Monday, May 11, 2020
7:00 p.m.

Brooklyn Park Council Chambers
Via Telephone
5200 85th Avenue North

REGULAR COUNCIL MEETING – AGENDA #20

All members of the City Council will participate in the meeting by telephone pursuant to Minnesota Statutes, Section 13D.021 rather than in-person at the City Council's regular meeting place at City Hall, 5200 85th Avenue North, Brooklyn Park, Minnesota. Members of the public can monitor the council meeting by watching it on CCX Media Channel 16 or by livestreaming it at https://nwsccc-brooklynpark.granicus.com/ViewPublisher.php?view_id=5 or by calling 1-312-626-6799 and entering Meeting ID: 878 0134 1203 and then pressing # when you are asked to enter a Participant ID.

Members of the public who desire to give input or testimony during the meeting may do so by texting Mayor Lunde at 763-242-1555 or emailing him at jeffrey.lunde@brooklynpark.org (Subject line: "Council Testimony").

If you need these materials in an alternative format or need reasonable accommodations for a City Council meeting, please provide the City with 72-hours' notice by calling 763-424-8000 or emailing Josie Shardlow at josie.shardlow@brooklynpark.org.
Para asistencia, 763-424-8000; Yog xav tau kev pab, 763-424-8000.

Our Brooklyn Park 2025 Goals:

• A united and welcoming community, strengthened by our diversity • Beautiful spaces and quality infrastructure make Brooklyn Park a unique destination • A balanced economic environment that empowers businesses and people to thrive • People of all ages have what they need to feel healthy and safe • Partnerships that increase racial and economic equity empower residents and neighborhoods to prosper • Effective and engaging government recognized as a leader

I. ORGANIZATIONAL BUSINESS

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

2. PUBLIC COMMENT AND RESPONSE 7:00 p.m. Provides an opportunity for the public to address the Council on items which are not on the agenda. Public Comment will be limited to 15 minutes *(if no one is in attendance for Public Comment, the regular meeting may begin*), and it may not be used to make personal attacks, to air personality grievances, to make political endorsements or for political campaign purposes. Individuals should limit their comments to three minutes. Council Members will not enter into a dialogue with citizens. Questions from the Council will be for clarification only. Public Comment will not be used as a time for problem solving or reacting to the comments made, but rather for hearing the citizen for informational purposes only.

2A. RESPONSE TO PRIOR PUBLIC COMMENT

2B. PUBLIC COMMENT

3A. APPROVAL OF AGENDA (Items specifically identified may be removed from Consent or added elsewhere on the agenda by request of any Council Member.)

3B. PUBLIC PRESENTATIONS/PROCLAMATIONS/RECEIPT OF GENERAL COMMUNICATIONS

3B.1 Preliminary 2019 Year-End General Fund Financial Results
- **A.** PRELIMINARY GENERAL FUND BUDGET/ACTUAL SUMMARY
- **B.** PRESENTATION

II. STATUTORY BUSINESS AND/OR POLICY IMPLEMENTATION

4. CONSENT (All items listed under Consent, unless removed from Consent in agenda item 3A, shall be approved by one council motion.) Consent Agenda consists of items delegated to city management or a commission but requires council action by State law, City Charter or city code. These items must conform to a council approved policy, plan, capital improvement project, ordinance or contract. In addition, meeting minutes shall be included.

4.1 Approve Change Order No. 2 for 2018 Municipal State Aid (MSA) Mill and Overlay, CIP 4002-18
- **A.** RESOLUTION
- **B.** LOCATION MAP

C. CHANGE ORDER NO. 2

4.2 Approval of Minutes

A. SPECIAL CITY COUNCIL MEETING MINUTES, DECEMBER 16, 2019

B. RECONVENED BOARD OF APPEAL AND EQUALIZATION MEETING MINUTES, APRIL 27, 2020

The following items relate to the City Council's long-range policy-making responsibilities and are handled individually for appropriate debate and deliberation. (Those persons wishing to speak to any of the items listed in this section should fill out a speaker's form and give it to the City Clerk. Staff will present each item, following in which audience input is invited. Discussion will then be closed to the public and directed to the council table for action.)

5. PUBLIC HEARINGS

5.1 Public Hearing to Solicit Testimony and Approve the Currency Exchange License for SB Financial Corp dba EZCash USA, Located at 6319 Zane Avenue North

A. SB FINANCIAL NOTIFICATION LETTER

6. LAND USE ACTIONS

None

7. GENERAL ACTION ITEMS

None

III. DISCUSSION – These items will be discussion items but the City Council may act upon them during the course of the meeting.

8. DISCUSSION ITEMS

None

IV. VERBAL REPORTS AND ANNOUNCEMENTS

9A. COUNCIL MEMBER REPORTS AND ANNOUNCEMENTS

9B. CITY MANAGER REPORTS AND ANNOUNCEMENTS

V. ADJOURNMENT

Since we do not have time to discuss every point presented, it may seem that decisions are preconceived. However, background information is provided for the City Council on each agenda item in advance from city staff and appointed commissions, and decisions are based on this information and past experiences. If you are aware of information that has not been discussed, please raise your hand to be recognized. Please speak from the podium. Comments that are pertinent are appreciated. Items requiring excessive time may be continued to another meeting.

City of Brooklyn Park
Request for Council Action

Agenda Item:	3B.1	**Meeting Date:**	May 11, 2020
Agenda Section:	Public Presentations/ Proclamations/Receipt of General Communications	**Originating Department:**	Finance
Resolution:	N/A		
Ordinance:	N/A	**Prepared By:**	LaTonia Green, Finance Director
Attachments:	2	**Presented By:**	LaTonia Green
Item:	Preliminary 2019 Year-End General Fund Financial Results		

City Manager's Proposed Action:

Presentation of Preliminary 2019 Year-End General Fund Financial Results.

Overview:

This update is to provide general information to the Council regarding the year-end results of 2019. The final Audited Financial Statements are planned to be presented to the City Council on June 8, 2020. Pending audit adjustments, if any, may alter the results slightly. The Preliminary Financial Results will focus on the General Fund.

As of May 4, 2020, the General Fund reports show an anticipated increase of about $2.6 million at the end of 2019. The main drivers are shown as follows:

Revenues: Overall received $1.4 million more than anticipated in the budget

- General property tax collections were more than budgeted by $608,000 due to excess TIF settlement received for decertified districts.
- Permit revenue exceeded budget by $688,000 due to increased development activity and right of way permits.
- Grant revenue exceeds budget by $217,000 mainly due to police pension and fire relief aid received more than budgeted. Increase in federal funding for body worn camera, and the Fire Department received more training reimbursement funds.
- Charges for services revenue increased by $190,000 mainly due to increase in Community Activity Center facility rental fees because of open catering policy. Also, conduit fees increased for bond issuance hosting approval. There was also an increase in contract service fees for police.
- The fines and forfeitures came in less than budgeted by $196,000 mainly due to court fines that came in under budget.

Expenditures: Overall spent $1.0 million less than was budgeted

- Salaries and benefits came in at 98% of budget or $421,000 under budget.
- Supplies expenditures are at 110% of budget or $136,000 over budget.
- Contractual/Professional services are at 85% of budget or $330,000 under budget.
- Communications and utilities came in at $60,000 under budget.
- Other charges are at $143,000 under budget.

The overall General Fund Expenditures for 2019 are anticipated to remain near 98% of budget, which is a reasonable target for an overall budget.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

3B.1A PRELIMINARY GENERAL FUND BUDGET/ACTUAL SUMMARY
3B.1B PRESENTATION

Brooklyn Park

Unique.
United.
Undiscovered.

FINANCIAL REPORTS

DECEMBER 31, 2019

(Unaudited)

MEMORANDUM

DATE: May 1, 2020

TO: Mayor and Councilmembers
Jay Stroebel, City Manager

FROM: LaTonia Green, Finance Director

SUBJECT: 2019 Financial Reports (Unaudited)

General Fund Update

General Fund is showing a net change of $2,671,611 under the budgeted amount. Most of the departments are showing a net change that is better than their allotted 2019 budget. Operations and Maintenance (O&M) had excess costs due to the impact of the weather in 2019, it was one of the snowiest and wettest years on record and staff worked on snow operations well into the spring.

Revenues:

These are unaudited numbers that could be adjusted due to the year-end audit. General Fund revenues indicate the revenues received were over 103% of budget. All revenue has been reflected;

- General property taxes –TIF #15 and #22 were closed which saw a return of excess tax increment funds totaling $969,676. These funds were moved from the Economic Development Authority (EDA) fund to the General Fund and can be used for projects that will be expensed through the General Fund.
- Permit revenue – permit fees were more than budget due to a surge in building permit fees in the fourth quarter. Much of surge was a result of the storm damage occurring in the summer.
- State revenue – revenue is higher than budget mainly due to the Police Pension Aid received $105,000 more than budget.
- Charges for services – revenue is more than budgeted due to several factors including the Police Department training revenue and an increase in conduit debt fees from Amorce I and Hampton Inn debt issuance.
- Fines and forfeitures – court fees are under budget in the Police Department by over $190,000. This is consistent with the most recent historic years. A change was made to the 2020 budget to properly align to the recent trend.

Expenditures:

General Fund expenditures are 98% of the budget. Most of the expenditures are reflected in this report, but there will continue to be year-end adjusting entries due to audit adjustments. The salaries and benefits categories comprise 77% of the total expenditure. The salaries are right on budget, and benefits are 95% of budget, mainly due to health insurance actual rates for the cafeteria benefit expense coming in less than budget.

- Supplies – the expenditures for 2019 are over budget due to the Police Department expending grant funds which were reimbursed and reflected in the revenue. Also, the Operations and Maintenance department is over budget in supply spending mainly due to the cost of salt and chemicals for the late April snow fall.

- Professional and contractual services – expenditure for contract and professional services overall is 87% of budget. A significant amount of this is reflected in Operations and Maintenance due to utilizing staff time to work on projects.

Public Utilities Funds

The reports reflect unaudited revenue and may be adjusted due to year-end adjustments and audit. The Public Utilities funds include the Water Utility, Sanitary Sewer Utility and Recycling Utility. A Water Utility rate study was completed in 2015. Rates were held flat in 2016-2017 and approved rate increases were applied in 2019. A Storm Sewer rate study was completed in 2017 and approved rate increases were applied in 2018. A Sanitary Sewer Utility rate study was completed in 2019 and approved rate increases were applied in 2020. Street Light Utility rates were held flat in 2018-2019 and a study was completed in 2019 the approved rates increases were applied in 2020. A recycling rate study was completed in 2017 and approved rates were applied in 2018.

The total revenue in the Utility Enterprise funds is 103% of budget. In addition to the rate increases mentioned above, the following factors are involved with actual revenue being more than budget.

- Investment income and grant revenue came in more than budgeted. The grant revenue includes three recycling grants from Hennepin County, with only one of the grants budgeted for in 2019.

Expenditures are 102% of budget with the following exceptions and notes:

- Salaries – the salaries for the Utility fund is under budget by $109,000 due to the allocation of personnel to the Operations and Maintenance street maintenance to cover for the extraordinary amount of plowing needed during the winter season.
- Water Utility, contract services – an emergency repair of a leak in the large water main which feeds raw water to the water treatment plant caused this fund to go over budget by 53%.

Storm Sewer Utility

Total revenues are at 118% of budget mainly due to the fees being higher than budget because of rate increases. Total expenses are at 93% of budget caused by personnel costs and supplies coming in less than budget because the number of curb replacement came in less than was budgeted for.

Street & Signal Light Utility

Total revenues are at 110% of budget mainly due to the total fee revenue being higher than budget due to increase in usage. Total expenditures are 97% of budget. Some of the main factors include the reduction of supplies and personnel costs being lower than budget with a shift of project priorities.

Edinburgh Golf Course

The Edinburgh Golf Course had a good year and for the first time in history, the golf revenue was over $2 million or 105% of budget. There are several factors that contributed to this favorable result:

- More rounds than previous years, primarily due to increased marketing and the quality of the Edinburgh USA Golf Course, and that the other public and private golf courses have been experiencing winter kill and other disease issues due to the type of grass on the course
- Increase memberships which can be attributed to D'Amico recruiting new St. Andrews Club members. Golf rounds and packages are a part of the membership.

Expenditure is at 94% of budget attributed mainly to the salary and benefits savings in the seasonal salary expense. Also contracted maintenance repairs and advertising costs came in less than budgeted.

Clubhouse

Revenues are 97% of budgeted revenues and 55% of budget excluding the transfer in of $1.5 million from the EDA for the club house remodel capital improvement project allocated amount. The budget includes a lease revenue for the food and beverage agreement however, reductions in catering during construction and the restaurant not opening until April 22, 2019 reduced the revenue for the first half of the year. D'Amico took over the operation on January 2, 2019 and therefore missing a significant portion of the banquet/event booking season for 2019. The Edinburgh clubhouse agreement calls for 10% of all catering and banquet sales. Furthermore, the Economic Development Authority will receive 10% of restaurant revenues above $1million annually.

Ice Arena

Revenues are projected 94% of budget. Operating expense is 95% of budget. Supplies and utilities are under budget due to the utility cost savings from the solar credits. Operating budget includes capital asset repairs, supported through the Heritage Fund.

Brookland Golf Park

Golf course fees are 98% of budget bringing total 2019 revenue to 96% of budget. Merchandise sales is under budget but consistent with prior year sales. Overall expenditures for 2019 is at 94% of budget where cost of sales is under budget tracking with the sales of merchandise. Operating budget includes capital asset repairs, supported by the Heritage Fund

*Detailed notes are included in the individual statements attached.

