
**BUDGET SUMMARY
LIQUOR CONTRIBUTION FUND**

<u>AVAILABLE FOR APPROPRIATION</u>	2007	2008		2009
	Actual	Budget	Revised	Budget
<u>PRIOR YEAR FUND BALANCE</u>	\$ 118,889	\$ 123,589	\$ 124,588	\$ 128,588
<u>Sources</u>				
Liquor Profits	450,000	450,000	450,000	450,000
Interest	5,699	4,800	4,000	3,500
Subtotal	<u>455,699</u>	<u>454,800</u>	<u>454,000</u>	<u>453,500</u>
<u>Uses</u>				
Transfers	450,000	450,000	450,000	450,000
Subtotal	<u>450,000</u>	<u>450,000</u>	<u>450,000</u>	<u>450,000</u>
<u>FUND BALANCE</u>	<u>\$ 124,588</u>	<u>\$ 128,389</u>	<u>\$ 128,588</u>	<u>\$ 132,088</u>

MISSION STATEMENT

The Liquor Contribution Fund is financed by earnings of the Municipal Liquor Fund, which are transferred to this fund annually. As capital improvement projects are undertaken, money is transferred out of this fund to the capital improvement funds to finance the project.

DIVISION FOCUS

The 2008 budget revision provides for expenditures of monies from the Liquor Contribution Fund in accordance with the revised 2008 Capital Improvement Budget. The 2009 proposed budget similarly allocates special revenue monies for expenditure in accordance with the 2009 Capital Improvement Budget.

**BUDGET SUMMARY
TOURISM ADMINISTRATION**

<u>AVAILABLE FOR APPROPRIATION</u>	2007	2008		2009
	Actual	Budget	Revised	Budget
<u>PRIOR YEAR FUND BALANCE</u>	\$ 58,616	\$ 53,636	\$ 61,762	\$ 60,562
<u>Sources</u>				
Hotel/Motel Lodging Tax	12,545	13,000	12,000	12,500
Interest	3,148	2,700	2,500	2,700
Subtotal	<u>15,693</u>	<u>15,700</u>	<u>14,500</u>	<u>15,200</u>
<u>Uses</u>				
Personal Services	11,380	16,970	11,500	11,800
Other services & charges	1,167	4,200	4,200	4,200
Subtotal	<u>12,547</u>	<u>21,170</u>	<u>15,700</u>	<u>16,000</u>
<u>FUND BALANCE</u>	\$ 61,762	\$ 48,166	\$ 60,562	\$ 59,762

MISSION STATEMENT

To set up funding for the Tourism Promotion Board through a Lodging Tax on the gross receipts on lodging from hotels and motels within the City. The purpose of this fund is to promote and market the City as a tourist or convention center.

DIVISION FOCUS

To create a climate supportive of the hotel industry in the City of Richfield. This includes sponsoring events and other appropriate activities which provide visibility for Richfield as a tourist center.

2009 TOURISM ADMINISTRATION GOALS

1. To promote the City of Richfield as a tourist or convention destination center.
2. To promote civic activities which enhance the City's positive image.
3. To carry out such activities as permitted under Minnesota statutes.
4. Develop a new Marketing Plan with the assistance of a consultant.

DIVISION EXPENDITURE COMMENT

This fund is responsible for the collection of lodging tax revenues and the distribution of these funds to the Richfield Tourism Promotion Board (RTPB), and for the examination of the records of any operator for verification of accuracy on the Lodging Tax Returns as well as an annual report to the State of Minnesota. Revenue here represents 5% of the total taxes generated and submitted to the Richfield Tourism Promotion Board.

The Richfield Tourism Promotion Board, which meets monthly, is comprised of a representative of the Richfield Chamber of Commerce, the LaSalle Group, property managers for hotel/motel properties. The Administrative Services Director serves as the City's liaison to the Board. The duties of the Board include the annual expenditure and a allocation of lodging tax revenues for permissible activities.

