

**City of Ramsey**  
**Agenda**  
**City Council Work Session**  
**Tuesday, July 13, 2021**  
**5:30 pm**  
**Lake Itasca Room, 7550 Sunwood Drive NW**

- 1. Call to Order**
- 2. Topics for Discussion**
  1. Discussion Regarding Non-union Compensation
  2. Preliminary 2022 General Fund Budget/Levy Review
  3. Discuss Possible Uses of Coronavirus State & Local Fiscal Recovery Funds (American Rescue Plan Act Funds)
  4. Select Three Councilmembers to Serve on the Deputy City Administrator/Community Development Director Interview Panel
  5. Discussion Regarding Union Contract Negotiations for AFSCME, LELS-Patrol, LELS-Sergeants & LELS-Captains (Discussion Closed to the Public)
- 3. Topics for Future Discussion**
  1. Review Future Topics/Calendar
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

Meeting Date: 07/13/2021

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### Information

**Title:**

Discussion Regarding Non-union Compensation

**Purpose/Background:**

The purpose of this discussion is to provide the City Council with a brief update regarding certain non-union wage scale adjustments.

As the Council will recall, this case was discussed at the June 22, 2021, Council work session. Specifically discussed were seven female non-union employees that were shown on the Pay Equity Report to be below their position's predicted pay level (as determined by the Department of Management and Budget - Pay Equity Division). Staff explained the need to correct the disparity in order to avoid penalties of \$100 per day, retroactive to January 1, 2021. Due to the lack of time to fully address this issue at the work session, staff did not move ahead with adjusting the seven wage scales or submitting the new report to Pay Equity. However, since that time, staff was able to follow-up with individual Council members and address any outstanding questions.

A case and resolution is on this evening's agenda requesting authorization to adjust the wage scales for the seven positions as shown on the attachment and to submit a compliant Pay Equity report to the Department of Management and Budget with a passing underpayment ratio of 80.3245 (a number greater than 80 is passing). The seven positions include the following: Administrative Services Director, Assistant Finance Director, Senior Planner, Police Department Office Supervisor, Accountant II, Deputy City Clerk and the HR Generalist.

If approved, staff will submit the compliant Pay Equity report prior to the deadline of August 7, 2021, and the wage adjustments will be made retroactively to July 7, 2021.

The attached spreadsheet shows the seven positions, the current pay scale, the proposed pay scale, and other details. Each employee would be placed in the lowest step that represented an amount greater than their current pay. Each employee (if they are still in their steps) would move to the next step in one year. Staff will be prepared to answer all questions during the meeting.

As previously mentioned, there are non-union male employees in the same situation; however, the male occupied positions are not linked to compliance with Pay Equity. Correcting the pay scales on the seven female occupied positions is the focus at this time and the positions occupied by male non-union employees should be included in the upcoming budget discussions.

As background, the law requires each local government to analyze its pay structure for evidence of inequities, and to report this information to the Department of Management and Budget every three years. Most Minnesota cities are also subject to the Equal Pay for Equal Work Law, which is a different law from the Pay Equity Act but also prohibits discrimination in pay based on sex. Pay equity is designed to address the problem of a wage structure in which there is one pay pattern for jobs performed mostly by men and another pay pattern for jobs performed mostly by women.

The City's 2021 pay equity report shows that the City is currently out of compliance with the Local Government Pay Equity Act. The report includes four tests: the completeness and accuracy test, the statistical analysis test, the salary range test and exceptional service pay test. Of the four tests, one test (statistical analysis) is noncompliant with a score of 62.06896 which required a minimum score of 80. By adjusting the wage scales upward on the seven non-union female occupied positions, staff feels the City will receive a passing or compliant Pay Equity score and

no penalties will occur, contingent upon approval and submittal of the new wage scales.

**Timeframe:**

Up to 5 minutes.

**Funding Source:**

The 2021 funding estimated for this action, effective July 7, 2021 is estimated to be \$10,303 and would be applied to the Contingency Fund.

**Responsible Party(ies):**

Colleen Lasher, Administrative Services Director and Kurt Ulrich, City Administrator

**Outcome:**

Based on discussion. A case is on this evenings agenda for approval.

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**Attachments**

Scale Adjustments

Pending Compliance Report b

Pending Predicted Pay Report B

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**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 07/07/2021

**Reviewed By**

Kurt Ulrich

**Date**

07/07/2021 01:40 PM

Started On: 06/28/2021 03:43 PM

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Current Step	New Step	Increase	Pred. Pay	Pred. Pay
Proposed Updated pay scales July 2021 - Dec. 2021	80%	84%	88%	92%	96%	100%			Per Hr. 7/1/2021		
Updated Adm Services Director	90,936	95,483	100,030	104,577	109,124	113,670	6	6	1.35	9,473	113,670
Current Adm Services Director	88,690	93,124	97,559	101,993	106,428	110,862					
Updated Assistant Finance Dir.	84,832	89,074	93,316	97,557	101,799	106,041	6	6	1.51	8,836	106,029
Current Asst Finance Officer	82,328	86,444	90,561	94,677	98,794	102,910					
	-	-	-	-	-	-					
Updated Senior Planner	80,053	84,056	88,058	92,061	96,064	100,066	4	4	1.72	8,339	100,066
Current Senior Planner	76,938	80,785	84,632	88,479	92,326	96,173					
	-	-	-	-	-	-					
Updated Office Supervisor	68,624	72,055	75,486	78,917	82,348	85,780	4	5	2.64	7,148	85,780
Current Office Supervisor	66,839	70,181	73,523	76,865	80,206	83,548					
	-	-	-	-	-	-					
Updated Accountant II	64,905	68,151	71,396	74,641	77,886	81,132	6	5	1.15	6,761	81,132
Current Accountant II	60,396	63,416	66,435	69,455	72,475	75,495					
	-	-	-	-	-	-					
Updated Deputy City Clerk	58,290	61,205	64,119	67,034	69,948	72,863	2	1	0.50	6,379	76,553
Current Deputy City Clerk	54,522	57,248	59,975	62,701	65,427	68,153			Adj to:	6,072	72,863
	-	-	-	-	-	-					
Updated HR Generalist	61,242	64,305	67,367	70,429	73,491	76,553	4	2	0.78	6,761	81,132
Current HR Generalist	54,522	57,248	59,975	62,701	65,427	68,153			Adj to:	6,379	76,553

# Compliance Report

Jurisdiction: Ramsey  
7550 Sunwood Drive NW

Report Year: 2021  
Case: 9 - 2021 NU Pred. Pay (Private (Jur Only))

Ramsey, MN 55303

Contact: Colleen Lasher

Phone: (763) 433-9867

E-Mail: clasher@cityoframsey.com

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

## I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	29	18	1	48
# Employees	67	26	2	95
Avg. Max Monthly Pay per employee	7320.34	5908.75		6876.12

## II. STATISTICAL ANALYSIS TEST

### A. Underpayment Ratio = 80.32454 \*

	Male Classes	Female Classes
a. # At or above Predicted Pay	7	1
b. # Below Predicted Pay	22	17
c. TOTAL	29	18
d. % Below Predicted Pay (b divided by c = d)	75.86	94.44

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

### B. T-test Results

Degrees of Freedom (DF) = 91	Value of T = 4.752
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a. Avg. diff. in pay from predicted pay for male jobs = 20

b. Avg. diff. in pay from predicted pay for female jobs = -428

## III. SALARY RANGE TEST = 120.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 6.00

B. Avg. # of years to max salary for female jobs = 5.00

## IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

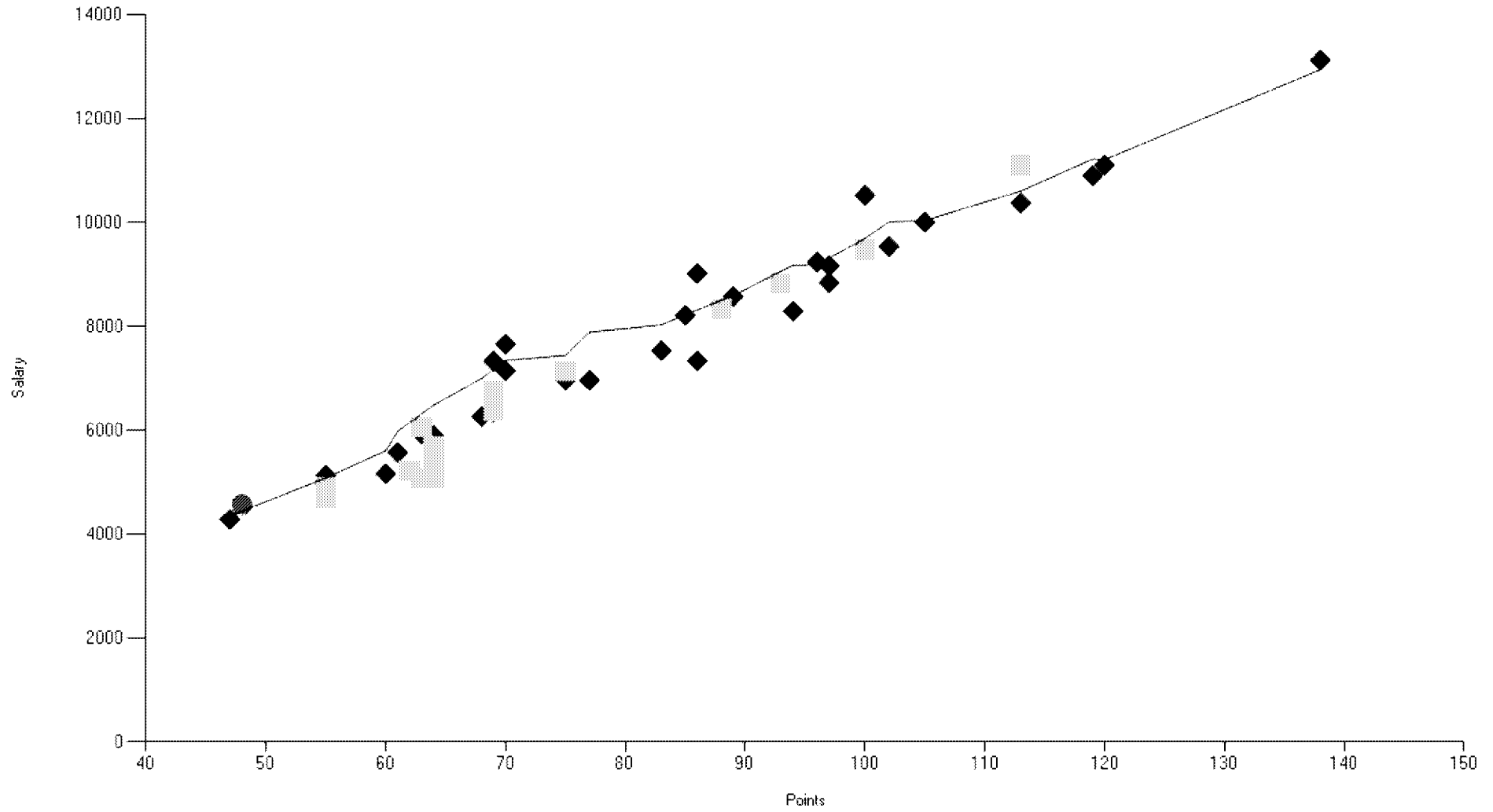
A. % of male classes receiving ESP = 6.90 \*

B. % of female classes receiving ESP = 0.00

\*(If 20% or less, test result will be 0.00)

## Predicted Pay Report for: Ramsey

Case: 2021 NU Pred. Pay



Male Jobs    
  Female Jobs    
  Balanced Jobs    
  Predicted Pay    
  Line Continuation (Min)    
  Line Continuation (Max)

## Predicted Pay Report for: Ramsey

### Case: 2021 NU Pred. Pay

Job Nbr	Job Title	Nbr Males	Nbr Females	Non-Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
1	Building Maintenance	3	0	0	3	Male	47	4284.8900	4353.7324	-68.8424
2	Community Service Officer	1	1	0	2	Balanced	48	4570.6400	4444.4805	126.1595
3	Fire Tech	0	1	0	1	Female	55	4707.4800	5082.2040	-374.7240
4	Police Tech	0	3	0	3	Female	55	4707.4800	5082.2040	-374.7240
5	Secretary/Receptionist	0	1	0	1	Female	55	4707.4800	5082.2040	-374.7240
6	Admin Assistant	0	6	0	6	Female	55	4893.3200	5082.2040	-188.8840
7	Recreation Specialist	0	1	0	1	Female	55	4893.3200	5082.2040	-188.8840
8	PW Maint Worker	12	0	0	12	Male	55	5130.4500	5082.2040	48.2460
9	IT Tech	1	0	0	1	Male	60	5166.7100	5606.0364	-439.3264
11	Auto Mechanic	2	0	0	2	Male	61	5573.4000	5983.5961	-410.1961
10	Permit Tech	0	2	0	2	Female	62	5222.0500	6150.4784	-928.4284
12	Senior Acct Clerk	0	1	0	1	Female	63	5079.5600	6317.3606	-1237.8006
21	Deputy City Clerk	0	1	0	1	Female	63	6071.9000	6317.3606	-245.4606
13	Engr Tech II	1	0	0	1	Male	63	5924.1600	6317.3606	-393.2006
14	Police Tech LEAD	0	1	0	1	Female	64	5079.5600	6484.2429	-1404.6829
15	Communications and Events Coor	0	1	0	1	Female	64	5439.5600	6484.2429	-1044.6829
16	Comm Dev Assistant	0	1	0	1	Female	64	5679.8900	6484.2429	-804.3529
17	Public Works Lead Worker	2	0	0	2	Male	64	5899.2800	6484.2429	-584.9629
19	Building Maint Supervisor	1	0	0	1	Male	68	6261.9200	6997.2970	-735.3770
20	HR Generalist	0	1	0	1	Female	69	6379.4200	7168.8756	-789.4556
22	Accountant II	0	1	0	1	Female	69	6760.9800	7168.8756	-407.8956
23	Planning Technician	1	0	0	1	Male	69	6343.4300	7168.8756	-825.4456
24	Parks Supervisor	1	0	0	1	Male	69	7333.2100	7168.8756	164.3344
25	City Planner	1	0	0	1	Male	70	7147.3700	7342.9064	-195.5364
26	Patrol	16	4	0	20	Male	70	7657.0000	7342.9064	314.0936
27	Office Supervisor	0	1	0	1	Female	75	7148.3100	7441.3541	-293.0441
28	Fire Inspector/Firefighter	1	0	0	1	Male	75	6962.3700	7441.3541	-478.9841
18	Engr Tech IV	1	0	0	1	Male	77	6964.4000	7889.3432	-924.9432
29	Civil Engr II	1	0	0	1	Male	83	7533.9700	8027.2431	-493.2731
30	Civil Engr IV	1	0	0	1	Male	85	8211.1100	8223.5638	-12.4538
31	PW Utilities Supervisor	1	0	0	1	Male	86	7333.2100	8316.3378	-983.1278
32	Sergeants	4	0	0	4	Male	86	9017.0000	8316.3378	700.6622

## Predicted Pay Report for: Ramsey

### Case: 2021 NU Pred. Pay

Job Nbr	Job Title	Nbr Males	Nbr Females	Non-Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
33	Senior Planner	0	1	0	1	Female	88	8338.8500	8537.2196	-198.3696
34	Building Official	1	0	0	1	Male	89	8575.8300	8591.2984	-15.4684
37	Asst Finance Officer	0	1	0	1	Female	93	8836.7100	9095.2034	-258.4934
36	IT Manager	1	0	0	1	Male	94	8291.3100	9180.5734	-889.2634
38	Econ Dev Manager	1	0	0	1	Male	96	9238.5200	9186.1478	52.3722
39	Parks and Asst PW Superintende	1	0	0	1	Male	97	9165.9600	9313.2076	-147.2476
35	Assistant Fire Chief/FireMarsh	1	0	0	1	Male	97	8840.8900	9313.2076	-472.3176
40	Adm Services Director	0	1	0	1	Female	100	9472.5400	9693.8203	-221.2803
41	Captains	2	0	0	2	Male	100	10524.0000	9693.8203	830.1797
42	Public Works Superintendent	1	0	0	1	Male	102	9539.0700	10009.1974	-470.1274
43	City Engr	1	0	0	1	Male	105	10005.8200	10036.7274	-30.9074
45	Finance Director	0	1	0	1	Female	113	11105.5100	10604.1947	501.3153
44	Fire Chief / EMD	1	0	0	1	Male	113	10373.9200	10604.1947	-230.2747
47	Police Chief	1	0	0	1	Male	119	10900.3900	11217.7746	-317.3846
49	Dep. City Adm. / Comm. Dev. Di	1	0	0	1	Male	120	11105.5100	11209.3590	-103.8490
48	City Administrator	1	0	0	1	Male	138	13122.2600	12939.7117	182.5483

**Job Number Count: 48**

Meeting Date: 07/13/2021

**Information**

**Title:**

Preliminary 2022 General Fund Budget/Levy Review

**Purpose/Background:**

First review of the proposed 2022 General Fund Budget and respective tax levies. The documents attached represent the full requests of all departments.