City of Brooklyn Park

2019 General Fund Summary Report

Summary - through 12/31/2019 (Unaudited)
Prior Fiscal Year Activity Included

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	2018 Prior YTD Total
Revenue								
General property taxes	$42,124,088	$0	$42,124,088	$20,339,416	$42,731,842	($607,754)	101.4%	$38,914,719
Other taxes	1,075,066	0	1,075,066	172,011	1,168,614	(93,548)	108.7%	1,071,635
Special assessments	131,200	0	131,200	65,518	112,997	18,203	86.1%	96,315
Business licenses	921,275	0	921,275	146,222	846,586	74,690	91.9%	878,738
Permits	1,781,000	0	1,781,000	184,372	2,468,601	(687,601)	138.6%	2,214,379
Federal grants	190,800	0	190,800	81,871	251,109	(60,309)	131.6%	164,018
State grants	1,392,600	111,098	1,503,698	30,006	1,605,650	(101,952)	115.3%	1,448,015
Other grants	60,900	0	60,900	0	117,643	(56,743)	193.2%	94,032
Charges for services	3,009,279	112,125	3,121,404	226,311	3,312,135	(190,731)	110.1%	2,897,386
Fines and forfeitures	603,050	0	603,050	30,222	406,956	196,094	67.5%	312,944
Investment income	198,265	0	198,265	0	198,265	1	100.0%	163,254
Other revenue	239,196	0	239,196	17,189	143,569	95,627	60.0%	254,969
Transfers in	466,184	0	466,184	404,184	454,359	11,825	97.5%	663,952
Revenue Totals	**$52,192,903**	**$223,223**	**$52,416,126**	**$21,697,321**	**$53,818,326**	**($1,402,200)**	**103.1%**	**$49,174,356**
Expenditures								
Salaries	$29,946,093	$0	$29,946,093	$3,486,301	$30,004,909	($58,816)	100.2%	$29,042,349
Benefits	10,080,930	0	10,080,930	896,121	9,600,727	480,203	95.2%	9,058,307
Supplies	1,419,016	0	1,419,016	235,854	1,556,008	(136,992)	109.7%	1,217,159
Professional services	594,540	0	594,540	39,084	516,462	78,078	86.9%	549,136
Contractual services	2,150,984	0	2,150,984	264,408	1,898,476	252,508	88.3%	1,946,425
Communications	297,976	0	297,976	42,026	254,414	43,562	85.4%	267,172
Utilities	126,150	0	126,150	14,938	108,240	17,910	85.8%	122,782
Cost of sales	13,050	0	13,050	0	7,426	5,624	56.9%	12,663
Conferences and schools	364,963	0	364,963	9,045	339,658	25,306	93.1%	344,987
Dues and subscriptions	143,838	0	143,838	37,403	154,877	(11,039)	107.7%	132,538
Other charges	461,125	0	461,125	(4,455)	317,497	143,628	68.9%	330,520
Contingency	300,000	0	300,000	0	0	300,000	0.0%	0
General Fund Charges	(2,570,344)	0	(2,570,344)	(215,423)	(2,585,077)	14,733	100.6%	(2,481,624)
Central garage	3,113,552	0	3,113,552	259,463	3,113,552	0	100.0%	3,104,057
Central buildings	2,307,218	0	2,307,218	192,268	2,307,218	(0)	100.0%	1,949,283
Information technology charges	2,434,473	0	2,434,473	202,873	2,434,473	0	100.0%	2,405,894
Loss control charges	934,839	0	934,839	77,903	934,839	(0)	100.0%	904,842
Debt service	0	0	0	0	0	0	-	8,223
Transfers out	57,500	0	57,500	0	140,300	(82,800)	244.0%	994,111
Capital outlay	17,000	0	17,000	0	42,716	(25,716)	251.3%	14,071
Expenditure Totals:	$52,192,903	$0	$52,192,903	$5,537,810	$51,146,715	$1,046,188	98.0%	$49,922,894
Grand Totals:	$0	$223,223	$223,223	$16,159,511	$2,671,611	($2,448,388)		($748,538)

* Variance explanations on individual detailed reports.

City of Brooklyn Park

General Fund - General

Summary - through 12/31/2019 (Unaudited)
Prior Fiscal Year Activity Included

Account Number	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	2018 Prior YTD Total
Revenue						
General property taxes	$42,124,088	$20,339,416	$42,731,842	1) ($607,754)	101.4%	$38,914,719
Other taxes	1,075,066	172,011	1,168,614	2) (93,548)	108.7%	1,071,635
Special assessments	0	3,279	5,356	(5,356)	-	2,546
State grants	59,946	30,006	60,010	(64)	100.1%	60,009
Charges for services	52,875	0	55,410	(2,535)	104.8%	0
Investment income	198,265	0	198,265	1	100.0%	163,254
Other revenue	101,456	3,067	11,086	90,370	10.9%	150,187
Revenue Totals	**$43,611,696**	**$20,547,779**	**$44,230,583**	**($618,887)**	**101.4%**	**$40,362,350**
Expenditures						
Other charges	0	(23,865)	61	(61)	++	0
Contingency	300,000	0	0	300,000	0.0%	0
Transfers out	57,500	0	127,700	3) (70,200)	222.1%	968,037
Expenditure Totals:	**$357,500**	**($23,865)**	**$127,761**	**$229,739**	**35.7%**	**$968,037**
Grand Totals:	$43,254,196	$20,571,644	$44,102,823	($848,627)		$39,394,313

1) Excess TIF returned from Hennepin County from closed TIF funds $969,675 and Fiscal Disparities under budget ($284,000)

2) Payment in lieu of taxes $90,000 more than budgeted.

3) Includes $70,200 RES 2018-137 Fund Surplus to Ice Arena Fund 270

City of Brooklyn Park

General Fund - Mayor & Council

Summary - through 12/31/2019 (Unaudited)
Prior Fiscal Year Activity Included

Account Number	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	2018 Prior YTD Total
Expenditures						
Salaries	$89,130	$7,468	$91,390	[1] ($2,260)	102.5%	$85,940
Benefits	10,165	561	6,863	3,302	67.5%	6,090
Supplies	3,200	0	810	2,390	25.3%	2,289
Contractual services	11,700	5,200	10,020	1,681	85.6%	10,111
Conferences and schools	13,573	954	10,925	2,648	80.5%	10,324
Dues and subscriptions	89,600	35,170	88,549	1,051	98.8%	87,192
Central buildings	27,064	2,255	27,064	0	100.0%	23,392
Information technology charges	13,117	1,093	13,117	0	100.0%	11,397
Loss control charges	1,676	140	1,676	(0)	100.0%	2,497
Expenditure Totals:	**$259,225**	**$52,840**	**$250,413**	**$8,812**	**96.6%**	**$239,232**
Grand Totals:	($259,225)	($52,840)	($250,413)	($8,812)		($239,232)

[1] 2018 wages paid in 2019

City of Brooklyn Park

General Fund - Administration Department

Summary - through 12/31/2019 (Unaudited)
Prior Fiscal Year Activity Included

Account Number	Amended Budget	Current Month Transactions	YTD Transactions		Budget - YTD Transactions	% Used/ Rec'd	2018 Prior YTD Total
Revenue							
Other grants	$0	$0	$750		($750)	++	$0
Charges for services	6,250	0	5,207		1,043	83.3%	4,617
Other revenue	0	0	0		0	++	4,819
Revenue Totals	**$6,250**	**$0**	**$5,957**		**$293**	**95.3%**	**$9,436**
Expenditures							
Salaries	$1,603,670	$185,812	$1,650,678	1)	($47,008)	102.9%	$1,532,304
Benefits	445,431	40,198	406,667	2)	38,764	91.3%	344,561
Supplies	63,600	7,862	49,920		13,680	78.5%	75,123
Professional services	6,000	741	7,674		(1,674)	127.9%	9,200
Contractual services	200,463	32,483	174,210		26,253	86.9%	172,162
Communications	33,270	4,735	31,903		1,367	95.9%	34,310
Conferences and schools	39,834	966	49,568	3)	(9,734)	124.4%	52,343
Dues and subscriptions	8,000	1,000	11,571	4)	(3,571)	144.6%	6,565
Other charges	64,700	722	50,195		14,505	77.6%	46,087
General Fund Charges	(195,768)	(16,314)	(195,768)		0	100.0%	(192,168)
Central buildings	93,865	7,822	93,865		0	100.0%	81,132
Information technology charges	206,120	17,177	206,120		(0)	100.0%	175,061
Loss control charges	1,002	84	1,002		0	100.0%	1,366
Transfers out	0	0	0		0	++	1,809
Expenditure Totals:	**$2,570,187**	**$283,288**	**$2,537,605**		**$32,582**	**98.7%**	**$2,339,853**
Grand Totals:	($2,563,937)	($283,288)	($2,531,648)		($32,289)		($2,330,417)

1) Includes: a) part-time salaries higher than budgeted, due to a FT position being reclassified to PT, mid year.

2) Benefits included cafeteria benefits being under budget ($44k), resulting from seasonal and part time positions being used instead of full time.

3) Conferences and schools over budget, due to unanticipated relevant trainings in 2019.

4) Dues and subscriptions: over budget due to dues that were not budgeted for, such as loss control, citywide training materials, and notary expenses.

City of Brooklyn Park

General Fund - Legal Department

Summary - through 12/31/2019 (Unaudited)
Prior Fiscal Year Activity Included

Account Number	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	2018 Prior YTD Total
Expenditures						
Professional services	$494,000	$31,559	$446,392	[1] $47,608	90.4%	$444,000
Expenditure Totals:	$494,000	$31,559	$446,392	$47,608	90.4%	$444,000
Grand Totals:	($494,000)	($31,559)	($446,392)	($47,608)		($444,000)

[1] Actual expense per 2019 contracted service. Budget included excess for additional potential needs that were not incurred.

City of Brooklyn Park

General Fund - Finance Department

Summary - through 12/31/2019 (Unaudited)
Prior Fiscal Year Activity Included

Account Number	Adopted Budget		Budget Amendments	Amended Budget	Current Month Transactions	YTD Transactions		Budget - YTD Transactions	% Used/ Rec'd	2018 Prior YTD Total
Revenue										
Business licenses	$19,000		$0	$19,000	$100	$15,816		$3,184	83.2%	$17,043
State grants	0	1)	111,098	111,098	$0	$111,098		$0	100.0%	$0
Other grants	0		0	0	0	0		$0	-	0
Charges for services	1,003,007	2)	112,125	1,115,132	101,901	1,205,035	3)	($89,903)	108.1%	999,522
Fines and forfeitures	0		0	0	0	0		$0	-	0
Other revenue	500		0	500	(2)	(909)		$1,409	-181.8%	5,771
Revenue Totals	**$1,022,507**		**$223,223**	**$1,245,730**	**$102,000**	**$1,331,040**		**($85,310)**	**106.8%**	**$1,022,336**
Expenditures										
Salaries	$1,851,660		$0	$1,851,660	$192,012	$1,821,171	4)	$30,489	98.4%	$1,890,114
Benefits	612,540		0	612,540	49,763	539,510	5)	73,030	88.1%	559,195
Supplies	12,400		0	12,400	1,446	10,332		2,068	83.3%	32,596
Professional services	46,300		0	46,300	3,843	39,336		6,964	85.0%	43,497
Contractual services	77,956		0	77,956	12,920	92,600	4)	(14,644)	118.8%	106,727
Communications	61,045		0	61,045	13,845	49,801		11,244	81.6%	49,532
Conferences and schools	19,210		0	19,210	996	13,837		5,373	72.0%	19,027
Dues and subscriptions	17,384		0	17,384	1,179	17,618		(234)	101.3%	14,740
Other charges	13,545		0	13,545	1,756	12,581		964	92.9%	7,063
General Fund Charges	(812,950)		0	(812,950)	(67,746)	(812,950)		0	100.0%	(784,752)
Central garage	8,932		0	8,932	744	8,932		0	100.0%	8,936
Central buildings	173,179		0	173,179	14,432	173,179		0	100.0%	149,685
Information technology charges	322,175		0	322,175	26,848	322,175		0	100.0%	284,552
Loss control charges	24,352		0	24,352	2,029	24,352		0	100.0%	29,252
Expenditure Totals:	**$2,427,728**		**$0**	**$2,427,728**	**$254,068**	**$2,312,474**		**$115,254**	**95.3%**	**$2,426,116**
Grand Totals:	($1,405,221)		$223,223	($1,181,998)	($152,068)	($981,434)		($200,564)		($1,403,780)

1) State of Minnesota Registrar Reimbursement Grant (RES 2019-104)

2) Hamton Senior Housing conduit fee (RES 2019-168)

3) $66,000 more than budget in Conduit Debt Fees charged which includes Amorce/Brooks Landing and over $24,000 excess of budget for motor vehicle and other fees.

4) Accountant staff vacancy was backfilled by temporary accounting agency services. Customer Service Division realized contract expense and postage savings in bill processing service.

5) Actual cost for selected health insurance choices was less than budgeted.

City of Brooklyn Park

General Fund - Community Development Department

Summary - through12/31/2019 (Unaudited)
Prior Fiscal Year Activity Included

Account Number	Amended Budget	Current Month Transactions	YTD Transactions		Budget - YTD Transactions	% Used/ Rec'd	2018 Prior YTD Total
Revenue							
Special assessments	$126,200	$35,727	$60,907	1)	$65,293	48.3%	$54,439
Business licenses	902,075	146,022	830,670		71,406	92.1%	861,395
Permits	1,655,500	151,628	2,270,957	2)	(615,457)	137.2%	1,995,959
Charges for services	138,050	20,438	209,475	3)	(71,425)	151.7%	142,995
Fines and forfeitures	62,050	3,050	56,112		5,938	90.4%	2,359
Other revenue	30,500	213	15,886		14,614	52.1%	10,587
Transfers in	65,000	65,000	65,000		0	100.0%	143,263
Revenue Totals	**$2,979,375**	**$422,078**	**$3,509,006**		**($529,631)**	**117.8%**	**$3,210,997**
Expenditures							
Salaries	$3,368,193	$347,952	$3,277,270		$90,923	97.3%	$3,295,819
Benefits	892,114	82,363	854,608		37,506	95.8%	826,973
Supplies	30,685	1,958	14,926		15,759	48.6%	19,643
Professional services	11,500	0	10,236		1,264	89.0%	13,668
Contractual services	110,500	10,107	57,817	4)	52,683	52.3%	76,883
Communications	16,500	586	7,933	5)	8,567	48.1%	9,907
Conferences and schools	36,031	181	28,198		7,833	78.3%	37,899
Dues and subscriptions	6,131	0	3,927	6)	2,204	64.1%	3,479
Other charges	61,960	5,847	66,442		(4,482)	107.2%	67,912
General Fund Charges	(1,144,160)	(95,347)	(1,144,160)		(0)	100.0%	(1,104,305)
Central garage	78,935	6,578	78,935		(0)	100.0%	79,149
Central buildings	212,564	17,714	212,564		(0)	100.0%	183,726
Information technology charges	330,891	27,574	330,891		0	100.0%	339,755
Loss control charges	10,388	866	10,388		(0)	100.0%	17,586
Expenditure Totals:	**$4,022,232**	**$406,379**	**$3,809,976**		**$212,256**	**94.7%**	**$3,871,192**
Grand Totals:	($1,042,857)	$15,700	($300,970)		($741,887)		($660,195)

1) Budgeted amount for special assessments was greater than what was actually realized in 2019.

2) Permits came in more than budget due to being market driven, and storms in 2019.

3) Charges for services came in more than budget due to home conversion fees being under budgeted in 2019.

4) Contractual service came in under budget due to a project not completed in 2019, and carried forward to 2020.

5) Postage/shipping came underbudget in 2019, due to the use of electronic mailings being utilized.

6) Dues and Subscriptions came in under budget due to reduced utilization of subscriptions & resource material.