**BUDGET SUMMARY
COMMUNICATIONS FUND**

<u>AVAILABLE FOR APPROPRIATION</u>	2007	2008		2009
	<u>Actual</u>	<u>Budget</u>	<u>Revised</u>	<u>Budget</u>
<u>PRIOR YEAR FUND BALANCE</u>	\$ 1,506,101	\$ 1,581,281	\$ 1,656,504	\$ 1,727,844
<u>Sources</u>				
Franchise fee	297,152	280,000	285,000	290,000
Interest	68,179	53,000	40,000	42,000
Subtotal	365,331	333,000	325,000	332,000
<u>Uses</u>				
Personal services	140,556	155,690	157,660	168,090
Other service & charges	74,372	96,000	96,000	98,000
Subtotal	214,928	251,690	253,660	266,090
<u>FUND BALANCE</u>	\$ 1,656,504	\$ 1,662,591	\$ 1,727,844	\$ 1,793,754

COMMUNICATIONS FUND

MISSION STATEMENT

To provide communication services to Richfield residents via the City's Cable TV channel, web site, publications, and media relations. Administer the City's Cable Television ordinance.

DIVISION FOCUS

The Communications Fund is financed by franchise fees derived from cable television subscribers. These funds are paid to the City under obligations of the Cable Television Franchise Ordinance. The funds are used to finance public-service related cable television programming and public information activities.

The overall administration of this fund is performed through the Administrative Services Department. Positions funded by this division include: Communications Coordinator (100%), P/T Braodcast position (100%), Assistant to the City Manager position (20%). The Communications Coordinator oversees the City's web site, cable TV programming, intranet/employee communications and other communications. The part-time broadcast position provides cable casting of City meetings. The City Manager and Assistant to the City Manager produce and co-host Out and About in Richfield as well as collaborate with the Communications Coordinator on communications projects.

The major programming effort is the cable casting of Richfield City Council, Housing and Redevelopment, and Planning meetings. To provide that service, cameras, a control console, editing equipment and various accessories have been purchased. Typically equipment is upgraded every few years in order to maintain and improve the quality of these public cable programs. In addition, the City cable TV show, "Out & About in Richfield" is financed through this division. Approximately two shows are taped and edited per month.

2008 HIGHLIGHTS

Implement Content Management System for the City web site. This web based system by Revize.com makes it easier to update the web site. Front Page will no longer be necessary.

Add Laserfiche document finder to homepage of City web site.

Production of "Just A Minute" public service announcements, "Out and About in Richfield," and miscellaneous cable programming.

Purchase new camera for broadcasting programs outside of City Hall. Camera should have capability to record onto a hard drive instead of tape. This will save staff time when transferring video from the camera to the computer for editing. Estimated cost is \$2,500 to \$5,000.

Purchase a new handheld wireless microphone for broadcasting programs outside of City Hall. Primarily for Out and About in Richfield.

Work with USI Wireless on implementing wi-fi network. Communicate updates to residents.
(City Council Goal C-1)

Continue Richfield's participation in the Southwest Suburban Cable Commission (SWSCC).

Investigate the future of Cable TV and how this might affect Richfield.

Purchase a projector for the Council Chambers that is permanently mounted to ceiling. This will eliminate the need to rent out equipment and set up prior to meetings.

Continued "web streaming" of Council meetings.

2009 CABLE DIVISION GOALS

Upgrade the City's cable TV production equipment. Purchase a new camera for at least one broadcast camera and upgrade the control console.

Continue the production of "Out & About in Richfield", along with the new "Just A Minute" public service announcements.

Work with the SWSCC to protect the City's franchising authority.

Investigate the feasibility of providing live web streaming of City Council meetings along with the ability to archive meetings utilizing the meeting agendas. Companies that provide this service currently charge around \$25,000 to implement such a service.

FUND: COMMUNICATIONS FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: Communications Fund - 20004

DIVISION PERSONNEL

CLASSIFICATIONS	NUMBER OF EMPLOYEES		SALARY GRADE
	2008	2009	
<u>Regular Full-Time Employees</u>			
Assistant to the City Manager	.40	.20	M-2
Communications Specialist	1.00	1.00	GS-4
<i>Total</i>	<u>1.40</u>	<u>1.20</u>	

CAPITAL OUTLAY

ITEMS	2008	2009
	REVISED	BUDGET
None	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>

