

Mayor:
David Grant

Councilmembers:
Brenda Holden
Fran Holmes
Dave McClung
Jonathan Wicklund



**City Council
Work Session Agenda
November 21, 2016
5:00 p.m.
City Hall**

Address:
1245 W Highway 96
Arden Hills MN 55112

Phone:
651-792-7800

Website:
www.cityofardenhills.org

City Vision

Arden Hills is a strong community that values its unique environmental setting, strong residential neighborhoods, vital business community, well-maintained infrastructure, fiscal soundness, and our long-standing tradition as a desirable City in which to live, work, and play.

CALL TO ORDER

1. AGENDA ITEMS

1.A. Introduction Of Customer Service Specialist And Public Works Superintendent

Sue Iverson, Interim City Administrator/Director of Finance
and Administrative Services

Documents:

[MEMO.PDF](#)

1.B. TCAAP Review - Parks Program And Open House

Andy Brotzler, Interim Public Works Director/City Engineer
Eric Zweber, Interim City Planner

Documents:

[MEMO.PDF](#)
[ATTACHMENT A.PDF](#)
[ATTACHMENT B.PDF](#)

1.C. Moratorium Zoning Study And Subcommittee

Eric Zweber, Interim City Planner

Documents:

[MEMO.PDF](#)

1.D. 2017 Fee Schedule

Julie Hanson, City Clerk

Documents:

[MEMO.PDF](#)

[ATTACHMENT A.PDF](#)

1.E. 2017 Council Liaison Appointments

Julie Hanson, City Clerk

Documents:

[MEMO.PDF](#)

1.F. Arden Hills Notes Proposal

Councilmember Wicklund

Documents:

[MEMO.PDF](#)
[ATTACHMENT A.PDF](#)

1.G. 2017 Proposed CIP

Sue Iverson, Interim City Administrator/Director of Finance
and Administrative Services

Dave Perrault, Finance Analyst

Documents:

[MEMO.PDF](#)
[ATTACHMENT A.PDF](#)

1.H. 2017 Proposed Budget

Sue Iverson, Interim City Administrator/Director of Finance
and Administrative Services

Documents:

[MEMO.PDF](#)
[ATTACHMENT A.PDF](#)
[PW MEMO.PDF](#)
[PW ATTACHMENT A.PDF](#)
[PW ATTACHMENT B.PDF](#)
[PW ATTACHMENT C.PDF](#)
[PW ATTACHMENT D.PDF](#)

1.I. Personnel Committee Update

Sue Iverson, Interim City Administrator/Director of Finance
and Administrative Services

Documents:

[MEMO.PDF](#)

2. COUNCIL/STAFF COMMENTS

ADJOURN



DATE: November 21, 2016

TO: Honorable Mayor and City Council

FROM: Sue Iverson, Interim City Administrator/Director of Finance and Admin Services

SUBJECT: Introduction of Customer Service Specialist and Public Works Superintendent

Background/Discussion

Customer Service Specialist, Britt Pease, and Public Works Superintendent, Ken Novack, will be introduced to the City Council.



DATE: November 21, 2016

TO: Honorable Mayor and City Councilmembers
Sue Iverson, Interim City Administrator

FROM: Andy Brotzler, PE, Public Works Director
Eric Zweber, AICP, Interim City Planner

SUBJECT: TCAAP Parks Program and Open House Review

Parks Program Review

On November 14, 2016, Jason Amberg, LA, of WSB provided a summary of the parks cost and a detailed cost estimate for each park. These costs were based on installing the park amenities identified by the development team and construction of high quality facilities. Including a 20% contingency and a 25% design and construction oversight, the total cost estimate for the Creek Park, Hill Park and Town Center Park is \$18,994,923. To pay for that level of park improvements, the park dedication fee would need to be set at \$11,000 per residential unit, which would be higher than all other metropolitan communities. Those park improvement figures are provided within Attachments A and B.

On Monday, November 21, 2016, Mr. Amberg will be providing categories of differing levels of parks improvements and choices of more focused improvements (e.g. irrigation only for the ballfields and not for the entire park). Mr. Amberg would like to have a conversation with the City Council on their priorities for park improvement. Based on that direction, staff can meet with the development team to try to find additional savings, possibly through synergies such as mass grading or through construction partnerships the development team may have.

November 16 Open House Review

From 4:30 to 7:30 p.m. on Wednesday, November 16, 2016, a public Open House was held with representatives of both the City and the development team. At the entry table, people were asked to sign-in and had the opportunity to pick up a survey and fact sheet about the development proposal. There were 258 people that signed in at the Open House and 125 surveys were filled out and dropped into the box on the entry table on their way out. Below is a summary of the survey results.

The survey asked 5 questions in which people were asked to rank their responses from 1 to 5, with 5 being the highest level of support and 1 being the lowest level. The average and median responses to these questions are described below:

The development's mix of residential housing meets the future needs of Arden Hills

Average Response: **3.673** Median Response: **4**

I like the potential mix of retail in the development plan.

Average Response: **4.000** Median Response: **4**

The corporate campus contributes positively to the development.

Average Response: **3.911** Median Response: **4**

I will utilize the parks and outdoor amenities.

Average Response: **4.263** Median Response: **5**

Please rate your overall feeling towards the development.

Average Response: **3.690** Median Response: **4**

After the five questions in which survey participants were asked to rank their responses, participants were provided three questions in which their answers could be open ended. The open ended responses regarding density and building height are summarized below.

Independent Density Comments:

Too Dense (did not mention a specific height in their response): **25 Responses**

10 Stories are OK (mentioned that they liked the greater height): **18 Responses**

Maintain 5 Story Maximum (stated they did not like 10 stories or liked 5 stories): **33 Responses**

The summary of additional issues mentioned in the open ended responses will be provided at the Work Session.

Attachment A: TCAAP Parks Summary

Attachment B: TCAAP Parks Estimate

TCAAP Parks



Parks & Trails: Approved vs. Proposed Programming

Source:
 City of Arden Hills
 Draft TCAAP Parks and
 Open Space Master Plan
 Revised 6-15-16

Park	Requested Elements Per PRTC	Proposed Elements
Town	Tennis Court	*In Hill Park
	Tennis Court	*In Hill Park
	Basketball Court (Full)	
	Play Structure	Specialized Playground Equipment
	Picnic Shelter	
	Picnic Shelter	
	Splash Pad or Water Feature	Splash Pad or water Feature
	Amphitheater	Amphitheater
	Pavillion	Pavillion
	Open Lawn Area	Open Lawn Area
	Sand Volleyball Court	Sand Volleyball Court
	Park Building Including Restrooms	Park Building Including Restrooms
	Picnic table area	Picnic table area
	Docks	
Hill	U10/U12 Soccer Field	U10/U12 Soccer Field
	Full Size Adult Soccer Field	
	Play Structure	Play Structure
	Picnic Shelter	Picnic Shelter
	Full Court Basketball	Full Court Basketball
	Hockey/Pleasure Skating Rink	*In TC Park
	Warming House	*In TC Park
	Park Building Including Restrooms	Park Building Including Restrooms
Picnic Table (Individual Pads)	Picnic Table (Individual Pads)	
Creek	Soccer/Baseball Combo	Soccer/Baseball Combo
	Basketball Court (Half)	Basketball Court (Half)
	Play Structure	Play Structure
	Picnic Shelter	Picnic Shelter
	Park Building Including Restrooms	Park Building Including Restrooms
	Picnic Table (Individual Pads)	

 Not included
 Included
 Above Requested Elements



Assumptions

- Land is donated
- Park land is “development ready”
- Parks are irrigated and have lighting
- Sport fields with sand based topsoil and lighting
- Parks have nice quality constructed buildings with restroom facilities
- Playgrounds have rubberized safety surfacing



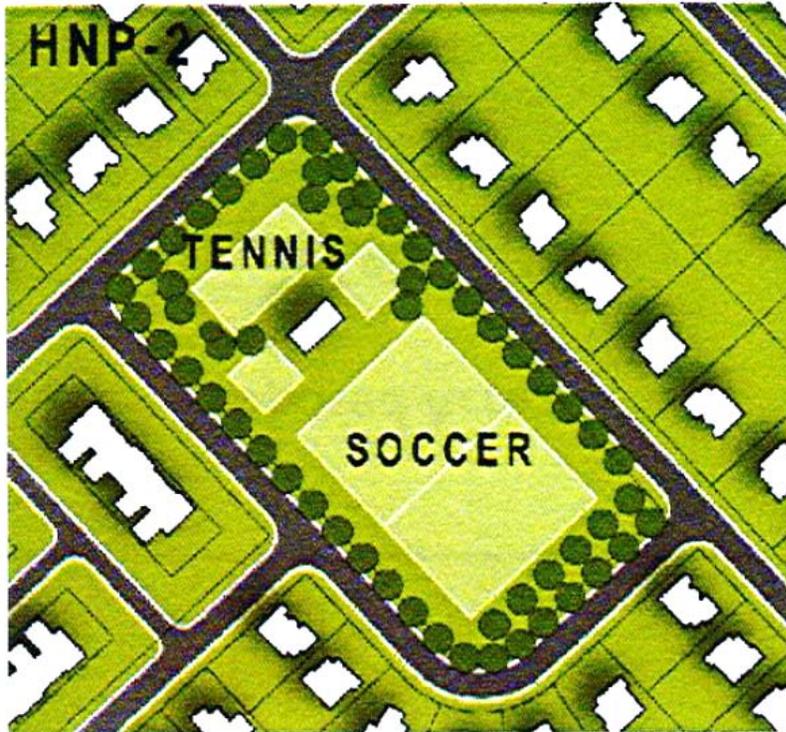
Creek Park Concept Plan



Improvement Cost	Contingency	Design and Construciton Oversight	TOTAL Park Costs
\$ 2,104,207	\$ 420,841	\$ 631,262	\$ 3,156,311



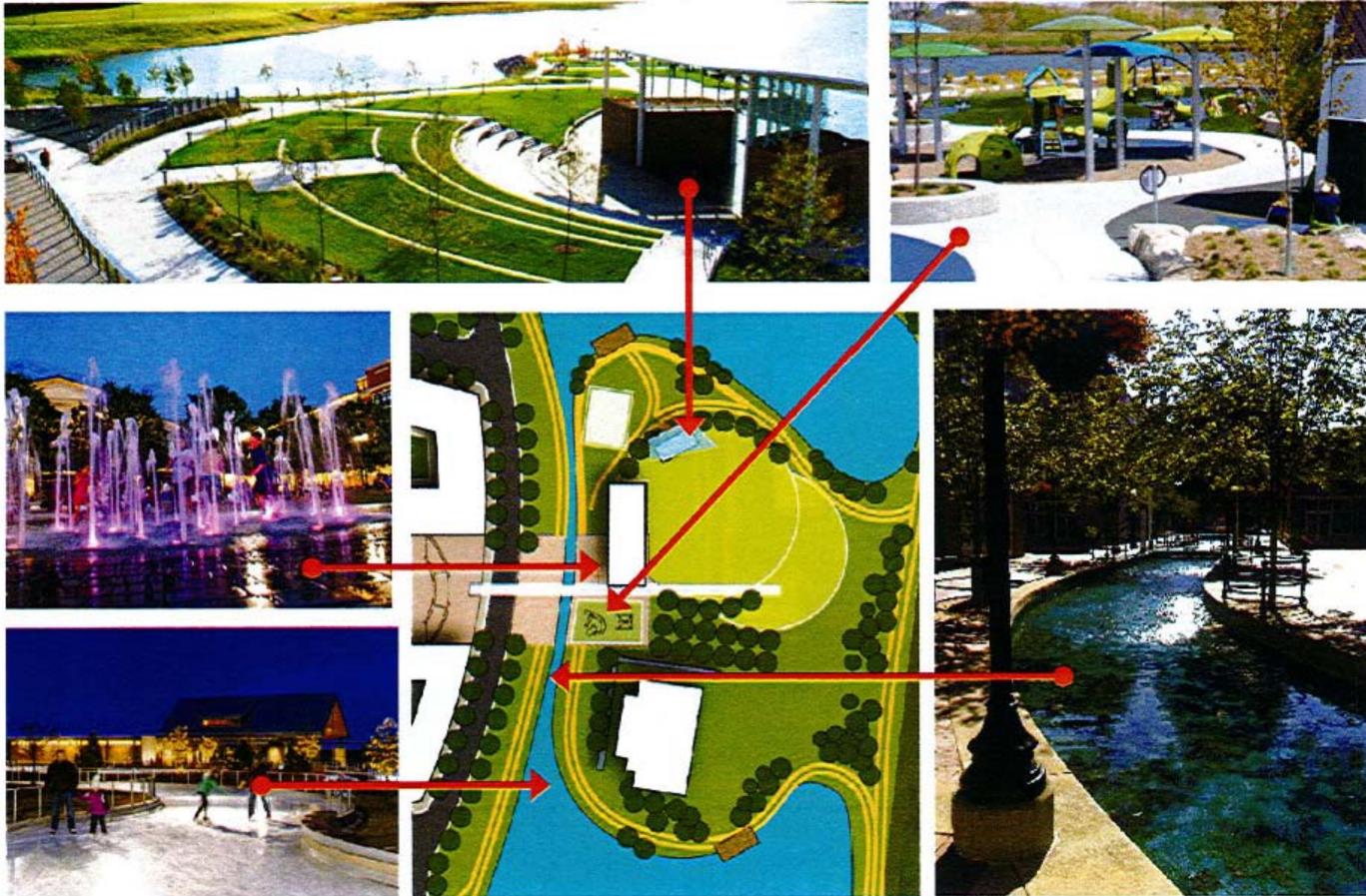
Hill Park Concept Plan



Improvement Cost	Contingency	Design and Construcion Oversight	TOTAL Park Costs
\$ 2,527,179	\$ 505,436	\$ 758,154	\$ 3,790,768



Town Center Park Concept Plan



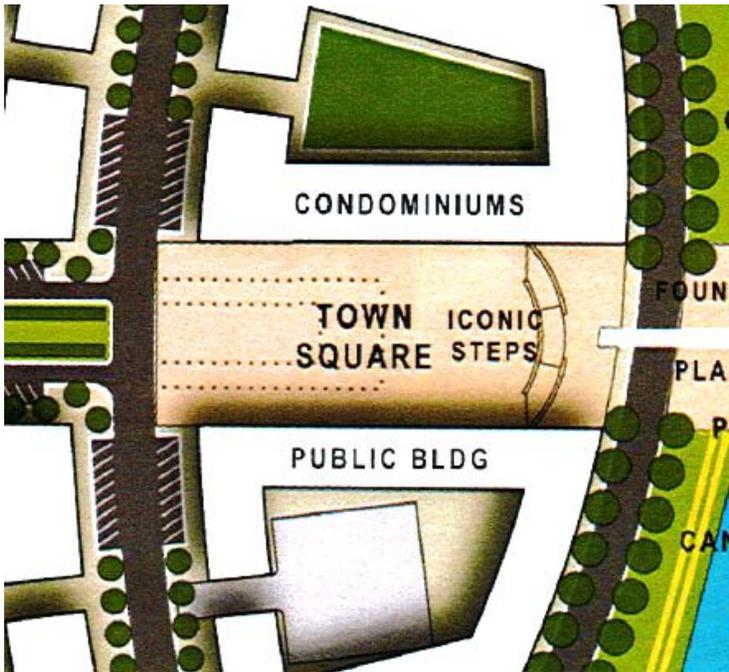
Town Center Park Concept Plan



Improvement Cost	Contingency	Design and Construciton Oversight	TOTAL Park Costs
\$ 8,031,897	\$ 1,606,379	\$ 2,409,569	\$12,047,845



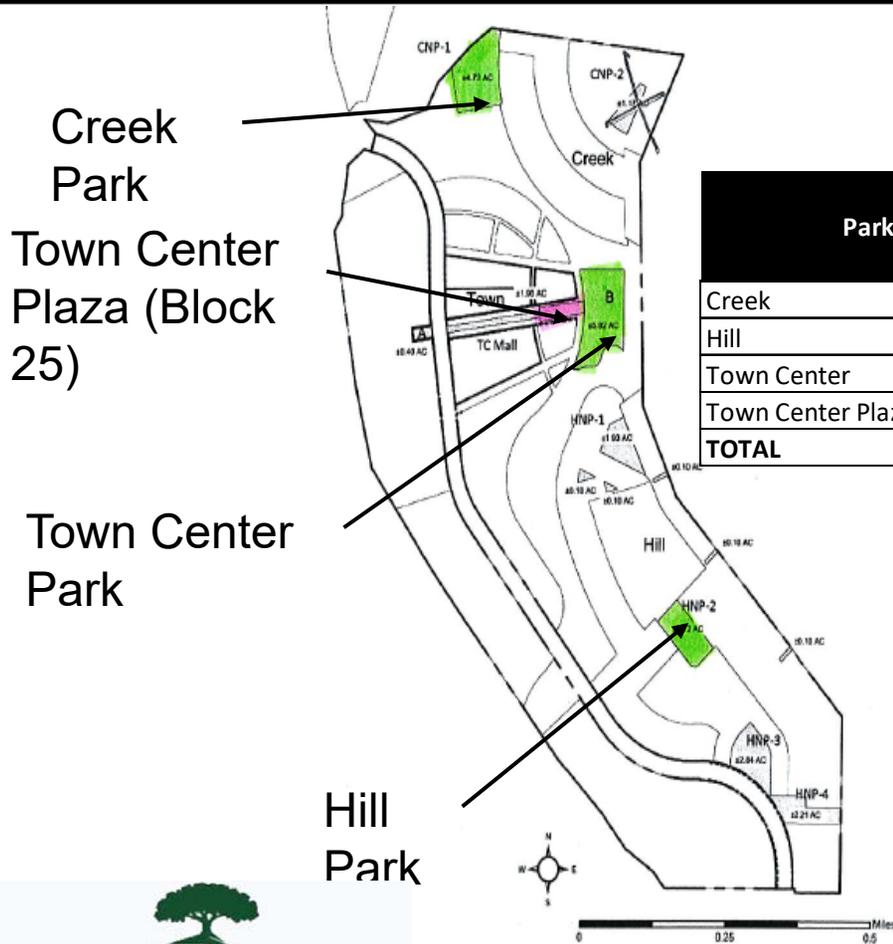
Town Center Block 25 Plaza/Steps



Improvement Cost	Contingency	Design and Construciton Oversight	TOTAL Park Costs
\$ 2,708,400	\$ 541,680	\$ 812,520	\$ 4,062,600



TCAAP Parks



Park	Improvement Cost	Contingency	Design and Construcion Oversight	TOTAL Park Costs
Creek	\$ 2,104,207	\$ 420,841	\$ 631,262	\$ 3,156,311
Hill	\$ 2,527,179	\$ 505,436	\$ 758,154	\$ 3,790,768
Town Center	\$ 8,031,897	\$ 1,606,379	\$ 2,409,569	\$ 12,047,845
Town Center Plaza	\$ 2,708,400	\$ 541,680	\$ 812,520	\$ 4,062,600
TOTAL	\$ 15,371,682	\$ 3,074,336	\$ 4,611,505	\$ 23,057,523



Park Dedication Fees

Current Fee Schedule

Park	Improvement Cost	Contingency	Design and Construciton Oversight	TOTAL Park Costs	
Creek	\$ 2,104,207	\$ 420,841	\$ 631,262	\$ 3,156,311	
Hill	\$ 2,527,179	\$ 505,436	\$ 758,154	\$ 3,790,768	\$ 18,994,923
Town Center	\$ 8,031,897	\$ 1,606,379	\$ 2,409,569	\$ 12,047,845	
Town Center Plaza	\$ 2,708,400	\$ 541,680	\$ 812,520	\$ 4,062,600	\$ 4,062,600
TOTAL	\$ 15,371,682	\$ 3,074,336	\$ 4,611,505	\$ 23,057,523	\$ 23,057,523

Current Fee Schedule	
Park Dedication Summary	
<i>Based on Plan Dated 10/26/16</i>	
	Fee Estimate
Residential (\$5,300/Unit)	\$7,738,000
Commercial (10% of FMV)	\$3,345,299
Total Estimated Fee	\$11,083,299

Over/(Short) TOTAL
(\$11,974,224)

Over/(Short) NO PLAZA
(\$7,911,624)



Park Dedication Fees

What Residential Fees Would Need to Be to cover costs

Park	Improvement Cost	Contingency	Design and Construcion Oversight	TOTAL Park Costs	
Creek	\$ 2,104,207	\$ 420,841	\$ 631,262	\$ 3,156,311	
Hill	\$ 2,527,179	\$ 505,436	\$ 758,154	\$ 3,790,768	\$ 18,994,923
Town Center	\$ 8,031,897	\$ 1,606,379	\$ 2,409,569	\$ 12,047,845	
Town Center Plaza	\$ 2,708,400	\$ 541,680	\$ 812,520	\$ 4,062,600	\$ 4,062,600
TOTAL	\$ 15,371,682	\$ 3,074,336	\$ 4,611,505	\$ 23,057,523	\$ 23,057,523

Increased Residential Fee Schedule	
Park Dedication Summary	
Based on Plan Dated 10/26/16	
	Fee Estimate
Residential (\$11,000/Unit)	\$16,060,000
Commercial (10% of FMV)	\$3,345,299
Total Estimated Fee	\$19,405,299

Over/(Short) TOTAL
(\$3,652,224)

Over/(Short) NO PLAZA
\$410,376



Park Dedication Fees

Increased Residential Fees (same as highest charged in the Metro in 2016)

Park	Improvement Cost	Contingency	Design and Construciton Oversight	TOTAL Park Costs	
Creek	\$ 2,104,207	\$ 420,841	\$ 631,262	\$ 3,156,311	
Hill	\$ 2,527,179	\$ 505,436	\$ 758,154	\$ 3,790,768	\$ 18,994,923
Town Center	\$ 8,031,897	\$ 1,606,379	\$ 2,409,569	\$ 12,047,845	
Town Center Plaza	\$ 2,708,400	\$ 541,680	\$ 812,520	\$ 4,062,600	\$ 4,062,600
TOTAL	\$ 15,371,682	\$ 3,074,336	\$ 4,611,505	\$ 23,057,523	\$ 23,057,523

Increased Residential Fee Schedule	
Park Dedication Summary	
Based on Plan Dated 10/26/16	
	Fee Estimate
Residential (\$8,000/Unit)	\$11,680,000
Commercial (10% of FMV)	\$3,345,299
Total Estimated Fee	\$15,025,299

Over/(Short) TOTAL
(\$8,032,224)

Over/(Short) NO PLAZA
(\$3,969,624)



Increases revenue by \$3.942M



TCAAP Public Parks Conceptual Cost Estimate

WSB & Associates
11/14/2016

ATTACHMENT B

**Estimates Excludes:

- 1) Land Acquisition Costs
- 2) Natural Resource Corridor Improvements / Trails
- 3) Canal Structure through Town Center Park B
- 4) Rough Grading / Earthwork

Summary

Area	Description	Acreage	Ownership	Maintainence	Cost Estimate
Creek	CNP-1 soccer / ballfield combo basketball court (half) play area picnic shelter park building including restrooms picnic area	4.77	Public	Master HOA	\$3,156,311
Hill	HNP-2 youth soccer play area picnic shelter full court basketball park building including restrooms picnic area	2.72	Public	Master HOA	\$3,790,768
Town Center	Park B - From Roadway, East play area water feature amphitheater pavillion open lawn sand volleyball park building including restrooms picnic area docks	5.90	Public	City	\$12,047,845
Town Center	Block 25 - From Roadway, West (Plaza and Iconic Staircase)	1.20	Public	City	\$4,062,600
TOTAL		14.59		TOTAL	\$23,057,523

Creek Park (CNP-1)

4.77 Acres

Improvements	Qty	Unit	Unit Cost	Subtotal	Total
Multi-Use Field (Baseball, Soccer, Lacross)					
Athletic Turf - Seeded	92,000	SF	\$0.14	\$12,880.00	
Sand Based Topsoil	4,089	CY	\$45.00	\$184,005.00	
Baseball Infield Aggregate	905	SY	\$13.50	\$12,217.50	
Drain tile - 30' O.C.	92,000	SF	\$0.66	\$60,720.00	
Irrigation - Athletic Field Only	92,000	SF	\$0.50	\$46,000.00	
Backstop	1	EA	\$7,500.00	\$7,500.00	
Players' Benches	2	EA	\$1,500.00	\$3,000.00	
Beacher Seating - 90 People	1	LUMP SUM	\$15,000.00	\$15,000.00	
Lighting	1	LUMP SUM	\$100,000.00	\$100,000.00	
Scoreboard	1	EA	\$16,000.00	\$16,000.00	
Equipment - Bases, Soccer / Lacrosse Nets	1	LUMP SUM	\$7,500.00	\$7,500.00	
					\$464,822.50
Half Basketball Court					
Surfacing - 6" Concrete on Base	350	SY	\$108.00	\$37,800.00	
Players' Benches	2	EA	\$1,500.00	\$3,000.00	
Lighting	1	LUMP SUM	\$15,000.00	\$15,000.00	
Court Line Striping	1	LUMP SUM	\$2,500.00	\$2,500.00	
Equipment - Basketball Hoops	1	LUMP SUM	\$2,500.00	\$2,500.00	
					\$60,800.00
Park Building					
Restrooms / Storage	1	EA	\$500,000.00	\$500,000.00	
					\$500,000.00

Standard Park Amenities - Required by City

Playground - Equipment and Signage	1	EA	\$125,000.00	\$125,000.00
Concrete Playground Curb	300	LF	\$38.00	\$11,400.00
Engineered Wood Fiber Playground Surface	5,200	SF	\$2.15	\$11,180.00
Upgrade to Rubberized Safety Surfacing	5,200	SF	\$23.00	\$119,600.00
Concrete Sidewalks (Excludes Trails)	1,600	SY	\$56.00	\$89,600.00
Picnic Shelter	1,000	SF	\$100.00	\$100,000.00
Parking Adjacent to Street for 45 Vehicles	1	LUMP SUM	\$40,000.00	\$40,000.00
Drinking Water Fountains	1	EA	\$7,500.00	\$7,500.00
Utilities - Water, Sanitary	1	LUMP SUM	\$27,297.00	\$27,297.00
Benches	15	EA	\$1,500.00	\$22,500.00
Picnic Tables	10	EA	\$3,400.00	\$34,000.00
Waste and Recycling Receptacles	10	EA	\$1,000.00	\$10,000.00
Bicycle Racks	2	EA	\$3,000.00	\$6,000.00
BBQ / Grill	6	EA	\$1,500.00	\$9,000.00
Metal Railings / Fencing	150	LF	\$150.00	\$22,500.00
Lighting - 100' O.C. Sidewalk and Trails in Park	26	FIXTURES	\$5,000.00	\$130,000.00
Entrance Monument and Wayfinding Signage	1	LUMP SUM	\$10,000.00	\$10,000.00

\$775,577.00

General Park Area (Picnic, Passive)

Tree Plantings	100	EA	\$525.00	\$52,500.00
Shrub Plantings	400	EA	\$50.00	\$20,000.00
Perennial Planting Bed	4,000	SF	\$11.26	\$45,040.00
Steel Edging	1,924	LF	\$10.00	\$19,240.00
Turf Areas - Seeded	101,000	SF	\$0.12	\$12,120.00
Native Seed Areas	70,000	SF	\$0.15	\$10,500.00
Mulch - Panting Beds and Shrub Areas	12,696	SF	\$1.85	\$23,487.60
Irrigation - Turf, Excludes Athletic Field	101,000	SF	\$1.00	\$101,000.00
Irrigation - Drip (Planting Beds)	4,000	SF	\$3.00	\$12,000.00
Soil Preparation (Planting Beds)	178	CY	\$40.00	\$7,120.00

\$303,007.60

**Refer to Summary for Exclusions

Subtotal	\$2,104,207.10
Contingency (20%)	\$420,841.42
Subtotal with Contingency	\$2,525,048.52
Overhead (25%)	\$631,262.13
Creek Park (CNP-1) TOTAL	\$3,156,310.65

Hill Park (HNP-2)

2.72 Acres

Improvements	Qty	Unit	Unit Cost	Subtotal	Total
U-10 / U-12 Youth Soccer Field					
Athletic Turf - Seeded	75,000	SF	\$0.14	\$10,500.00	
Sand Based Topsoil	1,600	CY	\$45.00	\$72,000.00	
Drain tile - 30' O.C.	75,000	SF	\$0.66	\$49,500.00	
Irrigation - Athletic Field Only	75,000	SF	\$1.00	\$75,000.00	
Players' Benches	2	EA	\$1,500.00	\$3,000.00	
Beacher Seating - 60 People	1	LUMP SUM	\$10,000.00	\$10,000.00	
Lighting	1	LUMP SUM	\$100,000.00	\$100,000.00	
Scoreboard	1	EA	\$16,000.00	\$16,000.00	
Equipment - Soccer Nets	1	LUMP SUM	\$5,000.00	\$5,000.00	
					\$341,000.00
Hockey Rink					
Portable Synthetic Hockey Boards / Equipment	1	LUMP SUM	\$65,000.00	\$65,000.00	
					\$65,000.00
Full Basketball Court					
Surfacing - 6" Concrete on Base	625	SY	\$108.00	\$67,500.00	
Players' Benches	2	EA	\$1,500.00	\$3,000.00	
Lighting	1	LUMP SUM	\$30,000.00	\$30,000.00	
Court Line Striping	1	LUMP SUM	\$5,000.00	\$5,000.00	
Equipment - Basketball Hoops	1	LUMP SUM	\$5,000.00	\$5,000.00	
					\$110,500.00

Two Full Tennis / Pickleball Courts

Surfacing - Acrylic Coated Bituminous	1,600	SY	\$40.00	\$64,000.00
Upgrade to Post-Tensioned Concrete	1,600	SY	\$80.00	\$128,000.00
10' Perimeter Fencing	480	LF	\$60.00	\$28,800.00
Players' Benches	2	EA	\$1,500.00	\$3,000.00
Spectator Seating - 30 People	1	LUMP SUM	\$5,000.00	\$5,000.00
Lighting	1	LUMP SUM	\$60,000.00	\$60,000.00
Equipment - Tennis Nets	2	EA	\$4,000.00	\$8,000.00
				\$296,800.00

Park Building

Warming House / Restrooms / Storage	1	EA	\$750,000.00	\$750,000.00
				\$750,000.00

Standard Park Amenities - Required by City

Playground - Equipment and Signage	1	EA	\$125,000.00	\$125,000.00
Concrete Playground Curb	300	LF	\$38.00	\$11,400.00
Engineered Wood Fiber Playground Surface	5,200	SF	\$2.15	\$11,180.00
Upgrade to Rubberized Safety Surfacing	5,200	SF	\$23.00	\$119,600.00
Concrete Sidewalks (Excludes Trails)	1,950	SY	\$56.00	\$109,200.00
Picnic Shelter	1,000	SF	\$100.00	\$100,000.00
Off Street Parking for 20 Vehicles	1	LUMP SUM	\$30,000.00	\$30,000.00
Drinking Water Fountains	1	EA	\$7,500.00	\$7,500.00
Utilities - Water, Sanitary	1	LUMP SUM	\$36,975.00	\$36,975.00
Benches	12	EA	\$1,500.00	\$18,000.00
Picnic Tables	10	EA	\$3,400.00	\$34,000.00
Waste and Recycling Receptacles	10	EA	\$1,000.00	\$10,000.00
Bicycle Racks	2	EA	\$3,000.00	\$6,000.00
BBQ / Grill	4	EA	\$1,500.00	\$6,000.00
Fencing	400	LF	\$60.00	\$24,000.00
Lighting - 100' O.C. Sidewalk and Trails in Park	22	FIXTURES	\$5,000.00	\$110,000.00
Entrance Monument and Wayfinding Signage	1	LUMP SUM	\$10,000.00	\$10,000.00
				\$768,855.00

General Park Area (Picnic, Passive)

Tree Plantings	75	EA	\$525.00	\$39,375.00
Shrub Plantings	200	EA	\$50.00	\$10,000.00
Perennial Planting Bed	3,000	SF	\$11.26	\$33,780.00
Steel Edging	1,490	LF	\$10.00	\$14,900.00
Turf Areas - Seeded	62,060	SF	\$0.12	\$7,447.20
Native Seed Areas	12,500	SF	\$0.15	\$1,875.00
Mulch - Planting Beds and Shrub Areas	7,348	SF	\$1.85	\$13,593.80
Irrigation - Turf, Excludes Athletic Field	62,060	SF	\$1.00	\$62,060.00
Irrigation - Drip (Planting Beds)	3,000	SF	\$3.00	\$9,000.00
Soil Preparation (Planting Beds)	133	CY	\$22.50	\$2,992.50
				\$195,023.50

**Refer to Summary for Exclusions

Subtotal	\$2,527,178.50
Contingency (20%)	\$505,435.70
Subtotal with Contingency	\$3,032,614.20
Overhead (25%)	\$758,153.55
Hill Park (HNP-2) TOTAL	\$3,790,767.75

Town Center (Park B)

5.90 Acres

Improvements	Qty	Unit	Unit Cost	Subtotal	Total
Plaza / Hardscape (East of Roadway)					
Unique Pavement Surfacing	11,000	SF	\$30.00	\$330,000.00	
Canal Bridge	1	EA	\$150,000.00	\$150,000.00	
Lighting	6	FIXTURES	\$5,000.00	\$30,000.00	
Site Furnishings - Benches, Tree Grates, Bollards	1	LUMP SUM	\$77,500.00	\$77,500.00	
Tree Plantings	10	EA	\$525.00	\$5,250.00	
					\$592,750.00
Water Feature					
Splashpad - Recirculating / Chlorinated	1	EA	\$500,000.00	\$500,000.00	
					\$500,000.00
Amphitheater					
Performance Stage / Canopy / Enclosure	1	EA	\$500,000.00	\$500,000.00	
Performace Lighting	1	LUMP SUM	\$25,000.00	\$25,000.00	
Concrete Seat Walls - 18" Height	5,000	FF	\$100.00	\$500,000.00	
Concrete Steps, Handrails, Sidewalk	1	LUMP SUM	\$98,032.00	\$98,032.00	
Unique Pavement Surfacing - Front of Stage	6,000	SF	\$30.00	\$180,000.00	
Grass Seating Terracing	16,000	SF	\$5.10	\$81,600.00	
					\$1,384,632.00
Park Building					
Visitor / Event Center / Warming House	10,000	SF	\$400.00	\$4,000,000.00	
					\$4,000,000.00
Sand Volleyball Court					
Surfacing - 12" Sand	150	CY	\$40.00	\$6,000.00	
Players' Benches	2	EA	\$1,500.00	\$3,000.00	
Equipment - Volleyball Net	1	EA	\$1,500.00	\$1,500.00	
					\$10,500.00
Two Docks					
Dock Equipment	2	EA	\$80,000.00	\$160,000.00	
					\$160,000.00

Standard Park Amenities - Required by City

Playground - Equipment and Signage	1	EA	\$150,000.00	\$150,000.00
Concrete Playground Curb	300	LF	\$38.00	\$11,400.00
Rubberized Poured-in-Place Playground Surface	5,200	SF	\$25.00	\$130,000.00
Concrete Sidewalks (Excludes Trails)	3,500	SY	\$56.00	\$196,000.00
Pavilion - 1000 SF	1	EA	\$100,000.00	\$100,000.00
Drinking Water Fountains	4	EA	\$7,500.00	\$30,000.00
Utilities - Water, Sanitary	1	LUMP SUM	\$42,975.00	\$42,975.00
Park Benches	20	EA	\$1,500.00	\$30,000.00
Picnic Tables	12	EA	\$3,400.00	\$40,800.00
Waste and Recycling Receptacles	10	EA	\$1,000.00	\$10,000.00
Bicycle Racks	4	EA	\$3,000.00	\$12,000.00
BBQ / Grill	5	EA	\$1,500.00	\$7,500.00
Metal Railings / Fencing	450	LF	\$200.00	\$90,000.00
Lighting - 100' O.C. Sidewalk and Trails in Park	30	FIXTURES	\$5,000.00	\$150,000.00
Entrance Monument and Wayfinding Signage	1	LUMP SUM	\$20,000.00	\$20,000.00
				\$1,020,675.00

General Park Area (Picnic, Passive)

Tree Plantings	100	EA	\$525.00	\$52,500.00
Shrub Plantings	500	EA	\$50.00	\$25,000.00
Perennial Planting Bed	5,000	SF	\$11.26	\$56,300.00
Steel Edging	2,400	LF	\$10.00	\$24,000.00
Turf Areas - Seeded	115,000	SF	\$0.12	\$13,800.00
Native Seed Areas	50,000	SF	\$0.15	\$7,500.00
Mulch - Planting Beds and Shrub Areas	15,870	SF	\$1.85	\$29,359.50
Irrigation - Turf	131,000	SF	\$1.00	\$131,000.00
Irrigation - Drip (Planting Beds)	5,000	SF	\$3.00	\$15,000.00
Soil Preparation (Planting Beds)	222	CY	\$40.00	\$8,880.00
				\$363,339.50

**Refer to Summary for Exclusions

Subtotal	\$8,031,896.50
Contingency (20%)	\$1,606,379.30
Subtotal with Contingency	\$9,638,275.80
Overhead (25%)	\$2,409,568.95
Town Center (Park B) TOTAL	\$12,047,844.75

Town Center (Block 25) - plaza and iconic staircase area

1.20 Acres

Improvements	Qty	Unit	Unit Cost	Subtotal	Total
Town Square (West of Roadway)					
Unique Pavement Surfacing	45,000	SF	\$30.00	\$1,350,000.00	
Concrete Retaining Wall - 15' Height	2,700	FF	\$200.00	\$540,000.00	
Iconic Steps - 15' Width	1	LUMP SUM	\$75,000.00	\$75,000.00	
Ornamental Railings and Handrails	1	LUMP SUM	\$50,000.00	\$50,000.00	
Artful Lighting	1	LUMP SUM	\$100,000.00	\$100,000.00	
Site Furnishings - Benches, Tree Grates, Bollards	1	LUMP SUM	\$310,000.00	\$310,000.00	
Tree Plantings	40	EA	\$525.00	\$21,000.00	
Planting Beds	8,000	SF	\$14.05	\$112,400.00	
Art / Fountain Special Feature	1	EA	\$150,000.00	\$150,000.00	
					\$2,708,400.00
				Subtotal	\$2,708,400.00
				Contingency (20%)	\$541,680.00
				Subtotal with Contingency	\$3,250,080.00
				Overhead (25%)	\$812,520.00
				Town Center (Block 25) TOTAL	\$4,062,600.00

**Refer to Summary for Exclusions



MEMORANDUM

DATE: November 21, 2016

TO: Honorable Mayor and City Councilmembers
Sue Iverson, Interim City Administrator

FROM: Eric Zweber, AICP, Interim City Planner

SUBJECT: Moratorium Zoning Study and Subcommittee

Background

On October 10, the City Council adopted Ordinance No. 2016-008 An Interim Ordinance Temporarily Prohibiting Land Use Applications and Reviews for Higher Education Uses in Residential, Business, Industrial and Other Zones (moratorium). The moratorium can last up to one year to prepare a study to determine the impacts and benefits from higher education land uses and provide recommendations for possible Zoning Code amendments regarding higher education uses. To develop a scope and budget for this study, staff would request a recommendation from the City Council for the public participation process of the study.

The study will evaluate all higher education uses, including dormitories, classrooms, athletic facilities and campus/community centers, and evaluate if these use are suitable within residential, commercial, industrial and/or institutional zones. The study will evaluate the impacts of each of these higher education uses in the light of traffic and parking; economic development; neighborhood compatibility; and public benefit. To guide this evaluation, the following options for public participation within the study appear appropriate:

1. Review and guidance from the Planning Commission followed by a public Open House, Planning Commission recommendation and City Council adoption.
2. Establishment of a Citizen Advisory Committee of a broad membership to review and provide guidance during the study followed by a public Open House, Planning Commission recommendation and City Council adoption.

For reference, when developing the Guiding Plan for the B2 District, the Citizen Advisory Committee (CAC) was composed of 15 members, two from the Planning Commission, two from the Economic Development Commission, three members from the business community and eight Arden Hills resident members. If the City Council choses to employ a CAC, staff would recommend an 11 member committee that includes:

- Two City Councilmembers
- Two Planning Commissioners
- One Economic Development Committee member
- One representative from the University of Northwestern
- One representative from Bethel University
- Two member of the business community (focusing on high technology businesses)
- Two Arden Hills residents



DATE: November 21, 2016

TO: Honorable Mayor and City Councilmembers
Sue Iverson, Interim City Administrator

FROM: Julie Hanson, City Clerk

SUBJECT: 2017 Fee Schedule

Background

The City Council annually establishes a fee schedule for administrative, building construction, liquor licensing, copying of maps and ordinances, park and recreation facility usage, planning and zoning, utilities, business licenses, false alarms, utility fees, and other miscellaneous permits and penalties that are enforced by the City.

Below is a recap of the fee schedule changes last year:

Changes in 2016:

- Administrative fee increase for dogs/cats boarding and impoundment fee from \$19.00 to \$22.00 per day and from \$44.00 to \$50.00, respectively
- Building permit “fixed fee” from \$5.00 to \$1.00
- City Contractor license fee increase from \$55.00 to \$75.00
- Increases to fees associated with Parks and Recreation
- Adoption of an escrow-based approach pertaining to Land Use Application fees
- Decrease to right-of-way permit fee from \$200 to \$150 with the addition of an escrow fee to be determined by the Engineer
- For Signs, increases to all fees, with the exception of the temporary sign, which decreased
- Increase of Rental Registration fee from \$42.00 to \$45.00 per rental unit and to the Rental Registration Penalty fee from \$84.00 to \$90.00 per rental unit
- Increased utility rates by two percent
- Increased surface water charges by three percent
- Increase to recycling fee from \$42.60 to \$48.00 (annually per residential parcel with curbside recycling) and from \$2.00 to \$2.50 (annually per residential parcel without curbside recycling)
- Addition of a Park Development fee in the amount of \$5,300

Discussion

Staff has reviewed the fee schedule and has found our City's rates to be comparable to other cities.

A few changes are being recommended and they are noted in red bold print on the attached 2017 Fee Schedule. A brief explanation of the reason for the changes is provided below.

Building Construction

There will be an increase from \$40.00 to \$63.25 for the building permit reinspection fee as well as the fire protection permit reinspection fee. This is per Minnesota State Statute 326B.153. Staff recommends a language change to note that the State Surcharge (based on valuation) and fees for building permits and fire protection permits shall be based according to the 2016 State Statute 326B.153.

Miscellaneous

At its November 14, 2016, meeting, the City Council approved the requirement that tree contractors obtain a City license for tree trimming/services. The proposed fee is \$50.00.

Parks & Recreation

Staff is proposing an increase in Community Garden Plot fees. The fees would increase from \$36.00 plus applicable tax to \$38.00 plus applicable tax for one plot, and from \$18.00 plus applicable tax to \$19.00 plus applicable tax for an additional (second) plot.

Planning and Zoning

In 2016, the City Council approved a Zoning Code amendment to create new regulations for commercial outdoor display and sales areas. Under the new regulations, an administrative permit is now required. Applicants are required to provide a site plan showing the location and dimensions of the display and sales area. Staff is proposing that the fee for this permit be set at \$100.00. The proposed fee would cover staff costs associated with reviewing the permit application and completing a follow-up inspection of the property.

Zoning Permit language has been modified to include the following: decks under 30", driveways, fences, sheds and temporary structures.

Utility Rates

Staff proposes a 2% increase in utility rates/charges and a 3% increase to the surface water charges, per quarter.

Requested Action

Staff would like Council feedback on the proposed 2017 Fee Schedule.

Attachment

Attachment A: Redlined Version of Ordinance 2016-010 – Appendix A – 2017 Fee Schedule

Attachment A



City of Arden Hills Ordinance 2016-010 – Appendix A 2017 Fee Schedule

I. Administrative		
Dogs/Cats – Licenses	Two years (Pro-rated for second year @ \$13.00)	\$26.00
Dogs/Cats – Duplicate Tags	Each	\$6.50
Dogs/Cats – Boarding		\$22.00 per day
Dogs/Cats – Impoundment Fee		\$50.00
Dogs/Cats – Surrender Fee	Each	\$25.00
Dogs – Residential Kennel License	Annual	\$21.00
Dogs – Dangerous Dog Fee	Annual	\$500.00
Dogs – Potentially Dangerous Dog Fee	Annual	\$250.00
Copying – Minutes, City Council Meetings	Annual	\$69.00
Copying – Minutes, Planning Commission Meetings	Annual	\$56.00
Copying – Agendas, City Council Meetings	Annual	\$14.00
Copying – Agendas, Planning Commission Meetings	Annual	\$7.00
Copying – Agenda Packets, City Council Meetings	Annual	Cost based on per sheet, staff labor, and postage
Copying – Agenda Packets, Planning Commission	Annual	Cost based on per sheet, staff labor, and postage
Copying – General	Any Size	\$0.25 per side
Assessment Search		\$53.00 per half hour
II. Building Construction		
Building Permits – Permit Fee		Fees shall be based according to the 2016 State Statute 326B.153 and are determined by the City's Building Official
Building Permits – Plan Review Fee		65% of Building Permit Fee
Building Permits – Re-inspection		\$63.25 per State Statute 326B.153
Building Permits – Manufactured Home Location, Swimming Pools, and Demolition		\$55.00 + State Surcharge fee as outlined in State Statute 326B.148
Building Permits – Special Investigations		100% of Permit Fee

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State Surcharge – based on valuation		fee based on 2016 State Statute 326B.148
State Surcharge – Fixed Fees		fee based on State Statute 326B.148
Plumbing Permits – Minimum Fee		\$40.00
Plumbing Permits – Residential		1.25% of Project Value
Plumbing Permits – Non-Residential		1.25% of Project Value + \$50.00
Electrical Permits – Minimum Fee		\$40.00
Electrical Permits – Maximum Single Family Dwelling Fee		\$150.00
Electrical Permits – General		See Exhibit “A” attached to fee schedule
Mechanical Permits – Minimum Fee		\$40.00
Mechanical Permits – Residential		2% of Project Value
Mechanical Permits – Non-Residential		1.25% of Project Value + \$50.00
Fire Protection Permits – Permit Fee		Fees shall be based according to the 2016 State Statute 326B.153 and are determined by the City’s Building Official
Fire Protection Permits – Plan Review Fee		65% of Permit Fee
Fire Protection Permits – Re-inspection		\$63.25 per State Statute 326B.153
III. Liquor Licensing		
On-sale	1,999 square feet (SF) or less	\$3,465.00
On-sale	2,000 (SF) – 2,999 (SF)	\$4,620.00
On-sale	3,000 (SF) – 3,999 (SF)	\$5,775.00
On-sale	4,000 (SF) or more	\$6,930.00
On-sale, Sunday		\$200.00 (340A.504 Subd. 3(b) limits \$200 fee for Sunday sales)
Off-sale		\$210.00
Club Fee		\$315.00
On-sale, Malt Beverage		\$126.00
Off-sale, Malt Beverage		\$42.00
On-sale, Wine		\$ 2,000.00 (340A.408 Subd. 2(c) limits fee to \$2000 or half of on-sale license fee, whichever is less)
Strong Beer		No Charge (as part of On-Sale Wine License)
Investigation Fee		\$158.00
Minor Consumption Violation with Server Training	First Violation	\$105.00
	Second Violation	\$525.00

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	Third Violation	\$1,050.00
	Fourth Violation	\$1,575.00
Minor Consumption Violation without Server Training	First Violation	\$525.00
	Second Violation	\$1,050.00
	Third Violation	\$1,575.00
	Fourth Violation	\$2,100.00 and may be subject to license revocation
IV. Maps and Ordinances		
Zoning Ordinance Municipal Code Comprehensive Plan		\$0.25 per side
Color Maps (8.5 x 11)		\$2.00
Color Maps (11 x 17)		\$4.00
Street Maps		\$2.00
As-Builts (11 x 17)		Based on number of copies and staff time
V. Parks & Recreation		
Youth Athletic Association Field Rental	Per two hour time block	\$25.00 per time block + applicable tax
Adult Club / Intramural Field Rental	Per two hour time block	\$40.00 per time block + applicable tax
Ball Field Rental, Unlighted	Per two hour time block. Tournament fees are extra.	\$50.00 per time block + applicable tax
Ball Field Rental, Lighted	Per two hour time block. Tournament fees are extra.	\$84.00 per time block + applicable tax
Ball Field Tournament Fee (Adult), Full Maintenance	Includes all day maintenance staff on site	\$525.00 per day + \$200.00 damage deposit + applicable tax
Ball Field Tournament Fee (Adult), Minimum Maintenance	Includes prep for fields and midday drag of fields	\$315.00 per day + \$200.00 damage deposit + applicable tax
Warming House Rental/Ice Rink Rental	Only allowed during non-public use hours	\$30.00 per hour + \$200.00 damage deposit + key deposit + applicable tax
Picnic Shelters	Available for reservation	\$0
Picnic Pavilions – Resident	Includes up to five picnic tables	\$65.00 per day + \$200.00 damage deposit + applicable tax
Picnic Pavilions – Non-Resident	Includes up to five picnic tables	\$100.00 per day + \$200.00 damage deposit + applicable tax
Picnic Pavilions – Resident Non-Profit	Includes up to five picnic tables	\$35.00 per day + \$200.00 damage deposit
Picnic Pavilions – Other Non-Profit	Includes up to five picnic tables	\$70.00 per day + \$200.00 damage deposit
Additional Picnic Tables	For every two extra tables	\$10.00 + applicable tax* <i>*fee waived for Night to Unite and other public events open to all Arden Hills residents</i>
Community Garden Plot – One Plot	Annual	\$38.00 + applicable tax

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Community Garden Plot – Second Plot	Annual	\$19.00 + applicable tax
Room Rental – City Hall, Community Room	Per Day (Scheduling a room after regular hours is contingent upon the presence of a city employee; In the event staff is not available, the City reserves the right to deny application).	Regular business hour usage: No charge Army National Guard: No charge City Government: No charge Resident, Non-profit: \$63 Resident, For-profit: \$74 Non-Resident, Non-profit: \$105 Non-Resident, For-profit: \$137 (+ applicable tax)
Room Rental – City Hall, Small Conference Room	Per Day (Scheduling a room after regular hours is contingent upon the presence of a city employee; In the event staff is not available, the City reserves the right to deny application).	Regular business hour usage: No charge Army National Guard: No charge City Government: No charge Resident, Non-profit: \$26 Resident, For-profit: \$32 Non-Resident, Non-profit: \$42 Non-Resident, For-profit: \$53 (+ applicable tax)
Room Rental – Damage Deposit	Required	\$105.00
Equipment Rental – DVD, VCR, T.V.		\$11.00 + applicable tax
VI. Planning and Zoning (Each separate land use request shall be charged a separate administrative fee and escrow even if submitted on the same application. Costs expended in reviewing and processing an application will be charged against the cash escrow and credited to the City. Charges to the escrow include planning and engineering staff time, City attorney and consulting fees, and mailing costs. If, at any time, a required cash escrow is depleted to less than 20% of its original amount, the applicant shall deposit additional funds in the cash escrow account as determined by the City. The escrow may be reduced or increased by the City Planner on a project by project basis.)		
Description	Escrow Fees	Initial Application Fees
Preliminary Plat	Administrative Fee	\$500
	Escrow	\$1,000
Final Plat	Administrative Fee	\$500
	Escrow	\$1,000
Lot Split/Minor Subdivision (R-1 and R-2 only)	Administrative Fee	\$350
	Escrow	\$1,000
Rezoning or TCAAP Regulating Plan Map Amendment	Administrative Fee	\$350
	Escrow	\$1,000
Comprehensive Plan Amendment	Administrative Fee	\$500
	Escrow	\$1,000
Variance or Permitted Adjustment	Administrative Fee	\$350
	Escrow	\$1,000
Conditional Use or Interim Use Permit/CUP or IUP Amendment	Administrative Fee	\$350
	Escrow	\$1,000
Planned Unit Development Master Plan or Special Development Plan Master Plan	Administrative Fee	\$350
	Escrow	\$1,000

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Final Planned Unit Development or Final Special Development Plan	Administrative Fee	\$350
	Escrow	\$1,000
Planned Unit Development Amendment or Special Development Plan Amendment	Administrative Fee	\$350
	Escrow	\$1,000
Concept Review	Administrative Fee	\$150
	Escrow	\$1,000
Vacation of Easement	Administrative Fee	\$150
	Escrow	\$1,000
Site Plan Review	Administrative Fee	\$350
	Escrow	\$1,000
City Code Amendment	Administrative Fee	\$350
	Escrow	\$1,000
Zoning Code or TRC Amendment	Administrative Fee	\$350
	Escrow	\$1,000
Zoning Letter	Administrative Fee	\$60
Land Use Requests – Not Already Specified	Administrative Fee	\$150
	Escrow	\$1,000
Zoning Permit – <u>Decks under 30", Driveways, Fences, Sheds and Temporary Structures</u>		\$65
Recreational Vehicle Parking Permit	7 Day Permit, renewable once per 12 months	\$25
Home Occupation I Permit		No charge
Home Occupation II Permit	Administrative Fee	\$150
	Escrow	\$500
Right-of-Way Permit	Administration Fee	\$150
	Escrow	To be determined by the Engineer
Grading & Erosion Control Fees	Administrative Fee	\$150
	Escrow	\$3,675 / acre
<u>Commercial Outdoor Display and Sales Area Permit</u>		<u>\$100</u>
Appeal of Administrative Zoning, Sign, or Subdivision Decisions	Administrative Fee	\$150
	Escrow	\$1,000
VII. Utility Hookup Charges		
Water Permits – Service Installation/Repairs/Alteration	Per inspection	\$40.00
Water Permits – Interior Plumbing, New Home		\$40.00
Water Turn On/Off, Temporary		\$40.00
Water Permanent Disconnect		\$215.00

Deleted: New Fence Construction or Expansion

Deleted: Zoning Permit – New Driveway Construction or Expansion

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Curb Box and Service Lead, 1" Service Connection on Unsurfaced Street		\$165.00
Restoration of Typical Road Mix Street		\$105.00
Restoration of Higher-Type Street		Set by Engineer
Larger than 1" Service Connection		Set by Inspector
Water Permits – Plan Check Fee		Set by Inspector
Water Permits – Re-inspection		\$40.00
Water Meter/Spacer Charges – Customer Requested Water Meter Accuracy Test	Fee includes removal of meter, bench test at maintenance facility, and returning meter to residence; Fee will not be applied if the meter is found to be inaccurate to a degree exceeding three percent (3%) from the result of the bench test	Based on Meter Size Contact Public Works for Quote
Water Meter/Spacer Charges – 5/8" x 3/4" Meter Model 25	Standard Meter	\$435.00
Water Meter/Spacer Charges – 3/4" x 7 1/2" Meter Model 35		Contact Public Works for Quote
Water Meter/Spacer Charges – 1" Meter		\$540.00
Water Meter/Spacer Charges – Greater than 1"		Contact Public Works for Quote
Water Connection Fee – Connection fee for previously un-served or expanded lots		\$840.00 per acre or portion thereof
Water Availability Fee – New or Additional Connections	The units are based on the Metropolitan Council's formula for calculating new sewer availability charge (SAC) units	\$525.00 per unit
Sewer Connection Fee – Connection fee for previously un-served or expanded lots		\$840.00 per acre or portion thereof
Sewer Availability Fee – New or Additional Connections	The units are based on the Metropolitan Council's formula for calculating new sewer availability charge (SAC) units	\$525.00 per unit
Sewer Permits – Service Installation/Alternations/Repairs	Per inspection	\$40.00
Sewer Permits – Plan Review Fee		Set by Inspector
Sewer Permits – Reinspections		\$40.00 per hour
Sewer Access Charge	Set by Met Council Annually	\$2,485.00
Sanitary Sewer Utility Prohibited Sump Pump Connection Surcharge		\$100.00 per month

VIII. Miscellaneous/Retail Activities		
Boutique/Garage Sale	Application/notification of City Hall required	No charge
Casual Roadside Stands	Application/notification of City Hall required	No charge
Tent Permit		\$55.00+ State Surcharge
Sidewalk Sales		\$53.00
Business Licensing – Amusement Facilities	Includes arcade, dance hall, movie theater, pool/billiard tables, bowling alleys, indoor tennis, skating facility, outdoor tennis, driving ranges, etc.	\$105.00
Business Licensing – Wholesale Bulk Fuel Storage	Liability insurance required	\$210.00
Business Licensing – Hotel/Motel		\$6.50 per room
Business Licensing – Courtesy Bench, Non-advertising		\$26.00
Business Licensing – Courtesy Bench, Advertising		\$79.00
Business Licensing – Mechanical/Electronic Devices	Includes musical devices, amusement rides, bowling alleys, etc.	\$15.00 per location + \$15.00 per machine (MN Statute 449.15 sets maximum permit fee at \$15 per location and \$15 per machine)
Business Licensing – Retail Sales	Includes antique shops, beauty/barber shops, boat dealers, Christmas tree sales, dry cleaning, laundry, bakery, candy, meats, wholesale foods, caterers, motor vehicle sales, optometrist, mortuary, video sales/rentals, over-the-counter tobacco sales, vending machines (excluding tobacco), & other retail goods not listed	\$53.00
Business Licensing – Restaurants, Cafes, Coffee Houses, etc.		\$21.00 per 1,000 square feet, or fraction thereof
Business Licensing – Restaurants, Drive-Thru		\$315.00
Business Licensing – Service Stations		\$105.00
Business Licensing – Grocery		\$21.00 per 1,000 square feet, or fraction thereof

Charitable Gambling Permit – Per Minnesota State Statute, Chapter 349	Includes investigation fee	\$158.00
	Local Gambling Tax	3% of organizations’ gross receipts from all lawful gambling, less prizes paid out
	Lawful Gambling Fund	10% of net profits
Tobacco Sales License	Includes investigation fee	\$300.00
Fireworks Sales	As part of existing business	\$100.00 (MN Statute 624.20 sets maximum permit fee at \$100.00)
Fireworks Sales	Exclusive Business	\$350.00 (MN Statute 624.20 sets maximum permit fee at \$350.00)
Massage Therapist	Annual Fee, Includes investigation fee	\$53.00
Massage Therapist Establishment	Annual Fee, Includes investigation fee	\$158.00
Recreational Outdoor Archery Range		\$200 first year \$50 annual renewal
Solicitors, Peddlers, Transient Permit – For-Profit Organizations	Please reference Section 340 of the Municipal Code for more information	\$158.00 background investigation + \$105.00 per month permit fee
Solicitors, Peddlers, Transient Permit – Non-Profit Organizations	Please reference Section 340 of the Municipal Code for more information	No charge
<u>Tree Contractor License</u>		<u>\$50.00</u>
IX. Signs		
Initial Fee	Per Sign	\$100.00
Permanent Signs, Annual Renewal	Per Sign, 100 square feet or less (maximum allowable size)	\$25.00
Temporary Signs		\$50.00
Signs, Impoundment	First Offense	\$50.00
Signs, Impoundment	Second Offense	\$75.00
Signs, Impoundment	Third Offense	\$150.00
X. Miscellaneous Fees/Permits		
Rubbish Hauler	Annual	\$158.00
Recycling Hauler	Annual	\$158.00
Contractor License	Annual	\$75.00
Miscellaneous Permit Fee	For all other permits not listed	\$40.00
Staff Research		\$53.00 per half hour
Penalties for Late Payment	Failure to pay any penalty imposed shall be grounds for the suspension or termination of any license issued by the City	10% of license fee or \$32.00, whichever is greater
Tobacco Sales, Illegal	First Offense	\$105.00
Tobacco Sales, Illegal	Second Offense within 24 months	\$525.00

Tobacco Sales, Illegal	Third Offense within 24 months	\$1,050.00 and 7 business day suspension or 30 day suspension of license + admin fine of \$250
Tobacco Sales, Illegal	Fourth Offense within 24 months	Revocation of the license for a one year period
Candidate Filing Fee		\$2.00
Insufficient Funds/Returned Check Fee		\$35.00
Rental Registration Fee		\$45.00 per rental unit
Rental Registration Penalty Fee		\$90.00 per rental unit
Residential Contractor License Check		\$5.00
Business Subsidy Application Fee	Required to reimburse City for full cost of review	\$2,100.00 + \$10,500.00 escrow
Construction Activity Waiver	Per Waiver Application	\$263.00
XI. False Alarm Fees		
False Alarm	First two alarms	No charge + letter
False Alarm	Three through ten alarms	\$60.00 per alarm
False Alarm	Over ten alarms	\$160.00 per alarm
XII. Investigation Fees		
Tobacco, Liquor, Charitable Gambling, & Solicitor's Permits		\$158.00
XIII. Utility Use Charges		
Water Per Quarter:		
Meter Charge	3/4" Meter Size or Smaller	\$24.36
Meter Charge	1" Meter Size	\$58.84
Meter Charge	1.5" Meter Size	\$124.46
Meter Charge	2" Meter Size	\$200.51
Meter Charge	3" Meter Size	\$436.45
Meter Charge	4" Meter Size	\$654.26
Meter Charge	6" Meter Size	\$1,089.82
Meter Charge	8" Meter Size	\$2,196.99
Meter Charge	10" Meter Size	\$3,122.56
Meter Charge	12" Meter Size	\$4,429.34
Consumption: 1-10,000 gals.	gallons	\$2.73 per 1,000 gallons (pro-rated)
Consumption: 10,001-35,000 gals.	gallons	\$3.52 per 1,000 gallons (pro-rated)
Consumption: Over 35,000 gals.	gallons	\$6.22 per 1,000 gallons (pro-rated)
Water Test	Fee set by MN State Health Dept	\$1.59
Sanitary Sewer Per Quarter:		
Base Charge – Single Family	per lot	\$92.61
Base Charge – Multiple Family	per dwelling	\$92.61
Usage Over 15,000 gals. – Single Family/Multiple Family	gallons	\$5.33 per 1,000 gallons (pro-rated)

- Deleted: 23.88
- Deleted: 57.69
- Deleted: 122.02
- Deleted: 196.58
- Deleted: 427.89
- Deleted: 641.43
- Deleted: 1,068.45
- Deleted: 2,153.91
- Deleted: 3,061.33
- Deleted: 4342.49
- Deleted: 2.65
- Deleted: 3.45
- Deleted: 6.10
- Deleted: 90.79
- Deleted: 90.79
- Deleted: 5.23

Sanitary Sewer – Commercial Apartment/Condominium	gallons	\$5.77 per 1,000 gallons (pro-rated)	Deleted: 5.66
Sanitary Sewer - Mobile Home	per unit	\$100.16	Deleted: 98.20
Surface Water Per Quarter:			
Residential - Single Family	per lot	\$14.72	Deleted: 14.29
Residential – Multiple Family	per dwelling	\$19.08	Deleted: 18.52
Apartment / Condominium	per acre	\$120.11	Deleted: 116.61
Industrial / Commercial	per acre	\$187.52	Deleted: 182.06
Undeveloped	per acre	\$22.06	Deleted: 21.42
Standby Per Quarter:			
Standby	1” Service Line or smaller	\$8.32	Deleted: 8.16
Standby	1.25” Service Line	\$12.02	Deleted: 11.78
Standby	1.5” Service Line	\$16.56	Deleted: 16.24
Standby	2” Service Line	\$25.31	Deleted: 24.81
Standby	3” Service Line	\$57.09	Deleted: 55.97
Standby	4” Service Line	\$101.81	Deleted: 99.81
Standby	6” Service Line	\$228.28	Deleted: 223.80
Standby	8” Service Line	\$406.26	Deleted: 398.29
Standby	10” Service Line	\$635.48	Deleted: 623.02
Standby	12” Service Line	\$913.31	Deleted: 895.40
Standby	Shared 6.95	\$27.21	Deleted: 26.68
XIV. Recycling Fee			
Per Residential Parcel with curbside recycling	Annual	\$48.00	
Per Residential Parcel without curbside recycling	Annual	\$2.50	
XV. Park Development			
Park Development Fee	Per residential unit	\$5,300.00	

326B.153 BUILDING PERMIT FEES.

Subdivision 1. **Building permits.** (a) Fees for building permits submitted as required in section 326B.106 include:

- (1) the fee as set forth in the fee schedule in paragraph (b) or as adopted by a municipality; and
- (2) the surcharge required by section 326B.148.

(b) The total valuation and fee schedule is:

- (1) \$1 to \$500, \$29.50;
- (2) \$501 to \$2,000, \$28 for the first \$500 plus \$3.70 for each additional \$100 or fraction thereof, to and including \$2,000;
- (3) \$2,001 to \$25,000, \$83.50 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof, to and including \$25,000;
- (4) \$25,001 to \$50,000, \$464.15 for the first \$25,000 plus \$12 for each additional \$1,000 or fraction thereof, to and including \$50,000;
- (5) \$50,001 to \$100,000, \$764.15 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof, to and including \$100,000;
- (6) \$100,001 to \$500,000, \$1,186.65 for the first \$100,000 plus \$6.75 for each additional \$1,000 or fraction thereof, to and including \$500,000;
- (7) \$500,001 to \$1,000,000, \$3,886.65 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000; and
- (8) \$1,000,001 and up, \$6,636.65 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof.

(c) Other inspections and fees are:

- (1) inspections outside of normal business hours (minimum charge two hours), \$63.25 per hour;
- (2) reinspection fees, \$63.25 per hour;
- (3) inspections for which no fee is specifically indicated (minimum charge one-half hour), \$63.25 per hour; and
- (4) additional plan review required by changes, additions, or revisions to approved plans (minimum charge one-half hour), \$63.25 per hour.

(d) If the actual hourly cost to the jurisdiction under paragraph (c) is greater than \$63.25, then the greater rate shall be paid. Hourly cost includes supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

Subd. 2. **Plan review.** Fees for the review of building plans, specifications, and related documents submitted as required by section 326B.106 must be paid based on 65 percent of the building permit fee required in subdivision 1.

Subd. 3. **Surcharge.** Surcharge fees are required for permits issued on all buildings including public buildings and state licensed facilities as required by section 326B.148.

Subd. 4. **Distribution.** (a) This subdivision establishes the fee distribution between the state and municipalities contracting for plan review and inspection of public buildings and state licensed facilities.

(b) If plan review and inspection services are provided by the state building official, all fees for those services must be remitted to the state.

(c) If plan review services are provided by the state building official and inspection services are provided by a contracting municipality:

(1) the state shall charge 75 percent of the plan review fee required by the state's fee schedule in subdivision 2; and

(2) the municipality shall charge 25 percent of the plan review fee required by the municipality's adopted fee schedule, for orientation to the plans, in addition to the permit and other customary fees charged by the municipality.

(d) If plan review and inspection services are provided by the contracting municipality, all fees for those services must be remitted to the municipality in accordance with their adopted fee schedule.

History: 2009 c 78 art 5 s 11

ELECTRICAL PERMIT FEES – Exhibit A

HOMEOWNERS AND ELECTRIC CONTRACTORS – Complete an electrical permit form available from the Building Inspections Division. Add \$5.00 for State surcharge to total cost of each permit.

Residential panel replacement is \$100.00 sub panel \$40.00. New service or power supply is.

Circuits and Feeders

0 to 300 Amp	\$50.00	0 to 30 Amp	\$8.00
400 Amp	\$58.00	31 to 100 Amp	\$10.00
500 Amp	\$72.00	101 to 200 Amp	\$15.00
600 Amp	\$86.00	300 Amp	\$20.00
800 Amp	\$114.00	400 Amp	\$25.00
1000 Amp	\$142.00	500 Amp	\$30.00
1100 Amp	\$156.00	600 Amp	\$35.00
1200 Amp	\$170.00	700 Amp	\$40.00

Add \$14.00 for each additional 100 amps

Add \$5.00 for each additional 100 amps

Minimum Fee

Minimum permit fee is \$40.00 plus \$5.00 State surcharge. This is for one inspection only. Minimum fee for rough-in inspection and final is \$80.00 plus \$5.00 State surcharge.

Maximum Fee

Maximum fee for single family dwelling or townhouse not over 200 amps is \$175.00 plus \$5.00 State surcharge. Maximum of 3 inspections.

Apartment Buildings

Fee per unit of an apartment or condominium complex is \$70.00. This does not cover service, unit feeders or house panels.

Swimming Pool

\$80.00 plus circuits. This includes 2 inspections

Additions, Remodels or Basements Finishes Accessory Structures

\$80.00 this includes up to 10 circuits and 2 inspections \$50.00 for panel plus \$8 per circuit.