Several items are attached for review:

- 1. 2022 Preliminary Budget/Levy Notes
- 2. Tax Capacity Rate Calculation Estimate:
- 3. 2022 Personnel Requests
- 4. 2022 Capital Equipment Requests
- 5. 2022 Requested General Fund Budget
- 6. 2022 Proposed EDA Budget

**Timeframe:**

30-45 minutes

**Funding Source:**

**Responsible Party(ies):**

Finance Director

**Outcome:**

Review of preliminary budget and levies.

**Attachments**

2022 Preliminary Budget/Levy Notes

Tax Capacity Rate Calculation - Estimated

2022 Personnel Requests

2022 Capital Equipment Requests

2022 Requested General Fund Budget

2022 Requested EDA Budget

**Form Review**

**Inbox**

Kurt Ulrich  
 Diana Lund (Originator)  
 Kurt Ulrich  
 Form Started By: Diana Lund  
 Final Approval Date: 07/08/2021

**Reviewed By**

Diana Lund  
 Diana Lund  
 Katie Schmidt

**Date**

07/08/2021 02:33 PM  
 07/08/2021 02:37 PM  
 07/08/2021 02:52 PM  
 Started On: 07/01/2021 10:52 AM

## 2022 Preliminary\* (Working Document) Budget/Levy

**GENERAL FUND LEVY: \$12,595,821** -\$11,154,848 (2021 adopted). **Increase of \$1,440,973**  
(increase 12.92%)

**EDA LEVY: \$75,360** -\$75,360 (2021 adopted). **No Change.**

**DEBT SERVICE LEVY: \$1,860,101** -\$1,779,600 (2021 adopted). **Increase of \$80,501** (increase 4.52%)

**TOTAL LEVY: \$14,531,282** - \$13,009,808 (2021 adopted). **Increase of \$1,521,474** (increase 11.69%)

**TAXABLE VALUE: \$30,220,972** - \$28,227,332 (2021) **Increase of \$1,933,640** (increase 7.06%)

(Estimated value: tax capacity #'s from County not available & estimated TIF 8 tax capacity returned to General Tax Base after decertification of district in Dec 2021.)

**Estimated tax capacity rate of 40.967%\*\* (39.251% in 2021)**

(Estimated tax rate: #'s not available from County as of 7-7-21.)

### LEVY BREAKDOWN:

#### -General Levy:

General Fund: Levy Increase of \$1,440,973

#### A. Contributing Factors of Increase:

##### 1. Personnel – Wages & Benefits (\$811,787 increase):

- \$550,318 Current Positions)
- \$261,469 New Position, Reclasses & Additional Hours Requests
  - Further Breakdown of \$811,787 Personnel Increase:
    - Pera Increase: \$70,363
    - Health Insurance Increase: \$67,089 (Includes \$42,360 related to new positions/additional hours)
    - Workers Comp Increase: \$63,316 Ever-increasing police rates
    - COLA will be discussed. Union Negotiations ongoing

##### a. NEW Personnel Requests/ Reclassifications & Additional Hours: \$261,469

1. PT Receptionist/Secretary: \$3,364 (\$20,255-\$16,891 from eliminating Administration Intern) (Start 4/1/22)
2. FT IT Systems & Security Administrator: \$94,102
3. FT Parks Maintenance Worker: \$74,032
4. Reclass Senior Planner to Planning Manager: \$5,624
5. Reclass Engineering Tech IV to Sr Engineering Tech: \$855
6. Reclass Street Lead Person to Street Department Supervisor: \$4,040
7. Reclass Street Maintenance Worker to Street Lead Person: \$4,005

A. Contributing Factors of Increase (Continued):

- 8. Additional Hours Building Maintenance Worker: 15 hours week brings position to Full-Time 40-hour week: \$33,229**
  - 9. Additional Hours Police Tech 15 hours week brings position to Full-Time 40-hour week: \$27,916**
  - 10. Additional Hours Permit Tech: 3.5 Hours per week from 32.5 hours to 36 hours week: \$6,519**
  - 11. Additional Hours Recreational Specialist: 9 hours week from 20 hours to 29 hours week: \$7,783**
2. General Liability: \$34,600. (Line item 6361). Underbudgeted in 2021 & City has increased liability in equipment & Police. This does not include any additional excess liability coverage (2021 rates ranged from \$28,079 for \$1M to \$54,403 for \$5M of excess coverage).
  3. Capital Equipment Requests: See Capital Spreadsheet
    - Total Requested: \$749,800
    - Trade Ins: \$(60,000)
    - General Fund: \$(66,800)**
    - Fleet Vehicle Fund: \$(60,000) - \$24,000 remaining in fund. Vehicle in CIP for 2023
    - Landfill Fund: \$(63,000) - \$0 remaining in fund
    - Equipment Fund: \$(500,000) - \$0 remaining in fund. Will need to change excess Revenue policy if empty fund
  4. Nowthen Fire Services Discontinued (-\$60,000) Line Item 9101.4327
  5. Interest Earnings: (-\$50,000) Decreased funding due to PW Campus & Water Treatment Plant. Line item 9101.4701
  6. Building Permit Increase of \$50,000 is mostly offset by expense increase in Contracted Services for building inspections \$30,000 to more accurately reflect actual expenditures
  7. Note: Reason for larger increase in Departmental Wages & Salaries line items 6102-6104 - All 2020 Departmental Wage Lines were reported with a 2% COLA with an additional .75% COLA recorded under Council Contingency Dept 0892. Police negotiations of the additional 1% was held in fund balance.
  8. Citizen Survey: \$15,500 Line Item 0111.6315
  9. Election Year: \$29,858 Increase Department 0141-Elections
  10. All Cell Phones & Phones (Line items 0192.6321 & 0192.6323) are now centralized under Dept 0192 – Data Processing for tracking purposes. Overall expense: minimal increase of \$200
  11. Replace PC's, Security Cameras, Anything that breaks-IT related: \$14,000 increase. Line item 0192.6281
  12. LaserFische Upgrade: \$55,000 Line Item 0192.6405

A. Contributing Factors of Increase (Continued):

- 13. Riot Gear & uniforms: \$26,000 increase Line Item 0211.6231
- 14. Body Cameras: \$117,000 (Possible use of American Recovery Funds) Line Item 0211.6281
  
- 15. Building Repairs on Fire Station #1: \$20,000 Line Item 0220.6259
  
- 16. Gas & Electric for new PW Campus: \$50,500 Increase Line items 0311.6371 & 0311.6373
  
- 17. Road Funding Remains at \$500,000. \$200,000 for Cracksealing/Rejuvenations & \$300,000 transferred to Pavement Management Fund for Overlays/Reconstructions Line Item 0311.6488
- 18. Salt Price Increases: \$33,472 increase. Line item 0312.6267

**-EDA Levy:**

EDA Fund: No Levy/Budget Changes. To go to EDA on August 12, 2021.

**-Debt Levy: Levy Increase of \$80,501**

A. Contributing Factors of Increase:

- \*Municipal Center Debt reduced by \$402,514 due to refinancing of debt \$102,514 and \$300,000 from debt service funds available (2022 will be last year of available debt service funds to offset debt.
- Fire Station Debt was reduced by \$93,000 for 2021 levy. No funds available to offset, so full levy of \$280,153 for 2022 levy

- Debt Summary:

2020 Public Works Campus (2041 Last Year)	<b>127,276</b>
2013 Capital Equipment Certificates(2023 Last Year)	<b>77,910</b>
2014 Capital Equipment Certificates (2024 last year)	<b>101,173</b>
2015 Road Improvement Debt (2025 last year)	<b>117,293</b>
Muni Center (2031 last Year)	<b>796,698*</b>
Fire Station #2 (2033 last year)	<b>280,153</b>
2016 Road Improvement Debt (2026 last year)	<b>153,477</b>
2017 Road Improvement Debt (2027 last year)	<b>95,781</b>
2018 Road Improvement Debt (2028 last year)	<b>110,340</b>
Total Bonded Debt Levied	<b>1,860,101</b>

# GENERAL FUND BUDGET:

**Proposed Budget: \$15,377,071** (\$14,383,348 2021 final) **Increase of \$993,723** (increase 6.91%)

## Major Changes from 2021 Adopted Budget:

### Revenue:

- Property tax: \$12,538,821 (\$11,109,848 in 2021) **Increase of \$1,428,973**
- LGA: \$0
- Permit Revenue: **Increase of \$59,100 (See increase in inspection prof service of \$30,000)**
- Intergovernmental Revenue: **Increase of \$40,500**
- Charges for Services: \$566,300 (\$621,500 in 2021) **Decrease of \$55,200 due to ending of contracted Fire services with Nowthen**
- Transfers In: \$998,000 (\$1,422,200 in 2021) **Decrease of \$424,200**
  - Decrease in Capital Equipment Requests: \$365,400

### Expenditures:

- Cola – \_?\_% For Everyone + Steps (if available) (All union contracts are open for negotiation).
- Single Dental for all full-time employees
- Health Insurance: - (-3)% decrease for each employer paid plan. (All union contracts are open)
- Capital Equipment: See A3 above outlining Capital Equipment funding

# GENERAL FUND BUDGET CONTINUED:

## Departmental Budget Changes:

**Note: All departments with staff have increases in personnel costs due to COLA, Steps & Health Ins. Please note comment above in regards to how personnel costs were reported in 2021 budget.**

**-City Council (111) – \$5,206 Increase:**

Bi-Annual Resident Survey – \$15,500

**-Administration (130) – \$39,122 Increase:**

New Part-Time Receptionist/Secretary starting 4/1/22 - \$20,255

Eliminate Administration Intern – (\$16,891)

**-Elections (141) – \$35,858 Increase:**

Election Year

**-Finance (153) – (\$8,469) Decrease:**

Assign 5% of Assistant Finance Director Salary to Storm Utility

No Expectation of Single Audit in 2022

**-Community Development (191) - \$42,155 Increase:**

COLA, Steps & Health Insurance

Reclass Senior Planner to Planning Manager - \$5,624

Eliminate Intern – (\$16,891)

**-Data Processing (192) – \$287,085 Increase:**

New Full-Time System & Security Administrator: \$94,102

LaserFiche Upgrade - \$55,000

All phones/cell phones expensed here starting 2022. No \$ change

Capital Equipment Requests: 5 Copiers: 4 Replacements/1 New - \$70,000

**-Government Buildings (194) – \$118,036 Increase:**

Current 25-Hour Part-Time Building Maintenance to Full-Time - \$33,229

Capital Equipment Requests: Floor Scrubber - \$15,000 & Utility Tractor net \$10K trade: \$45K

**-Police (211): \$604,034 Increase**

Current PT 25-Hour Police Records Technician to Full-Time - \$27,916

Overtime - \$15,000

Workers Comp - \$25,233

Body Cameras - \$117,000 (Looking at use of American Recovery Funds)

Riot Gear/Uniforms - \$26,000

Capital Equipment Requests - \$140,000 (see breakdown below)

Replace 2016 Chev Tahoe - \$40,000

Replace 2017 Ford Explorer - \$40,000

Replace 2018 Ford Taurus - \$30,000

New Dodge Charger - \$30,000

Unknown: DWI Officer Grant for 2022

# GENERAL FUND BUDGET CONTINUED:

## Departmental Budget Changes Continued:

### **Fire (220): (\$81,534) Decrease**

Fire Station #1 Repairs - \$20,000  
Replace Epoxy Flooring in Fire #1 - \$20,000 Capital Maintenance Funded  
Repaint Apparatus Bay - \$15,000 Capital Maintenance Funded  
Capital Equipment Requests - \$105,000 (See breakdown below)  
    Replace Training Room Tables/Chairs - \$30,000  
    Refurbish Tank on Tanker II - \$25,000  
    Replace Extrication Tools - \$50,000  
    2<sup>nd</sup> half of fire truck in the amount of \$325,000 was in 2021 budget. Reason for  
    Decrease in budget

### **-Building (240): \$64,646 Increase**

Increase Hours Permit Tech from 32.5 hours to 36 hours week - \$6,519  
Contracted Professional Services – Building & Electrical - \$30,000

### **-Civil Defense (250): \$30,000 Increase**

Capital Equipment Request: Replace 2 Sirens - \$30,000

### **-Traffic Engineering (260): (\$5,235) Decrease**

Staff time redistributed between Traffic Engineering, Streets, and Snow Removal

### **-Engineering (301): \$59,801 Increase:**

COLA, Steps & Health Insurance  
Reclass Engineering Tech IV to Sr Engr Tech - \$855  
Reassign Personnel Costs previously recorded under Streets & Park & Rec  
Lidar Mapping, Electronic Diaries & Calibrate Survey Equipment - \$8,900

### **-Public Works (311): (\$191,243) Decrease:**

**Reclass Street Lead Person to Streets Department Supervisor - \$4,040**  
**Reclass Street Maintenance Worker to Street Lead Person - \$4,005**  
**Increase Gas/Electric due to new Public Works Campus - \$50,500**  
Capital Equipment Requests - \$265,800:  
    Replace Tandem Axle Plow Truck less \$15,000 trade in - \$265,800  
    2021 Capital Equipment Total was \$552,000. Why budget decreased

### **-Snow & Ice (312): \$41,482 Increase:**

Salt Price Increase - \$33,472  
Staff time redistributed between Traffic Engineering, Streets, and Snow Removal

**-Park & Rec (452): \$10,953 Increase:**

FT Park Maintenance Worker - \$74,032

Additional Hours Rec Specialist (20-29 hours/week) - \$7,783

Capital Equipment - \$19,000 Requested:

Replace 2008 Line Striper - \$19,000 - \$92,000

2021 Capital Equipment Total was \$121,200. Why budget decreased

**-Council Contingency (892): (\$49,000) Decrease**

2021 Salary Contingency of .75% - (\$59,000)

## 2022 Requested

6% Increase & TIF 8 added back

	Certified		Fiscal Disp	Local Levy	County #'s Taxable Value	Estimated Tax Capacity
General	12,595,821 *		1,851,460	10,744,361	30,220,972	35.553%
EDA	75,360 **		11,078	64,282	30,220,972	0.213%
Bonds	1,860,101 ***		273,435	1,586,666	30,220,972	5.250%
Total Levy	14,531,282		2,135,972	12,395,310		41.016%

\* Levy increase of 12.92% over 2021 adopted

\*\*EDA Levy constant with 2021 adopted

\*\*\*Muni Debt reduced by \$300,000 to debt service fund balance

## 2021 Adopted

5.31%

	Certified		Fiscal Disp	Local Levy	County #'s Taxable Value	Estimated Tax Capacity
General	11,154,848 *		1,655,238	9,499,610	28,227,332	33.654%
EDA	75,360 **		11,182	64,178	28,227,332	0.228%
Bonds	1,779,600 ***		264,070	1,515,530	28,227,332	5.369%
Total Levy	13,009,808		1,930,490	11,079,318		39.251%

\* Levy increase of 4.53% over 2020 adopted

\*\*EDA Levy reduced by \$13,000 per EDA 8/13/20

\*\*\*Muni Debt reduced by \$362,300 to debt service fund balance, \$2M internal loan for PW Campus, & Fund Balance from CARES Fund Balance