BUDGET SUMMARY - ELECTIONS FUND

<u>AVAILABLE FOR APPROPRIATION</u>	2007	2008		2009
	Actual	Budget	Revised	Budget
<u>PRIOR YEAR FUND BALANCE</u>	\$ 55,910	\$ 99,910	\$ 84,482	\$ 11,482
<u>Sources</u>				
Other Revenues	86,014	105,000	90,000	90,000
Interest	3,262	4,100	2,000	2,000
Subtotal	89,276	109,100	92,000	92,000
<u>Uses</u>				
Personal Services	56,108	105,000	105,000	57,000
Other Services and Charges	4,596	60,000	60,000	7,000
Subtotal	60,704	165,000	165,000	64,000
<u>FUND BALANCE</u>	\$ 84,482	\$ 44,010	\$ 11,482	\$ 39,482

MISSION STATEMENT

The Elections Fund was established to isolate the large fluctuation in costs from year to year.

DIVISION FOCUS

The Election Division provides voter registration services, voter information services, and election administration services for the City. The City Clerk is responsible for the management of these services. City Clerk Division employees provide staffing and support to the Election Division.

Responsibilities include the conduct of primary, general, and special elections, the recruitment and training of election judges, maintenance of voter registration records, programming/testing of voting equipment, polling place arrangements, legal notices, candidate filings, ballot printing, administration of absentee ballot process, and acting as an information resource for the public regarding election information.

DIVISION EXPENDITURE COMMENT

The 2008 Revised Budget reflects the cost of the upcoming State Primary and General Elections and voter registration activities. The proposed 2009 Budget reflects the cost of the same level of services and spending as a non election year.

BUDGET SUMMARY - PENSION REFUND

<u>AVAILABLE FOR APPROPRIATION</u>	2007	2008		2009
	Actual	Budget	Revised	Budget
<u>PRIOR YEAR FUND BALANCE</u>	<u>\$ 7,767,842</u>	<u>\$ 7,767,842</u>	<u>\$ 7,745,790</u>	<u>\$ 7,635,790</u>
<u>Sources</u>				
Interest	<u>372,348</u>	<u>443,250</u>	<u>215,130</u>	<u>231,360</u>
Subtotal	<u>372,348</u>	<u>443,250</u>	<u>215,130</u>	<u>231,360</u>
<u>Uses</u>				
Transfer to:				
General Fund	<u>394,400</u>	<u>443,250</u>	<u>325,130</u>	<u>245,820</u>
Subtotal	<u>394,400</u>	<u>443,250</u>	<u>325,130</u>	<u>245,820</u>
<u>FUND BALANCE</u>	<u><u>\$ 7,745,790</u></u>	<u><u>\$ 7,767,842</u></u>	<u><u>\$ 7,635,790</u></u>	<u><u>\$ 7,621,330</u></u>

MISSION STATEMENT

The Pension Refund Fund accounts for a refund of residual assets received by the City from the Public Employees Retirement Association (PERA) for the over funded assets of the City's Police and Fire PERA Consolidation accounts.

DIVISION FOCUS

The City has adopted a plan for the expenditure of the residual assets. The expenditures will be restricted to expenditures for Police and Fire needs. In addition, it is the City's intention and general policy to retain the initial principal amount of the refund and spend only annual interest earnings on eligible expenditures.

**BUDGET SUMMARY
DRUG/FELONY FORFEITURE**

<u>AVAILABLE FOR APPROPRIATION</u>	2007	2008		2009
	Actual	Budget	Revised	Budget
<u>PRIOR YEAR FUND BALANCE</u>	\$ 104,171	\$ 130,891	\$ 172,044	\$ 150,244
<u>Sources</u>				
Drug/felony forfeiture	132,028	50,000	60,000	50,000
Federal Grants	16,647	-	-	-
Interest	6,666	5,000	4,000	3,000
Sale of property	-	5,000	8,000	7,000
Other revenues	31,748	200	200	100
Subtotal	<u>187,089</u>	<u>60,200</u>	<u>72,200</u>	<u>60,100</u>
<u>Uses</u>				
Personnel services	-	2,000	4,000	3,000
Other service & charges	72,160	8,000	75,000	24,000
Capital outlay	47,056	30,000	15,000	50,000
Subtotal	<u>119,216</u>	<u>40,000</u>	<u>94,000</u>	<u>77,000</u>
<u>FUND BALANCE</u>	<u>\$ 172,044</u>	<u>\$ 151,091</u>	<u>\$ 150,244</u>	<u>\$ 133,344</u>

MISSION STATEMENT

The Drug/Felony Forfeitures Fund receives its revenues as the result of cash and property seized relating to drug and/or felony type criminal activity and vehicles seized due to aggravated DUI violations. By law, the funds can only be used for law enforcement purposes.