Traffic Signals

\$7.00 per each standard

Street and Parking Lot Lights

\$4.00 per each standard

Transformers and Generators

\$10 up to 10KVA, \$40 11 to 75KVA, \$60 75KVA to 299 KVA, over 299 KVA is \$150.

Retro Fit Lighting

\$.65 cents per fixture

Sign Transformer

\$8.00 per transformer

Remote Control and Signal Circuits

\$.75 cents per device

Re-Inspection Fee

\$40.00

THE PERMIT FEE IS DOUBLED IF THE WORK STARTS BEFORE THE PERMIT IS ISSUED



DATE: November 21, 2016

TO: Honorable Mayor and City Councilmembers
Sue Iverson, Interim City Administrator

FROM: Julie Hanson, City Clerk

SUBJECT: 2017 Council Liaison and JDA Appointments

Background/Discussion

Each year, a Councilmember is appointed to serve as Council Liaison on the various committees and commissions in the City.

For discussion purposes, a list of current commission/committee appointments is offered below.

Planning Commission

Council Liaison: David Grant
Staff: Senior Planner
Alternate: Interim City Planner

Parks, Trails and Recreation Committee

Council Liaison: Fran Holmes
Staff: Parks and Recreation Coordinator
Alternate: Interim Public Works Director

Communication Committee

Council Liaison: Jonathan Wicklund
Staff: City Clerk
Alternate: Deputy Clerk

Financial Planning and Analysis Committee

Council Liaison: Dave McClung
Staff: Director of Finance and Administrative Services
Alternate: Finance Analyst

Lake Johanna Fire Department Board of Directors

Council Liaison: Dave McClung
Staff: City Administrator
Alternate: Director of Finance and Administrative Services

Economic Development Commission

Council Liaison: Brenda Holden
Staff: Senior Planner
Alternate: City Administrator

Personnel Committee

Council: David Grant
Council: Brenda Holden
Staff: City Administrator
Staff: Director of Finance and Administrative Services

Ramsey County League

Council Liaison: Jonathan Wicklund
Alternates: David Grant, Brenda Holden, Fran Holmes, and Dave McClung

JDA Appointments

The Joint Powers Agreement (JPA) between the City and Ramsey County for the redevelopment of TCAAP was approved by the City Council in late 2012. The JPA calls for the establishment of a Joint Development Authority (JDA) to implement the TCAAP Master Plan and to oversee the redevelopment process and activities.

The JDA Board is comprised of two members from the City Council, two members from the Ramsey County Board of Commissioners, and one citizen from Arden Hills to be appointed by the City Council. This citizen appointee will be the Chair of the JDA Board and the appointment will be for a two-year term. New appointments are needed for 2017-2018 as current terms expire.

For discussion purposes, a list of current JDA appointments is offered below.

Joint Development Authority

Chair: David Sand
Commissioner: David Grant
Commissioner: Brenda Holden

Requested Action

Staff is looking for Council input regarding Council Liaison appointment and JDA Appointments. A resolution delegating appointments will be brought to a future City Council meeting for approval.



DATE: November 21, 2016
TO: Honorable Mayor and City Council
FROM: Sue Iverson, Interim City Administrator/Director of Finance and Admin Services
SUBJECT: Arden Hills Notes Proposal

Background/Discussion

Councilmember Wicklund had asked that this item be placed on the agenda for discussion.

Attachment A: AH Newsletter Review

Attachment A

ARDEN HILLS NEWSLETTER REVIEW

EXECUTIVE SUMMARY

Over the last couple of years, the number of volunteers in the communications committee has been in slow decline. Currently we have four individuals involved (staff, city council liaison, Susan Cathey and Mary Nosek). Also, our current volunteer pool could decrease even more. The average cost for design is \$150, printing is \$1,550 and postage is \$600 for a total of \$2,300 per newsletter. Annual cost for our 10 newsletters is \$23,000.

ISSUES

Is city council, staff or a volunteer the one to drive vision and implementation of the newsletter. Currently, both a staff member and city council liaison are on the committee but we do not have anyone pushing the newsletter forward. There is a big difference between a liaison: a person who helps groups work together and provides information to each other AND a driver: one that provides motivation, steers the direction and is responsible for the results.

Who is going to be responsible for content in the future if our volunteer pool continues to shrink. Is this completed by more staff and city council member involvement, finding more volunteers or paying writers.

A LA CARTE OPTIONS

Do nothing - does not impact the budget but does risk the burnout of current volunteers and the desktop publisher volunteer.

Recruit volunteers - does not impact the budget but someone needs to recruit and actually get people to help out.

City Council and staff write articles - the impact on the budget is based upon how much staff time is used up to write content for newsletters.

Pay writers - the impact on the budget would be minimal (\$100-\$150 per article depending on length)

Reduce number of newsletters - this could reduce the impact on the budget or allow the \$9,200 to be used elsewhere. Possibly move from 10 newsletters a year to six.

Outsource design - the cost would be an additional \$11,000 if we stayed with a 4-page design and 10 newsletters a year. The cost would be an additional \$7,000 if we stayed with a 4-page design and six newsletters a year.

Determine who "owns" the newsletter - once this is clarified that person can define vision, direction and implementation of newsletter changes.

MY RECOMMENDATION

I'll tell you what I think if you ask...



DATE: November 21, 2016

TO: Honorable Mayor and City Council Members

FROM: Sue Iverson, Interim City Administrator/Director of Finance and Admin Svcs
Dave Perrault, Finance Analyst

SUBJECT: 2017 – 2021 Capital Improvement Program (CIP)

Action Requested

Provide feedback to staff on Proposed 2017 – 2021 CIP Plan.

Background

Annually the City prepares a five (5) year Capital Improvement Plan for budgeting and forecasting.

Discussion

The City Council previously met on July 18th, 2016 to discuss the preliminary CIP and provide feedback and changes. The following changes since the July meeting have been made:

- Requested changes by City Council at previous meeting
- County Road D and Shoreview Drive has been removed due to completion in 2016.
- The Ramsey County Emergency Management Equipment has been updated following a new quote received on November 14th for the necessary upgrades.

Public Works will also be providing a supplementary memo for Council review and comments.

Attachment

Attachment A: Capital Improvement Plan Book



***2017-2021
Proposed
CAPITAL IMPROVEMENT PLAN
EQUIPMENT REPLACEMENT PLAN***

**CITY OF ARDEN HILLS
Council Work Session November 21, 2016**



DATE: November 21, 2016

TO: Honorable Mayor and City Council Members

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Dave Perrault, Finance Analyst

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Attachment

Attachment A: Capital Improvement Plan Book

City of Arden Hills, Minnesota

Capital Improvement Plan

2017 thru 2021

PROJECTS BY DEPARTMENT

Department	Project#	Priority	2017	2018	2019	2020	2021	Total
Economic Development								
Gateway Signs	16-EDA-001	n/a	45,000	0				45,000
Economic Development Total			45,000	0				45,000
Government Buildings								
City Hall Maintenance	17-Bldg-005	2	50,000		25,000		25,000	100,000
Government Buildings Total			50,000		25,000		25,000	100,000
Parks Department								
Playground Structure Replacement	11-Park-003	n/a	65,000	125,000	120,000	45,000		355,000
Forestry Implementation Plan	11-Park-004	n/a	5,000	5,000	5,000			15,000
Development of TCAAP Park Facilities	17-Park-001	3		2,500,000	2,500,000	2,000,000		7,000,000
Hard Court Reconstruction	18-Park-001	3	100,000	50,000	55,000	60,000		265,000
Parks Department Total			170,000	2,680,000	2,680,000	2,105,000		7,635,000
Public Safety								
LJFD Station Capital	09-Pub-001	n/a	6,954	15,860	9,272			32,086
LJFD Engine/Ladder Replacement	17-Pub-001	n/a	172,020	15,128				187,148
LJFD Rescue/Chief/Utility Vehicle Replacement	17-Pub-002	n/a	19,520		45,140	50,752	24,400	139,812
LJFD Radio Replacement	17-Pub-003	n/a	16,348	16,348				32,696
LJFD Other Capital Equipment	17-Pub-004	n/a	5,221	1,854	1,098			8,173
County Emergency Siren Replacement	17-Pub-005	n/a	28,000					28,000
Public Safety Total			248,063	49,190	55,510	50,752	24,400	427,915
Sanitary Sewer Department								
Sewer Lining/Rehabilitation	09-Sew-002	3	400,000		400,000		400,000	1,200,000
Reconstruct Lift Stations 11	10-Sew-003	3	10,000					10,000
TCAAP Trunk Sanitary Sewer & Lift Station	16-Sew-001	3	1,200,000					1,200,000
Sanitary Sewer Department Total			1,610,000		400,000		400,000	2,410,000
Street Department								
Hwy 96 and County Road F Sidewalk Improvement	14-Str-002	3	425,000					425,000
MnDOT Bridge Projects	15-Str-061	3	100,000					100,000
Hwy 96 Landscaping	17-Str-003	4	300,000					300,000
Old Snelling Ave including Bridge Reconstruction	17-Str-004	3			1,750,000			1,750,000
CR E Sidewalk and Old Hwy 10 Trail (Bethel)	18-Str-003	3	400,000	1,000,000				1,400,000
Co Rd 96 Signal Maintenance	18-Str-004	2		6,000				6,000
Street Department Total			1,225,000	1,006,000	1,750,000			3,981,000
Surface Water Management Dept								
Storm Pond Maintenance	09-Storm-001	3	50,000	0	50,000			100,000

Department	Project#	Priority	2017	2018	2019	2020	2021	Total
Storm Water Inlet/Outlet Repairs	13-Storm-001	3	25,000	0	25,000			50,000
Storm Water BMP Study/Construction	17-Storm-001	3	125,000					125,000
Surface Water Management Dept Total			200,000	0	75,000			275,000
Technology								
Springbrook Software Upgrades	12-Tec-001	n/a	5,000	5,000	5,000	5,000	5,000	25,000
Technology and Office Equipment	12-Tec-002	n/a	5,000	5,000	5,000	5,000	5,000	25,000
Communications Equipment	12-Tec-003	n/a	2,000	2,000	2,000	2,000	2,000	10,000
Technology Total			12,000	12,000	12,000	12,000	12,000	60,000
Water Department								
Water Towers Repair and Repainting	12-W-001	3	900,000					900,000
Valve Replacement Program	13-W-001	3	30,000	35,000	35,000	35,000	35,000	170,000
Hydrant Replacement Program	15-W-001	3	40,000		40,000		40,000	120,000
TCAAP New Booster Station	16-W-001	3	1,000,000					1,000,000
TCAAP Trunk Water Improvements (Spine Road)	16-W-002	3	1,000,000					1,000,000
TCAAP Water Tower	16-W-003	3				4,800,000		4,800,000
CR E2 Water Replacement/Old Hwy 10 Water Loop	17-W-001	4	400,000					400,000
Water Department Total			3,370,000	35,000	75,000	4,835,000	75,000	8,390,000
GRAND TOTAL			6,930,063	3,782,190	5,072,510	7,002,752	536,400	23,323,915

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Economic Development
 Contact Community Devl Dir
 Type Improvement
 Useful Life
 Category Economic Devl Improvement
 Priority n/a

Project # **16-EDA-001**
 Project Name **Gateway Signs**

Total Project Cost: \$45,000

Description

Install gateway signs at the major entrance points to the City. Potential locations for the signs include: (1) Highway 96 at Round Lake Boulevard and (2) at Lexington Avenue; (3) County Road E2 at I-35W; (4) County Road E at Highway 51 and (5) at Lexington Avenue; (6) County Road D at Cleveland Avenue (7) Lake Johanna Boulevard at the Roseville border; and (8) Lexington Avenue at the Roseville border. Potential sign locations are listed from north to south and are not in priority order.

The cost for a typical sign is \$25,000 per sign, including installation, lighting, and landscaping is estimated. Actual costs may be more or less depending on the amount of site improvements and/or landscaping that are necessary in a specific location.

The sign that is proposed for consideration in 2017 is at Lexington and Highway 96 and is estimated to cost approximately \$45,000.

The EDA General Fund balance includes approximately \$80,000 in reserves from previous transfers for Gateway signs.

Justification

Advance the economic development goals in the 2030 Comprehensive Plan. Implement the Guiding Plan for the B2 District. Work to better identify the entrance points to the City for businesses and visitors. Foster civic pride and community identity.

Prior	Expenditures	2017	2018	2019	2020	2021	Total
0	Construction/Maintenance	45,000	0				45,000
Total	Total	45,000	0				45,000

Funding Sources	2017	2018	2019	2020	2021	Total
EDA Revenues	45,000					45,000
Total	45,000					45,000

Budget Impact/Other

Annual maintenance costs for sign cleaning and care of landscaped beds surrounding the signs is estimated by the Public Works Department at \$500 per sign annually.

Prior	Budget Items	2017	2018	2019	2020	2021	Total
0	Annual Maintenance Charge	0	500	500	500	500	2,000
Total	Total	0	500	500	500	500	2,000

**Capital Improvement Plan
City of Arden Hills, Minnesota**

2017 thru 2021

Department Government Buildings
Contact Finance Director
Type Maintenance
Useful Life 10
Category Building Repair & Maint
Priority 2 Very Important

Project # **17-Bldg-005**
Project Name **City Hall Maintenance**

Total Project Cost: **\$100,000**

Description
City Hall will require ongoing maintenance and replacement of items to maintain operational duties.
Currently, the large condensing unit (main office) has developed a leak over the last three years, costing the city \$4,000 and \$4,500 in maintenance for 2015 and 2016 (ongoing), respectively. The two smaller condensing units (council chambers) have developed a leak this past spring, and will require replacement in the upcoming years.

Justification
These items are due for replacement, and will save the City future repair costs by replacing them in the near-term.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	50,000		25,000		25,000	100,000
Total	50,000		25,000		25,000	100,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund	50,000		25,000		25,000	100,000
Total	50,000		25,000		25,000	100,000

Budget Impact/Other

Budget Items	2017	2018	2019	2020	2021	Total
Equipment and Vehicle repair costs	-3,000	-3,000	-3,000	-3,000	-3,000	-15,000
Total	-3,000	-3,000	-3,000	-3,000	-3,000	-15,000

**Capital Improvement Plan
City of Arden Hills, Minnesota**

2017 thru 2021

Department Parks Department
Contact Park & Recreation Mgr
Type Improvement
Useful Life
Category Park Capital Equipment
Priority n/a

Project # **11-Park-003**
Project Name **Playground Structure Replacement**

Total Project Cost: **\$355,000**

Description

Play Structures are placed on a 20 year replacement pattern.

Justification

In order to maintain playground structures that meet current safety guidelines, require a minimum amount of maintenance, and have replacement parts available, a 20 year replacement schedule was established for play structures. The following is a list of play structures, the year they were constructed, the year they are scheduled to be replaced, and the anticipated replacement cost.

Hazelnut Park - 2017. This structure was last replaced in 1997. (\$65,000)
Freeway Park (\$45,000) & Cummings Park - 2018 (\$80,000). These structures were last replaced in 1998.
Arden Manor (\$75,000) & Arden Oaks (\$45,000) - 2019, These structures were last replaced in 1999.
Ingerson Park (\$45,000) - 2020, This structure was last replaced in 2000.

Includes removal of wood curbing and replacement with concrete curbing.

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance	65,000	125,000	120,000	45,000		355,000
Total	65,000	125,000	120,000	45,000		355,000

Funding Sources	2017	2018	2019	2020	2021	Total
Capital Improvement Funds (PIR)	65,000	125,000	120,000	45,000		355,000
Total	65,000	125,000	120,000	45,000		355,000

Budget Impact/Other

By replacing playground structures the City will see future cost savings by not having to purchase replacement parts for aging playground structures.

Budget Items	2017	2018	2019	2020	2021	Total
Maintenance of Parks and Trails	-200	-200	-200	-200	-200	-1,000
Total	-200	-200	-200	-200	-200	-1,000

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Parks Department
 Contact Park & Recreation Mgr
 Type Operational Maintenance
 Useful Life
 Category Park Capital Improvements
 Priority n/a

Project # **11-Park-004**
 Project Name **Forestry Implementation Plan**

Total Project Cost: **\$15,000**

Description
 With the Emerald Ash Borer identified in St. Paul in the spring of 2009, the studies show that the beetles will move out at a rate of one to two miles per year. Roseville found EAB in Langton Park and Northwestern has positive finds on both the Roseville and Arden Hills portion of campus. A positive tree was found in Sampson Park in the fall of 2013. Staff has included funding for extra removals and replacements that may be needed for Emerald Ash Borer.

Justification
 The City will have impacts to the Forestry with the Emerald Ash Borer Treatment, Removal and Replacement on the horizon.

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance	5,000	5,000	5,000			15,000
Total	5,000	5,000	5,000			15,000

Funding Sources	2017	2018	2019	2020	2021	Total
Capital Improvement Funds (PIR)	5,000	5,000	5,000			15,000
Total	5,000	5,000	5,000			15,000

Budget Impact/Other
 Removal and Replacement will be a large impact.

**Capital Improvement Plan
City of Arden Hills, Minnesota**

2017 thru 2021

Department Parks Department
Contact Public Works Director
Type Improvement
Useful Life 20
Category Park Capital Improvements
Priority 3 Important

Project # **17-Park-001**
Project Name **Development of TCAAP Park Facilities**

Total Project Cost: \$7,000,000

Description
This item is for the park development (not land acquisition) of park areas throughout TCAAP.

Justification
Ramsey County will be providing park land with the development of TCAAP but the City will be required to develop the parks. An estimate has been made of \$7.0 million for full build out of all the park areas according to the approved plan.

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance		2,500,000	2,500,000	2,000,000		7,000,000
Total		2,500,000	2,500,000	2,000,000		7,000,000

Funding Sources	2017	2018	2019	2020	2021	Total
Park Capital Fund (Park Dedication Fees)		2,500,000	2,500,000	2,000,000		7,000,000
Total		2,500,000	2,500,000	2,000,000		7,000,000

Budget Impact/Other

**Capital Improvement Plan
City of Arden Hills, Minnesota**

2017 thru 2021

Department Parks Department
Contact Public Works Director
Type Improvement
Useful Life 20-25
Category Park Capital Improvements
Priority 3 Important

Project # **18-Park-001**
Project Name **Hard Court Reconstruction**

Total Project Cost: \$265,000

Description
The Maintenance Plan has placed the City's hard court play area's on a 5-7 year resurface schedule. Floral Park was last replaced in 2012. At that time, it was recommended that the City reconstruct that court in 5-6 years. There are structural cracks that cannot be corrected with a basic resurface. Hazelnut was resurfaced in 2013 and is scheduled to be reconstructed in 2019. Royal Hills was resurfaced in 2013 and is scheduled to be reconstructed in 2020. Johanna Marsh court was constructed in 1974 and is need of reconstruction, this is planned for 2017

Justification
The cracks at Johanna Marsh, Floral Park, Hazelnut Park and Royal Hills cannot be resolved through a basic resurface. The court at Floral is surrounded by trees and roots are intruding into the playing surface. The constant leaves on the court and root intrusion reduces the life of this court. The City did root cutting and tree trimming/removal around the entire Floral court in 2012. This will help to keep the roots from continuing into the court area. Staff does not know the exact date the Floral court was built but estimates in the early 1980's. Johanna Marsh was built in 1974, Hazelnut was built in 1981 and Royal Hills in 1986. The court life is usally 25-30 years.

Adjusted cost for Johanna Marsh and future projects 7/1/16 JMA

Note: Added a court reconstruction to 2017 for Johanna Marsh. It was scheduled to be recoated in 2015 but the condition is such that recoating would be a not cost effective as the court should be reconstructed. The order of the courts planned to be reconstructed could be switched but all three should ultimately be done. 7/7/15 TJM

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance	100,000	50,000	55,000	60,000		265,000
Total	100,000	50,000	55,000	60,000		265,000

Funding Sources	2017	2018	2019	2020	2021	Total
Capital Improvement Funds (PIR)	100,000	50,000	55,000	60,000		265,000
Total	100,000	50,000	55,000	60,000		265,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Public Safety
 Contact City Administrator
 Type Equipment
 Useful Life
 Category Public Safety
 Priority n/a

Project # **09-Pub-001**
 Project Name **LJFD Station Capital**

Total Project Cost: **\$32,086**

Description

Lake Johanna Fire Department provides a detailed capital budget which includes the costs to each City.

2017 - Firefighter lockers, replace furnace,
 Total Cost: \$28,500
 Arden Hills Cost: \$6,954

2018 - Repaint bay ceilings/walls, replace roof over bays.
 Total Cost: \$65,000
 Arden Hills Cost: \$15,860

2019 - Resurface bay floors
 Total Cost: \$38,000
 Arden Hills Cost: \$9,272

No costs projected past 2019

Justification

These expenditures are for:
 Station repairs, truck replacements and misc equipment.

More detailed explanations can be found in the Lake Johanna Capital Budget.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	6,954	15,860	9,272			32,086
Total	6,954	15,860	9,272			32,086

Funding Sources	2017	2018	2019	2020	2021	Total
Public Safety Capital Fund	6,954	15,860	9,272			32,086
Total	6,954	15,860	9,272			32,086

Budget Impact/Other

There are no impacts to the operating budget of the City as it contracts for Fire Services from Lake Johanna Fire Department. Any savings as a result of this project would be reflected in the fire services contract in reduced building maintenance costs.

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Public Safety
 Contact City Administrator
 Type Equipment
 Useful Life
 Category Public Safety
 Priority n/a

Project # **17-Pub-001**
 Project Name **LJFD Engine/Ladder Replacement**

Total Project Cost: \$187,148

Description
 Lake Johanna Fire Department provides the City with a Capital Budget each year outlining expected capital outflows, the fire department has budgeted for the replacement of a fire engine in future years.
 Total Cost: \$705,000
 Arden Hills Cost: \$172,020

Justification
 These expenditures are for:
 Station repairs, truck replacements and misc equipment.
 More detailed explanations can be found in the Lake Johanna Capital Budget.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	172,020	15,128				187,148
Total	172,020	15,128				187,148

Funding Sources	2017	2018	2019	2020	2021	Total
Public Safety Capital Fund	172,020	15,128				187,148
Total	172,020	15,128				187,148

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Public Safety
 Contact City Administrator
 Type Equipment
 Useful Life
 Category Public Safety
 Priority n/a

Project # **17-Pub-002**
 Project Name **LJFD Rescue/Chief/Utility Vehicle Replacement**

Total Project Cost: \$139,812

Description

Lake Johanna Fire Department provides the City with a Capital Budget each year outlining expected capital outflows, the fire department has budgeted for the replacement of a Rescue/Chief/Utility vehicles in future years.

2017
 Total Cost: \$80,000
 Arden Hills Cost: \$19,520

2019
 Total Cost: \$185,000
 Arden Hills Cost: \$45,140

2020
 Total Cost: \$208,000
 Arden Hills Cost: \$50,752

2021
 Total Cost: \$100,000
 Arden Hills Cost: \$24,400

Justification

These expenditures are for:
 Station repairs, truck replacements and misc equipment.

More detailed explanations can be found in the Lake Johanna Capital Budget.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	19,520		45,140	50,752	24,400	139,812
Total	19,520		45,140	50,752	24,400	139,812

Funding Sources	2017	2018	2019	2020	2021	Total
Public Safety Capital Fund	19,520		45,140	50,752	24,400	139,812
Total	19,520		45,140	50,752	24,400	139,812

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Public Safety
 Contact City Administrator
 Type Equipment
 Useful Life
 Category Public Safety
 Priority n/a

Project # **17-Pub-003**
 Project Name **LJFD Radio Replacement**

Total Project Cost: **\$32,696**

Description

Lake Johanna Fire Department provides the City with a Capital Budget each year outlining expected capital outflows, the fire department has budgeted for the replacement of Portable Radios in 2017 and 2018.

2017
 Total Cost: \$67,000
 Arden Hills Cost: \$16,348

2018
 Total Cost: \$67,000
 Arden Hills Cost: \$16,348

Justification

These expenditures are for:
 Station repairs, truck replacements and misc equipment.

More detailed explanations can be found in the Lake Johanna Capital Budget.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	16,348	16,348				32,696
Total	16,348	16,348				32,696

Funding Sources	2017	2018	2019	2020	2021	Total
Public Safety Capital Fund	16,348	16,348				32,696
Total	16,348	16,348				32,696

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Public Safety
 Contact City Administrator
 Type Equipment
 Useful Life
 Category Public Safety
 Priority n/a

Project # **17-Pub-004**
 Project Name **LJFD Other Capital Equipment**

Total Project Cost: \$8,173

Description

Lake Johanna Fire Department provides the City with a Capital Budget each year outlining expected capital outflows, below shows what the fire department expects to spend on other capital equipment in the upcoming years.

2017
 Tire Replacement
 Computer Replacement
 Saw Replacement
 Mobile CAD
 Total Cost: \$21,400
 Arden Hills Cost: \$5,221

2018
 Computer Replacement
 Replace AED's
 Total Cost: \$7,600
 Arden Hills Cost: \$1,854

2019
 SCBA Bottle Test
 Total Cost: \$4,500
 Arden Hills Cost: \$1,098

Justification

These expenditures are for:
 Station repairs, truck replacements and misc equipment.

More detailed explanations can be found in the Lake Johanna Capital Budget.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	5,221	1,854	1,098			8,173
Total	5,221	1,854	1,098			8,173

Funding Sources	2017	2018	2019	2020	2021	Total
Public Safety Capital Fund	5,221	1,854	1,098			8,173
Total	5,221	1,854	1,098			8,173

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Public Safety
 Contact Finance Director
 Type Equipment
 Useful Life
 Category Public Safety
 Priority n/a

Project # 17-Pub-005
 Project Name **County Emergency Siren Replacement**

Total Project Cost: \$28,000

Description
 Ramsey County is planning on replacing emergency sirens, costs updated per Ramsey County on 11/14/2016. The current equipment will need to be upgraded in order to remain compatible with Ramsey County as they update their equipment. The updates include radios, antennas, accessory equipment needed to operate the new emergency system.

Justification
 Ramsey County is planning on replacing emergency sirens, costs updated per Ramsey County on 11/14/2016. DP

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	28,000					28,000
Total	28,000					28,000

Funding Sources	2017	2018	2019	2020	2021	Total
Public Safety Capital Fund	28,000					28,000
Total	28,000					28,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Sanitary Sewer Department
 Contact Public Works Director
 Type Maintenance
 Useful Life 30
 Category Sanitary Sewer Maintenance
 Priority 3 Important

Project # **09-Sew-002**
 Project Name **Sewer Lining/Rehabilitation**

Total Project Cost: **\$3,200,000**

Description
 Sewer Lining and Rehabilitation.
 Note: Increased 2013 amount to 500,000 because there will likely be another round of I&I elimination grants from MCES. Will not use additional dollars unless they can be leveraged for grant monies. 5/21/12 TJM
 Note: An analysis of our system shows that we still have approximately 18 miles (40%) that are old clay lines subject to infiltration and root intrusion. It was estimated it would cost \$3,500,000 to line all of these clay lines over the next 20 years. Estimated expenditures have been extended for 20 years to reflect this cost. 10/1/12 TJM
 The City is expected to receive \$60,000 in grant revenue for 2017 per Public Works.

Justification
 As part of our sanitary sewer program, lines found with holes and cracks allowing for infiltration should be lined or repaired as needed. As the sewer infrastructure is aging, we should plan for a rehabilitation project on an annual basis.
 2016 estimates show a remaining need of 1.6 to 2.2 million. Set a funding level of \$400K every 2 years JMA 7/14/16

Prior	Expenditures	2017	2018	2019	2020	2021	Total	Future
1,200,000	Construction/Maintenance	400,000		400,000		400,000	1,200,000	800,000
Total	Total	400,000		400,000		400,000	1,200,000	Total

Prior	Funding Sources	2017	2018	2019	2020	2021	Total	Future
1,200,000	Sanitary Sewer Utility Fund	400,000		400,000		400,000	1,200,000	800,000
Total	Total	400,000		400,000		400,000	1,200,000	Total

Budget Impact/Other
 This project will help the overall I&I reduction program. Savings are estimated at this time based on part of the surcharge fees for I&I by the Metropolitan Council.

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Sanitary Sewer Department

Contact Public Works Director

Type Improvement

Useful Life 20-25

Category Utility Improvements

Priority 3 Important

Project # **10-Sew-003**
 Project Name **Reconstruct Lift Stations 11**

Total Project Cost: **\$253,100**

Description

Project to replace lift stations 11 (1861 Highway 96) . The average life expectancy for a lift station is 25 years. New pumps and electrical panels would be installed. The new pumps and panels would be compatible with the other 14 lift stations located throughout the City.

Engineering/Design already completed, however, a review should be completed to ensure no design modifications are needed.

Note: Due to the 10/96 interchange construction LS 11 was not rebuilt, only LS 13 was authorized. It was designed in 2011 and will be built in 2012. Funding has been changed to reflect the change in project scope and LS 11 reconstruction will be added back into a later year. 5/21/12 TJM

Lift Station #11 may be impacted by the Highway 10/County Rd 96 improvement project, scheduled for 2011.

LS 11 was not impacted by the 10/96 project, nor was it possible to eliminate LS 11 because of the materials under Hwy 96 not supporting a gravity pipe to flow to RLR. LS 11 reconstruction will be put back in the CIP in 2015 4/22/14 TJM

Note: 7/21/14 Council Worksession moved to 2016 to help balance yearly expenditures.

Justification

The lift stations are over 40 years old and in need of replacement.

Prior	Expenditures	2017	2018	2019	2020	2021	Total
243,100	Construction/Maintenance	10,000					10,000
Total	Total	10,000					10,000

Prior	Funding Sources	2017	2018	2019	2020	2021	Total
243,100	Surface Water Mgmt Utility Funds	10,000					10,000
Total	Total	10,000					10,000

Budget Impact/Other

As this project is completed in 2017, the bulk of the work having been done in 2016, the City will realize cost savings with reduced maintenance costs that would normally be attributed to this lift station.

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Sanitary Sewer Department
 Contact Public Works Director
 Type Improvement
 Useful Life 30
 Category Utility Improvements
 Priority 3 Important

Project # **16-Sew-001**
 Project Name **TCAAP Trunk Sanitary Sewer & Lift Station**

Total Project Cost: \$1,200,000

Description
 As the TCAAP site develops it will be served by a trunk sanitary sewer system and a lift station that collects all of TCAAP sewer flow (only TCAAP flow) and carries it through Mounds View to a MCES regional lift station.

Justification
 As Ramsey County starts to develop TCAAP infrastructure the City's sanitary sewer system will be placed in the Spine Road right-of-way.

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance	1,200,000					1,200,000
Total	1,200,000					1,200,000

Funding Sources	2017	2018	2019	2020	2021	Total
TCAAP Reimbursements	1,200,000					1,200,000
Total	1,200,000					1,200,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Street Department
 Contact Public Works Director
 Type Improvement
 Useful Life 30
 Category Streets:Misc
 Priority 3 Important

Project # **14-Str-002**
 Project Name **Hwy 96 and County Road F Sidewalk Improvement**

Total Project Cost: \$475,000

Description

In 2013 Ramsey County and MnDOT are completing Hwy 96 from approximately North Heights Church westerly to Round Lake Road. That improvement will have a bituminous trail on the south side and a concrete sidewalk on the north side. The previous Hwy 96 improvement did not extend sidewalk on the north side west of Hamline Avenue. Therefore, when the 2013 improvement is complete there will be a gap in the sidewalk on the north side from Hamline Avenue to approximately the entrance to North Heights Church (3600 Feet)

Note: with the construction on the 10/96 project carrying over into the summer of 2014 this sidewalk project is being delayed until 2015 so as not to cause more traffic problems. It will also be combined with the sidewalk fill in project on County Road F between Hamline and Lexington. There is a gap in the sidewalk from the new apartment building (Arden Village) to Hamline of approximately 600 feet.

Note: 7/21/14 Council Work Session moved to 2016 to be combine with the TCAAP spine road construction

Justification

Completing the sidewalk on the north side of Hwy 96 will make a continuous trail on the north side of Hwy 96 from West Round Lake Road easterly to the City of White Bear Lake.

The Ramsey County Cost Participation Policy states that the County will pay half the construction cost on new sidewalk along their roadways with the City paying the other half plus overhead costs.

Prior	Expenditures	2017	2018	2019	2020	2021	Total
50,000	Construction/Maintenance	425,000					425,000
Total	Total	425,000					425,000

Prior	Funding Sources	2017	2018	2019	2020	2021	Total
50,000	Ramsey County-CSAH	150,000					150,000
	State Aid Funds	275,000					275,000
Total	Total	425,000					425,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Street Department
 Contact Public Works Director
 Type Improvement
 Useful Life 30
 Category Streets:Misc
 Priority 3 Important

Project # **15-Str-061**
 Project Name **MnDOT Bridge Projects**

Total Project Cost: \$1,000,000

Description

Mn/DOT has programmed the replacement of several bridges within or on the border of Arden Hills. These include the following bridges with the MnDOT plan year of construction.

2015 County Road E bridge over TH 51
 2015 TH 96 Interchange at 35W
 2015 County Road F (Lake Valentine Rd) bridge over 35W
 2016 County Road E2 interchange at 35W
 2016 County Road H Interchange at 35W

Generally MnDOT's policy is to provide pedestrian facilities on one side of new bridges. If the City(s) and/or County request pedestrian facilities on both sides on the bridge that cost is paid by the City and County. The County's cost participation policy states that for these types of projects the cost is split 50% County and 50% City(s)

Justification

Since these bridge projects are built for 50 to 75 years it may be prudent to carefully consider the addition of pedestrian facilities on both sides of the bridge.

Estimated City share for each of these bridge s is listed below. The estimates are based on the County cost participation policy of 50% County and 50% City(s). These estimates can be further redefined as each structure goes through the layout phase to determine the style of interchange and the length of bridge. The estimates are as follows:

County Road E Bridge over TH 51	\$250,000
Hwy 96 Interchange at 35W	\$250,000
County Road F Bridge over 35W	\$250,000
County Raod E2 Interchange with 35W	\$250,000
County Road H Interchange with 35W	\$250,000

Prior	Expenditures	2017	2018	2019	2020	2021	Total
900,000	Construction/Maintenance	100,000					100,000
Total	Total	100,000					100,000

Prior	Funding Sources	2017	2018	2019	2020	2021	Total
900,000	State Aid Funds	100,000					100,000
Total	Total	100,000					100,000

Budget Impact/Other

When the bridge is reconstructed with pedestrian facilities the City may be responsible for snow removal acitivities for the these facilities.

Prior	Budget Items	2017	2018	2019	2020	2021	Total
400	Annual Maintenance Charge	400	400	400	400	400	2,000
Total	Total	400	400	400	400	400	2,000

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Street Department
 Contact Park & Recreation Mgr
 Type Improvement
 Useful Life 20-25
 Category Streets:Misc
 Priority 4 Less Important

Project # 17-Str-003
 Project Name Hwy 96 Landscaping

Total Project Cost: \$300,000

Description
 MnDot and Ramsey County grade separated US 10/Hwy 96 in 2013/2014 and reconstructed the I-35W/Hwy 96 Interchange in 2015/2016. These projects created several new medians and boulevard areas that have not been landscaped as the remainder of the Hwy 96 corridor is through Arden Hills

Justification
 This work will complete the landscaping of the Hwy 96 corridor in Arden Hills

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance	300,000					300,000
Total	300,000					300,000

Funding Sources	2017	2018	2019	2020	2021	Total
Capital Improvement Funds (PIR)	300,000					300,000
Total	300,000					300,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Street Department
 Contact Public Works Director
 Type Improvement
 Useful Life 20-25
 Category Streets: Reconstruction
 Priority 3 Important

Project # 17-Str-004
 Project Name Old Snelling Ave including Bridge Reconstruction

Total Project Cost: \$1,750,000

Description

The existing roadway has a minimal storm water management system in place. Records indicate that Snelling Avenue was crack sealed and seal coated in 1996. City staff will televise the utility lines to determine the extent of any necessary repairs.

A preliminary Scoping Document was prepared in December 2010. Several options for reconstruction were discussed. No major sanitary sewer or water problems were identified. There is a bridge at the south end that will need to be replaced at the same time. Final bridge plans have been completed and are submitted to MnDOT requesting Bridge Bonding funds

Snelling Ave (Co Rd E - TH51)

Estimated Residential Equivalent Units: 24

2005 AADT: 1650
 2009 AADT: 950

Note: Council authorized Bridge final plans in late 2011, in March 2012 Council decided street and bridge should be done together after Bridge Bonding Funds are secured. Earliest this could be accomplished is in 2013. 5/21/12 TJM

Bridge Bonding request submitted July of 2015 since won't be rebuilt at least until after 2015 replacement of CR E bridge over TH 51. TJM

Cummings Lane and Hamline Ave. north of Co. Rd. E could be easily added to this project for reclaiming of the road surface.

Justification

Records indicate Snelling Avenue was crack sealed and sealcoated in 1996. The existing roadway currently has a minimal storm water management system in place.

Snelling from TH51 to Co Rd E, 2005 PCI = 34, 2008 PCI = 31, 2011 PCI= (Increase due to heavy patching)

Utilities
 Watermain - no history of problems
 Sanitary Sewer - no history of problems, install chimney seals on all manholes; correct any I&I deficiencies.
 Storm Sewer - project must meet Rice Creek Watershed District requirements; improvements will improve water quality to Lake Johanna.

In order to better understand the project costs for this road segment, staff completed a field survey and some preliminary analysis for this project in 2010. Results of the survey and knowledge of existing conditions will assist in determining potential rehabilitation measures and associated construction cost estimates. The level of improvement will determine the storm water requirements.

Although this roadway has a low ADT it will likely be a significant detour when the CR E bridge is replaced in 2014 or 2015. In its current condition Snelling Ave will not likely hold up under increase traffic during the CR E bridge replacement. This segment is also listed as a PTRC high priority for a detached trail (Segment I).

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance			1,750,000			1,750,000
Total			1,750,000			1,750,000

Funding Sources	2017	2018	2019	2020	2021	Total
Capital Improvement Funds (PIR)			250,000			250,000
Grant Revenue			125,000			125,000

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Street Department
 Contact Public Works Director

State Aid Funds	1,325,000	1,325,000
Surface Water Mgmt Utility Funds	50,000	50,000
Total	1,750,000	1,750,000

Budget Impact/Other

The street has deteriorated past the point where other forms of maintenance are cost-effective. Long-term, reconstruction will provide a consistent roadway section that will reduce costs associated with patching potholes and other pavement failures. Monitoring/maintenance will be required for new stormwater features that are not resident-maintained rain gardens.

Anticipated costs included here are for a Municipal State Aid fundable street rural reconditioning/reconstruction, bridge replacement and detached trail.

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Street Department
 Contact Public Works Director
 Type Improvement
 Useful Life 20-25
 Category Streets:Misc
 Priority 3 Important

Project # **18-Str-003**
 Project Name **CR E Sidewalk and Old Hwy 10 Trail (Bethel)**

Total Project Cost: **\$1,400,000**

Description
 Construct a sidewalk along CR E (side to be determined) from TH 51 Bridge to Old Hwy 10 and then a detached trail along the west side of Old Hwy 10 from County Road E to Bethel University's main entrance.
 Construction of the trail along Old Hwy 10 will need to be studied to determine to most cost-effective type of construction especially in areas of wetlands (detached boardwalk, shoulder of Old Hwy 10, urbanize a portion of Old Hwy 10 and construct trail immediately behind the curb).

Justification
 In 2013 Bethel University received a CUP for using the Country Financial building. As part of that CUP negotiation Bethel agreed to \$800,000 towards the trail over the years 2016-2023. The City committed in the CUP to having the trail from CR E/TH 51 over to Old Hwy 10 and then north along the west side of Old Hwy 10 to Bethel's main entrance by the end of 2018.

Expenditures	2017	2018	2019	2020	2021	Total
Planning/Design	400,000					400,000
Construction/Maintenance		1,000,000				1,000,000
Total	400,000	1,000,000				1,400,000

Prior	Funding Sources	2017	2018	2019	2020	2021	Total	Future
50,000	Capital Improvement Funds (PIR)	300,000					300,000	300,000
Total	Donations/Developer Reimbursements	50,000	100,000	100,000	100,000	100,000	450,000	Total
	Ramsey County-CSAH		300,000				300,000	
	Total	350,000	400,000	100,000	100,000	100,000	1,050,000	

Budget Impact/Other
 Between the contribution from Bethel University and the Ramsey County Cost Participation Policy there should be sufficient funds to construct the project. The City will likely be responsible for the design and interim funding until Bethel's full contribution is accomplished in 2021.

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Street Department
 Contact Public Works Director
 Type Maintenance
 Useful Life 10-12
 Category Streets:Misc
 Priority 2 Very Important

Project # **18-Str-004**
 Project Name **Co Rd 96 Signal Maintenance**

Total Project Cost: **\$6,000**

Description
 Traffic Signal painting of signals at County Road 96 and Hamline and County Road 96 and Lexington.

Justification
 Maintenance of paint systems on traffic signals are the responsibility of the local jurisdiction. The paint maintenance on the signal at Hamline Avenue and Co Rd 96 is 100% Arden Hills. The paint maintenance on the signal at Co Rd 96 and Lexington Avenue is split 50% by Arden Hills and 50% by Shoreview.
 Ramsey county is working to organize signal painting along this corridor and allow cities to participate in a collective effort to contract for this work in 2018.
 The signals were installed in 2006

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance		6,000				6,000
Total		6,000				6,000

Funding Sources	2017	2018	2019	2020	2021	Total
Capital Improvement Funds (PIR)		6,000				6,000
Total		6,000				6,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Surface Water Management D
 Contact Public Works Director
 Type Maintenance
 Useful Life 20-25
 Category Storm Water Maintenance
 Priority 3 Important

Project # **09-Storm-001**
 Project Name **Storm Pond Maintenance**

Total Project Cost: \$200,000

Description
 Development of a maintenance plan to be implemented to meet MPCA SWPPP requirements.
 Due to new regulations from the MPCA regarding disposal of materials removed from ponds, staff is reviewing best management practices and costs related to these types of projects.

Justification
 Storm pond cleaning and rehabilitation projects to meet surface water quality requirements.

Prior	Expenditures	2017	2018	2019	2020	2021	Total
100,000	Construction/Maintenance	50,000	0	50,000			100,000
Total	Total	50,000	0	50,000			100,000

Prior	Funding Sources	2017	2018	2019	2020	2021	Total
100,000	Surface Water Mgmt Utility Funds	50,000	0	50,000			100,000
Total	Total	50,000	0	50,000			100,000

Budget Impact/Other
 There are no operational impacts associated with this project at this time.

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Surface Water Management D
Contact Public Works Director
Type Maintenance
Useful Life 15-17
Category Storm Water Maintenance
Priority 3 Important

Project # 13-Storm-001
Project Name Storm Water Inlet/Outlet Repairs

Total Project Cost: \$100,000

Description

One of the requirements of the City's MS4 permit is to annually inspect 20% of the inlets/outlets in our stormwater system. The City actually inspected 100% of them in the final year (2011) of our first MS4 permit. Many are in disrepair and need to be fixed.

Justification

To maintain our storm drainage system annually the City should undertake the repair of inlets/outlets and other erosion issues that are found throughout the system.

Prior	Expenditures	2017	2018	2019	2020	2021	Total
50,000	Construction/Maintenance	25,000	0	25,000			50,000
Total	Total	25,000	0	25,000			50,000

Prior	Funding Sources	2017	2018	2019	2020	2021	Total
50,000	Surface Water Mgmt Utility Funds	25,000	0	25,000			50,000
Total	Total	25,000	0	25,000			50,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Surface Water Management D

Contact Public Works Director

Type Unassigned

Useful Life

Category Storm Water Maintenance

Priority 3 Important

Project # **17-Storm-001**
 Project Name **Storm Water BMP Study/Construction**

Total Project Cost: **\$175,000**

Description

Comprehensive study of water quality BMP needs throughout the City and opportunities to implement BMP that can improve water quality. In 2009 the Rice Creek Watershed District prepared a report titled Karth Lake Management Action Plan. The report identified Best Management Practices (BMP) that would help continue to improve the quality of lake water. This item would implement BMP #1 which would provide treatment for the runoff entering the south end of the lake from the industrial properties.

Justification

The City's NPDES permit requires that the City works to develop a program to address storm water quality. A number of water bodies the City of Arden Hills drains to are impaired and have or are in the process of creating a TMDL (total maximum daily load) for those waterbodies. Moving forward the City will be required to meet the terms laid out in the TMDL plan for the waterbody. This study would be able to identify where the greatest needs for BMPs are and help prioritize projects as they are identified. Karth Lake Improvement District has been very active in monitoring and improving the quality of water in Karth Lake. This item was identified by a RCWD report as a BMP that would improve the quality of runoff from the south end of the lake. The industrial properties in that area currently have no treatment of runoff before it enters Karth Lake.

Prior	Expenditures	2017	2018	2019	2020	2021	Total
50,000	Construction/Maintenance	125,000					125,000
Total	Total	125,000					125,000

Prior	Funding Sources	2017	2018	2019	2020	2021	Total
50,000	Surface Water Mgmt Utility Funds	125,000					125,000
Total	Total	125,000					125,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Technology
 Contact Finance Director
 Type Technology
 Useful Life
 Category Equipment: Office
 Priority n/a

Project # **12-Tec-001**
 Project Name **Springbrook Software Upgrades**

Total Project Cost: \$25,000

Description
 The Finance Suite was upgraded in 2010 to the .Net version of the software. The City purchased Springbrook software in 2001-2002. In 2011-2014 we have been implementing the Human Resource module and the Central Services modules. As future enhancements are available we will be implementing this as well as upgrading the software, future modules include Project Management, licensing, business analytics, and dashboards.

Justification
 The current software was purchased in 2001-2002. Updating the software as updates become available continue to help us streamline our processes and tighten internal controls. As new technology becomes available - we need to update our systems to be able to function as the old software does not run on the older versions of operating systems and they are not supported. Updates were done in 2010 and we are still implementing some of those updates as they were not completely finished by the vendor or we had not had the staff time to implement. New enhancements to keep up to current technology are continuous.
 Funding will come from the Equipment Building and Replacement Fund but operating transfers will be made from each of the enterprise funds (Water, Sewer & Surface Water) to account for their cost of the software. This is consistent with the support and maintenance fee charges in the operating budget.

Expenditures	2017	2018	2019	2020	2021	Total
Technology	5,000	5,000	5,000	5,000	5,000	25,000
Total	5,000	5,000	5,000	5,000	5,000	25,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund	5,000	5,000	5,000	5,000	5,000	25,000
Total	5,000	5,000	5,000	5,000	5,000	25,000

Budget Impact/Other
 While there is no hard concrete cost savings, it will provide greater reporting capabilities, reduce staff time spent on running reports as this software will allow for department access to monitor activity. Future costs and efficiency can be achieved by eventually consolidating all City services to one software system, thus eliminating paper flow and double entry.
 Annual maintenance fees for the new modules will be added as we add modules.

Budget Items	2017	2018	2019	2020	2021	Total
Annual Maintenance Charge	2,700	2,880	2,995	3,010	3,500	15,085
Total	2,700	2,880	2,995	3,010	3,500	15,085

**Capital Improvement Plan
City of Arden Hills, Minnesota**

2017 thru 2021

Department Technology
Contact Finance Director
Type Technology
Useful Life
Category Equipment: Office
Priority n/a

Project # 12-Tec-002
Project Name Technology and Office Equipment

Total Project Cost: \$25,000

Description
Equipment replacement of copiers, computers, and other various equipment and software. As technology advances, so does software and machines. New licenses must be purchased to upgrade and we must upgrade to stay compatible with other systems we integrate with at other levels, for example, website, CTV, State Auditor's Office, etc.

Justification
Maintenance on all office equipment, computers, and machines plus software upgrades as old operating systems are no longer supported, we are forced to upgrade our systems, some printers and print drivers will no longer work with current equipment in this ever-changing environment.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	5,000	5,000	5,000	5,000	5,000	25,000
Total	5,000	5,000	5,000	5,000	5,000	25,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund	5,000	5,000	5,000	5,000	5,000	25,000
Total	5,000	5,000	5,000	5,000	5,000	25,000

Budget Impact/Other
None

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Technology
 Contact Finance Director
 Type Technology
 Useful Life
 Category Equipment: Office
 Priority n/a

Project # 12-Tec-003
 Project Name Communications Equipment

Total Project Cost: \$10,000

Description
 Replace and upgrade audio visual and communications equipment as necessary with CTV, website, and in Council Chambers..

Justification
 Communicate information to residents and businesses in a manner and format that is up-to-date, efficient, and professional.

Expenditures	2017	2018	2019	2020	2021	Total
Technology	2,000	2,000	2,000	2,000	2,000	10,000
Total	2,000	2,000	2,000	2,000	2,000	10,000

Funding Sources	2017	2018	2019	2020	2021	Total
Special Revenue Cable Fund	2,000	2,000	2,000	2,000	2,000	10,000
Total	2,000	2,000	2,000	2,000	2,000	10,000

Budget Impact/Other
 Annual equipment maintenance of \$3,000 is currently included in the Cable Fund budget. No additional impact at this time.

Prior	Budget Items	2017	2018	2019	2020	2021	Total
0	Annual Maintenance Charge	0					0
Total	Total	0					0

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Water Department
 Contact Public Works Director
 Type Operational Maintenance
 Useful Life 15-17
 Category Utility Maintenance
 Priority 3 Important

Project # **12-W-001**
 Project Name **Water Towers Repair and Repainting**

Total Project Cost: \$900,000

Description

The City has two water towers; a 500,000 gallon north tower and a 1,000,000 gallon south tower. Based on a 2005 inspection report some improvements are needed at the south tower. The north tower was last inspected in 2000 and repairs were undertaken in 2001.

In 2012 both water towers were inspected inside and outside using the "float down" method by Kollmer Consultants, inc of Stacy MN. Based upon these inspections the recommendation is to make minor structural modifications to each of towers together with a complete stripping of the existing paint and a full repainting. Kollmer recommended that the south water tower be completed in the next 1 to 2 years and the north water tower be completed in the next 2 to 3 years.

Note: 7/21/14 Council Worksession moved to 2016 due to TCAAP workload in 2015.
 Note: 6/4/15 Increased Cost to \$900K due to rising construction costs

Justification

In order to proceed with the repairs at the both towers plans and specs need to be prepared based on most recent inspection of the towers by Kollmer Consultants in 2012.

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance	900,000					900,000
Total	900,000					900,000

Funding Sources	2017	2018	2019	2020	2021	Total
Water Utility Funds	900,000					900,000
Total	900,000					900,000

Budget Impact/Other

**Capital Improvement Plan
City of Arden Hills, Minnesota**

2017 thru 2021

Department Water Department
Contact Public Works Director
Type Unassigned
Useful Life 30
Category Utility Maintenance
Priority 3 Important

Project # **13-W-001**
Project Name **Valve Replacement Program**

Total Project Cost: **\$750,000**

Description

Much of the City's water system was built in the 1960's through 1980's and with the City's "hot soils" there have been many failure of valves in the water system. Failures have ranged from deteriorated bolts to mechanical failure. Most valves have been replaced on an emergency basis thus far. This item is an attempt at planning for a certain amount of valve repair/repalcement on an annual basis. It is estimated that over the next 20 years as many as 175 existing valves will need to be repaired/replaced in our system. It is also estimated that the cost per valve will average \$4000 per valve over the 20 years.

Justification

Prior	Expenditures	2017	2018	2019	2020	2021	Total	Future
120,000	Construction/Maintenance	30,000	35,000	35,000	35,000	35,000	170,000	460,000
Total	Total	30,000	35,000	35,000	35,000	35,000	170,000	Total

Prior	Funding Sources	2017	2018	2019	2020	2021	Total	Future
120,000	Water Utility Funds	30,000	35,000	35,000	35,000	35,000	170,000	460,000
Total	Total	30,000	35,000	35,000	35,000	35,000	170,000	Total

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Water Department
 Contact Public Works Director
 Type Unassigned
 Useful Life 30
 Category Utility Maintenance
 Priority 3 Important

Project # 15-W-001
 Project Name Hydrant Replacement Program

Total Project Cost: \$400,000

Description
 The City's water system contains approximately 600 hydrants. It is reasonable to expect over the next 20 years some of those hydrants will need to be replaced. Assuming two per year over the next 20 years would mean that 40 hydrants would be replaced; some of these would be with PMP projects. Each replaced hydrant is estimated to cost \$10,000.

Justification

Prior	Expenditures	2017	2018	2019	2020	2021	Total	Future
40,000	Construction/Maintenance	40,000		40,000		40,000	120,000	240,000
	Total	40,000		40,000		40,000	120,000	Total

Prior	Funding Sources	2017	2018	2019	2020	2021	Total	Future
40,000	Water Utility Funds	40,000		40,000		40,000	120,000	240,000
	Total	40,000		40,000		40,000	120,000	Total

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Water Department
 Contact Public Works Director
 Type Improvement
 Useful Life 30
 Category Utility Improvements
 Priority 3 Important

Project # 16-W-001
 Project Name TCAAP New Booster Station

Total Project Cost: \$1,000,000

Description
 This item would construct an additional Water Booster Station near Old Highway 10 and I-694 to pump water from the low pressure zone to the high pressure zone. The booster station would be built on excess Ramsey County right of way and the structure would be made to look like a residential house due to its location.

Justification
 The City's water system currently only has one booster station providing water to the high pressure zone through a single crossing of i-694. If anything (lighting strike, wind storm, etc.) knocked out the current booster station for any length on time the high pressure zone could be out of water after the the half million gallon tower is drained.
 Construction of a second booster station will provide needed redundancy in the system so if one booster station fails or is taken down for service the high pressure zone will still be provided water.

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance	1,000,000					1,000,000
Total	1,000,000					1,000,000

Funding Sources	2017	2018	2019	2020	2021	Total
TCAAP Reimbursements	600,000					600,000
Water Utility Funds	400,000					400,000
Total	1,000,000					1,000,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Water Department
 Contact Public Works Director
 Type Improvement
 Useful Life 30
 Category Utility Improvements
 Priority 3 Important

Project # **16-W-002**
 Project Name **TCAAP Trunk Water Improvements (Spine Road)**

Total Project Cost: **\$1,000,000**

Description
 With the Ramsey County construction of the Spine Road, a TCAAP City trunk water main will also be installed. This improvement will be primarily in the Spine Road right-of-way but will include some water main outside of the right-of-way to get to the water tower site and the connection points to the City's existing system.

Justification
 In order to prepare the TCAAP site for development the City needs to extend trunk utilities into through the site with the construction of the Spine Road.

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance	1,000,000					1,000,000
Total	1,000,000					1,000,000

Funding Sources	2017	2018	2019	2020	2021	Total
TCAAP Reimbursements	1,000,000					1,000,000
Total	1,000,000					1,000,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Water Department
 Contact Public Works Director
 Type Improvement
 Useful Life 30
 Category Utility Improvements
 Priority 3 Important

Project # **16-W-003**
 Project Name **TCAAP Water Tower**

Total Project Cost: **\$4,800,000**

Description
 Construct a new 1.0-1.5 million gallon water tower (actual size to be determined in final design) on the TCAAP site.

Justification
 TCAAP will be served with water by expanding the City's current high pressure zone. Currently the high pressure zone only has a half million gallons of elevated storage. This amount of storage is not sufficient to provide for domestic consumption and fire flow. The additional tower will provide the needed storage. A site for the tower will be provided by Ramsey County on the TCAAP site.
 Moved to 2020 as need is not anticipated until development advances demand 7/1/16 JMA

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance				4,800,000		4,800,000
Total				4,800,000		4,800,000

Funding Sources	2017	2018	2019	2020	2021	Total
TCAAP Reimbursements				3,000,000		3,000,000
Water Utility Funds				1,800,000		1,800,000
Total				4,800,000		4,800,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Water Department
 Contact Public Works Director
 Type Maintenance
 Useful Life 30
 Category Utility Maintenance
 Priority 4 Less Important

Project # 17-W-001
 Project Name CR E2 Water Replacement/Old Hwy 10 Water Loop

Total Project Cost: \$400,000

Description

Water main on CR E2 from Old Hwy 10 to Valentine Hills School has experienced numerous breaks. Most recently in 2015 there were three different breaks when this section of water main had to be fed from the high pressure zone for a few days. All three breaks where due to deterioration of the pipe material until a hole appeared.

Also, by creating a loop in the low pressure system by connecting the water main on CR E with this main on CR E2 the City will be better able to feed the low pressure system by rerouting and not have to rely on temporary feeds from the high pressure system.

Justification

Recent water main breaks (four in 2015) on this section of main on CR E2 have all shown a deteriorated pipe material. Water breaks are exected to continue with high frequency as the pipe material continues to wear thin.

2015 breaks - 3 on 5/12/15 and 1 on 8/4/15. Water main breaks cost between \$5,000 and \$10,000 to repair each break.

Looping the low pressure system along Old Hwy 10 will provide needed additional redunancy in the system.

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance	400,000					400,000
Total	400,000					400,000

Funding Sources	2017	2018	2019	2020	2021	Total
Water Utility Funds	400,000					400,000
Total	400,000					400,000

Budget Impact/Other

City of Arden Hills, Minnesota
Capital Improvement Plan
 2017 thru 2021

PROJECTS BY CATEGORY

Category	Project#	Priority	2017	2018	2019	2020	2021	Total
Equipment: Public Works								
Replace 1997 Street Sweeper (Unit 103)	13-Eqp-004	3	250,000					250,000
Large Area Mower (Unit 433)	16-Eqp-001	3	40,000					40,000
1996 Trailer Replacement (Skidsteer/Roller)	16-Eqp-003	4		10,000				10,000
Replace Air Compressor (Unit 107)	16-Eqp-004	4	29,500					29,500
Replace 2006 Felling Trailer (Unit 415)	17-Eqp-001	4	10,000					10,000
Brush Chipper (Unit 426)	17-Eqp-005	4	38,500					38,500
Add Two Toro "Z" Lawn Mowers (TCAAP)	18-Eqp-001	3			17,000		18,000	35,000
Replace 2005 Felling Trailer Unit (414)	18-Eqp-002	4			10,000			10,000
Replace Two 2014 Toro "Z" Lawn Mowers (451 & 452)	18-Eqp-003	3		24,000				24,000
Add Felling Trailer (TCAAP)	18-Eqp-004	3			10,000			10,000
Replace 1996 Roller (unit 106)	18-Eqp-005	3		41,500				41,500
Replace Easement Sewer Cleaning Machine (Unit 310)	19-Eqp-001	3			70,000			70,000
Add Generator Lift station emergency power	19-Eqp-002	3	40,000					40,000
Equipment: Public Works Total			408,000	75,500	107,000		18,000	608,500
Vehicles								
Add Pick-up Truck (TCAAP)	17-EqpV-004	3	35,000					35,000
Replace 2002 F-450 One Ton Truck (Unit 302)	17-EqpV-001	3	72,000					72,000
Replace 2001 Dump Truck with New Dump Truck (116)	17-EqpV-002	3	125,000	115,000				240,000
Add Plow Truck w/Plow, Wing and Sander (TCAAP)	18-EqpV-001	4			125,000	125,000		250,000
Add One-Ton Truck w/Plow and Sander (TCAAP)	18-EqpV-002	4			82,000			82,000
Add F350 Pick-up with Lift Gate (TCAAP)	18-EqpV-003	4				42,000		42,000
Add Pick-up Truck (TCAAP)	18-EqpV-004	3			40,000			40,000
Replace 2006 F-350 Four Dr w/ traffic sign (# 322)	18-EqpV-005	3		55,000				55,000
Replace 2008 F-350 Pick-up w/plow (unit 430)	19-EqpV-002	4			55,000			55,000
Vehicles Total			232,000	170,000	302,000	167,000		871,000
Vehicles - Community Development								
Replace 2004 Chevrolet Blazer (unit 502) - CD	18-EqpV-006	3		29,000				29,000
Vehicles - Community Development Total				29,000				29,000
GRAND TOTAL			640,000	274,500	409,000	167,000	18,000	1,508,500

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 15
 Category Equipment: Public Works
 Priority 3 Important

Project # **13-Eqp-004**
 Project Name **Replace 1997 Street Sweeper (Unit 103)**

Total Project Cost: **\$250,000**

Description
 Equipment #105 - 1997 Elgin Street Sweeper.
 VIN # 585165
 Hours 2761 (2015)
 Hours 2864 (2016)
 Mileage 14,356 (2015)
 Mileage 14,946 (2016)

Justification
 Equipment will be 20 years old. Equipment replacement guidelines recommend replacement on 15-17 year cycle
 Repair costs for parts and labor:
 2006 - \$634.96
 2007 - \$764.53
 2008 - \$657.95
 2009 - \$7,627.62
 2010 - \$1,924.07
 2011 - \$2,197.05
 2012 - \$236.56
 2013 - \$1,857.27
 2014 - \$7,779.46
 2015- \$7,907
 2016- \$13,452
 Equipment is still operational and receives limited use which allows replacement to be pushed out to 2017
 This vehicle will be monitored for hours and repairs and adjusted as needed. Previous sweeper increased maintenance costs substantially after Year 15.
 Note: moved from 2015 to 2016 and increased cost based on state contract prices. 5/14/14 TJM
 Note: increase price to \$250K to reflect increases expected in equipment next year. 6/4/15 TJM
 Note: increase price to \$260K to reflect expected price increase 6/30/16 JMA

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	260,000					260,000
Estimated Trade-In Value	-10,000					-10,000
Total	250,000					250,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund	250,000					250,000
Total	250,000					250,000

Budget Impact/Other
 Reduce repair and maintenance costs.

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director

Budget Items	2017	2018	2019	2020	2021	Total
Equipment and Vehicle repair costs		-300	-300			-600
Total		-300	-300			-600

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 10-12
 Category Equipment: Public Works
 Priority 3 Important

Project # **16-Eqp-001**
 Project Name **Large Area Mower (Unit 433)**

Total Project Cost: **\$40,000**

Description
 Replacement of the 1999 Jacobson (model R-5111) 11 foot mower.
 Ser # 6912902371
 Hours
 2370 (2014)
 2496 (2015)
 2533 (2016)

Justification
 The Jacobson large area mower will be 19 years old in 2018. We have been spending a significant amount on repairs annually

2009 - \$7,292.11
 2010 - \$38.79
 2011 - \$4,524.10
 2012 - \$415.61
 2013 - \$252.00
 2014 - \$1,356.00
 2015 - \$137.00
 2016 - \$456

Note: Moved from 2016 to 2017 as the equipment is still operating well and is used less with the addition of the "Z" mowers to the fleet. 5/14/14
 TJM

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	40,000					40,000
Total	40,000					40,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund	40,000					40,000
Total	40,000					40,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 20
 Category Equipment: Public Works
 Priority 4 Less Important

Project # **16-Eqp-003**
 Project Name **1996 Trailer Replacement (Skidsteer/Roller)**

Total Project Cost: \$10,000

Description

Replace equipment # 108 - 1996 Redihaul Trailer 12'.
 VIN #4755122T2V1013037
 #85108

Note: Changed to pending as this trailer is not used in the winter and is reasonably good condition while other newer trailers that are used in the winter are in poorer condition. 4/14/14 TJM

Changed back to active as this trailer will be 22 years old in 2018 and paving projects are occupying more of public works time 6/30/16 JMA

Justification

Equipment will be 20 years old.
 Repair costs for parts and labor:
 2006 - \$365.37
 2007 - \$120.96
 2008 - none to date

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings		10,000				10,000
Total		10,000				10,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund		10,000				10,000
Total		10,000				10,000

Budget Impact/Other

Reduce repair costs.

Prior

-200

Total

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 20
 Category Equipment: Public Works
 Priority 4 Less Important

Project # **16-Eqp-004**
 Project Name **Replace Air Compressor (Unit 107)**

Total Project Cost: **\$29,500**

Description
 Replace a 1998 air compressor (Unit 107)
 Hours
 462 (2015)
 465 (2016)

Justification
 The current air compressor will be 19 years old in 2016. The air compressor is used for maintaining irrigation systems, jack hammering, installing street sign post, and blowing out cracks prior to crack filling material being applied.
 Note: Moved from 2016 to 2017. 5/14/14 TJM
 Note: adjusted price for 2017 6/30/16 JMA
 Repairs
 2013 \$ 123
 2014 \$74
 2015 \$169
 2016 \$50

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	32,000					32,000
Estimated Trade-In Value	-2,500					-2,500
Total	29,500					29,500

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund	29,500					29,500
Total	29,500					29,500

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 13-15
 Category Equipment: Public Works
 Priority 4 Less Important

Project # **17-Eqp-001**
 Project Name **Replace 2006 Felling Trailer (Unit 415)**

Total Project Cost: **\$10,000**

Description
 Replace 2006 Felling trailer with new 14 foot trailer

Justification
 The 2006 Felling Trailer is showing wear due to significant winter use. It does not meet LMC recommendations for ergonomics of use due to the manual lifting of the access ramps. It is proposed to replace it with a 14 foot trailer with improved ergonomics of operation.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	10,000					10,000
Total	10,000					10,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund	10,000					10,000
Total	10,000					10,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 15-17
 Category Equipment: Public Works
 Priority 4 Less Important

Project # 17-Eqp-005
 Project Name Brush Chipper (Unit 426)

Total Project Cost: \$38,500

Description
 Replace equipment # 426 - 1996 Vermeer Chipper
 VIN # iVRK1513-10000799
 Hours
 587 (2014)
 676 (2015)
 702 (2016)
 #85426
 price increased to reflect 2017 pricing 6/30/16 JMA

Justification
 Equipment will be 21 years old in 2017.
 Repair costs for parts and labor:
 2006 - 150.00
 2007 - 142.61
 2008 - \$476.63
 2009 - \$476.63
 2012- \$1,762.45
 2013- \$1.328
 2014- \$365
 2015- \$810
 2016 - \$0
 This piece of equipment will be 18 years old. However this piece of equipment is not used often and is in good condition. Condition will be monitored and replacement will be adjusted as deemed appropriate.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	42,000					42,000
Estimated Trade-In Value	-3,500					-3,500
Total	38,500					38,500

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund	38,500					38,500
Total	38,500					38,500

Budget Impact/Other
 Reduce repair costs.

Prior
 -400
 Total

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 5
 Category Equipment: Public Works
 Priority 3 Important

Project # **18-Eqp-001**
 Project Name **Add Two Toro "Z" Lawn Mowers (TCAAP)**

Total Project Cost: **\$35,000**

Description
 Add a third and fourth Toro "Z" mower to the fleet anticipating the start to development of what will ultimately be approximately 20 acres of park area in TCAAP along with medians and boulevard along the Spine Road and Thumb Road .
 Moved to 2019/2021 due to slowing of TCAAP schedule 6/30/16 JMA

Justification
 Expansion of the grass area to be mowed and maintain due to TCAAP development is anticipated to have begun by 2018 and continue to grow as TCAAP builds out. At full development it is anticipated a second mowing crew will be needed to keep up.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings			17,000		18,000	35,000
Total			17,000		18,000	35,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund			17,000		18,000	35,000
Total			17,000		18,000	35,000

Budget Impact/Other

Budget Items	2017	2018	2019	2020	2021	Total
Equipment and Vehicle repair costs			250	250	250	750
Total			250	250	250	750

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 13-15
 Category Equipment: Public Works
 Priority 4 Less Important

Project # **18-Eqp-002**
 Project Name **Replace 2005 Felling Trailer Unit (414)**

Total Project Cost: **\$10,000**

Description
 Replace 2005 Felling trailer
 Moved to 2019 due to slowing of TCAAP schedule 6/30/16 JMA

Justification
 Replace the 2005 Felling trailer with a 22 foot trailer with better ergonomics

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings			10,000			10,000
Total			10,000			10,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund			10,000			10,000
Total			10,000			10,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 5
 Category Equipment: Public Works
 Priority 3 Important

Project # **18-Eqp-003**
 Project Name **Replace Two 2014 Toro "Z" Lawn Mowers (451 & 452)**

Total Project Cost: \$24,000

Description
 Replace Two 2014 Toro "Z" Lawn Mowers
 451 Hours 661 (2015)
 452 Hours 620 (2015)
 451 Hours 805 (2016)
 452 Hours 774 (2016)

Justification
 The trade in value of the Toro "Z" mowers is maximized if they are traded in with warranty still remaining. Due to the amount of time these pieces of equipment are used during the summer months they are traded in on a three year cycle.
 Repairs and maintenance of items not covered under warranty
 #451
 2014 - \$132
 2015 - \$923
 2016 - \$61
 #452
 2014 - \$151
 2015 - \$623
 2016 - \$78

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings		34,000				34,000
Estimated Trade-In Value		-10,000				-10,000
Total		24,000				24,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund		24,000				24,000
Total		24,000				24,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department: Equipment
 Contact: Public Works Director
 Type: Equipment
 Useful Life: 10-12
 Category: Equipment: Public Works
 Priority: 3 Important

Project # **18-Eqp-004**
 Project Name **Add Felling Trailer (TCAAP)**

Total Project Cost: \$10,000

Description

Add a Felling trailer to the fleet to allow for a second mowing crew.
 Moved to 2019 due to slowing of TCAAP Schedule 6/30/16 JMA

Justification

Over the course of the development of TCAAP a second mowing crew will need to be added. The trailer will be necessary to carry the mowers and other grass maintenance equipment.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings			10,000			10,000
Total			10,000			10,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund			10,000			10,000
Total			10,000			10,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 15-17
 Category Equipment: Public Works
 Priority 3 Important

Project # **18-Eqp-005**
 Project Name **Replace 1996 Roller (unit 106)**

Total Project Cost: \$41,500

Description
 1996 880 Wacker Roller (Unit 85106)
 Hours 728 (2016)

Justification
 usefull life on this piece of eqipment is 15-17 years in 2018 this will be 22 year old
 this piece of eqipment is used for street repairs related various activities including street repair, watermain repairs, storm sewer repairs.
 Repairs
 2013 - \$85
 2014 - \$114
 2015 - \$89

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings		40,000				40,000
Estimated Trade-In Value		1,500				1,500
Total		41,500				41,500

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund		41,500				41,500
Total		41,500				41,500

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 20
 Category Equipment: Public Works
 Priority 3 Important

Project # 19-Eqp-001
 Project Name Replace Easement Sewer Cleaning Machine (Unit 310)

Total Project Cost: \$70,000

Description
 The easement sewer cleaning machine is jointly owned by Arden Hills nad White Bear Township. In 2019 it will be 20 years old.

