)
(Full-time and regular part-time employee positions)

		2014 Changes	2015 Changes	2016 Changes
GENERAL FUND				
Leadership & Leadership Development				
Receptionist/Clerk	Eliminated	(1.0)	-	-
Community Development				
Rental License Inspectors	Adjust	-	0.3	-
Inspections & Licensing Assistant	New/.5 Moved from Public Safety	1.0	-	-
		1.0	0.3	-
Public Safety				
Licensing Specialist	Reduced hours /Moved to Comm Dev	(0.5)	-	-
Crime Analyst	New	-	1.0	-
Community Service Officer (CSO)	Eliminated	-	(0.8)	-
		(0.5)	0.2	-
Parks, Natural Resources, Recreation & Facilities				
Community Services Specialist	Moved from Grant Fund	0.8	-	-
Public Works				
Engineering Assistant	Eliminated	-	-	(1.0)
Engineering Specialist	New	-	-	1.0
		-	-	-
Total General Fund		**0.3**	**0.5**	**-**
SPECIAL REVENUE FUNDS				
Cable Franchise Fee Fund				
Multi Media Specialist	New	1.0	-	-
Grant Fund				
Community Services Specialist	Moved to Admin Services	(0.8)	-	-
Forestry (EAB) Fund				
Natural Resources Technician	New	-	-	0.3
Recycling Fund				
Environmental Assistant	New	-	-	0.5
Total Special Revenue Funds		0.2	-	0.8
Total All Fund Types		**0.5**	**0.5**	**0.8**

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 2016

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
Adminstrative 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 a Performing Arts Center (PAC) to be operated by the City just west of Nicollet Commons Park. There was no tax increment dollars used to finance the construction of the PAC, as this type of expenditure is not an eligible use of tax increment.

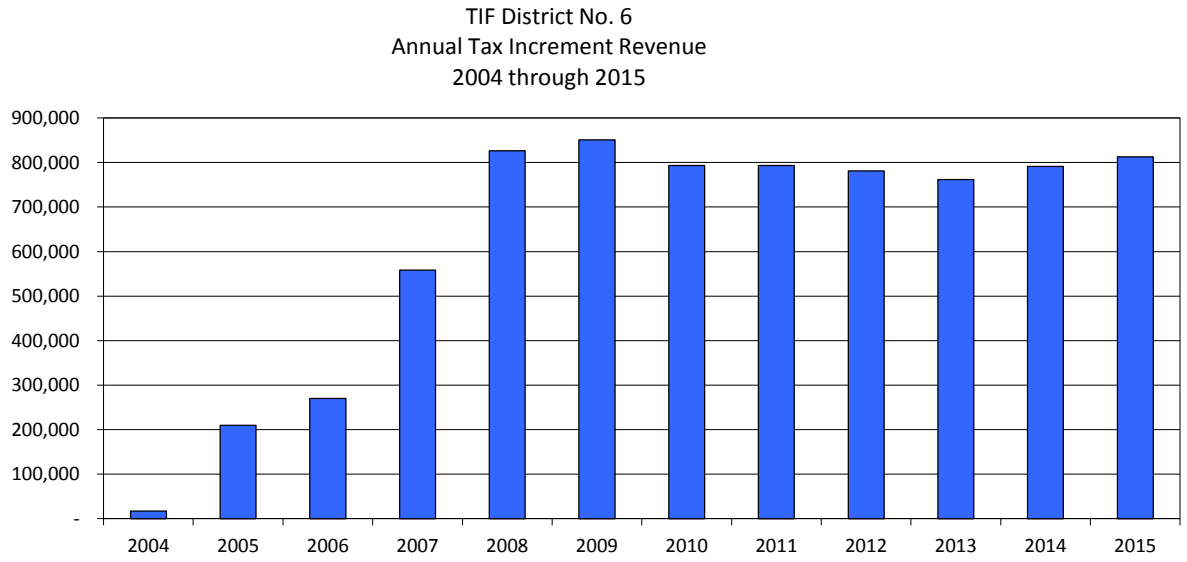
Construction of a parking deck, funded with TIF Bonds and available tax increment in the pooled development fund, was completed in 2009. This parking deck is located just north of the PAC and is open the public to provide parking to encourage private investment in the adjacent properties. The parking deck is also available to the patrons of the PAC. Construction on expansion of this parking deck began in 2014 and completed in 2015 at a budgeted cost of approximately $1,890,000, of which $795,000 is planned to be paid from TIF District No. 6.

TIF District No. 6 is projected to have a fund balance of approximately $90,000 at the end of 2015. Projected tax increments collections in the finance plan are conservative. Fund balance is projected to be approximately $114,000 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.