DIVISION FOCUS

The 2008 Revised budget reflects Capital Outlay of \$15,000, for an undercover vehicle for the Metro Gang Strike Force member. Other services and charges (\$75,000) is for the purchase of three handguns, and three Tasers, twelve tactical vests for the SWAT team, ammo and chemical munitions for the SWAT team a body bug for the Special Investigations Unit and a "Code Red" community notification system. For 2009 there is \$50,000 budgeted for future planned capital outlay for the purchase of a Cargo Van to replace the SWAT vehicle. There is \$24,000 in other services and charges for ammo and chemical munitions. Personnel services charges are used for training expenses. Other services and charges are also used for distributions to the State and Hennepin County as mandated by statute.

BUDGET SUMMARY - 911 FEES

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2007</u> <u>Actual</u>	<u>2008</u>		<u>2009</u> <u>Budget</u>
		<u>Budget</u>	<u>Revised</u>	
<u>PRIOR YEAR FUND BALANCE</u>	\$ 126,727	\$ 37,557	\$ 42,337	\$ 32,267
<u>Sources</u>				
911 Fee Distribution	49,936	45,000	48,000	48,000
Interest	4,593	1,000	500	500
Subtotal	<u>54,529</u>	<u>46,000</u>	<u>48,500</u>	<u>48,500</u>
<u>Uses</u>				
Other services & charges	27,140	13,570	13,570	14,000
Capital outlay	111,779	5,000	45,000	-
Subtotal	<u>138,919</u>	<u>18,570</u>	<u>58,570</u>	<u>14,000</u>
<u>FUND BALANCE</u>	<u>\$ 42,337</u>	<u>\$ 64,987</u>	<u>\$ 32,267</u>	<u>\$ 66,767</u>

MISSION STATEMENT

The 911 Fees Fund accounts for revenues and expenditures relating to the maintenance of the City's 911 system.

DIVISION FOCUS

In May 1994, the State of Minnesota signed a law which provided that effective January 1, 1995, 10 cents of the 911 fee collected from telephone customers is distributed monthly to cities to help cover costs of implementing and maintaining enhanced 911 systems. Payments to the IT Division for computer equipment in Dispatch are made from this Fund. The 2008 Revised Budget includes the cost of the IT charges and approximately \$45,000 for a call logging recorder. The 2009 Proposed Budget includes \$14,000 for IT charges.

**BUDGET SUMMARY
PUBLIC SAFETY COMPLIANCE**

<u>AVAILABLE FOR APPROPRIATION</u>	2007 Actual	2008		2009 Budget
		Budget	Revised	
<u>PRIOR YEAR FUND BALANCE</u>	\$ 32,979	\$ 36,979	\$ 59,042	\$ 72,042
<u>Sources</u>				
Compliance Revenue	16,928	12,000	12,000	12,000
APS Revenue	23,112	11,000	18,000	18,000
Interest	2,261	1,000	1,000	1,000
Subtotal	<u>42,301</u>	<u>24,000</u>	<u>31,000</u>	<u>31,000</u>
<u>Uses</u>				
Other service & charges	16,238	20,000	18,000	18,000
	<u>16,238</u>	<u>20,000</u>	<u>18,000</u>	<u>18,000</u>
<u>FUND BALANCE</u>	<u>\$ 59,042</u>	<u>\$ 40,979</u>	<u>\$ 72,042</u>	<u>\$ 85,042</u>

MISSION STATEMENT

Revenue for this fund comes from fines levied against businesses that fail alcohol and tobacco compliance checks. These funds are then used for costs related to performing the compliance checks. In addition the fund also is used to account for the Automated Pawn System, which the City of Minneapolis manages.

DIVISION FOCUS

Funds received from compliance failure fines will be used to fund future ongoing compliance checks and the Automated Pawn System.