Justification
 The easement sewer cleaning maching will be 20 years old in 2019. Being jointly owned by Arden Hills and White Bear Township this piece of equipment gets significant use every year. The funding for this replacement will be split between the two communities. Coordination will be necessary between the two communities regarding having funding available.

Repairs
 2014 \$120
 2015 \$452
 2016 \$0

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings			35,000			35,000
Other			35,000			35,000
Total			70,000			70,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund			35,000			35,000
Total			35,000			35,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 20-25
 Category Equipment: Public Works
 Priority 3 Important

Project # **19-Eqp-002**
 Project Name **Add Generator Lift station emergency power**

Total Project Cost: \$40,000

Description
 Add 100 KW mobile generator for lift station backup power

Justification
 Lift Station 11 was reconstructed in 2016 and a fenced pad for a backup generator was created. The electrical panel was wired to provide the ability to add a generator in this location. With 14 lift stations through out the city there is a need for backup power source to avoid sewage backups during power outages.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	40,000					40,000
Total	40,000					40,000

Funding Sources	2017	2018	2019	2020	2021	Total
Sanitary Sewer Utility Fund	40,000					40,000
Total	40,000					40,000

Budget Impact/Other

**Capital Improvement Plan
City of Arden Hills, Minnesota**

2017 thru 2021

Department Equipment
Contact Public Works Director
Type Equipment
Useful Life 10-12
Category Vehicles
Priority 3 Important

Project # 17-EgpV-004
Project Name Add Pick-up Truck (TCAAP)

Total Project Cost: \$35,000

Description
Add a pick-up truck to the public works fleet for the sanitary sewer and water service inspections in TCAAP.
Inspections and locates expected to begin in 2017 6/30/16 JMA

Justification
Public Works does the inspections of new sanitary sewer and water services. With the development of TCAAP expected to begin in 2017 with homes and other buildings this will be a busy position. In order to not take away from current crew capacity as TCAAP develops it may be necessary to add a dedicated staff member and vehicle to provide this service.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	35,000					35,000
Total	35,000					35,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund	35,000					35,000
Total	35,000					35,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 10-12
 Category Vehicles
 Priority 3 Important

Project # 17-EqpV-001
 Project Name Replace 2002 F-450 One Ton Truck (Unit 302)

Total Project Cost: \$72,000

Description
 Replace Unit 302 a 2002 F450 one ton truck with plow and sander.
 Mileage 60,759
 mileage 62,274 (2016)

Justification
 The one ton trucks are the "work horse" of the City fleet. They are typically replaced on a 10-12 year rotation. This truck will be 13 years old in 2017. this truck was passed over for replacement when another of the same chassis style needed to be replaced due to a bad motor.
 Repairs
 2013 \$2,568
 2014 \$1,232
 2015 \$405
 2016 \$152

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	82,000					82,000
Estimated Trade-In Value	-10,000					-10,000
Total	72,000					72,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund	72,000					72,000
Total	72,000					72,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 10
 Category Vehicles
 Priority 3 Important

Project # 17-EqpV-002
 Project Name Replace 2001 Dump Truck with New Dump Truck (116)

Total Project Cost: \$240,000

Description

In 2011 a used dump truck with plow and de-icing equipment was added to the fleet by purchasing one of Ramsey County's 10 year old vehicles. In 2017 the 2001 used dump truck was planned to be replaced the same way with a vehicle purchased from Ramsey County. Ramsey County does not have any trucks available in 2017 or in the near future.

Replacement of this plow truck will need to be made with a new dump truck with plow, sander and brine delivery system. Build on a truck like this is a 18 month process.

There is currently no back up equipment should this Dump Truck become inoperable.

Mileage 46,468 (2016)
 Hours 3,760 (2016)

Justification

The 2001 dump truck will be 16 years old. A used used dump truck is anticipated to be able to purchase from the Ramsey County fleet.

Repairs
 2013 \$3,212
 2014 \$7,954
 2015 \$3,138
 2016 \$1,842

mileage xxxxx

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	125,000	125,000				250,000
Estimated Trade-In Value		-10,000				-10,000
Total	125,000	115,000				240,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund	125,000	115,000				240,000
Total	125,000	115,000				240,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department: Equipment
 Contact: Public Works Director
 Type: Equipment
 Useful Life: 15
 Category: Vehicles
 Priority: 4 Less Important

Project # **18-EqpV-001**
 Project Name **Add Plow Truck w/Plow, Wing and Sander (TCAAP)**

Total Project Cost: **\$250,000**

Description
 Add the fourth plow truck with plow, wing and sander due to the start of the development of TCAAP.
 Note: 7/21/14 Council Worksession moved to 2019, will continue to evaluate as TCAAP starts to develop
 Moved to 2020 delivery with 18 month build period 6/30/16 JMA

Justification
 As TCAAP develops the City will have more streets to plow and maintain. In order for the same level of service to be maintained in the existing City at some point a fourth plow route will need to be established. As this date comes closer, the development of TCAAP will be reviewed and this addition to the fleet will be pushed out if appropriate.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings			125,000	125,000		250,000
Total			125,000	125,000		250,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund			125,000	125,000		250,000
Total			125,000	125,000		250,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 10-12
 Category Vehicles
 Priority 4 Less Important

Project # **18-EqpV-002**
 Project Name **Add One-Ton Truck w/Plow and Sander (TCAAP)**

Total Project Cost: **\$82,000**

Description
 Add a one-ton truck with plow and sander to the City fleet for the maintance of new infrastructure in TCAAP
 Moved to 2019 with the slowing of the TCAAP schedule 6/30/16 JMA

Justification
 With the development of TCAAP it will be necessary to add to the City fleet in order to maintain the same level of service. As 2018 nears the development in TCAAP will be reviewed and the year of purchase may be adjusted.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings			82,000			82,000
Total			82,000			82,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund			82,000			82,000
Total			82,000			82,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 10-12
 Category Vehicles
 Priority 4 Less Important

Project # **18-EqpV-003**
 Project Name **Add F350 Pick-up with Lift Gate (TCAAP)**

Total Project Cost: \$42,000

Description
 Add a F350 pickup with lift gate to the fleet for the infrastruictiure in TCAAP
 NOTE: 7/21/14 Council Work Session moved to 2019, will continue to evaluate as TCAAP starts to develop.
 Moved to 2020 with the slowing of the TCAAP schedule 6/30/16 JMA

Justification
 With the development of TCAAP infrastucture a pickup will need to be added to the fleet to maintain the same level of services throughout the City. As 2018 nears the development in TCAAP will be reviewed and the purchase date will be modified if appropriate.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings				42,000		42,000
Total				42,000		42,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund				42,000		42,000
Total				42,000		42,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 13-15
 Category Vehicles
 Priority 3 Important

Project # **18-EqpV-004**
 Project Name **Add Pick-up Truck (TCAAP)**

Total Project Cost: \$40,000

Description
 Add pick-up truck to the public works fleet.
 Moved to 2019 with the slowing of the TCAAP schedule 6/30/16 JMA

Justification
 With the need to start a second mowing crew for the TCAAP development a truck will be needed to pull the equipment trailer and transport the workers.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings			40,000			40,000
Total			40,000			40,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund			40,000			40,000
Total			40,000			40,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 10-12
 Category Vehicles
 Priority 3 Important

Project # **18-EqpV-005**
 Project Name **Replace 2006 F-350 Four Dr w/ traffic sign (# 322)**

Total Project Cost: \$55,000

Description
 Replace 2006 F-350 four door, 2x4, pick-up outfitted with traffic message board
 VIN #1FTWW30566EA19380
 Mileage 70,160 (2016)

Justification
 Truck will be 12 years old in 2018. Pick Up trucks are programed to be replaced on a 10-12 year cycle.
 Repairs
 2013 - \$103
 2014 - \$880
 2015 - \$397
 2016 - \$444

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings		45,000				45,000
Estimated Trade-In Value		10,000				10,000
Total		55,000				55,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund		35,000				35,000
Total		35,000				35,000

Budget Impact/Other
 reduced maintenace costs / maximize resale value

Budget Items	2017	2018	2019	2020	2021	Total
Equipment and Vehicle repair costs		200				200
Total		200				200

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 10-12
 Category Vehicles
 Priority 4 Less Important

Project # 19-EqpV-002
 Project Name Replace 2008 F-350 Pick-up w/plow (unit 430)

Total Project Cost: \$55,000

Description
 Replace Pick-up truck (unit 85430)
 2008 - F-350 with plow and power tail gate - 4x4
 VIN #1FTSF31558EE35324
 purchased in 2009
 mileage 60,751 (2016)

Justification
 truck will be 10 years old in 2019, Pick -up trucks are programed to be replaced on a 10-12 year cycle with plowing trucks such as this needing replacement closer to the 10 year mark.
 Repairs
 2013 - \$1,542
 2014 - \$596
 2015 - \$142
 2016 - \$1,648

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings			45,000			45,000
Estimated Trade-In Value			10,000			10,000
Total			55,000			55,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund			55,000			55,000
Total			55,000			55,000

Budget Impact/Other
 reduced maintenace costs / maximize resal value

Budget Items	2017	2018	2019	2020	2021	Total
Equipment and Vehicle repair costs				200		200
Total				200		200

Capital Improvement Plan
 City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Community Devl Dir
 Type Equipment
 Useful Life 10-12
 Category Vehicles - Community Develo
 Priority 3 Important

Project # 18-EqpV-006
 Project Name Replace 2004 Chevrolet Blazer (unit 502) - CD

Total Project Cost: \$29,000

Description
 Replace 2004 Chevrolet Blazer (unit 502) building inspection vehicle
 Replacement vehicle programmed to be a Ford Escape 4WD
 VIN #1GNDDT13X94K165862
 Mileage 60,204 (2016)

Justification
 This vehicle will be 14 years old in 2018, equipment replacement guidelines suggest replacing this vehicle on a 10-12 year cycle. With the development of TCAAP residential inspections are anticipated to increase and create more trips on this vehicle.
 Repairs
 2013 - \$607
 2014 - \$3,056
 2015 - \$477

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings		30,000				30,000
Estimated Trade-In Value		-1,000				-1,000
Total		29,000				29,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund		29,000				29,000
Total		29,000				29,000

Budget Impact/Other
 reduce repair costs

Budget Items	2017	2018	2019	2020	2021	Total
Equipment and Vehicle repair costs		200				200
Total		200				200

City of Arden Hills, Minnesota

Capital Improvement Plan

2017 thru 2021

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	2017	2018	2019	2020	2021	Total
Capital Improvement Funds (PIR)								
Playground Structure Replacement	11-Park-003	n/a	65,000	125,000	120,000	45,000		355,000
Forestry Implementation Plan	11-Park-004	n/a	5,000	5,000	5,000			15,000
Hwy 96 Landscaping	17-Str-003	4	300,000					300,000
Old Snelling Ave including Bridge Reconstruction	17-Str-004	3			250,000			250,000
Hard Court Reconstruction	18-Park-001	3	100,000	50,000	55,000	60,000		265,000
CR E Sidewalk and Old Hwy 10 Trail (Bethel)	18-Str-003	3	300,000					300,000
Co Rd 96 Signal Maintenance	18-Str-004	2		6,000				6,000
Capital Improvement Funds (PIR) Total			770,000	186,000	430,000	105,000		1,491,000
Donations/Developer Reimbursements								
CR E Sidewalk and Old Hwy 10 Trail (Bethel)	18-Str-003	3	50,000	100,000	100,000	100,000	100,000	450,000
Donations/Developer Reimbursements Total			50,000	100,000	100,000	100,000	100,000	450,000
EDA Revenues								
Gateway Signs	16-EDA-001	n/a	45,000					45,000
EDA Revenues Total			45,000					45,000
Equipment/Building Replacement Fun								
Springbrook Software Upgrades	12-Tec-001	n/a	5,000	5,000	5,000	5,000	5,000	25,000
Technology and Office Equipment	12-Tec-002	n/a	5,000	5,000	5,000	5,000	5,000	25,000
Replace 1997 Street Sweeper (Unit 103)	13-Eqp-004	3	250,000					250,000
Large Area Mower (Unit 433)	16-Eqp-001	3	40,000					40,000
1996 Trailer Replacement (Skidsteer/Roller)	16-Eqp-003	4		10,000				10,000
Replace Air Compressor (Unit 107)	16-Eqp-004	4	29,500					29,500
City Hall Maintenance	17-Bldg-005	2	50,000		25,000		25,000	100,000
Add Pick-up Truck (TCAAP)	17-EqpV-004	3	35,000					35,000
Replace 2006 Felling Trailer (Unit 415)	17-Eqp-001	4	10,000					10,000
Brush Chipper (Unit 426)	17-Eqp-005	4	38,500					38,500
Replace 2002 F-450 One Ton Truck (Unit 302)	17-EqpV-001	3	72,000					72,000
Replace 2001 Dump Truck with New Dump Truck (116)	17-EqpV-002	3	125,000	115,000				240,000
Add Two Toro "Z" Lawn Mowers (TCAAP)	18-Eqp-001	3			17,000		18,000	35,000
Replace 2005 Felling Trailer Unit (414)	18-Eqp-002	4			10,000			10,000
Replace Two 2014 Toro "Z" Lawn Mowers (451 & 452)	18-Eqp-003	3		24,000				24,000
Add Felling Trailer (TCAAP)	18-Eqp-004	3			10,000			10,000
Replace 1996 Roller (unit 106)	18-Eqp-005	3		41,500				41,500
Add Plow Truck w/Plow, Wing and Sander (TCAAP)	18-EqpV-001	4			125,000	125,000		250,000
Add One-Ton Truck w/Plow and Sander (TCAAP)	18-EqpV-002	4			82,000			82,000
Add F350 Pick-up with Lift Gate (TCAAP)	18-EqpV-003	4				42,000		42,000
Add Pick-up Truck (TCAAP)	18-EqpV-004	3			40,000			40,000

Source	Project#	Priority	2017	2018	2019	2020	2021	Total
Replace 2006 F-350 Four Dr w/ traffic sign (# 322)	18-EqpV-005	3		35,000				35,000
Replace 2004 Chevrolet Blazer (unit 502) - CD	18-EqpV-006	3		29,000				29,000
Replace Easement Sewer Cleaning Machine (Unit 310)	19-Eqp-001	3			35,000			35,000
Replace 2008 F-350 Pick-up w/plow (unit 430)	19-EqpV-002	4			55,000			55,000
Equipment/Building Replacement Fund Total			660,000	264,500	409,000	177,000	53,000	1,563,500
Grant Revenue								
Old Snelling Ave including Bridge Reconstruction	17-Str-004	3			125,000			125,000
Grant Revenue Total					125,000			125,000
Park Capital Fund (Park Dedication F								
Development of TCAAP Park Facilities	17-Park-001	3		2,500,000	2,500,000	2,000,000		7,000,000
Park Capital Fund (Park Dedication Fees) Total				2,500,000	2,500,000	2,000,000		7,000,000
Public Safety Capital Fund								
LJFD Station Capital	09-Pub-001	n/a	6,954	15,860	9,272			32,086
LJFD Engine/Ladder Replacement	17-Pub-001	n/a	172,020	15,128				187,148
LJFD Rescue/Chief/Utility Vehicle Replacement	17-Pub-002	n/a	19,520		45,140	50,752	24,400	139,812
LJFD Radio Replacement	17-Pub-003	n/a	16,348	16,348				32,696
LJFD Other Capital Equipment	17-Pub-004	n/a	5,221	1,854	1,098			8,173
County Emergency Siren Replacement	17-Pub-005	n/a	28,000					28,000
Public Safety Capital Fund Total			248,063	49,190	55,510	50,752	24,400	427,915
Ramsey County-CSAH								
Hwy 96 and County Road F Sidewalk Improvement	14-Str-002	3	150,000					150,000
CR E Sidewalk and Old Hwy 10 Trail (Bethel)	18-Str-003	3		300,000				300,000
Ramsey County-CSAH Total			150,000	300,000				450,000
Sanitary Sewer Utility Fund								
Sewer Lining/Rehabilitation	09-Sew-002	3	400,000		400,000		400,000	1,200,000
Add Generator Lift station emergency power	19-Eqp-002	3	40,000					40,000
Sanitary Sewer Utility Fund Total			440,000		400,000		400,000	1,240,000
Special Revenue Cable Fund								
Communications Equipment	12-Tec-003	n/a	2,000	2,000	2,000	2,000	2,000	10,000
Special Revenue Cable Fund Total			2,000	2,000	2,000	2,000	2,000	10,000
State Aid Funds								
Hwy 96 and County Road F Sidewalk Improvement	14-Str-002	3	275,000					275,000
MnDOT Bridge Projects	15-Str-061	3	100,000					100,000
Old Snelling Ave including Bridge Reconstruction	17-Str-004	3			1,325,000			1,325,000
State Aid Funds Total			375,000		1,325,000			1,700,000

Source	Project#	Priority	2017	2018	2019	2020	2021	Total
Surface Water Mgmt Utility Funds								
Storm Pond Maintenance	09-Storm-001	3	50,000	0	50,000			100,000
Reconstruct Lift Stations 11	10-Sew-003	3	10,000					10,000
Storm Water Inlet/Outlet Repairs	13-Storm-001	3	25,000	0	25,000			50,000
Storm Water BMP Study/Construction	17-Storm-001	3	125,000					125,000
Old Snelling Ave including Bridge Reconstruction	17-Str-004	3			50,000			50,000
Surface Water Mgmt Utility Funds Total			210,000	0	125,000			335,000
TCAAP Reimbursements								
TCAAP Trunk Sanitary Sewer & Lift Station	16-Sew-001	3	1,200,000					1,200,000
TCAAP New Booster Station	16-W-001	3	600,000					600,000
TCAAP Trunk Water Improvements (Spine Road)	16-W-002	3	1,000,000					1,000,000
TCAAP Water Tower	16-W-003	3				3,000,000		3,000,000
TCAAP Reimbursements Total			2,800,000			3,000,000		5,800,000
Water Utility Funds								
Water Towers Repair and Repainting	12-W-001	3	900,000					900,000
Valve Replacement Program	13-W-001	3	30,000	35,000	35,000	35,000	35,000	170,000
Hydrant Replacement Program	15-W-001	3	40,000		40,000		40,000	120,000
TCAAP New Booster Station	16-W-001	3	400,000					400,000
TCAAP Water Tower	16-W-003	3				1,800,000		1,800,000
CR E2 Water Replacement/Old Hwy 10 Water Loop	17-W-001	4	400,000					400,000
Water Utility Funds Total			1,770,000	35,000	75,000	1,835,000	75,000	3,790,000
GRAND TOTAL			7,520,063	3,436,690	5,546,510	7,269,752	654,400	24,427,415

City of Arden Hills, Minnesota
Capital Improvement Plan
 2017 thru 2021

SOURCES AND USES OF FUNDS

Source		2017	2018	2019	2020	2021
Capital Improvement Funds (PIR)						
Beginning Balance		4,279,156	4,224,156	4,753,156	5,038,156	5,648,156
Revenues and Other Fund Sources						
<i>Revenue</i>						
Estimated Rev from Assessments		400,000	400,000	400,000	400,000	400,000
Interest Income		100,000	100,000	100,000	100,000	100,000
Interfund Loan Int		15,000	15,000	15,000	15,000	15,000
	<i>Total</i>	515,000	515,000	515,000	515,000	515,000
<i>Other Fund Sources</i>						
Transfer from General Fund		200,000	200,000	200,000	200,000	200,000
	<i>Total</i>	200,000	200,000	200,000	200,000	200,000
Total Revenues and Other Fund Sources		715,000	715,000	715,000	715,000	715,000
Total Funds Available		4,994,156	4,939,156	5,468,156	5,753,156	6,363,156
Expenditures and Uses						
<i>Capital Projects & Equipment</i>						
<i>Parks Department</i>						
Playground Structure Replacement	11-Park-003	(65,000)	(125,000)	(120,000)	(45,000)	0
Forestry Implementation Plan	11-Park-004	(5,000)	(5,000)	(5,000)	0	0
Hard Court Reconstruction	18-Park-001	(100,000)	(50,000)	(55,000)	(60,000)	0
	<i>Total</i>	(170,000)	(180,000)	(180,000)	(105,000)	0
<i>Street Department</i>						
Hwy 96 Landscaping	17-Str-003	(300,000)	0	0	0	0
Old Snelling Ave including Bridge Reconstruction	17-Str-004	0	0	(250,000)	0	0
CR E Sidewalk and Old Hwy 10 Trail (Bethel)	18-Str-003	(300,000)	0	0	0	0
Co Rd 96 Signal Maintenance	18-Str-004	0	(6,000)	0	0	0
	<i>Total</i>	(600,000)	(6,000)	(250,000)	0	0
Total Expenditures and Uses		(770,000)	(186,000)	(430,000)	(105,000)	0
Change in Fund Balance		(55,000)	529,000	285,000	610,000	715,000
Ending Balance		4,224,156	4,753,156	5,038,156	5,648,156	6,363,156

Source	2017	2018	2019	2020	2021
Donations/Developer Reimbursements					
Beginning Balance	0	0	100,000	100,000	100,000
Revenues and Other Fund Sources					
<i>Revenue</i>					
Donations	50,000	200,000	100,000	100,000	100,000
<i>Total</i>	50,000	200,000	100,000	100,000	100,000
Total Revenues and Other Fund Sources	50,000	200,000	100,000	100,000	100,000
Total Funds Available	50,000	200,000	200,000	200,000	200,000
Expenditures and Uses					
<i>Capital Projects & Equipment</i>					
<i>Street Department</i>					
CR E Sidewalk and Old Hwy 10 Trail (Bethel)	18-Str-003	(50,000)	(100,000)	(100,000)	(100,000)
<i>Total</i>		(50,000)	(100,000)	(100,000)	(100,000)
Total Expenditures and Uses		(50,000)	(100,000)	(100,000)	(100,000)
Change in Fund Balance	0	100,000	0	0	0
Ending Balance	0	100,000	100,000	100,000	100,000

Source	2017	2018	2019	2020	2021
EDA Revenues					
Beginning Balance	302,050	208,240	185,206	187,821	185,954
Revenues and Other Fund Sources					
<i>Revenue</i>					
Miscellaneous Revenues	2,000	2,000	2,000	2,000	2,000
<i>Total</i>	2,000	2,000	2,000	2,000	2,000
<i>Other Fund Sources</i>					
Transfer from General Fund	90,000	120,000	150,000	150,000	150,000
<i>Total</i>	90,000	120,000	150,000	150,000	150,000
Total Revenues and Other Fund Sources	92,000	122,000	152,000	152,000	152,000
Total Funds Available	394,050	330,240	337,206	339,821	337,954
Expenditures and Uses					
<i>Capital Projects & Equipment</i>					
<i>Economic Development</i>					
Gateway Signs	16-EDA-001	(45,000)	0	0	0
<i>Total</i>		(45,000)	0	0	0
<i>Other Uses</i>					
Operating Expenditures		(140,810)	(145,034)	(149,385)	(153,867)
<i>Total</i>		(140,810)	(145,034)	(149,385)	(153,867)
Total Expenditures and Uses		(185,810)	(145,034)	(149,385)	(153,867)
Change in Fund Balance	(93,810)	(23,034)	2,615	(1,867)	(6,483)
Ending Balance	208,240	185,206	187,821	185,954	179,471

Source		2017	2018	2019	2020	2021
Equipment/Building Replacement Fund						
Beginning Balance		(69,665)	(438,900)	(412,635)	(530,870)	(407,105)
Revenues and Other Fund Sources						
<i>Revenue</i>						
Interest Income		0	0	0	0	0
Technology Charges to Funds Op Budget		10,000	10,000	10,000	20,000	20,000
	<i>Total</i>	10,000	10,000	10,000	20,000	20,000
<i>Other Fund Sources</i>						
Transfer from General Fund		50,000	50,000	50,000	50,000	50,000
Transfer from Sanitary Sewer Fund		96,870	96,870	96,870	96,870	96,870
Transfer from Surface Water Fund		65,499	65,499	65,499	65,499	65,499
Transfer from Water Fund		68,396	68,396	68,396	68,396	96,870
	<i>Total</i>	280,765	280,765	280,765	280,765	309,239
Total Revenues and Other Fund Sources		290,765	290,765	290,765	300,765	329,239
Total Funds Available		221,100	(148,135)	(121,870)	(230,105)	(77,866)
Expenditures and Uses						
<i>Capital Projects & Equipment</i>						
<u>Equipment</u>						
Replace 1997 Street Sweeper (Unit 103)	13-Eqp-004	(250,000)	0	0	0	0
Large Area Mower (Unit 433)	16-Eqp-001	(40,000)	0	0	0	0
1996 Trailer Replacement (Skidsteer/Roller)	16-Eqp-003	0	(10,000)	0	0	0
Replace Air Compressor (Unit 107)	16-Eqp-004	(29,500)	0	0	0	0
Add Pick-up Truck (TCAAP)	17-EqpV-004	(35,000)	0	0	0	0
Replace 2006 Felling Trailer (Unit 415)	17-Eqp-001	(10,000)	0	0	0	0
Brush Chipper (Unit 426)	17-Eqp-005	(38,500)	0	0	0	0
Replace 2002 F-450 One Ton Truck (Unit 302)	17-EqpV-001	(72,000)	0	0	0	0
Replace 2001 Dump Truck with New Dump Truck (116)	17-EqpV-002	(125,000)	(115,000)	0	0	0
Add Two Toro "Z" Lawn Mowers (TCAAP)	18-Eqp-001	0	0	(17,000)	0	(18,000)
Replace 2005 Felling Trailer Unit (414)	18-Eqp-002	0	0	(10,000)	0	0
Replace Two 2014 Toro "Z" Lawn Mowers (451 & 452)	18-Eqp-003	0	(24,000)	0	0	0
Add Felling Trailer (TCAAP)	18-Eqp-004	0	0	(10,000)	0	0
Replace 1996 Roller (unit 106)	18-Eqp-005	0	(41,500)	0	0	0
Add Plow Truck w/Plow, Wing and Sander (TCAAP)	18-EqpV-001	0	0	(125,000)	(125,000)	0
Add One-Ton Truck w/Plow and Sander (TCAAP)	18-EqpV-002	0	0	(82,000)	0	0
Add F350 Pick-up with Lift Gate (TCAAP)	18-EqpV-003	0	0	0	(42,000)	0
Add Pick-up Truck (TCAAP)	18-EqpV-004	0	0	(40,000)	0	0
Replace 2006 F-350 Four Dr w/ traffic sign (# 322)	18-EqpV-005	0	(35,000)	0	0	0
Replace 2004 Chevrolet Blazer (unit 502) - CD	18-EqpV-006	0	(29,000)	0	0	0
Replace Easement Sewer Cleaning Machine (Unit 310)	19-Eqp-001	0	0	(35,000)	0	0
Replace 2008 F-350 Pick-up w/plow (unit 430)	19-EqpV-002	0	0	(55,000)	0	0

Source		2017	2018	2019	2020	2021
Equipment/Building Replacement Fund						
	<i>Total</i>	(600,000)	(254,500)	(374,000)	(167,000)	(18,000)
<u>Government Buildings</u>						
City Hall Maintenance	17-Bldg-005	(50,000)	0	(25,000)	0	(25,000)
	<i>Total</i>	(50,000)	0	(25,000)	0	(25,000)
<u>Technology</u>						
Springbrook Software Upgrades	12-Tec-001	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Technology and Office Equipment	12-Tec-002	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
	<i>Total</i>	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Total Expenditures and Uses		(660,000)	(264,500)	(409,000)	(177,000)	(53,000)
Change in Fund Balance		(369,235)	26,265	(118,235)	123,765	276,239
Ending Balance		(438,900)	(412,635)	(530,870)	(407,105)	(130,866)

Source		2017	2018	2019	2020	2021
General Fund						
Beginning Balance		0	0	0	0	0
Revenues and Other Fund Sources						
<i>Revenue</i>						
No Funds		0	0	0	0	0
	<i>Total</i>	0	0	0	0	0
Total Revenues and Other Fund Sources		0	0	0	0	0
Total Funds Available		0	0	0	0	0
Change in Fund Balance		0	0	0	0	0
Ending Balance		0	0	0	0	0

Source	2017	2018	2019	2020	2021
Grant Revenue					
Beginning Balance	0	125,000	125,000	0	0
Revenues and Other Fund Sources					
<i>Revenue</i>					
Grant Revenue	125,000	0	0	0	0
<i>Total</i>	125,000	0	0	0	0
Total Revenues and Other Fund Sources	125,000	0	0	0	0
Total Funds Available	125,000	125,000	125,000	0	0
Expenditures and Uses					
<i>Capital Projects & Equipment</i>					
<i>Street Department</i>					
Old Snelling Ave including Bridge Reconstruction			17-Str-004		
	0	0	(125,000)	0	0
<i>Total</i>	0	0	(125,000)	0	0
Total Expenditures and Uses	0	0	(125,000)	0	0
Change in Fund Balance	125,000	0	(125,000)	0	0
Ending Balance	125,000	125,000	0	0	0

Source	2017	2018	2019	2020	2021		
Park Capital Fund (Park Dedication Fees)							
Beginning Balance	0	0	0	0	0		
Revenues and Other Fund Sources							
<i>Revenue</i>							
Interest Revenue	0	0	0	0	0		
Park Dedication	0	2,500,000	2,500,000	2,000,000	0		
<i>Total</i>	0	2,500,000	2,500,000	2,000,000	0		
Total Revenues and Other Fund Sources	0	2,500,000	2,500,000	2,000,000	0		
Total Funds Available	0	2,500,000	2,500,000	2,000,000	0		
Expenditures and Uses							
<i>Capital Projects & Equipment</i>							
<i>Parks Department</i>							
Development of TCAAP Park Facilities		17-Park-001	0	(2,500,000)	(2,500,000)	(2,000,000)	0
<i>Total</i>	0	(2,500,000)	(2,500,000)	(2,000,000)	0		
Total Expenditures and Uses	0	(2,500,000)	(2,500,000)	(2,000,000)	0		
Change in Fund Balance	0	0	0	0	0		
Ending Balance	0	0	0	0	0		

Source		2017	2018	2019	2020	2021
Public Safety Capital Fund						
Beginning Balance		140,337	(83,226)	(107,916)	(138,926)	(165,178)
Revenues and Other Fund Sources						
<i>Revenue</i>						
Interest Revenue		3,500	3,500	3,500	3,500	3,500
	<i>Total</i>	3,500	3,500	3,500	3,500	3,500
<i>Other Fund Sources</i>						
Charitable Gambling		21,000	21,000	21,000	21,000	21,000
	<i>Total</i>	21,000	21,000	21,000	21,000	21,000
Total Revenues and Other Fund Sources		24,500	24,500	24,500	24,500	24,500
Total Funds Available		164,837	(58,726)	(83,416)	(114,426)	(140,678)
Expenditures and Uses						
<i>Capital Projects & Equipment</i>						
<i>Public Safety</i>						
LJFD Station Capital	09-Pub-001	(6,954)	(15,860)	(9,272)	0	0
LJFD Engine/Ladder Replacement	17-Pub-001	(172,020)	(15,128)	0	0	0
LJFD Rescue/Chief/Utility Vehicle Replacement	17-Pub-002	(19,520)	0	(45,140)	(50,752)	(24,400)
LJFD Radio Replacement	17-Pub-003	(16,348)	(16,348)	0	0	0
LJFD Other Capital Equipment	17-Pub-004	(5,221)	(1,854)	(1,098)	0	0
County Emergency Siren Replacement	17-Pub-005	(28,000)	0	0	0	0
	<i>Total</i>	(248,063)	(49,190)	(55,510)	(50,752)	(24,400)
Total Expenditures and Uses		(248,063)	(49,190)	(55,510)	(50,752)	(24,400)
Change in Fund Balance		(223,563)	(24,690)	(31,010)	(26,252)	100
Ending Balance		(83,226)	(107,916)	(138,926)	(165,178)	(165,078)

Source	2017	2018	2019	2020	2021
Ramsey Co Donation					
Beginning Balance	0	0	0	0	0
Revenues and Other Fund Sources					
No Funds	0	0	0	0	0
<i>Total</i>	0	0	0	0	0
Total Revenues and Other Fund Sources	0	0	0	0	0
Total Funds Available	0	0	0	0	0
Change in Fund Balance	0	0	0	0	0
Ending Balance	0	0	0	0	0

Source	2017	2018	2019	2020	2021
Ramsey County-CSAH					
Beginning Balance	0	0	0	0	0
Revenues and Other Fund Sources					
<i>Revenue</i>					
State Aid	150,000	300,000	0	0	0
<i>Total</i>	150,000	300,000	0	0	0
Total Revenues and Other Fund Sources	150,000	300,000	0	0	0
Total Funds Available	150,000	300,000	0	0	0
Expenditures and Uses					
<i>Capital Projects & Equipment</i>					
<i>Street Department</i>					
Hwy 96 and County Road F Sidewalk Improvement 14-Str-002	(150,000)	0	0	0	0
CR E Sidewalk and Old Hwy 10 Trail (Bethel) 18-Str-003	0	(300,000)	0	0	0
<i>Total</i>	(150,000)	(300,000)	0	0	0
Total Expenditures and Uses	(150,000)	(300,000)	0	0	0
Change in Fund Balance	0	0	0	0	0
Ending Balance	0	0	0	0	0

Source	2017	2018	2019	2020	2021
Sanitary Sewer Utility Fund					
Beginning Balance	(568,306)	(853,679)	(771,585)	(1,102,764)	(1,047,989)
Revenues and Other Fund Sources					
<i>Revenue</i>					
Grant Revenue	60,000	0	0	0	0
Operating Revenue	1,827,762	1,864,317	1,901,604	1,939,636	1,978,429
<i>Total</i>	1,887,762	1,864,317	1,901,604	1,939,636	1,978,429
Total Revenues and Other Fund Sources	1,887,762	1,864,317	1,901,604	1,939,636	1,978,429
Total Funds Available	1,319,456	1,010,638	1,130,019	836,872	930,440
Expenditures and Uses					
<i>Capital Projects & Equipment</i>					
<i>Equipment</i>					
Add Generator Lift station emergency power	19-Eqp-002	(40,000)	0	0	0
<i>Total</i>		(40,000)	0	0	0
<i>Sanitary Sewer Department</i>					
Sewer Lining/Rehabilitation	09-Sew-002	(400,000)	0	(400,000)	0
<i>Total</i>		(400,000)	0	(400,000)	0
<i>Other Uses</i>					
Operating Expenditures		(1,636,265)	(1,685,353)	(1,735,913)	(1,787,991)
Operating transfer to Equipment Fund		(96,870)	(96,870)	(96,870)	(96,870)
<i>Total</i>		(1,733,135)	(1,782,223)	(1,832,783)	(1,884,861)
Total Expenditures and Uses		(2,173,135)	(1,782,223)	(2,232,783)	(1,884,861)
Change in Fund Balance	(285,373)	82,094	(331,179)	54,775	(360,071)
Ending Balance	(853,679)	(771,585)	(1,102,764)	(1,047,989)	(1,408,060)

Source	2017	2018	2019	2020	2021
Special Revenue Cable Fund					
Beginning Balance	205,341	169,035	128,100	82,397	31,783
Revenues and Other Fund Sources					
<i>Revenue</i>					
Operating Revenues	115,000	115,000	115,000	115,000	115,000
<i>Total</i>	115,000	115,000	115,000	115,000	115,000
<i>Other Fund Sources</i>					
Interest Revenue	5,000	5,000	5,000	5,000	5,000
<i>Total</i>	5,000	5,000	5,000	5,000	5,000
Total Revenues and Other Fund Sources	120,000	120,000	120,000	120,000	120,000
Total Funds Available	325,341	289,035	248,100	202,397	151,783
Expenditures and Uses					
<i>Capital Projects & Equipment</i>					
<i>Technology</i>					
Communications Equipment	12-Tec-003	(2,000)	(2,000)	(2,000)	(2,000)
<i>Total</i>		(2,000)	(2,000)	(2,000)	(2,000)
<i>Other Uses</i>					
Operating Expenditures		(154,306)	(158,935)	(163,703)	(168,614)
<i>Total</i>		(154,306)	(158,935)	(163,703)	(168,614)
Total Expenditures and Uses		(156,306)	(160,935)	(165,703)	(170,614)
Change in Fund Balance		(36,306)	(40,935)	(45,703)	(50,614)
Ending Balance		169,035	128,100	82,397	31,783
					(23,890)

Source	2017	2018	2019	2020	2021
State Aid Funds					
Beginning Balance	(774,250)	(884,889)	(620,528)	(1,681,167)	(1,416,806)
Revenues and Other Fund Sources					
<i>Revenue</i>					
Estimated Revenues	264,361	264,361	264,361	264,361	264,361
<i>Total</i>	264,361	264,361	264,361	264,361	264,361
Total Revenues and Other Fund Sources	264,361	264,361	264,361	264,361	264,361
Total Funds Available	(509,889)	(620,528)	(356,167)	(1,416,806)	(1,152,445)
Expenditures and Uses					
<i>Capital Projects & Equipment</i>					
<i>Street Department</i>					
Hwy 96 and County Road F Sidewalk Improvement 14-Str-002	(275,000)	0	0	0	0
MnDOT Bridge Projects 15-Str-061	(100,000)	0	0	0	0
Old Snelling Ave including Bridge Reconstruction 17-Str-004	0	0	(1,325,000)	0	0
<i>Total</i>	(375,000)	0	(1,325,000)	0	0
Total Expenditures and Uses	(375,000)	0	(1,325,000)	0	0
Change in Fund Balance	(110,639)	264,361	(1,060,639)	264,361	264,361
Ending Balance	(884,889)	(620,528)	(1,681,167)	(1,416,806)	(1,152,445)

Source		2017	2018	2019	2020	2021
Surface Water Mgmt Utility Funds						
Beginning Balance		161,896	94,231	242,801	272,792	434,399
Revenues and Other Fund Sources						
<i>Revenue</i>						
Operating Revenue		727,483	749,307	771,786	794,940	818,788
	<i>Total</i>	727,483	749,307	771,786	794,940	818,788
Total Revenues and Other Fund Sources		727,483	749,307	771,786	794,940	818,788
Total Funds Available		889,379	843,538	1,014,587	1,067,732	1,253,187
Expenditures and Uses						
<i>Capital Projects & Equipment</i>						
<u>Sanitary Sewer Department</u>						
Reconstruct Lift Stations 11	10-Sew-003	(10,000)	0	0	0	0
	<i>Total</i>	(10,000)	0	0	0	0
<u>Street Department</u>						
Old Snelling Ave including Bridge Reconstruction	17-Str-004	0	0	(50,000)	0	0
	<i>Total</i>	0	0	(50,000)	0	0
<u>Surface Water Management Dept</u>						
Storm Pond Maintenance	09-Storm-001	(50,000)	0	(50,000)	0	0
Storm Water Inlet/Outlet Repairs	13-Storm-001	(25,000)	0	(25,000)	0	0
Storm Water BMP Study/Construction	17-Storm-001	(125,000)	0	0	0	0
	<i>Total</i>	(200,000)	0	(75,000)	0	0
<i>Other Uses</i>						
Operating Expenditures		(519,649)	(535,238)	(551,296)	(567,834)	(584,870)
Transfer to Equipment Fund		(65,499)	(65,499)	(65,499)	(65,499)	(65,499)
	<i>Total</i>	(585,148)	(600,737)	(616,795)	(633,333)	(650,369)
Total Expenditures and Uses		(795,148)	(600,737)	(741,795)	(633,333)	(650,369)
Change in Fund Balance		(67,665)	148,570	29,991	161,607	168,419
Ending Balance		94,231	242,801	272,792	434,399	602,818

Source	2017	2018	2019	2020	2021
TCAAP Reimbursements					
Beginning Balance	0	0	0	0	0
Revenues and Other Fund Sources					
<i>Revenue</i>					
TCAAP Reimbursements	0	0	0	3,000,000	0
TCAAP Reimbursements	2,800,000	0	0	0	0
<i>Total</i>	2,800,000	0	0	3,000,000	0
Total Revenues and Other Fund Sources	2,800,000	0	0	3,000,000	0
Total Funds Available	2,800,000	0	0	3,000,000	0
Expenditures and Uses					
<i>Capital Projects & Equipment</i>					
<u>Sanitary Sewer Department</u>					
TCAAP Trunk Sanitary Sewer & Lift Station	16-Sew-001	(1,200,000)	0	0	0
<i>Total</i>		(1,200,000)	0	0	0
<u>Water Department</u>					
TCAAP New Booster Station	16-W-001	(600,000)	0	0	0
TCAAP Trunk Water Improvements (Spine Road)	16-W-002	(1,000,000)	0	0	0
TCAAP Water Tower	16-W-003	0	0	(3,000,000)	0
<i>Total</i>		(1,600,000)	0	(3,000,000)	0
Total Expenditures and Uses		(2,800,000)	0	(3,000,000)	0
Change in Fund Balance	0	0	0	0	0
Ending Balance	0	0	0	0	0

Source	2017	2018	2019	2020	2021
TIF District					
Beginning Balance	263,786	263,786	263,786	263,786	263,786
Revenues and Other Fund Sources					
<i>Revenue</i>					
No Funds	0	0	0	0	0
<i>Total</i>	0	0	0	0	0
Total Revenues and Other Fund Sources	0	0	0	0	0
Total Funds Available	263,786	263,786	263,786	263,786	263,786
Change in Fund Balance	0	0	0	0	0
Ending Balance	263,786	263,786	263,786	263,786	263,786

Source		2017	2018	2019	2020	2021
Water Utility Funds						
Beginning Balance		841,673	(656,736)	(433,709)	(265,129)	(1,871,912)
Revenues and Other Fund Sources						
<i>Revenue</i>						
Operating Revenue		2,376,354	2,423,881	2,472,358	2,521,806	2,572,242
	<i>Total</i>	2,376,354	2,423,881	2,472,358	2,521,806	2,572,242
Total Revenues and Other Fund Sources		2,376,354	2,423,881	2,472,358	2,521,806	2,572,242
Total Funds Available		3,218,027	1,767,145	2,038,649	2,256,677	700,330
Expenditures and Uses						
<i>Capital Projects & Equipment</i>						
<i>Water Department</i>						
Water Towers Repair and Repainting	12-W-001	(900,000)	0	0	0	0
Valve Replacement Program	13-W-001	(30,000)	(35,000)	(35,000)	(35,000)	(35,000)
Hydrant Replacement Program	15-W-001	(40,000)	0	(40,000)	0	(40,000)
TCAAP New Booster Station	16-W-001	(400,000)	0	0	0	0
TCAAP Water Tower	16-W-003	0	0	0	(1,800,000)	0
CR E2 Water Replacement/Old Hwy 10 Water Loop	17-W-001	(400,000)	0	0	0	0
	<i>Total</i>	(1,770,000)	(35,000)	(75,000)	(1,835,000)	(75,000)
<i>Other Uses</i>						
Operating Expenditures		(2,036,367)	(2,097,458)	(2,160,382)	(2,225,193)	(2,291,949)
Transfer to Equipment Fund		(68,396)	(68,396)	(68,396)	(68,396)	(68,396)
	<i>Total</i>	(2,104,763)	(2,165,854)	(2,228,778)	(2,293,589)	(2,360,345)
Total Expenditures and Uses		(3,874,763)	(2,200,854)	(2,303,778)	(4,128,589)	(2,435,345)
Change in Fund Balance		(1,498,409)	223,027	168,580	(1,606,783)	136,897
Ending Balance		(656,736)	(433,709)	(265,129)	(1,871,912)	(1,735,015)

Project By Category -- City Funds Only

Category	2017	2018	2019	2020	2021	Total
Building Repair and Maint						
City Hall Maintenance	50,000		25,000		25,000	100,000
Building and Repair Maint Total	50,000	-	25,000	-	25,000	100,000
Economic Development Improvement						
Gateway Signs	45,000					45,000
Economic Development Improvements Total	45,000	-	-	-	-	45,000
Equipment: Office						
Springbrook Software Upgrades	5,000	5,000	5,000	5,000	5,000	25,000
Technology and Office Equipment	5,000	5,000	5,000	5,000	5,000	25,000
Communications Equipment	2,000	2,000	2,000	2,000	2,000	10,000
Equipment: Office Total	12,000	12,000	12,000	12,000	12,000	60,000
Park Capital Equipment						
Playground Structure Replacement	65,000	125,000	120,000	45,000		355,000
Park Capital Equipment Total	65,000	125,000	120,000	45,000	-	355,000
Park Capital Improvements						
Forestry Implementation Plan	5,000	5,000	5,000			15,000
Hard Court Reconstruction	100,000	50,000	55,000	60,000		265,000
Park Capital Improvements Total	105,000	55,000	60,000	60,000	-	280,000
Public Safety						
LJFD Station Capital	6,954	15,860	9,272			32,086
LJFD Engine/Ladder Replacement	172,020	15,128				187,148
LJFD Rescue/Chief/Utility Vehicle	19,520		45,140	50,752	24,400	139,812
LJFD Radio Replacement	16,348	16,348				32,696
LJFD Other Capital Equipment	5,221	1,854	1,098			8,173
County Emergency Siren Replacement	28,000					28,000
Public Safety Total	248,063	49,190	55,510	50,752	24,400	427,915
Sanitary Sewer Maintenance						
Sewer Lining/Rehabilitation	400,000		400,000		400,000	1,200,000
Sanitary Sewer Maintenance	400,000	-	400,000	-	400,000	1,200,000
Storm Water Maintenance						
Storm Pond Maintenance	50,000		50,000			100,000
Storm Water Inlet/Outlet Repairs	25,000		25,000			50,000
Storm Water BMP	125,000					125,000
Reconstruct Lift Station 11	10,000					10,000
Sanitary Sewer Maintenance	210,000	-	75,000	-	-	285,000
Streets: Reconstruction						
CR E Sidewalk and Old Hwy 10 Trail	300,000					300,000
Streets: Reconstruction Total	300,000	-	-	-	-	300,000
Streets: Misc						
Hwy 96 Landscaping	300,000					300,000
Co Rd 96 Signal Maintenance		6,000				6,000
Streets: Misc	300,000	6,000	-	-	-	306,000
Utility Improvements						
Reconstruct Lift Station 11	10,000					10,000
Utility Improvements Total	10,000	-	-	-	-	10,000
Utility Maintenance						
Water Tower Repair and Repainting	900,000					900,000
Valve Replacement	30,000	35,000	35,000	35,000	35,000	170,000
Hydrant Replacement Program	40,000		40,000		40,000	120,000
Co Rd E2 Water Replacement Old Hwy 10	400,000					400,000
Utility Maintenance	1,370,000	35,000	75,000	35,000	75,000	1,590,000
Grand Total	3,065,063	282,190	797,510	202,752	511,400	4,858,915

City of Arden Hills, Minnesota
 Capital Improvement Plan
 2017 thru 2021
PROJECTS BY DEPARTMENT

Department	Project #	Priority	2017	2018	2019	2020	2021	Total
Economic Development								
Gateway Signs	16-EDA-001	n/a	45,000					45,000
Economic Development Total			45,000	0	0	0	0	45,000
Government Buildings								
City Hall Maintenance	17-Bldg-005	2	50,000		25,000		25,000	100,000
Economic Development Total			50,000	0	25,000	0	25,000	100,000
Parks Department								
Playground Structure Replacement	11-Park-003	n/a	65,000	125,000	120,000	45,000		355,000
Forestry Implementation Plan	11-Park-004	n/a	5,000	5,000	5,000			15,000
Hard Court Reconstruction	18-Park-001	3	100,000	50,000	55,000	60,000		265,000
Parks Department Total			170,000	180,000	180,000	105,000	0	635,000
Public Safety								
LFJD Station Capital	09-Pub-001	n/a	6,954	15,860	9,272			32,086
LFJD Engine/Ladder Replacement	17-Pub-001	n/a	172,020	15,128				187,148
LFJD Rescue/Chief/Utility Vehicle Replacement	17-Pub-002	n/a	19,520		45,140	50,752	24,400	139,812
LFJD Radio Replacement	17-Pub-003	n/a	16,348	16,348				32,696
LFJD Other Capital Equipment	17-Pub-004	n/a	5,221	1,854	1,098			8,173
County Emergency Siren Replacement	17-Pub-005	n/a	28,000					28,000
Public Safety Total			248,063	49,190	55,510	50,752	24,400	427,915
Sanitary Sewer Department								
Sewer Lining/Rehabilitation	09-Sew-002	3	400,000		400,000		400,000	1,200,000
Reconstruct Lift Station 11	10-Sew-003	3	10,000					10,000
Sanitary Sewer Department			410,000	0	400,000	0	400,000	1,210,000
Street Department								
Hwy 96 and County Road F Sidewalk Impr	14-Str-002	3	425,000					425,000
MnDOT Bridge Projects	15-Str-061	3	100,000					100,000
Hwy 96 Landscaping	17-Str-003	4	300,000					300,000
Old Snelling Ave including Bridge Restoration	17-Str-004	3			1,750,000			1,750,000
CO RD E Sidewalk and Old HWY 10 Trail	18-Str-003	3	400,000	1,000,000				1,400,000
CO RD 9 Signal Maintenance	18-Str-004	2		6,000				6,000
Street Department Total			1,225,000	1,006,000	1,750,000	0	0	3,981,000
Surface Water Management Department								
Storm Pond Maintenance	09-Storm-01	3	50,000		50,000			100,000
Storm Water Inlet/Outlet Repairs	13-Storm-001	3	25,000		25,000			50,000
Storm Water BMP Study	17-Storm-001	3	125,000					125,000
Surface Water Management Dept Total			200,000	0	75,000	0	0	275,000
Technology								
Springbrook Software Upgrades	12-Tec-001	n/a	5,000	5,000	5,000	5,000	5,000	25,000
Technology and Office Equipment	12-Tec-002	n/a	5,000	5,000	5,000	5,000	5,000	25,000
Communications Equipment	12-Tec-003	n/a	2,000	2,000	2,000	2,000	2,000	10,000
Technology Total			12,000	12,000	12,000	12,000	12,000	60,000

Department	Project #	Priority	2017	2018	2019	2020	2021	Total
Water Department								<i>900,000</i>
Water Tower Repair and Painting	12-W-001	3	900,000					<i>170,000</i>
Valve Replacement Program	13-W-001	3	30,000	35,000	35,000	35,000	35,000	<i>120,000</i>
Hydrant Replacement Program	15-W-001	3	40,000		40,000		40,000	<i>400,000</i>
CR E2 Water Replacement/Old Hwy 10	17-W-001	4	400,000					
Water Total			1,370,000	35,000	75,000	35,000	75,000	1,590,000
Grand Total			3,730,063	1,282,190	2,547,510	202,752	511,400	8,323,915

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Economic Development
 Contact Community Devl Dir
 Type Improvement
 Useful Life
 Category Economic Devl Improvement
 Priority n/a

Project # **16-EDA-001**
 Project Name **Gateway Signs**

Total Project Cost: **\$45,000**

Description

Install gateway signs at the major entrance points to the City. Potential locations for the signs include: (1) Highway 96 at Round Lake Boulevard and (2) at Lexington Avenue; (3) County Road E2 at I-35W; (4) County Road E at Highway 51 and (5) at Lexington Avenue; (6) County Road D at Cleveland Avenue (7) Lake Johanna Boulevard at the Roseville border; and (8) Lexington Avenue at the Roseville border. Potential sign locations are listed from north to south and are not in priority order.

The cost for a typical sign is \$25,000 per sign, including installation, lighting, and landscaping is estimated. Actual costs may be more or less depending on the amount of site improvements and/or landscaping that are necessary in a specific location.

The sign that is proposed for consideration in 2017 is at Lexington and Highway 96 and is estimated to cost approximately \$45,000.

The EDA General Fund balance includes approximately \$80,000 in reserves from previous transfers for Gateway signs.

Justification

Advance the economic development goals in the 2030 Comprehensive Plan. Implement the Guiding Plan for the B2 District. Work to better identify the entrance points to the City for businesses and visitors. Foster civic pride and community identity.

Prior	Expenditures	2017	2018	2019	2020	2021	Total
0	Construction/Maintenance	45,000	0				45,000
	Total	45,000	0				45,000
Funding Sources		2017	2018	2019	2020	2021	Total
	EDA Revenues	45,000					45,000
	Total	45,000					45,000

Budget Impact/Other

Annual maintenance costs for sign cleaning and care of landscaped beds surrounding the signs is estimated by the Public Works Department at \$500 per sign annually.

Prior	Budget Items	2017	2018	2019	2020	2021	Total
0	Annual Maintenance Charge	0	500	500	500	500	2,000
	Total	0	500	500	500	500	2,000

**Capital Improvement Plan
City of Arden Hills, Minnesota**

2017 thru 2021

Department Government Buildings
Contact Finance Director
Type Maintenance
Useful Life 10
Category Building Repair & Maint
Priority 2 Very Important

Project # 17-Bldg-005
Project Name City Hall Maintenance

Total Project Cost: \$100,000

Description
City Hall will require ongoing maintenance and replacement of items to maintain operational duties.
Currently, the large condensing unit (main office) has developed a leak over the last three years, costing the city \$4,000 and \$4,500 in maintenance for 2015 and 2016 (ongoing), respectively. The two smaller condensing units (council chambers) have developed a leak this past spring, and will require replacement in the upcoming years.

Justification
These items are due for replacement, and will save the City future repair costs by replacing them in the near-term.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	50,000		25,000		25,000	100,000
Total	50,000		25,000		25,000	100,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund	50,000		25,000		25,000	100,000
Total	50,000		25,000		25,000	100,000

Budget Impact/Other

Budget Items	2017	2018	2019	2020	2021	Total
Equipment and Vehicle repair costs	-3,000	-3,000	-3,000	-3,000	-3,000	-15,000
Total	-3,000	-3,000	-3,000	-3,000	-3,000	-15,000

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Parks Department
 Contact Park & Recreation Mgr
 Type Improvement
 Useful Life
 Category Park Capital Equipment
 Priority n/a

Project # **11-Park-003**
 Project Name **Playground Structure Replacement**

Total Project Cost: **\$355,000**

Description

Play Structures are placed on a 20 year replacement pattern.

Justification

In order to maintain playground structures that meet current safety guidelines, require a minimum amount of maintenance, and have replacement parts available, a 20 year replacement schedule was established for play structures. The following is a list of play structures, the year they were constructed, the year they are scheduled to be replaced, and the anticipated replacement cost.

Hazelnut Park - 2017. This structure was last replaced in 1997. (\$65,000)
 Freeway Park (\$45,000) & Cummings Park - 2018 (\$80,000). These structures were last replaced in 1998.
 Arden Manor (\$75,000) & Arden Oaks (\$45,000) - 2019, These structures were last replaced in 1999.
 Ingerson Park (\$45,000) - 2020, This structure was last replaced in 2000.

Includes removal of wood curbing and replacement with concrete curbing.

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance	65,000	125,000	120,000	45,000		355,000
Total	65,000	125,000	120,000	45,000		355,000

Funding Sources	2017	2018	2019	2020	2021	Total
Capital Improvement Funds (PIR)	65,000	125,000	120,000	45,000		355,000
Total	65,000	125,000	120,000	45,000		355,000

Budget Impact/Other

By replacing playground structures the City will see future cost savings by not having to purchase replacement parts for aging playground structures.

Budget Items	2017	2018	2019	2020	2021	Total
Maintenance of Parks and Trails	-200	-200	-200	-200	-200	-1,000
Total	-200	-200	-200	-200	-200	-1,000

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Parks Department
 Contact Park & Recreation Mgr
 Type Operational Maintenance
 Useful Life
 Category Park Capital Improvements
 Priority n/a

Project # **11-Park-004**
 Project Name **Forestry Implementation Plan**

Total Project Cost: \$15,000

Description
 With the Emerald Ash Borer identified in St. Paul in the spring of 2009, the studies show that the beetles will move out at a rate of one to two miles per year. Roseville found EAB in Langton Park and Northwestern has positive finds on both the Roseville and Arden Hills portion of campus. A positive tree was found in Sampson Park in the fall of 2013. Staff has included funding for extra removals and replacements that may be needed for Emerald Ash Borer.

Justification
 The City will have impacts to the Forestry with the Emerald Ash Borer Treatment, Removal and Replacement on the horizon.

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance	5,000	5,000	5,000			15,000
Total	5,000	5,000	5,000			15,000

Funding Sources	2017	2018	2019	2020	2021	Total
Capital Improvement Funds (PIR)	5,000	5,000	5,000			15,000
Total	5,000	5,000	5,000			15,000

Budget Impact/Other
 Removal and Replacement will be a large impact.

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Parks Department
 Contact Public Works Director
 Type Improvement
 Useful Life 20-25
 Category Park Capital Improvements
 Priority 3 Important

Project # **18-Park-001**
 Project Name **Hard Court Reconstruction**

Total Project Cost: **\$265,000**

Description
 The Maintenance Plan has placed the City's hard court play area's on a 5-7 year resurface schedule. Floral Park was last replaced in 2012. At that time, it was recommended that the City reconstruct that court in 5-6 years. There are structural cracks that cannot be corrected with a basic resurface. Hazelnut was resurfaced in 2013 and is scheduled to be reconstructed in 2019. Royal Hills was resurfaced in 2013 and is scheduled to be reconstructed in 2020. Johanna Marsh court was constructed in 1974 and is need of reconstruction, this is planned for 2017

Justification
 The cracks at Johanna Marsh, Floral Park, Hazelnut Park and Royal Hills cannot be resolved through a basic resurface. The court at Floral is surrounded by trees and roots are intruding into the playing surface. The constant leaves on the court and root intrusion reduces the life of this court. The City did root cutting and tree trimming/removal around the entire Floral court in 2012. This will help to keep the roots from continuing into the court area. Staff does not know the exact date the Floral court was built but estimates in the early 1980's. Johanna Marsh was built in 1974, Hazelnut was built in 1981 and Royal Hills in 1986. The court life is usally 25-30 years.
 Adjusted cost for Johanna Marsh and future projects 7/1/16 JMA
 Note: Added a court reconstruction to 2017 for Johanna Marsh. It was scheduled to be recoated in 2015 but the condition is such that recoating would be a not cost effective as the court should be reconstructed. The order of the courts planned to be reconstructed could be switched but all three should ultimately be done. 7/7/15 TJM

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance	100,000	50,000	55,000	60,000		265,000
Total	100,000	50,000	55,000	60,000		265,000

Funding Sources	2017	2018	2019	2020	2021	Total
Capital Improvement Funds (PIR)	100,000	50,000	55,000	60,000		265,000
Total	100,000	50,000	55,000	60,000		265,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Public Safety
 Contact City Administrator
 Type Equipment
 Useful Life
 Category Public Safety
 Priority n/a

Project # **09-Pub-001**
 Project Name **LJFD Station Capital**

Total Project Cost: **\$32,086**

Description

Lake Johanna Fire Department provides a detailed capital budget which includes the costs to each City.

2017 - Firefighter lockers, replace furnace,
 Total Cost: \$28,500
 Arden Hills Cost: \$6,954

2018 - Repaint bay ceilings/walls, replace roof over bays.
 Total Cost: \$65,000
 Arden Hills Cost: \$15,860

2019 - Resurface bay floors
 Total Cost: \$38,000
 Arden Hills Cost: \$9,272

No costs projected past 2019

Justification

These expenditures are for:
 Station repairs, truck replacements and misc equipment.

More detailed explanations can be found in the Lake Johanna Capital Budget.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	6,954	15,860	9,272			32,086
Total	6,954	15,860	9,272			32,086

Funding Sources	2017	2018	2019	2020	2021	Total
Public Safety Capital Fund	6,954	15,860	9,272			32,086
Total	6,954	15,860	9,272			32,086

Budget Impact/Other

There are no impacts to the operating budget of the City as it contracts for Fire Services from Lake Johanna Fire Department. Any savings as a result of this project would be reflected in the fire services contract in reduced building maintenance costs.

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Public Safety
 Contact City Administrator
 Type Equipment
 Useful Life
 Category Public Safety
 Priority n/a

Project # **17-Pub-001**
 Project Name **LJFD Engine/Ladder Replacement**

Total Project Cost: **\$187,148**

Description
 Lake Johanna Fire Department provides the City with a Capital Budget each year outlining expected capital outflows, the fire department has budgeted for the replacement of a fire engine in future years.
 Total Cost: \$705,000
 Arden Hills Cost: \$172,020

Justification
 These expenditures are for:
 Station repairs, truck replacements and misc equipment.
 More detailed explanations can be found in the Lake Johanna Capital Budget.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	172,020	15,128				187,148
Total	172,020	15,128				187,148

Funding Sources	2017	2018	2019	2020	2021	Total
Public Safety Capital Fund	172,020	15,128				187,148
Total	172,020	15,128				187,148

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Public Safety
 Contact City Administrator
 Type Equipment
 Useful Life
 Category Public Safety
 Priority n/a

Project # 17-Pub-002
 Project Name LJFD Rescue/Chief/Utility Vehicle Replacement

Total Project Cost: \$139,812

Description

Lake Johanna Fire Department provides the City with a Capital Budget each year outlining expected capital outflows, the fire department has budgeted for the replacement of a Rescue/Chief/Utility vehicles in future years.

2017
 Total Cost: \$80,000
 Arden Hills Cost: \$19,520

2019
 Total Cost: \$185,000
 Arden Hills Cost: \$45,140

2020
 Total Cost: \$208,000
 Arden Hills Cost: \$50,752

2021
 Total Cost: \$100,000
 Arden Hills Cost: \$24,400

Justification

These expenditures are for:
 Station repairs, truck replacements and misc equipment.

More detailed explanations can be found in the Lake Johanna Capital Budget.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	19,520		45,140	50,752	24,400	139,812
Total	19,520		45,140	50,752	24,400	139,812

Funding Sources	2017	2018	2019	2020	2021	Total
Public Safety Capital Fund	19,520		45,140	50,752	24,400	139,812
Total	19,520		45,140	50,752	24,400	139,812

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Public Safety
 Contact City Administrator
 Type Equipment
 Useful Life
 Category Public Safety
 Priority n/a

Project # **17-Pub-003**
 Project Name **LJFD Radio Replacement**

Total Project Cost: \$32,696

Description

Lake Johanna Fire Department provides the City with a Capital Budget each year outlining expected capital outflows, the fire department has budgeted for the replacement of Portable Radios in 2017 and 2018.

2017
 Total Cost: \$67,000
 Arden Hills Cost: \$16,348

2018
 Total Cost: \$67,000
 Arden Hills Cost: \$16,348

Justification

These expenditures are for:
 Station repairs, truck replacements and misc equipment.

More detailed explanations can be found in the Lake Johanna Capital Budget.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	16,348	16,348				32,696
Total	16,348	16,348				32,696

Funding Sources	2017	2018	2019	2020	2021	Total
Public Safety Capital Fund	16,348	16,348				32,696
Total	16,348	16,348				32,696

Budget Impact/Other

**Capital Improvement Plan
City of Arden Hills, Minnesota**

2017 thru 2021

Department Public Safety
Contact City Administrator
Type Equipment
Useful Life
Category Public Safety
Priority n/a

Project # **17-Pub-004**
Project Name **LJFD Other Capital Equipment**

Total Project Cost: \$8,173

Description

Lake Johanna Fire Department provides the City with a Capital Budget each year outlining expected capital outflows, below shows what the fire department expects to spend on other capital equipment in the upcoming years.

2017
Tire Replacement
Computer Replacement
Saw Replacement
Mobile CAD
Total Cost: \$21,400
Arden Hills Cost: \$5,221

2018
Computer Replacement
Replace AED's
Total Cost: \$7,600
Arden Hills Cost: \$1,854

2019
SCBA Bottle Test
Total Cost: \$4,500
Arden Hills Cost: \$1,098

Justification

These expenditures are for:
Station repairs, truck replacements and misc equipment.

More detailed explanations can be found in the Lake Johanna Capital Budget.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	5,221	1,854	1,098			8,173
Total	5,221	1,854	1,098			8,173

Funding Sources	2017	2018	2019	2020	2021	Total
Public Safety Capital Fund	5,221	1,854	1,098			8,173
Total	5,221	1,854	1,098			8,173

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Public Safety
 Contact Finance Director
 Type Equipment
 Useful Life
 Category Public Safety
 Priority n/a

Project # **17-Pub-005**
 Project Name **County Emergency Siren Replacement**

Total Project Cost: **\$28,000**

Description
 Ramsey County is planning on replacing emergency sirens, costs updated per Ramsey County on 11/14/2016. The current equipment will need to be upgraded in order to remain compatible with Ramsey County as they update their equipment. The updates include radios, antennas, accessory equipment needed to operate the new emergency system.

Justification
 Ramsey County is planning on replacing emergency sirens, costs updated per Ramsey County on 11/14/2016. DP

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	28,000					28,000
Total	28,000					28,000

Funding Sources	2017	2018	2019	2020	2021	Total
Public Safety Capital Fund	28,000					28,000
Total	28,000					28,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Sanitary Sewer Department
 Contact Public Works Director
 Type Maintenance
 Useful Life 30
 Category Sanitary Sewer Maintenance
 Priority 3 Important

Project # **09-Sew-002**
 Project Name **Sewer Lining/Rehabilitation**

Total Project Cost: **\$3,200,000**

Description
 Sewer Lining and Rehabilitation.
 Note: Increased 2013 amount to 500,000 because there will likely be another round of I&I elimination grants from MCES. Will not use addition dollars unless they can be leveraged for grant monies. 5/21/12 TJM
 Note: An analysis of our system shows that we still have approximately 18 miles (40%) that are old clay lines subject to infiltration and root intrusion. It was estimated it would cost \$3,500,000 to line all of these clay lines over the next 20 years. Estimated expenditures have been extended for 20 years to reflect this cost. 10/1/12 TJM
 The City is expected to receive \$60,000 in grant revenue for 2017 per Public Works.

Justification
 As part of our sanitary sewer program, lines found with holes and cracks allowing for infiltration should be lined or repaired as needed. As the sewer infrastructure is aging, we should plan for a rehabilitation project on an annual basis.
 2016 estimates show a remaining need of 1.6 to 2.2 million. Set a funding level of \$400K every 2 years JMA 7/14/16

Prior	Expenditures	2017	2018	2019	2020	2021	Total	Future
1,200,000	Construction/Maintenance	400,000		400,000		400,000	1,200,000	800,000
Total	Total	400,000		400,000		400,000	1,200,000	Total

Prior	Funding Sources	2017	2018	2019	2020	2021	Total	Future
1,200,000	Sanitary Sewer Utility Fund	400,000		400,000		400,000	1,200,000	800,000
Total	Total	400,000		400,000		400,000	1,200,000	Total

Budget Impact/Other
 This project will help the overall I&I reduction program. Savings are estimated at this time based on part of the surcharge fees for I&I by the Metropolitan Council.