City of Brooklyn Park

General Fund - Police Department

Summary - through 12/31/2019 (Unaudited)
Prior Fiscal Year Activity Included

Account Number	Amended Budget	Current Month Transactions	YTD Transactions		Budget - YTD Transactions	% Used/ Rec'd	2018 Prior YTD Total
Revenue							
Special assessments	$5,000	$26,512	$46,734	1)	($41,734)	934.7%	$38,380
Federal grants	190,800	81,871	251,109	2)	($60,309)	131.6%	164,018
State grants	858,290	0	986,363	3)	($128,073)	114.9%	954,454
Other grants	15,000	0	5,957		$9,043	39.7%	20,000
Charges for services	563,200	48,953	653,771	4)	($90,571)	116.1%	610,762
Fines and forfeitures	540,000	27,172	348,844	5)	$191,156	64.6%	310,085
Other revenue	43,400	25	32,894	3)	$10,506	75.8%	34,224
Revenue Totals	**$2,215,690**	**$184,533**	**$2,325,672**		**($109,982)**	**105.0%**	**$2,134,936**
Expenditures							
Salaries	$13,791,010	$1,781,718	$13,973,507	6)	($182,497)	101.3%	$13,568,427
Benefits	4,691,194	466,321	4,547,971	7)	143,223	96.9%	4,385,522
Supplies	353,755	48,813	451,345	8)	(97,590)	127.6%	336,214
Professional services	20,100	365	6,765		13,335	33.7%	16,688
Contractual services	563,380	88,004	495,398		67,982	87.9%	452,138
Communications	112,261	17,578	108,386		3,875	96.5%	103,877
Conferences and schools	154,326	3,829	142,774		11,552	92.5%	149,240
Dues and subscriptions	6,290	24	7,039		(749)	111.9%	6,697
Other charges	165,545	720	72,853	9)	92,692	44.0%	93,285
Central garage	1,215,176	101,265	1,215,176		(0)	100.0%	1,213,508
Central buildings	647,359	53,947	647,359		0	100.0%	543,383
Information technology charges	1,008,479	84,040	1,008,479		(0)	100.0%	1,036,996
Loss control charges	468,614	39,051	468,614		(0)	100.0%	452,870
Expenditure Totals:	**$23,197,489**	**$2,685,674**	**$23,145,664**		**$51,825**	**99.8%**	**$22,361,599**
Grand Totals:	($20,981,799)	($2,501,141)	($20,819,993)		($161,806)		($20,226,663)

1) Special Assessment for unpaid citations were more than budgeted.

2) Grants more than budgeted include JAG $34,000 and Body Worn Camera Grant for $38,000

3) Actual State of Minnesota, Police Pension Aid received $104,881 more than budgeted and corrected classification for actual task force revenue budgeted in Other Revenue Category.

4) Police Training revenue received from the State of Minnesota $90,867 more than budgeted and school liaison fees received $25,000 more than budget.

5) Court Fines budgeted higher than actual. Actual 2019 revenue is consistent with recent years.

6) Overtime over budget due to includes grant and reimbursed overtime not budgeted.

7) Budgeted higher health insurance selection and premium cost than actual incurred in 2019.

8) Supplies include grant expenditure which was reimbursed including equipment purchased with JAG and Body Worn Camera.

9) Budget includes Brooklyn Park TZD overtime budget whereas actual expense is shown on salaries line.

City of Brooklyn Park

General Fund - Fire Department

Summary - through 12/31/2019 (Unaudited)
Prior Fiscal Year Activity Included

Account Number	Amended Budget	Current Month Transactions	YTD Transactions		Budget - YTD Transactions	% Used/ Rec'd	2018 Prior YTD Total
Revenue							
Business licenses	$200	$100	$100		$100	50.0%	$300
Permits	67,000	7,279	87,983	1)	(20,983)	131.3%	74,622
State grants	474,364	0	448,179	2)	26,185	94.5%	433,551
Other grants	10,000	0	66,742		(56,742)	667.4%	6,858
Charges for services	7,500	396	13,886		(6,386)	185.2%	7,476
Fines and forfeitures	1,000	0	2,000		(1,000)	200.0%	500
Other revenue	0	0	0		0	-	3,488
Transfers in	62,000	0	42,716	3)	19,284	68.9%	14,071
Revenue Totals	$622,064	$7,775	$661,606		($39,542)	106.4%	$540,866
Expenditures							
Salaries	$2,872,697	$319,536	$2,789,248	4)	$83,449	97.1%	$2,539,959
Benefits	1,626,240	96,949	1,524,399	5)	101,841	93.7%	1,297,652
Supplies	122,900	65,474	116,822		6,078	95.1%	81,545
Professional services	12,000	2,330	3,259		8,741	27.2%	18,407
Contractual services	45,500	20,299	54,186	6)	(8,686)	119.1%	76,261
Communications	31,600	3,243	22,420	7)	9,180	70.9%	29,181
Utilities	0	122	759	8)	(759)	-	1,530
Cost of sales	5,000	0	0	10)	5,000	0.0%	7,080
Conferences and schools	46,617	450	48,348		(1,731)	103.7%	27,047
Dues and subscriptions	5,589	0	14,832	9)	(9,243)	265.4%	3,770
Other charges	500	0	473		27	94.7%	276
Central garage	474,308	39,526	474,308		(0)	100.0%	469,634
Central buildings	379,677	31,640	379,677		(0)	100.0%	318,694
Information technology charges	181,846	15,154	181,846		0	100.0%	187,536
Loss control charges	65,086	5,424	65,086		0	100.0%	52,634
Capital outlay	17,000	0	42,716	3)	(25,716)	251.3%	14,071
Expenditure Totals:	$5,886,560	$600,146	$5,718,379		$168,181	97.1%	$5,126,371
Grand Totals:	($5,264,496)	($592,371)	($5,056,773)		($207,724)		($4,585,505)

1) More than budgeted in permit fees including $11,859 fire alarm inspection permits

2) Net grant revenue over budget $30,557 due tofor the training reimbursement grant received $56,500 over budget and Fire Pension Aid ($26,000) under budget.

3) Transfer projected to capital outlay actual. Capital includes CEP siren replacement.

4) Budget included new positions in 4th quarter and other which did not occur in the Operations Division.

5) State Aid contribution ($28,000) less than budgeted and health insurance cost less than budget ($55,574).

6) Overbudget includes Fire Chief on-boarding $11,514.

7) Actual Hennepin County charges for radios is less than budget ($1500/mo vs $2500/mo) in part due to budgeted for 106 radios and actual charge is 69 radios.

8) Electric service for sirens

9) Fire policy and procedure manuals, $9,269, on-line 12 month subscription 5/1/19-4/30/2020

10) Cost for lock boxes to be sold. No longer selling lock boxes.

City of Brooklyn Park

General Fund - Operations & Maintenance Department

Summary - through 12/31/2019 (Unaudited)
Prior Fiscal Year Activity Included

Account Number	Amended Budget	Current Month Transactions	YTD Transactions		Budget - YTD Transactions	% Used/ Rec'd	2018 Prior YTD Total
Revenue							
Special assessments	$0	$0	$0		$0	-	$951
Permits	58,500	25,465	109,662	1)	(51,162)	187.5%	143,798
Charges for services	81,000	0	41,643		39,357	51.4%	57,909
Other revenue	19,340	129	19,321		19	99.9%	13,969
Transfers in	339,184	339,184	339,184		0	100.0%	409,519
Revenue Totals	**$498,024**	**$364,777**	**$509,810**		**($11,786)**	**102.4%**	**$626,146**
Expenditures							
Salaries	$3,512,348	$418,746	$3,777,937	2)	($265,589)	107.6%	$3,557,094
Benefits	1,137,118	110,154	1,156,135		(19,017)	101.7%	1,078,405
Supplies	640,550	78,780	728,241	3)	(87,691)	113.7%	524,084
Professional services	1,500	0	730		770	48.7%	299
Contractual services	595,025	54,814	502,169	4)	92,856	84.4%	557,036
Communications	9,800	1,064	6,955		2,845	71.0%	7,455
Utilities	125,550	12,992	105,919		19,631	84.4%	120,174
Cost of sales	3,000	0	3,941		(941)	131.4%	1,846
Conferences and schools	21,109	1,321	18,066		3,043	85.6%	23,670
Dues and subscriptions	4,950	0	4,439		512	89.7%	4,389
Other charges	3,500	0	3,029		471	86.5%	2,354
General Fund Charges	(366,332)	(31,755)	(381,065)	5)	14,733	104.0%	(350,267)
Central garage	1,315,092	109,591	1,315,092		0	100.0%	1,311,771
Central buildings	256,594	21,383	256,594		0	100.0%	215,381
Information technology charges	185,357	15,446	185,357		0	100.0%	192,209
Loss control charges	328,364	27,364	328,364		(0)	100.0%	315,706
Debt service	0	0	0		0	-	2,117
Expenditure Totals:	**$7,773,525**	**$819,899**	**$8,011,902**		**($238,377)**	**103.1%**	**$7,563,721**
Grand Totals:	($7,275,501)	($455,122)	($7,502,092)		$226,591		($6,937,575)

1) Includes: Right of way permits were underbudgeted, as well as increased the fee associated with these permits. Utility companies are implementing 5G services for the expansion of the mobile networks in brooklyn park

2) Includes: a) O&M is based largely on the weather, and in 2019, there was a significant amount of snow, which resulted in more overtime.

3) Supplies: Chemicals (Salt) was over budget, related to snow storms in April.

4) Contractual Services: Under budget in 2019, due to utilitizing resources to cover overages of salaries and supplies.

5) General Fund Charges: Over budget due to making the general fund whole.

City of Brooklyn Park

General Fund - Recreation & Parks Department

Summary - through 12/31/2019 (Unaudited)

Prior Fiscal Year Activity Included

Account Number	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	2018 Prior YTD Total
Revenue						
Other grants	$35,900	$0	$44,195	($8,295)	123.1%	$67,174
Charges for services	1,157,397	54,623	1,127,708	29,689	97.4%	1,074,104
Other revenue	44,000	13,756	65,290	(21,290)	148.4%	31,925
Transfers in	0	0	7,459	(7,459)	-	94,087
Revenue Totals	$1,237,297	$68,379	$1,244,652	1) ($7,355)	100.6%	$1,267,290
Expenditures						
Salaries	$2,857,385	$233,058	$2,623,708	$233,677	91.8%	$2,572,693
Benefits	666,128	49,813	564,574	101,554	84.8%	559,909
Supplies	191,926	31,521	183,612	8,314	95.7%	145,666
Professional services	3,140	246	2,071	1,070	65.9%	3,378
Contractual services	546,460	40,581	512,076	34,384	93.7%	495,108
Communications	33,500	976	27,017	6,483	80.6%	32,912
Utilities	600	1,825	1,562	2) (962)	260.4%	1,079
Cost of sales	5,050	0	3,485	1,565	69.0%	3,736
Conferences and schools	34,263	348	27,943	6,320	81.6%	25,438
Dues and subscriptions	5,894	30	6,902	3) (1,008)	117.1%	5,706
Other charges	151,375	10,364	111,864	39,511	73.9%	113,544
General Fund Charges	(51,134)	(4,261)	(51,134)	0	100.0%	(50,131)
Central garage	21,109	1,759	21,109	0	100.0%	21,059
Central buildings	516,916	43,076	516,916	(0)	100.0%	433,890
Information technology charges	186,488	15,541	186,488	(0)	100.0%	178,388
Loss control charges	35,357	2,946	35,357	(0)	100.0%	32,931
Expenditure Totals:	$5,204,457	$427,823	$4,786,150	$418,307	92.0%	$4,582,774
Grand Totals:	($3,967,160)	($359,444)	($3,541,497)	($425,663)		($3,315,484)

1) Includes: a) program fees and admissions under budget ($90,000); b) contracted service fees $23,000 more than budget and $74,000 facility rental fees (CAC) more than budget. The CAC facility rental fees increase is attributed to more rentals due to the open catering policy change.

2) Garbage and recycling costs higher than budgeted.

3) Dues and subscriptions in the Programming Division higher than budgeted.

City of Brooklyn Park
Utility Fund Summary
Summary - through 12/31/2019 (Unaudited)
Prior Fiscal Year Activity Included

Account Number	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	2018 Prior YTD Total
Revenue						
Water Utility	$7,938,170	$823,104	$8,115,816	($177,646)	102.2%	$8,142,320
Sanitary Sewer	7,535,055	933,303	7,778,099	(243,044)	103.2%	7,449,838
Recycling	1,356,457	229,160	1,434,953	(78,496)	105.8%	1,462,698
Subtotal	16,829,682	1,985,568	17,328,867	(499,185)	103.0%	17,054,857
Storm Sewer	1,463,755	198,957	1,724,934	(261,179)	117.8%	1,791,207
Street & Signal Light	1,365,029	164,719	1,497,962	(132,933)	109.7%	1,730,524
Revenue Totals	**$19,658,466**	**$2,349,243**	**$20,551,763**	**($893,297)**	**104.5%**	**$20,576,587**
Expenditures						
Water Utility	$7,445,299	$317,495	$8,287,122	($841,823)	111.3%	$7,410,002
Sanitary Sewer	8,249,217	(113,355)	7,944,658	304,559	96.3%	8,126,608
Recycling	1,668,277	73,862	1,548,860	119,417	92.8%	1,551,047
Subtotal	17,362,793	278,002	17,780,640	(417,847)	102.4%	17,087,657
Storm Sewer	2,067,197	58,809	1,923,239	143,958	93.0%	2,042,668
Street & Signal Light	1,269,598	62,014	1,233,385	36,213	97.1%	1,511,577
Expenditure Totals:	**$20,699,588**	**$398,826**	**$20,937,264**	**($237,676)**	**101.1%**	**$20,641,902**
Total Net Change	($1,041,122)	$1,950,418	($385,501)	($655,621)		($65,315)
Capital outlay						
Water Utility	$4,764,800	$346,535	$2,106,792	$2,658,008	44.2%	($943,988)
Sanitary Sewer	2,487,400	34,780	278,757	2,208,643	11.2%	(1,390,249)
Recycling	0	0	0	0	0.0%	0
Subtotal	7,252,200	381,315	2,385,549	4,866,651	32.9%	(2,334,237)
Storm Sewer	1,028,900	0	1,109	1,027,791	10.8%	350,938
Street & Signal Light	320,000	0	0	320,000	0.0%	0
Capital Outlay Totals:	**$8,601,100**	**$381,315**	**$2,386,658**	**$6,214,442**	**27.7%**	**($1,983,299)**

City of Brooklyn Park
Water Utility Fund Summary
Summary - through12/31/2019 (Unaudited)
Prior Fiscal Year Activity Included

Account Number	Amended Budget	Current Month Transactions	YTD Transactions		Budget - YTD Transactions	% Used/ Rec'd	2018 Prior YTD Total
Revenue							
Special assessments	$0	$20,613	$20,613	1)	($20,613)	-	$0
Charges for services	0	21,528	21,528	1)	(21,528)	-	3,225
Investment income	193,170	32	277,401		(84,231)	143.6%	138,288
Other revenue	0	0	303		(303)	-	81,076
Utility fees	7,745,000	780,931	7,795,971		(50,971)	100.7%	7,879,100
Debt proceeds	0	0	0		0	-	40,631
Revenue Totals	**$7,938,170**	**$823,104**	**$8,115,816**		**($177,646)**	**102.2%**	**$8,142,320**
Expenditures							
Salaries	$959,291	$90,084	$973,297		($14,006)	101.5%	$932,403
Benefits	289,549	26,350	301,950		(12,401)	104.3%	(79,025)
Supplies	645,530	92,660	682,439		(36,909)	105.7%	634,090
Professional services	5,000	423	423		4,577	8.5%	0
Contractual services	326,000	61,138	499,406	2	(173,406)	153.2%	337,268
Communications	5,500	394	2,781		2,719	50.6%	2,288
Utilities	566,950	47,116	514,258		52,692	90.7%	574,726
Cost of sales	50,000	1,826	48,896		1,104	97.8%	72,079
Conferences and schools	8,499	10	4,797		3,702	56.4%	7,752
Dues and subscriptions	5,050	0	4,913		138	97.3%	4,653
Other charges	780,483	(290,695)	767,518		12,965	98.3%	1,154,840
General Fund Charges	437,680	36,473	437,680		(0)	100.0%	429,852
Central garage	91,246	7,604	91,246		0	100.0%	92,480
Central buildings	34,791	2,899	34,791		0	100.0%	29,203
Information technology charges	48,312	4,026	48,312		0	100.0%	48,579
Loss control charges	88,247	7,354	88,247		(0)	100.0%	80,715
Depreciation *	2,470,000	205,833	2,470,000		0	100.0%	2,380,833
Debt service	609,171	0	1,292,169	3)	(682,998)	212.1%	683,265
Transfers out	24,000	24,000	24,000		0	100.0%	24,000
Expenditure Totals:	**$7,445,299**	**$317,495**	**$8,287,122**		**($841,823)**	**111.3%**	**$7,410,002**
Grand Totals:	$492,871	$505,609	($171,307)		$664,178		$732,319

* Depreciation is calculated at year-end. This is an estimate of ytd.