\*\*\*Fire Station Debt Reduced by \$93,000 from closed debt service fund in 2019

## 2020 Final adoption 50% of Road Debt Funded via PIR Fund amended with TIF 14 Correction

7.86% Increase

	Certified		Fiscal Disp	Local Levy	County #'s Taxable Value	Estimated Tax Capacity
General	10,670,932		1,618,371	9,052,561	26,803,568	33.774%
EDA	91,413		13,865	77,548	26,803,568	0.289%
Bonds	1,746,887		264,936	1,481,951	26,803,568	5.529%
Total Levy	12,509,232		1,897,172	10,612,060		39.592%

PIR Funded 241,263

2022 PERSONNEL REQUESTS		RECLASS	RECLASS	RECLASS	RECLASS	INCREASE IN HOURS	INCREASE IN HOURS	INCREASE IN HOURS
2022 Cost Center	Budget	Community Development 191	Engineering 301	Pubic Works 311	Pubic Works 311	Building Maintenance 194	Police 211	Building 240
		Senior Planner to Planning Manager	Engineering Tech IV to Sr. Engineering Tech	Street Lead Person to Streets Department Supervisor	Maintenance Worker to Street Lead Person	Building Maintenance Worker	Police Tech	Permit Tech
6102	Full-Time Regular	4,847	738	3,205	3,177	16,810	19,878	5,620
6104	Part-Time Regular	-	-	-	-	-	-	-
6121	Pera	364	55	240	238	1,261	1,491	422
6122	FICA/Medicare	372	57	245	243	1,286	1,522	429
6131	Group Insurance	-	-	-	-	12,502	4,854	-
6151	Workers Comp	41	5	350	347	1,370	171	48
6105	Current Rec & Summer Interns)							
	<b>Total Funding Required</b>	<b>5,624</b>	<b>855</b>	<b>4,040</b>	<b>4,005</b>	<b>33,229</b>	<b>27,916</b>	<b>6,519</b>
	Additional Expense: Uniform & phone							
	<b>Add'l Net Funding Required</b>	<b>5,624</b>	<b>855</b>	<b>4,040</b>	<b>4,005</b>	<b>33,229</b>	<b>27,916</b>	<b>6,519</b>
	Offset Funding: Admin Intern:							
	<b>Net Funding Required</b>	<b>5,624</b>	<b>855</b>	<b>4,040</b>	<b>4,005</b>	<b>33,229</b>	<b>27,916</b>	<b>6,519</b>
STATUS OF REQUEST		Position Reclass	Position Reclass	Position Reclass	Position Reclass	INCREASE IN HOURS	INCREASE IN HOURS	INCREASE IN HOURS
		(Step 5)	(Step 6)	(Step 2)	(Step 2)	(step 2/3)	(Step 2)	(Step 6)
		2080 hours	2080 hours (Implement 7-1-22)	2080 hours	2080 hours	2080 Hours (25 hours to 40 hours week)	2080 Hours (25 hours to 40 hours week)	2080 Hours (32.5 to 36 hours week)
		\$48.684/hr	\$41.894/hr	\$36.426/hr	\$30.699/hr	\$21.284/\$22.298	\$25.485/hr	\$30.88/hr
	Full-Time Equivalent	1	1	1	1	1	1	1
	<b>PERSONNEL JUSTIFICATION for Reclassifications, New Positions, Additional Hours</b>	Aside from Pay Equity, a change in title would provide better organizational equity in terms of title. A Senior Planner title is often associated more with leadership/management responsibilities. When compared to similar roles, it is uncommon for a Senior Planner to be supervising this many staff and different activities (development review, zoning administration and code enforcement). The Senior Planner's current role is more closely related to a Planning Manager classification.	Current Engineering Tech IV has directed the day-to-day work activities of the Engineering Tech II and the Engineering Interns for approximately the past two years. Engineering Tech IV is interested in being reclassified to Sr. Engineering Technician to allow him to directly supervise the Engineering Tech II and the Engineering Interns, but was informed this reclass could not be processed until successfully completed the Lead Academy Supervisory training course, which consists of 12 classes. The Engineering Tech IV successfully completed 6 classes before the training was paused due to the pandemic. After the Engr Tech IV completes the remaining 6 classes he will be eligible to be reclassified to Senior Engineering Technician.	The current street lead person has been handling most of the day-to-day duties of the Streets Supervisor for approximately 1-1/2 years. This includes snow removal operations, equipment training for PW employees, is involved in the hiring process for new employees for the department, as well as giving input on performance reviews and employee disciplinary action when needed.	With the potential of current street lead person being reclassified to Street Supervisor from Street Lead, the Street Lead position will need to be backfilled. This position helps the street supervisor organize the daily work load and works alongside the crews to make sure the work is performed as assigned. The Street Lead is also expected to cover for the Street Supervisor in his absence.	Building Maintenance worker is currently working 25 hours as a part-time building maintenance worker. The request is to make him a full-time employee instead of hiring an additional part-time building maintenance worker as requested in 2021. With the addition of the new Public Works Campus and the proposed water treatment plant the workload will be increased significantly for the department. Staff is currently gathering proposals from private vendors to compare costs to see which direction would be more economical, contracting out or performing maintenance in house.	This position is the primary contact for customer service requests of the the police department office. The Police Records Technician processes and provides police reports to other criminal justice partners, insurance companies, and the public while complying with the MGDPA and other regulatory restrictions. The position compiles police statistical information/analysis and the duplication/dissemination of police squad videos. The Police Department currently has 2 ft and 2 pt employees in this area and 1 ft manager of office operations. 2022 request is to add 15 hours per week to make one of the part-time employees to a ft employee to provide additional coverage, ensuring continuity of operations and service.	Increase hours of Permit Technician from 32.5 hours to 36 hours due to ever-increasing demand in building permit issuance.

2022 PERSONNEL REQUESTS		INCREASE IN HOURS	NEW POSITION	NEW POSITION	NEW	
2022	Cost Center	Park & Rec 452	Administration 130 Part-time	Data Processing 192 Full-Time	Parks 452 Full-Time	
Budget		Recreation Specialist	Receptionist/Secretary	Systems & Security Administrator	Parks Maintenance Worker	
						TOTALS
6102	Full-Time Regular	6,709	-	70,339	50,484	181,807
6104	Part-Time Regular		17,460	-	-	17,460
6121	Pera	503	1,309	5,275	3,786	14,944
6122	FICA/Medicare	513	1,336	5,381	3,862	15,246
6131	Group Insurance	-	-	12,502	12,502	42,360
6151	Workers Comp	58	150	605	3,398	6,543
6105	Current Rec & Summer Interns)					-
	<b>Total Funding Required</b>	<b>7,783</b>	<b>20,255</b>	<b>94,102</b>	<b>74,032</b>	<b>278,360</b>
	Additional Expense:					-
	Uniform & phone					-
	<b>Add'l Net Funding Required</b>	<b>7,783</b>	<b>20,255</b>	<b>94,102</b>	<b>74,032</b>	<b>278,360</b>
	Offset Funding:					
	Admin Intern:		(16,891)			(16,891)
	<b>Net Funding Required</b>	<b>7,783</b>	<b>3,364</b>	<b>94,102</b>	<b>74,032</b>	<b>261,469</b>
STATUS OF REQUEST		INCREASE IN HOURS	NEW	NEW	NEW	
		(Step 1/2)	(Step 1)	(Step 1)	(Step 1)	
		1316 Hours	1040 Hours	2080 Hours	2080 Hours	
		(20 to 29 hours week)				
		(Implement 6-1-22)	Start 4-1-22			
		\$23.149/\$24.307	\$22.27 /hr	\$33.817 /hr	\$24.271/hr	
	Full-Time Equivalent	0.725	0.5	1	1	
	<b>PERSONNEL JUSTIFICATION for Reclassifications, New Positions, Additional Hours</b>	The availability of parks and trails, as well as recreation opportunities and programming continues to be valued, and a priority for residents, as reported in the Citizens Survey. Prior to the departure of the previous Rec Specialist managing the existing level of programming was difficult at 20 hours per week. An increase to 29 hours per week better aligns with the workload, ability to respond to the public in a timely manner, and will better serve an ever-increasing number of residents that appreciate the programs offered. Staff anticipates the need and request for this position to increase to 40 hours per week on or near June 1, 2023.	The front desk is currently staffed by one full-time employee. Prior to 2011, two employees covered the desk. When the front desk employee is away, there can be gaps in customer service. It is inefficient for other Administrative Services staff (upstairs) to cover the downstairs desk (for lunches, vacations, etc.). Eliminating the Intern removes one annual recruitment and onboarding process. Adding year round afternoon support at the front desk will increase 2 <sup>nd</sup> floor staff efficiency (5 hours per week for lunches alone) and will eliminate all or nearly all afternoon gaps in customer service to better serve our residents.	Technology continues to be added, and related demands continue to increase in supporting more critical systems and hardware. In order to provide proactive support, replacement, planning and training, will need to add another IT staff member. This person would start developing staff knowledge surrounding security areas where more could be done (LASO training, PCI compliance, network penetration testing, antivirus forensics). The position would become the first line of contact for networking changes. Right now, this is primarily handled by LOGIS.	In both the citizen survey and the council strategic planning session, park maintenance was a topic of concern, especially existing parks and trails. This position would be used to increase maintenance in those areas to help lessen those issues. This position would also become part of PW on-call team and snow removal activities.	

ITEM #	COST CNTR	DESCRIPTION	ESTIMATED PURCHASE PRICE	USEFUL LIFE	2022 CAPITAL OF PURCH PRC	NOTES	OTHER FUND AVAILABLE	OTHER FUND SOURCE	Net 2022 FUNDING REQUIRED
<b>2022 CAPITAL OUTLAY</b>									
<b>Data Processing #192</b>									
6585	192	Replace Universal Power Supply	30,000.00	15	30,000.00	Included in CIP since 2017			30,000.00
6580	192	Replace Building Dept Copier	10,000.00	10	10,000.00	7 years old			10,000.00
6580	192	Replace First Floor Workroom Copier	10,000.00	10	10,000.00	7 years old			10,000.00
6580	192	Replace Second Floor Workroom Copier	10,000.00	10	10,000.00	7 years old			10,000.00
6580	192	NEW Admin Dept Copier	10,000.00	10	10,000.00	Located in Admin Dept			10,000.00
<b>Total Data Processing #192</b>			<b>70,000.00</b>		<b>70,000.00</b>	<b>0.00</b>	<b>0.00</b>		<b>70,000.00</b>
<b>Government Buildings #194</b>									
6580	194	Replace Floor Scrubber	15,000.00		15,000.00				15,000.00
6580	194	Replace Maintenance Utility Tractor	55,000.00	40	55,000.00	Replace #409 - 2000 Holder Side	10,000.00	TRADE IN	45,000.00
<b>Total Government Buildings #194</b>			<b>70,000.00</b>		<b>70,000.00</b>		<b>10,000.00</b>		<b>60,000.00</b>
<b>POLICE PROTECTION #211</b>									
6550	211	Replace 2016 Chevy Tahoe	40,000.00	4	40,000.00	Replace 2016 #361 Chevy Tahoe			40,000.00
6550	211	Replace 2017 Ford Explorer	40,000.00	4	40,000.00	Replace 2017 #372 Ford Explorer			40,000.00
6550	211	Replace 2018 Ford Taurus	30,000.00	4	30,000.00	Replace 2018 #383 Ford Taurus			30,000.00
6550	211	NEW AWD Dodge Charger (State Contract)	30,000.00	4	30,000.00				30,000.00
<b>Total Police Protection #211</b>			<b>140,000.00</b>		<b>140,000.00</b>		<b>0.00</b>		<b>140,000.00</b>
<b>FIRE #220</b>									
6560	220	Replace Fire Training Room Tables/Chairs	30,000.00	20	30,000.00	Current Chairs are from 2001			30,000.00
6550	220	Refurbish Tanker II	25,000.00	25	25,000.00	Refurbish the tank not replace the truck			25,000.00
6580	220	Replace Extrication Tools R-11	50,000.00	15	50,000.00	Replace 2009 tools			50,000.00
6580	220	Replace Epoxy Flooring Fire Station 1 Apparatus I	20,000.00	15	20,000.00	Original flooring from 2001 (In current CIP)	20,000.00	Cap Maint Fund	0.00
6580	220	Replace Paint Apparatus Bay	15,000.00	15	15,000.00	From original Construction in 2001 (In Current CIP)	15,000.00	Cap Maint Fund	0.00
<b>Total Fire #220</b>			<b>140,000.00</b>		<b>140,000.00</b>		<b>35,000.00</b>		<b>105,000.00</b>
<b>CIVIL DEFENSE #250</b>									
6580	250	Replace 2 emergency sirens	30,000.00	15	30,000.00	Currently 17 sirens installed between 2003 and 2008			30,000.00
<b>Total Civil Defense #250</b>			<b>30,000.00</b>		<b>30,000.00</b>		<b>0.00</b>		<b>30,000.00</b>
<b>PUBLIC WORKS #311</b>									
6540	311	Replace Tandem Axle Plow Truck	280,800.00	15	280,800.00	Replace #662-2007 Sterling	15,000.00	TRADE IN	265,800.00
<b>Total Public Works #311</b>			<b>280,800.00</b>		<b>280,800.00</b>		<b>15,000.00</b>		<b>265,800.00</b>
<b>PARK &amp; RECREATION #452</b>									
6580	452	Replace Line Striper	19,000.00	12	19,000.00	Replace 2008 Toro Line Striper			19,000.00
<b>Total Park &amp; Recreation #452</b>			<b>19,000.00</b>		<b>19,000.00</b>		<b>0.00</b>		<b>19,000.00</b>

<b>TOTAL GENERAL FUND - 2022</b>			<b>749,800.00</b>		<b>749,800.00</b>		<b>60,000.00</b>		<b>689,800.00</b>
<b>Funding Sources:</b>									
General Fund:			66,800.00						
Fleet Vehicle Fund			60,000.00						
Landfill Fund			63,000.00						
Equipment Fund			500,000.00						
Total			<u>689,800.00</u>						
<b>ENTERPRISE FUNDED</b>									
6540	9605	NEW Bobcat Mini Excavator	112,321.00	15	112,321.00	Used for Stormwater Maintenance			112,321.00
6580	9605	New Dura Base Composite Mats	13,206.00	15	13,206.00	Used on Mini Excavator			13,206.00
<b>TOTAL ENTERPRISE FUNDS - 2022</b>			<b>125,527.00</b>		<b>125,527.00</b>		<b>0.00</b>		<b>125,527.00</b>

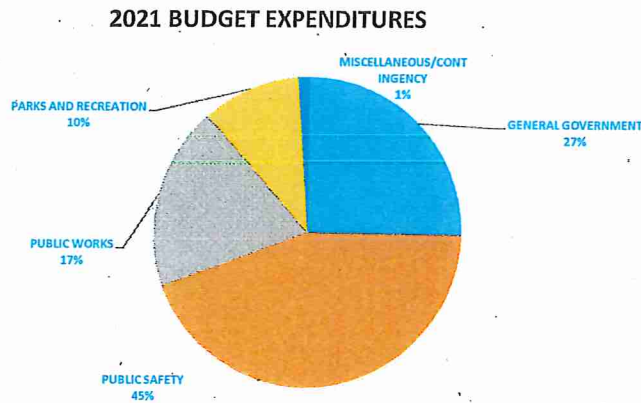
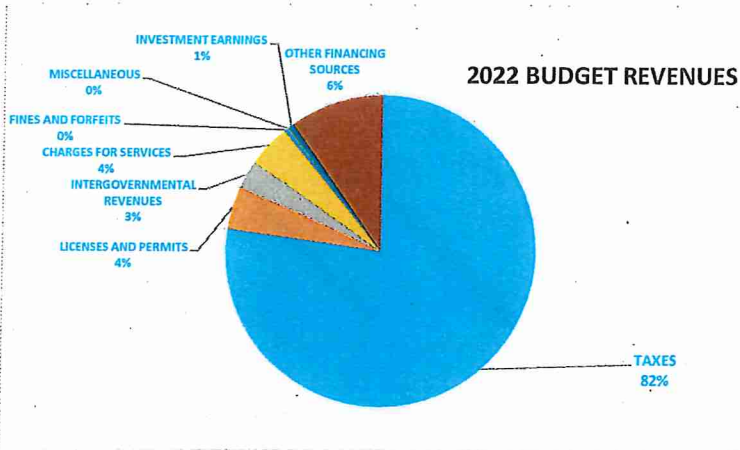
GENERAL FUND 101 - BUDGET SUMMARY