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Sanitary Sewer Department
 Contact Public Works Director
 Type Improvement
 Useful Life 20-25
 Category Utility Improvements
 Priority 3 Important

Project # **10-Sew-003**
 Project Name **Reconstruct Lift Stations 11**

Total Project Cost: \$253,100

Description

Project to replace lift stations 11 (1861 Highway 96) . The average life expectancy for a lift station is 25 years. New pumps and electrical panels would be installed. The new pumps and panels would be compatible with the other 14 lift stations located throughout the City.

Engineering/Design already completed, however, a review should be completed to ensure no design modifications are needed.

Note: Due to the 10/96 interchange construction LS 11 was not rebuilt, only LS 13 was authorized. It was designed in 2011 and will be built in 2012. Funding has been changed to reflect the change in project scope and LS 11 reconstruction will be added back into a later year. 5/21/12 TJM

Lift Station #11 may be impacted by the Highway 10/County Rd 96 improvement project, scheduled for 2011.

LS 11 was not impacted by the 10/96 project, nor was it possible to eliminate LS 11 because of the materials under Hwy 96 not supporting a gravity pipe to flow to RLR. LS 11 reconstruction will be put back in the CIP in 2015 4/22/14 TJM

Note: 7/21/14 Council Worksession moved to 2016 to help balance yearly expenditures.

Justification

The lift stations are over 40 years old and in need of replacement.

Prior	Expenditures	2017	2018	2019	2020	2021	Total
243,100	Construction/Maintenance	10,000					10,000
Total	Total	10,000					10,000

Prior	Funding Sources	2017	2018	2019	2020	2021	Total
243,100	Surface Water Mgmt Utility Funds	10,000					10,000
Total	Total	10,000					10,000

Budget Impact/Other

As this project is completed in 2017, the bulk of the work having been done in 2016, the City will realize cost savings with reduced maintenance costs that would normally be attributed to this lift station.

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Street Department
 Contact Public Works Director
 Type Improvement
 Useful Life 30
 Category Streets:Misc
 Priority 3 Important

Project # **14-Str-002**
 Project Name **Hwy 96 and County Road F Sidewalk Improvement**

Description **Total Project Cost: \$475,000**

In 2013 Ramsey County and MnDOT are completing Hwy 96 from approximately North Heights Church westerly to Round Lake Road. That improvement will have a bituminous trail on the south side and a concrete sidewalk on the north side. The previous Hwy 96 improvement did not extend sidewalk on the north side west of Hamline Avenue. Therefore, when the 2013 improvement is complete there will be a gap in the sidewalk on the north side from Hamline Avenue to approximately the entrance to North Heights Church (3600 Feet)

Note: with the construction on the 10/96 project carrying over into the summer of 2014 this sidewalk project is being delayed until 2015 so as not to cause more traffic problems. It will also be combined with the sidewalk fill in project on County Road F between Hamline and Lexington. There is a gap in the sidewalk from the new apartment building (Arden Village) to Hamline of approximately 600 feet.

Note: 7/21/14 Council Work Session moved to 2016 to be combine with the TCAAP spine road construction

Justification

Completing the sidewalk on the north side of Hwy 96 will make a continuous trail on the north side of Hwy 96 from West Round Lake Road easterly to the City of White Bear Lake.

The Ramsey County Cost Participation Policy states that the County will pay half the construction cost on new sidewalk along their roadways with the City paying the other half plus overhead costs.

Prior	Expenditures	2017	2018	2019	2020	2021	Total
50,000	Construction/Maintenance	425,000					425,000
Total	Total	425,000					425,000

Prior	Funding Sources	2017	2018	2019	2020	2021	Total
50,000	Ramsey County-CSAH	150,000					150,000
	State Aid Funds	275,000					275,000
Total	Total	425,000					425,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Street Department
 Contact Public Works Director
 Type Improvement
 Useful Life 30
 Category Streets:Misc
 Priority 3 Important

Project # **15-Str-061**
 Project Name **MnDOT Bridge Projects**

Total Project Cost: **\$1,000,000**

Description

Mn/DOT has programmed the replacement of several bridges within or on the border of Arden Hills. These include the following bridges with the MnDOT plan year of construction.

2015 County Road E bridge over TH 51
 2015 TH 96 Interchange at 35W
 2015 County Road F (Lake Valentine Rd) bridge over 35W
 2016 County Road E2 interchange at 35W
 2016 County Road H Interchange at 35W

Generally MnDOT's policy is to provide pedestrian facilities on one side of new bridges. If the City(s) and/or County request pedestrian facilities on both sides on the bridge that cost is paid by the City and County. The County's cost participation policy states that for these types of projects the cost is split 50% County and 50% City(s)

Justification

Since these bridge projects are built for 50 to 75 years it may be prudent to carefully consider the addition of pedestrian facilities on both sides of the bridge.

Estimated City share for each of these bridge s is listed below. The estimates are based on the County cost participation policy of 50% County and 50% City(s). These estimates can be further redefined as each structure goes through the layout phase to determine the style of interchange and the length of bridge. The estimates are as follows:

County Road E Bridge over TH 51 \$250,000
 Hwy 96 Interchange at 35W \$250,000
 County Road F Bridge over 35W \$250,000
 County Raod E2 Interchange with 35W \$250,000
 County Road H Interchange with 35W \$250,000

Prior	Expenditures	2017	2018	2019	2020	2021	Total
900,000	Construction/Maintenance	100,000					100,000
Total	Total	100,000					100,000

Prior	Funding Sources	2017	2018	2019	2020	2021	Total
900,000	State Aid Funds	100,000					100,000
Total	Total	100,000					100,000

Budget Impact/Other

When the bridge is reconstructed with pedestrian facilities the City may be responsible for snow removal activities for the these facilities.

Prior	Budget Items	2017	2018	2019	2020	2021	Total
400	Annual Maintenance Charge	400	400	400	400	400	2,000
Total	Total	400	400	400	400	400	2,000

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Street Department
 Contact Park & Recreation Mgr
 Type Improvement
 Useful Life 20-25
 Category Streets:Misc
 Priority 4 Less Important

Project # 17-Str-003
 Project Name Hwy 96 Landscaping

Total Project Cost: \$300,000

Description
 MnDot and Ramsey County grade separated US 10/Hwy 96 in 2013/2014 and reconstructed the I-35W/Hwy 96 Interchange in 2015/2016. These projects created several new medians and boulevard areas that have not been landscaped as the remainder of the Hwy 96 corridor is through Arden Hills

Justification
 This work will complete the landscaping of the Hwy 96 corridor in Arden Hills

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance	300,000					300,000
Total	300,000					300,000

Funding Sources	2017	2018	2019	2020	2021	Total
Capital Improvement Funds (PIR)	300,000					300,000
Total	300,000					300,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Street Department
 Contact Public Works Director
 Type Improvement
 Useful Life 20-25
 Category Streets: Reconstruction
 Priority 3 Important

Project # 17-Str-004
 Project Name Old Snelling Ave including Bridge Reconstruction

Total Project Cost: \$1,750,000

Description

The existing roadway has a minimal storm water management system in place. Records indicate that Snelling Avenue was crack sealed and seal coated in 1996. City staff will televisive the utility lines to determine the extent of any necessary repairs.

A preliminary Scoping Document was prepared in December 2010. Several options for reconstruction were discussed. No major sanitary sewer or water problems were identified. There is a bridge at the south end that will need to be replaced at the same time. Final bridge plans have been completed and are submitted to MnDOT requesting Bridge Bonding funds

Snelling Ave (Co Rd E - TH51)

Estimated Residential Equivalent Units: 24

2005 AADT: 1650
 2009 AADT: 950

Note: Council authorized Bridge final plans in late 2011, in March 2012 Council decided street and bridge should be done together after Bridge Bonding Funds are secured. Earliest this could be accomplished is in 2013. 5/21/12 TJM

Bridge Bonding request submitted July of 2015 since won't be rebuilt at least until after 2015 replacement of CR E bridge over TH 51. TJM

Cummings Lane and Hamline Ave. north of Co. Rd. E could be easily added to this project for reclaiming of the road surface.

Justification

Records indicate Snelling Avenue was crack sealed and sealcoated in 1996. The existing roadway currently has a minimal storm water management system in place.

Snelling from TH51 to Co Rd E, 2005 PCI = 34, 2008 PCI = 31, 2011 PCI= (Increase due to heavy patching)

Utilities
 Watermain - no history of problems
 Sanitary Sewer - no history of problems, install chimney seals on all manholes; correct any I&I deficiencies.
 Storm Sewer - project must meet Rice Creek Watershed District requirements; improvements will improve water quality to Lake Johanna.

In order to better understand the project costs for this road segment, staff completed a field survey and some preliminary analysis for this project in 2010. Results of the survey and knowledge of existing conditions will assist in determining potential rehabilitation measures and associated construction cost estimates. The level of improvement will determine the storm water requirements.

Although this roadway has a low ADT it will likely be a significant detour when the CR E bridge is replaced in 2014 or 2015. In its current condition Snelling Ave will not likely hold up under increase traffic during the CR E bridge replacement. This segment is also listed as a PTRC high priority for a detached trail (Segment I).

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance			1,750,000			1,750,000
Total			1,750,000			1,750,000

Funding Sources	2017	2018	2019	2020	2021	Total
Capital Improvement Funds (PIR)			250,000			250,000
Grant Revenue			125,000			125,000

Capital Improvement Plan

2017 thru 2021

City of Arden Hills, Minnesota

Department Street Department
Contact Public Works Director

State Aid Funds	1,325,000	1,325,000
Surface Water Mgmt Utility Funds	50,000	50,000
Total	1,750,000	1,750,000

Budget Impact/Other

The street has deteriorated past the point where other forms of maintenance are cost-effective. Long-term, reconstruction will provide a consistent roadway section that will reduce costs associated with patching potholes and other pavement failures. Monitoring/maintenance will be required for new stormwater features that are not resident-maintained rain gardens.

Anticipated costs included here are for a Municipal State Aid fundable street rural reconditioning/reconstruction, bridge replacement and detached trail.

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Street Department
 Contact Public Works Director
 Type Improvement
 Useful Life 20-25
 Category Streets:Misc
 Priority 3 Important

Project # **18-Str-003**
 Project Name **CR E Sidewalk and Old Hwy 10 Trail (Bethel)**

Total Project Cost: \$1,400,000

Description
 Construct a sidewalk along CR E (side to be determined) from TH 51 Bridge to Old Hwy 10 and then a detached trail along the west side of Old Hwy 10 from County Road E to Bethel University's main entrance.
 Construction of the trail along Old Hwy 10 will need to be studied to determine to most cost-effective type of construction especially in areas of wetlands (detached boardwalk, shoulder of Old Hwy 10, urbanize a portion of Old Hwy 10 and construct trail immediately behind the curb).

Justification
 In 2013 Bethel University received a CUP for using the Country Financial building. As part of that CUP negotiation Bethel agreed to \$800,000 towards the trail over the years 2016-2023. The City committed in the CUP to having the trail from CR E/TH 51 over to Old Hwy 10 and then north along the west side of Old Hwy 10 to Bethel's main entrance by the end of 2018.

Expenditures	2017	2018	2019	2020	2021	Total
Planning/Design	400,000					400,000
Construction/Maintenance		1,000,000				1,000,000
Total	400,000	1,000,000				1,400,000

Prior	Funding Sources	2017	2018	2019	2020	2021	Total	Future
50,000	Capital Improvement Funds (PIR)	300,000					300,000	300,000
Total	Donations/Developer Reimbursements	50,000	100,000	100,000	100,000	100,000	450,000	Total
	Ramsey County-CSAH		300,000				300,000	
	Total	350,000	400,000	100,000	100,000	100,000	1,050,000	

Budget Impact/Other
 Between the contribution from Bethel University and the Ramsey County Cost Participation Policy there should be sufficient funds to construct the project. The City will likely be responsible for the design and interim funding until Bethel's full contribution is accomplished in 2021.

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Street Department
 Contact Public Works Director
 Type Maintenance
 Useful Life 10-12
 Category Streets:Misc
 Priority 2 Very Important

Project # **18-Str-004**
 Project Name **Co Rd 96 Signal Maintenance**

Total Project Cost: **\$6,000**

Description
 Traffic Signal painting of signals at County Road 96 and Hamline and County Road 96 and Lexington.

Justification
 Maintenance of paint systems on traffic signals are the responsibility of the local jurisdiction. The paint maintenance on the signal at Hamline Avenue and Co Rd 96 is 100% Arden Hills. The paint maintenance on the signal at Co Rd 96 and Lexington Avenue is split 50% by Arden Hills and 50% by Shoreview.
 Ramsey county is working to organize signal painting along this corridor and allow cities to participate in a collective effort to contract for this work in 2018.
 The signals were installed in 2006

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance		6,000				6,000
Total		6,000				6,000

Funding Sources	2017	2018	2019	2020	2021	Total
Capital Improvement Funds (PIR)		6,000				6,000
Total		6,000				6,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Surface Water Management D
 Contact Public Works Director
 Type Maintenance
 Useful Life 20-25
 Category Storm Water Maintenance
 Priority 3 Important

Project # **09-Storm-001**
 Project Name **Storm Pond Maintenance**

Total Project Cost: \$200,000

Description
 Development of a maintenance plan to be implemented to meet MPCA SWPPP requirements.
 Due to new regulations from the MPCA regarding disposal of materials removed from ponds, staff is reviewing best management practices and costs related to these types of projects.

Justification
 Storm pond cleaning and rehabilitation projects to meet surface water quality requirements.

Prior	Expenditures	2017	2018	2019	2020	2021	Total
100,000	Construction/Maintenance	50,000	0	50,000			100,000
Total	Total	50,000	0	50,000			100,000

Prior	Funding Sources	2017	2018	2019	2020	2021	Total
100,000	Surface Water Mgmt Utility Funds	50,000	0	50,000			100,000
Total	Total	50,000	0	50,000			100,000

Budget Impact/Other
 There are no operational impacts associated with this project at this time.

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Surface Water Management D
 Contact Public Works Director
 Type Maintenance
 Useful Life 15-17
 Category Storm Water Maintenance
 Priority 3 Important

Project # **13-Storm-001**
 Project Name **Storm Water Inlet/Outlet Repairs**

Total Project Cost: **\$100,000**

Description
 One of the requirements of the City's MS4 permit is to annually inspect 20% of the inlets/outlets in our stormwater system. The City actually inspected 100% of them in the final year (2011) of our first MS4 permit. Many are in disrepair and need to be fixed.

Justification
 To maintain our storm drainage system annually the City should undertake the repair of inlets/outlets and other erosion issues that are found throughout the system.

Prior	Expenditures	2017	2018	2019	2020	2021	Total
50,000	Construction/Maintenance	25,000	0	25,000			50,000
	Total	25,000	0	25,000			50,000

Prior	Funding Sources	2017	2018	2019	2020	2021	Total
50,000	Surface Water Mgmt Utility Funds	25,000	0	25,000			50,000
	Total	25,000	0	25,000			50,000

Budget Impact/Other

**Capital Improvement Plan
City of Arden Hills, Minnesota**

2017 thru 2021

Department Surface Water Management D

Contact Public Works Director

Type Unassigned

Useful Life

Category Storm Water Maintenance

Priority 3 Important

Project # **17-Storm-001**
Project Name **Storm Water BMP Study/Construction**

Total Project Cost: \$175,000

Description
Comprehensive study of water quality BMP needs throughout the City and opportunities to implement BMP that can improve water quality.
In 2009 the Rice Creek Watershed District prepared a report titled Karth Lake Management Action Plan. The report identified Best Management Practices (BMP) that would help continue to improve the quality of lake water. This item would implement BMP #1 which would provide treatment for the runoff entering the south end of the lake from the industrial properties.

Justification
The City's NPDES permit requires that the City works to develop a program to address storm water quality. A number of water bodies the City of Arden Hills drains to are impaired and have or are in the process of creating a TMDL (total maximum daily load) for those waterbodies. Moving forward the City will be required to meet the terms laid out in the TMDL plan for the waterbody. This study would be able to identify where the greatest needs for BMPs are and help prioritize projects as they are identified
Karth Lake Improvement District has been very active in monitoring and improving the quality of water in Karth Lake. This item was identified by a RCWD report as a BMP that would improve the quality of runoff from the south end of the lake. The industrial properties in that area currently have no treatment of runoff before it enters Karth Lake.

Prior	Expenditures	2017	2018	2019	2020	2021	Total
50,000	Construction/Maintenance	125,000					125,000
Total	Total	125,000					125,000

Prior	Funding Sources	2017	2018	2019	2020	2021	Total
50,000	Surface Water Mgmt Utility Funds	125,000					125,000
Total	Total	125,000					125,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Technology
 Contact Finance Director
 Type Technology
 Useful Life
 Category Equipment: Office
 Priority n/a

Project # **12-Tec-001**
 Project Name **Springbrook Software Upgrades**

Total Project Cost: \$25,000

Description
 The Finance Suite was upgraded in 2010 to the .Net version of the software. The City purchased Springbrook software in 2001-2002. In 2011-2014 we have been implementing the Human Resource module and the Central Services modules. As future enhancements are available we will be implementing this as well as upgrading the software, future modules include Project Management, licensing, business analytics, and dashboards.

Justification
 The current software was purchased in 2001-2002. Updating the software as updates become available continue to help us streamline our processes and tighten internal controls. As new technology becomes available - we need to update our systems to be able to function as the old software does not run on the older versions of operating systems and they are not supported. Updates were done in 2010 and we are still implementing some of those updates as they were not completely finished by the vendor or we had not had the staff time to implement. New enhancements to keep up to current technology are continuous.
 Funding will come from the Equipment Building and Replacement Fund but operating transfers will be made from each of the enterprise funds (Water, Sewer & Surface Water) to account for their cost of the software. This is consistent with the support and maintenance fee charges in the operating budget.

Expenditures	2017	2018	2019	2020	2021	Total
Technology	5,000	5,000	5,000	5,000	5,000	25,000
Total	5,000	5,000	5,000	5,000	5,000	25,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund	5,000	5,000	5,000	5,000	5,000	25,000
Total	5,000	5,000	5,000	5,000	5,000	25,000

Budget Impact/Other
 While there is no hard concrete cost savings, it will provide greater reporting capabilities, reduce staff time spent on running reports as this software will allow for department access to monitor activity. Future costs and efficiency can be achieved by eventually consolidating all City services to one software system, thus eliminating paper flow and double entry.
 Annual maintenance fees for the new modules will be added as we add modules.

Budget Items	2017	2018	2019	2020	2021	Total
Annual Maintenance Charge	2,700	2,880	2,995	3,010	3,500	15,085
Total	2,700	2,880	2,995	3,010	3,500	15,085

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Technology
 Contact Finance Director
 Type Technology
 Useful Life
 Category Equipment: Office
 Priority n/a

Project # **12-Tec-002**
 Project Name **Technology and Office Equipment**

Total Project Cost: \$25,000

Description
 Equipment replacement of copiers, computers, and other various equipment and software. As technology advances, so does software and machines. New licenses must be purchased to upgrade and we must upgrade to stay compatible with other systems we integrate with at other levels, for example, website, CTV, State Auditor's Office, etc.

Justification
 Maintenance on all office equipment, computers, and machines plus software upgrades as old operating systems are no longer supported, we are forced to upgrade our systems, some printers and print drivers will no longer work with current equipment in this ever-changing environment.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	5,000	5,000	5,000	5,000	5,000	25,000
Total	5,000	5,000	5,000	5,000	5,000	25,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund	5,000	5,000	5,000	5,000	5,000	25,000
Total	5,000	5,000	5,000	5,000	5,000	25,000

Budget Impact/Other
 None

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Technology
 Contact Finance Director
 Type Technology
 Useful Life
 Category Equipment: Office
 Priority n/a

Project # 12-Tec-003
 Project Name Communications Equipment

Total Project Cost: \$10,000

Description
 Replace and upgrade audio visual and communications equipment as necessary with CTV, website, and in Council Chambers..

Justification
 Communicate information to residents and businesses in a manner and format that is up-to-date, efficient, and professional.

Expenditures	2017	2018	2019	2020	2021	Total
Technology	2,000	2,000	2,000	2,000	2,000	10,000
Total	2,000	2,000	2,000	2,000	2,000	10,000

Funding Sources	2017	2018	2019	2020	2021	Total
Special Revenue Cable Fund	2,000	2,000	2,000	2,000	2,000	10,000
Total	2,000	2,000	2,000	2,000	2,000	10,000

Budget Impact/Other
 Annual equipment maintenance of \$3,000 is currently included in the Cable Fund budget. No additional impact at this time.

Prior	Budget Items	2017	2018	2019	2020	2021	Total
0	Annual Maintenance Charge	0					0
Total	Total	0					0

**Capital Improvement Plan
City of Arden Hills, Minnesota**

2017 thru 2021

Department Water Department
Contact Public Works Director
Type Operational Maintenance
Useful Life 15-17
Category Utility Maintenance
Priority 3 Important

Project # **12-W-001**
Project Name **Water Towers Repair and Repainting**

Total Project Cost: **\$900,000**

Description

The City has two water towers; a 500,000 gallon north tower and a 1,000,000 gallon south tower. Based on a 2005 inspection report some improvements are needed at the south tower. The north tower was last inspected in 2000 and repairs were undertaken in 2001.

In 2012 both water towers were inspected inside and outside using the "float down" method by Kollmer Consultants, inc of Stacy MN. Based upon these inspections the recommendation is to make minor structural modifications to each of towers together with a complete stripping of the existing paint and a full repainting. Kollmer recommended that the south water tower be completed in the next 1 to 2 years and the north water tower be completed in the next 2 to 3 years.

Note: 7/21/14 Council Worksession moved to 2016 due to TCAAP workload in 2015.
Note: 6/4/15 Increased Cost to \$900K due to rising construction costs

Justification

In order to proceed with the repairs at the both towers plans and specs need to be prepared based on most recent inspection of the towers by Kollmer Consultants in 2012.

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance	900,000					900,000
Total	900,000					900,000

Funding Sources	2017	2018	2019	2020	2021	Total
Water Utility Funds	900,000					900,000
Total	900,000					900,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Water Department
 Contact Public Works Director
 Type Unassigned
 Useful Life 30
 Category Utility Maintenance
 Priority 3 Important

Project # **13-W-001**
 Project Name **Valve Replacement Program**

Total Project Cost: \$750,000

Description
 Much of the City's water system was built in the 1960's through 1980's and with the City's "hot soils" there have been many failure of valves in the water system. Failures have ranged from deterioriated bolts to mechanical failure. Most valves have been replaced on an emergency basis thus far. This item is an attempt at planning for a certain amount of valve repair/repalcement on an annual basis. It is estimated that over the next 20 years as many as 175 existing valves will need to be repaired/replaced in our system. It is also estimated that the cost per valve will average \$4000 per valve over the 20 years.

Justification

Prior	Expenditures	2017	2018	2019	2020	2021	Total	Future
120,000	Construction/Maintenance	30,000	35,000	35,000	35,000	35,000	170,000	460,000
Total	Total	30,000	35,000	35,000	35,000	35,000	170,000	Total

Prior	Funding Sources	2017	2018	2019	2020	2021	Total	Future
120,000	Water Utility Funds	30,000	35,000	35,000	35,000	35,000	170,000	460,000
Total	Total	30,000	35,000	35,000	35,000	35,000	170,000	Total

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Water Department
 Contact Public Works Director
 Type Unassigned
 Useful Life 30
 Category Utility Maintenance
 Priority 3 Important

Project # **15-W-001**
 Project Name **Hydrant Replacement Program**

Total Project Cost: **\$400,000**

Description
 The City's water system contains approximately 600 hydrants. It is reasonable to expect over the next 20 years some of those hydrants will need to be replaced. Assuming two per year over the next 20 years would mean that 40 hydrants would be replaced; some of these would be with PMP projects. Each replaced hydrant is estimated to cost \$10,000.

Justification

Prior	Expenditures	2017	2018	2019	2020	2021	Total	Future
40,000	Construction/Maintenance	40,000		40,000		40,000	120,000	240,000
Total	Total	40,000		40,000		40,000	120,000	Total

Prior	Funding Sources	2017	2018	2019	2020	2021	Total	Future
40,000	Water Utility Funds	40,000		40,000		40,000	120,000	240,000
Total	Total	40,000		40,000		40,000	120,000	Total

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Water Department
 Contact Public Works Director
 Type Maintenance
 Useful Life 30
 Category Utility Maintenance
 Priority 4 Less Important

Project # 17-W-001
 Project Name CR E2 Water Replacement/Old Hwy 10 Water Loop

Total Project Cost: \$400,000

Description

Water main on CR E2 from Old Hwy 10 to Valentine Hills School has experienced numerous breaks. Most recently in 2015 there were three different breaks when this section of water main had to be fed from the high pressure zone for a few days. All three breaks where due to deterioration of the pipe material until a hole appeared.

Also, by creating a loop in the low pressure system by connecting the water main on CR E with this main on CR E2 the City will be better able to feed the low pressure system by rerouting and not have to rely on temporary feeds from the high pressure system.

Justification

Recent water main breaks (four in 2015) on this section of main on CR E2 have all shown a deteriorated pipe material. Water breaks are exected to continue with high frequency as the pipe material continues to wear thin.

2015 breaks - 3 on 5/12/15 and 1 on 8/4/15. Water main breaks cost between \$5,000 and \$10,000 to repair each break.

Looping the low pressure system along Old Hwy 10 will provide needed additional redunancy in the system.

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance	400,000					400,000
Total	400,000					400,000

Funding Sources	2017	2018	2019	2020	2021	Total
Water Utility Funds	400,000					400,000
Total	400,000					400,000

Budget Impact/Other

City of Arden Hills, Minnesota
Capital Improvement Plan
 2017 thru 2021
PROJECTS BY CATEGORY

Category	Project #	Priority	2017	2018	2019	2020	2021	Total
Equipment: Public Works								
Replace 1997 Street Sweeper (103)	13-Eqp-004	3	250,000					250,000
Large Area Mower (Unit 433)	16-Eqp-001	3	40,000					40,000
1996 Trailer Replacement (Skidsteer/Roller)	16-Eqp-003	4		10,000				10,000
Replace Air Compressor (Unit 107)	16-Eqp-004	4	29,500					29,500
Replace 2006 Felling Trailer (415)	17-Eqp-001	4	10,000					10,000
Brush Chipper (Unit 426)	17-Eqp-005	n/a	38,500					38,500
Replace 2005 Felling Trailer (414)	18-Eqp-002	4			10,000			10,000
Replace 1996 Roller (unit 106)	18-Eqp-005	3		41,500				41,500
Replace Two 2014 Toro "Z" Lawn Mowers (451 & 452)	18-Eqp-003	3		24,000				24,000
Replace Easement Sewer Cleaning Machine (Unit 310)	19-Eqp-001	3			70,000			70,000
Add Generator Lift station emergency power	19-Eqp-002	3	40,000					40,000
Equipment: Public Works Total			408,000	75,500	80,000	0	0	563,500
Vehicles								
Replace 2002 One-Ton Truck (Unit 302)	17-EqpV-001	3	72,000					72,000
Replace 2001 Dump Truck with Used Dump Truck (116)	17-EqpV-002	3	125,000	115,000				240,000
Replace 2006 F-350 Four Dr w/ traffic sign (#322)	18-EqpV-005	3		55,000				55,000
Replace 2008 F-350 Pick-up w/ plow (unit 430)	19-EqpV-002	4			55,000			55,000
Vehicles - Community Development								
Replace 2004 Chevrolet Blazer (unit 502) - CD	18-EqpV-006	3		29,000				29,000
Vehicles Total			197,000	199,000	55,000	0	0	451,000
Grand Total			605,000	274,500	135,000	0	0	1,014,500

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 15
 Category Equipment: Public Works
 Priority 3 Important

Project # **13-Eqp-004**
 Project Name **Replace 1997 Street Sweeper (Unit 103)**

Total Project Cost: \$250,000

Description
 Equipment #105 - 1997 Elgin Street Sweeper.
 VIN # 585165
 Hours 2761 (2015)
 Hours 2864 (2016)
 Mileage 14,356 (2015)
 Mileage 14,946 (2016)

Justification
 Equipment will be 20 years old. Equipment replacement guidelines recommend replacement on 15-17 year cycle
 Repair costs for parts and labor:
 2006 - \$634.96
 2007 - \$764.53
 2008 - \$657.95
 2009 - \$7,627.62
 2010 - \$1,924.07
 2011 - \$2,197.05
 2012 - \$236.56
 2013 - \$1,857.27
 2014 - \$7,779.46
 2015- \$7,907
 2016- \$13,452
 Equipment is still operational and receives limited use which allows replacement to be pushed out to 2017
 This vehicle will be monitored for hours and repairs and adjusted as needed. Previous sweeper increased maintenance costs substantially after Year 15.
 Note: moved from 2015 to 2016 and increased cost based on state contract prices. 5/14/14 TJM
 Note: increase price to \$250K to reflect increases expected in equipment next year. 6/4/15 TJM
 Note: increase price to \$260K to reflect expected price increase 6/30/16 JMA

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	260,000					260,000
Estimated Trade-In Value	-10,000					-10,000
Total	250,000					250,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund	250,000					250,000
Total	250,000					250,000

Budget Impact/Other
 Reduce repair and maintenance costs.

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director

Budget Items	2017	2018	2019	2020	2021	Total
Equipment and Vehicle repair costs		-300	-300			-600
Total		-300	-300			-600

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 10-12
 Category Equipment: Public Works
 Priority 3 Important

Project # **16-Eqp-001**
 Project Name **Large Area Mower (Unit 433)**

Total Project Cost: **\$40,000**

Description
 Replacement of the 1999 Jacobson (model R-5111) 11 foot mower.
 Ser # 6912902371
 Hours
 2370 (2014)
 2496 (2015)
 2533 (2016)

Justification
 The Jacobson large area mower will be 19 years old in 2018. We have been spending a significant amount on repairs annually
 2009 - \$7,292.11
 2010 - \$38.79
 2011 - \$4,524.10
 2012 - \$415.61
 2013 - \$252.00
 2014 - \$1,356.00
 2015 - \$137.00
 2016 - \$456
 Note: Moved from 2016 to 2017 as the equipment is still operating well and is used less with the addition of the "Z" mowers to the fleet. 5/14/14
 TJM

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	40,000					40,000
Total	40,000					40,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund	40,000					40,000
Total	40,000					40,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 20
 Category Equipment: Public Works
 Priority 4 Less Important

Project # **16-Eqp-003**
 Project Name **1996 Trailer Replacement (Skidsteer/Roller)**

Total Project Cost: **\$10,000**

Description
 Replace equipment # 108 - 1996 Redihaul Trailer 12'.
 VIN #4755122T2V1013037
 #85108
 Note: Changed to pending as this trailer is not used in the winter and is reasonably good condition while other newer trailers that are used in the winter are in poorer condition. 4/14/14 TJM
 Changed back to active as this trailer will be 22 years old in 2018 and paving projects are occupying more of public works time 6/30/16 JMA

Justification
 Equipment will be 20 years old.
 Repair costs for parts and labor:
 2006 - \$365.37
 2007 - \$120.96
 2008 - none to date

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings		10,000				10,000
Total		10,000				10,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund		10,000				10,000
Total		10,000				10,000

Budget Impact/Other
 Reduce repair costs.

Prior
 -200
 Total

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 20
 Category Equipment: Public Works
 Priority 4 Less Important

Project # **16-Eqp-004**
 Project Name **Replace Air Compressor (Unit 107)**

Total Project Cost: **\$29,500**

Description
 Replace a 1998 air compressor (Unit 107)
 Hours
 462 (2015)
 465 (2016)

Justification
 The current air compressor will be 19 years old in 2016. The air compressor is used for maintaining irrigation systems, jack hammering, installing street sign post, and blowing out cracks prior to crack filling material being applied.
 Note: Moved from 2016 to 2017. 5/14/14 TJM
 Note: adjusted price for 2017 6/30/16 JMA
 Repairs
 2013 \$ 123
 2014 \$74
 2015 \$169
 2016 \$50

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	32,000					32,000
Estimated Trade-In Value	-2,500					-2,500
Total	29,500					29,500

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund	29,500					29,500
Total	29,500					29,500

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 13-15
 Category Equipment: Public Works
 Priority 4 Less Important

Project # **17-Eqp-001**
 Project Name **Replace 2006 Felling Trailer (Unit 415)**

Total Project Cost: \$10,000

Description
 Replace 2006 Felling trailer with new 14 foot trailer

Justification
 The 2006 Felling Trailer is showing wear due to significant winter use. It does not meet LMC recommendations for ergonomics of use due to the manual lifting of the access ramps. It is proposed to replace it with a 14 foot trailer with improved ergonomics of operation.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	10,000					10,000
Total	10,000					10,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund	10,000					10,000
Total	10,000					10,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 15-17
 Category Equipment: Public Works
 Priority 4 Less Important

Project # 17-Eqp-005
 Project Name Brush Chipper (Unit 426)

Total Project Cost: \$38,500

Description
 Replace equipment # 426 - 1996 Vermeer Chipper
 VIN # iVRK1513-10000799
 Hours
 587 (2014)
 676 (2015)
 702 (2016)
 #85426
 price increased to reflect 2017 pricing 6/30/16 JMA

Justification
 Equipment will be 21 years old in 2017.
 Repair costs for parts and labor:
 2006 - 150.00
 2007 - 142.61
 2008 - \$476.63
 2009 - \$476.63
 2012- \$1,762.45
 2013- \$1.328
 2014- \$365
 2015- \$810
 2016 - \$0
 This piece of equipment will be 18 years old. However this piece of equipment is not used often and is in good condition. Condition will be monitored and replacement will be adjusted as deemed appropriate.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	42,000					42,000
Estimated Trade-In Value	-3,500					-3,500
Total	38,500					38,500

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund	38,500					38,500
Total	38,500					38,500

Budget Impact/Other
 Reduce repair costs.

Prior
 -400
 Total

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 13-15
 Category Equipment: Public Works
 Priority 4 Less Important

Project # **18-Eqp-002**
 Project Name **Replace 2005 Felling Trailer Unit (414)**

Total Project Cost: **\$10,000**

Description
 Replace 2005 Felling trailer
 Moved to 2019 due to slowing of TCAAP schedule 6/30/16 JMA

Justification
 Replace the 2005 Felling trailer with a 22 foot trailer with better ergonomics

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings			10,000			10,000
Total			10,000			10,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund			10,000			10,000
Total			10,000			10,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 15-17
 Category Equipment: Public Works
 Priority 3 Important

Project # **18-Eqp-005**
 Project Name **Replace 1996 Roller (unit 106)**

Total Project Cost: \$41,500

Description
 1996 880 Wacker Roller (Unit 85106)
 Hours 728 (2016)

Justification
 usefull life on this piece of equipment is 15-17 years in 2018 this will be 22 year old
 this piece of equipment is used for street repairs related various activities including street repair, watermain repairs, storm sewer repairs.
 Repairs
 2013 - \$85
 2014 - \$114
 2015 - \$89

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings		40,000				40,000
Estimated Trade-In Value		1,500				1,500
Total		41,500				41,500

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund		41,500				41,500
Total		41,500				41,500

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 5
 Category Equipment: Public Works
 Priority 3 Important

Project # **18-Eqp-003**
 Project Name **Replace Two 2014 Toro "Z" Lawn Mowers (451 & 452)**

Total Project Cost: **\$24,000**

Description
 Replace Two 2014 Toro "Z" Lawn Mowers
 451 Hours 661 (2015)
 452 Hours 620 (2015)
 451 Hours 805 (2016)
 452 Hours 774 (2016)

Justification
 The trade in value of the Toro "Z" mowers is maximized if they are traded in with warranty still remaining. Due to the amount of time these pieces of equipment are used during the summer months they are traded in on a three year cycle.
 Repairs and maintenance of items not covered under warranty
 #451
 2014 - \$132
 2015 - \$923
 2016 - \$61
 #452
 2014 - \$151
 2015 - \$623
 2016 - \$78

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings		34,000				34,000
Estimated Trade-In Value		-10,000				-10,000
Total		24,000				24,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund		24,000				24,000
Total		24,000				24,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 20
 Category Equipment: Public Works
 Priority 3 Important

Project # **19-Eqp-001**
 Project Name **Replace Easement Sewer Cleaning Machine (Unit 310)**

Total Project Cost: \$70,000

Description
 The easement sewer cleaning machine is jointly owned by Arden Hills nad White Bear Township. In 2019 it will be 20 years old.

Justification
 The easement sewer cleaning maching will be 20 years old in 2019. Being jointly owned by Arden Hills and White Bear Township this piece of equipment gets significant use every year. The funding for this replacement will be split between the two communities. Coordination will be necessary between the two communities regarding having funding available.

Repairs
 2014 \$120
 2015 \$452
 2016 \$0

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings			35,000			35,000
Other			35,000			35,000
Total			70,000			70,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund			35,000			35,000
Total			35,000			35,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department: Equipment
 Contact: Public Works Director
 Type: Equipment
 Useful Life: 20-25
 Category: Equipment: Public Works
 Priority: 3 Important

Project # **19-Eqp-002**
 Project Name **Add Generator Lift station emergency power**

Total Project Cost: **\$40,000**

Description
 Add 100 KW mobile generator for lift station backup power

Justification
 Lift Station 11 was reconstructed in 2016 and a fenced pad for a backup generator was created. The electrical panel was wired to provide the ability to add a generator in this location. With 14 lift stations through out the city there is a need for backup power source to avoid sewage backups during power outages.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	40,000					40,000
Total	40,000					40,000

Funding Sources	2017	2018	2019	2020	2021	Total
Sanitary Sewer Utility Fund	40,000					40,000
Total	40,000					40,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 10-12
 Category Vehicles
 Priority 3 Important

Project # **17-EqpV-001**
 Project Name **Replace 2002 F-450 One Ton Truck (Unit 302)**

Total Project Cost: \$72,000

Description
 Replace Unit 302 a 2002 F450 one ton truck with plow and sander.
 Mileage 60,759
 mileage 62,274 (2016)

Justification
 The one ton trucks are the "work horse" of the City fleet. They are typically replaced on a 10-12 year rotation. This truck will be 13 years old in 2017. this truck was passed over for replacement when another of the same chassis style needed to be replaced due to a bad motor.

Repairs
 2013 \$2,568
 2014 \$1,232
 2015 \$405
 2016 \$152

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	82,000					82,000
Estimated Trade-In Value	-10,000					-10,000
Total	72,000					72,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund	72,000					72,000
Total	72,000					72,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 10
 Category Vehicles
 Priority 3 Important

Project # 17-EqpV-002
 Project Name Replace 2001 Dump Truck with New Dump Truck (116)

Total Project Cost: \$240,000

Description

In 2011 a used dump truck with plow and de-icing equipment was added to the fleet by purchasing one of Ramsey County's 10 year old vehicles. In 2017 the 2001 used dump truck was planned to be replaced the same way with a vehicle purchased from Ramsey County. Ramsey County does not have any trucks available in 2017 or in the near future.

Replacement of this plow truck will need to be made with a new dump truck with plow, sander and brine delivery system. Build on a truck like this is a 18 month process.

There is currently no back up equipment should this Dump Truck become inoperable.

Mileage 46,468 (2016)
 Hours 3,760 (2016)

Justification

The 2001 dump truck will be 16 years old. A used used dump truck is anticipated to be able to purchase from the Ramsey County fleet.

Repairs
 2013 \$3,212
 2014 \$7,954
 2015 \$3,138
 2016 \$1,842

mileage xxxxx

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	125,000	125,000				250,000
Estimated Trade-In Value		-10,000				-10,000
Total	125,000	115,000				240,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund	125,000	115,000				240,000
Total	125,000	115,000				240,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 10-12
 Category Vehicles
 Priority 3 Important

Project # **18-EqpV-005**
 Project Name **Replace 2006 F-350 Four Dr w/ traffic sign (# 322)**

Total Project Cost: \$55,000

Description
 Replace 2006 F-350 four door, 2x4, pick-up outfitted with traffic message board
 VIN #1FTWW30566EA19380
 Mileage 70,160 (2016)

Justification
 Truck will be 12 years old in 2018. Pick Up trucks are programed to be replaced on a 10-12 year cycle.
 Repairs
 2013 - \$103
 2014 - \$880
 2015 - \$397
 2016 - \$444

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings		45,000				45,000
Estimated Trade-In Value		10,000				10,000
Total		55,000				55,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund		35,000				35,000
Total		35,000				35,000

Budget Impact/Other
 reduced maintenace costs / maximize resale value

Budget Items	2017	2018	2019	2020	2021	Total
Equipment and Vehicle repair costs		200				200
Total		200				200

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 10-12
 Category Vehicles
 Priority 4 Less Important

Project # 19-EqpV-002
 Project Name Replace 2008 F-350 Pick-up w/plow (unit 430)

Total Project Cost: \$55,000

Description
 Replace Pick-up truck (unit 85430)
 2008 - F-350 with plow and power tail gate - 4x4
 VIN #1FTSF31558EE35324
 purchased in 2009
 mileage 60,751 (2016)

Justification
 truck will be 10 years old in 2019, Pick -up trucks are programed to be replaced on a 10-12 year cycle with plowing trucks such as this needing replacement closer to the 10 year mark.
 Repairs
 2013 - \$1,542
 2014 - \$596
 2015 - \$142
 2016 - \$1,648

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings			45,000			45,000
Estimated Trade-In Value			10,000			10,000
Total			55,000			55,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund			55,000			55,000
Total			55,000			55,000

Budget Impact/Other
 reduced maintenace costs / maximize resal value

Budget Items	2017	2018	2019	2020	2021	Total
Equipment and Vehicle repair costs				200		200
Total				200		200

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Community Devl Dir
 Type Equipment
 Useful Life 10-12
 Category Vehicles - Community Develo
 Priority 3 Important

Project # **18-EqpV-006**
 Project Name **Replace 2004 Chevrolet Blazer (unit 502) - CD**

Total Project Cost: **\$29,000**

Description
 Replace 2004 Chevrolet Blazer (unit 502) building inspection vehicle
 Replacement vehicle programmed to be a Ford Escape 4WD
 VIN #1GNDDT13X94K165862
 Mileage 60,204 (2016)

Justification
 This vehicle will be 14 years old in 2018, equipment replacement guidelines suggest replacing this vehicle on a 10-12 year cycle. With the development of TCAAP residential inspections are anticipated to increase and create more trips on this vehicle.
 Repairs
 2013 - \$607
 2014 - \$3,056
 2015 - \$477

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings		30,000				30,000
Estimated Trade-In Value		-1,000				-1,000
Total		29,000				29,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund		29,000				29,000
Total		29,000				29,000

Budget Impact/Other
 reduce repair costs

Budget Items	2017	2018	2019	2020	2021	Total
Equipment and Vehicle repair costs		200				200
Total		200				200

City of Arden Hills, Minnesota
Capital Improvement Plan
 2017 thru 2021
PROJECTS BY DEPARTMENT

Department	Project #	Priority	2017	2018	2019	2020	2021	Total
Economic Development								
Economic Development Total			0	0	0	0	0	0
Parks Department								
Development of TCAAP Park Facilities	17-Park-001	3		2,500,000	2,500,000	2,000,000		7,000,000
Parks Department Total			0	2,500,000	2,500,000	2,000,000	0	7,000,000
Public Safety								
Public Safety Total			0	0	0	0	0	0
Sanitary Sewer Department								
TCAAP Trunk Sanitary Sewer and Lift Station	16-Sew-001	3	1,200,000					1,200,000
Sanitary Sewer Department Total			1,200,000	0	0	0	0	1,200,000
Street Department								
Street Department Total			0	0	0	0	0	0
Surface Water Management Department								
Surface Water Management Dept Total			0	0	0	0	0	0
Technology								
Technology Total			0	0	0	0	0	0
Water Department								
Department	Project #	Priority	2017	2018	2019	2020	2021	Total
New Booster Station	16-W-001	3	1,000,000					1,000,000
TCAAP Trunk Water Improvements (Spine Road)	16-W-002	3	1,000,000					1,000,000
TCAAP Water Tower	16-W-003	3				4,800,000		4,800,000
Water Total			2,000,000	0	0	4,800,000	0	6,800,000
Grand Total			3,200,000	3,200,000	2,500,000	6,800,000	0	15,000,000

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Parks Department
 Contact Public Works Director
 Type Improvement
 Useful Life 20
 Category Park Capital Improvements
 Priority 3 Important

Project # **17-Park-001**
 Project Name **Development of TCAAP Park Facilities**

Total Project Cost: \$7,000,000

Description
 This item is for the park development (not land acquisition) of park areas throughout TCAAP.

Justification
 Ramsey County will be providing park land with the development of TCAAP but the City will be required to develop the parks. An estimate has been made of \$7.0 million for full build out of all the park areas according to the approved plan.

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance		2,500,000	2,500,000	2,000,000		7,000,000
Total		2,500,000	2,500,000	2,000,000		7,000,000

Funding Sources	2017	2018	2019	2020	2021	Total
Park Capital Fund (Park Dedication Fees)		2,500,000	2,500,000	2,000,000		7,000,000
Total		2,500,000	2,500,000	2,000,000		7,000,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Sanitary Sewer Department
 Contact Public Works Director
 Type Improvement
 Useful Life 30
 Category Utility Improvements
 Priority 3 Important

Project # **16-Sew-001**
 Project Name **TCAAP Trunk Sanitary Sewer & Lift Station**

Total Project Cost: \$1,200,000

Description
 As the TCAAP site develops it will be served by a trunk sanitary sewer system and a lift station that collects all of TCAAP sewer flow (only TCAAP flow) and carries it through Mounds View to a MCES regional lift station.

Justification
 As Ramsey County starts to develop TCAAP infrastructure the City's sanitary sewer system will be placed in the Spine Road right-of-way.

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance	1,200,000					1,200,000
Total	1,200,000					1,200,000

Funding Sources	2017	2018	2019	2020	2021	Total
TCAAP Reimbursements	1,200,000					1,200,000
Total	1,200,000					1,200,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Water Department
 Contact Public Works Director
 Type Improvement
 Useful Life 30
 Category Utility Improvements
 Priority 3 Important

Project # 16-W-001
 Project Name TCAAP New Booster Station

Total Project Cost: \$1,000,000

Description
 This item would construct an additional Water Booster Station near Old Highway 10 and I-694 to pump water from the low pressure zone to the high pressure zone. The booster station would be built on excess Ramsey County right of way and the structure would be made to look like a residential house due to its location.

Justification
 The City's water system currently only has one booster station providing water to the high pressure zone through a single crossing of i-694. If anything (lighting strike, wind storm, etc.) knocked out the current booster station for any length of time the high pressure zone could be out of water after the the half million gallon tower is drained.
 Construction of a second booster station will provide needed redundancy in the system so if one booster station fails or is taken down for service the high pressure zone will still be provided water.

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance	1,000,000					1,000,000
Total	1,000,000					1,000,000

Funding Sources	2017	2018	2019	2020	2021	Total
TCAAP Reimbursements	600,000					600,000
Water Utility Funds	400,000					400,000
Total	1,000,000					1,000,000

Budget Impact/Other

**Capital Improvement Plan
City of Arden Hills, Minnesota**

2017 thru 2021

Department Water Department
Contact Public Works Director
Type Improvement
Useful Life 30
Category Utility Improvements
Priority 3 Important

Project # **16-W-002**
Project Name **TCAAP Trunk Water Improvements (Spine Road)**

Total Project Cost: **\$1,000,000**

Description
With the Ramsey County construction of the Spine Road, a TCAAP City trunk water main will also be installed. This improvement will be primarily in the Spine Road right-of-way but will include some water main outside of the right-of-way to get to the water tower site and the connection points to the City's existing system.

Justification
In order to prepare the TCAAP site for development the City needs to extend trunk utilities into through the site with the construction of the Spine Road.

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance	1,000,000					1,000,000
Total	1,000,000					1,000,000

Funding Sources	2017	2018	2019	2020	2021	Total
TCAAP Reimbursements	1,000,000					1,000,000
Total	1,000,000					1,000,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Water Department
 Contact Public Works Director
 Type Improvement
 Useful Life 30
 Category Utility Improvements
 Priority 3 Important

Project # **16-W-003**
 Project Name **TCAAP Water Tower**

Total Project Cost: \$4,800,000

Description
 Construct a new 1.0-1.5 million gallon water tower (actual size to be determined in final design) on the TCAAP site.

Justification
 TCAAP will be served with water by expanding the City's current high pressure zone. Currently the high pressure zone only has a half million gallons of elevated storage. This amount of storage is not sufficient to provide for domestic consumption and fire flow. The additional tower will provide the needed storage. A site for the tower will be provided by Ramsey County on the TCAAP site.
 Moved to 2020 as need is not anticipated until development advances demand 7/1/16 JMA

Expenditures	2017	2018	2019	2020	2021	Total
Construction/Maintenance				4,800,000		4,800,000
Total				4,800,000		4,800,000

Funding Sources	2017	2018	2019	2020	2021	Total
TCAAP Reimbursements				3,000,000		3,000,000
Water Utility Funds				1,800,000		1,800,000
Total				4,800,000		4,800,000

Budget Impact/Other

City of Arden Hills, Minnesota
 Capital Improvement Plan
 2017 thru 2021

PROJECTS BY CATEGORY

Category	Project #	Priority	2017	2018	2019	2020	2021	Total
Equipment: Public Works								
Add Two Toro "Z" Lawn Mowers (TCAAP)	18-Eqp-001	3			17,000		18,000	35,000
Add Felling Trailer (TCAAP)	18-Eqp-004	3			10,000			10,000
Equipment: Public Works Total			0	0	27,000	0	18,000	45,000
Vehicles								
Add Pick-up Truck (TCAAP)	17-EqpV-004	3	35,000					35,000
Add Plow Truck w/Plow, Wing and Sander (TCAAP)	18-EqpV-001	4			125,000	125,000		250,000
Add One-Ton Truck /Plow, Wing and Sander (TCAAP)	18-EqpV-002	4			82,000			82,000
Add F350 Pick-up with Lift Gate (TCAAP)	18-EqpV-003	4				42,000		42,000
Add Pick-up Truck (TCAAP)	18-EqpV-004	4			40,000			40,000
Vehicles Total			35,000	0	247,000	167,000	0	449,000
Grand Total			35,000	0	274,000	167,000	18,000	494,000

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 5
 Category Equipment: Public Works
 Priority 3 Important

Project # **18-Eqp-001**
 Project Name **Add Two Toro "Z" Lawn Mowers (TCAAP)**

Total Project Cost: **\$35,000**

Description
 Add a third and fourth Toro "Z" mower to the fleet anticipating the start to development of what will ultimately be approximately 20 acres of park area in TCAAP along with medians and boulevard along the Spine Road and Thumb Road .
 Moved to 2019/2021 due to slowing of TCAAP schedule 6/30/16 JMA

Justification
 Expansion of the grass area to be mowed and maintain due to TCAAP development is anticipated to have begun by 2018 and continue to grow as TCAAP builds out. At full deveopment it is anticipated a second mowing crew will be needed to keep up.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings			17,000		18,000	35,000
Total			17,000		18,000	35,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund			17,000		18,000	35,000
Total			17,000		18,000	35,000

Budget Impact/Other

Budget Items	2017	2018	2019	2020	2021	Total
Equipment and Vehicle repair costs			250	250	250	750
Total			250	250	250	750

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 10-12
 Category Equipment: Public Works
 Priority 3 Important

Project # **18-Eqp-004**
 Project Name **Add Felling Trailer (TCAAP)**

Total Project Cost: **\$10,000**

Description
 Add a Felling trailer to the fleet to allow for a second mowing crew.
 Moved to 2019 due to slowing of TCAAP Schedule 6/30/16 JMA

Justification
 Over the course of the development of TCAAP a second mowing crew will need to be added. The trailer will be necessary to carry the mowers and other grass maintenance equipment.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings			10,000			10,000
Total			10,000			10,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund			10,000			10,000
Total			10,000			10,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 10-12
 Category Vehicles
 Priority 3 Important

Project # 17-EgpV-004
 Project Name Add Pick-up Truck (TCAAP)

Total Project Cost: \$35,000

Description
 Add a pick-up truck to the public works fleet for the sanitary sewer and water service inspections in TCAAP.
 Inspections and locates expected to begin in 2017 6/30/16 JMA

Justification
 Public Works does the inspections of new sanitary sewer and water services. With the development of TCAAP expected to begin in 2017 with homes and other buildings this will be a busy position. In order to not take away from current crew capacity as TCAAP develops it may be necessary to add a dedicated staff member and vehicle to provide this service.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	35,000					35,000
Total	35,000					35,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund	35,000					35,000
Total	35,000					35,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 15
 Category Vehicles
 Priority 4 Less Important

Project # **18-EqpV-001**
 Project Name **Add Plow Truck w/Plow, Wing and Sander (TCAAP)**

Total Project Cost: **\$250,000**

Description
 Add the fourth plow truck with plow, wing and sander due to the start of the development of TCAAP.
 Note: 7/21/14 Council Worksession moved to 2019, will continue to evaluate as TCAAP starts to develop
 Moved to 2020 delivery with 18 month build period 6/30/16 JMA

Justification
 As TCAAP develops the City will have more streets to plow and maintain. In order for the same level of service to be maintained in the existing City at some point a fourth plow route will need to be established. As this date comes closer, the development of TCAAP will be reviewed and this addition to the fleet will be pushed out if appropriate.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings			125,000	125,000		250,000
Total			125,000	125,000		250,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund			125,000	125,000		250,000
Total			125,000	125,000		250,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 10-12
 Category Vehicles
 Priority 4 Less Important

Project # **18-EqpV-002**
 Project Name **Add One-Ton Truck w/Plow and Sander (TCAAP)**

Total Project Cost: **\$82,000**

Description
 Add a one-ton truck with plow and sander to the City fleet for the maintance of new infrastructure in TCAAP
 Moved to 2019 with the slowing of the TCAAP schedule 6/30/16 JMA

Justification
 With the development of TCAAP it will be necessary to add to the City fleet in order to maintain the same level of service. As 2018 nears the development in TCAAP will be reviewed and the year of purchase may be adjusted.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings			82,000			82,000
Total			82,000			82,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund			82,000			82,000
Total			82,000			82,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 10-12
 Category Vehicles
 Priority 4 Less Important

Project # **18-EqpV-003**
 Project Name **Add F350 Pick-up with Lift Gate (TCAAP)**

Total Project Cost: \$42,000

Description
 Add a F350 pickup with lift gate to the fleet for the infrastructure in TCAAP
 NOTE: 7/21/14 Council Work Session moved to 2019, will continue to evaluate as TCAAP starts to develop.
 Moved to 2020 with the slowing of the TCAAP schedule 6/30/16 JMA

Justification
 With the development of TCAAP infrastructure a pickup will need to be added to the fleet to maintain the same level of services throughout the City. As 2018 nears the development in TCAAP will be reviewed and the purchase date will be modified if appropriate.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings				42,000		42,000
Total				42,000		42,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund				42,000		42,000
Total				42,000		42,000

Budget Impact/Other

Capital Improvement Plan
City of Arden Hills, Minnesota

2017 thru 2021

Department Equipment
 Contact Public Works Director
 Type Equipment
 Useful Life 13-15
 Category Vehicles
 Priority 3 Important

Project # **18-EqpV-004**
 Project Name **Add Pick-up Truck (TCAAP)**

Total Project Cost: \$40,000

Description
 Add pick-up truck to the public works fleet.
 Moved to 2019 with the slowing of the TCAAP schedule 6/30/16 JMA

Justification
 With the need to start a second mowing crew for the TCAAP development a truck will be needed to pull the equipment trailer and transport the workers.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings			40,000			40,000
Total			40,000			40,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment/Building Replacement Fund			40,000			40,000
Total			40,000			40,000

Budget Impact/Other



DATE: November 21, 2016

TO: Honorable Mayor and City Council

FROM: Sue Iverson, Interim City Administrator/Director of Finance & Admin Services

SUBJECT: 2017 Proposed Preliminary Budget and Tax Levy

INTRODUCTION

In preparation for adoption of the tax levy in December, this memo addresses the following information: residential property values, discussion on proposed levy, salary assumptions being used to prepare the budget, and a discussion on capital improvement funding. The Council previously discussed the budget on September 26, 2016 and set a preliminary levy of 4.7% which was public safety costs plus 2%.

RESIDENTIAL PROPERTY VALUES

According to information provided by Ramsey County in May of this year, the median home value in Arden Hills will increase from \$300,300 for 2016 taxes, to \$306,350 for 2017 taxes which is a 2.0% increase (last year we saw a 1.8% increase) in value compared to the county average increase of 4.6%. According to Ramsey County, assessed value had declined for five consecutive assessments, the markets are stabilizing, and we are now experiencing an increase of residential, apartment, and commercial values. Arden Hills' values were very stable during this time or increased, thus we see a smaller average increase now vs. the county-wide increase.

In order to evaluate the true impact to the residential property owner, you need to take into account the increase in fiscal disparities (increase of 10.1%) and the change in the taxable value (increase of 1.9% after exclusions).

To help illustrate this, the following table shows the impact to the residential property owner due to the increase in fiscal disparity dollars and the changes in the assessed market values. This results in a net Tax Rate decrease of 2.6% before any levy changes are made. (Last year we saw a decrease of 6.5% in this same comparison)

Assuming **no** City levy change, the home owner that has a median valued home (value going from \$300,300 to \$306,350) will see their City taxes going down **annually** by \$3.18 or 0.4% as illustrated on the following chart.

Item		Actual Pay 2016 (A)	Proposed Pay 2017 (B)	% Change (C)
1. Levy before reduction for state aids		\$3,478,775	\$3,478,775	0.0%
2. State Aids	-	\$0	\$0	0.0%
3. Certified Property Tax Levy	=	\$3,478,775	\$3,478,775	0.0%
4. Fiscal Disparity Portion of Levy	-	\$264,113	\$290,710	10.1%
5. Local Portion of Levy	=	\$3,214,662	\$3,188,065	-0.8%
6. Local Taxable Value	÷	12,163,391	12,388,762	1.9%
7. Local Tax Rate	=	26.429%	25.734%	-2.6%
8. Market Value Referenda Levy		\$0	\$0	0.0%
9. Fiscal Disparity Portion of Levy (SDs only)	-	\$0	\$0	0.0%
10. Local Levy	=	\$0	\$0	0.0%
11. Referenda Market Value	÷	1,144,235,400	1,174,488,300	2.6%
12. Market Value Referenda Rate	=	0.00000%	0.00000%	0.0%

Taxable Market Value B/4 Credit	Homestead Exclusion Credit	Taxable Market Value	Tax Capacity		Taxing District Net Tax	Total Change		Impact from Market Shifts and Fiscal Disparities	
Proposed Pay 2017						Annual Increase	Monthly incr.	Annual Increase	Monthly incr.
Pay 2013 MV X 0.988	76,000 @ .40% rem up to 413799 @ .09%	(D - E)	500,000 @ 1.0% rem @ 1.25%		(B7 x G) + (B12 x D)				
Estimated Tax District rate as % of total rate:									
150,000	23,740	126,260	1,263		\$325.02	(\$0.32)	\$ (0.03)	(\$0.32)	\$ (1.19)
306,350	9,669	296,681	2,967		\$763.53	(\$3.18)	\$ (0.27)	(\$3.18)	\$ (3.00)
350,000	5,740	344,260	3,443		\$886.02	(\$3.84)	\$ (0.32)	(\$3.84)	\$ (3.56)
500,000	-	500,000	5,000		\$1,286.70	(\$8.85)	\$ (0.74)	(\$8.85)	\$ (5.41)
750,000	-	750,000	8,125		\$2,090.89	(\$7.84)	\$ (0.65)	(\$7.84)	\$ (8.27)

The City's share of Fiscal Disparities (line 4) has increased, and the City's Tax Capacity (line 6) has increased, which results in a 2.6% decrease in the tax rate.

Fiscal Disparities runs on a one year lag and is based on the levy amounts that jurisdictions submitted for 2016 (or last year). Jurisdictions that increased their levies will receive more, while those that kept their levies flat or fairly small will see decreases.

RECAP OF RAMSEY COUNTY FINANCE DIRECTORS MEETING

On August 15, 2016, Ramsey County held a meeting with its Finance Directors from all taxing districts. The Assessor is optimistic that our real estate markets are much improved and still getting better.

Residential markets experienced the most positive improvements, with buyer activity improving, there are fewer foreclosure and short sales. Apartment markets continue to be very healthy and there is substantial construction of new apartments across the Twin Cities metro area.

Commercial and industrial markets have recovered most of the loss in value from the recession. County-wide Commercial/Industrial aggregate values have increased 4.0%.

TAKING A LOOK AT ARDEN HILLS LEVY TAX RATE HISTORY

The State of Minnesota has granted local municipalities the authority to levy taxes to fund operations and debt payments. The City’s entire tax levy goes for General Fund expenditures. For the City of Arden Hills, the property tax levy accounts for approximately 76% of the General Fund revenues. Historically, the City does not use reserves to balance the City’s budget, however, due to economic conditions the following chart illustrates the City’s use of reserves to balance the budget over the last six years:

<u>Year</u>	<u>Reserves</u>	
	<u>Used</u>	
2010	\$	41,201
2011	\$	20,000
2012	\$	-
2013	\$	20,454
2014	\$	-
2015	\$	58,305
2016	\$	160,325

The following table provides a historical view of the City’s property tax levies:

<u>Year</u>	<u>Tax Levy</u>	<u>% Change</u>	<u>Tax Rate</u>	<u>% Change</u>
2002	\$ 2,201,002	-	25.092%	-
2003	\$ 2,265,712	2.9%	23.930%	-4.63%
2004	\$ 2,333,337	3.0%	23.367%	-2.35%
2005	\$ 2,440,453	4.6%	21.299%	-8.85%
2006	\$ 2,537,520	4.0%	20.191%	-5.20%
2007	\$ 2,688,944	6.0%	20.206%	0.07%
2008	\$ 2,797,348	4.0%	19.585%	-3.07%
2009	\$ 2,948,646	5.4%	20.520%	4.77%
2010	\$ 3,016,465	2.3%	22.647%	10.37%
2011	\$ 3,040,964	0.8%	24.180%	6.77%
2012	\$ 3,096,994	1.8%	25.544%	5.64%
2013	\$ 3,191,230	3.0%	27.931%	9.34%
2014	\$ 3,257,456	2.1%	27.954%	0.08%
2015	\$ 3,359,775	3.1%	27.228%	-2.60%
2016	\$ 3,478,775	3.5%	26.429%	-2.93%

In 2009 the LJFD duty crew implementation began, while 2010 and 2011 saw the unallotment of the MVHC to cities. The City Council has been very conservative in budgeting and has reduced

department budgets or used reserves to deal with the increased costs of our contracted services while still maintaining services the last few years.

OPERATING BUDGET

Salary and Benefits

The 2017 preliminary budget is currently being prepared assuming a 2.5% wage adjustment for non-union staff and 2.7% for union staff. Medical benefits are increasing by 14.3% and the cost share allocation was changed for 2017 so that the City will contribute 40% of the increase and the employee would contribute 60% of the increase where as previously it was a 50/50 split.

In surveying surrounding communities most have included a 2.0% - 3.0% COLA increase in their preliminary estimates for their 2017 budgets.

General Fund

At the June 20, 2016 worksession, the Council directed staff to construct a budget with a 2.5% COLA and the 60/40 change to the benefit contributions as referenced above. Council also directed staff to set a preliminary levy for discussion purposes at 2% plus the increase in public safety costs. This results in a levy increase of 4.7% or \$162,515. Other directives were to restore the PIR transfer to \$200,000 from \$100,000 in the 2016 budget and to show what was added to the budget. In addition to the salary and benefits increases the major increases from the 2016 budget to 2017 are shown in the chart to the right.

General Fund Expenditures	
Salary & Benefits	\$ 56,162
Sheriff Contract	72,211
Fire Contract	19,252
Dispatch Contract	1,052
Comprehensive Plan Costs	100,000
Addition of Working Foreman	36,658
EDA Transfer	30,000
PIR Transfer	100,000
Other Misc Adjustments	(14,496)
	<u>\$ 400,839</u>

The Sheriff's contract includes the addition of an investigator. The case load in 2009 was approximately 518 and has grown over the years to 1148 in 2016. Ramsey County has been subsidizing this cost up until now and the need is very real. The additional investigator was put into the budget with an April 1, 2017 start even though it is currently doing work for the contract cities with Ramsey County funding it. All other items were put on hold to help hold budget costs down.

Dispatch increases are down as we had the call center and the CAD system into our formula in 2016. Fire increases are down as the Duty Crew had been fully implemented for the 2016 budget.

Per Council discussion, \$100,000 was added to the budget for the Comprehensive Plan update – this could be considered a one-time expenditure which would be an appropriate use of reserve funds.

The PIR transfer was restored to \$200,000 per Council directive as referenced above. As per the forecast prepared in 2015 for the EDA operating fund as a result of the funding from the Round Lake Road TIF district expiring, an additional \$30,000 in transfers was added and was approved by the EDA on July 25, 2016.

All positions are currently still in the 2017 budget including the Working Foreman in Public Works.

Revenues have largely increased due to increased Antenna Rental revenue and Building Permits and Land Use applications. The chart at the right illustrates the increases.

General Fund Revenues	
Property Tax Levy	\$ 162,515
License and Permits	81,800
Antenna Rentals	40,000
Plan Check Fees	38,000
Other Misc Adjustments	19,417
	<u>\$ 341,732</u>

Issues to Consider

The current budget proposal is a \$400,839 increase from the previous year. Public Safety increases are equal to \$92,515 of the increase. Salaries and benefits are \$92,820 of the increase, but remember all vacant positions and the Working Foreman have been included in this budget. \$100,000 has been included for the Comprehensive Plan Update which could be a one-time expenditure. Unless there is a change in personnel and positions, most other increases are going to be on-going operation costs.

The current vacant positions included in the 2017 budget have the following effect:

	General	Total	% of
	Fund	City-wide	General Fund
City Administrator	\$ 123,504	\$ 162,506	76.0%
Public Works Director	\$ 43,698	\$ 145,661	30.0%
Assistant City Engineer	\$ -	\$ 119,797	0.0%
Community Development Dir	\$ 123,812	\$ 145,661	85.0%
City Planner	\$ 94,867	\$ 99,860	95.0%
Working Foreman	\$ 36,658	\$ 81,461	45.0%
	<u>\$ 422,539</u>	<u>\$ 754,946</u>	

Currently the City is using WSB to contract Public Work Director and Engineering Services. If you look at a comparison chart that shows the Public Works Director/City Engineer and the Assistant City Engineer positions that are included in the budget you will see we could achieve a

savings by continuing this arrangement. *Please note that the cost savings may be greater as their time will be allocated to projects they are working on which could reduce our overhead.*

	General	Total
	Fund	City-wide
PW Dir/Engr \$150/hr at 1 day week, 52 weeks	\$ 18,720	\$ 62,400
Asst. PW Dir/Engr \$100/hr at 2 days week, 52 weeks	\$ 24,960	\$ 83,200
Budgeted Public Work Director	\$ 43,698	\$ 145,661
Budgeted Asst City Engineer	\$ 41,929	\$ 119,797
	\$ 85,627	\$ 265,458
Savings PW Dir/Engr	\$ 24,978	\$ 83,261
Savings Asst. PW Dir/Engr	\$ 16,969	\$ 36,597
Total Savings using Contracted Services	\$ 41,947	\$ 119,858

A possible cost savings can be achieved if the current temporary Public Works Foreman position is taken out of the budget and we continue to contract for Public Work Director/Engineering services as shown in the table below:

	General	Total
	Fund	City-wide
Working Foreman	\$ 36,658	\$ 81,461
Savings achieved by Contracting	\$ 41,947	\$ 119,858
Total savings in Public Works	\$ 78,605	\$ 201,319

One additional area that has potential for cost savings is if we continue to contract Planning Services to supplement our Senior Planner and do not fill the City Planner position. *Please note that the cost savings may be greater as their much of their time will be allocated to projects they are working on which could reduce our overhead and charged to escrows.*

Last year the Council balanced the budget using \$160,325 in reserves, while we may not have used them as a result of vacancies and better than expected revenues with building permit activity and planning cases, this will not be sustainable in the future if we fill the vacant positions and as we are primarily built out the permit and planning revenue will not be a stable reliable source of revenue.

The budget presented as directed by the City Council shows using \$238,324 in reserves to balance the proposed 2017 budget. If we assume that \$100,000 of this amount is a one-time expense for the Comprehensive Plan amendment, then the on-going concern is \$138,324. This does include the General Fund portion of the Working Foreman position, Public Works Director/Engineer, Assistant Engineer, and the City Planner. If using the previous scenarios you have a potential \$78,605-\$100,000 in savings which if this were eliminated the on-going concern would amount to \$38,324. Staff has attached the handout on the 2015 budget surplus and the estimated 2016 salary savings that you received on September 26, 2016 in Attachment A.