Capital outlay	$4,764,800	$346,535	$2,106,792		$2,658,008	44.2%	($943,988)

1) Special assessment not budgeted.

2) Includes expenditures due to emergency repair of a leak in the large water main which feeds raw water to the water treatment plant.

3) General Obligation Refunding Bond, Series 2018A-Includes $1,015,000 principal (not included in budget) and $543,586 interest.

City of Brooklyn Park

Sanitary Sewer Utility Fund Summary

Summary - through 12/31/2019 (Unaudited)
Prior Fiscal Year Activity Included

Account Number	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	2018 Prior YTD Totals
Revenue						
Special assessments	$45,000	$20,940	$22,429	$22,571	49.8%	$1,006
Charges for services	0	22,080	22,080	(22,080)	-	0
Investment income	150,000	28	192,992	(42,992)	128.7%	92,128
Utility fees	7,340,055	890,255	7,540,597	(200,542)	102.7%	7,356,704
Revenue Totals	**$7,535,055**	**$933,303**	**$7,778,099**	**($243,044)**	**103.2%**	**$7,449,838**
Expenditures						
Salaries	$614,614	$53,080	$487,850	3) $126,764	79.4%	$485,369
Benefits	181,010	13,674	140,134	40,876	77.4%	36,812
Supplies	84,000	4,090	80,045	3,955	95.3%	75,631
Professional services	50,000	0	0	50,000	0.0%	0
Contractual services	238,500	38,218	167,583	2) 70,917	70.3%	158,241
Communications	2,550	0	0	2,550	0.0%	0
Utilities	120,920	21,252	97,310	23,610	80.5%	109,226
Cost of sales	72,000	19,000	70,458	1,542	97.9%	72,090
Conferences and schools	2,794	0	2,214	580	79.2%	3,210
Dues and subscriptions	200	0	213	(13)	106.3%	206
Other charges	5,684,292	(365,331)	5,700,262	(15,970)	100.3%	5,936,532
General Fund Charges	342,438	28,537	342,438	0	100.0%	335,801
Central garage	42,279	3,523	42,279	0	100.0%	42,851
Central buildings	34,791	2,899	34,791	0	100.0%	29,203
Information technology charges	10,356	863	10,356	0	100.0%	11,449
Loss control charges	20,473	1,706	20,473	0	100.0%	19,054
Depreciation *	745,000	62,083	745,000	0	100.0%	803,960
Debt service	0	50	252	(252)	-	524
Transfers out	3,000	3,000	3,000	0	100.0%	6,450
Expenditure Totals:	$8,249,217	($113,355)	$7,944,658	$304,559	96.3%	$8,126,608
Grand Totals:	($714,162)	$1,046,659	($166,559)	($547,603)		($676,770)

* Depreciation is calculated at year-end. This is an estimate of ytd.

Capital outlay	$2,487,400	$34,780	$278,757	$2,208,643	11.2%	($1,390,249)

1) Certification fees included with special assessment budget.

2) MCES project budgeted $100,000 delayed from 2019 to 2020.

3) Salaries under budget due to the allocation of personnel to the Operations and Maintenance street maintenance due to to extreme snow and wet conditions spring of 2019.

City of Brooklyn Park

Recycling Utility Fund Summary

Summary - through 12/31/2019 (Unaudited)
Prior Fiscal Year Activity Included

Account Number	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	2018 Prior YTD Total
Revenue						
Special assessments	$8,000	$3,206	$3,206	[1] $4,794	40.1%	$32,146
Other grants	135,128	0	151,462	[2] (16,334)	112.1%	178,720
Charges for services	0	3,312	3,312	[1] (3,312)	-	0
Investment income	31,329	0	44,713	(13,384)	142.7%	22,292
Other revenue	123,000	88,168	105,668	17,332	85.9%	107,562
Utility fees	1,059,000	134,474	1,126,593	(67,593)	106.4%	1,121,978
Revenue Totals	**$1,356,457**	**$229,160**	**$1,434,953**	**($78,496)**	**105.8%**	**$1,462,698**
Expenditures						
Salaries	$96,595	$9,046	$100,252	($3,657)	103.8%	$95,903
Benefits	18,709	1,706	19,025	(316)	101.7%	18,703
Supplies	25,100	3,043	15,446	9,654	61.5%	67,076
Professional services	1,000	0	0	1,000	0.0%	10,717
Contractual services	1,306,000	70,550	1,192,555	113,445	91.3%	1,096,390
Communications	16,000	9,990	15,215	785	95.1%	12,663
Utilities	1,000	0	812	188	81.2%	620
Conferences and schools	3,600	100	3,038	562	84.4%	1,814
Dues and subscriptions	700	0	751	(51)	107.2%	579
Other charges	20,917	(53,794)	23,112	(2,195)	110.5%	71,361
General Fund Charges	145,615	12,135	145,615	0	100.0%	144,133
Central buildings	9,936	828	9,936	0	100.0%	8,340
Information technology charges	3,105	259	3,105	0	100.0%	2,748
Transfers out	20,000	20,000	20,000	0	100.0%	20,000
Expenditures Total:	$1,668,277	$73,862	$1,548,860	$119,417	**92.8%**	$1,551,047
Grand Totals:	($311,820)	$155,298	($113,908)	($197,912)		($88,349)

[1] Certification fee budget included with special assessments.

[2] Includes three recycling program grants from Hennepin County, budget includes only one.

City of Brooklyn Park

Storm Sewer Utility Fund Summary

Summary - through 12/31/2019 (Unaudited)
Prior Fiscal Year Activity Included

Account Number	Amended Budget	Current Month Transactions	YTD Transactions		Budget - YTD Transactions	% Used/ Rec'd	2018 Prior YTD Total
Revenue							
Special assessments	$3,000	$4,131	$4,131	1)	($1,131)	137.7%	($6,911)
Charges for services	0	4,416	4,416	1)	($4,416)	-	0
Investment income	21,256	0	46,413		($25,157)	218.4%	17,649
Other revenue	0	0	681		(681)	-	63
Utility fees	1,439,499	190,409	1,669,294		(229,795)	116.0%	1,780,407
Revenue Totals	**$1,463,755**	**$198,957**	**$1,724,934**		**($261,179)**	**117.8%**	**$1,791,207**
Expenditures							
Salaries	$411,406	$23,367	$335,922	3)	$75,484	81.7%	$373,546
Benefits	124,231	9,654	122,423		1,808	98.5%	154,954
Supplies	125,700	1,248	76,940	2)	48,760	61.2%	79,552
Contractual services	49,500	4,376	31,710		17,790	64.1%	53,996
Communications	2,000	0	0		2,000	0.0%	0
Utilities	3,000	151	1,636		1,364	54.5%	601
Conferences and schools	229	0	0		229	0.0%	0
Dues and subscriptions	180,000	0	179,629		371	99.8%	175,039
Other charges	2,414	(77,380)	5,169		(2,755)	214.1%	70,157
General Fund Charges	78,860	6,572	78,860		(0)	100.0%	77,394
Central garage	111,176	9,265	111,176		0	100.0%	110,672
Central buildings	33,262	2,772	33,262		0	100.0%	27,919
Loss control charges	5,419	452	5,419		0	100.0%	6,943
Depreciation *	940,000	78,333	940,000		0	100.0%	911,894
Expenditure Totals:	**$2,067,197**	**$58,809**	**$1,923,239**		**$143,958**	**93.0%**	**$2,042,668**
Grand Totals:	($603,442)	$140,148	($198,305)		($405,137)		($251,461)

* Depreciation is calculated at year-end. This is an estimate of ytd.

Capital outlay	$1,028,900	$0	$1,109		$1,027,791	10.8%	$350,938

1) Budgeted less than actual assessments and certification fees.

2) Less curb replacement resulting in concrete expense less than budget.

3) Shift in project priorities including less curb replacement resulting in lower salary costs.

City of Brooklyn Park

Street & Signal Light Utility Fund Summary

Summary - through 12/31/2019 (Unaudited)
Prior Fiscal Year Activity Included

Account Number	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	2018 Prior YTD Total
Revenue						
Special assessments	$3,000	$3,670	$3,670	1) ($670)	122.3%	$2,506
State grants	0	0	0	$0	-	191,754
Charges for services	0	3,864	3,864	1) ($3,864)	-	0
Investment income	26,529	0	55,768	(29,239)	210.2%	28,094
Other revenue	0	0	0	0	-	75,653
Utility fees	1,335,500	157,185	1,434,660	(99,160)	107.4%	1,432,517
Revenue Totals	**$1,365,029**	**$164,719**	**$1,497,962**	**($132,933)**	**109.7%**	**$1,730,524**
Expenditures						
Salaries	$111,121	$6,349	$71,157	3) $39,964	64.0%	$72,860
Benefits	38,681	2,058	24,816	13,865	64.2%	(15,491)
Supplies	40,300	0	22,704	17,596	56.3%	59,162
Contractual services	98,500	21,502	168,595	2) (70,095)	171.2%	413,341
Utilities	520,000	62,611	482,355	37,645	92.8%	465,417
Other charges	2,701	(68,697)	5,462	(2,761)	202.2%	74,051
General Fund Charges	79,293	6,608	79,293	0	100.0%	77,910
Central garage	13,396	1,116	13,396	0	100.0%	13,303
Loss control charges	60,606	5,051	60,606	0	100.0%	68,913
Depreciation *	305,000	25,417	305,000	(0)	100.0%	282,111
Expenditure Totals:	$1,269,598	$62,014	$1,233,385	$36,213	**97.1%**	$1,511,577
Grand Totals:	$95,431	$102,705	$264,577	($169,146)		$218,947

* Depreciation is calculated at year-end. This is an estimate of ytd.

Capital outlay	$320,000	$0	$0	$320,000	0.0%	$0.00

1) Budgeted less than actual special assessments and certification fees.

2) Light pole replacement was budgeted in Capital Outlay, $120,000.

3) Shift of project priorities to other fund projects resulted in reduction of salary expense.

City of Brooklyn Park

Edinburgh USA Golf Course Summary

Summary - through 12/31/2019 (Unaudited)
Prior Fiscal Year Activity Included

Account Number	Amended Budget	Current Month Transactions	YTD Transactions		Budget - YTD Transactions	% Used/ Rec'd	2018 Prior YTD Total
Revenue							
Charges for services	$250,000	$14,372	$257,315		($7,315)	102.9%	$276,391
Investment income	0	0	346		(346)	-	(242)
Other revenue	7,000	3,105	34,638	1)	(27,638)	494.8%	52,993
Golf course fees	1,673,550	250	1,728,568	2)	(55,018)	103.3%	1,585,653
Transfers in	0	0	0		0	-	2,000
Revenue Totals	**$1,930,550**	**$17,727**	**$2,020,867**		**($90,317)**	**104.7%**	**$1,916,795**
Expenditures							
Salaries	$769,770	$52,738	$704,940	3)	$64,830	91.6%	$703,242
Benefits	189,246	15,351	177,317		11,929	93.7%	99,040
Supplies	234,070	4,846	214,464		19,606	91.6%	284,387
Contractual services	141,339	2,502	117,986	5)	23,353	83.5%	81,025
Communications	2,100	175	2,011		89	95.8%	2,468
Utilities	55,484	5,768	48,461		7,023	87.3%	57,113
Cost of sales	158,000	2,069	181,398	4)	(23,398)	114.8%	178,699
Conferences and schools	5,910	127	6,576		(666)	111.3%	5,879
Dues and subscriptions	4,025	0	1,866		2,159	46.4%	1,675
Other charges	62,055	14,624	61,550		505	99.2%	43,256
General Fund Charges	66,424	5,535	66,424		(0)	100.0%	65,122
Central garage	5,198	433	5,198		(0)	100.0%	5,269
Information technology charges	53,834	4,486	53,834		(0)	100.0%	47,863
Loss control charges	24,745	2,062	24,745		0	100.0%	24,660
Expenditure Totals:	**$1,772,200**	**$110,717**	**$1,666,770**		**$105,430**	**94.1%**	**$1,599,699**
Grand Totals:	$158,350	($92,990)	$354,096		($195,746)		$317,097
Capital outlay	$141,000	$0	$137,534		$3,467	97.5%	$0

1) Includes $17,500 in Public Country Club service commissions and $5,100 from Three Rivers Park for regional trails maintenance.

2) Overbudget fee revenue includes $60,000 Green Fees, $10,000 Instruction fees, $15,000 Driving Range Fees, and $43,000 Membership fee.

3) Seasonal salaries under budget.

4) 70% of sales actual versus 63% cost of sales budgeted.

5) Contracted maintenance less than budgeted.

City of Brooklyn Park

Edinburgh USA Clubhouse Operations Summary

Summary - through 12/31/2019 (Unaudited)

Prior Fiscal Year Activity Included

Account Number	Amended Budget	Current Month Transactions	YTD Transactions		Budget - YTD Transactions	% Used/ Rec'd	2018 Prior YTD Total
Revenue							
Investment income	$2,287	$0	$500		$1,787	21.9%	$3,512
Other revenue	188,085	11,547	84,710	1)	103,375	45.0%	162,504
Transfers in	1,500,000	0	1,556,433		(56,433)	103.8%	0
Revenue Totals	**$1,690,372**	**$11,547**	**$1,641,643**		**$48,729**	**97.1%**	**$166,017**
Expenditures							
Salaries	$62,406	$4,274	$50,162		$12,244	80.4%	$55,616
Benefits	20,783	1,302	13,289		7,494	63.9%	18,610
Supplies	7,500	20	16,299		(8,799)	217.3%	788
Contractual services	12,000	19,894	73,176	2)	(61,176)	609.8%	77,850
Other charges	171	0	293		(122)	171.1%	463
Loss control charges	1,280	107	1,280		(0)	100.0%	702
Expenditure Totals:	$104,140	$25,597	$154,498		($50,358)	**148.4%**	$211,865
Grand Totals:	$1,586,232	($14,050)	$1,487,145		$99,087		($45,849)
Capital outlay	$1,750,000	$0	$1,556,433		$193,567	88.9%	$0

1) Budgeted for a full year of lease revenue for the food and beverage agreement based on percent of catering revenues and restaurant sales over 1 million. Full services not beginning until May.