REVENUES

	-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Adopted-	-2022 Requested-
TAXES	9,361,993	9,902,004	10,577,806	11,109,848	12,538,821
LICENSES AND PERMITS	1,031,944	901,222	850,504	629,800	688,900
INTERGOVERNMENTAL REVENUES	418,106	442,366	2,497,148	433,800	474,300
CHARGES FOR SERVICES	815,127	790,112	731,187	621,500	566,300
FINES AND FORFEITS	46,651	49,479	34,735	45,500	45,000
MISCELLANEOUS	21,873	16,637	12,861	20,700	15,750
INVESTMENT EARNINGS	104,401	174,930	185,750	100,000	50,000
OTHER FINANCING SOURCES	936,450	953,354	766,049	1,422,200	998,000
<b>TOTAL REVENUES</b>	<b>12,736,544</b>	<b>13,230,103</b>	<b>15,656,038</b>	<b>14,383,348</b>	<b>15,377,071</b>

EXPENDITURES

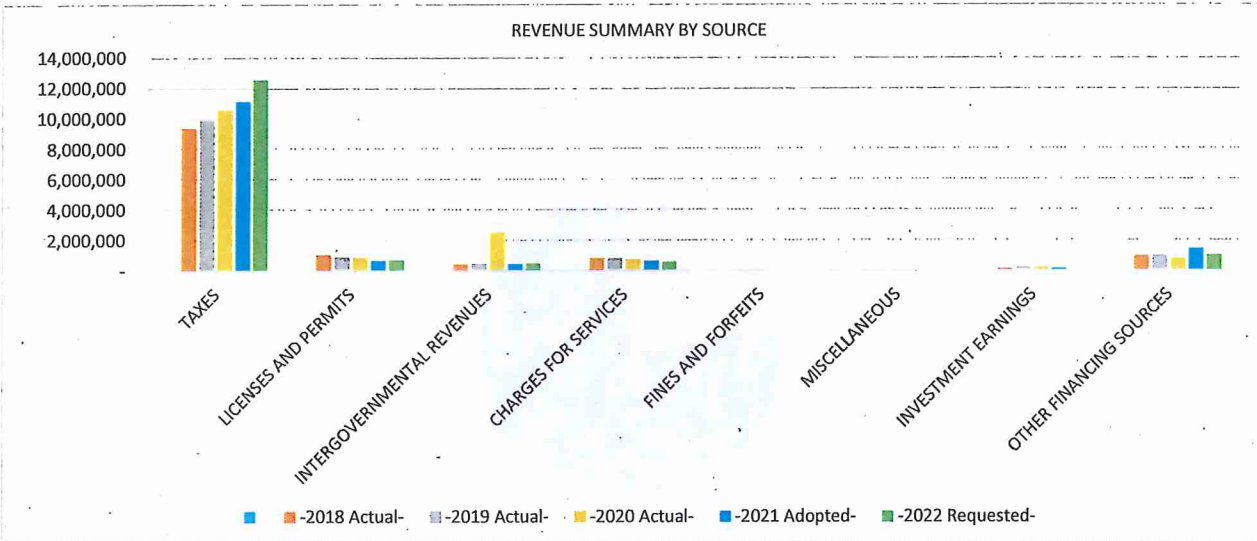
	-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Adopted-	-2022 Requested-
GENERAL GOVERNMENT	3,291,647	3,468,059	3,390,435	3,629,946	4,140,365
PUBLIC SAFETY	5,103,105	5,511,745	6,112,194	6,350,740	6,962,051
PUBLIC WORKS	2,005,042	2,047,054	2,009,196	2,740,999	2,651,039
PARKS AND RECREATION	1,380,689	1,303,410	1,418,871	1,481,290	1,492,243
MISCELLANEOUS/CONTINGENCY	705,685	637,670	1,875,063	180,373	131,373
<b>TOTAL EXPENDITURES</b>	<b>12,486,167</b>	<b>12,967,938</b>	<b>14,805,758</b>	<b>14,383,348</b>	<b>15,377,071</b>



GENERAL FUND 101 - REVENUE SUMMARY	-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Adopted-	-2022 Requested-
TAXES	9,361,993	9,902,004	10,577,806	11,109,848	12,538,821
LICENSES AND PERMITS	1,031,944	901,222	850,504	629,800	688,900
INTERGOVERNMENTAL REVENUES	418,106	442,366	2,497,148	433,800	474,300
CHARGES FOR SERVICES	815,127	790,112	731,187	621,500	566,300
FINES AND FORFEITS	46,651	49,479	34,735	45,500	45,000
MISCELLANEOUS	21,873	16,637	12,861	20,700	15,750
INVESTMENT EARNINGS	104,401	174,930	185,750	100,000	50,000
OTHER FINANCING SOURCES	936,450	953,354	766,049	1,422,200	998,000
<b>TOTAL REVENUES</b>	<b>12,736,544</b>	<b>13,230,103</b>	<b>15,656,038</b>	<b>14,383,348</b>	<b>15,377,071</b>

**HISTORICAL LEVY AMOUNTS**

2018 LEVY	\$ 9,395,242	8.36%
2019 LEVY	\$ 9,972,432	6.14%
2020 LEVY	\$ 10,670,932	7.00%
2021 LEVY	\$ 11,154,848	4.53%
2022 LEVY	\$ 12,595,821	12.92%



GENERAL FUND 101 - REVENUE BY SOURCE		-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Adopted-	-2022 Requested-
<b>TAXES</b>						
4011	CURRENT-AD VALOREM TAXES	7,821,806	8,383,643	8,929,345	9,656,848	11,095,821
401A	CURRENT-UNCOLLECTED ALLOWANCE	-	-	-	(100,000)	(100,000)
4012	DELINQUENT-AD VALOREM TAXES	57,625	37,958	39,951	50,000	40,000
4014	FISCAL DISPARITIES	1,472,625	1,477,121	1,607,454	1,498,000	1,500,000
4015	EXCESS TAX INCREMENTS	16	179	-	-	-
4018	PENALTY/INT-AD VALOREM TAXES	9,921	3,104	1,056	5,000	3,000
<b>TAXES Total</b>		<b>9,361,993</b>	<b>9,902,004</b>	<b>10,577,806</b>	<b>11,109,848</b>	<b>12,538,821</b>

**LICENSES AND PERMITS**

**- BUSINESS LICENSES/PERMITS**

4140	CREDIT CARD PROCESSING FEES	(11,494)	(5,960)	(2,032)	(5,000)	(4,000)
4155	LIQUOR-ON SALE	55,500	48,740	49,348	50,000	50,000
4156	LIQUOR-OFF SALE	740	-	-	1,000	-
4159	MECHANICAL LICENSE	12,200	14,300	13,550	12,000	12,000
4163	PAWNSHOP LICENSE	5,891	9,868	4,250	4,000	4,000
4164	CIGARETTE SALES LICENSE	550	3,050	3,050	2,500	3,000
4165	REFUSE HAULERS LICENSE	200	450	350	400	400
4166	MOTOR VEHICLES LICENSE	-	-	-	-	-
4168	PEDDLERS LICENSE	2,535	2,820	1,910	2,000	4,000
4169	GASOLINE SALES LICENSE	-	-	-	-	-
4170	OTHER BUSINESS LICENSES & PERM	1,125	2,180	2,080	2,000	2,000
4171	INVESTIGATIVE FEES	414	3,451	1,906	1,000	2,000

**- NON-BUSINESS LICENSES/PERMITS**

4205	BUILDING PERMIT	626,166	577,644	522,922	350,000	400,000
4206	PLUMBING PERMIT	64,517	46,218	39,175	40,000	40,000
4207	ANIMAL LICENSE	2,590	1,250	1,110	1,200	-
4208	HEATING PERMIT	96,141	53,963	62,471	40,000	50,000
4209	CONDITIONAL USE PERMIT	3,006	8,750	6,864	6,000	8,000
4211	SIGN PERMITS	2,101	2,625	2,155	2,500	2,500
4212	RENTAL LICENSE	6,275	1,525	10,700	3,000	3,000
4213	FIRE PERMIT	10,160	8,386	10,963	11,000	10,000
4214	ELECTRICAL INSPECTION PERMIT	100,338	92,148	85,140	60,000	70,000
4220	SEPTIC SYSTEM PERMIT	32,409	21,159	22,920	30,000	20,000
4221	URBAN SEWER PERMIT	8,855	2,850	4,408	7,500	5,000
4222	URBAN WATER PERMIT	8,855	3,525	5,138	7,500	5,000
4230	OTHER NON-BUSINESS LIC & PERM	2,870	2,280	2,125	1,200	2,000

<b>LICENSES AND PERMITS Total</b>		<b>1,031,944</b>	<b>901,222</b>	<b>850,504</b>	<b>629,800</b>	<b>688,900</b>
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**INTERGOVERNMENTAL REVENUES**

**- FEDERAL INTERGOVERNMENTAL**

4253	FEDERAL EXCISE TAX REFUND	8,409	8,863	9,432	8,500	9,000
4252	FEDERAL GRANTS	-	-	-	-	-

**- STATE INTERGOVERNMENTAL**

4255	FEDERAL CARES ACT	-	-	2,050,863	-	-
4263	MARKET VALUE HOMESTEAD CREDIT	2,902	2,689	2,834	-	-
4268	MSA FOR STREETS	140,000	150,000	150,000	180,000	200,000
4269	POLICE - INSURANCE PREMIUM TAX	207,352	228,225	241,001	220,000	230,000
4271	POST BOARD REIMBURSEMENT	22,968	23,860	24,464	15,000	20,000
4272	STATE EXCISE TAX REFUND	337	364	522	300	300
4273	OTHER STATE GRANTS & AIDS	36,139	28,365	17,282	10,000	15,000

**- LOCAL INTERGOVERNMENTAL**

4287	OTHER LOCAL GOVERNMENT GRANTS	-	-	750	-	-
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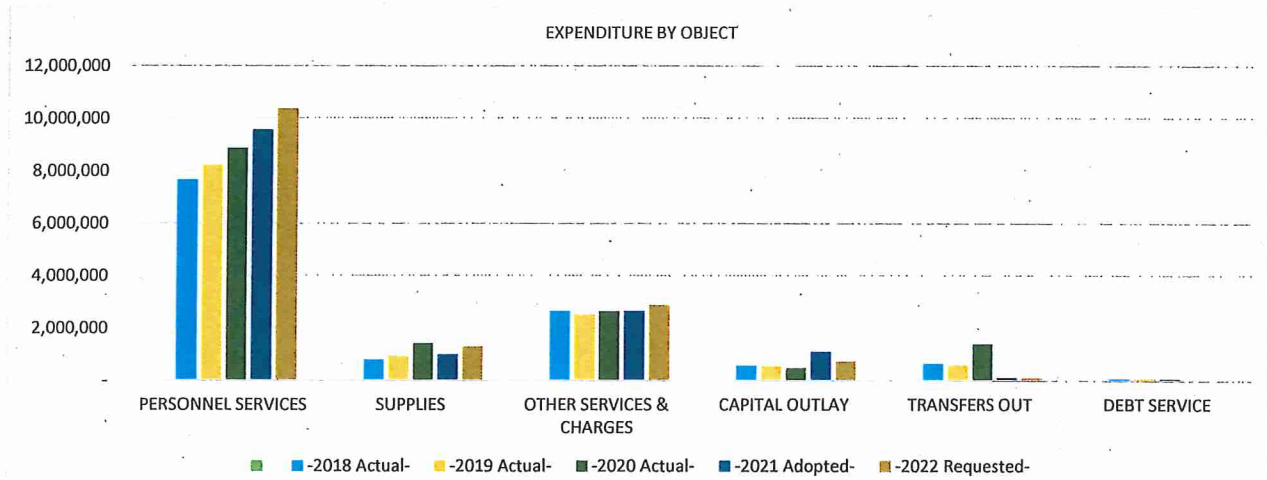
<b>INTERGOVERNMENTAL REVENUES Total</b>		<b>418,106</b>	<b>442,366</b>	<b>2,497,148</b>	<b>433,800</b>	<b>474,300</b>
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<b>CHARGES FOR SERVICES</b>						
4304	RENTAL FEES - REAL PROPERTY	149,819	153,799	155,808	118,000	130,000
4305	RENTAL FEES	9,739	11,042	4,804	12,000	12,000
4306	ZONING & SUBDIVISION FEES	3,739	2,082	1,130	3,000	1,000
4307	PLAN CHECKING FEES	296,301	241,565	184,169	160,000	175,000
4308	SALES OF MAPS & PUBLICATIONS	499	358	73	500	100
4309	ASSESSMENT SEARCHES	840	630	90	-	200
4312	GENERAL GOVERNMENT STAFF TIME	33,889	39,694	41,045	25,000	25,000
4326	SPECIAL POLICE SERVICES	16,645	21,082	3,325	15,000	5,000
4327	SPECIAL FIRE PROTECTION SERVIC	55,953	86,157	72,414	60,000	-
4328	ACCIDENT REPORTS	1,657	1,373	1,114	2,000	1,000
4329	OPEN BURN PERMIT FEES	675	975	750	1,000	1,000
4330	OTHER PUBLIC SAFETY	6,995	4,935	2,400	5,000	3,000
4337	ENGINEERING	214,693	200,453	243,514	200,000	200,000
4338	PLAN & SPECIFICATION FEES	-	-	570	-	-
4339	OTHER PUBLIC WORKS	14,862	13,460	15,647	12,000	8,000
4347	OTHER CULTURE-RECREATION	8,821	12,507	4,334	8,000	5,000
<b>CHARGES FOR SERVICES Total</b>		<b>815,127</b>	<b>790,112</b>	<b>731,187</b>	<b>621,500</b>	<b>566,300</b>
<b>FINES AND FORFEITS</b>						
4452	COURT FINES	44,569	45,404	32,505	45,000	40,000
4453	OTHER FINES & FORFEITS	33	405	291	-	-
4454	ADMINISTRATIVE FINES	2,049	3,669	1,940	500	5,000
<b>FINES AND FORFEITS Total</b>		<b>46,651</b>	<b>49,479</b>	<b>34,735</b>	<b>45,500</b>	<b>45,000</b>
<b>MISCELLANEOUS</b>						
4604	SURCHARGES	689	690	608	700	700
4605	ELECTION FILING FEES	55	20	50	-	50
4609	OTHER MISCELLANEOUS REVENUES	21,129	15,927	12,202	20,000	15,000
4608	CONTRIBUTIONS & DONATIONS	-	-	-	-	-
<b>MISCELLANEOUS Total</b>		<b>21,873</b>	<b>16,637</b>	<b>12,861</b>	<b>20,700</b>	<b>15,750</b>
<b>INVESTMENT EARNINGS</b>						
4701	INTEREST ON INVESTMENTS	104,401	174,930	185,750	100,000	50,000
<b>INVESTMENT EARNINGS Total</b>		<b>104,401</b>	<b>174,930</b>	<b>185,750</b>	<b>100,000</b>	<b>50,000</b>
<b>OTHER FINANCING SOURCES</b>						
<b>TRANSFERS IN</b>						
4901	TRANSFER IN FROM OTHER FUNDS	936,450	953,354	766,049	1,422,200	998,000
<b>OTHER FINANCING SOURCES Total</b>		<b>936,450</b>	<b>953,354</b>	<b>766,049</b>	<b>1,422,200</b>	<b>998,000</b>
<b>TOTAL REVENUE</b>		<b>12,736,544</b>	<b>13,230,103</b>	<b>15,656,038</b>	<b>14,383,348</b>	<b>15,377,071</b>