Memo - City Council
 2017 Proposed Preliminary Budget and Tax Levy

7

Sample Levy Increases

4.7% Levy Increase (\$162,515) Directed by City Council September 26, 2016

Item	Actual Pay 2016 (A)	Proposed Pay 2017 (B)	% Change (C)
1. Levy before reduction for state aids	\$3,478,775	\$3,641,290	4.7%
2. State Aids	-	\$0	0.0%
3. Certified Property Tax Levy	=	\$3,478,775	4.7%
4. Fiscal Disparity Portion of Levy	-	\$264,113	10.1%
5. Local Portion of Levy	=	\$3,214,662	4.2%
6. Local Taxable Value	÷	12,163,391	1.9%
7. Local Tax Rate	=	26.429%	2.3%
8. Market Value Referenda Levy		\$0	0.0%
9. Fiscal Disparity Portion of Levy (SDs only)	-	\$0	0.0%
10. Local Levy	=	\$0	0.0%
11. Referenda Market Value	÷	1,144,235,400	2.6%
12. Market Value Referenda Rate	=	0.00000%	0.0%

Taxable Market Value B/4 Credit	Homestead Exclusion Credit	Taxable Market Value	Tax Capacity		Taxing District Net Tax
Proposed Pay 2017					
Pay 2013 MV X 0.988	76,000 @ .40% rem up to 413799 @ .09%	(D - E)	500,000 @ 1.0% rem @ 1.25%		(B7 x G) + (B12 x D)
Estimated Tax District rate as % of total rate:					
150,000	23,740	126,260	1,263		\$341.58
306,350	9,669	296,681	2,967		\$802.43
350,000	5,740	344,260	3,443		\$931.16
500,000	-	500,000	5,000		\$1,352.25
750,000	-	750,000	8,125		\$2,197.41

Total Change		Impact from Market Shifts and Fiscal Disparities		Impact from Levy Incr	
Annual Increase	Monthly incr.	Annual Increase	Monthly incr.	Annual Increase	Monthly incr.
\$16.24	\$ 1.35	(\$0.32)	(\$ 1.19)	\$16.56	\$ 1.38
\$35.72	\$ 2.98	(\$3.18)	(\$ 3.00)	\$38.90	\$ 3.24
\$41.30	\$ 3.44	(\$3.84)	(\$ 3.56)	\$45.14	\$ 3.76
\$56.70	\$ 4.73	(\$8.85)	(\$ 5.41)	\$65.55	\$ 5.46
\$98.68	\$ 8.22	(\$7.84)	(\$ 8.27)	\$106.52	\$ 8.88

2.5% Levy (85,250) Increase which would keep the Tax Rate Flat

Item	Actual Pay 2016 (A)	Proposed Pay 2017 (B)	% Change (C)
1. Levy before reduction for state aids	\$3,478,775	\$3,564,025	2.5%
2. State Aids	-	\$0	0.0%
3. Certified Property Tax Levy	=	\$3,478,775	2.5%
4. Fiscal Disparity Portion of Levy	-	\$264,113	10.1%
5. Local Portion of Levy	=	\$3,214,662	1.8%
6. Local Taxable Value	÷	12,163,391	1.9%
7. Local Tax Rate	=	26.422%	-0.0%
8. Market Value Referenda Levy		\$0	0.0%
9. Fiscal Disparity Portion of Levy (SDs only)	-	\$0	0.0%
10. Local Levy	=	\$0	0.0%
11. Referenda Market Value	÷	1,144,235,400	2.6%
12. Market Value Referenda Rate	=	0.00000%	0.0%

Memo - City Council
 2017 Proposed Preliminary Budget and Tax Levy
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Taxable Market Value B/4 Credit	Homestead Exclusion Credit	Taxable Market Value	Tax Capacity	Taxing District Net Tax	Total Change		Impact from Market Shifts and Fiscal Disparities		Impact from Levy Incr	
Proposed Pay 2017					Annual Increase	Monthly incr.	Annual Increase	Monthly incr.	Annual Increase	Monthly incr.
Pay 2013 MV X 0.988	76,000@ .40% rem up to 413799 @.09%	(D - E)	500,000@ 1.0% rem @ 1.25%	(B7 x G) + (B12 x D)						
Estimated Tax District rate as % of total rate:										
150,000	23,740	126,260	1,263	\$333.71	\$8.37	\$ 0.70	(\$0.32)	\$ (1.19)	\$8.69	\$ 0.72
306,350	9,669	296,681	2,967	\$783.94	\$17.23	\$ 1.44	(\$3.18)	\$ (3.00)	\$20.41	\$ 1.70
350,000	5,740	344,260	3,443	\$909.71	\$19.85	\$ 1.65	(\$3.84)	\$ (3.56)	\$23.69	\$ 1.97
500,000	-	500,000	5,000	\$1,321.10	\$25.55	\$ 2.13	(\$8.85)	\$ (5.41)	\$34.40	\$ 2.87
750,000	-	750,000	8,125	\$2,146.79	\$48.06	\$ 4.01	(\$7.84)	\$ (8.27)	\$55.90	\$ 4.66

1% Levy Increase (\$35,000) For discussion purposes of impact for each percentage increase

Item	Actual Pay 2016 (A)	Proposed Pay 2017 (B)	% Change (C)
1. Levy before reduction for state aids	\$3,478,775	\$3,513,775	1.0%
2. State Aids	-	\$0	0.0%
3. Certified Property Tax Levy	=	\$3,478,775	1.0%
4. Fiscal Disparity Portion of Levy	-	\$264,113	10.1%
5. Local Portion of Levy	=	\$3,214,662	0.3%
6. Local Taxable Value	÷	12,163,391	1.9%
7. Local Tax Rate	=	26.429%	-1.6%
8. Market Value Referenda Levy	\$0	\$0	0.0%
9. Fiscal Disparity Portion of Levy (SDs only)	-	\$0	0.0%
10. Local Levy	=	\$0	0.0%
11. Referenda Market Value	÷	1,144,235,400	2.6%
12. Market Value Referenda Rate	=	0.00000%	0.0%

Taxable Market Value B/4 Credit	Homestead Exclusion Credit	Taxable Market Value	Tax Capacity	Taxing District Net Tax	Total Change		Impact from Market Shifts and Fiscal Disparities		Impact from Levy Incr	
Proposed Pay 2017					Annual Increase	Monthly incr.	Annual Increase	Monthly incr.	Annual Increase	Monthly incr.
Pay 2013 MV X 0.988	76,000@ .40% rem up to 413799 @.09%	(D - E)	500,000@ 1.0% rem @ 1.25%	(B7 x G) + (B12 x D)						
Estimated Tax District rate as % of total rate:										
150,000	23,740	126,260	1,263	\$328.58	\$3.24	\$ 0.27	(\$0.32)	\$ (1.19)	\$3.56	\$ 0.30
306,350	9,669	296,681	2,967	\$771.89	\$5.18	\$ 0.43	(\$3.18)	\$ (3.00)	\$8.36	\$ 0.70
350,000	5,740	344,260	3,443	\$895.73	\$5.87	\$ 0.49	(\$3.84)	\$ (3.56)	\$9.71	\$ 0.81
500,000	-	500,000	5,000	\$1,300.80	\$5.25	\$ 0.44	(\$8.85)	\$ (5.41)	\$14.10	\$ 1.18
750,000	-	750,000	8,125	\$2,113.80	\$15.07	\$ 1.26	(\$7.84)	\$ (8.27)	\$22.91	\$ 1.91

GENERAL INFORMATION

A final levy is established and certified in December. As Council knows, once a preliminary levy is established, the amount can be reduced, but it cannot be increased.

In order to proceed with Final budget preparation, it would be helpful to have additional Council input.

DIRECTION REQUESTED:

1. Discussion with staff regarding the 2017 final levy and issues.
2. Further direction to staff regarding 2017 final budget preparation.



2017 Proposed Budget
City of Arden Hills

Proposed Pay 2017 Property Tax Impact Worksheet

Taxing District: Council Directed (2% + PS)

STEP 1 - Calculate the Taxing District's Tax Rate:

Item	Actual Pay 2016 (A)	Proposed Pay 2017 (B)	% Change (C)
1. Levy before reduction for state aids	\$3,478,775	\$3,641,290	4.7%
2. State Aids	-	\$0	0.0%
3. Certified Property Tax Levy	= \$3,478,775	\$3,641,290	4.7%
4. Fiscal Disparity Portion of Levy	-	\$284,113	10.1%
5. Local Portion of Levy	= \$3,214,662	\$3,350,580	4.2%
6. Local Taxable Value	+	12,163,391	1.9%
7. Local Tax Rate	= 26.429%	27.045%	2.3%
8. Market Value Referenda Levy	-	\$0	0.0%
9. Fiscal Disparity Portion of Levy (SDs only)	-	\$0	0.0%
10. Local Levy	= \$0	\$0	0.0%
11. Referenda Market Value	+	1,144,235,400	2.6%
12. Market Value Referenda Rate	= 0.00000%	0.00000%	0.0%

STEP 2 - Calculate the Impact of the Taxing District's Rate on Residential Homestead Taxes:

13. Assumes a 2.0% increase in market value from 2016 to 2017.

	(D)	(E)	(F)	(G)	(H)	(I)
	Taxable Market Value B/4 Credit	Homestead Exclusion Credit	Taxable Market Value	Tax Capacity		Taxing District Net Tax
Actual Pay 2016						
	76,000@.40%		500,000@1.0%			(B7 x G) +
	-rem up to 413799 @.09		rem @ 1.25%			(B12 x D)
	(D - E)					
	Estimated Tax District rate as % of total rate: N/A					
14.						
15.	147,100	24,001	123,099	1,231		\$325.34
16.	300,300	10,213	290,087	2,901		\$766.71
17.	343,100	6,361	336,739	3,367		\$889.86
18.	490,200	-	490,200	4,902		\$1,295.55
19.	735,300	-	735,300	7,941		\$2,098.73

	(D)	(E)	(F)	(G)	(H)	(I)
	Taxable Market Value B/4 Credit	Homestead Exclusion Credit	Taxable Market Value	Tax Capacity		Taxing District Net Tax
Proposed Pay 2017						
	Pay 2013 MV X 0.988	76,000@.40%		500,000@1.0%		(B7 x G) +
		-rem up to 413799 @.09		rem @ 1.25%		(B12 x D)
	(D - E)					
	Estimated Tax District rate as % of total rate:					
20.						
21.	150,000	23,740	126,260	1,263		\$341.58
22.	306,350	9,669	296,681	2,967		\$802.43
23.	350,000	5,740	344,260	3,443		\$931.16
24.	500,000	-	500,000	5,000		\$1,352.25
25.	750,000	-	750,000	8,125		\$2,197.41

Total Change		Impact from Market Shifts and Fiscal Disparities		Impact from Levy Incr	
Annual Increase	Monthly Incr.	Annual Increase	Monthly Incr.	Annual Increase	Monthly Incr.
\$16.24	\$ 1.35	(\$0.32)	\$ (1.19)	\$16.56	\$ 1.38
\$35.72	\$ 2.98	(\$3.18)	\$ (3.00)	\$38.90	\$ 3.24
\$41.30	\$ 3.44	(\$3.84)	\$ (3.56)	\$45.14	\$ 3.76
\$56.70	\$ 4.73	(\$8.85)	\$ (5.41)	\$65.55	\$ 5.46
\$98.68	\$ 8.22	(\$7.84)	\$ (8.27)	\$106.52	\$ 8.88

	(D)	(E)	(F)	(G)	(H)	(I)
	Taxable Market Value B/4 Credit	Homestead Exclusion Credit	Taxable Market Value	Tax Capacity		Taxing District Net Tax
Percentage Change from 2016 to 2017						
26.	2.0%		-14.2%			5.0%
27.	2.0%		-1.2%			4.7%
28.	2.0%		0.3%			4.6%
29.	2.0%		2.0%			4.4%
30.	2.0%		2.0%			4.7%

**City of Arden Hills
City-Wide Budget Summary
Revenues**

	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Operating Revenue							
Mayor & Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Elections	-	-	-	-	-	-	0.00%
Administration	3,462,567	3,521,877	3,782,884	3,782,884	1,896,894	3,985,399	5.35%
Finance & Administrative Services	56,528	96,807	71,967	71,967	637	71,773	-0.27%
TCAAP	-	-	-	-	-	-	0.00%
Planning & Zoning	26,634	22,398	19,573	19,573	25,504	20,880	6.68%
Government Buildings	96,446	98,185	99,533	99,533	841	101,782	2.26%
Police & Animal Control	95,031	83,696	100,459	100,459	16,280	99,383	-1.07%
Dispatch	-	-	-	-	-	-	0.00%
Fire Protection	-	-	-	-	-	-	0.00%
Emergency Management	-	-	-	-	-	-	0.00%
Protective Inspections	364,351	627,765	251,300	251,300	512,885	372,000	48.03%
Street Maintenance	84,259	91,586	85,550	85,550	90,033	88,550	3.51%
Park Maintenance	7,939	5,612	8,230	8,230	15,143	8,230	0.00%
Recreation	110,812	114,551	97,000	97,000	120,924	112,300	15.77%
Celebrating Arden Hills	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	0.00%
Total General Fund	4,304,567	4,662,476	4,516,496	4,516,496	2,679,141	4,860,297	7.61%
Cable Fund	115,032	78,543	98,000	98,000	82,315	100,000	2.04%
EDA General Fund	73,452	69,000	4,000	4,000	4,470	5,600	40.00%
EDA Revolving Fund	6,378	3,264	2,500	2,500	3,165	3,000	20.00%
EDA TIF #2 Round Lake	353,925	428,375	-	-	(13,343)	-	0.00%
EDA TIF #3 Cottage Villas	70,938	74,782	65,000	65,000	44,973	72,000	10.77%
EDA TIF #4 Pres Homes	98,289	147,508	99,600	99,600	85,664	150,650	51.28%
Total Special Revenue Funds	718,013	801,472	269,100	269,100	207,245	331,250	23.10%
GO Tax Increment Bonds of 1998A	73	-	-	-	-	-	0.00%
Total Debt Service Funds	73	-	-	-	-	-	0.00%
Equipment, Bldg & Replacement	-	-	-	-	-	-	0.00%
Public Safety Capital	37,742	28,326	30,000	30,000	19,847	30,000	0.00%
Parks Fund	-	51,360	-	-	-	-	0.00%
TCAAP Capital	1,938	1,701	-	-	148	-	0.00%
Capital Improvement Fund (PIR)	1,883,589	2,440,768	988,675	988,675	335,318	1,105,000	11.77%
Total Capital Funds	1,923,269	2,522,155	1,018,675	1,018,675	355,313	1,135,000	11.42%
Water	2,161,432	2,123,459	2,329,759	2,329,759	1,055,933	2,380,836	2.19%
Sanitary Sewer	1,861,322	1,856,379	1,791,924	1,791,924	942,970	3,027,214	68.94%
Recycling	152,427	254,582	158,966	158,966	72,391	162,760	2.39%
Surface Water Management	781,503	792,238	706,294	706,294	412,697	727,027	2.94%
Total Enterprise Funds	4,956,684	5,026,658	4,986,943	4,986,943	2,483,991	6,297,837	26.29%
Risk Management	413,445	390,896	409,786	409,786	164,877	439,477	7.25%
Engineering	133,228	159,193	145,222	145,222	106,660	154,764	6.57%
Central Garage	223,262	180,997	228,424	228,424	91,489	231,341	1.28%
Technology	97,015	164,107	150,238	150,238	92,080	189,953	26.43%
Total Internal Service	866,950	895,192	933,670	933,670	455,105	1,015,535	8.77%
Total Operating Revenues	12,769,556	13,907,953	11,724,884	11,724,884	6,180,795	13,639,919	16.33%
Other Financing Sources							
Mayor & Council	-	-	-	-	-	-	0.00%
Elections	-	-	-	-	-	-	0.00%
Administration	-	-	-	-	-	-	0.00%
Finance & Administrative Services	-	-	-	-	-	-	0.00%
TCAAP	-	-	-	-	-	-	0.00%
Planning & Zoning	-	-	-	-	-	-	0.00%
Government Buildings	-	-	-	-	-	-	0.00%
Police & Animal Control	-	-	-	-	-	-	0.00%
Dispatch	-	-	-	-	-	-	0.00%
Fire Protection	-	-	-	-	-	-	0.00%
Emergency Management	-	-	-	-	-	-	0.00%
Protective Inspections	-	-	-	-	-	-	0.00%
Street Maintenance	-	-	-	-	-	-	0.00%
Park Maintenance	-	-	-	-	-	-	0.00%
Recreation	-	-	-	-	-	-	0.00%
Celebrating Arden Hills	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	0.00%
Total General Fund	-	-	-	-	-	-	0.00%
Cable Fund	-	-	-	-	-	-	0.00%
EDA General Fund	50,000	30,000	60,000	60,000	60,000	90,000	50.00%
EDA Revolving Fund	-	-	-	-	-	-	0.00%
EDA TIF #2 Round Lake	-	-	-	-	-	-	0.00%
EDA TIF #3 Cottage Villas	-	-	-	-	-	-	0.00%
EDA TIF #4 Pres Homes	-	-	-	-	-	-	0.00%
Total Special Revenue Funds	50,000	30,000	60,000	60,000	60,000	90,000	50.00%

	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
GO Tax Increment Bonds of 1998A	282,575	284,900	-	-	-	-	0.00%
Total Debt Service Funds	282,575	284,900	-	-	-	-	0.00%
Equipment, Bldg & Replacement	316,925	290,030	280,765	280,765	289,081	280,765	0.00%
Public Safety Capital	-	-	-	-	-	-	0.00%
Parks Fund	-	-	-	-	-	-	0.00%
TCAAP Capital	-	-	-	-	-	-	0.00%
Capital Improvement Fund (PIR)	162,417	-	100,000	100,000	100,000	200,000	100.00%
Total Capital Funds	479,342	290,030	380,765	380,765	389,081	480,765	26.26%
Water	-	-	-	-	-	-	0.00%
Sanitary Sewer	-	-	-	-	-	-	0.00%
Recycling	-	-	-	-	-	-	0.00%
Surface Water Management	-	-	-	-	-	-	0.00%
Total Enterprise Funds	-	-	-	-	-	-	0.00%
Risk Management	-	-	-	-	-	-	0.00%
Engineering	-	-	-	-	-	-	0.00%
Central Garage	-	-	-	-	-	-	0.00%
Technology	-	-	-	-	-	-	0.00%
Total Internal Service	-	-	-	-	-	-	0.00%
Total Other Financing Sources	811,917	604,930	440,765	440,765	449,081	570,765	29.49%
Prior Period Adjustment	-	-	-	-	-	-	0.00%
Total Revenues	\$ 13,581,473	\$ 14,512,883	\$ 12,165,649	\$12,165,649	\$ 6,629,876	\$ 14,210,684	16.81%

City of Arden Hills
City-Wide Budget Summary
Expenditures

	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Operating Expenses							
Mayor & Council	\$ 87,512	\$ 58,236	\$ 67,070	\$ 67,070	\$ 58,112	\$ 66,408	-0.99%
Elections	17,429	19,438	23,000	23,000	11,773	23,000	0.00%
Administration	248,387	245,608	293,870	293,870	116,323	307,915	4.78%
Finance & Administrative Services	157,352	162,546	180,530	180,530	147,053	185,676	2.85%
TCAAP	112,744	139,812	173,858	173,858	89,527	187,153	7.65%
Planning & Zoning	212,327	170,629	217,788	217,788	120,182	327,335	50.30%
Government Buildings	221,098	219,669	235,134	235,134	170,289	242,803	3.26%
Police & Animal Control	1,045,386	1,083,893	1,107,562	1,107,562	829,073	1,179,773	6.52%
Dispatch	60,352	68,328	67,780	67,780	45,187	68,832	1.55%
Fire Protection	431,006	459,179	495,216	495,216	495,216	514,468	3.89%
Emergency Management	5,975	2,580	13,638	13,638	2,905	13,729	0.67%
Protective Inspections	283,377	306,299	312,087	312,087	234,090	323,578	3.68%
Street Maintenance	580,871	336,397	530,443	530,443	297,785	552,956	4.24%
Park Maintenance	418,919	325,706	453,895	453,895	243,023	460,254	1.40%
Recreation	229,295	247,878	288,745	288,745	202,544	296,468	2.67%
Celebrating Arden Hills	-	-	-	-	-	-	0.00%
Reserves/Contingency	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	0.00%
Total General Fund	4,112,032	3,846,197	4,460,617	4,460,617	3,063,082	4,750,348	6.50%
Cable Fund	98,213	127,202	149,812	149,812	75,485	149,358	-0.30%
EDA General Fund	68,837	112,987	132,559	132,559	38,613	134,199	1.24%
EDA Revolving Fund	-	-	-	-	-	-	0.00%
EDA TIF #2 Round Lake	1,181	1,361	1,125	1,125	-	-	-100.00%
EDA TIF #3 Cottage Villas	1,181	1,273	4,725	4,725	1,130	4,725	0.00%
EDA TIF #4 Pres Homes	90,784	133,850	92,825	92,825	77,757	139,525	50.31%
Total Special Revenue Funds	260,198	376,673	381,046	381,046	192,985	427,807	12.27%
GO Tax Increment Bonds of 1998A	-	-	-	-	-	-	0.00%
Total Debt Service Funds	-	-	-	-	-	-	0.00%
Equipment, Bldg & Replacement	-	-	-	-	-	-	0.00%
Public Safety Capital	-	-	-	-	-	-	0.00%
Parks Fund	-	-	-	-	-	-	0.00%
TCAAP Capital	-	-	-	-	-	-	0.00%
Capital Improvement Fund (PIR)	-	-	-	-	-	-	0.00%
Total Capital Funds	-	-	-	-	-	-	0.00%
Water	1,889,172	1,803,403	1,977,056	1,977,056	836,386	2,099,374	6.19%
Sanitary Sewer	1,506,927	1,587,808	1,588,607	1,588,607	950,226	1,688,289	6.27%
Recycling	150,417	239,724	148,512	148,512	82,656	152,141	2.44%
Surface Water Management	432,791	489,377	504,514	504,514	224,822	527,559	4.57%
Total Enterprise Funds	3,979,306	4,120,312	4,218,689	4,218,689	2,094,091	4,467,363	5.89%
Risk Management	404,102	377,586	430,014	430,014	312,897	422,230	-1.81%
Engineering	130,786	135,575	145,222	145,222	95,498	154,764	6.57%
Central Garage	219,123	184,366	228,424	228,424	91,254	231,341	1.28%
Technology	128,770	181,471	150,238	150,238	99,115	189,953	26.43%
Total Internal Service	882,781	878,998	953,898	953,898	598,764	998,288	4.65%
Total Operating Expenses	9,234,317	9,222,180	10,014,250	10,014,250	5,948,922	10,643,805	6.29%
Capital Outlay							
Mayor & Council	-	-	-	-	-	-	0.00%
Elections	-	-	-	-	-	-	0.00%
Administration	-	-	-	-	-	-	0.00%
Finance & Administrative Services	-	-	-	-	-	-	0.00%
TCAAP	-	-	-	-	-	-	0.00%
Planning & Zoning	-	-	-	-	-	-	0.00%
Government Buildings	-	-	-	-	-	-	0.00%
Police & Animal Control	-	-	-	-	-	-	0.00%
Dispatch	-	-	-	-	-	-	0.00%
Fire Protection	-	-	-	-	-	-	0.00%
Emergency Management	-	-	-	-	-	-	0.00%
Protective Inspections	-	-	-	-	-	-	0.00%
Street Maintenance	-	-	-	-	-	-	0.00%
Park Maintenance	-	-	-	-	-	-	0.00%
Recreation	-	-	-	-	-	-	0.00%
Celebrating Arden Hills	-	-	-	-	-	-	0.00%
Total General Fund	-	-	-	-	-	-	0.00%
Cable Fund	5,559	-	12,000	12,000	-	2,000	-83.33%
EDA General Fund	12,333	10,077	-	-	-	45,000	0.00%
EDA Revolving Fund	-	-	-	-	-	-	0.00%
EDA TIF #2 Round Lake	125,000	422,872	-	-	-	-	0.00%
EDA TIF #3 Cottage Villas	-	-	-	-	-	-	0.00%
EDA TIF #4 Pres Homes	-	-	-	-	-	-	0.00%
Total Special Revenue Funds	142,892	432,949	12,000	12,000	-	47,000	291.67%
GO Tax Increment Bonds of 1998A	-	-	-	-	-	-	0.00%
Total Debt Service Funds	-	-	-	-	-	-	0.00%

	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Equipment, Bldg & Replacement	317,589	407,017	169,925	169,925	148,871	700,000	311.95%
Public Safety Capital	66,079	52,935	45,411	45,411	1,271	248,063	446.26%
Parks Fund	18,883	-	-	-	-	-	0.00%
TCAAP Capital	203,692	54,894	-	-	5,650	-	0.00%
Capital Improvement Fund (PIR)	1,515,946	5,791,256	100,000	100,000	166,224	1,395,000	1295.00%
Total Capital Funds	2,122,189	6,306,102	315,336	315,336	322,015	2,343,063	643.04%
Water	4,048	-	30,000	30,000	26,356	3,370,000	11133.33%
Sanitary Sewer	-	-	225,000	225,000	50,434	1,610,000	615.56%
Recycling	-	-	-	-	-	-	0.00%
Surface Water Management	-	-	50,000	50,000	26,850	200,000	300.00%
Total Enterprise Funds	4,048	-	305,000	305,000	103,639	5,180,000	1598.36%
Risk Management	-	-	-	-	-	-	0.00%
Engineering	-	-	-	-	-	-	0.00%
Central Garage	-	-	-	-	-	-	0.00%
Technology	-	-	-	-	(63)	-	0.00%
Total Internal Service	-	-	-	-	(63)	-	0.00%
Total Capital Outlay	2,269,129	6,739,051	632,336	632,336	425,592	7,570,063	1097.16%
Debt Service							
GO Tax Increment Bonds of 1998A	284,773	284,900	-	-	-	-	0.00%
Total Debt Service	284,773	284,900	-	-	-	-	0.00%
Other Financing Uses							
Mayor & Council	-	-	-	-	-	-	0.00%
Elections	-	-	-	-	-	-	0.00%
Administration	-	-	-	-	-	-	0.00%
Finance & Administrative Services	-	-	-	-	-	-	0.00%
TCAAP	-	-	-	-	-	-	0.00%
Planning & Zoning	-	-	-	-	-	-	0.00%
Government Buildings	-	-	-	-	-	-	0.00%
Public Safety	-	-	-	-	-	-	0.00%
Emergency Management	-	-	-	-	-	-	0.00%
Police & Animal Control	-	-	-	-	-	-	0.00%
Dispatch	-	-	-	-	-	-	0.00%
Fire Protection	-	-	-	-	-	-	0.00%
Street Maintenance	-	-	-	-	-	-	0.00%
Park Maintenance	-	-	-	-	-	-	0.00%
Recreation	-	-	-	-	-	-	0.00%
Celebrating Arden Hills	-	-	-	-	-	-	0.00%
Transfers	212,417	80,000	210,000	210,000	210,000	340,000	61.90%
Total General Fund	212,417	80,000	210,000	210,000	210,000	340,000	61.90%
Cable Fund	-	-	-	-	-	-	0.00%
EDA General Fund	-	-	-	-	-	-	0.00%
EDA Revolving Fund	-	-	-	-	-	-	0.00%
EDA TIF #2 Round Lake	282,575	284,900	-	-	-	-	0.00%
EDA TIF #3 Cottage Villas	-	-	-	-	-	-	0.00%
EDA TIF #4 Pres Homes	-	-	-	-	-	-	0.00%
Total Special Revenue Funds	282,575	284,900	-	-	-	-	0.00%
GO Tax Increment Bonds of 1998A	-	-	-	-	-	-	0.00%
Total Debt Service Funds	-	-	-	-	-	-	0.00%
Equipment, Bldg & Replacement	-	-	-	-	-	-	0.00%
Public Safety Capital	-	-	-	-	-	-	0.00%
Parks Fund	-	-	-	-	-	-	0.00%
TCAAP Capital	15,000	15,000	15,000	15,000	15,000	15,000	0.00%
Capital Improvement Fund (PIR)	50,000	-	-	-	-	-	0.00%
Total Capital Funds	65,000	15,000	15,000	15,000	15,000	15,000	0.00%
Water	68,396	68,396	68,396	68,396	68,396	68,396	0.00%
Sanitary Sewer	96,870	96,870	96,870	96,870	96,870	96,870	0.00%
Recycling	-	-	-	-	-	-	0.00%
Surface Water Management	65,499	65,499	65,499	65,499	65,499	65,499	0.00%
Total Enterprise Funds	230,765	230,765	230,765	230,765	230,765	230,765	0.00%
Risk Management	-	-	-	-	-	-	0.00%
Engineering	-	-	-	-	-	-	0.00%
Central Garage	-	-	-	-	-	-	0.00%
Technology	-	-	-	-	-	-	0.00%
Total Internal Service	-	-	-	-	-	-	0.00%
Total Other Financing Uses	790,757	610,665	455,765	455,765	455,765	585,765	28.52%
Total Expenditures	\$ 12,578,975	\$ 16,856,796	\$ 11,102,351	\$ 11,102,351	\$ 6,830,279	\$ 18,799,633	69.33%

**City of Arden Hills
Function Summary
General Government**

	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Personal Services	595,797	566,782	646,511	646,511	327,315	708,656	9.61%
Materials and supplies	30,917	28,721	32,300	32,300	14,387	32,338	0.12%
Other services and charges	921,496	915,017	1,080,388	1,080,388	753,696	1,360,837	25.96%
Total operating expenses	1,548,210	1,510,520	1,759,199	1,759,199	1,095,398	2,101,831	19.48%
Capital Outlay	5,559	-	12,000	12,000	-	702,000	5750.00%
Fund Total	1,553,769	1,510,520	1,771,199	1,771,199	1,095,398	2,803,831	58.30%
Total Full-Time Equivalent Employees (without seasonal and temporary)	5.7	5.7	5.5	5.5	5.5	5.5	
Departments							
Mayor and Council	41100						
Elections	41410						
Administration	41300						
Finance & Administrative Service	41500						
Planning and Zoning	41910						
Government Buildings	41940						
TCAAP	41600						
Cable	41960						
Risk Management	41980						

**City of Arden Hills
Expenditure Summary
General Fund**

	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Personal Services	1,400,601	1,328,172	1,498,764	1,498,764	845,836	1,352,695	-9.75%
Materials and supplies	206,046	138,607	160,246	160,246	101,994	160,284	0.02%
Other services and charges	2,505,384	2,379,419	2,801,607	2,801,607	2,115,251	3,012,167	7.52%
Total operating expenses	4,112,032	3,846,197	4,460,617	4,460,617	3,063,082	4,525,146	1.45%
Trasfers	212,417	80,000	210,000	210,000	210,000	340,000	61.90%
Fund Total	4,324,449	3,926,197	4,670,617	4,670,617	3,273,082	4,865,146	4.16%
Total Full-Time Equivalent Employees (without seasonal and temporary)	14.6	14.6	14.0	14.0	14.0	15.0	
Departments							
Mayor and Council	41100						
Elections	41410						
Administration	41300						
Finance and Admin Services	41500						
Planning and Zoning	41910						
Government Buildings	41940						
Police and Animal Control	42100						
Dispatch	42150						
Fire Protection	42200						
Emergency Management	42300						
Protective Inspections	42400						
Street Maintenance	43100						
Park Maintenance	45200						
Recreation	45120						
Celebrating Arden Hills	45400						
Transfers	49300						
Reserves/Contingency							

**City of Arden Hills
Revenue Summary
General Fund**

	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Taxes	3,210,026	3,203,004	3,508,875	3,508,875	1,734,832	3,671,390	4.63%
Licenses and Permits	327,726	518,845	265,530	265,530	428,667	347,330	30.81%
Intergovernmental Revenues	136,249	130,023	147,864	147,864	90,711	145,788	-1.40%
Charges for Services	510,247	686,443	476,303	476,303	327,134	573,865	20.48%
Miscellaneous	75,024	77,665	74,150	74,150	71,349	85,424	15.20%
Fines & Forfeits	29,569	32,792	34,569	34,569	15,011	36,500	5.59%
Total operating revenue	4,288,841	4,648,771	4,507,291	4,507,291	2,667,704	4,860,297	7.83%
Other Financing Sources	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	0.00%
Fund Total	4,288,841	4,648,771	4,507,291	4,507,291	2,667,704	4,860,297	7.83%
Departments							
Mayor and Council	41100						
Elections	41410						
Administration	41300						
Finance and Admin Services	41500						
Planning and Zoning	41910						
Government Buildings	41940						
Police and Animal Control	42100						
Dispatch	42150						
Fire Protection	42200						
Emergency Management	42300						
Protective Inspections	42400						
Street Maintenance	43100						
Park Maintenance	45200						
Recreation	45120						
Celebrating Arden Hills	45400						
Transfers	49300						
Reserves/Contingency							

**City of Arden Hills
Function Summary
Public Safety**

	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Personal Services	234,979	243,517	254,789	254,789	170,583	264,871	3.96%
Materials and supplies	1,009	677	3,046	3,046	480	3,046	0.00%
Other services and charges	1,590,109	1,676,085	1,738,449	1,738,449	1,435,409	1,832,463	5.41%
Total operating expenses	1,826,097	1,920,278	1,996,284	1,996,284	1,606,472	2,100,380	5.21%
Capital Outlay	66,079	52,935	45,411	45,411	1,271	248,063	446.26%
Program Total	1,892,176	1,973,213	2,041,695	2,041,695	1,607,742	2,348,443	15.02%
Total Full-Time Equivalent Employees (without seasonal and temporary)	2.7	2.7	2.7	2.7	2.7	2.6	
Sub-Functions:							
Police & Animal Control	42100						
Dispatch	42150						
Fire Protection	42200						
Emergency Management	42300						
Protective Inspections	42400						
Public Safety Capital	48120						

**City of Arden Hills
Function Summary
Public Works**

	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Personal Services	1,081,729	1,049,152	1,105,789	1,105,789	705,800	1,315,286	18.95%
Materials and supplies	217,400	134,927	83,675	83,675	90,733	255,695	205.58%
Other services and charges	3,261,049	3,272,630	3,559,668	3,559,668	1,595,344	3,972,305	11.59%
Total operating expenses	4,560,177	4,456,709	4,749,132	4,749,132	2,391,877	5,543,286	16.72%
Capital Outlay	1,569,994	5,791,256	405,000	405,000	269,863	6,575,000	1523.46%
Program Total	6,130,171	10,247,965	5,154,132	5,154,132	2,661,739	12,118,286	135.12%
Total Full-Time Equivalent Employees (without seasonal and temporary)	11.9	11.8	12.1	12.1	12.1	12.8	
Sub-Functions:							
Streets Maintenance	43100						
Capital Improvement (PIR)	48500						
Water Utility	49440						
Sanitary Sewer Utility	49490						
Recycling	49520						
Surface Water Management	49550						

**City of Arden Hills
Function Summary
Parks and Recreation**

	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Personal Services	403,639	376,915	450,670	450,670	258,604	459,506	1.96%
Materials and supplies	44,474	43,646	52,275	52,275	42,570	52,275	0.00%
Other services and charges	200,101	153,023	239,695	239,695	144,392	244,941	2.19%
Total operating expenses	648,214	573,584	742,640	742,640	445,566	756,722	1.90%
Capital Outlay	18,883	-	-	-	-	-	0.00%
Program Total	667,097	573,584	742,640	742,640	445,566	756,722	1.90%
Total Full-Time Equivalent Employees (without seasonal and temporary)	4.5	4.7	4.7	4.7	4.7	4.8	
Sub-Function:							
Parks Maintenance	45200						
Recreation	45120						
Park Capital	45200						
Celebrating Arden Hills	45400						

**City of Arden Hills
Function Summary
Economic Development**

	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Personal Services	46,673	60,769	71,286	71,286	33,336	72,301	1.42%
Materials and supplies	237	257	650	650	-	650	0.00%
Other services and charges	115,074	188,445	159,298	159,298	84,164	205,498	29.00%
Total operating expenses	161,984	249,471	231,234	231,234	117,500	278,449	20.42%
Capital Outlay	137,333	432,949	-	-	-	45,000	100.00%
Program Total	299,317	682,420	231,234	231,234	117,500	323,449	39.88%
Total Full-Time Equivalent Employees (without seasonal and temporary)	0	0	0	0	0.5	0.61	
Sub-Functions:							
EDA General	47300						
EDA Revolving	47306						
EDA TIF Dist #4	47308						

City of Arden Hills
Function Summary
Debt Service

	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Bond Principal	270,000	280,000	-	-	-	-	0.00%
Bond Interest	14,323	4,900	-	-	-	-	0.00%
Fiscal Agents' Fees	450	-	-	-	-	-	0.00%
Issuance Costs	-	-	-	-	-	-	0.00%
Total debt service	284,773	284,900	-	-	-	-	0.00%
Program Total	284,773	284,900	-	-	-	-	0.00%
Sub-Functions:							
GO Tax Increment Bonds 1998A	47010						

**City of Arden Hills
Function Summary
Transfers**

	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Program Total	494,992	364,900	210,000	210,000	210,000	340,000	61.90%
Sub-Functions:							
General Fund Transfers	49300						
Community Services	45300						
Public Safety Capital	48120						
EDA TIF#2	47307						

**City of Arden Hills
Expenditure Summary**

	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Personal Services	2,362,818	2,297,135	2,529,045	2,529,045	1,495,637	2,820,620	11.53%
Materials and supplies	294,036	208,228	171,946	171,946	148,170	344,004	100.07%
Other services and charges	6,087,829	6,205,201	6,777,498	6,777,498	4,013,005	7,616,044	12.37%
Total operating expenses	8,744,683	8,710,563	9,478,489	9,478,489	5,656,812	10,780,668	13.74%
Capital Outlay	1,797,848	6,277,140	462,411	462,411	271,133	7,570,063	1537.09%
Debt Service	284,773	284,900	-	-	-	-	0.00%
Transfers	494,992	364,900	210,000	210,000	210,000	340,000	61.90%
Contingency/Reserves	-	-	-	-	-	-	0.00%
Total Expenditures	11,322,295	15,637,503	10,150,900	10,150,900	6,137,946	18,690,731	84.13%
Contingency/Reserves	-	-	-	-	-	-	0.00%
Total	11,322,295	15,637,503	10,150,900	10,150,900	6,137,946	18,690,731	84.13%
Total Full-Time Equivalent Employees (without seasonal and temporary)	24.8	24.9	27.0	27.0	27.0	28.0	



General Fund Summary

GENERAL FUND SUMMARY



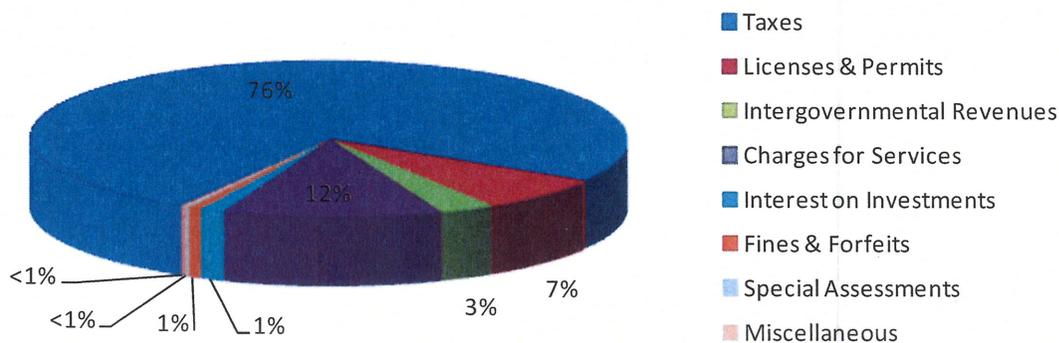
Fund Description:

The General Fund is used to account for the ordinary operations of the City, which are financed from taxes and other general revenues, which are not accounted for in another fund. The modified accrual basis of accounting is used in the General Fund. This is, expenditures are recorded at the time liabilities are incurred and revenues are recorded when received. However, compensated absences are expensed “when paid” for budgetary purposes.

Budget Summary:

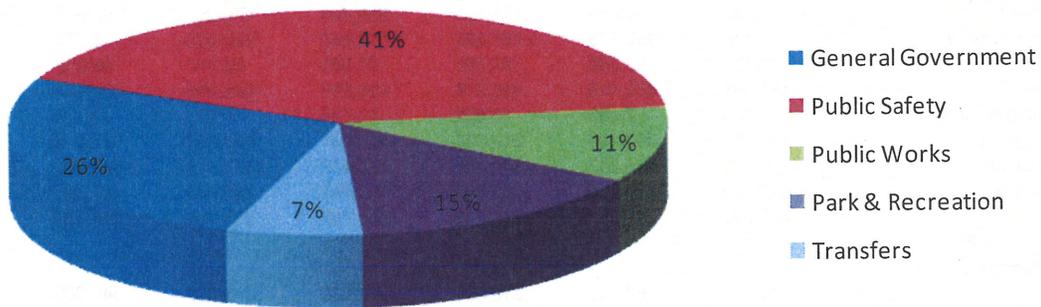
Total General Fund estimated revenues for 2017 are \$4,860,297. The three largest revenue sources for the City are property taxes, charges for current services, and license fees and permits. Property taxes are the largest revenue source with 76% of the revenue, charges for current services are 12%, license fees and permits are 7%, intergovernmental revenues are 3%, court fines are 1% and miscellaneous revenues are 1%. The graph below illustrates the projected revenue by type.

2017 Proposed Revenues By Classification



The 2017 General Fund budget of \$5,090,348 is a 8.99% increase over the City's 2016 amended budget. Public Safety and General Government expenditures represent the largest expenditure areas with 41% and 26% respectively, while Park & Recreation represents 15%. These areas account for 83% of the budgeted expenditures within the City. The remaining expenditures are represented by Public Works at 11% and Transfers at 7%. Generally, the City does not budget for Contingency expenses. Economic Development revenues and expenses are located in the EDA General Fund budget. Capital Outlay expenses are located in the Capital Improvement Plan and are not included in the General Fund. The following graph illustrates the budgeted expenditures by department.

2017 Proposed Expenditures By Department



**City of Arden Hills
General Fund Summary
2017 Budget**

	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Revenues							
Taxes	3,210,026	3,203,004	3,508,875	3,508,875	1,734,832	3,671,390	4.63%
Licenses and Permits	327,726	518,845	265,530	265,530	428,667	347,330	30.81%
Other Intergovernmental	136,249	130,023	147,864	147,864	90,711	145,788	-1.40%
Charges for Services	510,247	686,443	476,303	476,303	327,134	573,865	20.48%
Fines & Forfeits	29,569	32,792	34,569	34,569	15,011	36,500	5.59%
Special Assessments	2,244	1,316	3,000	3,000	1,158	3,000	0.00%
Miscellaneous	75,024	77,665	74,150	74,150	71,349	82,424	11.16%
Transfers	-	-	-	-	-	-	0.00%
Total Revenues	\$ 4,291,086	\$ 4,650,087	\$ 4,510,291	\$ 4,510,291	\$ 2,668,862	\$ 4,860,297	7.76%
Expenditures by Department							
Mayor & Council	\$ 87,512	\$ 58,236	\$ 67,070	\$ 67,070	\$ 58,112	\$ 66,408	-0.99%
Elections	17,429	19,438	23,000	23,000	11,773	23,000	0.00%
Administration	248,387	245,608	293,870	293,870	116,323	307,915	4.78%
Finance & Administrative Services	157,352	162,546	180,530	180,530	147,053	185,676	2.85%
TCAAP	112,744	139,812	173,858	173,858	89,527	187,153	7.65%
Planning & Zoning	212,327	170,629	217,788	217,788	120,182	327,335	50.30%
Government Buildings	221,098	219,669	235,134	235,134	170,289	242,803	3.26%
Police & Animal Services	1,045,386	1,083,893	1,107,562	1,107,562	829,073	1,179,773	6.52%
Dispatch	60,352	68,328	67,780	67,780	45,187	68,832	1.55%
Fire Protection	431,006	459,179	495,216	495,216	495,216	514,468	3.89%
Emergency Management	5,975	2,580	13,638	13,638	2,905	13,729	0.67%
Protective Inspections	283,377	306,299	312,087	312,087	234,090	323,578	3.68%
Street Maintenance	580,871	336,397	530,443	530,443	297,785	552,956	4.24%
Park Maintenance	418,919	325,706	453,895	453,895	243,023	460,254	1.40%
Recreation	229,295	247,878	288,745	288,745	202,544	296,468	2.67%
Celebrating Arden Hills	-	-	-	-	-	-	0.00%
Reserves/Contingency	-	-	-	-	-	-	0.00%
Transfers	212,417	80,000	210,000	210,000	210,000	340,000	61.90%
Capital Outlay	-	-	-	-	-	-	0.00%
Total Expenditures	\$ 4,324,449	\$ 3,926,197	\$ 4,670,617	\$ 4,670,617	\$ 3,273,082	\$ 5,090,348	8.99%
Fund Balance - January 1	2,365,706	2,332,343	3,056,233	3,056,233	3,056,233	2,895,907	
Excess Revenue Over Expenditure	(33,363)	723,890	(160,325)	(160,325)	(604,220)	(230,051)	
Fund Balance - December 31	\$ 2,332,343	\$ 3,056,233	\$ 2,895,907	\$ 2,895,907	\$ 2,452,013	\$ 2,665,856	

The previous table summarizes the General Fund Revenues by classification and expenditures by departments, while the table below summarizes the General Fund revenues and expenditures both by classification.

**City of Arden Hills
General Fund
2017**

	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Revenues							
Taxes							
Taxes	3,210,026	3,203,004	3,508,875	3,508,875	1,734,832	3,671,390	4.63%
Licenses and Permits	327,726	518,845	265,530	265,530	428,667	347,330	30.81%
Other Intergovernmental	136,249	130,023	147,864	147,864	90,711	145,788	-1.40%
Charges for Services	510,247	686,443	476,303	476,303	327,134	573,865	20.48%
Fines & Forfeits	29,569	32,792	34,569	34,569	15,011	36,500	5.59%
Special Assessments	2,244	1,316	3,000	3,000	1,158	3,000	0.00%
Miscellaneous	75,024	77,665	74,150	74,150	71,349	82,424	11.16%
Transfers	-	-	-	-	-	-	0.00%
Total Revenues	\$ 4,291,086	\$ 4,650,087	\$ 4,510,291	\$ 4,510,291	\$ 2,668,862	\$ 4,860,297	7.76%
Expenditures by Category							
Personal Services	\$ 1,400,601	\$ 1,328,172	\$ 1,498,764	\$ 1,498,764	\$ 845,836	\$ 1,577,897	5.28%
Materials and Supplies	206,046	138,607	160,246	160,246	101,994	160,284	0.02%
Other Services and Charges	2,505,384	2,379,419	2,801,607	2,801,607	2,115,251	3,012,167	7.52%
Capital Outlay	-	-	-	-	-	-	0.00%
Transfers	212,417	80,000	210,000	210,000	210,000	340,000	61.90%
Contingency/Reserves	-	-	-	-	-	-	0.00%
Other Financing Uses	-	-	-	-	-	-	0.00%
Total Expenditures	\$ 4,324,449	\$ 3,926,197	\$ 4,670,617	\$ 4,670,617	\$ 3,273,082	\$ 5,090,348	8.99%
Fund Balance - January 1	2,365,706	2,332,343	3,056,233	3,056,233	3,056,233	2,895,907	
Excess Revenue Over Expenditure	(33,363)	723,890	(160,325)	(160,325)	(604,220)	(230,051)	
Fund Balance - December 31	\$ 2,332,343	\$ 3,056,233	\$ 2,895,907	\$ 2,895,907	\$ 2,452,013	\$ 2,665,856	

What Do You Get for Your Arden Hills Tax Dollar?

**Parks &
Recreation**
14.9 Cents

Public Safety
41.3 Cents

Public Works
10.9 Cents

General Government
26.3 Cents



Transfers
6.6 Cents

A \$306,350 home generates \$802 in annual property taxes:
This comes to \$67 per month for 2017.

What could you purchase for \$67.00 a month?

ONE OF THESE...

- One month of cable service
- One hardback book
- One month at a gym
- Dinner for two
- Movie and snacks for a family of four

ALL OF THESE...

- 24 hours Police Protection
- 24 hours Fire Protection
- Zoning and Subdivision Service
- Curbside Recycling
- Paved and Maintained City Streets
- Snow and Ice Removal
- Street Lighting
- Parking Lot Maintenance
- Well Groomed Park and Lake
- Right-of-Way Mowing
- Special Events

Estimated Cost of City Services \$306,350 Homestead in 2017

Actual Cost of City Services Pay 2017 Property Tax Support for \$306,350 Homestead				
City Service Category	Actual	Percent of Levy	Amount of Levy	Monthly Cost
General Government Mayor/Council, Administration, Communications, Elections, Auditor, Assessor, Legal, Planning	\$1,340,290	26.3%	\$211	\$18
Public Safety Building Inspection/Code Enforcement, Court, Police Contract, Fire, Ambulance, Human Services, Animal Control	\$2,100,380	41.3%	\$331	\$28
Public Works Engineering, Streets, Street Lighting, City Buildings	\$552,956	10.9%	\$87	\$7
Parks	\$460,254	9.0%	\$73	\$6
Recreation	\$296,468	5.8%	\$47	\$4
Transfers	\$340,000	6.7%	\$54	\$4
Reserves	\$0	0.0%	\$0	\$0
Capital Projects	\$0	0.0%	\$0	\$0
Totals	\$5,090,348	100.0%	\$802	\$67

REVENUES

Activity Description

To record and maintain all general operating revenues of the City. The General Fund is used to account for all financial resources except those required to be accounted for in another fund. These revenues will be used to finance the general operating expenditures of the City.

Objectives

1. Maintain stable, constant revenue sources.
2. Maintain a low tax rate by reviewing the costs of services provided and charge appropriately for those services.

Budget Issues

The General Fund's main revenue source is property taxes. Property taxes made up 78% of the 2015 budget and 78% of the 2016 budget. For 2017 property taxes make up 76% of the total General Fund revenues.

Other revenues besides property taxes were reviewed for inflation and changes to the City's fee schedule. However, noting that administrative charges to other funds for overhead may increase or decrease with the budgeted expenditures of Administration, Finance and Administrative Services and Government Buildings (In 2008, Charges for Services were increased as administrative charges to other funds are now being charged – these fluctuate based on the estimated expenditures in each of these departments).

The major increases have been property taxes (4.6%), licenses and permits (30.8%), and charges for services (20.5%). These increases with the exception of property taxes are the results of the trends we have seen in the last few years and planned upcoming projects.

Budget Summary

See next two pages.



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Activity	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Taxes							
101-41300-31010	\$ 2,969,768	\$ 3,037,146	\$ 3,478,775	\$ 3,478,775	\$ 1,719,147	3,641,290	4.67%
101-41300-31011	180	168	-	-	-	-	0.00%
101-41300-31020	(9,557)	(69,825)	22,000	22,000	(124,128)	22,000	0.00%
101-41300-31030	5,983	8,251	7,500	7,500	3,261	7,500	0.00%
101-41300-31040	245,059	228,375	-	-	142,678	-	0.00%
101-41300-31510	-	-	600	600	969	600	0.00%
101-41300-31910	(1,408)	(1,111)	-	-	(7,095)	-	0.00%
101-41300-31920	-	-	-	-	-	-	0.00%
Total Taxes	3,210,026	3,203,004	3,508,875	3,508,875	1,734,832	3,671,390	4.63%
Licenses and Permits							
101-41300-32110	21,454	24,770	25,000	25,000	23,560	25,000	0.00%
101-41300-32111	462	462	-	-	778	-	0.00%
101-41300-32150	1,422	1,422	2,000	2,000	1,106	2,000	0.00%
101-41300-32160	9,557	9,632	10,000	10,000	8,520	10,000	0.00%
101-41910-32170	3,486	4,106	3,400	3,400	4,635	4,500	32.35%
101-41300-32180	9,251	9,568	13,650	13,650	8,561	13,650	0.00%
101-41300-32181	158	-	-	-	585	-	0.00%
101-41300-32182	1,342	1,342	1,400	1,400	1,500	1,400	0.00%
101-42400-32210	188,027	287,886	133,000	133,000	267,909	200,000	50.38%
101-42400-32220	30,012	50,427	26,000	26,000	45,146	30,000	15.38%
101-42400-32230	12,519	25,092	10,000	10,000	14,008	15,000	50.00%
101-41300-32240	2,458	2,058	2,500	2,500	1,828	2,500	0.00%
101-41910-32250	2,527	1,696	1,400	1,400	2,128	1,400	0.00%
101-41300-32250	1,735	1,744	2,100	2,100	2,045	2,100	0.00%
101-42400-32260	26,276	64,264	20,000	20,000	23,634	20,000	0.00%
101-42400-32270	6,063	-	2,300	2,300	-	-	-100.00%
101-42400-32275	2,374	16,069	6,000	6,000	11,814	10,000	66.67%
101-42400-32278	-	10,522	3,000	3,000	7,422	6,000	100.00%
101-43100-32270	4,973	5,205	-	-	1,834	-	0.00%
101-41910-32279	3,160	2,370	1,680	1,680	1,548	1,680	0.00%
101-41300-32280	471	210	2,100	2,100	105	2,100	0.00%
Total Licenses and Permits	327,726	518,845	265,530	265,530	428,667	347,330	30.81%
Intergovernmental Revenues							
101-41300-33402	3	-	-	-	-	-	0.00%
101-41300-33403	-	-	-	-	-	-	0.00%
101-41300-33420	5,179	5,179	5,179	5,179	2,590	5,179	0.00%
101-41500-33421	-	-	-	-	-	-	0.00%
101-42100-33416	51,781	38,619	57,685	57,685	-	52,609	-8.80%
101-43100-33418	79,286	86,225	85,000	85,000	88,121	88,000	3.53%
101-41910-33422	-	-	-	-	-	-	0.00%
101-41600-33610	-	-	-	-	-	-	0.00%
101-41410-33621	-	-	-	-	-	-	0.00%
Other Intergovernmental	136,249	130,023	147,864	147,864	90,711	145,788	-1.40%
Charges for Services							
101-41910-34103	340	272	200	200	120	300	50.00%
101-41910-34104	-	-	-	-	-	-	0.00%
101-41300-34105	19	-	-	-	-	-	0.00%
101-41910-34106	13,857	12,061	12,000	12,000	7,950	12,000	0.00%
101-41300-34108	15,196	16,320	22,980	22,980	-	22,980	0.00%
101-41500-34108	51,583	71,032	66,967	66,967	-	66,773	-0.29%
101-41940-34108	96,446	98,185	99,533	99,533	-	101,782	2.26%
101-41910-34110	1,128	1,893	893	893	2,094	1,000	11.98%
101-41500-34950	-	-	2,000	2,000	-	2,000	0.00%
101-41300-34120	110,144	189,534	110,000	110,000	41,297	150,000	36.36%
101-41300-34121	3,368	3,476	3,500	3,500	1,218	3,500	0.00%
101-41500-34122	-	106	-	-	636	-	0.00%
101-42400-34104	86,767	153,425	42,000	42,000	125,199	80,000	90.48%
101-42100-34202	2,100	720	2,000	2,000	1,260	2,000	0.00%
101-42100-34206	-	-	-	-	-	-	0.00%
101-42400-34207	11,044	18,795	8,000	8,000	16,039	10,000	25.00%
101-42400-34208	1,270	1,285	1,000	1,000	1,713	1,000	0.00%
101-41940-34101	-	-	-	-	-	-	0.00%
101-45200-34300	-	-	3,230	3,230	-	3,230	0.00%

101-45200-34301	Youth Program Field Use	6,139	4,787	4,000	4,000	2,906	4,000	0.00%
101-45200-34302	Adult Program Field Use	-	-	1,000	1,000	-	1,000	0.00%
101-45120-34730	Summer Playground Fees	16,704	20,825	15,500	15,500	22,862	20,800	34.19%
101-45120-34740	Summer Trip Fees	-	587	-	-	-	-	0.00%
101-45120-34781	Adult Programs	31,309	26,190	30,000	30,000	23,611	30,000	0.00%
101-45120-34782	Youth Programs	49,974	52,699	40,000	40,000	58,903	50,000	25.00%
101-45120-34785	Adult Softball	-	(340)	-	-	-	-	0.00%
101-45120-34790	After School Programs	11,507	13,148	10,000	10,000	13,895	10,000	0.00%
101-45120-34791	Special Events Programs	1,318	1,442	1,500	1,500	403	1,500	0.00%
101-45100-34950	Other Charges for Services	35	-	-	-	-	-	0.00%
101-41910-34950	Other Charges for Services	-	-	-	-	7,029	-	0.00%
	Total Charges for Services	510,247	686,443	476,303	476,303	327,134	573,865	20.48%
	Fines & Forfeits							
101-42100-35110	Highway Patrol Fines	350	-	2,000	2,000	-	2,000	0.00%
101-42100-35130	DWI Forfeitures	2,703	135	3,000	3,000	-	3,000	0.00%
101-42100-35140	Violations Bureau	16,776	21,671	20,000	20,000	12,971	20,000	0.00%
101-42100-35150	Tobacco Fines	-	-	-	-	-	-	0.00%
101-42100-35160	Administrative Fines	9,740	9,000	8,869	8,869	-	10,800	21.77%
101-42100-35200	Forfeits	-	1,986	700	700	2,039	700	0.00%
	Total Fines & Forfeits	29,569	32,792	34,569	34,569	15,011	36,500	5.59%
	Special Assessments	2,244	1,250	3,000	3,000	1,158	3,000	0.00%
101-41300-36100	Special Assessments	-	-	-	-	-	-	0.00%
101-41300-36101	Delinquent Sp Assessments	-	66	-	-	-	-	0.00%
101-41300-36102	Penalties and Int Sp Assessments	-	-	-	-	-	-	0.00%
101-41300-36103	PrePaid Special Assessments	-	-	-	-	-	-	0.00%
	Total Special Assessments	2,244	1,316	3,000	3,000	1,158	3,000	0.00%
	Miscellaneous							
101-41300-36210	Interest Income	64,275	53,522	65,000	65,000	64,730	65,000	0.00%
101-41300-36230	Contributions/Donations	-	-	3,600	3,600	-	3,600	0.00%
101-41940-36230	Contributions/Donations	-	-	-	-	-	-	0.00%
101-45120-36230	Contributions/Donations	-	-	-	-	1,250	-	0.00%
101-45400-36230	Contributions/Donations	-	-	-	-	-	-	0.00%
101-45200-36250	Contributions/Donations	-	-	-	-	2,800	-	0.00%
101-41600-36230	Contributions/Donations	-	-	-	-	-	-	0.00%
101-41300-36215	Candidate Filing Fee	-	-	-	-	14	-	0.00%
101-41910-36240	Developer Reimbursements	2,136	-	-	-	-	-	0.00%
101-41600-36240	Developer Reimbursements	-	-	-	-	-	-	0.00%
101-41500-36245	Conduit Debt Application Fee	500	500	-	-	-	-	0.00%
101-41500-36246	Conduit Debt Fees	4,409	25,000	-	-	-	-	0.00%
101-43100-36277	Night Time Construction Waiver	-	-	-	-	-	-	0.00%
101-43100-36270	Miscellaneous Reimbursements	-	156	550	550	78	550	0.00%
101-41300-36270	Miscellaneous Reimbursement	2,505	(1,682)	1,000	1,000	2,466	1,000	0.00%
101-41500-36270	Miscellaneous Reimbursement	-	-	3,000	3,000	-	3,000	0.00%
101-41940-36270	Miscellaneous Reimbursement	-	-	-	-	-	-	0.00%
101-43100-36275	Private Street Light Reimbursements	-	-	-	-	-	-	0.00%
101-43100-36280	Other Miscellaneous Revenue	1,199	-	1,000	1,000	-	1,000	0.00%
101-41500-36270	Other Miscellaneous Revenue	-	169	-	-	1	-	0.00%
101-41910-36280	Other Miscellaneous Revenue	-	-	-	-	-	-	0.00%
101-42100-36280	Miscellaneous Reimbursement	-	-	-	-	10	8,274	0.00%
101-42400-36280	Fire Inspection Reimbursement	-	-	-	-	-	-	0.00%
	Total Miscellaneous	75,024	77,665	74,150	74,150	71,349	82,424	11.16%
	Total Operating Revenues	4,291,086	4,650,087	4,510,291	4,510,291	2,668,862	4,860,297	7.76%
	Other Financing Sources							
101-42100-39101	Sales of General Fixed Assets	-	-	-	-	-	-	0.00%
101-41600-39203	Transfer	-	-	-	-	-	-	0.00%
101-45200-39203	Transfer	-	-	-	-	-	-	0.00%
	Total Other Financing Sources	-	-	-	-	-	-	0.00%
	Total General Fund Revenue	\$ 4,291,086	\$ 4,650,087	\$ 4,510,291	\$ 4,510,291	\$ 2,668,862	\$ 4,860,297	7.76%

MAYOR AND COUNCIL

Function: General Government
Supervisor: Mayor & City Council
Fund #: 101
Activity#: 41100

Activity Scope

The Mayor and City Council are responsible for the formulation of policy and the passage of laws governing the City of Arden Hills. Members participate in various committees, as well as direct staff, through the City Administrator, as to their overall goals for the City. This department provides for Mayor and Council compensation, Council meetings and work sessions, management consultants, memberships, and publishing legal notices. Funding for the City's newsletter is included in this budget, as is funding for the City Council Retreat Facilitator.

Objectives

1. Adopt policies and ordinances consistent with Council's position on growth, zoning, and financial strategy.
2. Continue to work on the redevelopment of the TCAAP property.

Issues

1. Creating funding sources to build reserve balances to fund future capital improvements while maintaining current City services.

Measurable Workload Data

None developed at this time.

Budget Commentary

In the 2017 the Mayor and Council Budget is proposed to decrease by 0.99%. Other Services and charges decreased by 1.95% due to primarily due to a decrease in anticipated expenditures for community projects.

Budget Summary

Function: General Government

Department: Mayor & Council

Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Personal Services	31,206	29,649	31,211	31,211	24,975	31,211	0.00%
Materials and Supplies	46	106	-	-	38	38	0.00%
Services and Charges	56,260	28,482	35,859	35,859	33,099	35,159	-1.95%
Total Operating Expenses	87,512	58,236	67,070	67,070	58,112	66,408	-0.99%
Capital Outlay	-	-	-	-	-	-	0.00%
Department Total	87,512	58,236	67,070	67,070	58,112	66,408	-0.99%
Funding Source:	General Fund						

ADMINISTRATION

Function: General Government
Supervisor: City Administrator

Fund #: 101
Activity#: 41300

Activity Scope

City Administration provides the overall direction of the City, as determined by the City Council. The City Administrator serves as Chief Administrative Officer for the City, ensuring that laws, ordinances, and resolutions of the City Council are enforced and implemented. The Administration Department is responsible for administering Council policies, coordinating Council agendas, and providing support to other functional areas within the City.

The City Attorney acts as an advisor to the Council and staff on legal matters and represents the City in the legal actions. He prepares the contracts, ordinances, legal opinions and legal documents needed for the operation of City government.

As the City progresses further with the TCAAP Property and is partners with Ramsey County under a Joint Development Agency (JDA), part of the Administrator's time has been allocated to the TCAAP department to more accurately reflect the costs of supporting this development.

Objectives

1. Assist City Council in setting policies and procedures in accordance with Council's position.
2. Provide direction and leadership on major city projects, budget management, oversee performance evaluation and long-range planning.

Issues

1. Long-range planning to maintain current City services while creating funding sources for reserves.
2. Long-range comprehensive TCAAP planning
3. Long-range comprehensive public safety planning

Measurable Workload Data

None developed at this time.

Budget Commentary

The 2017 Administration operating budget is increasing by 4.78% over 2016. The biggest portion of the change is due to changes in salaries and benefits for employees.

Budget Summary

Function: General Government

Department: Administration

Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Total Personal Services	174,920	163,077	187,922	187,922	63,376	197,567	5.13%
Total Materials and Supplies	1,141	377	-	-	423	-	0.00%
Other Services and Charges	72,327	82,153	105,948	105,948	52,523	110,348	4.15%
Total Operating Expenses	248,387	245,608	293,870	293,870	116,323	307,915	4.78%
Total Capital	-	-	-	-	-	-	0.00%
Department Total	248,387	245,608	293,870	293,870	116,323	307,915	4.78%
Funding Source:	General Fund						

ELECTIONS

Function: General Government
Supervisor: City Clerk
Fund#: 101
Activity#: 41410

Activity Scope

This department covers the cost of administering all Federal, State and Municipal elections. This includes the preparation of any and all absentee ballots, organizing the polling places, election judges, and vote tabulations. The City contracts with Ramsey County for all the required election services.

Objectives

1. Stay current on election laws.

Issues

1. Stay current on election laws.

Measurable Workload Data

None developed at this time.

Budget Commentary

The Elections budget has a zero percent increase for FY17.

Budget Summary

Function: General Government		Department: Elections					
Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Personal Services	-	-	-	-	-	-	0.00%
Materials and Supplies	-	-	-	-	-	-	0.00%
Other Services and Charges	17,429	19,438	23,000	23,000	11,773	23,000	0.00%
Total Operating Expenses	17,429	19,438	23,000	23,000	11,773	23,000	0.00%
Total Capital	-	-	-	-	-	-	0.00%
Department Total	17,429	19,438	23,000	23,000	11,773	23,000	0.00%
Funding Source: General Fund							



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FINANCE & ADMINISTRATIVE SERVICES

Function: General Government
Supervisor: Director of Finance and Administrative Services
Fund#: 101
Activity#: 41500

Activity Scope

The Finance Department conducts the financial affairs of the City of Arden Hills in accordance with the Government Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP). This includes protecting the assets of the City, the initiation of financial plans, investment and debt management, review and implementation of internal controls, and accounting for every financial transaction of the City including accounts payable, accounts receivable, payroll, and accounting control. The preparation of the annual audited financial report and annual budget document are also facilitated through Finance.

The Finance and Administrative Services Department is responsible for coordinating Council agendas, issuing business licenses and providing administrative support to other functional areas within the City. Costs captured in this department include auditor fees, software maintenance, network support fees, management of the website and audio visual equipment, office supplies and postage.

The City Clerk's responsibilities involve the management and retention of all official records and documents of the City, serving as the City's webmaster, as well as all election procedures. Finance and Administrative Services Department staff includes the Director of Finance and Administrative Services, Finance Analyst, Accounting Analyst, Accounting Clerk, City Clerk, and Office Support Staff.

Objectives

1. Continue working to refine the financial management plan for the City.
2. Continue to produce a budget document in a format that received the GFOA's Distinguished Budget Presentation Award.
3. Continue to produce a Comprehensive Annual Financial Report (CAFR) and report for the public (Popular Annual Financial Report – PAFR) that receives the GFOA's award for excellence in reporting.
4. Provide meaningful and timely financial reports and information to Council, Commissions and other City Departments.
5. Streamline operations by providing more online services both internal and external to the organization.
6. Conduct City elections.
7. Manage information technology and train personal.
8. Manage human resource functions and employee benefits.

Issues

1. Implement improved reporting procedures to inform Council, Commissions, and Departments.
2. Work with other Departments to find ways to reduce costs of City operations.
3. Analyze and implement ways to reduce transaction processing and costs.
4. Analyze and comply with the new Health Reform Act.
5. Update and maintain Human Resource Policies and Procedures.

Measurable Workload Data

None developed at this time.

Budget Commentary

The Finance and Administrative Support Services budget includes funds to handle the financial transactions of the City, in an efficient manner, while maintaining the highest level of internal controls and segregation of duties. It also includes funds to manage the administrative support and human resource functions of the City. This budget increased by 2.85% in 2017.

Personal Services shows an increase of 4.04% due to COLA changes. Other Services and Charges are increasing slightly, by 2.75%, due to a number of factors. Most of these are due to increased use of credit cards and technology.

Since Administrative Support Services and Finance benefit all areas within the City, an administrative charge was established in 2008 to recover costs from all funds based on the support provided from this department. Various line items in Other Services and Charges were increased or reduced in an effort to more accurately reflect expected expenditures.