1) Includes $30,000 in mold abatement completed during the remodel.

City of Brooklyn Park

Ice Arena Special Revenue Fund Summary

Summary - through 12/31/2019 (Unaudited)
Prior Fiscal Year Activity Included

Account Number	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	2018 Prior YTD Total
Revenue						
Charges for services	$724,481	$122,491	$615,493	$108,988	85.0%	$740,648
Investment income	0	0	0	0	-	(483)
Other revenue	6,525	0	0	6,525	0.0%	280
Other fees	4,500	0	486	2) 4,014	10.8%	2,312
Transfers in	148,000	148,000	218,200	1) (70,200)	147.4%	148,000
Revenue Totals	**$883,506**	**$270,491**	**$834,179**	**$49,327**	**94.4%**	**$890,757**
Expenditures						
Salaries	$337,397	$46,009	$347,171	3) ($9,774)	102.9%	$270,194
Benefits	97,627	9,637	92,000	5,627	94.2%	78,726
Supplies	36,800	13	19,728	4) 17,072	53.6%	21,418
Contractual services	54,000	4,620	46,002	7,998	85.2%	47,780
Utilities	141,000	17,469	123,382	5) 17,618	87.5%	147,962
Cost of sales	400	1,071	1,071	(671)	267.8%	628
Conferences and schools	4,250	0	770	3,480	18.1%	1,420
Dues and subscriptions	2,700	1,061	2,289	411	84.8%	2,031
Other charges	1,865	0	1,425	440	76.4%	1,677
General Fund Charges	37,820	3,152	37,820	0	100.0%	37,078
Central garage	37,978	3,165	37,978	0	100.0%	37,603
Central buildings	11,614	968	11,614	0	100.0%	10,000
Information technology charges	3,829	319	3,829	0	100.0%	3,466
Loss control charges	14,737	1,228	14,737	0	100.0%	14,835
Loss on disposal of assets	0	0	0	0	-	0
Transfers out	148,000	148,000	148,000	0	100.0%	148,000
Capital outlay	0	0	70,200	1) (70,200)	-	0
Expenditure Totals:	**$930,017**	**$236,712**	**$958,014**	**($27,997)**	**103.01%**	**$822,818**
Grand Totals:	($46,511)	$33,779	($123,835)	$77,324		$67,939

1) Includes $70,200 RES 2018-137 Fund Surplus to Ice Arena Fund 270, capital outlay ice arena piping replacement.
2) Budgeted for 25% of estimated NMYHA concession net profits, but they had a very difficult past season and were not able to share earnings.
3) 61 OT hours and stand by other pay not budgeted
4) Maintenance supplies actual expenditures under budget.
5) Utility cost savings due to solar energy credits.

City of Brooklyn Park

Brookland Golf Park Special Revenue Fund Summary

Summary - through 12/31/2019 (Unaudited)
Prior Fiscal Year Activity Included

Account Number	Amended Budget	Current Month Transactions	YTD Transactions		Budget - YTD Transactions	% Used/ Rec'd	2018 Prior YTD Total
Revenue							
Charges for services	$11,400	$0	$6,989	1)	$4,411	61.3%	$8,959
Investment income	1,521	0	0		1,521	0.0%	0
Other revenue	0	0	9		(9)	-	1,013
Golf course fees	183,150	869	180,258		2,892	98.4%	204,539
Transfers in	0	0	0		0	-	14,995
Revenue Totals	**$196,071**	**$869**	**$187,256**		**$8,815**	**95.5%**	**$229,506**
Expenditures							
Salaries	$114,804	($2,426)	$113,099		$1,705	98.5%	$114,444
Benefits	29,811	2,277	35,512	2)	(5,701)	119.1%	34,511
Supplies	34,360	207	22,965		11,395	66.8%	26,983
Contractual services	19,550	206	19,482		68	99.7%	33,537
Utilities	8,290	722	8,526		(236)	102.8%	9,305
Cost of sales	16,700	(39)	11,534	1)	5,166	69.1%	12,894
Conferences and schools	795	0	605		190	76.1%	613
Dues and subscriptions	110	0	105		5	95.5%	105
Other charges	6,825	25	4,772		2,053	69.9%	5,481
General Fund Charges	6,278	523	6,278		0	100.0%	6,156
Central garage	1,990	166	1,990		0	100.0%	2,017
Information technology charges	9,621	802	9,621		0	100.0%	8,523
Loss control charges	8,714	726	8,714		(0)	100.0%	7,314
Expenditures Total:	**$257,848**	**$3,189**	**$243,202**		**$14,646**	**94.3%**	**$261,883**
Grand Totals:	($61,777)	($2,321)	($55,946)		($5,831)		($32,378)

1) Merchandise sales/(cost of goods sold) - less than budgeted but consistent with prior year.

2) Benefits over budget due to actual chosen Cafeteria benefits higher than budget.

Brooklyn Park

Preliminary Year End 2019 Budget Results

May 11, 2020

Preliminary 2019 General Fund Budget Results

	2019 Budget		2019	Variance from Budget Positive (Negative)	% of Budget
	Adopted	Amended	Actual		
Total Revenue	52,192,903	52,416,126	53,818,326	1,402,200	103%
Total Expenditure	52,192,903	52,192,903	51,146,715	1,046,188	98%
Total	0	223,223	2,448,388	2,671,611	

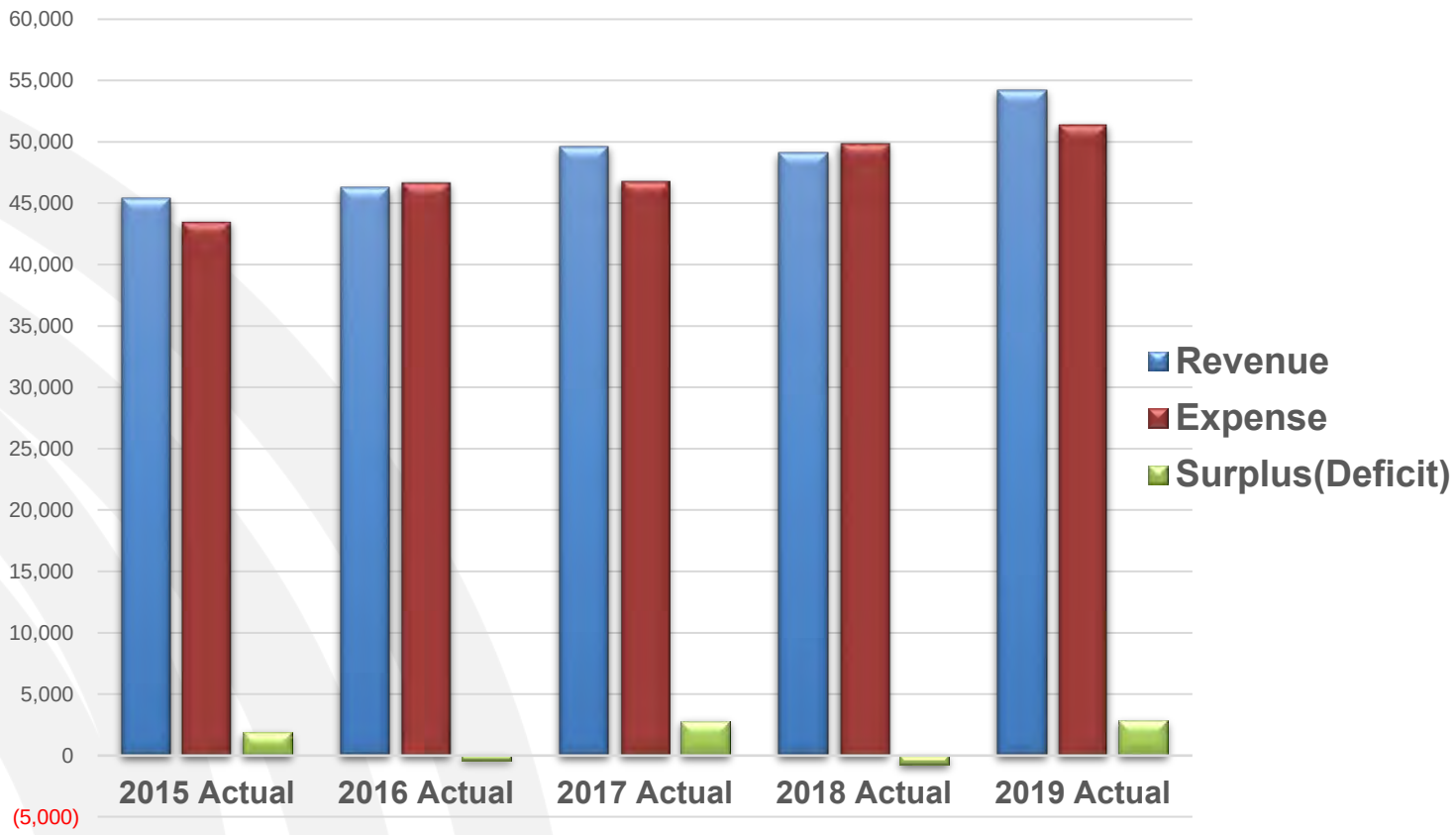
Preliminary 2019 General Fund Budget Results – Revenue

General Property Taxes	$608K ↑
Licenses and Permits	$612K ↑
Grants	$219K ↑
Charges for Service	$144K ↑
Fines and Forfeitures	$190K ↓

Preliminary 2019 General Fund Budget Results - Expenditures

Salaries and Benefits	$421K ↓
Supplies	($136K) ↑
Contractual Services	$330K ↓
Communications & Utilities	$ 60K ↓
Other Charges	$ 143K ↓
Transfers	($109K) ↑

General Fund Budget Performance 2015 – 2019 (in thousands)



Other Funds

Revenues				
Description	2019 Amended Budget	2019 Actual	Variance from Budget	Budget to Actual %
Special Revenue Funds	1,079,577	1,021,435	(58,142)	-5%
Enterprise Funds - Utilities	19,658,466	20,551,764	893,298	5%
Enterprise Funds - Recreation	3,620,922	3,662,510	41,588	1%
Internal Service Funds	11,388,767	11,874,133	485,366	4%

Expenses				
Description	2019 Amended Budget	2019 Actual	Variance	Budget to Actual %
Special Revenue Funds	1,187,865	1,201,216	(13,351)	-1%
Enterprise Funds - Utilities	20,699,588	20,937,264	(237,676)	-1%
Enterprise Funds - Recreation	3,358,432	3,153,915	204,517	6%
Internal Service Funds	13,752,436	10,310,540	3,441,896	25%

Thank you!

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Brooklyn Park

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City of Brooklyn Park
Request for Council Action

Agenda Item:	4.1	**Meeting Date:**	May 11, 2020
Agenda Section:	Consent	**Originating Department:**	Operations and Maintenance - Engineering Services Division
Resolution:	X	**Prepared By:**	Craig Runnakko, P.E., Construction Engineer
Ordinance:	N/A		
Attachments:	3	**Presented By:**	Jesse Struve, P.E., City Engineer
Item:	Approve Change Order No. 2 for 2018 Municipal State Aid (MSA) Mill and Overlay, CIP 4002-18		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2020-_____ APPROVING CHANGE ORDER NO. 2 FOR CIP NO. 4002-18, 2018 MUNICIPAL STATE AID (MSA) MILL AND OVERLAY.

Overview:

Project No. 4002-18 is a rehabilitation project (bituminous mill and overlay) along two segments of Brookdale Drive located between Zane Avenue North and Noble Avenue North and between Xerxes Avenue North and Bryant Avenue North. The project included curb and gutter replacement, pedestrian curb ramp upgrades (to meet current ADA standards), sidewalk connections, water system, and storm sewer rehabilitation. Brookdale Drive is part of the city's municipal state aid (MSA) system.

During construction of the project, there were unforeseen issues that took place. The costs to address these issues resulted in $33,576.60 of additional expenditures.

- Valley gutters were installed at Penn Avenue and Brookdale Drive as well as Queen Avenue and Brookdale Drive to mitigate poor drainage as a result of flat grades in these intersections.
- Additional costs from Change Order No. 1 on the Video Detection at Humboldt are included as well to finalize that part of the project.

It is not unusual for projects of this type to require additional items due to circumstances or conditions that were not expected at the time of plan preparation or during construction. All the items noted above as additions to Schedule A were not included in the original contract and, therefore, they are included as a change order. This change order, in addition to previously approved Change Order No. 1, will increase the original contract value by $90,734.15 or 6.00% for a total contract value of $1,602,002.01. Staff recommends that the City Council approve Change Order No. 2.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues:

The project is included in the adopted 2018-2022 Capital Improvement Plan (CIP) for a scheduled 2018 completion as Project No. 4002-18. In accordance with City policies, the City is proposing to pay for the project with MSA funds and Water Utility Funds.

