

Mayor

Heidi Gunderson

Council Members

Craig Johnson
Greg Urban
Patricia Youker
Bob Morse

City Administrator

Kevin Watson



The City of Vadnais Heights

800 East County Road E
Vadnais Heights, MN 55127

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**Regular Workshop Meeting of the
Vadnais Heights City Council**

Tuesday, July 16, 2019 - 5:30 pm

Lakes Conference Room at City Hall

AGENDA

1. Open Meeting - (5:30 p.m.)
2. Update on Vadnais Lake Loop Trail – Scott Yonke
Documents:
[2.PDF](#)
3. Presentation on 2018 Audit – Bonnie Schweiger
Documents:
[3.PDF](#)
4. Discussion on 2020 Budget Breakdown: Parks, Recreation and Trails,
Vadnais Commons and Public Safety
Documents:
[4.PDF](#)
5. Other Staff Items
6. Future City Council Requests
7. Adjourn

Kevin P. Watson
City Administrator

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The City of Vadnais Heights
800 East County Road E
Vadnais Heights, MN 55127

Memorandum:

TO: Mayor Gunderson and City Council Members

FROM: Kevin Watson, City Administrator

DATE: July 16, 2019

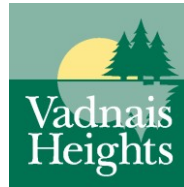
SUBJECT: Update on Vadnais Lake Loop Trail

Background

Scott Yonke, Director of Planning and Development with Ramsey County Parks and Recreation Department, will present an update on the Vadnais Lake Loop Trail at the July 16, 2019 Workshop.

Bob Sundberg
Finance Director

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The City of Vadnais Heights
800 East County Road E
Vadnais Heights, MN 55127

Memorandum:

TO: Mayor Gunderson and City Council Members

FROM: Bob Sundberg, Finance Director

DATE: July 16, 2019

SUBJECT: 2018 Audit Report

Background

Bonnie Schweiger from Abdo, Eick and Meyers, LLP, the City's auditing firm, will provide a summary of the City's 2018 Audit Report. Audit documentation was included in your packets. Please bring your copies of the 2018 Management Letter to the work session. If you have any questions regarding the Comprehensive Annual Financial Report (CAFR) or the Management letter, Bonnie can address them at the work session.

Tim Sandvik
Assistant City Administrator

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The City of Vadnais Heights
800 East County Road E
Vadnais Heights, MN 55127

Memorandum:

TO: Mayor Gunderson and City Council Members

FROM: Kevin Watson, City Administrator
Tim Sandvik, Assistant City Administrator

DATE: July 16, 2019

SUBJECT: Service Level Budgeting – Public Safety

Background

Staff have been asked to present all areas of the City's budget, broken down to the level of fund items. This process began in May of 2019 and has included examining revenue sources, and thoroughly reviewing expenditures by individual fund. This effort will continue in a series to examine all funds of the City budget which will be completed in August.

The annual Adopted Budget books contain a bulk of detailed information on each Department Fund (*please refer to your 2019 Adopted Budget book*) and each section includes a synopsis (including Activity Scope, Future Department Objectives, current Programs, and a Budget Commentary and Summary section). To cover the City's budget in its entirety will take several meetings, but each Department Fund will be presented by the appropriate Department Head(s).

Note that staff will use 2018 totals to show specific expenditures by fund.

101-310 – Public Safety (Department Head: City Administrator) – (2018) \$1,241,716.96 – 18.86% of Budget

- *Contractual Services* - \$1,241,716.96 - 100% of fund
 - Patrol, Dispatch, CAD, Animal Services, Radio Services, Miscellaneous Contractual.

* The majority of this budget is allocated to the costs related to the Ramsey County Sheriff's operation. Vadnais Heights is a part of a Joint Powers Agreement with six other cities (White Bear Township, North Oaks, Little Canada, Shoreview, Arden Hills and Falcon Heights) to provide local police service to a constituency roughly the population of Bloomington.

The budget is agreed to annually by the majority of cities after requests/recommendations are made by the Sheriff's office. Some is within our control, some is directed by the Sheriff's office or other agreements we aren't a party to. The Sheriff's budget is split into several categories – Patrol, Power shift (a flex patrol along Rice St.), Investigations, Property (Evidence), Traffic, Animal Control, Crime Prevention (proactive efforts), Equipment, Overhead and Revenue. The budget is based on a weighted deputy allocation agreed to by the cities with the JPA. 5.12 FTE of the 41 total deputies are allocated to Vadnais. This is factored into most of the categories identified above. Additionally, with Patrol and Investigations, calls for service is a factor and weighted differently depending on the budget and what was agreed to by the cities. It's a complicated budget rooted in a significant formula. Revenue generated through court fines is budgeted and deducted off the budget.

Dispatch is similar in that it's based on calls for service within our jurisdiction. This service is shared by all the cities within the county. 60% of the dispatch costs are paid by the county. 40% by the cities based on calls. CAD

is the capital costs to repay the county for the upgraded system. This too is based on calls for service. Dispatch and CAD are state of the art and we are fortunate to share the burden of a modern system with all cities in the service area.

Animal services are costs associated with boarding animals at large, if necessary.

All of these costs are paid on a monthly basis.

101-510 – Parks and Recreation (Department Head: Assistant City Administrator/Public Works Director) – (2018) \$638,833.03 – 9.7% of Budget

- *Personnel Services* – \$432,237.47 –67.66% of fund
 - Salaries for 4.5 FTE’s, Part Time Employees (Rec Seasonal Staff, Parks Seasonal Staff), PERA, FICA/Medicare, Insurance, Workers Compensation.
- *Materials and Supplies*- \$66,909.31 – 10.47% of fund
 - Supplies (Miscellaneous, Operating, Building, Landscape, Recreation) and Special Events (which has largely been shifted elsewhere)
- *Contractual Services* - \$139,642.68 – 21.86% of fund
 - Telephone, Utilities, Memberships/Dues, Training, Buildings and Grounds Maintenance, Contractual (Satellites, Commissions, Parks Signs), Special Events (which has largely been shifted elsewhere), Recreation Contractual, Fees/Licenses/Permits

225-171 – Heritage Days (Department Head: City Administrator) – (2018) \$24,201.63 - .36% of Budget

- **REVENUE**
- *Revenue* - \$21,431.98
 - Fees, Donations, Reimbursements
- **EXPENDITURES**
- *Expenditures* - \$24,201.63 (expenditures minus revenues = \$2,769.65)
 - *Personnel Services, Materials/Supplies, Contractual Services*

* The Heritage Days fund includes both revenue and expenditures and illustrates it is funded by fees and donations. The fund carries a balance from year-to-year to make up for occasional shortfalls (example: fees and donations made up 88.6% of all expenditures in 2018). This event is dependent on donations specifically directed to this fund (which Council approves via consent agenda), and various fees (parade registrations, softball tournament registrations, senior picnic registrations, vendor registrations, and various sponsorships).

101-520 – Commons (Department Head: Assistant City Administrator) – (2018) \$184,987.30 – 2.8% of Budget

- *Personnel Services* - \$133.31 - .07% of fund
 - Wages, PERA, FICA
- *Materials and Supplies* - \$9782.47 – 5.2% of fund
 - Various materials and supplies for cleaning and maintenance
- *Contractual Services* - \$175,071.52 – 94.63%
 - Services provided by Palmer Provisions, MJW Services, Marketing, Mechanical contractor, and utilities