Budget Summary

Activity	Appropriation Detail			Department: Finance & Administrative Services			
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Personal Services	58,874	59,612	65,530	65,530	43,203	68,176	4.04%
Materials and Supplies	22,516	22,738	24,100	24,100	10,986	24,100	0.00%
Other Services and Charges	75,962	80,196	90,900	90,900	92,864	93,400	2.75%
Total Operating Expenses	157,352	162,546	180,530	180,530	147,053	185,676	2.85%
Total Capital	-	-	-	-	-	-	0.00%
Department Total	157,352	162,546	180,530	180,530	147,053	185,676	2.85%

Funding Source: General Fund

TCAAP

Function: General Government
Supervisor: City Administrator
Fund#: 101
Activity#: 41600

Activity Scope

This department was established to account for revenue and expenditure activity related to the City's comprehensive re-use planning at the Twin Cities Army Ammunition Plant (TCAAP) site.

Objectives

1. Coordination of TCAAP redevelopment planning activities while continuing to meet the needs of the City of Arden Hills.
2. Work with Ramsey County through the Joint Development Authority (JDA).

Issues

1. Economic conditions.
2. Coordinating with multiple entities//players

Measurable Workload Data

None developed at this time.

Budget Commentary

Since the City's private development partner pulled out of the project in April of 2009, Ramsey County purchased the property and established a Joint Development Authority (JDA) with the City. Revenues and expenditures are for City costs and are estimated, but placeholders have been included for consulting costs, and staff time has been allocated for the City Administrator, Community Development Director, Associate Planner, and Public Works Director as they act as the City's support staff to this Authority. The 2017 budget shows an increase of 7.65%, largely due to the increase in Personal Services as a result COLA changes.

Budget Summary

Function: General Government

Department: TCAAP

Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Personal Services	60,655	92,230	107,358	107,358	49,076	120,653	12.38%
Materials and Supplies	200	-	1,000	1,000	-	1,000	0.00%
Other Services and Charges	51,889	47,582	65,500	65,500	40,451	65,500	0.00%
Total Operating Expenses	112,744	139,812	173,858	173,858	89,527	187,153	7.65%
Capital Outlay	-	-	-	-	-	-	0.00%
Other Financing Uses	-	-	-	-	-	-	0.00%
Department Total	112,744	139,812	173,858	173,858	89,527	187,153	7.65%
Funding Source: General Fund							

PLANNING & ZONING

Function: General Government
Supervisor: Community Development Director
Fund#: 101
Activity#: 41910

Activity Scope

The City's Planning and Zoning Department is responsible for all planning and zoning related functions of the City. Activities administered by this department include requests for variances, subdivisions, re-zonings, zoning code amendments, signs, conditional use permits, compliance with City Ordinances, and other land use issues. The Planners work closely with Protective Inspections, Code Enforcement, and Community Development.

The Planning Commission, consisting of seven members appointed annually by the City Council, meets monthly to review the above requests and to make recommendations to the City Council in an advisory capacity.

Objectives

1. Continue to work on Rental Housing registrations.
2. Continue improvements of the City's planning process.
3. Develop zoning on the TCAAP property.

Issues

1. Rental Housing registrations
2. Refine Building Permit process
3. Research and refine an Administrative Fines process

Measurable Workload Data

None developed at this time.

Budget Commentary

The budget for 2017 is a total increase of 50.30% over the 2016 budget. The Personal Services budget increased by 5.79%, reflecting the change resulting from COLA changes. Other Services and Charges increased by 190.11% due to anticipated charges for the Comprehensive Plan.

Budget Summary

Function: General Government

Department: Planning & Zoning

Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Personal Services	191,125	149,861	164,988	164,988	100,378	174,535	5.79%
Materials and Supplies	204	31	200	200	14	200	0.00%
Other Services and Charges	20,997	20,737	52,600	52,600	19,790	152,600	190.11%
Total Operating Expenses	212,327	170,629	217,788	217,788	120,182	327,335	50.30%
Capital Outlay	-	-	-	-	-	-	0.00%
Department Total	212,327	170,629	217,788	217,788	120,182	327,335	50.30%
Funding Source: General Fund							

GOVERNMENT BUILDINGS

Function: General Government
Supervisor: Director of Finance and Administrative Services
Fund#: 101
Activity#: 41940

Activity Scope

This department captures all of the operation/maintenance related costs for the City Hall and Government Building facilities.

The City entered into a contract with Ramsey County for a joint maintenance facility located just west of City Hall off County Road 96 on Paul Kirkwold Drive. The new facility was completed and occupied as of October, 2004. The City's portion of the Ramsey County maintenance facility is charged to this budget.

Objectives

1. Maintain a reputable facility to house meetings and staff.

Issues

1. Normal maintenance and repair issues as the building (City Hall) has now been in operation for twelve years.

Measurable Workload Data

None developed at this time.

Budget Commentary

The 2017 budget is an increase of 3.26% from the previous year's budget. This increase is primarily due to increases in maintenances costs of the City Hall building and Personal Services.

Budget Summary

Function: General Government

Department: Government Buildings

Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Personal Services	32,662	25,872	38,417	38,417	15,233	40,086	4.34%
Materials and Supplies	6,703	5,469	7,000	7,000	2,926	7,000	0.00%
Other Services and Charges	181,733	188,328	189,717	189,717	152,130	195,717	3.16%
Total Operating Expenses	221,098	219,669	235,134	235,134	170,289	242,803	3.26%
Capital Outlay	-	-	-	-	-	-	0.00%
Department Total	221,098	219,669	235,134	235,134	170,289	242,803	3.26%
Funding Source: General Fund							



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Department	Activity	2019	2020	2021	2022	2023	2024
Department Total		2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
Capital Outlay		0	0	0	0	0	0
Operating Expenses		2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
Other Services and Charges		100,000	100,000	100,000	100,000	100,000	100,000
Utilities and Supplies		500,000	500,000	500,000	500,000	500,000	500,000
Personnel Services		1,900,000	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000

POLICE AND ANIMAL CONTROL

Function: Public Safety
Supervisor: City Administrator
Fund#: 101
Activity#: 42100

Activity Scope

Law Enforcement services for Arden Hills are provided on a contractual basis with the Ramsey County Sheriff's Department. Animal control services are included in this contract.

Objectives

1. Continue contracting for law enforcement and animal control services through the Ramsey County Sheriff's Department.

Issues

1. Residents concerns over police coverage and visibility.
2. Response times.

Measurable Workload Data

None developed at this time.

Budget Commentary

Arden Hills portion of the Ramsey County Sheriff's Contracting Communities 2017 budget increased 6.52% over 2016, Animal control is now included as it is now provided by the Ramsey County Sheriff's Department. The cost of boarding animals estimated to be \$2,000 to Hillcrest Animal Hospital is also included in this budget.

Budget Summary

Function: Public Safety	Department: Police and Animal Services						
	Appropriation Detail						
Activity	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Other Services and Charges	1,045,386	1,083,893	1,107,562	1,107,562	829,073	1,179,773	6.52%
Total Operating Expenses	1,045,386	1,083,893	1,107,562	1,107,562	829,073	1,179,773	6.52%
Capital Outlay	-	-	-	-	-	-	0.00%
Department Total	1,045,386	1,083,893	1,107,562	1,107,562	829,073	1,179,773	6.52%
Funding Source: General Fund							

DISPATCH

Function: Public Safety
Supervisor: City Administrator
Fund#: 101
Activity#: 42100

Activity Scope

Emergency dispatch services are provided by Ramsey County.

Objectives

1. Continue contracting dispatch services though Ramsey County.

Issues

Measurable Workload Data

None developed at this time.

Budget Commentary

Arden Hills portion of the Ramsey County 911 Dispatch Department operation budget increased by 1.55%. Dispatch saw a significant increase in the 2014 and 2015 budget due to CAD costs, but those costs are now leveling out and appropriately budgeted for.

Budget Summary

Function: Public Safety		Department: Dispatch					
Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Other Services and Charges	60,352	68,328	67,780	67,780	45,187	68,832	1.55%
Total Operating Expenses	60,352	68,328	67,780	67,780	45,187	68,832	1.55%
Capital Outlay	-	-	-	-	-	-	0.00%
Department Total	60,352	68,328	67,780	67,780	45,187	68,832	1.55%
Funding Source: General Fund							

FIRE PROTECTION

Function: Public Safety
Supervisor: City Administrator
Fund#: 101
Activity#: 42100

Activity Scope

Fire protection for Arden Hills is provided by the Lake Johanna Volunteer Fire Department on a contractual basis. Lake Johanna Volunteer Fire Department presently provides services to the cities of Arden Hills, Shoreview, and North Oaks. Arden Hills pays a percentage of operating and capital costs based on a formula approved by the Lake Johanna Fire Department and Arden Hills City Council.

Objectives

1. Continue contracting for fire protection services through Lake Johanna Volunteer Fire Department.

Issues

1. Continue to maintain service levels at a reasonable cost.

Measurable Workload Data

None developed at this time.

Budget Commentary

Arden Hills's portion of the Lake Johanna Fire Department operating budget increased 3.89%. This budget reflects increases to operating costs.

Budget Summary

Function: Public Safety		Department: Fire Protection					
Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Other Services and Charges	431,006	459,179	495,216	495,216	495,216	514,468	3.89%
Total Operating Expenses	431,006	459,179	495,216	495,216	495,216	514,468	3.89%
Capital Outlay	-	-	-	-	-	-	0.00%
Department Total	431,006	459,179	495,216	495,216	495,216	514,468	3.89%
Funding Source: General Fund							

EMERGENCY MANAGEMENT

Function: Public Safety
Supervisor: City Administrator
Fund#: 101
Activity#: 42300

Activity Scope

Emergency Management coordination for the City is required by the Federal Government. This department works closely with Ramsey County Department of Homeland Security, as well as the Ramsey County Sheriff and Lake Johanna Fire Department. The City contracts with a consultant to provide these services.

Objectives

1. Update City's Emergency Response Policy and Procedures.
2. Train staff in emergency management procedures.

Issues

1. Coordinate with Ramsey County's emergency response procedures and policies

Measurable Workload Data

None developed at this time.

Budget Commentary

The 2017 budget is an increase of 0.67% from the 2016 budget.

Budget Summary

Function: Public Safety		Department: Emergency Management					
Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Personal Services	2,644	2,146	2,788	2,788	-	2,879	3.26%
Materials and Supplies	-	-	-	-	-	-	0.00%
Other Services and Charges	3,331	434	10,850	10,850	2,905	10,850	0.00%
Total Operating Expenses	5,975	2,580	13,638	13,638	2,905	13,729	0.67%
Capital Outlay	-	-	-	-	-	-	0.00%
Department Total	5,975	2,580	13,638	13,638	2,905	13,729	0.67%
Funding Source: General Fund							



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PROTECTIVE INSPECTIONS

Function: Public Safety
Supervisor: Building Official
Fund#: 101
Activity#: 42400

Activity Scope

This department is responsible for all building construction, plumbing, sanitary sewer, water and mechanical inspections within the City. Electrical inspections are contracted for by an independent inspection firm. This department is also responsible for enforcement of the Zoning Code and other sections of the City Code of Ordinances.

Objectives

1. Sign Ordinance.
2. Continue implementation of the building codes.
3. Continue to work on Building Permit software to produce Council reports.

Issues

1. Managing and prioritizing department workloads
2. Keep up with rental license inspections of investor owned residential properties
3. Continued implementation and design of new Building Permit software and reports

Measureable Workload Data

None developed at this time.

Budget Commentary

The 2017 operating budget is an increase of 3.68% from the previous year's budget. This is mainly due to personal services increases and associated benefits, and additional technology and software charges.

Budget Summary

Function: Public Safety

Department: Protective Inspections

Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Personal Services	232,334	241,371	252,001	252,001	170,583	261,992	3.96%
Materials and Supplies	1,009	677	3,046	3,046	480	3,046	0.00%
Other Services and Charges	50,034	64,251	57,040	57,040	63,028	58,540	2.63%
Total Operating Expenses	283,377	306,299	312,087	312,087	234,090	323,578	3.68%
Capital Outlay	-	-	-	-	-	-	0.00%
Department Total	283,377	306,299	312,087	312,087	234,090	323,578	3.68%
Funding Source: General Fund							

STREET MAINTENANCE

Function: Public Works
Supervisor: Public Works Superintendent
Fund#: 101
Activity#: 43100

Activity Scope

This department is responsible for maintaining City streets, including snowplowing, minor street repair, street signs, and street sweeping.

Objectives

1. Maintain street infrastructure utilizing all available techniques including crack sealing, seal coating, patching and overlays.
2. Recommend a cost effective program for reconstructing/reclaiming street surfaces when maintenance techniques no longer provide the desired results.
3. Maintain and update equipment and vehicles.

Issues

1. Implement a capital improvement program for City infrastructure
2. Balance the public works department needs with available funds
3. Increased costs of fuel and street products due to fuel costs
4. Staffing and budgeting for unpredictable circumstances
5. Aging equipment
6. Increased safety regulation for equipment and vehicles

Measurable Workload Data

None developed at this time.

Budget Commentary

The 2017 operating budget is an increase of 4.24% from the previous year's budget.

Budget Summary

Function: Public Works		Department: Street Maintenance					
Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Personal Services	212,541	187,441	197,879	197,879	120,408	221,292	11.83%
Materials and Supplies	129,754	65,563	72,625	72,625	44,557	72,625	0.00%
Other Services and Charges	238,577	83,394	259,939	259,939	132,820	259,039	-0.35%
Total Operating Expenses	580,871	336,397	530,443	530,443	297,785	552,956	4.24%
Capital Outlay	-	-	-	-	-	-	0.00%
Department Total	580,871	336,397	530,443	530,443	297,785	552,956	4.24%
Funding Source: General Fund							

PARKS MAINTENANCE

Function: Parks and Recreation
Supervisor: Parks and Recreation Coordinator/Public Works Superintendent
Fund#: 101
Activity#: 45200

Function

This department is responsible for maintenance of City parks and trails as well as administration of the diseased tree/forestry program. This includes maintaining and improving playground and picnic facilities, fertilizing and mowing of grass, maintaining athletic fields, flooding and maintenance of outdoor ice rinks, snow and ice removal, and tree preservation within the parks system of the City. These assets of the City are extensively used by the residents, and improvements must be made to uphold the safety, functionality, and beauty the City represents.

Objectives

1. Continue pathway maintenance.
2. Continue implementing City's Comprehensive Park and Trails plan.

Issues

1. Other maintenance concerns coming up and not allowing completion of existing projects
2. Budget constraints for future and existing projects

Measurable Workload Data

None developed at this time.

Budget Commentary

The 2017 operating budget is an increase of 1.40% from the previous year's budget. This is primarily due to expected other services and charges t increase.

Budget Summary

Function: Parks and Recreation

Department: Park Maintenance

Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Personal Services	252,885	205,538	233,191	233,191	129,671	234,304	0.48%
Materials and Supplies	24,359	24,217	36,000	36,000	23,695	36,000	0.00%
Other Services and Charges	141,675	95,951	184,704	184,704	89,657	189,950	2.84%
Total Operating Expenses	418,919	325,706	453,895	453,895	243,023	460,254	1.40%
Capital Outlay	-	-	-	-	-	-	0.00%
Department Total	418,919	325,706	453,895	453,895	243,023	460,254	1.40%
Funding Source: General Fund							

RECREATION PROGRAM

Function: Parks and Recreation
Supervisor: Park and Recreation Coordinator
Fund#: 101
Activity#: 45120

Activity Scope

This department provides all recreation activities to residents of Arden Hills, as well as residents from neighboring communities.

Objectives

1. To provide recreation activities to residents of Arden Hills.

Issues

1. Develop Senior programming
2. Budget constraints

Measurable Workload Data

None developed at this time.

Budget Commentary

The 2017 operating budget is an increase of 2.67% from the previous year's budget.

Budget Summary

Function: Parks and Recreation		Department: Recreation					
Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Personal Services	150,754	171,377	217,479	217,479	128,934	225,202	3.55%
Materials and Supplies	20,115	19,428	16,275	16,275	18,875	16,275	0.00%
Other Services and Charges	58,426	57,073	54,991	54,991	54,735	54,991	0.00%
Total Operating Expenses	229,295	247,878	288,745	288,745	202,544	296,468	2.67%
Total Capital	-	-	-	-	-	-	0.00%
Department Total	229,295	247,878	288,745	288,745	202,544	296,468	2.67%
Funding Source: General Fund							

CELEBRATING ARDEN HILLS

Function: Parks and Recreation
Supervisor: Parks and Recreation Coordinator
Fund#: 101
Activity#: 45400

Activity Scope

This department provides all the activities and costs associated with the City-wide celebration, "Celebrating Arden Hills" or for a significant event in a neighborhood park.

Objectives

1. To provide a City-wide celebration for all residents of Arden Hills or to provide for an event in a neighborhood park.

Issues

1. Budget constraints
2. Economic conditions which effect donations from the business community

Measurable Workload Data

None developed at this time.

Budget Commentary

This department was created to monitor activities and funding for Celebrating Arden Hills. The City Council has elected to forgo an event for 2014-present.

Budget Summary

Function: General Government		Department: Celebrating Arden Hills					
		Appropriation Detail					
Activity	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Personal Services	-	-	-	-	-	-	0.00%
Materials and Supplies	-	-	-	-	-	-	0.00%
Other Services and Charges	-	-	-	-	-	-	0.00%
Total Operating Expenses	-	-	-	-	-	-	0.00%
Department Total	-	-	-	-	-	-	0.00%
Funding Source: General Fund							

TRANSFERS TO OTHER FUNDS

Function: General Government
Supervisor: Director of Finance and Administrative Services
Fund#: 101
Activity#: 49300

Activity Scope

The transfers to other funds budget is utilized to account for the transfer of general fund revenues to other funds within the City financial structure.

Objectives

1. To build reserves for capital equipment replacement.
2. To subsidize infrastructure improvements.

Issues

1. Budget constraints

Measurable Workload Data

None developed at this time.

Budget Commentary

2017 includes a transfer of \$50,000 to fund Equipment Replacement, \$90,000 to fund EDA activities, and \$200,000 to the PIR Fund.

Budget Summary

Function: General Government		Department: Transfers					
Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Operating Transfers							
Transfer to Storm Water Mgmt	-	-	-	-	-	-	0%
Transfer to Park Fund	-	-	-	-	-	-	0%
Transfer to EDA General Fund	-	30,000	60,000	60,000	60,000	90,000	50%
Transfer to Equipment Fund	50,000	50,000	50,000	50,000	50,000	50,000	0%
Transfer to Public Safety Capital	-	-	-	-	-	-	0%
Transfer to PIR	162,417	-	100,000	100,000	100,000	200,000	100%
Transfer to Debt Service	-	-	-	-	-	-	100%
Department Total	212,417	80,000	210,000	210,000	210,000	340,000	61.90%
Funding Source: General Fund							

RESERVES/CONTINGENCY

Function: General Government
Supervisor: Director of Finance and Administrative Services
Fund#: 101
Activity#: n/a

Activity Scope

The reserves/unallocated contingency department is utilized to budget present reserves to be used for future expenditures and to set aside funds for unexpected occurrences or items whose costs cannot be readily estimated.

Objectives

1. To set aside funds for unexpected occurrences.
2. Allow funding for items which costs cannot be readily estimated.

Issues

1. Budget constraints

Measurable Workload Data

None developed at this time.

Budget Commentary

This budget is to provide designated funding for unanticipated expenses. No reserves/contingency has been budgeted for 2016.

Budget Summary

Function: General Government		Department: Reserves/Contingency					
Activity	Appropriation Detail			Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
	Actual FY 2014	Actual FY 2015	Budget FY 2016				
Reserves							
Contingency	-	-	-	-	-	-	0.00%
Department Total							
General Fund	-	-	-	-	-	-	0.00%



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RESERVE FUND ACCOUNTING

Function: Central Government
Department: Director of Finance and Administration
Number: 101
Account: 010

Active Scope

The reserve/contingency fund is established to provide for budgetary contingencies to be used for those expenditures and to set aside funds for unexpected occurrences or items whose costs cannot be readily estimated.

Objectives

1. To set aside funds for unexpected occurrences
2. Allow funding for items which cannot be readily estimated.

Issues

1. Budget constraints

Historical Worksheet Data

None have been reported.

Budget Commentary

This budget is a new 5-year assigned funding for municipal expenses. The reserve/contingency has been budgeted for 2016.

Budget Summary

Account	2016		2017		2018		2019		2020	
	Actual	Approved								
Reserve/Contingency										
Total										



Special Revenue Funds Summary

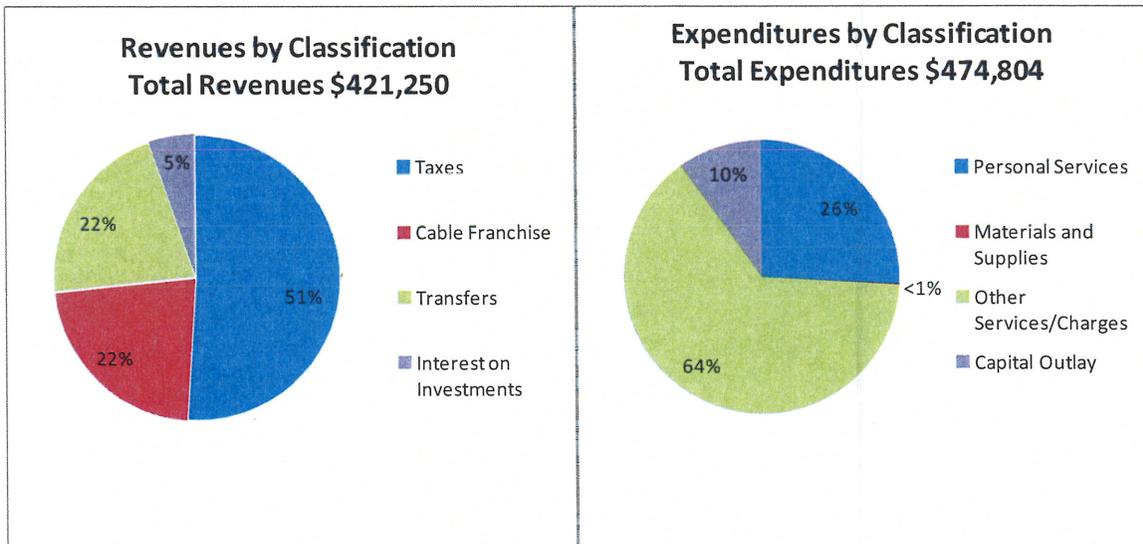
SPECIAL REVENUE FUNDS SUMMARY

Description

The City of Arden Hills currently maintains six active Special Revenue Funds. A Special Revenue Fund is used to account for revenue sources that are legally restricted for a specific purpose. The modified accrual basis of accounting is used for Special Revenue Funds. That is, expenditures are recorded at the time liabilities are incurred and revenues are recorded when received. However, compensated absences are expensed when paid for budgetary purposes. Special Revenue Funds budgets are not always balanced, meaning budgeted revenues may be greater or less than budgeted expenditures. In these circumstances reserves will show an increase or decrease in the fund's balance.

Budget Issues

See individual fund's for budget issues, because each fund will have its own unique budget issues.



Budget Summary

Special Revenue Funds

	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Operating Revenue							
Cable Fund	115,032	78,543	98,000	98,000	82,315	100,000	2.04%
EDA General Fund	73,452	69,000	4,000	4,000	4,470	5,600	40.00%
EDA Revolving Fund	6,378	3,264	2,500	2,500	3,165	3,000	20.00%
EDA TIF Dist #2 Round Lake	353,925	428,375	-	-	(13,343)	-	0.00%
EDA TIF Dist #3 Cottage Villas	70,938	74,782	65,000	65,000	44,973	72,000	10.77%
EDA TIF Dist #4 Pres Homes	98,289	147,508	99,600	99,600	85,664	150,650	51.26%
Operating Revenues	718,013	801,472	269,100	269,100	207,245	331,250	23.10%
Other Financing Sources							
Cable Fund	-	-	-	-	-	-	0.00%
EDA General Fund	50,000	30,000	60,000	60,000	60,000	90,000	50.00%
EDA Revolving Fund	-	-	-	-	-	-	0.00%
EDA TIF Dist #2 Round Lake	-	-	-	-	-	-	0.00%
EDA TIF Dist #3 Cottage Villas	-	-	-	-	-	-	0.00%
EDA TIF Dist #4 Pres Homes	-	-	-	-	-	-	0.00%
Other Financing Sources	50,000	30,000	60,000	60,000	60,000	90,000	50.00%
Total Revenues	\$ 768,013	\$ 831,472	\$ 329,100	\$ 329,100	\$ 267,245	\$ 421,250	28.00%
Operating Expenses							
Cable Fund	98,213	127,202	149,812	149,812	75,485	149,358	-0.30%
EDA General Fund	68,837	112,987	132,559	132,559	38,613	134,199	1.24%
EDA Revolving Fund	-	-	-	-	-	-	0.00%
EDA TIF Dist #2 Round Lake	1,181	1,361	1,125	1,125	-	-	-100.00%
EDA TIF Dist #3 Cottage Villas	1,181	1,273	4,725	4,725	1,130	4,725	0.00%
EDA TIF Dist #4 Pres Homes	90,784	133,850	92,825	92,825	77,757	139,525	50.31%
Operating Expenses	260,198	376,673	381,046	381,046	192,985	427,807	12.27%
Capital Outlay							
Cable Fund	5,559	-	12,000	12,000	-	2,000	-83.33%
EDA General Fund	12,333	10,077	-	-	-	45,000	0.00%
EDA Revolving Fund	-	-	-	-	-	-	0.00%
EDA TIF Dist #2 Round Lake	125,000	422,872	-	-	-	-	0.00%
EDA TIF Dist #3 Cottage Villas	-	-	-	-	-	-	0.00%
EDA TIF Dist #4 Pres Homes	-	-	-	-	-	-	0.00%
Total Capital Outlay	142,892	432,949	12,000	12,000	-	47,000	291.67%
Other Finance Uses							
Cable Fund	-	-	-	-	-	-	0.00%
EDA General Fund	-	-	-	-	-	-	0.00%
EDA Revolving Fund	-	-	-	-	-	-	0.00%
EDA TIF Dist #2 Round Lake	282,575	284,900	-	-	-	-	0.00%
EDA TIF Dist #3 Cottage Villas	-	-	-	-	-	-	0.00%
EDA TIF Dist #4 Pres Homes	-	-	-	-	-	-	0.00%
Other Financing Uses	282,575	284,900	-	-	-	-	0.00%
Total Expenditures	\$ 685,665	\$ 1,094,522	\$ 393,046	\$ 393,046	\$ 192,985	\$ 474,807	20.80%
Fund Balances - January 1	1,306,514	1,388,862	1,125,812	1,125,812	1,125,812	1,061,866	
Excess Revenue Over Expenditure	82,348	(263,050)	(63,946)	(63,946)	74,259	(53,557)	
Fund Balances - December 31	\$ 1,388,862	\$ 1,125,812	\$ 1,061,866	\$ 1,061,866	\$ 1,200,071	\$ 1,008,309	

CABLE FUND

Function: General Government
Supervisor: Director of Finance and Administrative Services
Fund#: 228
Activity#: 41960

Function

This Special Revenue Fund accounts for revenue and expenditures related to cable TV, internet, and other forms of communication. Revenue for this fund comes primarily from cable owner franchise fees.

Objectives

1. Completion of the transferring of City Files to Laserfiche.
2. Maintaining audio equipment in Council chambers.

Issues

1. Workloads and budget constraints.
2. Maintaining state-of-the-are equipment for Council meetings and televising.

Measurable Workload Data

None developed at this time.

Budget Commentary

The 2017 budget has decreased overall by 6.46%. Personal services have increased as a result of planned COLA and salary changes for 2017. Repairs and Maintenance to Equipment has been budget this year for the audio and video equipment. The City Council amended the 2015 budget to include newsletter and associated expenses in the Cable Fund for 2015 and beyond.

Budget Summary

Function: General Government		Department: Cable Fund					
Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Revenues							
Taxes	103,711	72,837	94,000	94,000	77,164	94,000	0.00%
Miscellaneous	11,321	5,706	4,000	4,000	5,151	6,000	50.00%
Total Revenues	\$ 115,032	\$ 78,543	\$ 98,000	\$ 98,000	\$ 82,315	\$ 100,000	2.04%
Expenditures							
Total Personal Services	46,355	46,482	51,085	51,085	31,074	50,410	-1.32%
Total Materials and Supplies	107	-	-	-	-	-	0.00%
Other Services and Charges	51,751	80,720	98,727	98,727	44,412	98,948	-55.02%
Capital Outlay	5,559	-	12,000	12,000	-	2,000	-83.33%
Total Expenditures	\$ 103,772	\$ 127,202	\$ 161,812	\$ 161,812	\$ 75,485	\$ 151,358	-6.46%
Fund Balance - January 1	294,553	305,813	257,154	257,154	257,154	193,342	
Excess Revenue Over Expenditure	11,260	(48,659)	(63,812)	(63,812)	6,829	(51,358)	
Fund Balance - December 31	\$ 305,813	\$ 257,154	\$ 193,342	\$ 193,342	\$ 263,983	\$ 141,984	



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EDA GENERAL

Function: Economic Development
Supervisor: Community Development Director
Fund#: 250
Activity#: 47300

Activity Scope

This Special Revenue Fund accounts for general administration activities that are not specific to any individual Tax Increment Financing (TIF) District, as well as activities associated with the Economic Development Commission and Economic Development Authority.

Objectives

1. Research the City revolving loan program, restrictions, guidelines, and possible future uses.
2. Consider the use of TIF District 2 funds for Round Lake Road and sanitary sewer improvements.
3. Consider the use of TIF District 3 funds for low to moderate housing needs.
4. Review operating budget and identify a sustainable funding source.
5. Consider establishing a business retention program.

Issues

1. Consistent administration of the City's policies, plan, ordinances, guidelines, statutes, etc.
2. Promotion of industrial property available.

Measurable Workload Data

None developed at this time.

Budget Commentary

The revenue to this fund has been primarily excess increment and interest income in the past years with transfers from the General Fund from 2008 - 2011. A transfer was made in 2012 and 2013 for the Conduit Debt revenue received in 2011 and 2012 from the Presbyterian Homes project. The tax increment excess funding source expired in 2015. Transfers from the General Fund have are now the prime funding source.

An administrative charge was established in 2008 and all funds are charged back for overhead costs associated with Administration, Finance and Administrative Services, and Government Building departments in the General Fund. Other costs such as auditing, financial software, IT, and insurance have been allocated to this fund also.

The expenditure budget shows an increase of 35% over 2016, this is mainly due to the increase in Capital Outlay for a gateway sign currently programmed in the CIP.

Budget Summary

Function: Economic Development		Department: EDA General Fund					
Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Revenues							
Taxes	61,280	63,361	-	-	(1,252)	-	0.00%
Intergovernmental	-	-	-	-	-	-	0.00%
Miscellaneous	12,172	5,639	4,000	4,000	5,722	5,600	40.00%
Other Financing Sources	50,000	30,000	60,000	60,000	60,000	90,000	50.00%
Total Revenues	\$ 123,452	\$ 99,000	\$ 64,000	\$ 64,000	\$ 64,470	\$ 95,600	49.38%
Expenditures							
Total Personal Services	46,673	60,769	71,286	71,286	33,336	72,301	1.42%
Total Materials and Supplies	237	257	650	650	-	650	0.00%
Other Service Charges	21,927	51,961	60,623	60,623	5,277	61,214	0.97%
Capital Outlay	12,333	10,077	-	-	-	45,000	100.00%
Total Expenditures	\$ 81,170	\$ 123,064	\$ 132,559	\$ 132,559	\$ 38,613	\$ 179,165	35.16%
Fund Balance - January 1	268,408	310,690	286,626	286,626	286,626	218,067	
Excess Revenue Over Expenditure	42,282	(24,064)	(68,559)	(68,559)	25,856	(83,565)	
Fund Balance - December 31	\$ 310,690	\$ 286,626	\$ 218,067	\$ 218,067	\$ 312,482	\$ 134,502	

EDA REVOLVING LOAN FUND

Function: Economic Development
Supervisor: Community Development Director
Fund#: 251
Activity#: 47306

Activity Scope

This Special Revenue Fund was established to administer economic development loans. The primary revenue source is from investment income.

Objectives

1. To assist local businesses that meet the loan criteria established by the EDA.

Issues

1. Current economy does not lend itself to expansion or improvements.
2. Promoting the program to the community businesses.

Measurable Workload Data

None developed at this time.

Budget Commentary

There are currently no planned expenditures at this time. Activity in this fund would occur if the Economic Development Authority authorized a loan after an application is made.

Budget Summary

Function: Economic Development		Department: EDA Revolving Fund						
Activity	Appropriation Detail							
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17	
Revenues								
Total Miscellaneous	6,378	3,264	2,500	2,500	3,165	3,000	20.00%	
Total Revenues	\$ 6,378	\$ 3,264	\$ 2,500	\$ 2,500	\$ 3,165	\$ 3,000	20.00%	
Fund Balance - January 1	154,491	160,869	164,133	164,133	164,133	166,633		
Excess Revenue Over Expenditure	6,378	3,264	2,500	2,500	3,165	3,000		
Fund Balance - December 31	\$ 160,869	\$ 164,133	\$ 166,633	\$ 166,633	\$ 167,298	\$ 169,633		



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EDA TIF DISTRICT #2 – ROUND LAKE

Function: Economic Development
Supervisor: Director of Finance and Administrative Services
Fund#: 252
Activity#: 47307

Activity Scope

TIF District No. 2, Round Lake Office, was established as a twenty-five year Redevelopment District on June 29, 1989. This district is located on the northeast quadrant of the I-35W/I694 intersection. This district will decertify on December 31, 2015.

Improvements for this district were funded with the issuance of \$3,100,000 General Obligation Tax Increment Bonds on March 1, 1998. Debt Service Fund No. 325 was created, per statute, to track repayment of the bond principal and interest. This was paid in full in 2015. An inter-fund loan from the Permanent Revolving Fund No. 411 was needed for the acquisition of the Indykiewicz property. This loan was repaid in full in 2004. All non-tax increment revenue was transferred out of this fund in 2013 to the PIR Fund.

Objectives

1. Utilize available TIF funds for part of the Round Lake Road improvement project.

Issues

1. Ensure compliance with TIF laws for use of available funds.

Measurable Workload Data

None developed at this time.

Budget Commentary

None at this time

Budget Summary

Function: Economic Development

Department: EDA TIF District #2 Round Lake Office Park

Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Revenue							
Taxes	345,058	419,838	-	-	-	-	0.00%
Miscellaneous	8,867	8,537	-	-	-	-	0.00%
Total Revenue	\$ 353,925	\$ 428,375	\$ -	\$ -	\$ -	\$ -	0.00%
Expenditures							
Other Services and Charges	1,181	1,361	1,125	1,125	-	-	-100.00%
Capital Outlay	125,000	422,872	-	-	-	-	0.00%
Operating Trans	282,575	284,900	-	-	-	-	0.00%
Total Expenditures	\$ 408,757	\$ 709,133	\$ 1,125	\$ 1,125	\$ -	\$ -	-100.00%
Fund Balance - January 1	335,590	280,758	0	0	0	(1,125)	
Excess Revenue Over Expenditure	(54,832)	(280,758)	(1,125)	(1,125)	-	-	
Fund Balance - December 31	\$ 280,758	\$ 0	\$ (1,125)	\$ (1,125)	\$ 0	\$ (1,125)	

EDA TIF DISTRICT #3 – COTTAGE VILLAS

Function: Economic Development
Supervisor: Director of Finance and Administrative Services
Fund#: 253
Activity#: 47305

Activity Scope

TIF District No. 3, Cottage Villas Housing, was originally certified as a Housing District on May 10, 1993. This district is located on the east side of Cleveland Avenue, just south of County Road E-2/Cleveland Avenue intersection. This 64 unit Cottage Villas Apartment complex is available for low-moderate income seniors. Originally, this district was set to decertify on December 31, 2009. In December, 2009, the City Council extended this district until December 31, 2019, to allow the City the possibility of using these funds for other affordable housing projects within the City.

The City entered into a “pay-as-you-go” agreement with Cottage Villas of Arden Hills Limited Partnership on February 28, 1994. The Development Agreement called for the developer to be reimbursed for certain public development activities initially estimated at \$834,286. Repayment to the developer would only be from tax increment actually received from the district. Payments were to be 90% of the tax increment received not-to-exceed a total annual payment of \$57,557. The City is no longer obligated to make payments after February 1, 2010.

Objectives

1. Utilize available funds for low to moderate income housing projects.

Issues

1. Ensure use of funds is consistent with TIF laws.

Measurable Workload Data

None developed at this time.

Budget Commentary

The City no longer has any obligations to pay the development as of February 1, 2010. Only administrative costs have been planned for 2017.

Budget Summary

Function: Economic Development

Department: EDA TIF District #3 Cottage Villas

Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Revenues							
Taxes	60,555	67,844	60,000	60,000	36,734	65,000	8.33%
Intergovernmental	-	-	-	-	-	-	0.00%
Miscellaneous	10,383	6,938	5,000	5,000	8,239	7,000	40.00%
Total Revenues	\$ 70,938	\$ 74,782	\$ 65,000	\$ 65,000	\$ 44,973	\$ 72,000	10.77%
Expenditures							
Other Services and Charges	1,181	1,273	4,725	4,725	1,130	4,725	0.00%
Total Expenditures	\$ 1,181	\$ 1,273	\$ 4,725	\$ 4,725	\$ 1,130	\$ 4,725	0.00%
Fund Balance - January 1	256,441	326,197	399,706	399,706	399,706	459,981	
Excess Revenue Over Expenditure	69,756	73,509	60,275	60,275	43,843	67,275	
Fund Balance - December 31	\$ 326,197	\$ 399,706	\$ 459,981	\$ 459,981	\$ 443,549	\$ 527,256	

EDA TIF DISTRICT #4 – PRESBYTERIAN HOMES

Function: Economic Development
Supervisor: Director of Finance and Administrative Services
Fund#: 254
Activity#: 47308

Activity Scope

TIF district No. 4, Presbyterian Homes, was established as a 15 year renewal and renovation district to facilitate the redevelopment of existing senior housing units and replacement of existing nursing home units. The first increment was received in 2014 with the districted expiring on December 31, 2029.

Objectives

1. Utilize funds for Presbyterian Homes project per the development agreement.

Issues

1. Ensure compliance with TIF laws for uses of available funds.

Measurable Workload Data

None developed at this time.

Budget Commentary

Increment was received starting in 2014 and is estimated for 2017. Payments are based on 90% of increment received to the developer and estimated for 2017. The only other charges budgeted are administrative charges.

Budget Summary

Function: Economic Development		Department: EDA TIF District #4 Pres Homes					
Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Revenues							
Taxes	98,529	146,854	99,000	99,000	85,141	150,000	51.52%
Intergovernmental	-	-	-	-	-	-	0.00%
Miscellaneous	(240)	654	600	600	523	650	8.33%
Total Revenues	\$ 98,289	\$ 147,508	\$ 99,600	\$ 99,600	\$ 85,664	\$ 150,650	51.26%
Expenditures							
Total Materials and Supplies	-	-	-	-	-	-	0.00%
Other Services and Charges	90,784	133,850	92,825	92,825	77,757	139,525	50.31%
Capital Outlay	-	-	-	-	-	-	0.00%
Total Operating Expenses	90,784	133,850	92,825	92,825	77,757	139,525	50.31%
Total Expenditures	\$ 90,784	\$ 133,850	\$ 92,825	\$ 92,825	\$ 77,757	\$ 139,525	50.31%
Fund Balance - January 1	(2,969)	4,535	18,193	18,193	18,193	24,968	
Excess Revenue Over Expenditure	7,504	13,658	6,775	6,775	7,907	11,125	
Fund Balance - December 31	\$ 4,535	\$ 18,193	\$ 24,968	\$ 24,968	\$ 26,101	\$ 36,093	



Debt Service Fund Summary

DEBT SERVICE FUND



Fund Description:

The Debt Service funds repay the City's outstanding debt obligations. Debt service funds use the modified accrual basis of accounting; however, the cash basis of accounting will be used for budgetary purposes only. The cash basis is used for budgeting to ensure that sufficient cash will be available to make the required payments on the City's bonded indebtedness.

Budget Summary:

DEBT SERVICE FUNDS SUMMARY

Function: Debt Service		Department: GO Tax Increment Bonds of 1998A						
Activity	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17	
Revenues								
Interest Income	73	-	-	-	-	-	-	
Transfer	282,575	284,900	-	-	-	-	0.00%	
Total Revenues	\$ 282,648	\$ 284,900	\$ -	\$ -	\$ -	\$ -	0.00%	
Expenditures								
Bond Principal	270,000	280,000	-	-	-	-	0.00%	
Bond Interest	14,323	4,900	-	-	-	-	0.00%	
Fiscal Agents' Fees	450	-	-	-	-	-	0.00%	
Total Expenditures	\$ 284,773	\$ 284,900	\$ -	\$ -	\$ -	\$ -	-	
Fund Balance - January 1	2,167	43	43	43	43	43		
Excess Revenue Over Expenditures	(2,125)	-	-	-	-	-		
Fund Balance - December 31	\$ 43	\$ 43	\$ 43	\$ 43	\$ 43	\$ 43		

The City's debt consists of general obligation tax increment refinancing bonds.

The City defeased (Called for redemption) the original 1998 bond issue in 2005 and issued refunding bonds in 2004. The City currently does not have any plans to issue additional debt.

Bond Rating:

All bonds issued by the City are assigned ratings by Standard and Poor's. The City maintains an "AA+" rating from Standard & Poor's and Fitch for general obligation debt.

Debt Limitations:

All Minnesota municipalities (counties, cities, towns and school districts) are subject to statutory "net debt" limitations under the provisions of Minnesota Statutes, Section 475.53. Under this provision, the legal debt limit is 3.0% of the assessor's market value of the municipalities' tax base. Bond issues covered by this limit are those financed by property taxes unless at least 20% of the annual debt service costs are financed by special assessments or tax increments. At present the City has no bond issue that is subject to the debt limit. The City's current legal debt limit and debt margin is as follows:

Legal Debt Limit (3% of Estimated Market Value)	\$34,326,648
Less: Outstanding Debt Subject to Limit	\$ <u>0</u>
Legal Debt margin as of January 1, 2014	\$34,326,648

Service Levels:

	2014	2015	2016	2017
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimate</u>
Bond Rating	AA+	AA+	AA+	AA+
Dec. 31 Debt Outstanding				
(\$'s in thousands)	\$280	\$0	\$0	\$0
Net Debt Per Capita	\$38	\$0	\$0	\$0
<u>Bonds Payable:</u>				

G.O. TAX INCREMENT BONDS OF 1998A

Function: Debt Service
Supervisor: Director of Finance and Administrative Services
Fund#: 325
Activity#: 46300

Activity Scope

Issuance of \$3,100,000 General Obligation Tax Increment Bonds dated March 1, 1998 were to finance various public improvements within TIF District No. 2. The improvements were generally the relocated 14th Street project and the Round Lake Road intersection improvements project. The seventeen year bonds matured on February 1, 2015. The City defeased these bonds in 2005 and issued refunding bonds in 2004. This significantly reduced the interest cost over the life of the bonds.

Objectives

N/A

Issues

N/A

Measurable Workload Data

N/A

Budget Commentary

The City's outstanding debt has been fully repaid as of 2015, no further expenditures in this fund are expected for 2017.

Budget Summary

Function: Debt Service

Department: GO Tax Increment Bonds of 1998A

Activity	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Revenues							
Interest Income	73	-	-	-	-	-	-
Transfer	282,575	284,900	-	-	-	-	0.00%
Total Revenues	\$ 282,648	\$ 284,900	\$ -	\$ -	\$ -	\$ -	0.00%
Expenditures							
Bond Principal	270,000	280,000	-	-	-	-	0.00%
Bond Interest	14,323	4,900	-	-	-	-	0.00%
Fiscal Agents' Fees	450	-	-	-	-	-	0.00%
Total Expenditures	\$ 284,773	\$ 284,900	\$ -	\$ -	\$ -	\$ -	-
Fund Balance - January 1	2,167	43	43	43	43	43	
Excess Revenue Over Expenditures	(2,125)	-	-	-	-	-	
Fund Balance - December 31	\$ 43	\$ 43					



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Capital Projects Funds Summary

CAPITAL PROJECT FUNDS



Description:

The Capital Project Funds account for the financial resources and appropriations of constructing and replacing the City's infrastructure, including streets and City buildings or facilities, except those financed by Enterprise Funds. Capital project funds use the modified accrual basis of accounting; however, the cash basis of accounting will be used for budgetary purposes only. The cash basis is used for budgeting to ensure that sufficient cash will be available to make all required payments.

Budget Issues

The City of Arden Hills uses a pay-as-you go philosophy for most capital improvements. The major issue the City deals with is finding adequate funding resources for the various projects.

Budget Commentary

The active and proposed projects for 2017 include:

- Playground Structure Replacement
- Forestry Implementation Plan
- Lake Johanna Fire Department Equipment
- Hwy 96 and County F Sidewalk Improvement
- MnDot Bridge Projects
- Hwy 96 Landscaping
- Co Rd E Sidewalk and Old Hwy 10 Trail

Some of these project costs for 2017 include feasibility studies for future projects, Pavement Management Program (PMP) costs to preserve streets and infrastructure. These projects have a number of funding sources including special assessments, grants, the Water Fund, Sanitary Sewer Fund, and Surface Water Management Fund. At this time the City does not anticipate issuing debt to finance these projects.

CAPITAL PROJECTS FUNDS SUMMARY

City of Arden Hills Capital Fund Summary

	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Operating Revenue							
Equipment, Bldg & Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Public Safety Capital	37,742	28,326	30,000	30,000	19,847	30,000	0.00%
Park Fund	-	51,360	-	-	-	-	0.00%
TCAAP Capital	1,938	1,701	-	-	148	-	0.00%
Capital Improvement Fund (PIR)	1,883,589	2,440,768	988,675	988,675	335,318	1,105,000	11.77%
Total Operating Revenues	1,923,269	2,522,155	1,018,675	1,018,675	355,313	1,135,000	11.42%
Other Financing Sources							
Equipment, Bldg & Replacement	316,925	290,030	280,765	280,765	289,081	280,765	0.00%
Public Safety Capital	-	-	-	-	-	-	0.00%
Park Fund	-	-	-	-	-	-	0.00%
TCAAP Capital	-	-	-	-	-	-	0.00%
Capital Improvement Fund (PIR)	162,417	-	100,000	100,000	100,000	200,000	100.00%
Total Other Financing Sources	479,342	290,030	380,765	380,765	389,081	480,765	26.26%
Total Revenues	\$ 2,402,611	\$ 2,812,185	\$ 1,399,440	\$ 1,399,440	\$ 744,394	\$ 1,615,765	15.46%
Expenditures							
Equipment, Bldg & Replacement	\$ 317,589	\$ 407,017	\$ 169,925	\$ 169,925	\$ 148,871	\$ 700,000	311.95%
Public Safety Capital	66,079	52,935	45,411	45,411	1,271	248,063	446.26%
Park Fund	18,883	-	-	-	-	-	0.00%
TCAAP Capital	203,692	54,894	-	-	5,650	-	0.00%
Capital Improvement Fund (PIR)	1,515,946	5,791,256	100,000	100,000	166,224	1,395,000	1295.00%
Total Expenditures	2,122,189	6,306,102	315,336	315,336	322,015	2,343,063	643.04%
Other Finance Uses							
Equipment, Bldg & Replacement	-	-	-	-	-	-	0.00%
Public Safety Capital	-	-	-	-	-	-	0.00%
Park Fund	-	-	-	-	-	-	0.00%
TCAAP Capital	15,000	15,000	15,000	15,000	15,000	15,000	0.00%
Capital Improvement Fund (PIR)	50,000	-	-	-	-	-	0.00%
Total Other Financing Uses	65,000	15,000	15,000	15,000	15,000	15,000	0.00%
Total Expenditures	\$ 2,187,189	\$ 6,321,102	\$ 330,336	\$ 330,336	\$ 337,015	\$ 2,358,063	613.84%
Fund Balance - January 1	7,042,717	7,258,139	3,749,222	3,749,222	3,749,222	4,818,326	
Excess Revenue Over Expenditure	215,422	(3,508,917)	1,069,104	1,069,104	407,378	(742,298)	
Fund Balance - December 31	\$ 7,258,139	\$ 3,749,222	\$ 4,818,326	\$ 4,818,326	\$ 4,156,600	\$ 4,076,028	

PERMANENT IMPROVEMENT REVOLVING FUND (PIR)

Function: Public Works
Supervisor: Director of Finance and Administrative Services
Fund#: 411
Activity#: N/A

Activity Scope

This fund was established to temporarily finance pavement management projects being partially financed by special assessments or for high cost improvements for which bonds have not been issued. In 2006, the Municipal Land and Buildings Fund, Non-Assessable Road Improvement Fund, and Capital Improvements Fund were consolidated into the PIR Fund.

Objectives

1. To maintain the City's streets and roadways.
2. To maintain City infrastructure.

Issues

1. Finding adequate funding resources for the various projects.

Measurable Workload Data

N/A

Budget Commentary

The 2017 projects are listed in the proposed five-year capital improvement plan. (All expenditures are reclassified as capital outlay, but actual show in categories such as Engineering, etc. on the budget below.)

Budget Summary

Function: Public Works

Department: PIR

Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Revenues							
Special Assessments	302,071	907,648	400,000	400,000	193,584	400,000	0.00%
Miscellaneous	309,527	266,874	180,000	180,000	141,734	180,000	0.00%
Transfer	162,417	-	100,000	100,000	100,000	200,000	100.00%
Department Total	\$ 2,046,006	\$ 2,440,768	\$ 1,088,675	\$ 1,088,675	\$ 435,318	\$ 1,305,000	19.87%
Expenditures							
Total Materials and Supplies	223	-	-	-	-	-	0.00%
Other Services and Charges	627,998	1,175,143	-	-	60,649	-	0.00%
Capital Outlay	887,725	4,616,113	100,000	100,000	105,574	1,395,000	1295.00%
Department Total	\$ 1,565,946	\$ 5,791,256	\$ 100,000	\$ 100,000	\$ 166,224	\$ 1,395,000	1295.00%
Fund Balance - January 1	6,610,900	7,090,960	3,740,472	3,740,472	3,740,472	4,729,147	
Excess Revenue Over Expenditure	480,060	(3,350,488)	988,675	988,675	269,094	(90,000)	
Fund Balance - December 31	\$ 7,090,960	\$ 3,740,472	\$ 4,729,147	\$ 4,729,147	\$ 4,009,566	\$ 4,639,147	

PUBLIC SAFETY CAPITAL EQUIPMENT

Function: Public Safety
Supervisor: Director of Finance and Administrative Services
Fund#: 412
Activity#: 48120

Activity Scope

This Capital Fund was created in 1995 with the intent of building a reserve to fund General Fund public safety capital equipment requirements. This use of the fund would level future levy spikes caused by acquisition of costly specialized police and fire capital requirements. Arden Hills pays for a portion (24.5%) of Lake Johanna Fire Department equipment according to a formula which has been updated for 2017, with the balance funded by the other member cities of Shoreview and North Oaks.

In 2012, the Community Services Fund was folded into this fund as it is the primary funding source. This change was necessitated by new GASB standards. The revenues are from the required 10% contribution of net profit from charitable gambling organizations operating within the City.

Objectives

1. Provide adequate equipment to insure public safety for the residents of Arden Hills.

Issues

1. Budget constraints.
2. Arden Hills is only one member on each of the joint powers boards. Decisions are not always made on what Arden Hills sees as important, but rather the group as a whole.
3. Due to the current economy, revenues may be impacted.

Measurable Workload Data

N/A

Budget Commentary

Expenditures have increased 446.26% based on the numbers provided by LJFD, this is due to new anticipated capital expenditures in 2017.

Budget Summary

Function: Public Safety

Department: Public Safety Capital Equipment

Activity	Appropriation Detail							% Change 16 vs 17
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017		
Revenue								
Total Miscellaneous	37,742	28,326	30,000	30,000	19,847	30,000		0.00%
Transfer	-	-	-	-	-	-	-	0.00%
Total Revenues	\$ 37,742	\$ 28,326	\$ 30,000	\$ 30,000	\$ 19,847	\$ 30,000		0.00%
Expenditures								
Capital Outlay	66,079	52,935	45,411	45,411	1,271	248,063		446.26%
Department Total	\$ 66,079	\$ 52,935	\$ 45,411	\$ 45,411	\$ 1,271	\$ 248,063		446.26%
Fund Balance - January 1	208,695	180,358	155,749	155,749	155,749	140,338		
Excess Revenue Over Expenditure	(28,337)	(24,609)	(15,411)	(15,411)	18,577	(218,063)		
Fund Balance - December 31	\$ 180,358	\$ 155,749	\$ 140,338	\$ 140,338	\$ 174,325	\$ (77,725)		

PARKS FUND

Function: Parks and Recreation
Supervisor: Park and Recreation Manager
Fund#: 409
Activity#: 45200

Activity Scope

This Fund was established for park/trail acquisition and development. Revenue for the Parks Fund comes from developer park dedication fees, contributions, state grants, and investment income. For the past few years, no new funds have been contributed to this fund. As a result of the lack of new revenue, the balance in this fund is declining and currently at a negative balance. This balance will be replenished either through new park dedication fees or a transfer from the Permanent Revolving Fund.

Objectives

1. Playground Structure Replacement
2. Mounds View High School Trail Connection
3. Implementation of a Park Bench program.

Issues

1. Securing funding for improvements.
2. Adhering to grant requirements and local match.
3. Budget restraints.

Measurable Workload Data

None developed at this time.

Budget Commentary

There is no budget for this fund in 2017.

Budget Summary

Function: Parks and Recreation

Department: Park Fund

Activity	Appropriation Detail							% Change 16 vs 17
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017		
Revenues								
Intergovernmental	-	-	-	-	-	-	-	0.00%
Miscellaneous	-	51,360	-	-	-	-	-	0.00%
Other Financing Sources	-	-	-	-	-	-	-	0.00%
Total Revenues	\$ -	\$ 51,360	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenditures								
Other Services and Charges	70	-	-	-	-	-	-	0.00%
Capital Outlay	18,813	-	-	-	-	-	-	0.00%
Total Expenditures	\$ 18,883	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Fund Balance - January 1	(68,493)	(87,376)	(36,016)	(36,016)	(36,016)	(36,016)	(36,016)	
Excess Revenue Over Expenditure	(18,883)	51,360	-	-	-	-	-	
Fund Balance - December 31	\$ (87,376)	\$ (36,016)	\$ (36,016)	\$ (36,016)	\$ (36,016)	\$ (36,016)	\$ (36,016)	

EQUIPMENT, BUILDING, AND REPLACEMENT

Function: General Government
Supervisor: Director of Finance and Administrative Services
Fund#: 408
Activity#: N/A

Activity Scope

This Capital Fund was created in 2008 with the intent of building a reserve to fund equipment replacement, building improvements, office equipment, and technology improvements. This use of the fund would level future levy spikes caused by acquisition of costly capital expenditures. A one-time transfer of \$500,000 was done in 2008 from the General Fund to establish the reserve. Annual transfers from the General Fund and Enterprise Funds provide on-going revenues in addition to interest income.

Objectives

1. Provide adequate equipment to insure operations and services for the residents of Arden Hills.

Issues

1. Budget constraints.

Measurable Workload Data

None developed at this time.

Budget Commentary

Anticipated 2017 expenses included the replacement of a street sweeper, large area mower, trailers and other equipment (see CIP). Other expenditures are technology related (Springbrook software, voting equipment and miscellaneous technology).

Budget Summary

Function: General Government

Department: Equipment Building and Replacement

Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Revenues							
Transfers	316,925	290,030	280,765	280,765	289,081	280,765	0.00%
Department Total	\$ 316,925	\$ 290,030	\$ 280,765	\$ 280,765	\$ 289,081	\$ 280,765	0.00%
Expenditures							
Capital Outlay	317,589	407,017	169,925	169,925	148,871	700,000	92.90%
Department Total	\$ 317,589	\$ 407,017	\$ 169,925	\$ 169,925	\$ 148,871	\$ 700,000	92.90%
Fund Balance - January 1	(62,854)	(63,518)	(180,505)	(180,505)	(180,505)	(69,665)	
Excess Revenue Over Expenditure	(664)	(116,987)	110,840	110,840	140,210	(419,235)	
Fund Balance - December 31	\$ (63,518)	\$ (180,505)	\$ (69,665)	\$ (69,665)	\$ (40,295)	\$ (488,900)	

TCAAP CAPITAL FUND

Function: General Government
Supervisor: City Administrator/Community Development Director
Fund#: 413
Activity#: N/A

Activity Scope

This department was established to account for revenue and expenditure activity related to the City comprehensive re-use planning at the Twin Cities Army Ammunition Plant (TCAAP) site as it relates to infrastructure and re-use.

Objectives

1. Coordination of the TCAAP redevelopment planning activities while continuing to meet the needs of the City of Arden Hills.
2. Work with Ramsey County through the Joint Development Authority (JDA).

Issues

1. Economic conditions.
2. Coordinating with multiple entities/players.

Measurable Workload Data

None developed at this time.

Budget Commentary

Since the City's private development partner pulled out of the project in April of 2009, Ramsey County purchased the property and established a Joint Development Authority (JDA) with the City. Revenues and expenditures are for City costs and are not known at this time, except for \$15,000 in interest payable to the PIR Fund.

A budget amendment was done in 2014 to reclassify the City's costs for infrastructure development under the JDA into the TCAAP Capital Fund. An interfund loan was made in 2013 from the PIR to be paid back as the property develops.

Budget Summary

Function: TCAAP

Department: TCAAP Capital

Activity	Appropriation Detail						% Change 16 vs 17
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	
Revenue							
Intergovernmental	-	-	-	-	-	-	0.00%
Miscellaneous	1,938	1,701	-	-	148	-	0.00%
Transfer	-	-	-	-	-	-	0.00%
Total Revenues	\$ 1,938	\$ 1,701	\$ -	\$ -	\$ 148	\$ -	0.00%
Expenditures							
Other Services and Charges	203,692	54,894	-	-	5,650	-	0.00%
Other Financing Sources	15,000	15,000	15,000	15,000	15,000	15,000	0.00%
Department Total	\$ 218,692	\$ 69,894	\$ 15,000	\$ 15,000	\$ 20,650	\$ 15,000	0.00%
Fund Balance - January 1	-	(216,754)	(284,947)	(284,947)	(284,947)	(299,947)	
Excess Revenue Over Expenditure	(216,754)	(68,193)	(15,000)	(15,000)	(20,502)	(15,000)	
Fund Balance - December 31	\$ (216,754)	\$ (284,947)	\$ (299,947)	\$ (299,947)	\$ (305,449)	\$ (314,947)	
Public Safety Capital Equipment Fund							



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Enterprise Funds Summary

ENTERPRISE FUNDS

Description

An Enterprise Fund is a fund established to finance and account for the acquisition, operation, and maintenance of governmental facilities and services, which are entirely or predominantly self-supporting by user charges. The City operates four Enterprise Funds. The accrual basis of accounting is used for these funds. However, capital outlay items are recorded as expenses. These pages are a summary of the Enterprise Funds.

Budget Issues

See the individual funds for the various budget issues facing each fund.

Budget Summary

Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Revenues							
Taxes	-	-	-	-	-	-	0.00%
Licenses and Permits	3,130	7,883	5,500	5,500	1,831	5,500	0.00%
Intergovernmental	19,611	124,228	20,000	20,000	-	20,000	0.00%
Special Assessment	6,818	3,757	2,600	2,600	101,847	2,600	0.00%
Miscellaneous	68,154	43,971	47,500	47,500	26,144	52,500	10.53%
Charges for Services	4,858,971	4,846,818	4,911,343	4,911,343	2,354,169	6,217,237	26.59%
Total Revenues	4,956,684	5,026,658	4,986,943	4,986,943	2,483,991	6,297,837	26.29%
Expenditures							
Personal Services	869,188	861,712	907,910	907,910	585,391	937,251	3.23%
Materials and Supplies	87,646	69,364	11,050	11,050	46,175	40,950	270.59%
Other Services and Charges	3,022,472	3,189,236	3,299,729	3,299,729	1,462,525	3,489,162	5.74%
Capital Outlay	4,048	-	305,000	305,000	103,639	5,180,000	1598.36%
Transfers	230,765	230,765	230,765	230,765	230,765	230,765	0.00%
Total Expenditures	4,214,119	4,351,077	4,754,454	4,754,454	2,428,495	9,878,128	107.77%
Fund Balance - January 1	15,515,252	16,261,865	16,937,446	16,937,446	16,937,446	17,169,935	
Excess Revenue Over Expenditures	742,565	675,581	232,489	232,489	55,496	(3,580,290)	
Fund Balance - December 31	\$ 16,257,817	\$ 16,937,446	\$ 17,169,935	\$ 17,169,935	\$ 16,992,941	\$ 13,589,645	
Balance Without Capital Outlay	\$ 16,261,865	\$ 16,937,446	\$ 17,474,935	\$ 17,474,935	\$ 17,096,581	\$ 18,769,645	

(Note: Capital Outlays are reclassified as Assets thus having no effect on the Net Assets or Fund Balance – these balances include capital outlay for budget purposes.)



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WATER UTILITY

Function: Public Works
Supervisor: Public Works Superintendent
Fund#: 601
Activity#: 49440

Activity Scope

The Water Utility Fund is a self-sustaining fund, or enterprise fund of the City. The City maintains its own water distribution system. Water is purchased from the City of Roseville, who in turn, purchases water on a wholesale basis from St. Paul Regional Water Services. Metering devices are also maintained to account for usage.

Objectives

1. Provide a safe and reliable water system for the users.
2. Maintain the water utility infrastructure including pipes, valves, hydrants and towers.

Issues

1. Staff time demands on many projects
2. Aging water system.
3. Increased State and Federal regulations

Measurable Workload Data

None developed at this time.

Budget Commentary

The 2017 rate increase is 2% and the overall revenue increase budgeted in the fund for 2017 is 2.19% over 2016.

The 2016 operating budget is an increase of 5.14% from the previous year's budget and an increase of 166.82% overall with capital outlay. Currently, capital expenditures relating to water tower repainting, hydrant and valve replacement, and anticipated TCAAP expenditures are programmed for 2017. An operating transfer has also been budgeted to the Equipment, Building, and Replacement Fund which has been revised and updated.

Budget Summary

Function: Public Works

Department: Water Utility

Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Revenues							
Licenses and Permits	2,365	5,562	3,500	3,500	1,511	3,500	0.00%
Intergovernmental	-	-	-	-	-	-	0.00%
Special Assessment	2,707	1,449	2,000	2,000	14,858	2,000	0.00%
Miscellaneous	29,521	26,075	20,000	20,000	15,364	25,000	25.00%
Charges for Services	2,126,839	2,090,374	2,304,259	2,304,259	1,024,201	2,350,336	2.00%
Total Revenues	2,161,432	2,123,459	2,329,759	2,329,759	1,055,933	2,380,836	2.19%
Expenditures							
Total Personal Services	282,675	285,617	299,045	299,045	192,179	310,904	3.97%
Total Materials and Supplies	77,824	30,418	5,800	5,800	14,889	35,700	515.52%
Other Services and Charges	1,528,673	1,487,368	1,672,211	1,672,211	629,318	1,752,770	4.82%
Capital Outlay	4,048	-	30,000	30,000	26,356	3,370,000	11133.33%
Transfers	68,396	68,396	68,396	68,396	68,396	68,396	0.00%
Total Expenditures	1,961,616	1,871,799	2,075,452	2,075,452	931,138	5,537,770	166.82%
Fund Balance - January 1	7,049,873	7,253,738	7,505,397	7,505,397	7,505,397	7,759,704	
Excess Revenue Over Expenditures	199,817	251,660	254,307	254,307	124,795	(3,156,934)	
Fund Balance - December 31	\$ 7,249,690	\$ 7,505,397	\$ 7,759,704	\$ 7,759,704	\$ 7,630,192	\$ 4,602,770	
Balance Without Capital Outlay	\$ 7,253,738	\$ 7,505,397	\$ 7,789,704	\$ 7,789,704	\$ 7,656,548	\$ 7,972,770	

(Note: Capital Outlays are reclassified as Assets thus having no effect on the Net Assets or Fund Balance – these balances include capital outlay for budget purposes.)

SANITARY SEWER UTILITY

Department: Public Works
Supervisor: Public Works Superintendent
Fund#: 602
Activity#: 49490

Activity Scope

The Sanitary Sewer Utility Fund is a self-sustaining fund, or enterprise fund of the City. The maintenance of the sanitary sewer lines and lift stations are the responsibility of the Public Works Department. The maintenance program involves inspections, flushing and cleaning of sewer lines and routine maintenance of the lift stations. Wastewater flows into the Metropolitan Council's system to be treated.

Objectives

1. Work to eliminate inflow and infiltration from the sanitary sewer system.
2. Maintain the sanitary sewer system so as to provide dependable service for the users.

Issues

1. Ground water inflow and infiltration problems
2. Aging system

Measurable Workload Data

None developed at this time.

Budget Commentary

The 2017 rate increase is 2%, the overall revenue budgeted for 2016 is an increase of 68.94% over 2016. This increase is related to anticipated revenues from TCAAP development.

The 2017 operating budget is an increase of 6.27% from the previous year's budget and an overall increase of 77.19% with Capital Outlay. Capital Outlay costs sewer lining, lift station reconstruction, and TCAAP infrastructure. An operating transfer has also been budgeted to the Equipment, Building, and Replacement Fund which has been revised and updated.

Budget Summary

Function: Public Works

Department: Sanitary Sewer Utility

Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Revenues							
Licenses and Permits	765	2,322	2,000	2,000	320	2,000	0.00%
Special Assessments	3,341	1,649	400	400	17,774	400	0.00%
Miscellaneous	4,049	577	-	-	-	-	0.00%
Charges for Services	1,853,166	1,851,831	1,789,524	1,789,524	924,875	3,024,814	69.03%
Total Revenues	1,861,322	1,856,379	1,791,924	1,791,924	942,970	3,027,214	68.94%
Expenditures							
Total Personal Services	353,085	348,043	355,168	355,168	238,446	371,904	4.71%
Total Materials and Supplies	1,804	27,070	3,500	3,500	23,928	3,500	0.00%
Other Services and Charges	1,152,038	1,212,695	1,229,939	1,229,939	687,852	1,312,885	6.74%
Capital Outlay	-	-	225,000	225,000	50,434	1,610,000	615.56%
Transfers	96,870	96,870	96,870	96,870	96,870	96,870	0.00%
Total Expenditures	1,603,797	1,684,678	1,910,477	1,910,477	1,097,530	3,395,159	77.71%
Fund Balance - January 1	5,183,180	5,440,705	5,612,406	5,612,406	5,612,406	5,493,853	
Excess Revenue Over Expenditures	257,525	171,701	(118,553)	(118,553)	(154,560)	(367,944)	
Fund Balance - December 31	5,440,705	5,612,406	5,493,853	5,493,853	5,457,846	5,125,909	
Balance Without Capital Outlay	5,440,705	5,612,406	5,718,853	5,718,853	5,508,280	6,735,909	

(Note: Capital Outlays are reclassified as Assets thus having no effect on the Net Assets or Fund Balance – these balances include Capital Outlay for budget purposes.)

RECYCLING PROGRAM

Function: General Government
Supervisor: City Planner
Fund#: 603
Activity#: 49520

Activity Scope

The City contracts with a private company to pick up recycling for residents within the City. The City of Arden Hills participates in a Joint Powers Agreement with Ramsey County to assist with funding the residential curbside recycling program. The County Department of Property Taxation directly places a city recycling fee on residents' property tax statements. Ramsey County then collects the fees and distributes them to the City with the July and December tax settlements. Charges for recycling costs to residents include all costs associated with recycling including the cooperative spring and fall joint cleanup day effort with the City of Shoreview.

Objectives

1. Provide efficient and cost effective recycling for the residents of Arden Hills.

Issues

1. Budget constraints.

Measurable Workload Data

None developed at this time.

Budget Commentary

The revenue budget for 2017 is increasing by 2.39%. Revenues are expected to closely match expenses.

The 2017 operating budget is an increase of 2.44% from the previous year's budget. The changes are primarily due to personnel costs and increasing recycling costs.