Attachments:

4.1A RESOLUTION

4.1B LOCATION MAP
4.1C CHANGE ORDER NO. 2

RESOLUTION #2020-

RESOLUTION APPROVING CHANGE ORDER NO. 2 FOR
CIP NO. 4002-18, 2018 MUNICIPAL STATE AID (MSA) MILL AND OVERLAY

WHEREAS, the City of Brooklyn Park has an existing contract with Northwest Asphalt, Inc. dated March 26, 2018, said contract being let pursuant to statute and after advertising for bids; and

WHEREAS, said contract was awarded on a unit price basis; and

WHEREAS, in the proper performance of the contract, unforeseen conditions were encountered requiring construction units exceeding that normally required and bid; and

WHEREAS, it is now the desire of the Council to include additional units at the same unit price and units for which no item in the contract is provided to complete the following improvements:

CHANGE ORDER NO. 2

CIP PROJECT 4002-18 Total Additions: $33,576.60

WHEREAS, the additional units do not exceed 25% of the original contract value; and

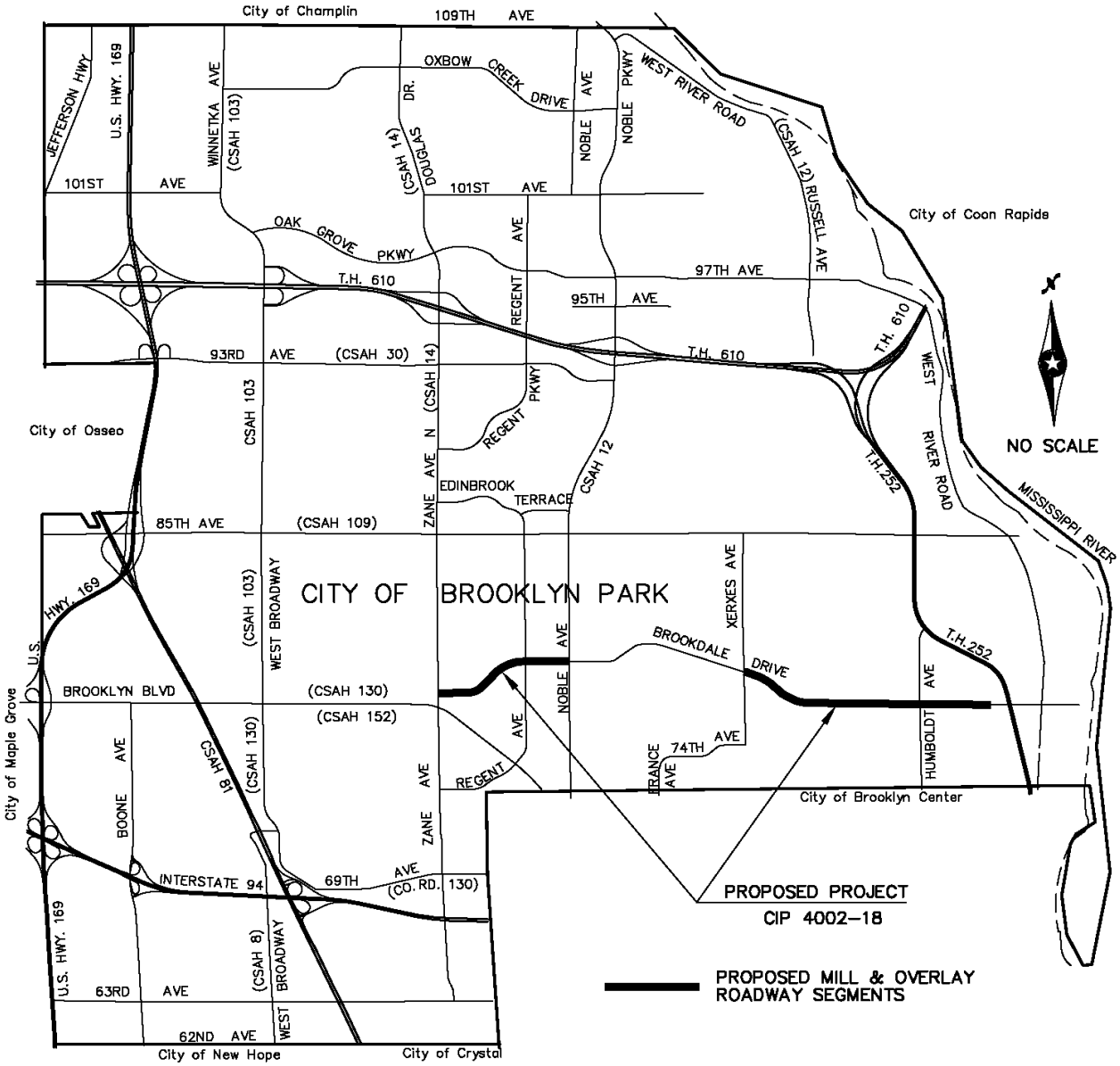
WHEREAS, the contractor, Northwest Asphalt, Inc., has agreed to add such additional units at the same unit price in accordance with the mutually agreed upon compensation in accordance with the General Conditions Section of the Contract Specifications Paragraphs GC 4.3, 4.4 and 7.4 and all in accordance with Chapter 429.041 Subd. 7 of the Minnesota Laws.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park.

1. The Mayor and City Manager are hereby authorized and directed to enter into a contract with Northwest Asphalt, Inc. for additional units of work, at a cost of $33,576.60 in the name of the City of Brooklyn Park for the aforesaid improvements, according to the plans and specifications on file in the Office of the City Clerk.

2. The Contractor shall file an increased bond to cover $1,602,002.01 the full contractual amount, and the contractor's written agreement to add to the existing contract shall be placed on file with the Clerk and made a part of the original contract, all in accordance with Chapter 429.041, Subd. 7 of Minnesota Laws.

LOCATION MAP
PROPOSED BROOKDALE DRIVE
MILL & OVERLAY
C.I.P. 4002–18



Brooklyn Park

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STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

City/County of Brooklyn Park Change Order No. 7

FEDERAL PROJECT NO.	STATE PROJECT NO. SAP 110-101-016	LOCAL PROJECT NO. CIP 4002-18	CONTRACT NO.
CONTRACTOR NAME AND ADDRESS Northwest Asphalt, Inc. 1451 Stagecoach Rd Shakopee, MN 55379		LOCATION OF WORK TOTAL CHANGE ORDER AMOUNT $31,739.60	

WHEREAS: This contract provides for, among other things, Bituminous Mill and Overlay, Concrete Rehabilitation, Storm Sewer Work and Miscellaneous Utility Work on SAP 110-101-016 Brookdale Drive from Zane Avenue N to 145 feet east of Colfax Ave excluding Brookdale Drive from Noble Ave to Xerxes Ave; and WHEREAS: One purpose of the mill and overlay was to fix areas that were underperforming; and WHEREAS: In the season following the mill and overlay the intersections of Queen Ave and Brookdale Drive and Penn Ave and Brookdale Drive were holding water; and WHEREAS: The Engineer determined that valley gutters were needed at these two locations, rather than repaving, based on the grade across the intersections. NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AND UNDERSTOOD THAT: 1. The Contractor will install valley gutters and restore the area at Queen Ave and Brookdale Drive and Penn Ave and Brookdale Drive. 2. Payment for this work will be at the negotiated price of $26,880.74 which includes all mark ups. 3. This Change Order covers the known and anticipated costs and contract time adjustment attributable to the work covered by the Charge Order. If the Contractor incurs unknown and unanticipated additional work that affects costs or impacts the critical path, the Contractor reserves the right to request an adjustment to the Contract amount or Contract time in accordance with MnDOT 1402.

COST BREAKDOWN

Item No.	Item	Unit	Unit Price	Quantity	Amount
Funding Category No. 000					
2531.604	8" CONCRETE VALLEY GUTTER	EA	$15,869.80	2	$31,739.60
				Funding Category No. 000 Total:	**$31,739.60**
				Change Order No. 7 Total:	**$31,739.60**

* Funding category is required for federal projects.

CHANGE IN CONTRACT TIME (check one)
Due to this change the Contract Time:

a. [ ] Is Increased by ____ Working Days
[ ] Is Decreased by ____ Working Days
[ ] Is Increased by ____ Calendar Days
[ ] Is Decreased by ____ Calendar Days

b. [X] Is Not Changed

c. [ ] May be revised if work affected the controlling operation

Approved By Project Engineer: Runnakko, Craig	Approved By Contractor: Northwest Asphalt, Inc.
Signed 0de6da7b28af23db24f2a57298cb942c 950a22cea3dfd39e63a7da89ce1d8ce6	Signed da7410aca2734cbea614857ebdcb02cf 900f9cfe4840a32982b502d49ed09a11
Date: 04/30/2020 Phone:	Date: 05/01/2020 Phone: (952) 445-1003

The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ____ Federal Funding X State Aid Funding X Local funds

District State Aid Engineer: de965d46c26f3dda43cdc1c29ddc151d 88bf3c5fe315d8723fc963f48bfb6506 Date: 05/06/2020

STATE AID FOR LOCAL TRANSPORTATION
BACKSHEET

City/County of Brooklyn Park Backsheet No. 3

FEDERAL PROJECT NO.	STATE PROJECT NO. SAP 110-101-016	LOCAL PROJECT NO. CIP 4002-18	CONTRACT NO.
CONTRACTOR NAME AND ADDRESS Northwest Asphalt, Inc. 1451 Stagecoach Rd Shakopee, MN 55379		LOCATION OF WORK TOTAL BACKSHEET AMOUNT $4,566.87	

Change Order No. 2 was approved for a video detection unit at the signal for Humboldt and Brookdale Drive. Of the total approved change order amount of $45,650.00 the initial payment was for $42,920.13. Additional costs for traffic control and prime markup were identified raising the total to $47,487.00. Therefore a backsheet item will be processed in the amount of $4,566.87.

COST BREAKDOWN

Item No.	Item	Unit	Unit Price	Quantity	Amount
Funding Category No. 000					
2565.616	VIDEO DETECTOR SYSTEM	SYS	$4,566.87	1	$4,566.87
				Funding Category No. 000 Total:	**$4,566.87**
				Backsheet No. 3 Total:	**$4,566.87**

City of Brooklyn Park
Request for Council Action

Agenda Item:	4.2	**Meeting Date:**	May 11, 2020
Agenda Section:	Consent	**Originating Department:**	Administration
Resolution:	N/A		
Ordinance:	N/A	**Prepared By:**	Devin Montero, City Clerk
Attachments:	2	**Presented By:**	Devin Montero
Item:	Approval of Minutes		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO APPROVE THE MINUTES OF THE BROOKLYN PARK SPECIAL CITY COUNCIL MEETING OF DECEMBER 16, 2019, AS PRESENTED BY THE CITY CLERK.

MOTION _____, SECOND _____, TO APPROVE THE MINUTES OF THE BROOKLYN PARK RECONVENED BOARD OF APPEAL AND EQUALIZATION MEETING OF APRIL 27, 2020, AS PRESENTED BY THE CITY CLERK.

Overview: N/A

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

4.2A SPECIAL CITY COUNCIL MEETING MINUTES, DECEMBER 16, 2019
4.2B RECONVENED BOARD OF APPEAL AND EQUALIZATION MEETING MINUTES, APRIL 27, 2020

SPECIAL BROOKLYN PARK CITY COUNCIL MEETING

Monday, December 16, 2019
6:00 p.m.

Brooklyn Park Council Chambers
5200 85th Avenue North

CALL TO ORDER – Mayor Lunde

PRESENT: Mayor Jeffrey Lunde; Council Members Lisa Jacobson, Mark Mata, Terry Parks, Wynfred Russell (arrived at 6:05 p.m.), Tonja West-Hafner, and; City Manager Jay Stroebel; City Attorney Jim Thomson; Deputy Police Chief Mark Bruley; and City Clerk Devin Montero.

ABSENT: Council Member Susan Pha.

2. APPROVAL OF AGENDA

2.0 MOTION LUNDE, SECOND MATA TO APPROVE THE AGENDA AS SUBMITTED BY THE CITY CLERK WITH ITEM 4.1 PULLED FROM THE CONSENT AGENDA FOR SEPARATE DISCUSSION.

Council Member Mata stated he pulled Item 4.1 because he needed information because the budget was passed the other week and now were asking the Council for a $200,000 addition to a project.

Operations and Maintenance Director Ruiz stated when it came down to the final budget, they had not received the bid proposals for the audio-visual equipment for the City Hall remodeling project. He stated he did not have those numbers to present as part of the budget, and when they got the numbers on Wednesday afternoon when the Council packet was due, there were discrepancies with two low bidders. He stated the two low bidders were not responsible bids, and they bid on the wrong equipment. By the time they sorted it out, it was too late to make changes for the final budget approval. He stated they brought the item as a budget amendment to award the bid to Tierney Brothers for the City Hall audio visual package. He stated the total dollar value of the project was presented to Council on May 13 and was $5.6 million. He stated that number had not changed and included money for the audio-visual equipment, and were now bringing it forward for approval in the next steps for the City Hall project.

Council Member Mata suggested in future to let the Council know about a multimillion-dollar budget, that there were a couple of items they didn't quite know about. He stated he didn't know about it last week, but with that number, he would like to know about it.

4.1 MOTION MATA, SECOND WEST-HAFNER TO WAIVE THE READING AND ADOPT RESOLUTION #2019-220 TO APPROVE THE REQUESTS FROM ONE DIVERSIFIED AND EPA AUDIO VISUAL TO WITHDRAW THEIR BID FOR CITY HALL AUDIO-VISUAL PACKAGE DUE TO BIDDING ERRORS AND TO AWARD THE BID FOR CITY HALL AUDIO-VISUAL PACKAGE TO TIERNEY BROTHERS AND AMEND THE 2020-2024 CAPITAL IMPROVEMENT PLAN AND 2020 HERITAGE FUND BUDGET TO INCLUDE $223,538 FOR CITY HALL AUDIO-VISUAL PACKAGE. MOTION PASSED UNANIMOUSLY.

Mayor Lunde requested a discussion at a work session on ransomware. He stated he saw that the city of New Orleans got ransomware and all their computers got locked up. He stated a lot of cities around the country had been facing that and would like to have a Council work session discussion around that. He stated the Council tended to get the most emails, opened

them, clicked on links, and didn't know about the emails. He stated there had been a lot of cities held up for ransom and the Council needed to be aware of it, what the city had, and if it needed more for to prevent it.

IT Manager Ehrlichman stated it was constantly evolving and would provide the security measures they had in place and the work they continued to do with their auditing.

4. CONSENT

4.0 MOTION LUNDE, SECOND WEST-HAFNER TO APPROVE THE FOLLOWING ADMINISTRATIVE CONSENT ITEMS:

> 4.2 TO WAIVE THE READING AND ADOPT RESOLUTION #2019-221 AUTHORIZING MAYOR AND CITY MANAGER TO ENTER INTO AN AGREEMENT FOR SURVEYING AND ENGINEERING SERVICES FOR 93RD AVENUE RECONSTRUCTION, CIP 4054-20.

MOTION PASSED UNANIMOUSLY.

7. GENERAL ACTION ITEMS

7.1 Authorize Approval of a Ground Lease Agreement Between the City of Brooklyn Park and Excell Academy for Higher Learning, Inc. for the Development of a Parking Lot and Recreational Amenities on City-Owned Property (Fair Oaks Park).

Senior Project Manager Jennifer Jordan briefed the Council on the Ground Lease Agreement Between the City of Brooklyn Park and Excell Academy for Higher Learning, Inc. for the Development of a Parking Lot and Recreational Amenities on City-Owned Property (Fair Oaks Park).

7.1 MOTION WEST-HAFNER, SECOND RUSSELL TO WAIVE THE READING AND ADOPT RESOLUTION 2019-222 APPROVING A GROUND LEASE AGREEMENT BETWEEN THE CITY OF BROOKLYN PARK AND EXCELL ACADEMY FOR HIGHER LEARNING, INC. FOR THE DEVELOPMENT OF A PARKING LOT AND RECREATIONAL AMENITIES ON CITY-OWNED PROPERTY (FAIR OAKS PARK). MOTION PASSED UNANIMOUSLY.

ADJOURNMENT – With consensus of the Council, Mayor Lunde adjourned the meeting at 6:12 p.m.

_____
JEFFREY JONEAL LUNDE, MAYOR

_____
DEVIN MONTERO, CITY CLERK

RECONVENED BOARD OF APPEAL AND EQUALIZATION MEETING

Monday, April 27, 2020
7:00 p.m.