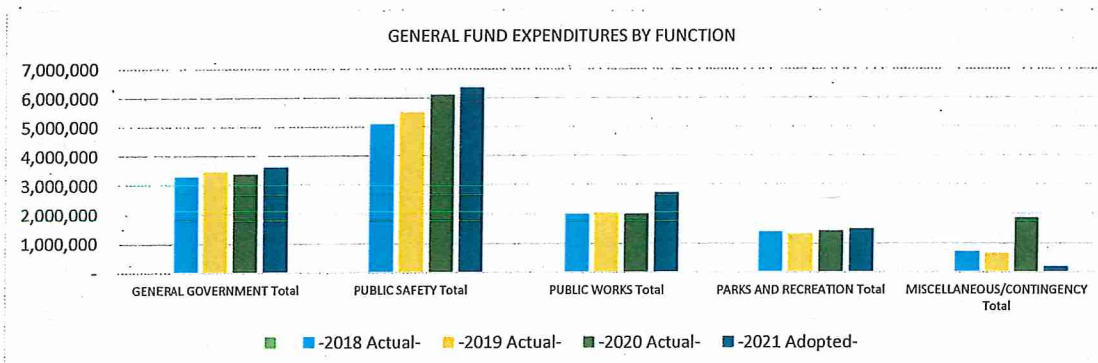
**4901 Other Finance Sources**

Water Fund Administrative Transfer	41,000	43,000	45,000	47,000	49,000
Sewer Fund Administrative Transfer	35,000	37,000	39,000	41,000	43,000
St. Lighting Fund Administrative Transfer	20,000	21,000	22,000	23,000	25,000
Recycling Fund Administrative Transfer	11,500	-	-	-	-
Storm Water Utility Fund Administrative Transfer	30,000	32,000	34,000	36,000	38,000
Landfill Fund	-	-	-	1,000,000	63,000
Capital Maintenance Fund - For Trail Maintenance	-	50,000	60,000	60,000	60,000
Capital Maintenance Fund - For Capital Improvements	-	50,000	60,000	60,000	35,000
Insurance Fund	22,588	-	-	-	-
Fleet Vehicle Fnd	-	87,000	-	-	60,000
PIR Fund-Street Maintenance	100,000	125,000	125,000	125,000	125,000
Equipment Revolving Fund	676,362	558,354	441,049	143,200	500,000
	<u>936,450</u>	<u>1,003,354</u>	<u>826,049</u>	<u>1,535,200</u>	<u>998,000</u>

EXPENDITURE BY OBJECT SUMMARY	-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Adopted-	-2022 Requested-
PERSONNEL SERVICES	7,649,639	8,216,968	8,859,253	9,566,381	10,378,168
SUPPLIES	789,149	913,056	1,413,878	981,228	1,282,500
OTHER SERVICES & CHARGES	2,634,535	2,502,520	2,626,465	2,639,166	2,885,230
CAPITAL OUTLAY	565,955	549,084	467,070	1,090,200	724,800
TRANSFERS OUT	643,832	575,817	1,376,215	106,373	106,373
DEBT SERVICE	61,853	61,853	61,853	-	-
<b>TOTAL EXPENDITURE BY OBJECT</b>	<b>12,344,964</b>	<b>12,819,298</b>	<b>14,804,733</b>	<b>14,383,348</b>	<b>15,377,071</b>



EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS		-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Adopted-	-2022 Requested-
<b>GENERAL GOVERNMENT</b>						
0111	MAYOR AND COUNCIL	125,890	118,969	104,534	108,872	114,078
0114	CHARTER/PLAN/HORSE COMMISSIONS	4,141	3,642	3,213	4,483	4,486
0130	ADMINISTRATION	861,767	812,003	795,368	858,631	897,753
0141	ELECTIONS	59,959	22,103	53,763	19,845	55,703
0153	FINANCE	350,532	367,590	379,167	393,205	384,736
0155	ASSESSING	140,246	143,667	147,722	150,500	150,000
0161	LEGAL	121,965	152,821	124,533	133,600	126,600
0191	PLANNING & ZONING	583,331	681,120	653,382	747,219	789,374
0192	DATA PROCESSING	505,957	623,164	582,467	604,570	891,655
0194	GENERAL GOVERNMENT BUILDINGS	483,815	494,094	501,162	554,662	672,698
0195	NEWSLETTER	54,043	48,885	45,123	54,359	53,282
<b>GENERAL GOVERNMENT Total</b>		<b>3,291,647</b>	<b>3,468,059</b>	<b>3,390,435</b>	<b>3,629,946</b>	<b>4,140,365</b>
<b>PUBLIC SAFETY</b>						
0211	POLICE PROTECTION	3,502,113	3,794,498	4,122,916	4,441,253	5,045,287
0220	FIRE PROTECTION	999,255	1,024,125	1,384,635	1,299,675	1,218,141
0240	PROTECTIVE INSPECTIONS	450,223	600,831	519,585	460,744	525,390
0250	CIVIL DEFENSE	11,627	15,164	2,288	13,350	43,350
0260	TRAFFIC ENGINEERING	124,516	59,904	68,686	117,193	111,958
0270	ANIMAL CONTROL	4,381	4,336	993	4,750	3,250
0280	COMMUNITY ORIENTING POLICING	10,990	12,888	13,092	13,775	14,675
<b>PUBLIC SAFETY Total</b>		<b>5,103,105</b>	<b>5,511,745</b>	<b>6,112,194</b>	<b>6,350,740</b>	<b>6,962,051</b>
<b>PUBLIC WORKS</b>						
0301	ENGINEERING	229,140	379,804	383,947	433,803	493,604
0311	STREET MAINTENANCE	1,474,670	1,306,948	1,336,038	1,992,847	1,801,604
0312	SNOW & ICE REMOVAL	301,233	360,301	289,211	314,349	355,831
<b>PUBLIC WORKS Total</b>		<b>2,005,042</b>	<b>2,047,054</b>	<b>2,009,196</b>	<b>2,740,999</b>	<b>2,651,039</b>
<b>PARKS AND RECREATION</b>						
0452	PARK & RECREATION	1,292,547	1,283,410	1,418,871	1,481,290	1,492,243
0455	COMMUNITY PROGRAMS	10,000	20,000	-	-	-
0461	ENVIRONMENTAL SERVICES	78,142	-	-	-	-
<b>PARKS AND RECREATION Total</b>		<b>1,380,689</b>	<b>1,303,410</b>	<b>1,418,871</b>	<b>1,481,290</b>	<b>1,492,243</b>
<b>MISCELLANEOUS/CONTINGENCY</b>						
0892	EXPENDITURE RESERVE	705,685	637,670	1,875,063	180,373	131,373
<b>MISCELLANEOUS/CONTINGENCY Total</b>		<b>705,685</b>	<b>637,670</b>	<b>1,875,063</b>	<b>180,373</b>	<b>131,373</b>
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING</b>		<b>12,486,167</b>	<b>12,967,938</b>	<b>14,805,758</b>	<b>14,383,348</b>	<b>15,377,071</b>



EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS		-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Adopted-	-2022 Requested-
<b>PERSONNEL SERVICES</b>						
<b>WAGES AND SALARIES</b>						
6102	F.T. REGULAR-WAGES & SALARIES	5,183,931	5,513,787	5,908,446	6,289,802	6,946,178
6103	FULL TIME-REGULAR-OVERTIME	123,989	146,188	148,960	109,000	131,700
6104	PART TIME-WAGES & SALARIES	462,116	496,943	539,851	642,109	580,139
6105	TEMPORARY-WAGES & SALARIES	152,872	125,768	167,447	261,674	225,160
6106	OVERTIME-TEMPORARY	1,404	926	259	-	-
6107	OVERTIME-PART TIME	-	1,905	1,408	-	-
<b>WAGES AND SALARIES</b>		<b>5,924,312</b>	<b>6,285,516</b>	<b>6,766,371</b>	<b>7,302,585</b>	<b>7,883,177</b>
<b>OTHER GROSS EARNINGS</b>						
6108	SEVERANCE PAY	33,314	45,355	-	-	-
<b>OTHER GROSS EARNINGS</b>		<b>33,314</b>	<b>45,355</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EMPLOYER CONTRIBUTIONS</b>						
6121	PERA CONTRIBUTIONS	612,622	678,558	754,905	806,715	877,078
6122	FICA/MEDICARE CONTRIBUTIONS	298,253	315,349	327,544	381,207	411,634
6123	ICMA RETIREMENT TRUST	2,000	2,000	2,000	2,000	2,000
6131	GROUP INSURANCE	598,674	683,256	764,786	832,466	899,555
6132	DISABILITY INSURANCE	1,284	1,313	1,313	1,300	1,300
6133	WORKERS COMP INSURANCE PREMIUM	179,180	205,620	242,334	240,108	303,424
<b>EMPLOYER CONTRIBUTIONS</b>		<b>1,692,013</b>	<b>1,886,097</b>	<b>2,092,882</b>	<b>2,263,796</b>	<b>2,494,991</b>
<b>PERSONNEL SERVICES Total</b>		<b>7,649,639</b>	<b>8,216,968</b>	<b>8,859,253</b>	<b>9,566,381</b>	<b>10,378,168</b>

**SUPPLIES**

<b>OFFICE SUPPLIES</b>						
6203	DUPLICATING SUPPLY & COPY PAPER	3,596	2,174	4,725	4,000	4,500
6204	STATIONERY, ENVELOPES & FORMS	4,764	4,725	4,784	6,200	6,500
6205	DRAFTING SUPPLIES	-	-	-	200	-
6206	FILM, MICROFILM, TAPES, DISKS	1,150	1,983	837	1,400	1,900
6207	TRAINING SUPPLIES	1,951	2,565	3,609	3,400	3,550
6208	MISCELLANEOUS OFFICE SUPPLIES	15,744	12,357	9,440	16,150	13,300
<b>OFFICE SUPPLIES</b>		<b>27,205</b>	<b>23,804</b>	<b>23,395</b>	<b>31,350</b>	<b>29,750</b>
<b>OPERATING SUPPLIES</b>						
6221	CLEANING SUPPLIES	1,946	1,503	1,391	3,000	3,000
6223	GASOLINE	108,942	105,124	98,273	109,900	112,500
6225	DIESEL FUEL	44,225	57,591	39,882	52,000	54,000
6227	LUBRICANTS & ADDITIVES	4,011	6,247	4,486	5,100	5,600
6229	SHOP MATERIALS	4,008	2,537	4,149	5,200	5,700
6231	UNIFORMS & TURN-OUT GEAR	56,745	63,103	104,570	81,500	116,750
6233	BATTERIES	1,105	1,071	652	2,500	2,000
6235	AMMUNITION	7,135	9,386	15,970	8,500	12,000
6237	CRIME SCENE KIT MATERIALS	894	669	368	1,000	1,000
6239	FIRST AID SUPPLIES	17,964	2,560	12,345	6,000	10,300
6241	COMMUNITY POLICING SUPPLIES	4,880	7,750	10,310	7,000	9,000
6247	HAPPY DAYS SUPPLIES	11,750	12,000	-	7,000	7,000
6249	MISCELLANEOUS OPERATING SUPPLY	114,828	113,972	118,336	121,250	134,200
6246	MARKETING	1,391	1,210	-	3,000	3,000
<b>OPERATING SUPPLIES</b>		<b>379,822</b>	<b>384,725</b>	<b>410,732</b>	<b>412,950</b>	<b>476,050</b>
<b>REPAIR AND MAINTENANCE SUPPLIES</b>						
6251	BATTERIES	2,051	812	678	3,000	3,000
6253	BRAKES	2,281	2,342	3,421	3,000	3,000
6255	TIRES	6,427	7,271	7,458	7,500	8,000
6257	OTHER VEHICLE PARTS	99,426	98,407	122,447	106,000	114,000
6259	BUILDING MAINT/REPAIR SUPPLIES	3,852	14,227	4,028	21,000	42,500
6261	SAND & GRAVEL	2,355	4,726	2,907	4,000	4,000
6263	SALT	72,544	97,334	92,362	78,528	112,000
6265	ASPHALT	53,060	107,676	120,283	116,000	129,000
6266	SCBA-PARTS	2,292	4,843	4,679	6,000	6,000
6267	OTHER STREET MAINTENANCE SUPPL	4,279	7,353	4,798	5,700	5,800
6269	LANDSCAPE MATERIALS	28,460	24,972	18,304	29,500	37,500
6271	SIGN REPAIR MATERIALS	-	121	382	2,000	2,000
6275	OTHER EQUIPMENT PARTS	4,362	6,158	662	6,100	6,100
6268	IRRIGATION SUPPLIES	15,111	9,317	13,000	15,000	15,000
<b>REPAIR AND MAINTENANCE SUPPLIES</b>		<b>296,500</b>	<b>385,559</b>	<b>395,411</b>	<b>403,328</b>	<b>487,900</b>
<b>SMALL TOOLS AND MINOR EQUIPMENT</b>						
6282	EMERGENCY SUPPLIES - COVID	-	-	436,995	-	-
6281	SMALL TOOLS & MINOR EQUIPMENT	85,622	118,464	147,294	133,400	288,600
<b>SMALL TOOLS AND MINOR EQUIPMENT</b>		<b>85,622</b>	<b>118,464</b>	<b>584,290</b>	<b>133,400</b>	<b>288,600</b>
<b>MERCHANDISE FOR RESALE</b>						
6291	CULVERTS, SIGNS, STREET SUPPLY	-	505	50	200	200