**BUDGET SUMMARY
COMMUNITY CENTER - DAYS OUT**

<u>AVAILABLE FOR APPROPRIATION</u>	2007 Actual	2008		2009 Budget
		Budget	Revised	
<u>PRIOR YEAR FUND BALANCE</u>	\$ 5,316	\$ 5,396	\$ 11,492	\$ 10,902
<u>Sources</u>				
Charges for Programs	39,552	22,290	27,500	27,500
Interest	665	400	600	500
Subtotal	<u>40,217</u>	<u>22,690</u>	<u>28,100</u>	<u>28,000</u>
<u>Uses</u>				
Personal services	-	3,000	4,000	6,000
Other service & charges	34,041	18,660	24,690	24,700
Subtotal	<u>34,041</u>	<u>21,660</u>	<u>28,690</u>	<u>30,700</u>
<u>FUND BALANCE</u>	<u>\$ 11,492</u>	<u>\$ 6,426</u>	<u>\$ 10,902</u>	<u>\$ 8,202</u>

MISSION STATEMENT

The Community Center Days Out Fund accounts for revenues and expenditures relating to the Days Out Program administered by the Richfield Community Center.

DIVISION FOCUS

The Richfield Community Center staff plans and offers one day to two week trips for individuals in Richfield. Open to any age, the focus of the trips are for the older adult age 55 plus. A committee of older adult participants meets to provide direction for travel program development. The cost of the programs vary depending on the destination of the trips.

**BUDGET SUMMARY
PUBLIC HEALTH GRANTS**

<u>AVAILABLE FOR APPROPRIATION</u>	2007	2008		2009
	Actual	Budget	Revised	Budget
<u>PRIOR YEAR FUND BALANCE</u>	\$ 76,641	\$ 59,301	\$ 83,379	\$ 86,379
<u>Sources</u>				
Intergovernmental revenues:				
Public health grants	54,468	62,530	63,340	36,360
Interest	4,557	3,600	3,000	3,000
Subtotal	<u>59,025</u>	<u>66,130</u>	<u>66,340</u>	<u>39,360</u>
<u>Uses</u>				
Personal Services	13,370	14,600	14,600	12,600
Other Service & Charges	38,917	75,000	48,740	23,760
	<u>52,287</u>	<u>89,600</u>	<u>63,340</u>	<u>36,360</u>
<u>FUND BALANCE</u>	<u>\$ 83,379</u>	<u>\$ 35,831</u>	<u>\$ 86,379</u>	<u>\$ 89,379</u>

MISSION STATEMENT

To prepare for internally and provide services to the community in the area of strengthening the City's ability to assess and enhance the capacity of local public health departments to respond to bioterrorism, infectious diseases, and other threats to public health.

DIVISION FOCUS

These dollars are grant funds that are provided to each Community Health Service agency, of which Richfield is one, from or through the State of Minnesota to work on providing services in several areas. The grant dollars originate from the Centers for Disease Control and Prevention to assess and enhance the capacity of the state and local public health departments to respond to bioterrorism, infectious diseases, and other threats to public health. There is also a new, smaller grant, that is intended to be used specifically to work on issues that relate directly to the City's preparation for a flu pandemic.

**BUDGET SUMMARY
WOOD LAKE HALF MARATHON**

<u>AVAILABLE FOR APPROPRIATION</u>	2007	2008		2009
	Actual	Budget	Revised	Budget
<u>PRIOR YEAR FUND BALANCE</u>	\$ 27,524	\$ 30,024	\$ 12,841	\$ 14,841
<u>Sources</u>				
Charges for Service	45,451	35,200	35,000	35,200
Contributions	8,178	11,000	11,000	12,000
Interest	1,698	500	1,000	1,000
Subtotal	<u>55,327</u>	<u>46,700</u>	<u>47,000</u>	<u>48,200</u>
<u>Uses</u>				
Personal Services	14,000	15,000	15,000	15,000
Other service & charges	38,273	30,000	30,000	30,000
Capital Outlay	17,737	-	-	-
Subtotal	<u>70,010</u>	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>
<u>FUND BALANCE</u>	<u>\$ 12,841</u>	<u>\$ 31,724</u>	<u>\$ 14,841</u>	<u>\$ 18,041</u>

MISSION STATEMENT

The Urban Wildland Half Marathon & 5K was held for the first time in 2003. The event was planned in response to proposed cuts in Local Government Aid as a way to fund Wood Lake Nature Center's environmental education curriculum for Richfield Public School students in kindergarten through eighth grade. The Richfield School District is no longer able to pay for the program.