Brooklyn Park Council Chambers
Via Telephone
5200 85th Avenue North

CALL TO ORDER – Chair Jeffrey Lunde

PRESENT: Chair Jeffrey Lunde

VIA TELEPHONE: Board Members Tonja West-Hafner, Susan Pha, Terry Parks, Mark Mata, Wynfred Russell and Lisa Jacobson; City Manager Jay Stroebel; City Attorney Jim Thomson; Finance Director LaTonia Green; City Assessor Tracy Bauer-Anderson, Assistant Hennepin County Assessor Tamara Doolittle, and City Clerk Devin Montero.

ABSENT: None.

B. ASSESSORS REPORT

City Assessor Bauer-Anderson stated the Assessor's Report was provided to the Board Members and Chair on Thursday, April 23, 2020 for their review. They would have that for tonight's meeting to reference.

C. PUBLIC PRESENTATIONS

City Assessor Bauer-Anderson stated she would be reading the Appeal Numbers, addresses, original value, and the value recommendations.

She stated they were going to start with four parcels where the property owner and the appraiser came to an agreement for the value recommendations. She would read them in as a group and they would be voted on as a group by the Board, like they did in the 10-day window agreements.

APPEAL #12

- 3017 80th Ave N., Original Value $209,200 and the Assessor's recommendation to reduce to $208,200.

APPEAL #14

- 7641 Aldrich Ave N., Original Value $252,900 and the Assessor's recommendation to reduce to $230,500.

APPEAL #15

- 9360 Newton Ave N., Original Value $330,100 and the Assessor's recommendation to reduce to $324,000.

APPEAL #17

- 7966 Lad Pkwy N., Original Value $175,900 and the Assessor's recommendation to reduce to $160,400.

She stated they all came to an Agreement between appraiser and homeowner and they could be voted on as one group. She stated the owners were not speaking tonight and the board could vote on it.

C.1 MOTION LUNDE, SECOND JACOBSON TO ACCEPT THE AGREED UPON AMOUNTS FOR ALL FOUR PROPERTIES AS STATED AND READ INTO THE REPORT BY THE CITY ASSESSOR.

Board Member Mata asked about Appeal #14 being reduced by almost $23,000.

City Assessor Bauer-Anderson stated when a property was asked to be reviewed, the procedure this year was to have each homeowner answer some questions and provide documentation and/or photos to address their concerns. She stated they found that property had originally been in the valuation system as above normal and was reflective of normal conditions. She stated that upon reduction of the condition from above normal to normal, the reduction occurred.

C.1 THE MOTION PASSED UNANIMOUSLY ON A ROLL CALL VOTE AS FOLLOWS: YES – PHA, WEST-HAFNER, RUSSELL, JACOBSON, PARKS, MATA, LUNDE; NO – NONE.

APPEAL #1

City Assessor Bauer-Anderson briefed on Appeal #1, which had four properties. She stated the same property owner appealed all four valuations. She stated she would read them as a group and gave the recommendations.

- 3927 Globeflower Circle N., Original Value $258,200 and the Assessor's recommendation to increase to $267,600.
- 9749 Thomas Ave N., Original Value, $246,100 and the Assessor's recommendation is no change.
- 7200 90th Ave N., Original Value, $263,800 and the Assessor's recommendation is no change.
- 6409 88th Ave N., Original Value, $283,700 and the Assessor's recommendation is no change.

C.1 MOTION LUNDE, SECOND WEST-HAFNER TO ACCEPT STAFF'S RECOMMENDATIONS FOR THE FOUR PROPERTIES.

Board Member Jacobson stated she assumed they were in a rental property situation and by a statement made earlier tonight, that income producing properties were asked to look into different things. She asked if it was just based on comps, rental property, looked at income and the make on that property.

City Assessor Bauer-Anderson stated in a highest and best use those would be sales comparisons and would be sold as residential property. She stated that although they were rental properties, they would not ask for income and review it; they would solely base it on a sale comparison approach.

Board Member Mata asked about 3927 Globeflower Circle N. He stated the owner contested their value and then they increased the value.

City Assessor Bauer-Anderson stated that was based on pulling sales data specific to the property. She stated he appealed those properties on date of local board, and they did not have a chance to review those properties with him prior to the local board. She stated between that and the reconvened board meeting, they did do a sales analysis on each one, and in that situation, the sales indicated an increase.

C.1 MOTION MATA TO AMEND THE MOTION TO USE THE ORIGINAL VALUE FOR 3927 GLOBEFLOWER CIRCLE NORTH AT $258,200.

C.1 THE MOTION FAILS FOR A LACK OF A SECOND.

C.1 THE VOTE ON THE MAIN MOTION FOR APPEAL #1 PASSED UNANIMOUSLY ON A ROLL CALL VOTE AS FOLLOWS: YES – WEST-HAFNER, RUSSELL, JACOBSON, PARKS, MATA, PHA, LUNDE; NO – NONE.

APPEAL #2

City Assessor Bauer-Anderson briefed on Appeal #2 and gave the recommendations.

- 2824 and 2828 79th Ave N., Original Value $328,900 and the Assessor's recommendation is no change.

C.1 MOTION LUNDE, SECOND WEST-HAFNER TO ACCEPT STAFF'S RECOMMENDATION ON APPEAL #2.

C.1 THE VOTE ON THE MOTION FOR APPEAL #2 PASSED UNANIMOUSLY ON A ROLL CALL VOTE AS FOLLOWS: YES – RUSSELL, JACOBSON, PARKS, MATA, PHA, WEST-HAFNER, LUNDE. NO – NONE.

APPEAL #3

City Assessor Bauer-Anderson briefed on Appeal #3 and gave the recommendations.

- 8301 93rd Avenue N., Original Value $3,966,100 and the Assessor's recommendation is no change.

C.1 MOTION LUNDE, SECOND PARKS TO ACCEPT STAFF'S RECOMMENDATION ON APPEAL #3.

C.1 THE VOTE ON THE MOTION FOR APPEAL #3 PASSED UNANINMOUSLY ON A ROLL CALL VOTE AS FOLLOWS: YES – JACOBSON, PARKS, MATA, PHA, WEST-HAFNER,

RUSSELL, LUNDE. NO – NONE.

APPEAL #4

City Assessor Bauer-Anderson briefed on Appeal #4 and gave the recommendations. She stated the property owner would be addressing the Board.

- 9020 Dunbar Knoll Ct. N., Original Value $358,800 and the Assessor's recommendation is no change.

Mr. Joseph Anderson, 9020 Dunbar Knoll Ct. N., addressed the Board. He stated he asked staff to give the Board additional information to consider regarding the properties. He stated he provided a property sale listing to support the statements. He stated he purchased the house in 2017 as a foreclosure. The only updates he made were to the master bath, second floor hall bath, and nothing else had been updated. He stated the basement hadn't been finished. The kitchen had original standard height cabinets, countertops, and all of the carpet was worn and needed replacement. He stated the windows were original, 23 years old. The windows had suffered water damage, needed to be replaced, and he replaced two small ones. He is having problems with the original furnace and air conditioning, the roof was shedding protective granules, and the shingles were at the end of useful life. He stated all major components should be considered to value the property.

On sale #1, 8957 Windsor Terrace North, as explained in the packet he originally provided, the MLS listing indicated zero days on the market and not exposed to the market and should be disregarded and not represent an arm's-length transaction. He stated the Assessor did not provide information regarding circumstances surrounding the sale to demonstrate it was an arm's-length sale transaction and was not appropriate to use as a comp. He stated that home had an updated kitchen, updated cabinets, updated counter tops, tile back splash, new roof, furnace, air conditioning, and dual water heaters. It had solid interior doors, panel wood floors, built in windows, cabinetry, dining room, and had a pond view and was superior to his home. He stated it had upgraded features compared to his house.

9024 Windsor Terrace North, that property was not presented to him as a comp and any other sale sheets provided to him. He stated the Assessor said that house did not have a basement finished. However, he was able to confirm through listing data and with an agent that home was with basement finished, including family room bedroom, office, three quarter bath and were no adjustments for those features. He stated in the grid provided by the Assessor, in addition to the basement finish, that home had upgraded features compared to his, including wood floor, solid wood interior doors, dining room, new roof and was also superior to his home.

He stated the sales presented to him, the Assessor did not present a sale at 2309 91st Crescent North. He stated he brought it up to the Assessor, but was not presented to him as a comp and any other sales sheets that had been provided to him prior to the board packet being received regarding his appeal. He stated that home was in similar design to his and did not have basement finish, had updated kitchen, granite counter tops, tile backsplash, a new roof in 2016, new siding in 2019, new windows in 2017, and was superior to his. He stated the packet he provided demonstrated the assessed value on his property was overstated.

He stated the sales that were most similar his home were on Berwick, Highlands and 91st

Crescent. He stated 3152 Berwick Knoll supported the value of $335,900 with minimal basement finish, no noted recent updates. He stated there were two sales on that home and were not arm's-length transactions. He stated in the packet provided to the Board, he updated the second sale of the property on November 19, which was an arm's-length transaction most similar to his, indicated the value as $324,430. He stated at 3501 Highlands, had no basement finish, similar to his, had a new roof, pond view, at $344, 282 and was not reflected in Assessor's adjustments. He stated the homes on Berwick and Highland had the least amount of updates similar to his overall condition and the board should adjust his value accordingly.

C.1 MOTION LUNDE, SECOND PARKS TO ACCEPT STAFF'S RECOMMENDATION FOR APPEAL #4, 9020 DUNBAR KNOLL CT, $358,700.

Board Member Parks stated that on the Board of Appeals and Equalization appeals listing form, on January 2, it was at $384,500 and now it was valued at $358,700. He asked why it went down by $26,000.

City Assessor Bauer-Anderson stated when the property owner was called and asked to review his property record, they found there was an assumption that the basement had been finished. When the owner provided photos that indicated it was unfinished basement, the record was updated.

Board President Lunde stated the owner asked about the different sales comps used because they thought the basement was finished.

City Assessor Bauer-Anderson stated when the initial process was started, they would pull sales data with information based on what they had in their system, and through conversations they would update the record and then they would provide the information. She stated the property owner and Appraiser had email exchanges and additional things were considered through those conversations. She stated the Appraiser provided the best available sales taking into consideration the size of garage and additional things were taken into consideration, and the Appraiser put the analysis together with the best data available. She stated the two sales the property owner said, on 91st Crescent and Berwick Knoll, both were located in a different school district. She stated school districts could impact the values when homes are sold. She stated they were both in the Osseo school district where the comps the Appraiser used were located in the Anoka Hennepin school district.

Board Member Mata asked about the assumption of the basement being completed. He asked how many years that assumption went on because that was not something that got blanketed. He stated someone had to say that property was going to change and asked if they had a record of it because it could have been done incorrectly.

City Assessor Bauer-Anderson stated if a slip was left and they requested an interior inspection and the property owners were not responsive or if a property owner chose to complete additional square footage and not pull a permit, those were times when a record needed to be updated. She stated in this situation, because the previous owner was not responsive, it was added to the record when they were not allowed to do an interior inspection. When the owner called and the property was reviewed, the record was updated.

Board Member Mata stated that making an assumption because someone did not want

government to come into a house was a bad assumption. He stated if inspectors were making assumptions because they couldn't get in, he had a problem with it because it meant a large part of the city was overtaxed. He asked if any improvements were made to the house from the time it was purchased as a foreclosure.

City Assessor Bauer-Anderson stated the owner had shown pictures with bathroom updates and noted he had replaced a few windows.

Board Member Mata asked what the appraised value was for last year before January 1, because he would like to make an amendment to the motion to change the value to $335,900 assuming that value was lower and might not be lower because of the possible finished basement.

C.1 MOTION MATA TO AMEND THE MOTION TO CHANGE THE VALUE TO $335,900.

City Assessor Bauer-Anderson stated the value with the reduction was reduced to last year's value and was within $300. She stated the 2019 value on the property was $358,400; the recommendation was $358,700.

C.1 THE AMENDMENT TO THE MAIN MOTION FAILED ON A LACK OF A SECOND.

C.1 THE VOTE ON THE MAIN MOTION PASSED ON A ROLL CALL VOTE AS FOLLOWS: YES – PARKS, PHA, WEST-HAFNER, RUSSELL, JACOBSON, LUNDE; NO – MATA

APPEAL #5

City Assessor Bauer-Anderson stated Appeal #5 included two properties and gave the recommendations.

- 7710 Brooklyn Boulevard N., Original Value $814,700 and Assessor's recommendation was no change.
- 7714 Brooklyn Boulevard N., Original Value $589,600 and the Assessor's recommendation was no change.

C.1 MOTION LUNDE, WEST-HAFNER TO ACCEPT STAFF'S RECOMMENDATION FOR VALUES STATED ON THE ASSESSMENT.

Board Member Mata asked about the comparable property that was in the same corridor, which happened to be one building with the same square footage at 7420 Unity. He stated it was a building that had a sold value of $34 per square foot on December 2019 and four months later, it was increased $4 per square foot. He stated the property on Brooklyn Boulevard went from $62 per square foot to $67 per square foot. He stated that property, with the exception of it being two properties, was the same as far as how it was used and asked why the price per square foot calculation was doubled with another comp in the same area.

City Assessor Bauer-Anderson stated 7420 Unity Avenue was a sale that occurred and was not considered a market sale. She stated it was disqualified by the Department of Revenue guidelines. She stated the valuation process allowed appraisers to review sales in the city to ensure they were representative of market transactions and used guidelines set by Department

of Revenue. She stated they were ethically and legally bound to value properties based on market value, which would be market rents, market operating expenses and market vacancy. She stated that sale had below market rents, the condition of the building was inferior, operating expenses were higher than market and noted the market vacancy. She stated it was a disqualified sale and was used in the valuation of any office building within the city. If they were to consider doing so for 7710 and 7714 Brooklyn Boulevard, it would create inequity amongst the rest of the city in office buildings.

Board Member Mata asked if that was why 7420 Unity was up to the $965,000.

Assessor Bauer-Anderson stated that value was based on taking into consideration the below rents, the higher vacancy, and the building was not currently considered stabilized. She stated when they valued 7710/7714 and other offices in the city, they used qualified market sales. She stated they bracketed those based on square footage for an overall cost per square foot. She stated the properties together were currently being marketed for sale and the listing was that the rent would be considered market, occupancy considered market, and the current list price was $2,250,000, or $101.73 per square foot. She stated it was an active listing and was not sold.

Board Member Mata asked if it was common practice to take active listings. He stated if he wanted to put his house on market for $4 million, just because it was an active listing asked if that was going to affect what they were going to use to appraise his house. He stated that on a business, if he doubled the price of his business and sold it, even though they never got it because they could only take real numbers, a projected sale that never sold was not a real number.

Assessor Bauer-Anderson stated that was why they did not value it at $101 per square foot. She stated they used market sales to support the valuation.

Board Member Mata asked if there were below rents in that building.

Assessor Bauer-Anderson stated no. She stated the listing indicated it, but they did not use his rents but just referenced it. She stated it did not indicate that he did not choose to provide any evidence or photos and they used market data to value his property.

Board Member Mata stated he did not agree with it. He recalled Huntington Pointe where they also sold their property for a lot more before the city ended up buying it and sold it higher. He stated 7710/7714 was a perfect parcel in the city that is being used as a type of an incubator and many of the Council Members had talked about it. He stated someone was creating a program and was happening in that building. He stated if wanted to charge $101 per square foot of rent, or even what the city was assessing at $67 per square foot, it would not happen there, and the city would end up buying it. He stated he would not vote for it.