MERCHANDISE FOR RESALE	-	505	50	200	200
<b>SUPPLIES Total</b>	<b>789,149</b>	<b>913,056</b>	<b>1,413,878</b>	<b>981,228</b>	<b>1,282,500</b>
<b>OTHER SERVICES &amp; CHARGES</b>					
<b>PROFESSIONAL SERVICES</b>					
6302	AUDITING & ACCOUNTING SERVICES	34,235	36,580	36,455	39,000
6304	LEGAL FEES	120,873	151,343	123,305	125,000
6305	MEDICAL/PSYCHOLOGICAL FEES	9,391	6,425	-	-
6306	PERSONNEL TESTING & RECRUITMT	1,598	800	14,042	16,050
6315	MISCELLANEOUS PROFESSIONAL SER	435,732	422,044	392,060	274,000
<b>PROFESSIONAL SERVICES</b>		<b>601,829</b>	<b>617,192</b>	<b>565,862</b>	<b>454,050</b>
<b>COMMUNICATION</b>					
6321	TELEPHONE	18,190	17,842	15,787	16,900
6322	POSTAGE	18,564	17,517	16,852	22,355
6323	CELLULAR PHONES	34,945	33,701	35,590	47,150
6325	LONG DISTANCE CHARGES	-	-	-	-
<b>COMMUNICATION</b>		<b>71,699</b>	<b>69,060</b>	<b>68,229</b>	<b>86,405</b>
<b>EMPLOYEE REIMBURSEMENTS</b>					
6331	TRAVEL & LODGING	8,416	11,972	3,012	13,300
6334	MILEAGE REIMBURSEMENT	296	639	170	950
6335	TRAINING	76,598	91,174	71,345	107,750
<b>EMPLOYEE REIMBURSEMENTS</b>		<b>85,310</b>	<b>103,785</b>	<b>74,528</b>	<b>122,000</b>
<b>ADVERTISING AND PUBLISHING</b>					
6352	GENERAL NOTICE & PUBLIC INFOR	40,224	34,969	30,311	36,500
6353	ORDINANCE PUBLICATION	941	876	2,575	2,000
6354	HELP WANTED ADVERTISEMENTS	3,850	2,305	1,905	2,500
<b>ADVERTISING AND PUBLISHING</b>		<b>45,015</b>	<b>38,150</b>	<b>34,790</b>	<b>41,000</b>
<b>INSURANCE</b>					
6361	GENERAL LIABILITY/PROPERTY INS	127,215	145,692	154,021	189,510
<b>INSURANCE</b>		<b>127,215</b>	<b>145,692</b>	<b>154,021</b>	<b>189,510</b>
<b>UTILITIES</b>					
6371	ELECTRIC UTILITIES	161,824	153,221	158,084	193,200
6372	WATER/IRRIGATION	19,775	15,205	22,127	23,000
6373	GAS	44,072	45,139	33,540	66,000
6374	REFUSE/RECYCLING	12,728	12,945	12,803	13,400
<b>UTILITIES</b>		<b>238,398</b>	<b>226,511</b>	<b>226,554</b>	<b>295,600</b>
<b>REPAIRS AND MAINTENANCE - LABOR</b>					
6381	BUILDING & STRUCTURE REPAIR	33,741	19,827	27,600	46,200
6382	MACHINERY & EQUIPMENT REPAIR	43,700	33,424	28,075	55,500
6383	OFFICE EQUIPMENT REPAIR	-	-	-	-
6386	BRAKE REPAIR	-	-	-	-
6387	TIRE MOUNTING & BALANCING	278	160	300	400
6388	OTHER VEHICLE REPAIR	71,178	102,635	72,106	83,500
6389	TOWING SERVICES	3,224	1,623	2,037	3,000
<b>REPAIRS AND MAINTENANCE - LABOR</b>		<b>152,122</b>	<b>157,669</b>	<b>130,118</b>	<b>188,600</b>
<b>REPAIRS AND MAINTENANCE - CONTRACTS</b>					
6404	MACHINERY & EQUIPMENT	1,221	1,332	1,332	1,500
6405	OFFICE & DATA PROCESSING EQUIP	336,747	344,102	366,660	459,328
<b>REPAIRS AND MAINTENANCE - CONTRACTS</b>		<b>337,968</b>	<b>345,433</b>	<b>367,991</b>	<b>460,828</b>
<b>RENTALS</b>					
6413	OFFICE EQUIPMENT RENTAL	5,966	4,837	5,995	6,000
6415	OTHER EQUIPMENT RENTAL	93,483	119,147	36,671	112,125
6416	MACHINERY RENTAL	-	275	-	300
6417	UNIFORM RENTAL	1,530	1,948	1,710	800
<b>RENTALS</b>		<b>100,979</b>	<b>126,208</b>	<b>44,376</b>	<b>119,225</b>
<b>DUES, SUBSCRIPTIONS, AND REGISTRATION FEES</b>					
6451	MEMBERSHIP DUES	57,608	58,318	48,325	49,812
6452	SUBSCRIPTIONS	799	2,238	1,321	1,900
<b>DUES, SUBSCRIPTIONS, AND REGISTRATION FEES</b>		<b>58,407</b>	<b>60,556</b>	<b>49,647</b>	<b>51,712</b>
<b>BOOKS AND PAMPHLETS</b>					
6471	BOOKS & PAMPHLETS	3,055	862	2,331	3,300
<b>BOOKS AND PAMPHLETS</b>		<b>3,055</b>	<b>862</b>	<b>2,331</b>	<b>3,300</b>
<b>CONTRACTED SERVICES</b>					
6488	STREET MAINTENANCE CONTRACT	467,265	237,483	500,000	500,000
6489	OTHER CONTRACTED SERVICES	345,273	373,918	408,019	373,000
<b>CONTRACTED SERVICES</b>		<b>812,538</b>	<b>611,401</b>	<b>908,019</b>	<b>873,000</b>
<b>OTHER SERVICES &amp; CHARGES Total</b>		<b>2,634,535</b>	<b>2,502,520</b>	<b>2,626,465</b>	<b>2,639,166</b>
<b>CAPITAL OUTLAY</b>					
<b>CAPITAL OUTLAY</b>					
6520	BUILDINGS	-	-	-	-
6540	HEAVY MACHINERY	220,423	185,980	42,861	265,800

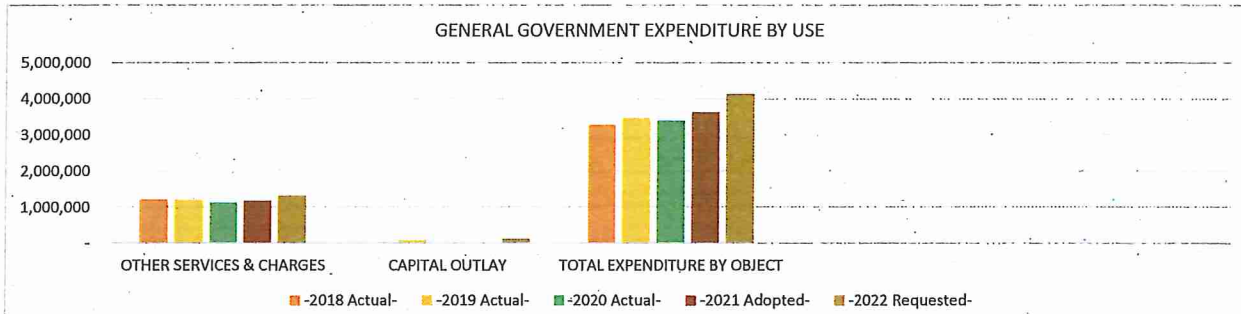
6550	MOTOR VEHICLES	98,487	145,289	351,094	399,000	185,000
6580	OTHER EQUIPMENT	247,045	136,289	48,692	397,700	204,000
6585	COMPUTER HARDWARE/SOFTWARE	-	81,526	24,423	18,000	70,000
<b>CAPITAL OUTLAY</b>		<b>565,955</b>	<b>549,084</b>	<b>467,070</b>	<b>1,090,200</b>	<b>724,800</b>
<b>CAPITAL OUTLAY Total</b>		<b>565,955</b>	<b>549,084</b>	<b>467,070</b>	<b>1,090,200</b>	<b>724,800</b>
<b>TRANSFERS OUT</b>						
<b>OPERATING TRANSFERS</b>						
6820	OPERATING TRANSFERS TO OTHER F	643,832	575,817	1,376,215	106,373	106,373
<b>OPERATING TRANSFERS</b>		<b>643,832</b>	<b>575,817</b>	<b>1,376,215</b>	<b>106,373</b>	<b>106,373</b>
<b>TRANSFERS OUT Total</b>		<b>643,832</b>	<b>575,817</b>	<b>1,376,215</b>	<b>106,373</b>	<b>106,373</b>
<b>DEBT SERVICE</b>						
<b>DEBT SERVICE</b>						
6603	OTHER L.T. OBLIGATION PRINCIPA	61,853	61,853	61,853	-	-
<b>DEBT SERVICE</b>		<b>61,853</b>	<b>61,853</b>	<b>61,853</b>	<b>-</b>	<b>-</b>
<b>DEBT SERVICE Total</b>		<b>61,853</b>	<b>61,853</b>	<b>61,853</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING</b>		<b>12,344,964</b>	<b>12,819,298</b>	<b>14,804,733</b>	<b>14,383,348</b>	<b>15,377,071</b>

FUND: GENERAL

Business Unit	2020 Actual	2021 Adopted Budget	2022 Requested Budget
<b>REVENUE</b>			
9101 - GENERAL FUND REVENUE	15,656,715	14,383,348	15,377,071
<b>TOTAL REVENUE</b>	<b>15,656,715</b>	<b>14,383,348</b>	<b>15,377,071</b>

<b>EXPENDITURES</b>			
111 - MAYOR AND COUNCIL	104,534	108,872	114,078
114 - COMMISSIONS	3,213	4,483	4,486
130 - ADMINISTRATION	795,368	858,631	897,753
141 - ELECTIONS	53,763	19,845	55,703
153 - FINANCE	379,167	393,205	384,736
155 - ASSESSING	147,722	150,500	150,000
161 - LEGAL SERVICES	124,533	133,600	126,600
191 - PLANNING AND ZONING	653,382	747,219	789,374
192 - DATA PROCESSING	582,467	604,570	891,655
194 - GENERAL GOVERNMENT BUILDINGS	501,162	554,662	672,698
195 - NEWSLETTER	45,123	54,359	53,282
211 - POLICE PROTECTION	4,122,916	4,441,253	5,045,287
220 - FIRE PROTECTION	1,384,635	1,299,675	1,218,141
240 - BUILDING INSPECTION	519,585	460,744	525,390
250 - CIVIL DEFENSE	2,288	13,350	43,350
260 - TRAFFIC ENGINEERING	68,686	117,193	111,958
270 - ANIMAL CONTROL	993	4,750	3,250
280 - COMMUNITY ORIENTING POLICING	13,092	13,775	14,675
301 - ENGINEERING	383,947	433,803	493,604
311 - STREET MAINTENANCE	1,336,038	1,992,847	1,801,604
312 - SNOW AND ICE REMOVAL	289,211	314,349	355,831
452 - PARK AND RECREATION	1,418,871	1,481,290	1,492,243
455 - COMMUNITY PROGRAMS	-	-	-
461 - ENVIRONMENTAL SERVICES	-	-	-
892 - MISCELLANEOUS/CONTINGENCY	1,875,063	180,373	131,373
<b>TOTAL EXPENDITURES</b>	<b>14,805,758</b>	<b>14,383,348</b>	<b>15,377,071</b>

EXPENDITURE BY OBJECT SUMMARY	-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Adopted-	-2022 Requested-
PERSONNEL SERVICES	1,952,471	2,064,540	2,140,494	2,304,417	2,540,509
SUPPLIES	115,396	120,179	98,236	127,550	148,400
OTHER SERVICES & CHARGES	1,212,768	1,201,658	1,127,282	1,179,979	1,321,456
CAPITAL OUTLAY	-	81,526	24,423	18,000	130,000
<b>TOTAL EXPENDITURE BY OBJECT</b>	<b>3,280,635</b>	<b>3,467,904</b>	<b>3,390,435</b>	<b>3,629,946</b>	<b>4,140,365</b>



LINE ITEM DETAIL BY COST CENTER OR SUB-FUNCTION

GENERAL GOVERNMENT 111-195

EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS		-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Adopted-	-2022 Requested-
<b>PERSONNEL SERVICES</b>						
<b>WAGES AND SALARIES</b>						
6102	F.T. REGULAR-WAGES & SALARIES	1,362,167	1,432,355	1,520,613	1,595,870	1,791,308
6103	FULL TIME-REGULAR-OVERTIME	5,289	2,645	4,762	-	1,700
6104	PART TIME-WAGES & SALARIES	110,163	154,597	120,512	158,917	129,252
6105	TEMPORARY-WAGES & SALARIES	55,266	31,496	37,425	43,120	56,460
6107	OVERTIME-PART TIME	-	1,905	1,408	-	-
<b>TOTAL WAGES AND SALARIES</b>		<b>1,532,885</b>	<b>1,622,998</b>	<b>1,684,720</b>	<b>1,797,907</b>	<b>1,978,720</b>
<b>OTHER GROSS EARNINGS</b>						
6108	SEVERANCE PAY	22,741	14,464	-	-	-
<b>TOTAL OTHER GROSS EARNINGS</b>		<b>22,741</b>	<b>14,464</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EMPLOYER CONTRIBUTIONS</b>						
6121	PERA CONTRIBUTIONS	105,289	112,726	117,717	129,441	138,163
6122	FICA/MEDICARE CONTRIBUTIONS	110,784	117,515	119,590	145,102	156,546
6123	ICMA RETIREMENT TRUST	2,000	2,000	2,000	2,000	2,000
6131	GROUP INSURANCE	165,274	178,168	197,561	210,337	239,019
6133	WORKERS COMP INSURANCE PREMIUM	13,499	16,670	18,906	19,630	26,061
<b>TOTAL EMPLOYER CONTRIBUTIONS</b>		<b>396,845</b>	<b>427,079</b>	<b>455,775</b>	<b>506,510</b>	<b>561,789</b>
<b>Total PERSONNEL SERVICES</b>		<b>1,952,471</b>	<b>2,064,540</b>	<b>2,140,494</b>	<b>2,304,417</b>	<b>2,540,509</b>
<b>SUPPLIES</b>						
<b>OFFICE SUPPLIES</b>						
6203	DUPLICATING SUPPLY & COPY PAPER	3,596	2,174	4,725	4,000	4,500
6204	STATIONERY, ENVELOPES & FORMS	2,870	1,472	1,242	3,100	3,400
6206	FILM, MICROFILM, TAPES, DISKS	-	-	-	-	-
6208	MISCELLANEOUS OFFICE SUPPLIES	10,084	4,052	5,918	7,700	6,650
<b>TOTAL OFFICE SUPPLIES</b>		<b>16,550</b>	<b>7,698</b>	<b>11,886</b>	<b>14,800</b>	<b>14,550</b>
<b>OPERATING SUPPLIES</b>						
6221	CLEANING SUPPLIES	1,946	1,503	1,391	3,000	3,000
6223	GASOLINE	3,111	2,466	1,543	3,000	3,500
6225	DIESEL FUEL	978	793	758	1,000	1,000
6231	UNIFORMS & TURN-OUT GEAR	2,278	1,605	2,269	1,850	2,000
6247	HAPPY DAYS SUPPLIES	11,750	12,000	-	7,000	7,000
6249	MISCELLANEOUS OPERATING SUPPLY	42,942	32,969	35,036	38,300	42,850
6246	MARKETING	1,391	1,210	-	3,000	3,000
<b>TOTAL OPERATING SUPPLIES</b>		<b>64,396</b>	<b>52,547</b>	<b>40,997</b>	<b>57,150</b>	<b>62,350</b>
<b>REPAIR AND MAINTENANCE SUPPLIES</b>						
6257	OTHER VEHICLE PARTS	1,168	4,101	623	1,500	1,500
6259	BUILDING MAINT/REPAIR SUPPLIES	3,067	4,001	1,994	6,000	7,000
<b>TOTAL REPAIR AND MAINTENANCE SUPPLIES</b>		<b>4,236</b>	<b>8,103</b>	<b>2,617</b>	<b>7,500</b>	<b>8,500</b>
<b>SMALL TOOLS AND MINOR EQUIPMENT</b>						
6281	SMALL TOOLS & MINOR EQUIPMENT	30,214	51,832	42,736	48,100	63,000
<b>TOTAL SMALL TOOLS AND MINOR EQUIPMENT</b>		<b>30,214</b>	<b>51,832</b>	<b>42,736</b>	<b>48,100</b>	<b>63,000</b>
<b>Total SUPPLIES</b>		<b>115,396</b>	<b>120,179</b>	<b>98,236</b>	<b>127,550</b>	<b>148,400</b>
<b>OTHER SERVICES &amp; CHARGES</b>						
<b>PROFESSIONAL SERVICES</b>						
6302	AUDITING & ACCOUNTING SERVICES	30,485	32,680	32,405	39,000	35,000
6304	LEGAL FEES	120,873	151,343	123,305	132,000	125,000
6305	MEDICAL/PSYCHOLOGICAL FEES	9,391	6,425	-	-	-
6306	PERSONNEL TESTING & RECRUITMT	1,598	800	14,042	6,000	16,050
6315	MISCELLANEOUS PROFESSIONAL SER	198,252	148,577	110,803	54,735	80,500
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>360,599</b>	<b>339,824</b>	<b>280,554</b>	<b>231,735</b>	<b>256,550</b>
<b>COMMUNICATION</b>						
6321	TELEPHONE	10,829	10,261	8,838	11,550	16,900
6322	POSTAGE	15,031	13,119	14,202	16,600	16,605
6323	CELLULAR PHONES	6,878	5,136	4,554	7,300	47,150
6325	LONG DISTANCE CHARGES	-	-	-	-	-
<b>TOTAL COMMUNICATION</b>		<b>32,738</b>	<b>28,515</b>	<b>27,594</b>	<b>35,450</b>	<b>80,655</b>