Budget Summary

Function: General Government

Department: Recycling

Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Revenues							
Intergovernmental	19,611	124,228	20,000	20,000	-	20,000	0.00%
Special Assessments	349	458	-	-	66,686	-	0.00%
Miscellaneous	15,963	7,582	12,500	12,500	5,705	12,500	0.00%
Charges for Services	116,505	122,314	126,466	126,466	-	130,260	3.00%
Total Revenues	\$ 152,427	\$ 254,582	\$ 158,966	\$ 158,966	\$ 72,391	\$ 162,760	2.39%
Expenditures							
Total Personal Services	22,976	19,151	19,368	19,368	13,305	20,081	3.68%
Other Services and Charges	127,441	220,573	129,144	129,144	69,351	132,060	2.26%
Total Expenditures	\$ 150,417	\$ 239,724	\$ 148,512	\$ 148,512	\$ 82,656	\$ 152,141	2.44%
Fund Balance - January 1	66,899	68,910	83,767	83,767	83,767	94,221	
Excess Revenue Over Expenditures	2,011	14,857	10,454	10,454	(10,265)	10,619	
Fund Balance - December 31	\$ 68,910	\$ 83,767	\$ 94,221	\$ 94,221	\$ 73,502	\$ 104,840	

SURFACE WATER MANAGEMENT UTILITY

Function: Public Works
Supervisor: Public Works Superintendent
Fund#: 604
Activity#: 49550

Function

The Surface Water Management Utility Fund is a self-sustaining fund, or enterprise fund of the City. The function of the Surface Water Management (SWM) utility is the collection, treatment and disposition of storm water as well as the maintenance of the storm sewers. The current fee structure is based upon zoning classification and parcel acreage. Collection of these fees is done through the utility billing process.

Objectives

1. Maintain the storm water system including pipes and ponds in an appropriate manner.
2. Continue to make environmental improvements to the surface water system whenever cost-effectively possible.

Issues

1. Budget constraints.
2. Increased State and Federal regulations.

Measurable Workload Data

None developed at this time.

Budget Commentary

The rate increase for 2017 is 3%. The overall revenue increase for the fund is 2.94% over 2016.

The 2017 operating budget is an increase of 4.56% from the previous year's budget and an increase of 27.91% overall with Capital Outlay. The capital outlay budgeted for in 2017 storm pond maintenance, inlet/outlet repairs, and a BMP project/study. An operating transfer has also been budgeted to the Equipment, Building, and Replacement Fund which has been revised and updated.

Budget Summary

Function: Public Works

Department: Surface Water Management

Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Revenues							
Taxes	-	-	-	-	-	-	0.00%
Intergovernmental	-	-	-	-	-	-	0.00%
Special Assessments	422	202	200	200	2,529	200.00	0.00%
Miscellaneous	18,620	9,737	15,000	15,000	5,075	15,000.00	0.00%
Charges for Services	762,461	782,299	691,094	691,094	405,093	711,826.82	3.00%
Total Revenues	\$ 781,503	\$ 792,238	\$ 706,294	\$ 706,294	\$ 412,697	727,026.82	2.94%
Expenditures							
Total Personal Services	210,453	208,901	234,329	234,329	141,461	234,362.00	0.01%
Total Materials and Supplies	8,018	11,875	1,750	1,750	7,358	1,750.00	0.00%
Other Services and Charges	214,320	268,600	268,435	268,435	76,003	291,446.60	8.57%
Capital Outlay	-	-	50,000	50,000	26,850	200,000.00	300.00%
Transfers	65,499.00	65,499.00	65,499	65,499	65,499	65,499.00	0.00%
Total Expenditures	\$ 498,290	\$ 554,876	\$ 620,013	\$ 620,013	\$ 317,171	793,057.60	27.91%
Fund Balance - January 1	3,215,300	3,498,513	3,735,875	3,735,875	3,735,875	3,822,156	
Excess Revenue Over Expenditures	283,213	237,362	86,281	86,281	95,526	(66,031)	
Fund Balance - December 31	\$ 3,498,513	\$ 3,735,875	\$ 3,822,156	\$ 3,822,156	\$ 3,831,402	\$ 3,756,126	
Balance Without Capital Outlay	\$ 3,498,513	\$ 3,735,875	\$ 3,872,156	\$ 3,872,156	\$ 3,858,251	\$ 3,956,126	

(Note: Capital Outlays are reclassified as Assets thus having no effect on the Net Assets or Fund Balance – these balances include Capital Outlay for budget purposes.)



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Account	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Capital Expenditures	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Operating Expenses	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Revenue	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Total Available	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000

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Internal Service Fund Summary

INTERNAL SERVICE FUNDS

Description

An Internal Service Fund is a fund established to finance and account for the acquisition, operation, and maintenance of governmental facilities and services, which are entirely or predominantly self-supporting by user charges. The City operates four Internal Service Funds. The accrual basis of accounting is used for these funds. However, Capital Outlay items are recorded as expenses. These pages are a summary of the Internal Service Funds.

Budget Issues

See the individual funds for the various budget issues facing each fund.

Budget Summary

Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Revenue							
Charges for Services	833,313	824,614	908,380	908,380	446,351	990,245	9.01%
Micellaneous	33,637	70,578	25,290	25,290	8,754	25,290	0.00%
Total Revenues	\$ 866,950	\$ 895,192	\$ 933,670	\$ 933,670	\$ 455,105	\$ 1,015,535	8.77%
Expenditures							
Personal Services	156,808	163,106	165,497	165,497	112,126	182,761	10.43%
Materials and Supplies	144,000	119,751	167,370	167,370	59,827	142,120	-15.09%
Other Services and Charges	581,973	596,140	621,031	621,031	426,811	673,407	8.43%
Capital Outlay	-	-	-	-	(63)	-	0.00%
Total Expenditures	\$ 882,781	\$ 878,998	\$ 953,898	\$ 953,898	\$ 598,764	\$ 998,288	4.65%
Fund Balance - January 1	478,801	462,970	479,164	479,164	479,164	458,936	
Excess Revenue Over Expenditure	(15,831)	16,194	(20,228)	(20,228)	(143,658)	17,247	
Fund Balance - December 31	462,970	479,164	458,936	458,936	335,505	476,183	



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RISK MANAGEMENT

Function: General Government
Supervisor: Director of Finance and Administrative Services
Fund#: 725
Activity#: 49800

Activity Scope

This Fund was established to pool dividends received from the League of Minnesota Cities for positive claims experience. This fund tracks dividend revenues and deductible costs for claims. The goal of this fund is to build a fund balance that would allow the City to increase deductible limits in order to reduce premium costs. Dividends received from the health insurance Co-op are also deposited in this fund to use for employee wellness activities and to supplement the City's contribution to health/dental insurance.

Objectives

1. Cover deductible costs on claims.
2. Establish employee Wellness programs to minimize health insurance costs.

Issues

1. Maintain the proper level of insurance coverage and deductibles to assure the best possible coverage at the lowest possible cost.

Measurable Workload Data

None developed at this time.

Budget Commentary

The insurance dividend was budgeted as a conservative amount for 2017. Expenditures have been reduced to reflect the City's exposure as these are charges for the City's deductible against claims.

Budget Summary

General Government

Department: Risk Management

Activity	Appropriation Detail							% Change 16 vs 17
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017		
Revenues								
Charges for Services	381,701	321,861	384,496	384,496	157,982	414,187		7.72%
Miscellaneous	31,744	69,035	25,290	25,290	6,895	25,290		0.00%
Total Revenues	\$ 413,445	\$ 390,896	\$ 409,786	\$ 409,786	\$ 164,877	\$ 439,477		7.25%
Expenditures								
Personal Services	10,955	10,205	11,877	11,877	6,038	14,873		25.23%
Materials and Supplies	-	-	-	-	205	-		0.00%
Other Services and Charges	393,147	367,381	418,137	418,137	306,654	407,357		-2.58%
Total Expenditures	\$ 404,102	\$ 377,586	\$ 430,014	\$ 430,014	\$ 312,897	\$ 422,230		-1.81%
Fund Balance - January 1	424,464	433,807	447,117	447,117	447,117	426,889		
Excess Revenue Over Expenditure	9,343	13,310	(20,228)	(20,228)	(148,020)	17,247		
Fund Balance - December 31	433,807	447,117	426,889	426,889	299,096	444,135		

ENGINEERING

Function: General Government
Supervisor: Public Works Director
Fund#: 726
Activity#: 49600

Activity Scope

The Engineering Fund is a self-sustaining fund, or internal service fund of the City. The Assistant Engineer performs work on various City projects, reviews development plans, represents the City at various meetings on projects which are County or State led. Detailed records are kept of time and the costs are charged out to various projects, escrow accounts or City departments.

Objectives

1. Provide Engineering services to the City.
2. Look out for the City's best interests in projects involving multiple jurisdictions.
3. Provide review of new developments and projects.

Issues

1. Provide cost effective services vs. using an independent contractor.

Measurable Workload Data

None developed at this time.

Budget Commentary

This was a new department in 2012. Previously City Engineer services were provided by the City of Roseville. The budgeted costs in this department are comparable to the engineering contract the City previously held with Roseville. The costs are charged back to the other funds based on usage per fund, as was previously done when contracting with Roseville. The major increase is primarily salary and benefits and technology charges.

Budget Summary

Public Works

Department: Engineering

Activity	Appropriation Detail							% Change 16 vs 17
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017		
Revenues								
Charges for Services	131,335	157,650	145,222	145,222	104,888	154,764		6.57%
Miscellaneous	1,893	1,543	-	-	1,773	-		0.00%
Total Revenues	\$ 133,228	\$ 159,193	\$ 145,222	\$ 145,222	\$ 106,660	\$ 154,764		6.57%
Expenditures								
Personal Services	121,512	128,674	127,175	127,175	95,498	136,863		7.62%
Materials and Supplies	-	-	250	250	-	-		-100.00%
Other Services and Charges	9,274	6,901	17,797	17,797	-	17,901		0.58%
Capital Outlay	-	-	-	-	-	-		0.00%
Total Expenditures	\$ 130,786	\$ 135,575	\$ 145,222	\$ 145,222	\$ 95,498	\$ 154,764		6.57%
Fund Balance - January 1	40,837	43,279	66,897	66,897	66,897	66,897		
Excess Revenue Over Expenditure	2,442	23,617	-	-	11,162	0		
Fund Balance - December 31	43,279	66,897	66,897	66,897	78,059	66,897		

CENTRAL GARAGE & EQUIPMENT

Function: General Government
Supervisor: Public Works Superintendent
Fund#: 727
Activity#: 49700

Activity Scope

The Central Garage and Equipment Fund is a self-sustaining fund, or internal service fund of the City. The Public Works Department works on Streets, Parks, Water, Sanitary Sewer, and Surface Water Management. All costs are compiled in this fund and charged out to the departments based on usage.

Objectives

1. Maintain cost effective control of multi-purpose department.
2. Manage costs involving multiple departments.

Issues

1. Aging equipment.
2. Balance the Public Works Department needs with available funds.
3. Managing an effective cost allocation structure.

Measurable Workload Data

None developed at this time.

Budget Commentary

This was a new department in 2013. Previously these services were split into all five public works departments, Streets, Parks, Water, Sanitary Sewer, and Surface Water Management. Setting up one fund to manage these costs is more effective and will save administrative time. The total impact is the same as if budgeting these costs across each individual fund. The major increase to this fund is salary and benefits.

Budget Summary

Public Works

Department: Central Garage & Equipment

Activity	Appropriation Detail							% Change 16 vs 17
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017		
Revenues								
Charges for Services	223,262	180,997	228,424	228,424	91,402	231,341		1.28%
Miscellaneous	-	-	-	-	87	-		0.00%
Total Revenues	\$ 223,262	\$ 180,997	\$ 228,424	\$ 228,424	\$ 91,489	\$ 231,341		1.28%
Expenditures								
Personal Services	18,064	17,929	19,791	19,791	6,097	19,880		0.45%
Materials and Supplies	137,002	113,257	142,120	142,120	50,171	142,120		0.00%
Other Services and Charges	64,057	53,180	66,513	66,513	34,986	69,341		4.25%
Capital Outlay	-	-	-	-	-	-		0.00%
Total Expenditures	\$ 219,123	\$ 184,366	\$ 228,424	\$ 228,424	\$ 91,254	\$ 231,341		1.28%
Fund Balance - January 1	(18,744)	(14,605)	(17,975)	(17,975)	(17,975)	(17,975)		
Excess Revenue Over Expenditure	4,139	(3,370)	-	-	234	0		
Fund Balance - December 31	(14,605)	(17,975)	(17,975)	(17,975)	(17,740)	(17,974)		

TECHNOLOGY

Function: General Government
Supervisor: Director of Finance and Administrative Services
Fund#: 728
Activity#: 49900

Activity Scope

The Technology Fund is a self-sustaining fund, or internal service fund of the City. All departments use technology. All costs are compiled in this fund and charged out to the departments based on usage.

Objectives

1. Maintain cost effective control of multi-purpose department.
2. Manage costs involving multiple departments.

Issues

1. Aging equipment.
2. Balance department needs with available funds.
3. Managing an effective cost allocation structure.

Measurable Workload Data

None developed at this time.

Budget Commentary

This was a new department in 2013. Previously these services were split into all departments. Setting up one fund to manage these costs is more effective and will save administrative time. The total impact is the same as if budgeting these costs across each individual fund.

Budget Summary

General Government

Department: Technology

Activity	Appropriation Detail						
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	Thru 9/30 FY2016	Proposed FY 2017	% Change 16 vs 17
Revenue							
Charges for Services	97,015	164,107	150,238	150,238	92,080	189,953	26.43%
Miscellaneous	-	-	-	-	-	-	0.00%
Operating Revenues	\$ 97,015	\$ 164,107	\$ 150,238	\$ 150,238	\$ 92,080	\$ 189,953	26.43%
Expenditures							
Personal Services	6,277	6,298	6,654	6,654	4,493	11,145	67.49%
Materials and Supplies	6,999	6,494	25,000	25,000	9,451	-	-100.00%
Other Services and Charges	115,495	168,678	118,584	118,584	85,171	178,808	50.79%
Capital Outlay	-	-	-	-	(63)	-	0.00%
Total Expenditures	\$ 128,770	\$ 181,471	\$ 150,238	\$ 150,238	\$ 99,052	\$ 189,953	26.43%
Fund Balance - January 1	32,244.00	489	(16,875)	(16,875)	(16,875)	(16,875)	
Excess Revenue Over Expenditure	(31,755)	(17,364)	-	-	(6,972)	0	
Fund Balance - December 31	489	(16,875)	(16,875)	(16,875)	(9,903)	(16,875)	



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Staffing

The following chart shows the staffing comparison by department for the City of Arden Hills in full-time equivalents.

Full-time Equivalents for full time employees are calculated by taking the total number of hours worked (up to 2080) divided by 2080. Seasonal and Interns are calculated by adding up total hours each employee worked based on department then dividing by 2080.

	2014 <u>Actual</u>	2015 <u>Actual</u>	2016 <u>Adopted</u>	2016 <u>Estimated</u>	2017 <u>Proposed</u>
Administration					
Administrator	1.00	1.00	1.00	1.00	1.00
FTE's	1.00	1.00	1.00	1.00	1.00
Finance & Administrative Services					
Finance & Administrative Director	1.00	1.00	1.00	1.00	1.00
Accounting Analyst	1.00	1.00	1.00	1.00	1.00
Finance Analyst	1.00	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	-	1.00	1.00	1.00	1.00
Accounting Clerk	1.00	1.00	1.00	1.00	1.00
Office Support Specialist	2.00	2.00	2.00	1.00	1.00
Customer Service Representative	1.00	1.00	1.00	1.00	1.00
FTE's	8.00	9.00	9.00	8.00	8.00
Community Development					
Comm. Dev Director	1.00	1.00	1.00	1.00	1.00
Bldg Official	1.00	1.00	1.00	1.00	1.00
Bldg Inspector	1.00	1.00	1.00	1.00	1.00
City Planner	1.00	1.00	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00	1.00	-
Senior Planner	-	-	-	-	1.00
FTE's	5.00	5.00	5.00	5.00	5.00
Public Works					
Public Works Director	1.00	1.00	1.00	1.00	1.00
Assistant City Engineer	1.00	1.00	1.00	1.00	1.00
Public Works Superintendent	1.00	1.00	1.00	1.00	1.00
Parks & Rec. Manager	1.00	-	-	-	-
Recreation Coordinator	-	1.00	1.00	1.00	1.00
Recreation Programmer	1.00	1.00	1.00	1.00	1.00
PW Working Foreman	-	-	-	-	1.00
PW Maint. Workers (8)	8.00	8.00	8.00	8.00	8.00
FTE's	13.00	13.00	13.00	13.00	14.00
Seasonal and Interns					
Public Works	2.06	2.06	2.06	2.00	2.00
Parks and Rec.	2.43	2.43	2.43	2.00	2.00
Finance and Admin Intern	0.00	0.00	0.00	0.00	0.00
Engineering Intern	0.50	0.50	0.50	0.00	0.00
FTE's	4.99	4.99	4.99	4.00	4.00
Total FTE's	31.99	32.99	32.99	31.00	32.00

In comparison to the chart above, the chart below shows the total number of employees hired to work for the City, that compose of the FTE's listed above. Note in 2016 an extra employee was added to PW Seasonal for rain garden maintenance.

Head Count of Total Number of Employees

	2014 Actual	2015 Actual	2016 Estimated	2017 Proposed
Full Time Employees	27	27	27	28
Part Time Employees	-	-	-	-
Public Works Seasonal	8	8	9	9
Parks & Recreation Seasonal	34	44	36	36
Interns				
Administration	-	-	-	-
Community Development	-	-	-	-
Engineering	1	-	-	-
Finance	-	-	-	-
Pubic Works	-	-	-	-
Total Employees	70	79	72	73

The following page shows the 2017 payroll and benefit allocation by person to each department. This page also shows how the Administrative Charge is calculated for the Administration, Finance, and Government Buildings Departments to other funds.

Employee Compensation

Salaries included in this budget are based on pay grades and steps, the following salaries have been calculated using the City's compensation system and the each employee's classification in that system.

Title	Total Salary Payable	Total Benefits Payable
City Administrator	\$132,982	\$29,524
Finance & Administrative Director	118,353	27,308
Accounting Analyst	70,053	19,991
Finance Analyst	67,568	19,614
City Clerk	66,991	19,527
Deputy City Clerk	52,888	17,390
Accounting Clerk	60,607	18,559
Office Support Specialist	55,489	17,784
Customer Service Representative	55,489	17,784
Comm. Dev Director	118,353	27,308
Bldg Official	88,440	22,776
Bldg Inspector	73,175	20,464
City Planner	78,578	21,282
Senior Planner	67,897	19,664
Public Works Director	118,353	27,308
Assistant City Engineer	95,892	23,905
Public Works Superintendent	70,252	20,021
Recreation Coordinator	62,499	18,846
Recreation Programmer	48,542	16,732
Public Works Working Foreman	57,117	18,861
Public Works Maintenance	56,909	17,999
Public Works Maintenance	48,538	17,999
Public Works Maintenance	56,909	16,731
Public Works Maintenance	56,909	18,031
Public Works Maintenance	56,909	17,999
Public Works Maintenance	56,909	17,999
Public Works Maintenance	56,909	17,999
Public Works Maintenance	62,600	17,999
Public Works Maintenance	45,115	16,212
Total Budget for FTE's	\$2,000,316	\$565,617
Mayor	\$6,100	
Councilmember	5,700	

	Admin 41300	TOAAP 41600	Planning 41910	Emergency Mgmt 2015	Prot Inspect 2015	Govt Bldg 2015	Finance 41500	Streets 43100	Parks 45200	Rec 42120	Cable 41960	Tech 49900	Water 49440	Sewer 49490	Recycling 49520	Storm Wtr Mgmt 49550	EDA 47300	Engr 49600	Risk Mgmt 49800	Central Garage 49700	Total	FTE	
Administration	50.25%	10.00%	3.50%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	10.00%	1.75%	1.75%	1.75%	100.00%	1.00	
Administrator	60.00%										10.00%		10.00%	10.00%		10.00%					100.00%	0.00	
Assistant City Administrator																							
FTE's	0.5025	0.1	0.035	0.0175	0.0175	0.0175	0.0175	0.0175	0.0175	0.0175	0.0175	0	0.0175	0.0175	0.0175	0.0175	0.1	0.0175	0.0175	0.0175	1.00	1.00	
Finance & Support Services	15.00%	8.00%					15.00%				5.00%	5.00%	12.00%	12.00%	2.00%	12.00%	5.00%	2.00%	5.00%	2.00%	100.00%	1.00	
Finance Director							19.00%				0.00%	2.25%	23.25%	23.25%	2.25%	25.00%	5.00%	2.25%	2.25%	2.25%	100.00%	1.00	
Accounting Analyst							19.00%				0.00%	1.00%	25.00%	25.00%	2.50%	30.00%	5.00%	2.25%	2.25%	2.25%	100.00%	1.00	
Finance Analyst							6.50%				1.75%	0.00%	30.00%	30.00%	1.75%	30.00%	1.00%	0.00%	0.00%	0.00%	100.00%	1.00	
Accounting Clerk											1.75%	1.00%	10.00%	10.00%	1.75%	10.00%	1.00%	0.00%	0.00%	0.00%	100.00%	1.00	
City Clerk	40.00%							5.00%			25.00%	1.00%	10.00%	10.00%	10.00%	10.00%	1.00%	0.00%	3.00%	0.00%	100.00%	1.00	
CS Off SupSpec	10.00%	20.00%						7.50%		15.00%	15.00%	2.50%	2.50%	2.50%	2.50%	2.50%	5.00%	0.00%	0.00%	0.00%	100.00%	1.00	
Deputy Clerk	10.00%	5.00%								35.00%	5.00%	15.00%	15.00%	15.00%	5.00%	15.00%	5.00%	0.00%	0.00%	0.00%	100.00%	1.00	
CSR I	20.00%						5.00%				5.00%	10.00%	10.00%	10.00%	10.00%	10.00%	0.00%	0.00%	0.00%	0.00%	100.00%	1.00	
FTE's	0.95	0.08	0.25	0	0.475	0.05	0.645	0.125	0.025	0.5	0.5425	0.0925	1.2775	1.2775	0.135	1.2775	0.11	0.0425	0.1025	0.0425	8.00	8.00	
Community Development	15.00%	30.00%	25.00%														15.00%				100.00%	1.00	
Comm Dev Director																					100.00%	1.00	
Bldg Official																					100.00%	1.00	
Bldg Inspector	5.00%																				100.00%	1.00	
Planner																					100.00%	1.00	
Senior Planner																					100.00%	1.00	
FTE's	0.2	0.8	1.4	0	2.1	0.05	0	0	0	0	0	0	0	0	0.05	0	0.4	0	0	0	5.00	5.00	
Public Works																						100.00%	1.00
Public Works Director		3.00%		0.00%				12.00%	10.00%	5.00%			20.00%	20.00%	20.00%	20.00%	20.00%	5.00%		5.00%	100.00%	1.00	
Public Works Superintendent								20.00%	20.00%				20.00%	20.00%	0.00%	0.00%	0.00%				100.00%	1.00	
Assistant Engineer								0.00%					0.00%	0.00%							100.00%	1.00	
Recreation Coordinator	0.00%		0.00%					0.00%	0.00%	90.00%			0.00%	0.00%							100.00%	1.00	
Recreation Programmer								0.00%	0.00%	100.00%			0.00%	0.00%							100.00%	1.00	
PW Maint Workers (9)							18.75%	18.75%	25.00%	25.00%			18.75%	25.00%		11.25%	0	105.00%	0.00%	0.1	14.00	14.00	
FTE's	0	0.03	0	0	0	0.2625	0	2.0075	2.55	1.95	0	0	2.0875	2.65	0	1.3125	0	105.00%	0.00%	0.1	14.00	14.00	
Total FTE's	1.6525	1.01	1.685	0.0175	2.5925	0.38	0.6625	2.15	2.5925	2.4675	0.56	0.0925	3.3825	3.945	0.2025	2.6075	0.61	1.11	0.12	0.16	28.00	28.00	



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MEMORANDUM

DATE: November 21, 2016

TO: Honorable Mayor and City Councilmembers
Susan Iverson, Acting City Administrator

FROM: Andy Brotzler, Interim Public Works Director

SUBJECT: Capital Improvement Program – 2017-2021

Background

This memo outlines recommended revisions to the CIP.

Trails

The 2017 Capital Improvement Plan identifies Highway 96 and County Road F Sidewalk Improvements. The proposed project will complete gaps in the existing trail system. In addition to updating the costs of the two segments, Council also requested that staff provide the cost to finish the trail along County Road E2 from New Brighton Road to Cleveland Avenue to the east. See Attachment A for trail locations.

Trail Segment	Total Project Cost	14-Str-002 (draft CIP)
Highway 96	\$467,000	
County Road F	\$66,000	
County Road E2	\$125,000	
TOTAL	\$658,000	\$425,000

The County Road E2 estimate assumes that the trail would be extended east of Cleveland Avenue to match the existing urbanized trail that was recently constructed with the bridge project at 35W, utilizing the existing shoulder along the south side of County Road E2.

The City recently awarded a preliminary design contract to Elfering Engineering for the preliminary design of the Bethel Trail project, Project #18-Str-003. Elfering is waiting to receive approval of the wetland delineation from Rice Creek Watershed District. Once the approval is obtained, discussions with staff will take place in the next 1-2 weeks to discuss the trail alignment and design.

The Parks, Recreation and Trails Committee have identified the County Road F trail as a priority.

Johanna Marsh Tennis Court, 18-Park-001

The Johanna Marsh Tennis Court has deteriorated and is in need of reconstruction. Staff obtained a geotechnical report (Attachment B) to determine what would be required to construct a new court with a 50-year performance life. The geotechnical analysis determines that the soils at the site are problematic for proper support of a tennis court due to a shallow groundwater level and frost susceptible soils. The engineer states that due to the high cost of reconstruction of the court for a 50-year service life, they did not recommend the option as it would require pilings extending through the organic soils and a post-tension slab.

The recommendation outlined in the report is for a 10 to 20 year design. This would require a 2-foot subcut backfilled with a coarse grained sand/gravel and a 3" bituminous surface. The cost to design and construct the tennis court is estimated at \$150,000.

Sewer Lining/Rehabilitation, 09-Sew-002

Approximately half of the City's 45 miles of sanitary sewer mains are unlined, vitrified clay pipes. As part of the sanitary sewer program, lines found with holes and cracking which allows for infiltration should be lined or repaired, in addition to manhole repairs and sealing. Past projects have proven effective in reducing inflow and infiltration, thereby reducing the flows that are metered by the Metropolitan Council saving the City in the cost of treatment. The CIP identifies \$400,000 for this program. It is staffs' understanding that the 2015 PMP neighborhood would be the next area for the sewer lining program. After further discussion with Public Works staff, it appears that there may be other areas that would benefit from the program as well. Staff would propose to continue this program and would develop a plan for the remainder of the rehabilitation to bring to the Council for approval.

A maintenance policy was developed in the early 2013 (Attachment C). While I am unaware if the policy was officially approved by the Council, staff will review and bring forward for Council consideration at a future meeting.

Playground Structure Replacement, 11-Park-003

The CIP identifies playground replacements in six parks over the next four years. A 20-year replacement schedule was established for playground equipment. This is necessary so that the equipment meets current safety guidelines and provides for ADA compliance.

Currently staff is preparing a Request for Proposals for equipment replacement at Perry Park which was originally planned for equipment purchase in 2016 and installation in 2017. The amount identified in the 2016 CIP is \$75,000. Approximately \$15,000 of this is for the site work which would include lowering the grade of the playground for ADA compliance, curbing and other miscellaneous site work. The equipment proposed consists of one structure appropriate for children 5-12 years in age, one creative play structure for children 2-5 years in age, and a separate swing structure containing one tot swing, two belt swings and one wheel chair accessible swing. The project also includes surfacing which meets ADA and fall standards guidelines. See Attachment D for an example.

Water Main

Public Works would like to add a trunk water main project to the CIP to be designed and constructed with the Bethel Trail project. The water main is proposed on Snelling Avenue from County Road E to Bethel Drive. This will complete a loop that is needed to provide continuous service in the event of a break in the New Brighton Road system as well as provide water to the TCAAP site.

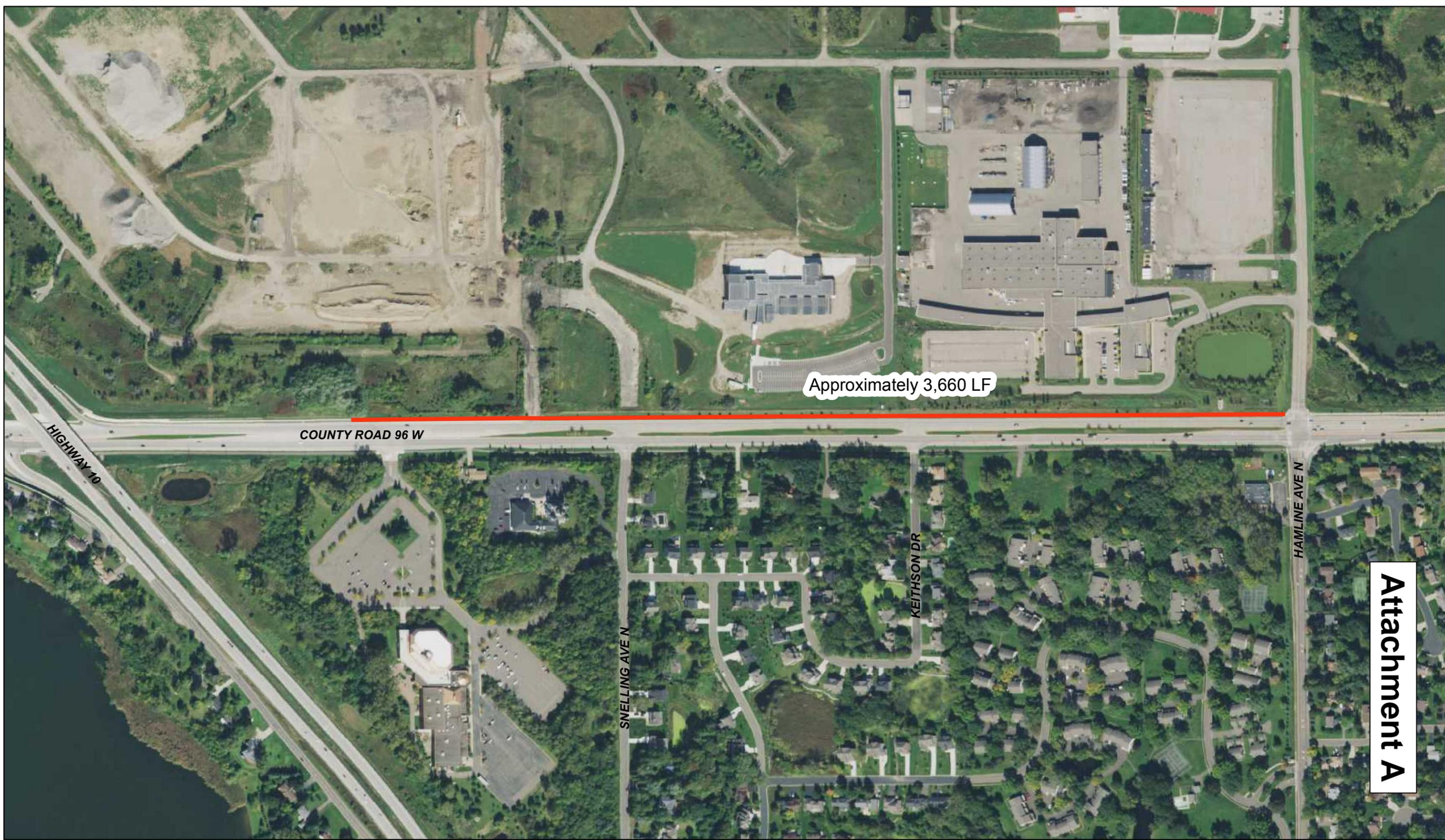
Attachments

Attachment A: Trail Connection Maps – Highway 96, CR F, CR E2

Attachment B: Johanna Marsh Tennis Court – Geotechnical Report, Wetland Delineation

Attachment C: Sanitary Sewer Maintenance Policy

Attachment D: Sample Playground Layout



Approximately 3,660 LF

COUNTY ROAD 96 W

HIGHWAY 10

SNELLING AVE N

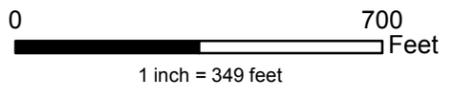
KEITHSON DR

HAMLIN AVE N

Attachment A



Highway 96
Trail Connection Project
City of Arden Hills





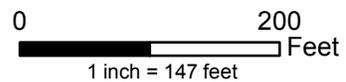
HAMLIN AVE N

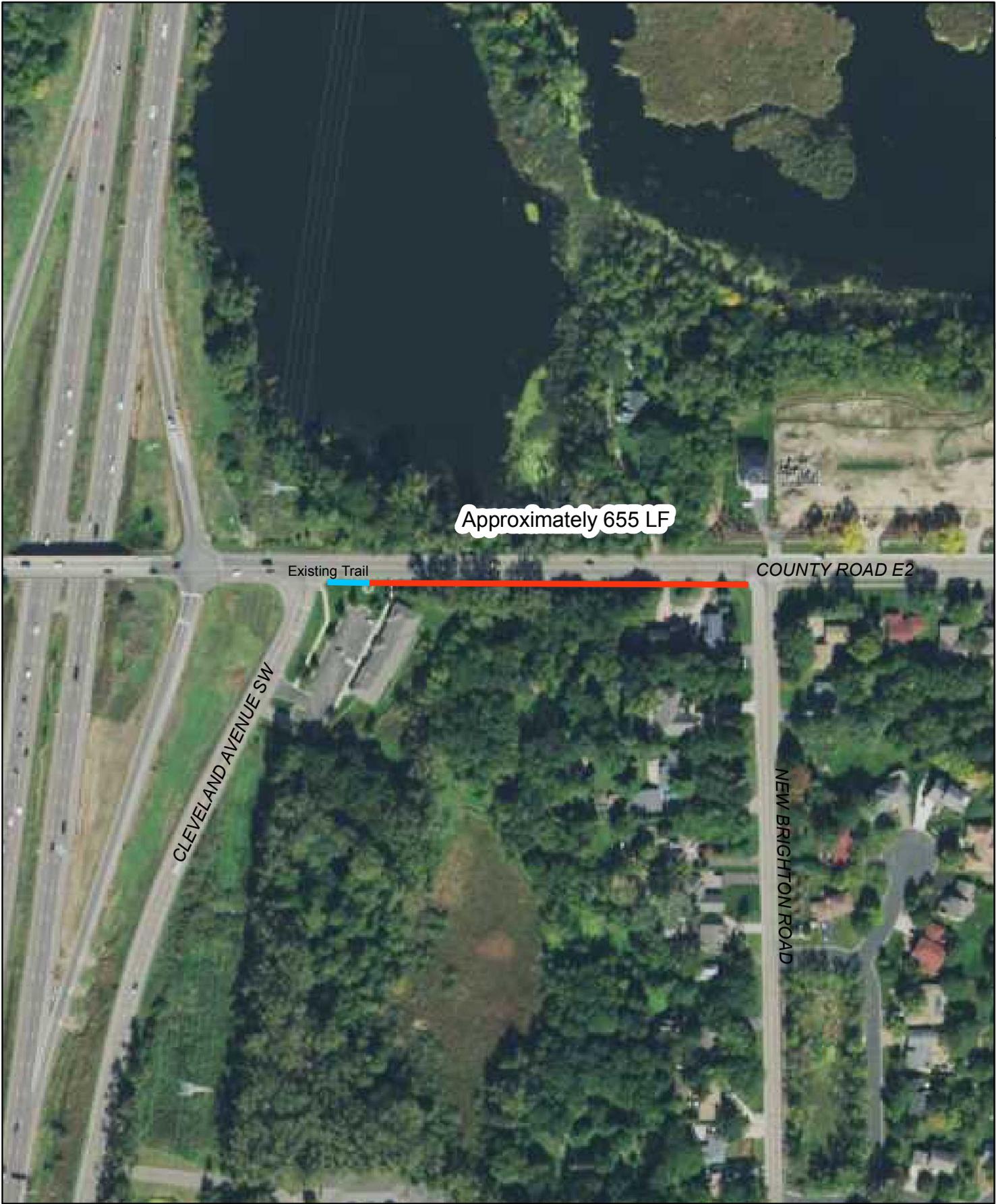
COUNTY ROAD F W

Approximately 400 LF

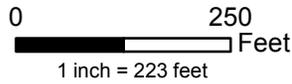


County Road F W
Trail Connection Project
City of Arden Hills





County Road E2
Trail Connection Project
City of Arden Hills





- CONSULTANTS
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 - GEOTECHNICAL
 - MATERIALS
 - FORENSICS

REPORT OF GEOTECHNICAL EXPLORATION AND REVIEW

Joanna Marsh Park Tennis Court Restoration
3168 Ridgewood Road
Arden Hills, Minnesota

Report No. 01-06912

Date:

August 10, 2016

Prepared for:

City of Arden Hills
1245 Highway 96 W
Arden Hills, MN 55112





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• ENVIRONMENTAL
• GEOTECHNICAL
• MATERIALS
• FORENSICS

August 10, 2016

City of Arden Hills
1245 Highway 96 W
Arden Hills, MN 55112

Attn: Mr. John Anderson

RE: Geotechnical Exploration and Review
Joanna Marsh Park Tennis Court Restoration
3168 Ridgewood Road
Arden Hills, Minnesota
Report No. 01-06912

Dear Mr. Anderson:

American Engineering Testing, Inc. (AET) is pleased to present the results of our subsurface exploration program and geotechnical engineering review for your Joanna Marsh Park Tennis Court Restoration project. The park is located at 3168 Ridgewood Road in Arden Hills, Minnesota. Our services were performed according to our proposal to you dated July 5, 2016.

We are submitting to you a digital copy of the report. Please contact me if you have any questions about the report. I can also be contacted for arranging construction observation and testing services during the court restoration.

Sincerely,
American Engineering Testing, Inc.

A handwritten signature in black ink that reads 'Loren W. Braun'.

Loren W. Braun, PE
Principal Engineer
Phone: (651) 789-4689
lbraun@amengtest.com

Page i



Report of Geotechnical Exploration and Review

Joanna Marsh Park Tennis Court Restoration, Arden Hills, Minnesota
August 10, 2016
Report No. 01-06912

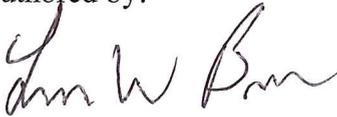
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TESTING, INC.

SIGNATURE PAGE

Prepared for:
City of Arden Hills
1245 Highway 96 W
Arden Hills, MN 55112
Attn: Mr. John Anderson

Prepared by:
American Engineering Testing, Inc.
550 Cleveland Avenue North
St. Paul, Minnesota 55114
(651) 659-9001/www.amengtest.com

Authored by:



Loren W. Braun, PE
Principal Engineer

Reviewed by:



Jay Brekke, PE
Senior Engineer

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under Minnesota Statute Section 326.02 to 326.15

Name: Loren W. Braun

Date: August 10, 2016 License # 014969

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APPENDIX A – Geotechnical Field Exploration and Testing

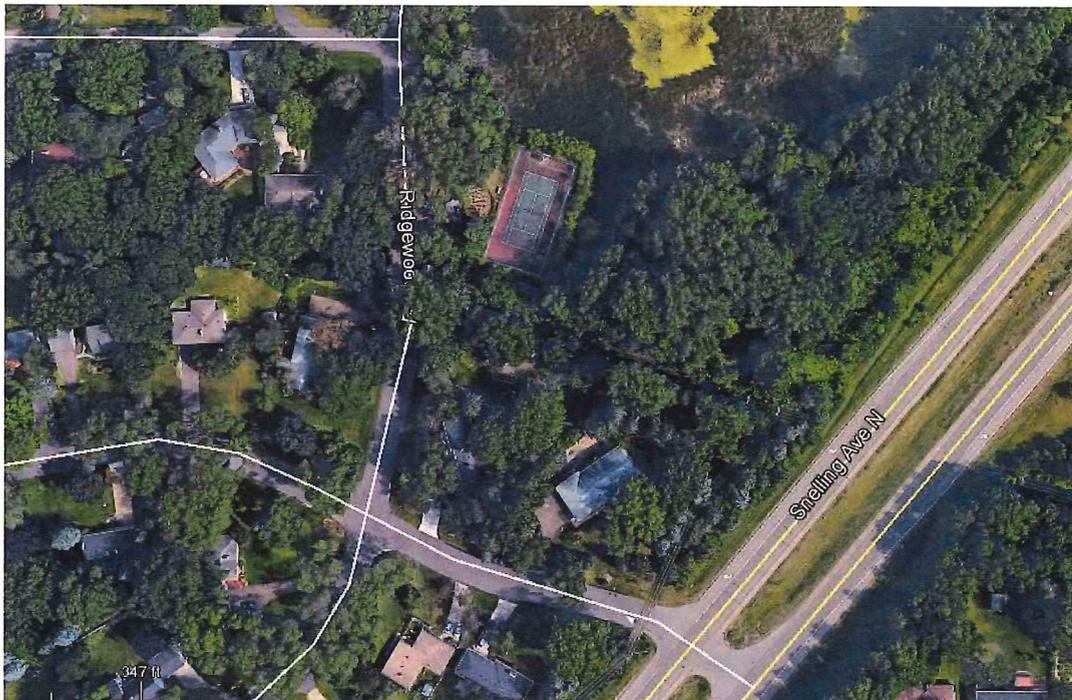
- Boring Log Notes
- Unified Soil Classification System
- Figure A-1 - Boring Locations
- Subsurface Boring Logs

APPENDIX B – Geotechnical Report Limitations and Guidelines for Use

1.0 INTRODUCTION

The city of Arden Hills is proposing to reconstruct the tennis court at Joanna Marsh Park located at 3168 Ridgewood Road in Arden Hills, Minnesota. The project location is shown in Figure 1.

Figure 1: Project Location



To assist planning and design, the city has authorized American Engineering Testing, Inc. (AET) to conduct a subsurface exploration program at the site, conduct soil laboratory testing, and perform a geotechnical engineering review for the project. This report presents the results of our exploration and testing services and provides our engineering recommendations based on this data.

2.0 SCOPE OF SERVICES

AET's services were performed according to our proposal to the city of Arden Hills dated July 5, 2016, which the city authorized on July 11, 2016. The authorized scope consists of the following:

- Drill two standard penetration test borings to depths of 10 feet.

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- Perform soil laboratory testing.
- Prepare a geotechnical engineering review report based on the soil borings and laboratory testing.

These services are intended for geotechnical purposes. The scope is not intended to explore for the presence or extent of environmental contamination. The soil borings were extended to a depth of 15 feet due to the presence of organic soils.

3.0 PROJECT INFORMATION

3.1 Court Condition

The tennis court is in relatively poor condition with significant delamination of the surface course, large open cracks scattered throughout the court, and noticeable settlement and frost heave at the northeast corner of the court. The figures below depict the frost heave, and the general condition of the court.



3.2 Court Reconstruction

Mr. John Anderson with the city of Arden Hills indicated they are planning to rebuild the tennis court next year. The tennis court was constructed in 1974. Mr. Anderson indicated the city would prefer a tennis court section with a 50-year performance life of the rebuilt court.

3.3 Updated Information

The above stated information represents our understanding of the proposed construction. This

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information is an integral part of our engineering review. It is important that you contact us if there are changes from that described so that we can evaluate whether modifications to our recommendations are appropriate.

4.0 SUBSURFACE EXPLORATION AND TESTING

4.1 Field Exploration Program

The subsurface exploration program conducted for the project consisted of two standard penetration test borings completed to a nominal depth of 16 feet in order to penetrate the organic deposits. The soil borings were completed on July 26, 2016. The logs of the borings and details of the methods used appear in Appendix A. The logs contain information concerning soil layering, soil classification, geologic description, and moisture condition. Relative density or consistency is also noted for the natural soils, which is based on the standard penetration resistance (N-value).

The boring locations are shown on Figure A-1 in Appendix A. The borings locations were selected by AET and were located on the court, at opposite corners of the court.

4.2 Laboratory Testing

The laboratory test program included moisture content tests on cohesive soils. The test results appear in Appendix A on the individual boring logs adjacent to the samples upon which they were performed, or on the data sheets following the logs.

5.0 SITE CONDITIONS

5.1 Subsurface Soils/Geology

The soil borings initially encountered a pavement section and then fill overlying swamp deposits and then glacial till soils in Boring B-1 and alluvial soils in Boring B-2. A more detailed description is provided below.

5.1.1 Pavement Section

Based on the soil borings, the court surface consisted of 2 ¾ to 3 inches of bituminous pavement over 4 ½ to 5 ¼ inches of crushed limestone aggregate base.

5.1.2 Fill

Fill was encountered beneath the pavement section in both of the borings, extending to a depth of 8 feet in Boring B-1 and 6 feet in Boring B-2. The fill was highly variable, consisting of mostly silty sand with lesser amounts of sandy lean clay and fat clay. Penetration resistances within the fill was highly variable, varying from 4 to 16 blows per foot (BPF).

5.1.3 Swamp Deposits

Swamp deposits were encountered beneath the fill that varied in consistency from hemic peat and fibric peat to organic clay. The swamp deposits were mostly brown with a little dark gray and had penetration resistances varying from 2 to 4 BPF. The swamp deposits extended to depths of 15 ½ and 13 ½ feet in Borings B-1 and B-2, respectively.

5.1.4 Glacial Till

Boring B-1 terminated in sandy lean clay with a little gravel and laminations of silty sand.

5.1.5 Alluvial Soils

Boring B-2 encountered clayey sand and then sand with silt, alluvial soils beneath the swamp deposits. The soils varied from dark brown to gray and were soft or loose.

5.2 Groundwater

Groundwater was observed at a depth of about 3 feet and 5 feet below the ground surface in Borings B-1 and B-2, respectively. Because of the relatively clean nature of the sand, the observed groundwater level is likely indicative of the approximate groundwater level at the time the borings taken. Groundwater levels fluctuate due to varying seasonal and annual precipitation and snow melt amounts, as well as other factors.

6.0 RECOMMENDATIONS

6.1 Design and Construction Considerations

The soil conditions on the site are problematic for proper support of the tennis court. The groundwater level is shallow and combined with frost susceptible soils, the tennis court is susceptible to significant frost heave. Observable evidence of frost heave was limited to the northeast corner, however, where only one of the fence posts heaved approximately 3 inches. Of equally large concern, significance deposits of highly compressible swamp deposits are present

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below the fill. Continued settlement of the tennis court should be expected, although it should be of less magnitude than has occurred to date. The settlement will eventually result in a reoccurrence of cracks, similar to the cracks currently present on the site.

In order to obtain a service life of 50 years, it would be necessary to support the tennis court on piles extending through the organic deposits and utilizing a post-tension slab for the tennis court. Because of the high cost for this option, we are not providing recommendations for it.

Alternately, we are providing recommendations for the court to last in the range of 10 to 20 years with less extensive reconstruction.

6.2 Definitions

Definitions used in this report are defined below:

MnDOT: Minnesota Department of Transportation.

MnDOT Specification: MnDOT Material Lab Supplemental Specifications for Construction.

Top of Subgrade: The grade located at the interface between the subgrade soils and the bottom of the aggregate base.

Structural Fill: Fill material suitable for support of foundations, slabs and pavements. Material is placed as controlled compacted fill.

Undocumented Fill: Fill that appears to be placed with some compaction effort and controlled soil consistency but lacks documentation of how it was placed.

Uncontrolled Fill: Fill that was placed without regard to compaction effort or consistency.

Test Roll: testing of the pavement subgrade by rolling over it with heavy rubber-tired construction equipment such as a loaded dump truck under the observation of the geotechnical engineer.

6.3 Tennis Court Reconstruction

6.3.1 Demolition and Excavation

We recommend removing the bituminous pavement. Based on the soil borings, the nominal thickness of the pavement is about 3 inches. We recommend that additional subcut be completed to a depth of 2 feet in order to remove the frost susceptible soil. Although this will not eliminate the potential for frost heave, it will reduce it to occurring only in years of abnormally cold weather combined with a lack of snow cover. The 2 foot subcut should also eliminate the requirement to remove the perimeter fence. If the perimeter fence is replaced, consideration can be given to increasingly the excavation depth to 4 feet. This would essentially eliminate the potential for frost heave. To the extent possible, the excavation should be oversized beyond the edge of the court pavement as much as possible, preferably to a distance of 2 feet, sloped upward and outward at a 1:1 slope.

The exposed subcut should be surface compacted with a minimum of three passes with a medium-sized vibratory compactor with a dynamic force of about 20,000 pounds. If excessive rutting or pumping occurs, an additional foot of soil should be subcut and replaced with sand as specified in Section 6.3.2, and the compaction should be completed in the static mode.

6.3.2 Fill Material

Fill should consist of non-frost susceptible sand consisting of a coarse-grained sand or gravel with less than 10 percent of the particles by weight passing a #200 sieve. The maximum particle size should be limited to $\frac{3}{4}$ inch.

6.3.3 Fill Placement and Compaction

The fill should be placed in 8-inch loose lifts and compacted to a minimum of 100 percent of its standard Proctor (ASTM International D698) maximum dry density.

6.3.4 Pavement Section Thicknesses

We recommend that the tennis court surfacing consist of 3 inches of bituminous pavement placed in two equal 1 $\frac{1}{2}$ -inch lifts. Placement in two lifts will allow for better control on the surface course, thus reducing the potential for birdbaths. The bituminous surface in should be placed over a minimum of 6 inches of aggregate base compacted to a minimum of 100 percent of its

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Joanna Marsh Park Tennis Court Restoration, Arden Hills, Minnesota
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standard Proctor (ASTM International D698) maximum dry density. We recommend that the top lift of the bituminous surface have a maximum aggregate size of ½ inch.

6.3.5 Saw Cutting

In order to control cracking of the bituminous pavement, we recommend saw cutting the bituminous pavement around the perimeter of the court, just beyond the play area and also beneath the center net. This will decrease the probability of random cracks occurring within the play court area.

7.0 OBSERVATION AND TESTING

The recommendations in this report are based on the subsurface conditions found at our test boring locations. Since the soil conditions can be expected to vary away from the soil boring locations, we recommend on-site observation by a geotechnical engineer during construction to evaluate these potential changes.

Soil density testing should also be performed on new fill placed in order to document that project specifications for compaction have been satisfied. We recommend at least one density test for every 100 cubic yards of fill placed beneath the court with at least one test for every 2 feet of fill placed.

8.0 LIMITATIONS

Within the limitations of scope, budget, and schedule, our services have been conducted according to generally accepted geotechnical engineering practices at this time and location. Other than this, no warranty, either expressed or implied, is intended.

Important information regarding risk management and proper use of this report is given in Appendix B entitled “Geotechnical Report Limitations and Guidelines for Use”.

Appendix A

Geotechnical Field Exploration and Testing
Boring Log Notes
Unified Soil Classification System
Figure A-1 – Boring Locations
Subsurface Boring Logs

Appendix A
Geotechnical Field Exploration and Testing
Report No. 01-06912

A.1 FIELD EXPLORATION

The subsurface conditions at the site were explored by drilling and sampling two standard penetration test borings. The locations of the borings appear on Figure 1, preceding the Subsurface Boring Logs in this appendix.

A.2 SAMPLING METHODS

A.2.1 Split-Spoon Samples (SS) - Calibrated to N_{60} Values

Standard penetration (split-spoon) samples were collected in general accordance with ASTM: D1586 with one primary modification. The ASTM test method consists of driving a 2-inch O.D. split-barrel sampler into the in-situ soil with a 140-pound hammer dropped from a height of 30 inches. The sampler is driven a total of 18 inches into the soil. After an initial set of 6 inches, the number of hammer blows to drive the sampler the final 12 inches is known as the standard penetration resistance or N-value. Our method uses a modified hammer weight, which is determined by measuring the system energy using a Pile Driving Analyzer (PDA) and an instrumented rod.

In the past, standard penetration N-value tests were performed using a rope and cathead for the lift and drop system. The energy transferred to the split-spoon sampler was typically limited to about 60% of its potential energy due to the friction inherent in this system. This converted energy then provides what is known as an N_{60} blow count.

The most recent drill rigs incorporate an automatic hammer lift and drop system, which has higher energy efficiency and subsequently results in lower N-values than the traditional N_{60} values. By using the PDA energy measurement equipment, we are able to determine actual energy generated by the drop hammer. With the various hammer systems available, we have found highly variable energies ranging from 55% to over 100%. Therefore, the intent of AET's hammer calibrations is to vary the hammer weight such that hammer energies lie within about 60% to 65% of the theoretical energy of a 140-pound weight falling 30 inches. The current ASTM procedure acknowledges the wide variation in N-values, stating that N-values of 100% or more have been observed. Although we have not yet determined the statistical measurement uncertainty of our calibrated method to date, we can state that the accuracy deviation of the N-values using this method is significantly better than the standard ASTM Method.

A.2.2 Disturbed Samples (DS)/Spin-up Samples (SU)

Sample types described as "DS" or "SU" on the boring logs are disturbed samples, which are taken from the flights of the auger. Because the auger disturbs the samples, possible soil layering and contact depths should be considered approximate.

A.2.3 Sampling Limitations

Unless actually observed in a sample, contacts between soil layers are estimated based on the spacing of samples and the action of drilling tools. Cobbles, boulders, and other large objects generally cannot be recovered from test borings, and they may be present in the ground even if they are not noted on the boring logs.

Determining the thickness of "topsoil" layers is usually limited, due to variations in topsoil definition, sample recovery, and other factors. Visual-manual description often relies on color for determination, and transitioning changes can account for significant variation in thickness judgment. Accordingly, the topsoil thickness presented on the logs should not be the sole basis for calculating topsoil stripping depths and volumes. If more accurate information is needed relating to thickness and topsoil quality definition, alternate methods of sample retrieval and testing should be employed.

A.3 CLASSIFICATION METHODS

Soil descriptions shown on the boring logs are based on the Unified Soil Classification (USC) system. The USC system is described in ASTM: D2487 and D2488. Where laboratory classification tests (sieve analysis or Atterberg Limits) have been performed, accurate classifications per ASTM: D2487 are possible. Otherwise, soil descriptions shown on the boring logs are visual-manual judgments. Charts are attached which provide information on the USC system, the descriptive terminology, and the symbols used on the boring logs.

Visual-manual judgment of the AASHTO Soil Group is also noted as a part of the soil description. A chart presenting details of the AASHTO Soil Classification System is also attached.

Appendix A
Geotechnical Field Exploration and Testing
Report No. 01-06912

The boring logs include descriptions of apparent geology. The geologic depositional origin of each soil layer is interpreted primarily by observation of the soil samples, which can be limited. Observations of the surrounding topography, vegetation, and development can sometimes aid this judgment.

A.4 WATER LEVEL MEASUREMENTS

The ground water level measurements are shown at the bottom of the boring logs. The following information appears under "Water Level Measurements" on the logs:

- ♦ Date and Time of measurement
- ♦ Sampled Depth: lowest depth of soil sampling at the time of measurement
- ♦ Casing Depth: depth to bottom of casing or hollow-stem auger at time of measurement
- ♦ Cave-in Depth: depth at which measuring tape stops in the borehole
- ♦ Water Level: depth in the borehole where free water is encountered
- ♦ Drilling Fluid Level: same as Water Level, except that the liquid in the borehole is drilling fluid

The true location of the water table at the boring locations may be different than the water levels measured in the boreholes. This is possible because there are several factors that can affect the water level measurements in the borehole. Some of these factors include: permeability of each soil layer in profile, presence of perched water, amount of time between water level readings, presence of drilling fluid, weather conditions, and use of borehole casing.

A.5 LABORATORY TEST METHODS

A.5.1 Water Content Tests

Conducted per AET Procedure 01-LAB-010, which is performed in general accordance with ASTM: D2216 and AASHTO: T265.

A.6 TEST STANDARD LIMITATIONS

Field and laboratory testing is done in general conformance with the described procedures. Compliance with any other standards referenced within the specified standard is neither inferred nor implied.

A.7 SAMPLE STORAGE

Unless notified to do otherwise, we routinely retain representative samples of the soils recovered from the borings for a period of 30 days.

BORING LOG NOTES

DRILLING AND SAMPLING SYMBOLS

Symbol	Definition
B, H, N:	Size of flush-joint casing
CA:	Crew Assistant (initials)
CAS:	Pipe casing, number indicates nominal diameter in inches
CC:	Crew Chief (initials)
COT:	Clean-out tube
DC:	Drive casing; number indicates diameter in inches
DM:	Drilling mud or bentonite slurry
DR:	Driller (initials)
DS:	Disturbed sample from auger flights
FA:	Flight auger; number indicates outside diameter in inches
HA:	Hand auger; number indicates outside diameter
HSA:	Hollow stem auger; number indicates inside diameter in inches
LG:	Field logger (initials)
MC:	Column used to describe moisture condition of samples and for the ground water level symbols
N (BPF):	Standard penetration resistance (N-value) in blows per foot (see notes)
NQ:	NQ wireline core barrel
PQ:	PQ wireline core barrel
RD:	Rotary drilling with fluid and roller or drag bit
REC:	In split-spoon (see notes) and thin-walled tube sampling, the recovered length (in inches) of sample. In rock coring, the length of core recovered (expressed as percent of the total core run). Zero indicates no sample recovered.
REV:	Revert drilling fluid
SS:	Standard split-spoon sampler (steel; 1d" is inside diameter; 2" outside diameter); unless indicated otherwise
SU	Spin-up sample from hollow stem auger
TW:	Thin-walled tube; number indicates inside diameter in inches
WASH:	Sample of material obtained by screening returning rotary drilling fluid or by which has collected inside the borehole after "falling" through drilling fluid
WH:	Sampler advanced by static weight of drill rod and 140-pound hammer
WR:	Sampler advanced by static weight of drill rod
94mm:	94 millimeter wireline core barrel
▼:	Water level directly measured in boring
▽:	Estimated water level based solely on sample appearance

TEST SYMBOLS

Symbol	Definition
CONS:	One-dimensional consolidation test
DEN:	Dry density, pcf
DST:	Direct shear test
E:	Pressuremeter Modulus, tsf
HYD:	Hydrometer analysis
LL:	Liquid Limit, %
LP:	Pressuremeter Limit Pressure, tsf
OC:	Organic Content, %
PERM:	Coefficient of permeability (K) test; F - Field; L - Laboratory
PL:	Plastic Limit, %
q _p :	Pocket Penetrometer strength, tsf (<u>approximate</u>)
q _c :	Static cone bearing pressure, tsf
q _u :	Unconfined compressive strength, psf
R:	Electrical Resistivity, ohm-cms
RQD:	Rock Quality Designation of Rock Core, in percent (aggregate length of core pieces 4" or more in length as a percent of total core run)
SA:	Sieve analysis
TRX:	Triaxial compression test
VSR:	Vane shear strength, remolded (field), psf
VSU:	Vane shear strength, undisturbed (field), psf
WC:	Water content, as percent of dry weight
%-200:	Percent of material finer than #200 sieve

STANDARD PENETRATION TEST NOTES

The standard penetration test consists of driving the sampler with a 140 pound hammer and counting the number of blows applied in each of three 6" increments of penetration. If the sampler is driven less than 18" (usually in highly resistant material), permitted in ASTM: D1586, the blows for each complete 6" increment and for each partial increment is on the boring log. For partial increments, the number of blows is shown to the nearest 0.1' below the slash.

The length of sample recovered, as shown on the "REC" column, may be greater than the distance indicated in the N column. The disparity is because the N-value is recorded below the initial 6" set (unless partial penetration defined in ASTM: D1586 is encountered) whereas the length of sample recovered is for the entire sampler drive (which may even extend more than 18").

UNIFIED SOIL CLASSIFICATION SYSTEM
ASTM Designations: D 2487, D2488

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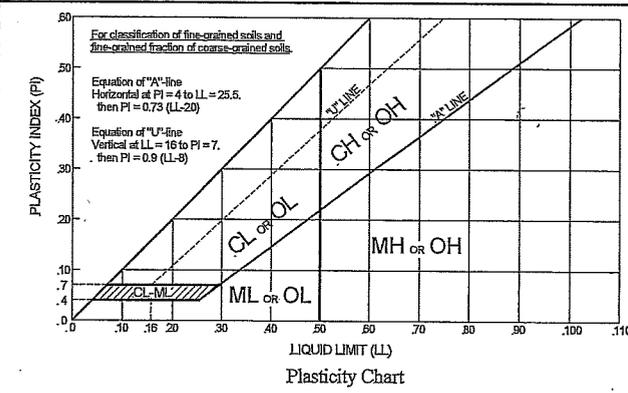
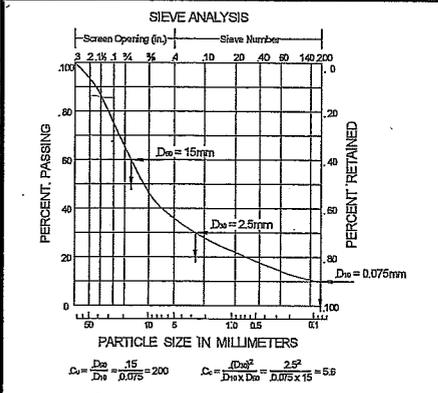
Criteria for Assigning Group Symbols and Group Names Using Laboratory Tests ^A				Soil Classification	
				Group Symbol	Group Name ^B
Coarse-Grained Soils More than 50% retained on No. 200 sieve	Gravels More than 50% coarse fraction retained on No. 4 sieve	Clean Gravels Less than 5% fines ^C	$Cu \geq 4$ and $1 < Cc < 3^E$	GW	Well graded gravel ^F
			$Cu < 4$ and/or $1 > Cc > 3^E$	GP	Poorly graded gravel ^F
	Sands 50% or more of coarse fraction passes No. 4 sieve	Clean Sands Less than 5% fines ^D	$Cu \geq 6$ and $1 < Cc < 3^E$	SW	Well-graded sand ^I
			$Cu < 6$ and/or $1 > Cc > 3^E$	SP	Poorly-graded sand ^I
	Sands with Fines more than 12% fines ^D	Fines classify as ML or MH		SM	Silty sand ^{G,H,I}
		Fines classify as CL or CH		SC	Clayey sand ^{G,H,I}
Fine-Grained Soils 50% or more passes the No. 200 sieve (see Plasticity Chart below)	Sils and Clays Liquid limit less than 50	inorganic	PI > 7 and plots on or above "A" line ^J	CL	Lean clay ^{K,L,M}
			PI < 4 or plots below "A" line ^J	ML	Silt ^{K,L,M}
		organic	Liquid limit - oven dried < 0.75 Liquid limit - not dried	OL	Organic clay ^{K,L,M,N}
					Organic silt ^{K,L,M,O}
	Sils and Clays Liquid limit 50 or more	inorganic	PI plots on or above "A" line	CH	Fat clay ^{K,L,M}
			PI plots below "A" line	MH	Elastic silt ^{K,L,M}
		organic	Liquid limit - oven dried < 0.75 Liquid limit - not dried	OH	Organic clay ^{K,L,M,P}
					Organic silt ^{K,L,M,Q}
Highly organic soil		Primarily organic matter, dark in color, and organic in odor	PT	Peat ^R	

Notes

^ABased on the material passing the 3-in (75-mm) sieve.
^BIf field sample contained cobbles or boulders, or both, add "with cobbles or boulders, or both" to group name.
^CGravels with 5 to 12% fines require dual symbols:
 GW-GM well-graded gravel with silt
 GW-GC well-graded gravel with clay
 GP-GM poorly graded gravel with silt
 GP-GC poorly graded gravel with clay
^DSands with 5 to 12% fines require dual symbols:
 SW-SM well-graded sand with silt
 SW-SC well-graded sand with clay
 SP-SM poorly graded sand with silt
 SP-SC poorly graded sand with clay

$$C_u = D_{60} / D_{10}, \quad C_c = \frac{(D_{30})^2}{D_{10} \times D_{60}}$$

^FIf soil contains $\geq 15\%$ sand, add "with sand" to group name.
^GIf fines classify as CL-ML, use dual symbol GC-GM, or SC-SM.
^HIf fines are organic, add "with organic fines" to group name.
^IIf soil contains $\geq 15\%$ gravel, add "with gravel" to group name.
^JIf Atterberg limits plot is hatched area, soil is a CL-ML silty clay.
^KIf soil contains 15 to 29% plus No. 200 add "with sand" or "with gravel", whichever is predominant.
^LIf soil contains $\geq 30\%$ plus No. 200, predominantly sand, add "sandy" to group name.
^MIf soil contains $\geq 30\%$ plus No. 200, predominantly gravel, add "gravelly" to group name.
^NPI ≥ 4 and plots on or above "A" line.
^OPI < 4 or plots below "A" line.
^PPI plots on or above "A" line.
^QPI plots below "A" line.
^RFiber Content description shown below.



ADDITIONAL TERMINOLOGY NOTES USED BY AET FOR SOIL IDENTIFICATION AND DESCRIPTION

Grain Size		Gravel Percentages		Consistency of Plastic Soils		Relative Density of Non-Plastic Soils	
Term	Particle Size	Term	Percent	Term	N-Value, BPF	Term	N-Value, BPF
Boulders	Over 12"	A Little Gravel	3% - 14%	Very Soft	less than 2	Very Loose	0 - 4
Cobbles	3" to 12"	With Gravel	15% - 29%	Soft	2 - 4	Loose	5 - 10
Gravel	#4 sieve to 3"	Gravelly	30% - 50%	Firm	5 - 8	Medium Dense	11 - 30
Sand	#200 to #4 sieve			Stiff	9 - 15	Dense	31 - 50
Fines (silt & clay)	Pass #200 sieve			Very Stiff	16 - 30	Very Dense	Greater than 50
				Hard	Greater than 30		
Moisture/Frost Condition (MC Column)		Layering Notes		Peat Description		Organic Description (if no lab tests)	
D (Dry):	Absence of moisture, dusty, dry to touch.	Laminations:	Layers less than 1/2" thick of differing material or color.		Fiber Content (Visual Estimate)	Soils are described as <i>organic</i> , if soil is not peat and is judged to have sufficient organic fines content to influence the Liquid Limit properties. <i>Slightly organic</i> used for borderline cases.	
M (Moist):	Damp, although free water not visible. Soil may still have a high water content (over "optimum").			Term		Root Inclusions	
W (Wet/ Waterbearing):	Free water visible, intended to describe non-plastic soils. Waterbearing usually relates to sands and sand with silt.	Lenses:	Pockets or layers greater than 1/2" thick of differing material or color.	Fibric Peat:	Greater than 67%	With roots:	Judged to have sufficient quantity of roots to influence the soil properties.
F (Frozen):	Soil frozen			Hemic Peat:	33 - 67%	Trace roots:	Small roots present, but not judged to be in sufficient quantity to significantly affect soil properties.
				Sapric Peat:	Less than 33%		



 AMERICAN ENGINEERING TESTING, INC.		PROJECT	Joanna Marsh Park Tennis Court Arden Hills, Minnesota	AET NO.	01-06912
		SUBJECT	Soil Boring Locations	DATE	August 3, 2016
SCALE	None	Drawn by:	LWB	Reviewed by:	JB
Figure A-1					



SUBSURFACE BORING LOG

AET No: 01-06912 Log of Boring No. B-1 (p. 1 of 1)
 Project: Joanna Marsh Park Tennis Court; Arden Hills, MN

DEPTH IN FEET	Surface Elevation _____ MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS								
							WC	DEN	LL	PL	%-#200				
1	2.75" Bituminous pavement	FILL			SU										
	5.25" FILL, crushed limestone base, light brown			8	M	SS	13								
	FILL, mostly sand, a little gravel, brown														
2	FILL, mixture of silty sand and fat clay, a little gravel, pieces of bituminous brown and gray														
3	FILL, mixture of silty sand and fat clay, a little gravel, pieces of bituminous brown and gray			6		SS	8	15							
4	FILL, mixture of sandy lean clay and fat clay, a little gravel, gray and brown			4	M	SS	6	31							
5	FILL, fat clay, sandy silt, gray, a little brown			6	M	SS	18	27							
8	HEMIC PEAT, dark brown (PT)	SWAMP DEPOSIT													
9				4	M	SS	17	351							
10	FIBRIC PEAT, brown (PT)														
11				2	M	SS	24	475							
12	ORGANIC CLAY, trace roots, dark gray to brown, soft (OH)														
13			2	M	SS	24	164								
14															
15			2	M	SS	22	55								
16	SANDY LEAN CLAY, a little gravel, trace roots, gray, soft, laminations of silty sand (SC)	TILL													
	END OF BORING														

DEPTH:	DRILLING METHOD	WATER LEVEL MEASUREMENTS						NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG	
0-14'	3.25" HSA	DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL		WATER LEVEL
		7/26/16	10:52	16.0	14.0	14.0			6.0
		7/26/16	11:30	16.0	14.0	14.0			3.1
BORING COMPLETED: 7/26/16									
DR: JM LG: SB Rig: 7									

AET CORP 01-06912.GPJ AET+CPT+WELL.GDT 8/3/16



SUBSURFACE BORING LOG

AET No: 01-06912 Log of Boring No. B-2 (p. 1 of 1)
 Project: Joanna Marsh Park Tennis Court; Arden Hills, MN

DEPTH IN FEET	Surface Elevation _____ MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS						
							WC	DEN	LL	PL	%-#200		
1	3" Bituminous pavement	FILL			SU								
1	4.5" FILL, crushed limestone base, light brown		16	M	SS	7							
2	FILL, mostly sand with silt, a little gravel, brown												
3	FILL, mostly sand, a little gravel, brown, a little gray		13	M	SS	4	15						
5			5	▼	SS	6	17						
6	ORGANIC CLAY, trace roots, dark brownish gray, soft (OH)	SWAMP DEPOSIT					27						
7	SAPRIC PEAT, dark brown (PT)		4	M	SS	17	169						
8	HEMIC PEAT, dark brown (PT)												
9			4	M	SS	22	247						
11													
12	ORGANIC CLAY WITH SAND, trace roots, dark brownish gray, a little light gray, soft, laminations of sand (OH)												
13							35						
14	CLAYEY SAND, with organic fines, dark brown, soft (SC)	MIXED*					23						
15	SAND WITH SILT, a little gravel, fine to medium grained, gray, waterbearing, loose, lenses and laminations of clayey sand (SM)	COARSE ALLUVIUM	6	W	SS	15							
16	END OF BORING	*ALLUVIUM											

DEPTH:	DRILLING METHOD	WATER LEVEL MEASUREMENTS							NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG
		DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
0-14'	3.25" HSA	7/26/16	9:07	10.0	8.0	9.5		None	
		7/26/16	9:30	14.0	12.0	13.0		7.2	
BORING COMPLETED: 7/26/16		7/26/16	9:45	16.0	14.0	13.8		5.3	
DR: JM LG: SB Rig: 7									

AET CORP 01-06912.GPJ AETH-CPT+WELL.GDT 7/29/16

Report of Geotechnical Exploration and Review
Joanna Marsh Park Tennis Court Restoration, Arden Hills, Minnesota
August 10, 2016
Report No. 01-06912

AMERICAN
ENGINEERING
TESTING, INC.