The costs of the environmental education program are offset by revenue from the Urban Wildland Half Marathon & 5K.

DIVISION FOCUS

Event sponsorships are detailed as "contributions" and are estimated to total \$11,000 in cash. Revenue from race registration, detailed as "charges for service," are estimated to total \$30,000. The "uses" include expenditures related to the race, as well as the amount that will offset environmental education program costs.

**BUDGET SUMMARY
FRANCHISE FEES**

<u>AVAILABLE FOR APPROPRIATION</u>	2007 Actual	2008		2009 Budget
		Budget	Revised	
<u>PRIOR YEAR FUND BALANCE</u>	\$ 248,037	\$ 252,037	\$ 268,981	\$ 254,981
<u>Sources</u>				
Franchise Fee	720,674	710,000	716,000	720,000
Interest	23,093	20,000	20,000	19,000
Subtotal	<u>743,767</u>	<u>730,000</u>	<u>736,000</u>	<u>739,000</u>
<u>Uses</u>				
Other Services & Charges	2,823	-	-	-
Transfers Out:				
General Fund	720,000	763,160	750,000	750,000
Subtotal	<u>722,823</u>	<u>763,160</u>	<u>750,000</u>	<u>750,000</u>
<u>FUND BALANCE</u>	<u>\$ 268,981</u>	<u>\$ 218,877</u>	<u>\$ 254,981</u>	<u>\$ 243,981</u>

MISSION STATEMENT

The establishment of gas and electric franchise fees was in response to reductions in Local Government Aid (LGA), the potential for state imposed levy limits and to enable the City to establish a reliable revenue stream for the City.

DIVISION FOCUS

The primary purpose of the establishment of gas and electric franchise fees was to replace reductions to LGA, the potential for state imposed levy limits, and to provide funding for municipal infrastructure elements such as streets, buildings and trees. However, beginning in 2007, the emphasis on the use of franchise fees was redirected primarily to the maintenance of city streets and the purchase of trees for the forestry program. With the increase in the cost of oil, which is a main ingredient in certain applications of street maintenance, the annual transfer has been increased slightly. For 2008 and 2009, the funding for street maintenance will be \$730,000 and \$730,000. The balance of the transfer, \$20,000 will be for the purchase of boulevard trees.

**BUDGET SUMMARY
CONTRIBUTION FUNDS 2008 REVISED BUDGET**

	<u>Recreation</u>	<u>Community Center</u>	<u>Nature Center</u>
<u>PRIOR YEAR</u>			
<u>FUND BALANCE</u>	\$ 40,018	\$ 3,483	\$ 79,924
<u>Sources</u>			
Contributions	2,000	7,520	52,750
Interest	500	100	5,000
Subtotal	<u>2,500</u>	<u>7,620</u>	<u>57,750</u>
<u>Uses</u>			
Other services & Charges	15,000	5,670	85,670
Subtotal	<u>15,000</u>	<u>5,670</u>	<u>85,670</u>
<u>FUND BALANCE</u>	<u>\$ 27,518</u>	<u>\$ 5,433</u>	<u>\$ 52,004</u>

CONTRIBUTION FUNDS 2009 BUDGET

	<u>Recreation</u>	<u>Community Center</u>	<u>Nature Center</u>
<u>PRIOR YEAR</u>			
<u>FUND BALANCE</u>	\$ 27,518	\$ 5,433	\$ 52,004
<u>Sources</u>			
Contributions	2,000	7,740	33,750
Interest	200	100	2,500
Subtotal	<u>2,200</u>	<u>7,840</u>	<u>36,250</u>
<u>Uses</u>			
Other services & Charges	4,000	5,290	35,000
Subtotal	<u>4,000</u>	<u>5,290</u>	<u>35,000</u>
<u>FUND BALANCE</u>	<u>\$ 25,718</u>	<u>\$ 7,983</u>	<u>\$ 53,254</u>

Richfield

THE *Urban*
HOMETOWN