<b>EMPLOYEE REIMBURSEMENTS</b>						
6331	TRAVEL & LODGING	2,700	7,938	155	8,000	6,000
6334	MILEAGE REIMBURSEMENT	2	111	-	700	200
6335	TRAINING	12,514	19,771	7,611	21,500	23,000
<b>TOTAL EMPLOYEE REIMBURSEMENTS</b>		<b>15,215</b>	<b>27,820</b>	<b>7,765</b>	<b>30,200</b>	<b>29,200</b>
<b>ADVERTISING AND PUBLISHING</b>						
6352	GENERAL NOTICE & PUBLIC INFOR	40,224	34,969	30,311	38,600	36,500
6353	ORDINANCE PUBLICATION	941	876	2,575	2,000	2,000
6354	HELP WANTED ADVERTISEMENTS	3,850	2,305	1,905	3,500	2,500
<b>TOTAL ADVERTISING AND PUBLISHING</b>		<b>45,015</b>	<b>38,150</b>	<b>34,790</b>	<b>44,100</b>	<b>41,000</b>
<b>INSURANCE</b>						
6361	GENERAL LIABILITY/PROPERTY INS	29,491	33,983	34,162	35,860	44,660
<b>TOTAL INSURANCE</b>		<b>29,491</b>	<b>33,983</b>	<b>34,162</b>	<b>35,860</b>	<b>44,660</b>
<b>UTILITIES</b>						
6371	ELECTRIC UTILITIES	98,140	90,508	94,612	100,000	100,000
6372	WATER/IRRIGATION	3,044	2,057	2,853	4,000	4,000
6373	GAS	28,789	29,313	20,395	30,000	30,000
6374	REFUSE/RECYCLING	3,882	4,790	5,230	5,000	5,300
<b>TOTAL UTILITIES</b>		<b>133,854</b>	<b>126,668</b>	<b>123,090</b>	<b>139,000</b>	<b>139,300</b>
<b>REPAIRS AND MAINTENANCE - LABOR</b>						
6381	BUILDING & STRUCTURE REPAIR	12,463	7,641	9,855	20,000	22,000
6382	MACHINERY & EQUIPMENT REPAIR	12,587	11,461	12,554	20,000	22,000
6388	OTHER VEHICLE REPAIR	1,771	1,845	343	1,500	1,500
<b>TOTAL REPAIRS AND MAINTENANCE - LABOR</b>		<b>26,821</b>	<b>20,947</b>	<b>22,752</b>	<b>41,500</b>	<b>45,500</b>
<b>REPAIRS AND MAINTENANCE - CONTRACTS</b>						
6405	OFFICE & DATA PROCESSING EQUIP	295,378	302,488	314,997	337,000	394,794
<b>TOTAL REPAIRS AND MAINTENANCE - CONTRACTS</b>		<b>295,378</b>	<b>302,488</b>	<b>314,997</b>	<b>337,000</b>	<b>394,794</b>
<b>RENTALS</b>						
6415	OTHER EQUIPMENT RENTAL	-	-	-	-	-
<b>TOTAL RENTALS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DUES, SUBSCRIPTIONS, AND REGISTRATION FEES</b>						
6451	MEMBERSHIP DUES	49,518	51,387	39,559	39,634	38,897
6452	SUBSCRIPTIONS	799	1,551	1,280	1,500	1,900
<b>TOTAL DUES, SUBSCRIPTIONS, AND REGISTRATION FEES</b>		<b>50,317</b>	<b>52,938</b>	<b>40,840</b>	<b>41,134</b>	<b>40,797</b>
<b>BOOKS AND PAMPHLETS</b>						
6471	BOOKS & PAMPHLETS	-	155	-	-	-
<b>TOTAL BOOKS AND PAMPHLETS</b>		<b>-</b>	<b>155</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CONTRACTED SERVICES</b>						
6489	OTHER CONTRACTED SERVICES	223,340	230,169	240,738	244,000	249,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>223,340</b>	<b>230,169</b>	<b>240,738</b>	<b>244,000</b>	<b>249,000</b>
<b>Total OTHER SERVICES &amp; CHARGES</b>		<b>1,212,768</b>	<b>1,201,658</b>	<b>1,127,282</b>	<b>1,179,979</b>	<b>1,321,456</b>
<b>CAPITAL OUTLAY</b>						
<b>CAPITAL OUTLAY</b>						
6520	BUILDINGS	-	-	-	-	-
6550	MOTOR VEHICLES	-	-	-	-	45,000
6580	OTHER EQUIPMENT	-	-	-	-	15,000
6585	COMPUTER HARDWARE/SOFTWARE	-	81,526	24,423	18,000	70,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>81,526</b>	<b>24,423</b>	<b>18,000</b>	<b>130,000</b>
<b>Total CAPITAL OUTLAY</b>		<b>-</b>	<b>81,526</b>	<b>24,423</b>	<b>18,000</b>	<b>130,000</b>
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING</b>		<b>3,280,635</b>	<b>3,467,904</b>	<b>3,390,435</b>	<b>3,629,946</b>	<b>4,140,365</b>

FUND GENERAL

DEPARTMENT: MAYOR AND COUNCIL  
 FUNCTION: GENERAL GOVERNMENT

BUDGET SUMMARY:							
Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Requested Budget
0111	6104	PART TIME-WAGES & SALARIES	31,412	36,932	33,605	44,000	38,000
0111	6121	PERA CONTRIBUTIONS	600	775	1,002	900	1,000
0111	6122	FICA/MEDICARE CONTRIBUTIONS	2,403	2,838	2,571	3,366	2,907
0111	6131	GROUP INSURANCE	3,171	3,648	7,895		
0111	6133	WORKERS COMP INSURANCE PREMIUM	98	130	148	242	224
0111	6247	HAPPY DAYS	11,750	12,000	-	7,000	7,000
0111	6249	MISCELLANEOUS OPERATING SUPPLY	12,698	11,485	6,530	13,000	13,000
0111	6315	MISCELLANEOUS PROFESSIONAL SER	16,740	-	15,170		15,500
0111	6322	POSTAGE	-	-	-	-	-
0111	6331	TRAVEL & LODGING	1,331	2,268	136	3,000	1,000
0111	6335	TRAINING	56	753	903	2,500	1,000
0111	6361	GENERAL LIABILITY/PROPERTY INS	1,148	1,177	1,070	1,300	1,350
0111	6451	MEMBERSHIP DUES	44,482	46,963	35,504	33,564	33,097
<b>Total Expenditure</b>			<b>125,890</b>	<b>118,969</b>	<b>104,534</b>	<b>108,872</b>	<b>114,078</b>

**PERSONNEL COMPLEMENT**

Mayor	1.00	1.00	1.00	1.00	1.00
Council	6.00	6.00	6.00	6.00	6.00
<b>Mayor and Council Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

**6249 Miscellaneous Operating Supplies**

Mayor's Prayer Breakfast	400	400	-	400	400
Meals for Council Work sessions	3,491	2,861	3,435	4,000	4,000
Anoka Area Chamber of Commerce	600	-	620	600	600
Holiday Party	2,439	3,153	2,193	2,750	2,750
Tree Lighting	750	1,400	-	750	750
Gala/Fundraising Events	2,000	1,340	-	2,000	2,000
Miscellaneous	3,018	2,331	282	2,500	2,500
	<b>12,698</b>	<b>11,485</b>	<b>6,530</b>	<b>13,000</b>	<b>13,000</b>

**6315 Miscellaneous Professional Services**

Citizen Survey	16,740	-	15,170	-	15,500
	<b>16,740</b>	<b>-</b>	<b>15,170</b>	<b>-</b>	<b>15,500</b>

**6451 Dues**

Anoka County Mediation Services	2,883	2,882	-	-	-
Mississippi River Cities & Towns Initiatives (MRCTI)	3,000	-	-	-	-
North Metro Mayors Association	12,008	12,008	11,768	12,200	11,417
North Metro Chamber (EDA)	370	660	-	-	-
Missippi/Champlin Streamgagge Agreement	-	-	620	334	350
Anoka Area Chamber of Commerce (EDA)	410	410	410	-	-
Association of Metro Municipalities	4,155	8,429	-	-	-
League of Minnesota Cities	19,765	20,627	20,723	21,000	21,300
MN Mayors Assoc	30	30	30	30	30
Metro Cities	-	-	-	-	-
National League of Cities	1,861	1,917	1,953	-	-
	<b>44,482</b>	<b>46,963</b>	<b>35,504</b>	<b>33,564</b>	<b>33,097</b>

**DESCRIPTION OF SERVICES:**

The Mayor and Council budget provides for legislative and policy making activities of the city on behalf of the citizens of Ramsey. They provide for the planning and control of all financial activities including approving the tax levy, rates and charges, and approval of expenditures.

BUDGET HIGHLIGHTS	
<ul style="list-style-type: none"> <li>• Bi-Annual Survey</li> <li>•</li> </ul>	

GOALS OF CURRENT YEAR BUDGET:	
<ul style="list-style-type: none"> <li>• Establish and implement a Strategic Action Plan</li> <li>• Establish legislative priorities for the City</li> <li>• Maintain a stable tax levy rate</li> <li>• Advocate for Highway 10 Improvements at the State and Federal Level</li> </ul>	

Performance Measurements:					
	2018 Actual	2019 Actual	2020 Actual	2021 Estimate	2022 Projected
Tax Levy Rate	41.73%	40.35%	39.59%	39.01%	TBD

FUND GENERAL

DEPARTMENT: COMMISSIONS  
 FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Requested Budget
0114	6105	TEMPORARY-WAGES & SALARIES	3,785	3,335	2,940	4,000	4,000
0114	6122	FICA/MEDICARE CONTRIBUTIONS	300	255	225	383	383
0114	6133	WORKERS COMP INSURANCE PREMIUM	18	16	15	40	43
0114	6322	POSTAGE	-	-	-	-	-
0114	6361	GENERAL LIABILITY/PROPERTY INS	38	36	33	60	60
<b>Total Expenditure</b>			<b>4,141</b>	<b>3,642</b>	<b>3,213</b>	<b>4,483</b>	<b>4,486</b>

**PERSONNEL COMPLEMENT**

Charter Commission Members	9.00	9.00	9.00	9.00	9.00
Planning Commission Members	7.00	7.00	7.00	7.00	7.00
<b>Commission Total</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>

**DESCRIPTION OF SERVICES:**

The Commissions budget provides council-appointed committee members tasked to review and provide feedback on city plans, initiatives, and policies. Commissions include: Charter Commission, Economic Development Authority Commission, Environmental Policy Board Commission, Parks and Recreation Commission, and Planning Commission.

**BUDGET HIGHLIGHTS**

- No Major Changes

**GOALS OF CURRENT YEAR BUDGET:**

Assist the City Council in the implementation of the City's 3-Year Strategic Action Plan  
 Implement individual commissions' work plans and missions  
 Implement and manage individual commissions' budgets

**Performance Measurements:**

	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Projected
# of Meetings: Charter Commission	1	2	1	2	2
# of Meetings: Economic Development Authority Commission	12	10	12	12	12
# of Meetings: Environmental Policy Board Commission	10	10	10	11	11
# of Meetings: Parks and Recreation Commission	9	11	11	10	10
# of Meetings: Planning Commission	16	13	15	17	17
# of Meetings: City Council Regular Session	23	23	23	23	23
# of Meetings: City Council Work Session	26	31	26	25	25
# of Meetings: Public Works Committee	10	9	10	8	8

FUND GENERAL

DEPARTMENT: ADMINISTRATION  
 FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Requested Budget
0130	6102	F.T. REGULAR-WAGES & SALARIES	512,646	497,636	524,501	541,682	564,841
0130	6103	FULL TIME-REGULAR-OVERTIME	1,116	261	1,315		
0130	6104	PART TIME-WAGES & SALARIES	30,124	36,677	580		
0130	6105	TEMPORARY-WAGES & SALARIES	8,653	9,685	-	14,560	17,460
0130	6108	SEVERANCE PAY	22,741	14,464			
0130	6121	PERA CONTRIBUTIONS	37,440	36,244	38,391	41,796	44,123
0130	6122	FICA/MEDICARE CONTRIBUTIONS	40,475	38,717	37,053	46,814	49,161
0130	6123	ICMA RETIREMENT TRUST	2,000	2,000	2,000	2,000	2,000
0130	6131	GROUP INSURANCE	62,195	58,925	73,945	78,251	78,187
0130	6133	WORKERS COMP INSURANCE PREMIUM	3,144	3,007	3,210	4,458	4,878
0130	6203	DUPLICATING SUPPLY & COPY PAPER	3,596	2,174	4,725	4,000	4,500
0130	6204	STATIONERY, ENVELOPES & FORMS	2,240	1,039	870	2,300	2,800
0130	6208	MISCELLANEOUS OFFICE SUPPLIES	8,934	3,046	3,455	6,000	5,000
0130	6246	MARKETING	1,391	1,210	-	3,000	3,000
0130	6249	MISCELLANEOUS OPERATING SUPPLY	6,115	4,305	6,527	6,500	6,500
0130	6305	MEDICAL/PSYCHOLOGICAL FEES	9,391	6,425	-	-	-
0130	6306	PERSONNEL TESTING	1,598	800	14,042	6,000	16,050
0130	6315	MISCELLANEOUS PROFESSIONAL SER	66,292	44,262	52,159	50,000	55,000
0130	6321	TELEPHONE	1,518	1,006	1,044	1,600	-
0130	6322	POSTAGE	391	356	424	1,000	1,000
0130	6323	CELLULAR PHONES	2,566	1,397	883	2,500	-
0130	6331	TRAVEL & LODGING	975	4,409	-	3,500	3,500
0130	6334	MILEAGE REIMBURSEMENT	-	111	-	200	200
0130	6335	TRAINING	9,877	14,233	4,787	12,500	15,000
0130	6352	GENERAL NOTICE & PUBLIC INFOR	495	285	570	1,000	1,000
0130	6353	ORDINANCE PUBLICATION	941	876	2,575	2,000	2,000
0130	6354	HELP WANTED ADVERTISEMENTS	3,850	2,305	1,905	3,500	2,500
0130	6361	GENERAL LIABILITY/PROPERTY INS	7,876	8,008	8,108	9,000	10,000
0130	6405	OFFICE & DATA PROCESSING EQUIP	9,792	14,129	9,462	11,000	5,153
0130	6451	MEMBERSHIP DUES	3,053	3,247	2,418	2,970	3,000
0130	6452	SUBSCRIPTIONS	343	764	421	500	900
0130	6489	OTHER CONTRACTED SERVICES	-	-	-	-	-
<b>Total Expenditure</b>			<b>861,767</b>	<b>812,003</b>	<b>795,368</b>	<b>858,631</b>	<b>897,753</b>

**PERSONNEL COMPLEMENT**

City Administrator	1.00	1.00	1.00	1.00	1.00
Assistant City Administrator/Econ Dev Dir	1.00	-	-	-	-
Human Resources Manager	1.00	-	-	-	-
Director of Administrative Services	-	1.00	1.00	1.00	1.00
City Clerk	0.50	0.50	-	-	-
Deputy City Clerk	-	-	-	1.00	1.00
HR Generalist	-	-	1.00	1.00	1.00
Administrative Clerks	1.00	1.00	1.00	1.00	1.00
Mgmt Intern	0.50	0.50	0.50	0.50	-
Administrative Assistant	1.50	1.73	1.00	-	-
Public Information & Events Specialist	1.00	1.00	1.00	1.00	1.00
Receptionist	1.00	1.00	1.00	1.00	1.50
<b>Administration Total</b>	<b>8.50</b>	<b>7.73</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>

**6249 Miscellaneous Operating Supplies**

Employee Recognition	2,810	1,813	1,703	2,900	2,900
Expenses for staff workshops and other misc. operating supplies.	3,305	2,492	4,824	3,600	3,600
	<u>6,115</u>	<u>4,305</u>	<u>6,527</u>	<u>6,500</u>	<u>6,500</u>

**6315 Miscellaneous Professional Services**

Insurance Agent of Record Annual Fee	6,400	7,000	7,000	7,000	7,000
Excess Liability Insurance Coverage -\$1M for total of \$3M	22,848	-	-	-	-
Flex Spending(admin & deposit)	4,248	4,248	4,301	4,800	4,800
Employee Assistance Program-Cobra/H"SA/Group Health	1,300	1,300	4,211	1,300	2,800
City Code Codification	3,609	1,677	2,016	3,000	3,000
Miscellaneous department charges	4,324	5,417	6,070	7,900	7,900
Recruiting Software	3,000	3,000	3,440	3,500	4,000
Health admin/enrollment	2,900	2,900	4,320	3,500	3,500
Minute Taking	17,663	18,720	20,801	19,000	22,000
	<u>66,292</u>	<u>44,262</u>	<u>52,159</u>	<u>50,000</u>	<u>55,000</u>

**6451 Dues**

IPMA - National		150	156	150	150
ICMA	1,152	1,200	1,300	1,200	1,200
MCCMA	168	168	338	375	375
MAMA	45	45		45	45
Miscellaneous	1,088	1,084	474	1,200	1,230
HR organizations-misc					
Rotary	600	600	150	-	-
	<u>3,053</u>	<u>3,247</u>	<u>2,418</u>	<u>2,970</u>	<u>3,000</u>

**DESCRIPTION OF SERVICES:**

The Administration Department is generally responsible for the execution of city policy/ strategic plan as adopted by the City Council, prepares and maintains official records, provides for the licensing of local businesses and activities as required by state law or city ordinance, provides Human Resource services, and generally oversees the coordination of events and communications for the City.