Appendix B

Geotechnical Report Limitations and Guidelines for Use

Report of Geotechnical Exploration and Review

Joanna Marsh Park Tennis Court Restoration, Arden Hills, Minnesota

August 10, 2016

Report No. 01-06912

AMERICAN
ENGINEERING
TESTING, INC.

B.1 REFERENCE

This appendix provides information to help you manage your risks relating to subsurface problems which are caused by construction delays, cost overruns, claims, and disputes. This information was developed and provided by ASFE¹, of which, we are a member firm.

B.2 RISK MANAGEMENT INFORMATION

B.2.1 Geotechnical Services are Performed for Specific Purposes, Persons, and Projects

Geotechnical engineers structure their services to meet the specific needs of their clients. A geotechnical engineering study conducted for a civil engineer may not fulfill the needs of a construction contractor or even another civil engineer. Because each geotechnical engineering study is unique, each geotechnical engineering report is unique, prepared solely for the client. No one except you should rely on your geotechnical engineering report without first conferring with the geotechnical engineer who prepared it. And no one, not even you, should apply the report for any purpose or project except the one originally contemplated.

B.2.2 Read the Full Report

Serious problems have occurred because those relying on a geotechnical engineering report did not read it all. Do not rely on an executive summary. Do not read selected elements only.

B.2.3 A Geotechnical Engineering Report is Based on A Unique Set of Project-Specific Factors

Geotechnical engineers consider a number of unique, project-specific factors when establishing the scope of a study. Typically factors include: the client's goals, objectives, and risk management preferences; the general nature of the structure involved, its size, and configuration; the location of the structure on the site; and other planned or existing site improvements, such as access roads, parking lots, and underground utilities. Unless the geotechnical engineer who conducted the study specifically indicates otherwise, do not rely on a geotechnical engineering report that was:

- ♦ not prepared for you,
- ♦ not prepared for your project,
- ♦ not prepared for the specific site explored, or
- ♦ completed before important project changes were made.

Typical changes that can erode the reliability of an existing geotechnical engineering report include those that affect:

- ♦ the function of the proposed structure, as when it's changed from a parking garage to an office building, or from a light industrial plant to a refrigerated warehouse,
- ♦ elevation, configuration, location, orientation, or weight of the proposed structure,
- ♦ composition of the design team, or
- ♦ project ownership.

As a general rule, always inform your geotechnical engineer of project changes, even minor ones, and request an assessment of their impact. Geotechnical engineers cannot accept responsibility or liability for problems that occur because their reports do not consider developments of which they were not informed.

B.2.4 Subsurface Conditions Can Change

A geotechnical engineering report is based on conditions that existed at the time the study was performed. Do not rely on a geotechnical engineering report whose adequacy may have been affected by: the passage of time; by man-made events, such as construction on or adjacent to the site; or by natural events, such as floods, earthquakes, or groundwater fluctuations. Always contact the geotechnical engineer before applying the report to determine if it is still reliable. A minor amount of additional testing or analysis could prevent major problems.

ASFE, 8811 Colesville Road/Suite G106, Silver Spring, MD 20910

Telephone: 301/565-2733: www.asfe.org

Appendix B
Geotechnical Report Limitations and Guidelines for Use
Report No. 01-06912

B.2.5 Most Geotechnical Findings Are Professional Opinions

Site exploration identified subsurface conditions only at those points where subsurface tests are conducted or samples are taken. Geotechnical engineers review field and laboratory data and then apply their professional judgment to render an opinion about subsurface conditions throughout the site. Actual subsurface conditions may differ, sometimes significantly, from those indicated in your report. Retaining the geotechnical engineer who developed your report to provide construction observation is the most effective method of managing the risks associated with unanticipated conditions.

B.2.6 A Report's Recommendations Are Not Final

Do not over rely on the construction recommendations included in your report. Those recommendations are not final, because geotechnical engineers develop them principally from judgment and opinion. Geotechnical engineers can finalize their recommendations only by observing actual subsurface conditions revealed during construction. The geotechnical engineer who developed your report cannot assume responsibility or liability for the report's recommendations if that engineer does not perform construction observation.

B.2.7 A Geotechnical Engineering Report Is Subject to Misinterpretation

Other design team members' misinterpretation of geotechnical engineering reports has resulted in costly problems. Lower that risk by having your geotechnical engineer confer with appropriate members of the design team after submitting the report. Also retain your geotechnical engineer to review pertinent elements of the design team's plans and specifications. Contractors can also misinterpret a geotechnical engineering report. Reduce that risk by having your geotechnical engineer participate in prebid and preconstruction conferences, and by providing construction observation.

B.2.8 Do Not Redraw the Engineer's Logs

Geotechnical engineers prepare final boring and testing logs based upon their interpretation of field logs and laboratory data. To prevent errors or omissions, the logs included in a geotechnical engineering report should never be redrawn for inclusion in architectural or other design drawings. Only photographic or electronic reproduction is acceptable, but recognizes that separating logs from the report can elevate risk.

B.2.9 Give Contractors a Complete Report and Guidance

Some owners and design professionals mistakenly believe they can make contractors liable for unanticipated subsurface conditions by limiting what they provide for bid preparation. To help prevent costly problems, give contractors the complete geotechnical engineering report, but preface it with a clearly written letter of transmittal. In the letter, advise contractors that the report was not prepared for purposes of bid development and that the report's accuracy is limited; encourage them to confer with the geotechnical engineer who prepared the report (a modest fee may be required) and/or to conduct additional study to obtain the specific types of information they need or prefer. A prebid conference can also be valuable. Be sure contractors have sufficient time to perform additional study. Only then might you be in a position to give contractors the best information available to you, while requiring them to at least share some of the financial responsibilities stemming from unanticipated conditions.

B.2.10 Read Responsibility Provisions Closely

Some clients, design professionals, and contractors do not recognize that geotechnical engineering is far less exact than other engineering disciplines. This lack of understanding has created unrealistic expectations that have led to disappointments, claims, and disputes. To help reduce the risk of such outcomes, geotechnical engineers commonly include a variety of explanatory provisions in their report. Sometimes labeled "limitations" many of these provisions indicate where geotechnical engineers' responsibilities begin and end, to help others recognize their own responsibilities and risks. Read these provisions closely. Ask questions. Your geotechnical engineer should respond fully and frankly.

B.2.11 Geoenvironmental Concerns Are Not Covered

The equipment, techniques, and personnel used to perform a geoenvironmental study differ significantly from those used to perform a geotechnical study. For that reason, a geotechnical engineering report does not usually relate any geoenvironmental findings, conclusions, or recommendations; e.g., about the likelihood of encountering underground storage tanks or regulated contaminants. Unanticipated environmental problems have led to numerous project failures. If you have not yet obtained your own geoenvironmental information, ask your geotechnical consultant for risk management guidance. Do not rely on an environmental report prepared for someone else.

Johanna Marsh Park Tennis Court Rehabilitation
Wetland Delineation Report
Submitted for the City of Arden Hills

September 2016

Johanna Marsh Park Tennis Court Rehabilitation
Wetland Delineation
Arden Hills, MN

Prepared for the City of Arden Hills by:
Ramsey County Public Works
1425 Paul Kirkwold Drive
Arden Hills, MN 55112

The procedures described in this report and the field methods used constitute an official wetland delineation in accordance with the 1987 U.S. Army Corps of Engineers *Wetland Delineation Manual* and applicable *Regional Supplement*.

The field delineation was completed by Alan Rupnow (WDCP No.1249). The methodology meets the standards and criteria described in the manual, and conforms to the applicable standards and regulations in force at the time the fieldwork was completed.

I hereby certify that this report was prepared by me or under my direct supervision.



Alan Rupnow, Environmental Resource Specialist
Minnesota Certified Wetland Delineator No.1249

Date: September 2, 2016

Proposal / Scope of Work

The City of Arden Hills is planning a rehabilitation project for the tennis court located in Johanna Marsh Park. The playing surface is severely degraded and is currently closed to the public. The City requested assistance from Ramsey County to determine the boundary of the wetland adjacent to the tennis court in preparation for the project.

The park is located in the southwest corner of an 8.97-acre city owned parcel at 3168 Ridgewood Rd. The parcel is mostly wetland surrounded by residential housing. Ridgewood Road borders on the west with private property along the south boundary, Snelling Avenue 350 feet to the east, and Lake Johanna 670 feet to the northwest.

A staff person from Ramsey County with MnWDCP Wetland Delineator certification performed a wetland delineation of the site on August 18, 2016. The delineation used standards set in the Army Corps of Engineers 1987 Wetland Delineation Manual and the 2012 Northcentral and Northeast Regional Supplement. Ramsey County submits this report for WCA Technical Evaluation Panel review on the behalf of the City of Arden Hills.

Map Review

The National Wetland Inventory and Public Waters Inventory map layers (See *Figure 2. Johanna Marsh Park NWI-PWI Map*) indicate a long-term presence of a wetland on the parcel. The NWI layer maps a 1.03-acre Freshwater Pond / Deep Marsh. The PWI layer labels the 7.26-acre area as Public Water Wetland #62-0199. Table 1 (below) shows the aerial map review for the site:

Table 1 – Historical Aerial Review Summary (D = Dry, N = Normal, W = Wet Year)						
	1940 (D)	1953 (N)	1974 (D)	1985 (W)	1991 (W)	2003 (N)
Wetland #62-0199	Basin is wet in the center. Wetland vegetation may extend under tennis court location. Drainage ditches are present flowing northwest.	Wetland vegetation more evident in the northern half of the parcel. Area under the tennis court location may be an upland/wetland transition.	Darker, possible wetland vegetation is more prevalent extending southwest to the tennis court location. Development of parcel to the northwest altered the drainage ditch.	Wetland area looks “wetter”. Visible wetland vegetation extends toward the south end of the parcel along east side of the tennis court. It appears to stop before reaching the southern edge of the court.	The wetland footprint is similar to the 1985 aerial. The wetland width is wider at the southern tip than in 1985.	The wetland is mostly unchanged. More tree growth around the perimeter. Wetland footprint ends north of southern edge of tennis court.

	1940 (D)	1953 (N)	1974 (D)	1985 (W)	1991 (W)	2003 (N)
Tennis Court / Park	Site is undeveloped	Site is undeveloped. Possible buildings/grading on the parcels to the south.	Site is undeveloped. Parcels to the south have buildings in place.	Tennis court in place. Wetland visible along the north and eastern sides.	Tennis court area appears unchanged	Tennis court area appears unchanged.

Precipitation Records

The MN Climatology Working Group’s Precipitation Worksheet (See *Figure 4*) provided a multi-month score at the high end of the normal range (monthly score = 14), but the July (most recent complete month) rating was very wet. At 5.94 inches, it was much higher than the 70th percentile amount of 5.09 inches. The rainfall for the month of August was much higher than normal.

Wetland Delineation Results and Discussion

The tennis court and park area were constructed on fill material deposited in a mapped wetland between 1974 and 1985. The transect location was selected where the upland point was placed in the park area and the wetland point placed at the bottom of the fill slope. The transect points and wetland boundary are shown in *Figure 3. Johanna Marsh Park Wetland Map*. The wetland delineation data forms are in *Appendix A*.

Upland Point

The sample point was located in turf grass between the tennis court and landscape plantings northeast of the small parking lots.

Vegetation: *Poa pratensis* (Kentucky bluegrass) was the most prevalent dominant species with *Digitaria sanguinalis* (crabgrass) also abundant. The dominant species in the tree and sapling/shrub stratum were located in the area near the wetland boundary at the top of the slope, so they were included in the vegetation analysis. These were either FACW (*Fraxinus pennsylvanica* / green ash), FAC (*Populus deltoides* / eastern cottonwood), or NI (No Indicator - *Rubus occidentalis* / black raspberry). The vegetation did not pass any hydrophytic vegetation indicators.

Soils: The surface soil was a very dark grayish brown with sandy loam from 0-5 inches and compacted sandy clay loam 5-11 inches below grade. The layer from 11-14 inches was a very dark gray sandy clay loam with 10% dark yellowish mottling and small gravel. The remainder of the soil column was dark grayish brown in color. A silty clay with 40% dark yellowish brown mottles extended from 14-23 inches. A sandy clay with small gravel, some bituminous and 20% mottles extended from 23-27 inches. The hand auger hit a restrictive layer of bituminous at 27 inches terminating the sample. Although indicators of saturated soils (mottles) were present, the soil did not meet any hydric soil indicators.

Hydrology: The sample point also did not meet any wetland hydrology indicators. The soil had no saturated layer despite the restrictive layer and the heavy rainfall.

Wetland Point

The sample point was located approximately 6 feet beyond the toe of slope at the edge of a small hummock in the basin. Shallow surface water was present 6 inches from the sample location.

Vegetation: The dominant species (green ash, *Salix amygdaloides* / peach-leaf willow, *Rhamnus cathartica* / common buckthorn, *Phalaris arundinacea* / reed canary grass, and *Vitis riparia* / river bank grape) were all FAC or FACW, so the location passed both the Dominance test and Prevalence index for hydrophytic vegetation. The dominant vegetation also passed the FAC-neutral test for wetland hydrology.

Soils: The top 6 inches of the soil profile was a very dark grayish brown loamy sand. The soil from 6-16 inches was a very dark gray mucky peat with sand. The remainder of the boring to 23 inches depth was a dark gray sand with some peat. The boring terminated at 23 inches, because the soil was too saturated to get a cohesive sample below that point. The location met the **S3. 5 cm Mucky peat indicator for Problematic Hydric Soils**. It is plausible that the loamy sand surface layer was deposited by run-off; the location may have previously met the **A3. Black Histic** hydric soil indicator.

Hydrology: The location met the primary hydrology indicators **A2. High Water Table** (water at 4 inches below grade) and **A3. Saturation** (surface saturation).

Discussion

The transect data confirmed the presence of a **Deep Marsh / Open Water** wetland adjacent to the tennis court area. The wetland type at the wetland transect point is **Shallow Marsh**. The elevated area surrounding the tennis court is mostly filled in wetland, which took place before the adoption of the Wetland Conservation Act. The wetland edge was marked approximately 12 inches above the toe of slope along the northern and eastern sides of the tennis court. The delineation boundary running west along the park and turning north was marked in the low area based on saturation below 12 inches depth. The surface layer of soil was typically darker within the wetland boundary in this area. The wetland has encroached westerly along the southern edge of the tennis court and may extend beyond the historical wetland footprint. Depth of saturation and soil coloration determined the wetland boundary in this area.

The wetland basin maintained a wet footprint in all the historical aerial photos, beginning as a drained field in 1940, and becoming progressively wetter over the years. The drainage ditches were blocked and surrounding development probably increased stormwater runoff. It is reasonable to assume that the wetland areas north and east of the park would qualify as WCA Jurisdictional wetland. The status of the area along the southern edge of the tennis court is debatable. The wetland has a direct connection to Lake Johanna via twin culverts, so it will likely be subject to an Army Corps of Engineers section 404 permit.

Figures

Figure 1. Site Locator Map

Figure 2. Johanna Marsh Park NWI/PWI Map

Figure 3. Johanna Marsh Park Wetland Delineation Map

Figure 4. Three-Month Antecedent Precipitation

Figure 5. Johanna Marsh Park 1940 Aerial Map

Figure 6. Johanna Marsh Park 1991 Aerial Map

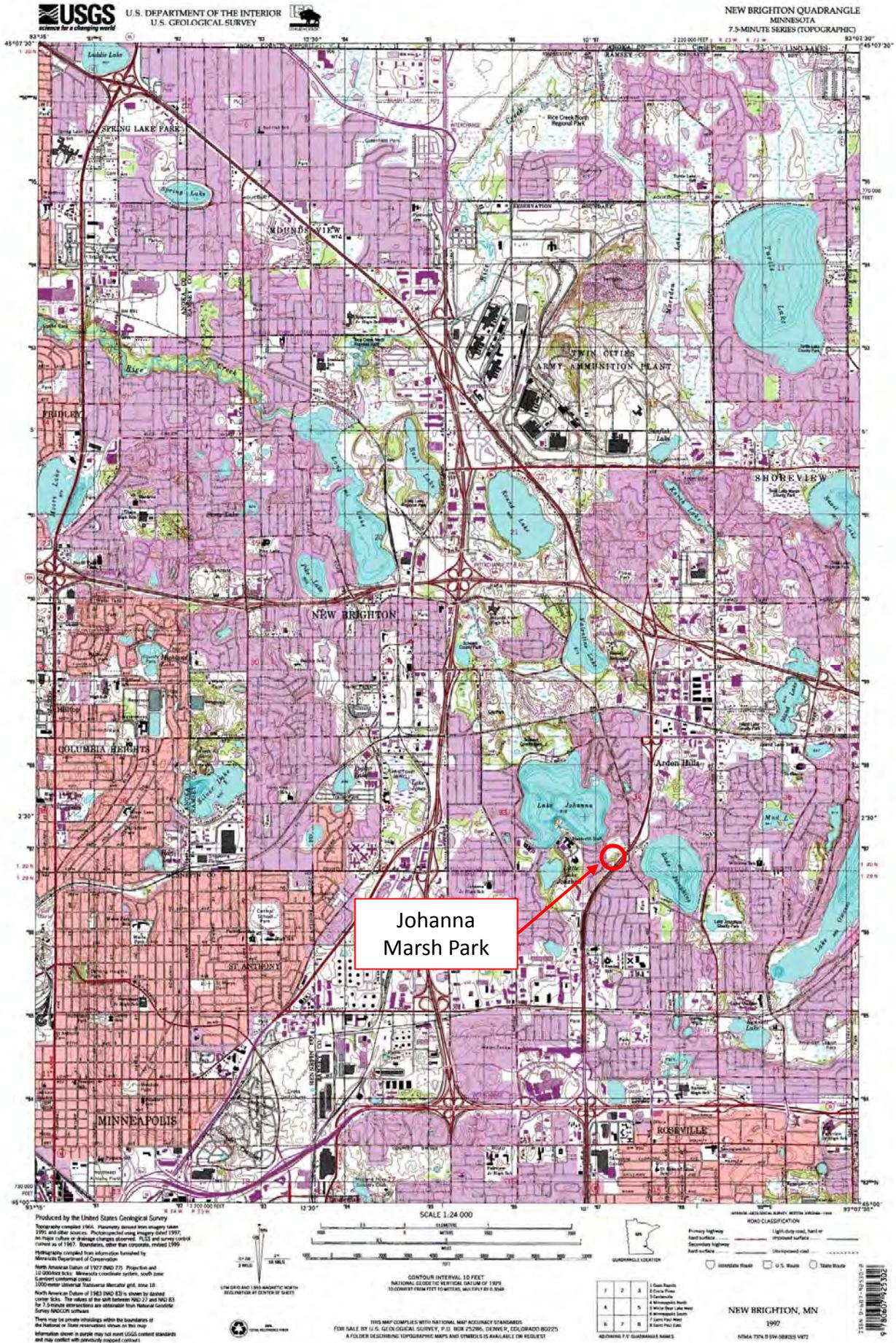
Appendices

Appendix A. Wetland Delineation Data Forms

Appendix B. Johanna Marsh Park Soil Survey Data

Appendix C. Wetland Delineation Photos

Figure 1 – Site Locator Map





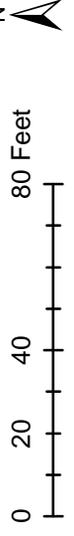
Legend

- ▲ Natural Surface Water
- ▲ Ponds/wetlands
- Tennis Court Location
- PWI Waters
- NWI Wetlands

2015 Aerial

-
-
-

**Figure 2. Johanna Marsh Park NWI/PWI Map
Arden Hills, MN**



Legend

- Transect Points
- Wetland Edge

2011 Aerial

- Red: Band_1
- Green: Band_2
- Blue: Band_3

**Figure 3. Johanna Marsh Park Wetland Delineation Map
Arden Hills, MN**

Figure 4. Three Month Antecedent Precipitation

8/22/2016

Precipitation Documentation Worksheet Using Gridded Database

Minnesota Climatology Working Group

State Climatology Office - DNR Division of Ecological and Water Resources University of Minnesota

[home](#) | [current conditions](#) | [journal](#) | [past data](#) | [summaries](#) | [agriculture](#) | [other sites](#) | [contact us](#) | [search](#) | 

Precipitation Worksheet Using Gridded Database

Precipitation data for target wetland location:

county: **Ramsey** township number: **30N**
township name: **unnamed** range number: **23W**
nearest community: **Arden Hills** section number: **34**

Aerial photograph or site visit date:

Thursday , **August 18, 2016**

Score using 1981-2010 normal period

values are in inches A 'R' following a monthly total indicates a provisional value derived from radar-based estimates .	first prior month: July 2016	second prior month: June 2016	third prior month: May 2016
estimated precipitation total for this location:	5.94R	4.29R	2.36
there is a 30% chance this location will have less than:	2.81	3.40	2.76
there is a 30% chance this location will have more than:	5.09	5.45	4.10
type of month: dry normal wet	wet	normal	dry
monthly score	3 * 3 = 9	2 * 2 = 4	1 * 1 = 1
multi-month score: 6 to 9 (dry) 10 to 14 (normal) 15 to 18 (wet)	14 (Normal)		

Other Resources:

- [retrieve daily precipitation data](#)
- [view radar-based precipitation estimates](#)
- [view weekly precipitation maps](#)
- [Evaluating Antecedent Precipitation Conditions](#) (BWSR)



Legend	
	Natural Surface Water
	Ponds/wetlands
	Tennis Court Location

**Figure 5. Johanna Marsh Park 1940 Aerial Map
Arden Hills, MN**



Legend

- ▲ Natural Surface Water
- ▲ Ponds/wetlands
- Tennis Court Location

**Figure 6. Johanna Marsh Park 1991 Aerial Map
Arden Hills, MN**

Appendix A. Wetland Delineation Data Forms

Johanna Marsh Park - Tennis Court

WETLAND DETERMINATION DATA FORM - Northeast and Northcentral Region

Project/Site Johanna Marsh Park - Tennis Court City/County: Arden Hills / Ramsey Sampling Date: 8/18/2016
 Applicant/Owner: City of Arden Hills State: MN Sampling Point: Upland Point
 Investigator(s): Alan Rupnow Section, Township, Range: S34, T30N, R23W
 Landform (hillslope, terrace, etc.): slope Local relief (concave, convex, none): convex
 Slope (%): 10 Lat: 45.037489 Long: -93.163323 Datum: NAD_1983_HARN_Adj_MN_Ramsey_Feet
 Soil Map Unit Name 1055 - Aquolls and histosols, ponded NWI Classification: N/A

Are climatic/hydrologic conditions of the site typical for this time of the year? N (If no, explain in remarks)
 Are vegetation , soil , or hydrology significantly disturbed? Are "normal circumstances" present? No
 Are vegetation , soil , or hydrology naturally problematic? present? No

SUMMARY OF FINDINGS

(If needed, explain any answers in remarks.)

Hydrophytic vegetation present? <u>N</u>	Is the sampled area within a wetland? <u>N</u> f yes, optional wetland site ID: <u> </u>
Hydric soil present? <u>N</u>	
Indicators of wetland hydrology present? <u>N</u>	

Remarks: (Explain alternative procedures here or in a separate report.)
 Precipitation for the previous month was much (>70th percentile) higher than normal. Data point location was in a mowed turf grass area.

VEGETATION -- Use scientific names of plants.

Tree Stratum (Plot size: <u>30 ft rad</u>)	Absolute % Cover	Dominant Species	Indicator Status	Dominance Test Worksheet
1 <u>Fraxinus pennsylvanica</u>	12	Y	FACW	
2 <u>Populus deltoides</u>	12	Y	FAC	Total Number of Dominant Species Across all Strata: <u>5</u> (B)
3				Percent of Dominant Species that are OBL, FACW, or FAC: <u>40.00%</u> (A/B)
4				
5				
	24 = Total Cover			
Sapling/Shrub stratum (Plot size: <u>15 ft rad</u>)	Absolute % Cover	Dominant Species	Indicator Status	Prevalence Index Worksheet
1 <u>Rubus occidentalis</u>	7	Y	NI	
2 <u>Rhamnus cathartica</u>	2	N	FAC	OBL species <u>0</u> x 1 = <u>0</u>
3				FACW species <u>14</u> x 2 = <u>28</u>
4				FAC species <u>14</u> x 3 = <u>42</u>
5				FACU species <u>121</u> x 4 = <u>484</u>
	9 = Total Cover			UPL species <u>0</u> x 5 = <u>0</u>
Herb stratum (Plot size: <u>3 ft rad</u>)	Absolute % Cover	Dominant Species	Indicator Status	Column totals <u>149</u> (A) <u>554</u> (B)
1 <u>Poa pratensis</u>	95	Y	FACU	Prevalence Index = B/A = <u>3.72</u>
2 <u>Digitaria sanguinalis</u>	25	Y	FACU	
3 <u>Trifolium repens</u>	1	N	FACU	
4				
5				
6				
7				
8				
9				
10				
	121 = Total Cover			
Woody vine stratum (Plot size: <u>15 ft rad</u>)	Absolute % Cover	Dominant Species	Indicator Status	
1 <u>Vitis riparia</u>	2	N	FACW	
2				
	2 = Total Cover			

Hydrophytic Vegetation Indicators:
 Rapid test for hydrophytic vegetation
 Dominance test is >50%
 Prevalence index is ≤3.0*
 Morphological adaptations* (provide supporting data in Remarks or on a separate sheet)
 Problematic hydrophytic vegetation* (explain)
 *Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic

Hydrophytic vegetation present? N

Remarks: (Include photo numbers here or on a separate sheet)
 Indicator statuses based on ACOE Northcentral and Northeast 2016 Regional Wetland Plant List

Appendix A. Wetland Delineation Data Forms

Johanna Marsh Park - Tennis Courts

SOIL

Sampling Point: Upland Point

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)								
Depth (Inches)	Matrix		Redox Features				Texture	Remarks
	Color (moist)	%	Color (moist)	%	Type*	Loc**		
0-5	10YR3/2	100					Sandy loam	
5-11	10YR3/2	100					Sandy clay loam	Some sm gravel / compacted
11-14	10YR3/1	90	10YR3/4	10	C	M	Sandy clay loam	Small gravel
14-23	10YR4/2	60	10YR4/6	40	C	M	Silty clay	
23-27	10YR4/2	80	10YR4/6	15	C	M	Sandy clay	Sm gravel and some bituminous
			10YR7/1	5	D	M		

*Type: C = Concentration, D = Depletion, RM = Reduced Matrix, MS = Masked Sand Grains. **Location: PL = Pore Lining, M = Matrix

Hydric Soil Indicators:	Indicators for Problematic Hydric Soils*:
<input type="checkbox"/> Histisol (A1) <input type="checkbox"/> Histic Epipedon (A2) <input type="checkbox"/> Black Histic (A3) <input type="checkbox"/> Hydrogen Sulfide (A4) <input type="checkbox"/> Stratified Layers (A5) <input type="checkbox"/> Depleted Below Dark Surface (A11) <input type="checkbox"/> Thick Dark Surface (A12) <input type="checkbox"/> Sandy Mucky Mineral (S1) <input type="checkbox"/> Sandy Gleyed Matrix (S4) <input type="checkbox"/> Sandy Redox (S5)	<input type="checkbox"/> Stripped Matrix (S6) <input type="checkbox"/> Dark Surface (S7) ¹ <input type="checkbox"/> Polyvalue Below Surface (S8) ¹ <input type="checkbox"/> Thin Dark Surface (S9) ¹ <input type="checkbox"/> Loamy Mucky Mineral (F1) ^c <input type="checkbox"/> Loamy Gleyed Matrix (F2) <input type="checkbox"/> Depleted Matrix (F3) <input type="checkbox"/> Redox Dark Surface (F6) <input type="checkbox"/> Depleted Dark Surface (F7) <input type="checkbox"/> Redox Depressions (F8)
<input type="checkbox"/> 2 cm Muck (A10) ⁶ <input type="checkbox"/> Coast Prairie Redox (A16) ⁶ <input type="checkbox"/> 5 cm Mucky Peat or Peat (S3) ⁶ <input type="checkbox"/> Dark Surface (S7) ^c <input type="checkbox"/> Polyvalue Below Surface (S8) ^c <input type="checkbox"/> Thin Dark Surface (S9) ^c <input type="checkbox"/> Iron-Manganese Masses (F12) (LRR K, L, R) <input type="checkbox"/> Piedmont Floodplain Soils (F19) [*] <input type="checkbox"/> Mesic Spodic (TA6) ^o <input type="checkbox"/> Red Parent Material (F21) <input type="checkbox"/> Very Shallow Dark Surface (TF12) <input type="checkbox"/> Other (explain in remarks)	
*Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic ¹ (LRR R, MLRA 149B) ^c (LRR K, L) ^o (MLRA 149B) ^o (MLRA 149B) ^o (MLRA 144A, 145, 149B) ^o (LRR K,L,R)	

Restrictive Layer (if observed): Type: Bituminous fill - compacted Depth (inches): 27	Hydric soil present? <u> N </u>
--	---------------------------------

Remarks:
Hit refusal at 27 inches with compacted bituminous fill layer

HYDROLOGY

Wetland Hydrology Indicators:	
Primary Indicators (minimum of one is required; check all that apply)	Secondary Indicators (minimum of two required)
<input type="checkbox"/> Surface Water (A1) <input type="checkbox"/> High Water Table (A2) <input type="checkbox"/> Saturation (A3) <input type="checkbox"/> Water Marks (B1) <input type="checkbox"/> Sediment Deposits (B2) <input type="checkbox"/> Drift Deposits (B3) <input type="checkbox"/> Algal Mat or Crust (B4) <input type="checkbox"/> Iron Deposits (B5) <input type="checkbox"/> Inundation Visible on Aerial Imagery (B7) <input type="checkbox"/> Sparsely Vegetated Concave Surface (B8) <input type="checkbox"/> Water-Stained Leaves (B9)	<input type="checkbox"/> Aquatic Fauna (B13) <input type="checkbox"/> Marl Deposits (B15) <input type="checkbox"/> Hydrogen Sulfide Odor (C1) <input type="checkbox"/> Oxidized Rhizospheres on Living Roots (C3) <input type="checkbox"/> Presence of Reduced Iron (C4) <input type="checkbox"/> Recent Iron Reduction in Tilled Soils (C6) <input type="checkbox"/> Thin Muck Surface (C7) <input type="checkbox"/> Gauge or Well Data (D9) <input type="checkbox"/> Other (Explain in Remarks)
	<input type="checkbox"/> Surface Soil Cracks (B6) <input type="checkbox"/> Drainage Patterns (B10) <input type="checkbox"/> Moss Trim Lines (B16) <input type="checkbox"/> Dry-Season Water Table (C2) <input type="checkbox"/> Crayfish Burrows (C8) <input type="checkbox"/> Saturation Visible on Aerial Images (C9) <input type="checkbox"/> Stunted or Stressed Plants (D1) <input type="checkbox"/> Geomorphic Position (D2) <input type="checkbox"/> Shallow Aquitard (D3) <input type="checkbox"/> FAC-Neutral Test (D5) <input type="checkbox"/> Microtopographic Relief (D4)

Field Observations: Surface water present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Depth (inches): _____ Water table present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Depth (inches): _____ Saturation present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Depth (inches): _____ (includes capillary fringe)	Indicators of wetland hydrology present? <u> N </u>
--	---

Describe recorded data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks:
No saturated soil encountered despite greater than normal rainfall and a restrictive layer.

Appendix A. Wetland Delineation Data Forms

Johanna Marsh Park - Tennis Court

WETLAND DETERMINATION DATA FORM - Northeast and Northcentral Region

Project/Site Johanna Marsh Park - Tennis Court City/County: Arden Hills / Ramsey Sampling Date: 8/18/2016
 Applicant/Owner: City of Arden Hills State: MN Sampling Point: Wetland Point
 Investigator(s): Alan Rupnow Section, Township, Range: S34, T30N, R23W
 Landform (hillslope, terrace, etc.): basin Local relief (concave, convex, none): concave
 Slope (%): _____ Lat: 45.037579 Long: -93.163329 Datum: NAD_1983_HARN_Adj_MN_Ramsey_Feet
 Soil Map Unit Name 1055 - Aquolls and histosols, ponded NWI Classification: PEM1C - Shallow Marsh

Are climatic/hydrologic conditions of the site typical for this time of the year? N (If no, explain in remarks)
 Are vegetation _____, soil _____, or hydrology _____ significantly disturbed? Are "normal circumstances" present? Yes
 Are vegetation _____, soil _____, or hydrology _____ naturally problematic? present? Yes

SUMMARY OF FINDINGS

(If needed, explain any answers in remarks.)

Hydrophytic vegetation present? <u>Y</u>	Is the sampled area within a wetland? <u>Y</u> If yes, optional wetland site ID: _____
Hydric soil present? <u>Y</u>	
Indicators of wetland hydrology present? <u>Y</u>	

Remarks: (Explain alternative procedures here or in a separate report.)
 Precipitation was >70th percentile in the month prior to the field investigation.

VEGETATION -- Use scientific names of plants.

Tree Stratum	(Plot size: <u>30 ft rad</u>)	Absolute % Cover	Dominant Species	Indicator Status	Dominance Test Worksheet Number of Dominant Species that are OBL, FACW, or FAC: <u>5</u> (A) Total Number of Dominant Species Across all Strata: <u>5</u> (B) Percent of Dominant Species that are OBL, FACW, or FAC: <u>100.00%</u> (A/B)
1	<u>Fraxinus pennsylvanica</u>	30	Y	FACW	
2	<u>Salix amygdaloides</u>	10	Y	FACW	
3					
4					
		40	= Total Cover		
Sapling/Shrub stratum	(Plot size: <u>15 ft rad</u>)				Prevalence Index Worksheet Total % Cover of: OBL species <u>0</u> x 1 = <u>0</u> FACW species <u>172</u> x 2 = <u>344</u> FAC species <u>15</u> x 3 = <u>45</u> FACU species <u>0</u> x 4 = <u>0</u> UPL species <u>0</u> x 5 = <u>0</u> Column totals <u>187</u> (A) <u>389</u> (B) Prevalence Index = B/A = <u>2.08</u>
1	<u>Rhamnus cathartica</u>	10	Y	FAC	
2	<u>Rhus glabra</u>	2	N	NI	
3					
4					
		12	= Total Cover		
Herb stratum	(Plot size: <u>3 ft rad</u>)				Hydrophytic Vegetation Indicators: <input type="checkbox"/> Rapid test for hydrophytic vegetation <input checked="" type="checkbox"/> Dominance test is >50% <input checked="" type="checkbox"/> Prevalence index is ≤3.0* Morphological adaptations* (provide supporting data in Remarks or on a separate sheet) <input type="checkbox"/> Problematic hydrophytic vegetation* (explain) *Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic
1	<u>Phalaris arundinacea</u>	100	Y	FACW	
2	<u>Urtica dioica</u>	5	N	FAC	
3	<u>Impatiens capensis</u>	2	N	FACW	
4					
5					
6					
7					
8					
9					
10					
		107	= Total Cover		
Woody vine stratum	(Plot size: <u>15 ft rad</u>)				Hydrophytic vegetation present? <u>Y</u>
1	<u>Vitis riparia</u>	30	Y	FACW	
2					
		30	= Total Cover		

Remarks: (Include photo numbers here or on a separate sheet)

Appendix A. Wetland Delineation Data Forms

Johanna Marsh Park - Tennis Courts

SOIL

Sampling Point: Upland Point

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)

Depth (Inches)	Matrix		Redox Features				Texture	Remarks
	Color (moist)	%	Color (moist)	%	Type*	Loc**		
0-6	10YR3/2	100					Loamy sand	
6-16	10YR3/1	100					Mucky peat w/ sand	
16-23	10YR4/1	100					Sand w/ some peat	

*Type: C = Concentration, D = Depletion, RM = Reduced Matrix, MS = Masked Sand Grains. **Location: PL = Pore Lining, M = Matrix

Hydric Soil Indicators: <input type="checkbox"/> Histisol (A1) <input type="checkbox"/> Precipit: Histic Epipedon (A2) <input type="checkbox"/> Black Histic (A3) <input type="checkbox"/> Hydrogen Sulfide (A4) <input type="checkbox"/> Stratified Layers (A5) <input type="checkbox"/> Depleted Below Dark Surface (A11) <input type="checkbox"/> Thick Dark Surface (A12) <input type="checkbox"/> Sandy Mucky Mineral (S1) <input type="checkbox"/> Sandy Gleyed Matrix (S4) <input type="checkbox"/> Sandy Redox (S5)	<input type="checkbox"/> Stripped Matrix (S6) <input type="checkbox"/> Dark Surface (S7) ¹ <input type="checkbox"/> Polyvalue Below Surface (S8) ¹ <input type="checkbox"/> Thin Dark Surface (S9) ¹ <input type="checkbox"/> Loamy Mucky Mineral (F1) ^c <input type="checkbox"/> Loamy Gleyed Matrix (F2) <input type="checkbox"/> Depleted Matrix (F3) <input type="checkbox"/> Redox Dark Surface (F6) <input type="checkbox"/> Depleted Dark Surface (F7) <input type="checkbox"/> Redox Depressions (F8)	Indicators for Problematic Hydric Soils*: <input type="checkbox"/> 2 cm Muck (A10) ⁶ <input type="checkbox"/> Coast Prairie Redox (A16) ⁶ <input checked="" type="checkbox"/> 5 cm Mucky Peat or Peat (S3) ⁶ <input type="checkbox"/> Dark Surface (S7) ^c <input type="checkbox"/> Polyvalue Below Surface (S8) ^c <input type="checkbox"/> Thin Dark Surface (S9) ^c <input type="checkbox"/> Iron-Manganese Masses (F12) (LRR K, L, R) <input type="checkbox"/> Piedmont Floodplain Soils (F19) [*] <input type="checkbox"/> Mesic Spodic (TA6) ^o <input type="checkbox"/> Red Parent Material (F21) <input type="checkbox"/> Very Shallow Dark Surface (TF12) <input type="checkbox"/> Other (explain in remarks)
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*Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic
¹(LRR R, MLRA 149B) ^c(LRR K, L) ^o(MLRA 149B) ^o(MLRA 149B) ^o(MLRA 144A, 145, 149B) ^o(LRR K,L,R)

Restrictive Layer (if observed): Type: _____ Depth (inches): _____	Hydric soil present? <u>Y</u>
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Remarks:
 Could not get a cohesive sample below 23 inches

HYDROLOGY

Wetland Hydrology Indicators: Primary Indicators (minimum of one is required; check all that apply)		Secondary Indicators (minimum of two required)	
<input type="checkbox"/> Surface Water (A1) <input checked="" type="checkbox"/> High Water Table (A2) <input checked="" type="checkbox"/> Saturation (A3) <input type="checkbox"/> Water Marks (B1) <input type="checkbox"/> Sediment Deposits (B2) <input type="checkbox"/> Drift Deposits (B3) <input type="checkbox"/> Algal Mat or Crust (B4) <input type="checkbox"/> Iron Deposits (B5) <input type="checkbox"/> Inundation Visible on Aerial Imagery (B7) <input type="checkbox"/> Sparsely Vegetated Concave Surface (B8) <input checked="" type="checkbox"/> Water-Stained Leaves (B9)	<input type="checkbox"/> Aquatic Fauna (B13) <input type="checkbox"/> Marl Deposits (B15) <input type="checkbox"/> Hydrogen Sulfide Odor (C1) <input type="checkbox"/> Oxidized Rhizospheres on Living Roots (C3) <input type="checkbox"/> Presence of Reduced Iron (C4) <input type="checkbox"/> Recent Iron Reduction in Tilled Soils (C6) <input type="checkbox"/> Thin Muck Surface (C7) <input type="checkbox"/> Gauge or Well Data (D9) <input type="checkbox"/> Other (Explain in Remarks)	<input type="checkbox"/> Surface Soil Cracks (B6) <input type="checkbox"/> Drainage Patterns (B10) <input type="checkbox"/> Moss Trim Lines (B16) <input type="checkbox"/> Dry-Season Water Table (C2) <input type="checkbox"/> Crayfish Burrows (C8) <input type="checkbox"/> Saturation Visible on Aerial Images (C9) <input type="checkbox"/> Stunted or Stressed Plants (D1) <input checked="" type="checkbox"/> Geomorphic Position (D2) <input type="checkbox"/> Shallow Aquitard (D3) <input checked="" type="checkbox"/> FAC-Neutral Test (D5) <input type="checkbox"/> Microtopographic Relief (D4)	

Field Observations: Surface water present? Yes <u>X</u> No _____ Depth (inches): <u>*</u> Water table present? Yes <u>X</u> No _____ Depth (inches): <u>4</u> Saturation present? Yes <u>X</u> No _____ Depth (inches): <u>surface</u> (includes capillary fringe)	Indicators of wetland hydrology present? <u>Y</u>
---	---

Describe recorded data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks:
 *Surface water present 6 inches from data point

Appendix B. Johanna Marsh Park Soil Survey Data



Soil Map—Ramsey County, Minnesota
(Johanna Marsh Park Soils)



Appendix B. Johanna Marsh Park Soil Survey Data

Soil Map—Ramsey County, Minnesota
(Johanna Marsh Park Soils)

MAP LEGEND

- Area of Interest (AOI)
- Soils**
- Soil Map Unit Polygons
- Soil Map Unit Lines
- Soil Map Unit Points
- Special Point Features**
- Blowout
- Borrow Pit
- Clay Spot
- Closed Depression
- Gravel Pit
- Gravelly Spot
- Landfill
- Lava Flow
- Marsh or swamp
- Mine or Quarry
- Miscellaneous Water
- Perennial Water
- Rock Outcrop
- Saline Spot
- Sandy Spot
- Severely Eroded Spot
- Sinkhole
- Slide or Slip
- Sodic Spot
- Spoil Area
- Stony Spot
- Very Stony Spot
- Wet Spot
- Other
- Special Line Features
- Water Features**
- Streams and Canals
- Transportation**
- Rails
- Interstate Highways
- US Routes
- Major Roads
- Local Roads
- Background**
- Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:15,800.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
Web Soil Survey URL: <http://websoilsurvey.nrcs.usda.gov>
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Ramsey County, Minnesota
Survey Area Data: Version 8, Sep 18, 2015

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Mar 16, 2012—Sep 7, 2014

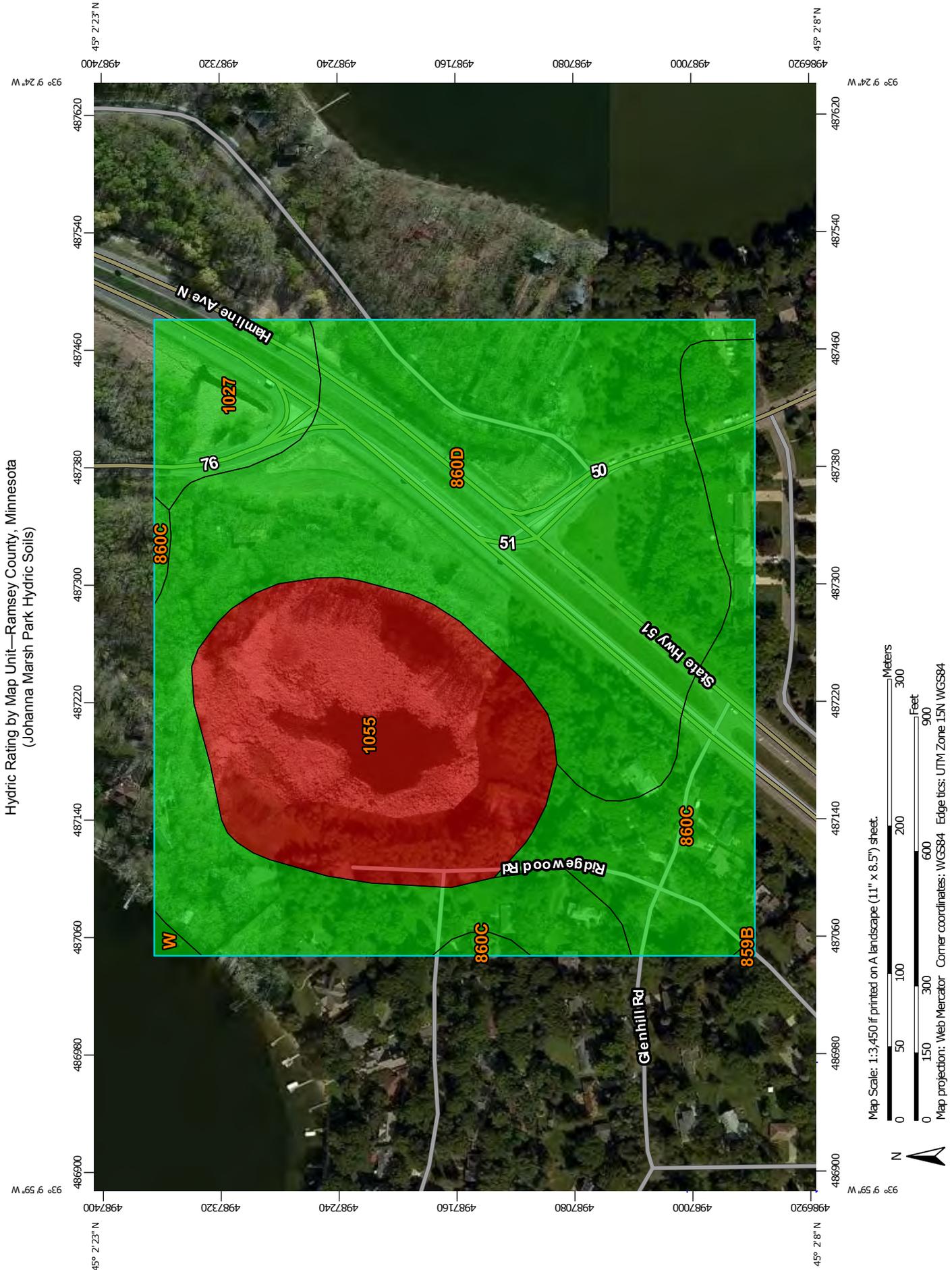
The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Appendix B. Johanna Marsh Park Soil Survey Data

Map Unit Legend

Ramsey County, Minnesota (MN123)			
Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
859B	Urban land-Zimmerman complex, 1 to 8 percent slopes	0.0	0.1%
860C	Urban land-Hayden-Kingsley complex, 3 to 15 percent slopes	6.7	15.3%
860D	Urban land-Hayden-Kingsley complex, 15 to 25 percent slopes	24.1	55.0%
1027	Udorthents, wet substratum	2.8	6.3%
1055	Aquolls and histosols, ponded	10.1	23.0%
W	Water	0.1	0.3%
Totals for Area of Interest		43.8	100.0%

Appendix B. Johanna Marsh Park Soil Survey Data



Appendix B. Johanna Marsh Park Soil Survey Data

Hydric Rating by Map Unit—Ramsey County, Minnesota
(Johanna Marsh Park Hydric Soils)

MAP LEGEND

Area of Interest (AOI)	Transportation
Area of Interest (AOI)	Rails
	Interstate Highways
Soils	US Routes
Soil Rating Polygons	Major Roads
Hydric (100%)	Local Roads
Hydric (66 to 99%)	Background
Hydric (33 to 65%)	Aerial Photography
Hydric (1 to 32%)	
Not Hydric (0%)	
Not rated or not available	
Soil Rating Lines	
Hydric (100%)	
Hydric (66 to 99%)	
Hydric (33 to 65%)	
Hydric (1 to 32%)	
Not Hydric (0%)	
Not rated or not available	
Soil Rating Points	
Hydric (100%)	
Hydric (66 to 99%)	
Hydric (33 to 65%)	
Hydric (1 to 32%)	
Not Hydric (0%)	
Not rated or not available	
Water Features	Streams and Canals

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:15,800.

Warning: Soil Map may not be valid at this scale.
Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
Web Soil Survey URL: <http://websoilsurvey.nrcs.usda.gov>
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Ramsey County, Minnesota
Survey Area Data: Version 8, Sep 18, 2015

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Mar 16, 2012—Sep 7, 2014

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Appendix B. Johanna Marsh Park Soil Survey Data

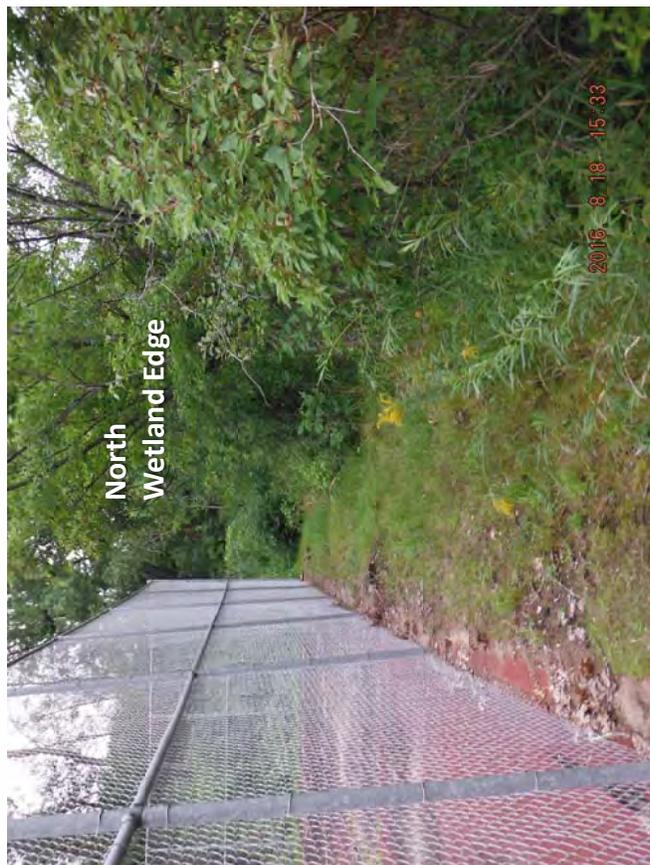
Hydric Rating by Map Unit—Ramsey County, Minnesota

Johanna Marsh Park Hydric Soils

Hydric Rating by Map Unit

Hydric Rating by Map Unit— Summary by Map Unit — Ramsey County, Minnesota (MN123)				
Map unit symbol	Map unit name	Rating	Acres in AOI	Percent of AOI
859B	Urban land-Zimmerman complex, 1 to 8 percent slopes	0	0.0	0.1%
860C	Urban land-Hayden-Kingsley complex, 3 to 15 percent slopes	0	6.7	15.3%
860D	Urban land-Hayden-Kingsley complex, 15 to 25 percent slopes	0	24.1	55.0%
1027	Udorthents, wet substratum	0	2.8	6.3%
1055	Aquolls and histosols, ponded	100	10.1	23.0%
W	Water	0	0.1	0.3%
Totals for Area of Interest			43.8	100.0%

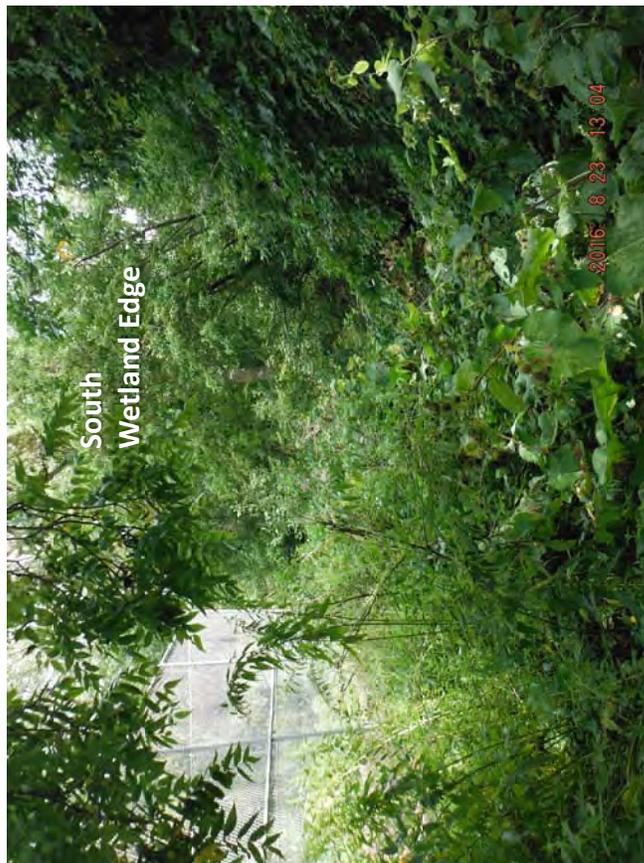




North
Wetland Edge



East Wetland
Edge



South
Wetland Edge



CITY OF ARDEN HILLS SANITARY SEWER MAINTENANCE POLICY

1. Purpose

It is the policy of the City of Arden Hills to comply with all applicable state and federal regulatory requirements.

The City intends to provide effective and efficient maintenance to its sanitary sewer system by evaluating political, social, safety, and economic concerns, among others. Procedures identified in this policy are intended to maintain the sanitary sewer system to operate efficiently and prevent sewer backups. These procedures, when implemented, may also extend the service life of various components of the sanitary sewer system.

The City has 242,500 feet of public sanitary sewer mains, 1,100 manholes and 14 lift/pump stations within its sanitary sewer system. Procedures identified in this policy are intended to maintain the City's sanitary sewer system to prevent sewer backups and to extend the life of the system. The City has developed and implemented this policy that takes into consideration public safety, the City's budget and personnel, environmental concerns, and the cost of implementation versus the benefit to be achieved. The City will use its employees, equipment and/or private contractors to provide this service.

While the City fully intends to meet the guidelines established in this policy, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, or weather and other emergencies may prevent the City from meeting the guidelines established herein. The Public Works Director may override provisions established within this policy. Deviations from the goals established in this policy will be documented.

The City will use this policy to guide any sanitary sewer maintenance activities to be provided by a contractor or a party other than the City.

2. Routine Maintenance and Inspection Goals

A. Sanitary Sewer Mains

Scope of City's Responsibility - The City will maintain the components of the public sanitary sewer system. This includes sanitary sewer mains, manholes, lift stations, waste water treatment plants, and other components. Private property owners are responsible for the maintenance of sanitary sewer components from their property up to and including the connection to the public system.

Schedule – The City’s goal is to inspect and maintain the components of its sanitary sewer system according to the attached schedule.

Equipment – The equipment used to perform maintenance will depend upon the equipment available and its effectiveness as determined by qualified staff.

Television Inspection – The City’s sanitary sewer mains will be inspected by television camera in accordance with the attached schedule. Any sewer mains located on a street where a street maintenance project is planned will be inspected before and after such a project. Sanitary sewer mains in a new development must be televised before said mains are turned over to the City. Television inspection may also be used to inspect the system where there are possible problems. In addition, the City may require any main near a construction site to be televised before and after the construction (i.e., near blasting, digging, other activities that might disrupt the main, etc.)

Visual recordings of sewer main televising will be required of any vendor performing this service for the City. A written report summarizing and interpreting the findings of the televising will also be required. These records will be kept by the City for a minimum of 12 years.

B. Maintenance Category

The sanitary sewer mains and facilities identified as Category 1 will receive ordinary routine maintenance as noted on sewer maps. The sanitary sewer mains and facilities identified on the sewer map as Category 2 will receive more frequent maintenance and those identified as Category 3 will receive less frequent maintenance. When a sewer main or facility is identified as anything other than Category 1, the reasons why maintenance is needed on a different schedule will be documented. Sewer mains and facilities will receive maintenance according to the attached schedule.

The Public Works Director will determine whether a main or facility is Category 1, receiving routine sewer maintenance, Category 2, receiving more frequent maintenance or Category 3, receiving less frequent maintenance. Based on periodic assessment, maintenance will be adjusted and a sewer main may be moved from one category to another.

C. Sanitary Sewer Lift Stations

The City maintains lift stations using specific maintenance that is reasonable and recommended. The number of lift stations, location, date of installation, and capacity of each lift station is kept on record. Maintenance for each lift station is reflected in the following list of activities:

- Easy availability of original manuals with manufacturers’ recommended maintenance schedules for all lift station equipment
- Operating procedures for manipulating pump operations (manually or automatically) during wet weather to increase in-line storage of wet weather flows

- Setting wet well operating levels to limit pump start/stops
- Cleaning wet well annually
- Calibrating flow meters or conducting draw down tests
- Regular rotation of lead, lag, and backup pumps
- Regular inspections of lift station, alarm systems and electrical components
- Maintenance of operation logs and general records for all lift station activities, including inspections
- Clean force mains as needed
- Identify problem areas/components
- Replace pump impeller, motor as needed
- Maintain generator according to manufacturer's recommendation

3. Inflow and Infiltration

Inflow and infiltration occur when clear water gets into the sanitary sewer system. This may occur through cracks or leaks in the sewer pipes and manholes or through sump pumps incorrectly connected to the sanitary sewer system. Inflow and infiltration can lead to backups, overflows and unnecessary and expensive treatment of clear water.

City employees will periodically inspect manholes to identify any that contribute to this problem. Sanitary sewer mains will be maintained and inspected pursuant to the City's Sanitary Sewer Maintenance Policy.

4. Personnel Responsibilities and Requirements

A. Exercise of Professional Judgment

It is expected that City employees, in accordance with their job duties and responsibilities, will exercise their professional judgment in the implementation of this policy. Further, it is expected that in emergency situations City employees will be required to exercise their discretion and weigh political, social, and economic considerations including but not limited to public and employee safety, the potential for damage to private property and the City sanitary sewer system, and environmental concerns.

B. Training and Education

The City will provide training to employees responsible for maintenance of and emergency response to issues with the sanitary sewer system. Training of employees will include education necessary to earn and maintain appropriate operator certifications. Training will also address standard operating procedures, proper use of equipment, emergency response and other topics required by state and federal regulatory agencies.

C. Work Schedule

Full-time City employees in the Public Works Department will be expected to work eight-hour shifts. In emergencies, employees may be required to work in excess of eight hours. Budget and safety concerns may limit the length of time an employee is permitted to work.

D. Weather Conditions

Regular sewer maintenance operations will be conducted only when weather conditions do not endanger the City employees and equipment. Factors that may delay sewer maintenance operations include, but are not limited to: severe cold, severe heat, flooding, rain, snow and other severe weather events.

5. Documentation

The City will document all of its inspection and maintenance activities and emergency responses for its sanitary sewer system. The City will also document circumstances that limit its ability to comply with this policy. A report should be prepared periodically for the purpose of evaluating maintenance activities and for determining goals for the future. These records will be kept in accordance with the City's records retention schedule.

6. Public Education

Periodically, the City will inform residents of their responsibilities related to sanitary sewer service from the City of Arden Hills.

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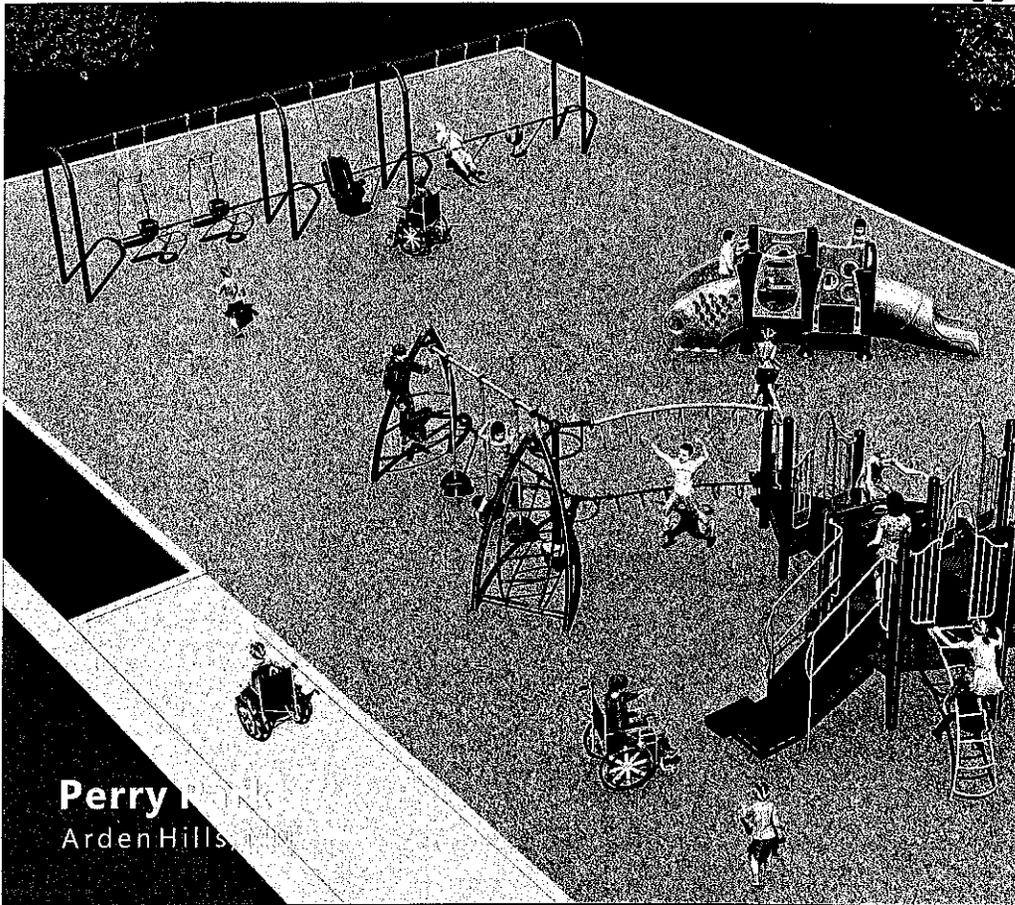


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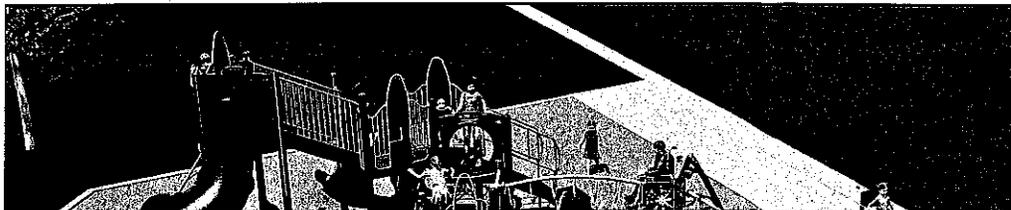


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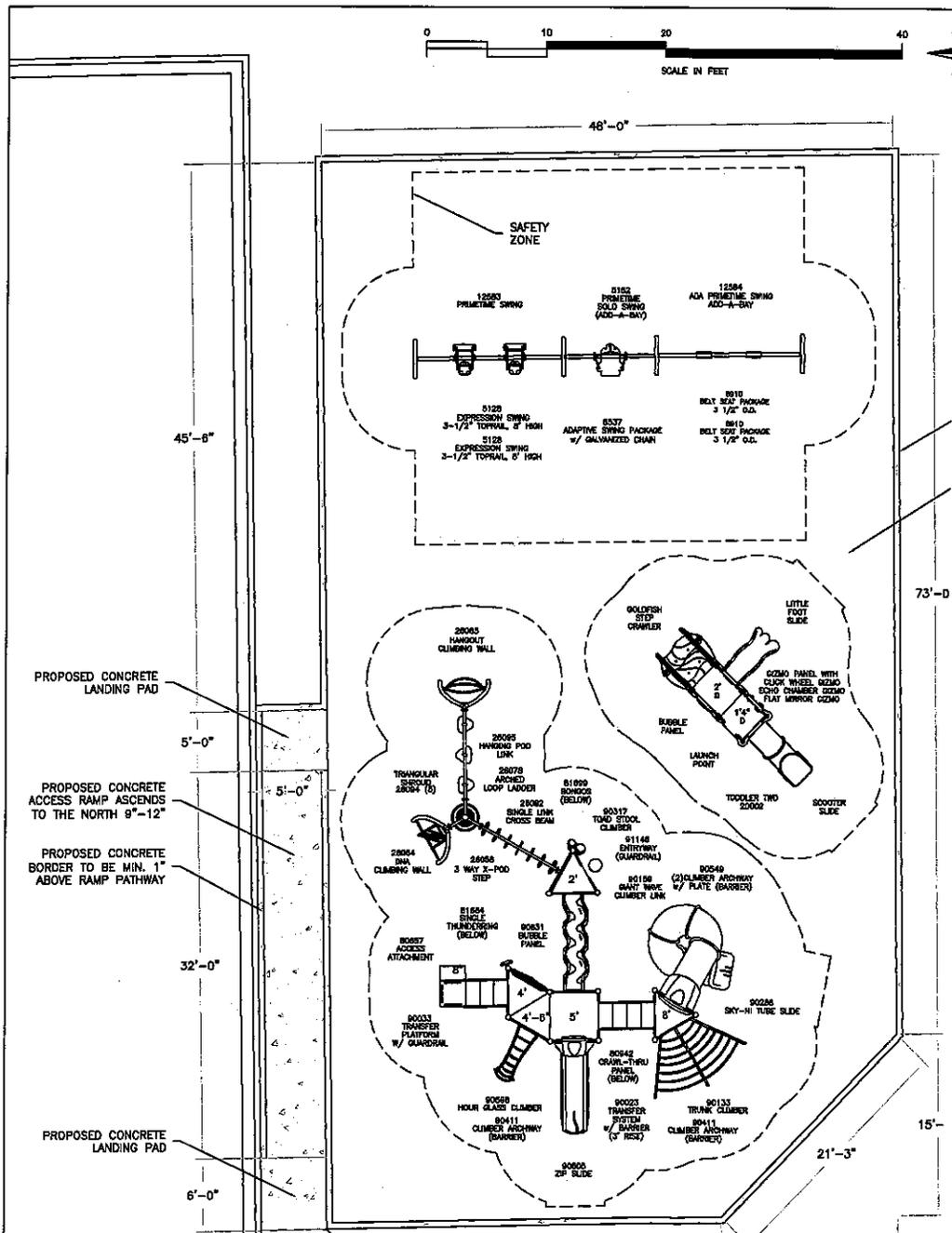


City of Arden Hills
 ✓ Published June 20th 2016



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Plan View 12'





DATE: November 21, 2016

TO: Honorable Mayor and City Council

FROM: Sue Iverson, Interim City Administrator/Director of Finance and Admin Services

SUBJECT: Personnel Committee Discussion

Background/Discussion

The Personnel Committee will have a discussion with the full City Council on personnel items.