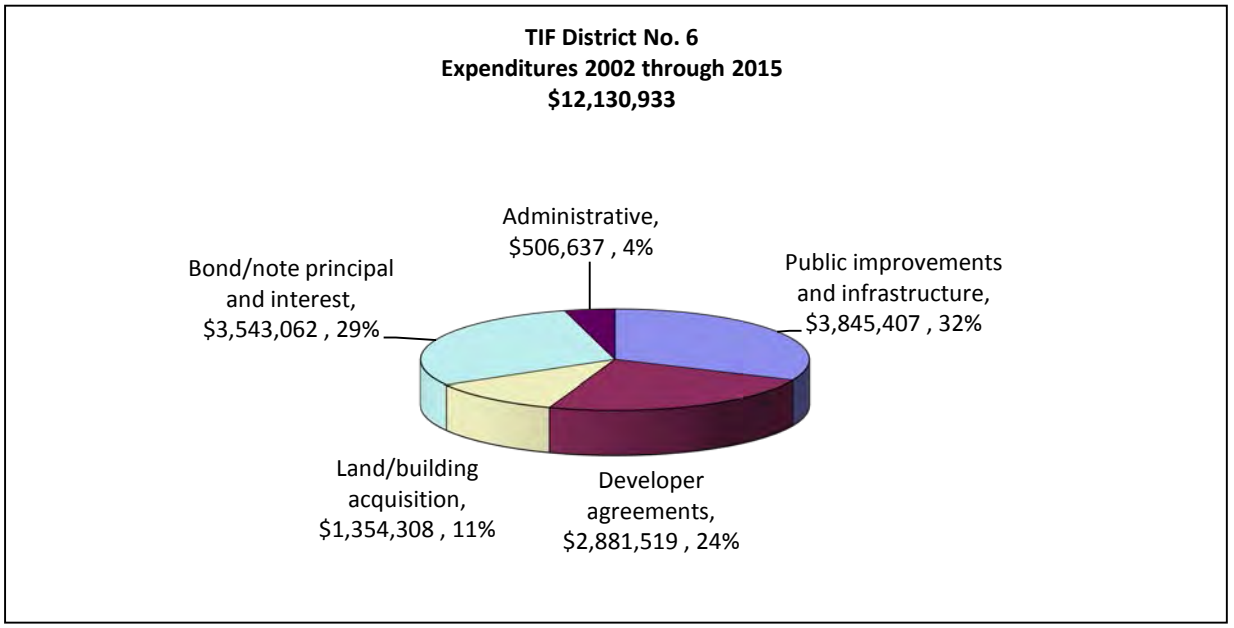
The following chart shows the history of tax increment received by this district through 2015.



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 2015.



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, 2015. Payments projected are based on estimates of tax increment to be collected by the City. Projected payments are expected to total approximately $4,114,000 over the life of the District, with future annual payment projections of approximately $308,000.

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 12/31/2015 total $1,865,000.

The following chart is a summary of debt issued, redeemed and outstanding at December 31, 2015.

Bonds:	Issued	Redeemed	Balance
GO Tax Increment Bonds, Series 2004D	$ 3,490,000	$ 3,490,000	$ -
Taxable Tax Increment Bonds, Series 2004E	$ 490,000	$ 255,000	$ 235,000
GO Tax Increment Refunding Bonds, Series 2013B	1,925,000	295,000	1,630,000
	$ 5,905,000	$ 4,040,000	$ 1,865,000

TIF District No. 6, Heart of the City

Five-Year Financial Plan

	2014 Actual	2015 Estimated	2016 Anticipated	Projected				Original Budget	Projected Life of District Actual
				2017	2018	2019	2020		
SOURCE OF FUNDS:									
Tax Increment Received	791,450	813,068	813,000	813,000	813,000	813,000	-	41,595,365	10,718,721
Market Value Homestead Credit	-	-	-	-	-	-	-	-	76,457
Bond Proceeds	-	-	-	-	-	-	-	18,500,000	5,899,936
Investment Earnings	10,012	162	896	5,178	6,259	7,338	8,419	-	67,955
Bond Premium	-	-	-	-	-	-	-	-	52,614
Other (sale/lease proceeds)	-	-	-	-	-	-	-	-	465,851
Transfers In	-	-	-	-	-	-	-	-	177,000
TOTAL SOURCE OF FUNDS	801,462	813,230	813,896	818,178	819,259	820,338	8,419	60,095,365	17,458,533
USE OF FUNDS:									
Land/building Acquisition	-	-	-	-	-	-	-	2,800,000	1,354,308
Public Improvements and Infrastructure	779,351	15,649	-	-	-	-	-	6,000,000	3,845,407
Developer Agreements	291,825	308,112	308,113	308,112	308,111	308,112	-	7,850,000	4,113,967
Bond Principal Payments	2,275,000	375,000	350,000	360,000	375,000	385,000	395,000	18,500,000	5,945,000
Bond Interest Payments	78,363	48,150	40,160	31,920	23,250	14,150	4,775	23,095,365	1,396,394
Notes Payable Interest Payments	-	4,000	4,000	-	-	-	-	-	139,923
Administrative Expenses	15,674	14,500	14,500	10,000	5,000	5,000	5,000	1,850,000	546,137
TOTAL USE OF FUNDS	3,440,213	765,411	716,773	710,032	711,361	712,262	404,775	60,095,365	17,341,135
NET DIFFERENCE	(2,638,751)	47,819	97,123	108,146	107,898	108,076	(396,356)	-	117,398
Beginning Fund Balance	2,680,492	41,741	89,560	186,682	294,828	402,726	510,802	-	-
Ending Fund Balance	41,741	89,560	186,682	294,828	402,726	510,802	114,445	-	117,398