Board Member Jacobson stated that building didn’t have improvements. It was the same building, same people, and it went up 8% when commercials in the documents provided increased 2.3% and not 8%. She stated the market sales they were using were in cities like Edina, Shoreview, Hopkins and Plymouth. She stated when she looked at their pictures of buildings, it did not remind her of the two buildings they are discussing. She asked what the value was last year.

Assessor Bauer-Anderson stated the property owner referenced it in his write up and would have to verify it. She stated the owner said it was $62 per square foot in 2019. She stated that the 2.3% increase commercial, that commercial encompassed many uses. She stated it was looking at it as a whole, such as a use for office, retail strip, big box, and they were all adjusted accordingly based on their use. She stated that even though the overall commercial went up 2.3% and individual uses such as office, by market sales, would indicate different increases and that was why there was a percentage difference.

Board Member Jacobson stated she knew it was hard to find comps and the other cities were Shakopee and Eagan and was a stretch to find comps. She stated she couldn't support that kind of an increase. She asked about the active listing if they took that into consideration. She stated it might never sell at that and questioned if that meant what it was worth.

Assessor Bauer-Anderson stated it was just to note that it was actively listed, and it was not taken into consideration for the valuation. She stated they used the best available data for all the office buildings and valued them accordingly. She stated that at $67 per square foot, that would be a market rate they could support. She stated that $101 was solely referenced that it was an active listing and until it sold, they had no idea what that would bring per square foot. She stated it was just to bring to the Board's attention for reference.

Board Member Jacobson stated the other concern was that property was an incubator in the city and didn't have one anywhere else in the city. She stated they could look at it playing an important role and thought about the increase in tax could be an increase in people's rents. She stated she thought about that part it made her even more uncomfortable.

C.1 THE VOTE ON THE MOTION PASSED ON A ROLL CALL VOTE AS FOLLOWS: YES – PHA, WEST-HAFNER, RUSSELL, JACOBSON, PARKS, LUNDE; NO – MATA.

APPEAL #6

City Assessor Bauer-Anderson briefed on Appeal #6 and gave the recommendations.

- 9301 Winnetka Avenue N., Original Value $17,222, 200 and the Assessor's recommendation is no change.

C.1 MOTION LUNDE, SECOND WEST-HAFNER TO ACCEPT STAFF'S RECOMMENDATION ON APPEAL #6.

Board Member Mata asked if there was a sister building at 9315 Winnetka and what the value was of that building. He stated they didn't have 9315 Winnetka and wasn't sure what they were comparing side by side.

Assessor Bauer-Anderson stated they were valued as a whole and had only one Parcel Identification Number and the buildings each had individual numbers. She stated the parcel identification number was 0711921440011 and it included 9301 and 9315 Winnetka Avenue and were valued as a whole.

C.1 THE VOTE ON THE MOTION PASSED UNANIMOUSLY ON A ROLL CALL VOTE AS FOLLOWS: YES – PHA WEST-HAFNER, RUSSELL, JACOBSON, PARKS, MATA, LUNDE;

NO – NONE.

APPEAL #7

City Assessor Bauer-Anderson briefed on Appeal #7 and gave the recommendations. She stated the property owner would address the Board.

- 7212 72nd Lane N., Unit 217, Original Value, $63,500 and the Assessor's recommendation is no change.

Ms. Yelena Kurdyumova, 7212 72nd Lane N., Unit 217 addressed the Board. She disagreed with the Assessor's estimated on the market value her property. She stated that in 12 months, it was elevated from $59,200 to $63,500, by $4,300, and the taxable market value grew by $2,580. She stated the estimated market value should not exceed $59,200 as it was determined for the year 2020. She stated when the calculated market value was estimated, it didn't take into consideration that taxes on condominiums and homes were artificial and didn't correspond to the life quality and home quality in the city. She stated her condominium was located at Strawberry Condominium Association. The slumlords bought homes to rent them out at higher prices without doing criminal background checks on their renters. She stated there was not a legitimate elected Board of Directors for the Strawberry Commons Association and had not met since 2009, and the slumlords were aware of it.

She stated the City Assessor refused to take into consideration the declining conditions of buildings and to common areas, and the increasing vandalism. She stated the high insurance rates grew by 2.6% in 12 months. She stated the assessors said those concerns should be addressed to the homeowner's association and to the police.

She stated the problems of the residents were the responsibility of city government because the city government hired the police and paid them with taxpayers' money. She stated they refused to deal with problems of the homeowner associations in the city, which turned the Strawberry Commons Association into ghettos. She stated since 2009, the slumlords forced over 50% of the homeowners to sell their condos and leave the Strawberry Commons Homeowners Association.

She stated the estimated market value compared information from the city assessor on garages and included hers as the same value, which meant when determining estimated market value, it wasn't taken into consideration that her garage door was smashed multiple times since 2014. She stated the police never charged the vandals for it and they were still unpunished and continued to smash her garage door. She stated her Homeowners insurance sent a letter that they might cancel the policy if there were two more claims within three years for charged damages. She stated the next damage to her property should be the responsibility of the city.

She stated at the April 13 Council meeting, the police chief expressed his concerns with growing crime in the city. He stated the use of weapons during the daytime had increased and meant the vandalism and crime in the Strawberry Commons Association would also increase and diminish the market value if her condominium. She stated the assessor didn't include comps from one property on the Strawberry Commons Association, which was sold for $65,000 on April 22, 2020. She stated it had two bedrooms, one bath, 812 square feet at 7256 72nd Lane. She stated the price for $65,000 was $10,000 less than the same size comp from the Creek Side

Association assessed to her. She stated it was not considered with her condo and her value should not exceed $59,200.

City Assessor Bauer-Anderson stated that any sales occurred in 2020 would be reflective for valuation for January 2, 2021. She stated if they referenced a sale that occurred on April 22, 2020, that would be something they would review for the 2021 assessment. She stated the Board could also look at the grid that was provided with comps 1, 2 and 3 and the adjustments that were made were minimal on all three comps.

C.1 MOTION LUNDE, SECOND PARKS TO ACCEPT STAFF'S RECOMMENDATION FOR THE VALUE OF $63,500.

C.1 THE VOTE ON THE MOTION PASSED UNANIMOUSLY ON A ROLL CALL VOTE AS FOLLOWS: YES – WEST-HAFNER, RUSSELL, JACOBSON, PARKS, MATA, PHA, LUNDE. NO – NONE.

APPEAL #8

City Assessor Bauer-Anderson briefed on Appeal #8 and gave the recommendations.

- 8801 Stratford Crossing, Original Value, $522,500 and the Assessor's recommendation is reduction to $475,200.

C.1 MOTION LUNDE, SECOND WEST-HAFNER TO ACCEPT STAFF'S RECOMMENDATION OF $475,200. THE VOTE ON THE MOTION PASSED UNANIMOUSLY ON A ROLL CALL VOTE AS FOLLOWS: YES – RUSSELL, JACOBSON, PARKS, MATA, PHA, WEST-HAFNER, LUNDE; NO – NONE.

APPEAL #9 AND #10

City Assessor Bauer-Anderson briefed on Appeal #9 and #10, same property owner, and gave the recommendations.

- 4517/4521 83rd Circle N., Original Value $344,500 and the Assessor's recommendation is no change.
- 8931 Stratford Crossing N., Original Value $633,600 and the Assessor's recommendation is no change.

C.1 MOTION LUNDE, SECOND WEST-HAFNER TO ACCEPT STAFF'S RECOMMENDATION OF APPEAL #9 AT $344,500 AND APPEAL #10 AT $633,600. THE VOTE ON THE MOTION PASSED UNANIMOUSLY ON A ROLL CALL VOTE AS FOLLOWS: YES – JACOBSON, PARKS, MATA, WEST-HAFNER, RUSSELL, LUNDE; NO – NONE.

APPEAL #11

City Assessor Bauer-Anderson briefed on Appeal #11 and gave the recommendations.

- 8931 Ashley Terrace, Original Value $380,000 and the Assessor's recommendation is a reduction to $364,400.

C.1 MOTION LUNDE, SECOND PARKS TO ACCEPT STAFF'S RECOMMENDATION OF APPEAL #11 TO REDUCE TO $364,400. THE VOTE ON THE MOTION PASSED UNANIMOUSLY ON A ROLL CALL VOTE AS FOLLOWS: YES – PARKS, MATA, PHA, WEST-HAFNER, RUSSELL, JACOBSON, LUNDE; NO – NONE.

APPEAL #13

City Assessor Bauer-Anderson briefed on Appeal #13 and gave the recommendations.

- 90113 Tessman Parkway N. Original Value, $332,400 and the Assessor's recommendation is a reduction to $319,200.

C.1 MOTION LUNDE, SECOND WEST-HAFNER TO ACCEPT STAFF'S RECOMMENDATION ON APPEAL #13 WITH OF A REDUCTION TO $319,200. THE VOTE ON THE MOTION PASSED UNANIMOUSLY ON A ROLL CALL VOTE AS FOLLOWS: YES – MATA, PHA, WEST-HAFNER, RUSSELL, JACOBSON, PARKS, LUNDE; NO – NONE.

APPEAL #16

City Assessor Bauer-Anderson briefed on Appeal #16 and gave the recommendations.

- 6040 72nd Lane N., Original Value $110,800 and the Assessor's recommendation is no change.

C,.1 MOTION LUNDE, SECOND WEST-HAFNER TO ACCEPT STAFF'S RECOMMENDATION OF $110,800 FOR APPEAL #16. THE VOTE ON THE MOTION PASSED UNANIMOUSLY ON A ROLL CALL VOTE AS FOLLOWS: YES – PHA, WEST-HAFNER, RUSSELL, JACOBSON, PARKS, MATA, LUNDE; NO – NONE.

APPEAL #18

City Assessor Bauer-Anderson briefed on Appeal #18 and gave the recommendations.

- 10740 Ziegler Drive, Original Value $467,000 and the Assessor's recommendation is no change.

C.1 MOTION LUNDE, SECOND WEST-HAFNER TO ACCEPT STAFF'S RECOMMENDATION OF $467,000 FOR APPEAL #18. THE VOTE ON THE MOTION PASSED UNANIMOUSLY ON A ROLL CALL VOTE AS FOLLOWS: YES – WEST-HAFNER, RUSSELL, JACOBSON, PARKS, MATA, PHA, LUNDE; NO – NONE.

APPEAL #19

Assessor Bauer-Anderson stated they had an appeal that was filed recently and would be Appeal #19. She stated they were not able to provide a full analysis, nor was the property owner able to provide the requested information. She stated it would be read into the record as Appeal

#19 located at 8475 Xerxes Avenue N. and gave the recommendations.

- 8475 Xerxes Avenue N., Original Value $379,200 and the Assessor's recommendation is no change

C.1 MOTION LUNDE, SECOND WEST-HAFNER TO ACCEPT STAFF'S RECOMMENDATION OF $379,200 FOR APPEAL #19. THE VOTE ON THE MOTION PASSED UNANIMOUSLY ON A ROLL CALL VOTE AS FOLLOWS: YES – RUSSELL, JACOBSON, PARKS, MATA, PHA, WEST-HAFNER, LUNDE; NO – NONE.

City Assessor Bauer-Anderson stated they combined the Public Presentations and Board Actions with the Board taking actions on each individual parcel based on the recommendations.

E. ADJOURNMENT

At 8:31 p.m., Chair Lunde adjourned the Reconvened Board of Appeal and Equalization meeting.

_____
JEFFREY JONEAL LUNDE, CHAIR

_____
DEVIN MONTERO, CITY CLERK

City of Brooklyn Park
Request for Council Action

Agenda Item:	5.1	**Meeting Date:**	May 11, 2020
Agenda Section:	Public Hearings	**Originating Department:**	Community Development
Resolution:	N/A		
Ordinance:	N/A	**Prepared By:**	Megan Bookey, Program Assistant III
Attachments:	1	**Presented By:**	Keith Jullie, Rental and Business Licensing Manager
Item:	Public Hearing to Solicit Testimony and Approve the Currency Exchange License for SB Financial Corp dba EZCash USA, Located at 6319 Zane Avenue North		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO SOLICIT TESTIMONY AND APPROVE THE ISSUANCE OF THE CURRENCY EXCHANGE LICENSE FOR SB FINANCIAL CORP DBA EZCASH USA, LOCATED AT 6319 ZANE AVENUE NORTH.

Overview:

This is a change of ownership for the Currency Exchange business SB Financial Corp dba EZCash USA at 6319 Zane Avenue North. The previous business owner was Unbank Company LLP.

Minnesota Statutes Chapter 53A.04 requires the Department of Commerce to submit an application for licensure as a currency exchange to the city in which the currency exchange business is located, and to hold a public hearing to solicit input on the issuance of the license. The City has 60 days to reply; otherwise, a recommendation for approval is presumed.

There are no known code violations existing at the property currently and staff recommends approval of this Currency Exchange license. The City's approval would forward the application to the Commissioner of Commerce for the final decision.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

5.1A SB FINANCIAL NOTIFICATION LETTER

COMMERCE DEPARTMENT

April 20, 2020

City Clerk
City of Brooklyn Park
5200 85th Ave. No.
Brooklyn Park, MN 55443

RE: SB Financial Corp. dba ezcashusa
Currency Exchange License Application

Dear City Clerk:

Enclosed is a copy of an application submitted by Scott Young on behalf of SB Financial Corp. The company intends to operate a currency exchange business at 6319 Zane Avenue North in Brooklyn Park, Minnesota.

Unbank Company LLP currently operates a currency exchange business at this location. SB Financial Corp. has a purchase agreement to purchase the operations of Unbank. The purchase agreement is contingent on SB Financial Corp. securing the currency exchange licenses for the locations currently owned by Unbank. Unbank will surrender its currency exchange licenses if the Department of Commerce approves the licenses submitted by Mr. Young.

Minnesota Statute 53A.04 (a) states:

"Within 30 days after the receipt of a complete application, the commissioner shall deny the application or submit the application to the governing body of the local unit of government in which the applicant is located or is proposing to be located. The commissioner may not approve the application without the concurrence of the governing body. The governing body shall give published notice of its intention to consider the issue and shall solicit testimony from interested persons, including those in the community in which the applicant is located or is proposing to be located. If the governing body has not approved or disapproved the issue within 60 days of receipt of the application, concurrence is presumed. The commissioner must approve or disapprove the application within 30 days from receiving the decision of the governing body. The governing body shall have the sole responsibility for its decision. The state shall have no responsibility for that decision."

Please respond in writing within 60 days of the receipt of this notice as to the decision of the governing body regarding the application for the currency exchange operation. If a response is not received within 60 days, approval will be presumed and the license will be issued. If you have any questions, please feel free to contact me.

Very truly yours,

Robin H. Brown
Financial Institutions Division
(651) 539-1721
(651) 539-1548 (Fax)

Enclosure

cc: Scott Young, SB Financial Corp.