**BUDGET HIGHLIGHTS**

- Part-Time Receptionist/Secretary: Start 4/1/22: \$20,255
- Remove Admin Intern: (\$16,891)
- 
- 

**GOALS OF CURRENT YEAR BUDGET:**

Oversee implementation of the Council Strategic Action Plan and Legislative Priorities  
Optimize use of non-city funding through joint projects, grants, and partnerships

**Performance Measurements:**

	2018 Projected	2019 Projected	2020 Projected	2021 Projected	2022 Projected
Strategic action plan items completed (all departments)	25 of 35	25 of 35	___ of 13		

FUND GENERAL

DEPARTMENT: ELECTIONS  
 FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Requested Budget
0141	6102	F.T. REGULAR-WAGES & SALARIES	7,550	1,716	5,842		6,000
0141	6103	FULL TIME-REGULAR-OVERTIME	2,189	1,309	1,583		1,700
0141	6104	PART TIME-WAGES & SALARIES	1,615	392	1,562		
0141	6105	TEMPORARY-WAGES & SALARIES	34,516	9,264	34,485	10,000	35,000
0141	6121	PERA CONTRIBUTIONS	730	256	671		671
0141	6122	FICA/MEDICARE CONTRIBUTIONS	843	246	677	765	677
0141	6133	WORKERS COMP INSURANCE PREMIUM	213	57	212	80	400
0141	6208	MISCELLANEOUS OFFICE SUPPLIES	176	-	-	-	-
0141	6249	MISCELLANEOUS OPERATING SUPPLY	5,371	1,184	2,602	-	2,600
0141	6281	SMALL TOOLS & MINOR EQUIPMENT	5,949	7,425	5,476	8,100	8,000
0141	6322	POSTAGE	60	36	105	100	105
0141	6361	GENERAL LIABILITY/PROPERTY INS	547	219	550	500	550
0141	6451	MEMBERSHIP DUES	200	-	-	300	-
0141	6580	OTHER EQUIPMENT	-	-	-	-	-
<b>Total Expenditure</b>			<b>59,959</b>	<b>22,103</b>	<b>53,763</b>	<b>19,845</b>	<b>55,703</b>

**DESCRIPTION OF SERVICES:**  
 The Elections budget provides funds needed to conduct the national, state, and local elections in accordance with statutory requirements.

- BUDGET HIGHLIGHTS**
- Election Year

**Performance Measurements:**

	2014	2016	2018	2020	2022
Number of Votes	9097	16927	11764	16483	
Number of Voters registered Election Day	15130	17280	15890	17428	
Percent (votes/registered)	60.13%	97.96%	74.03%	94.58%	#DIV/0!
Number of Wards	4	4	4	4	4
Number of Precincts	8	8	8	8	8

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Requested Budget
0153	6102	F.T. REGULAR-WAGES & SALARIES	246,595	256,779	265,330	265,726	265,741
0153	6108	SEVERANCE PAY	-	-	-	-	-
0153	6121	PERA CONTRIBUTIONS	18,175	18,954	19,489	19,929	19,931
0153	6122	FICA/MEDICARE CONTRIBUTIONS	17,834	18,222	19,025	21,540	21,282
0153	6131	GROUP INSURANCE	26,524	28,896	27,432	29,024	24,474
0153	6133	WORKERS COMP INSURANCE PREMIUM	660	1,395	1,568	2,086	2,208
0153	6204	STATIONERY, ENVELOPES & FORMS	630	433	372	800	600
0153	6208	MISCELLANEOUS OFFICE SUPPLIES	112	390	1,861	400	400
0153	6302	AUDITING & ACCOUNTING SERVICES	30,485	32,680	32,405	39,000	35,000
0153	6321	TELEPHONE	343	447	464	500	-
0153	6322	POSTAGE	1,910	1,689	1,574	2,000	2,000
0153	6335	TRAINING	-	225	1,739	3,500	3,500
0153	6352	GENERAL NOTICE & PUBLIC INFOR	527	263	296	600	500
0153	6361	GENERAL LIABILITY/PROPERTY INS	3,200	3,637	3,874	3,800	4,300
0153	6451	MEMBERSHIP DUES	659	544	623	800	800
0153	6489	OTHER CONTRACTED SERVICES	2,877	3,035	3,114	3,500	4,000
<b>Total Expenditure</b>			<b>350,532</b>	<b>367,590</b>	<b>379,167</b>	<b>393,205</b>	<b>384,736</b>

**PERSONNEL COMPLEMENT**

Finance Director	1.00	1.00	1.00	1.00	1.00
Asst. Finance Director	1.00	1.00	1.00	1.00	1.00
Accountant I	1.00	-	-	-	-
Accountant II	-	1.00	1.00	-	-
Accountant III	-	-	-	1.00	1.00
Accounting Clerk	1.00	-	-	-	1.00
Sr. Accounting Clerk	-	1.00	1.00	1.00	-
<b>Finance Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

**DESCRIPTION OF SERVICES:**

The Finance Department is responsible for financial reporting and budgeting, assessments, cash receipts, accounts receivable, accounts payable, payroll processing, debt service management and investment of all city funds.

**BUDGET HIGHLIGHTS**

- No expectation of a single audit in 2022
- Reclass 5% Salary of Asst FD to Storm Utility

**GOALS OF CURRENT YEAR BUDGET:**

- Continued long-term financial planning (5-Year Budget & 10-Year CIP)
- Continued CAFR award recognition
- Ensure compliance with state and federal laws

**Performance Measurements:**

	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Projected
Average Rate of Return	1.53%	2.18%	2.00%	2.00%	2.00%
Bond Rating	AA+	AA+	AA+	AA+	AA+

FUND GENERAL

DEPARTMENT: **ASSESSING**  
 FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Requested Budget
0155	6489	OTHER CONTRACTED SERVICES	140,246	143,667	147,722	150,500	150,000
<b>Total Expenditure</b>			<b>140,246</b>	<b>143,667</b>	<b>147,722</b>	<b>150,500</b>	<b>150,000</b>

**DESCRIPTION OF SERVICES:**  
 The Assessing budget provides contractual assessing services provided by Anoka County.

**BUDGET HIGHLIGHTS**

- No Major Changes

**GOALS OF CURRENT YEAR BUDGET:**  
 Increase number of in-person assessment appraisals to better reflect market values

<b>Performance Measurements:</b>					
	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Projected
Number of Assessed Parcels - Residential Properties	8,717	8,848	8,993	9,128	9,265
Number of Assessed Parcels - Commercial Properties	378	384	383	389	395

FUND GENERAL

DEPARTMENT: LEGAL  
 FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Requested Budget
0161	6304	LEGAL FEES	120,873	151,343	123,305	132,000	125,000
0161	6361	GENERAL LIABILITY/PROPERTY INS	1,092	1,479	1,229	1,600	1,600
<b>Total Expenditure</b>			<b>121,965</b>	<b>152,821</b>	<b>124,533</b>	<b>133,600</b>	<b>126,600</b>

**DESCRIPTION OF SERVICES:**  
 The Legal budget provides for legal counsel to the City Council and city staff, reviews ordinances, resolutions, contracts and other legal documents. The budget also provides for prosecution services. The City's prosecution services are provided by Eckberg, Lammers Attorneys at Law and other legal services are provided by Ratwik, Roszak & Maloney, P.A.

**BUDGET HIGHLIGHTS**

- No Major Changes

**GOALS OF CURRENT YEAR BUDGET:**  
 Ensure city compliance with all laws

FUND GENERAL

DEPARTMENT: PLANNING AND ZONING  
 FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Requested Budget
0191	6102	F.T. REGULAR-WAGES & SALARIES	342,609	408,399	446,437	496,679	538,268
0191	6104	PART-TIME WAGES & SALARIES	8,873	31,332	34,004	64,806	65,194
0191	6105	TEMPORARY-WAGES & SALARIES	7,516	9,212	-	14,560	-
0191	6121	PERA CONTRIBUTIONS	25,938	32,796	33,872	41,174	39,250
0191	6122	FICA/MEDICARE CONTRIBUTIONS	26,675	33,750	35,801	46,079	48,284
0191	6131	GROUP INSURANCE	35,865	42,110	39,841	51,328	59,501
0191	6133	WORKERS COMP INSURANCE PREMIUM	2,006	2,415	2,792	3,608	4,877
0191	6208	MISCELLANEOUS OFFICE SUPPLIES	803	464	565	1,000	1,000
0191	6249	MISCELLANEOUS OPERATING SUPPLY	1,091	473	3,551	2,000	3,000
0191	6315	MISCELLANEOUS PROFESSIONAL SER	115,220	104,315	43,474	4,735	10,000
0191	6321	TELEPHONE	432	559	585	750	-
0191	6322	POSTAGE	2,598	481	754	1,500	1,000
0191	6323	CELLULAR PHONES	2,607	2,163	2,267	3,000	-
0191	6325	LONG DISTANCE CHARGES	-	-	-	-	-
0191	6331	TRAVEL & LODGING	394	1,261	19	1,500	1,500
0191	6334	MILEAGE REIMBURSEMENT	2	-	-	500	-
0191	6335	TRAINING	2,581	1,852	90	3,000	3,500
0191	6352	GENERAL NOTICE & PUBLIC INFOR	1,252	1,145	574	2,000	2,000
0191	6361	GENERAL LIABILITY/PROPERTY INS	5,289	6,663	6,884	6,000	9,000
0191	6451	MEMBERSHIP DUES	1,124	633	1,015	2,000	2,000
0191	6452	SUBSCRIPTIONS	456	787	859	1,000	1,000
0191	6471	BOOKS & PAMPHLETS	-	155	-	-	-
0191	6550	VEHICLES	-	155	-	-	-
<b>Total Expenditure</b>			<b>583,331</b>	<b>681,120</b>	<b>653,382</b>	<b>747,219</b>	<b>789,374</b>

**PERSONNEL COMPLEMENT**

City Planner	2.00	2.00	2.00	1.00	1.00
Planning Manager					1.00
Senior Planner	-	-	1.00	1.00	
Community Development Director	1.00	1.00	-	-	-
Zoning Code Enforcement Officer	-	-	-	1.00	1.00
Deputy City Administrator	-	-	1.00	1.00	1.00
Planning Technician	-	-	-	1.00	1.00
Economic Development Manager	-	1.00	1.00	1.00	1.00
Community Development Assistant	1.00	1.00	0.40	0.40	0.40
Planning Intern	0.50	0.50	0.50	0.50	0.50
Administrative Assistant	-	0.73	0.73	0.73	0.73
<b>Planning &amp; Zoning Total</b>	<b>4.50</b>	<b>6.23</b>	<b>6.63</b>	<b>7.63</b>	<b>7.63</b>

**DESCRIPTION OF SERVICES:**

The mission of the Community Development Department is to guide residential and commercial growth through comprehensive planning processes and administer the city's building and zoning codes in a equitable and professional manner to promote and sustain public safety, quality of life, and the health and well being of the whole community.

The Planning Division's function is to prepare and implement the City's Comprehensive Plan (the City's land use guide) and comprises of two (2) major functions: long-range land use planning and zoning administration.

**BUDGET HIGHLIGHTS**

- Reclass Senior Planner to Planning Manager: \$5,624
- Intern Removed: (\$16,891)
-

**GOALS OF CURRENT YEAR BUDGET:**

- All Land Use Applications processed with 60 days.
- Standard plan review completed within 5 business day (previously 10 business days).
- Improve Responsiveness to Code Violation Complaints
- Improve the image of key nodes and corridors and clean up Highway 10.
- Improve the application process for land use applications.

<b>Performance Measurements:</b>					
	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Projected</b>	<b>2022 Projected</b>
Number of Land Use Applications	64	53	43	40	40
Number of Permits	2,681	3,313	3,600	2,500	2,500
Number of Code Enforcement Cases	158	147	183	300	300

FUND GENERAL

DEPARTMENT: DATA PROCESSING  
 FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Requested Budget
0192	6102	F.T. REGULAR-WAGES & SALARIES	138,336	149,915	158,179	160,316	235,872
0192	6104	PART TIME-WAGES & SALARIES	1,004	-	-	-	-
0192	6121	PERA CONTRIBUTIONS	10,384	11,173	11,761	12,024	17,690
0192	6122	FICA/MEDICARE CONTRIBUTIONS	10,084	11,182	11,752	12,265	18,044
0192	6131	GROUP INSURANCE	21,240	20,645	22,369	23,882	36,330
0192	6133	WORKERS COMP INSURANCE PREMIUM	812	836	967	1,283	2,028
0192	6206	FILM, MICROFILM, TAPES, DISKS	-	-	-	-	-
0192	6208	MISCELLANEOUS OFFICE SUPPLIES	59	153	37	300	250
0192	6249	MISCELLANEOUS OPERATING SUPPLY	2,353	1,060	455	800	750
0192	6281	SMALL TOOLS & MINOR EQUIPMENT	22,974	41,290	34,196	35,000	49,000
0192	6321	TELEPHONE	8,536	8,249	6,746	8,700	16,900
0192	6323	CELLULAR PHONES	-	-	-	-	47,150
0192	6335	TRAINING	-	2,708	91	-	-
0192	6361	GENERAL LIABILITY/PROPERTY INS	4,590	6,070	5,957	6,000	8,000
0192	6374	REFUSE/RECYCLING	-	-	-	-	-
0192	6405	OFFICE & DATA PROCESSING EQUIP	285,585	288,359	305,535	326,000	389,641
0192	6580	OTHER EQUIPMENT	-	-	-	-	-
0192	6585	COMPUTER HARDWARE/SOFTWARE	-	81,526	24,423	18,000	70,000
<b>Total Expenditure</b>			<b>505,957</b>	<b>623,164</b>	<b>582,467</b>	<b>604,570</b>	<b>891,655</b>

**PERSONNEL COMPLEMENT**

IT Manager	1.00	1.00	1.00	1.00	1
Systems & Security					1
IT Tech	0.73	0.73	1.00	1.00	1
<b>Data Processing Total</b>	<b>1.73</b>	<b>1.73</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>

**6405 Office Equipment Contracts**

Support	10,000	10,000	4,120	-	-
Financial Support(General Ledger,P/R, S/A, F/A & System Dev)(LOGIS)	93,222	93,222	100,741	108,545	99,970
PIMS System Support (LOGIS)	35,169	35,169	44,271	46,115	47,875
GIS (LOGIS)	38,500	38,500	42,753	48,415	50,115
Laser Fiche Licensing	7,000	7,000	8,000	8,000	14,250
Licensing/maintenance through Logis	62,287	65,417	58,783	57,290	20,011
Other Licensing/Maintenance					25,180
Internet (Included in LOGIS Support)	12,344	12,344	15,219	16,660	17,560
Server Backup/Hosting LOGIS			26,648	35,975	39,790
Copier/Printer Support	4,000	5,180	5,000	5,000	13,849
Phone Support					6,041
LaserFische Upgrade					55,000
Website Annual Fee	23,063	21,527			
	<b>285,585</b>	<b>288,359</b>	<b>305,535</b>	<b>326,000</b>	<b>389,641</b>

**6585 Computer Hardware / Software**

Server Virtualization		81,526	24,423		
4 Printers (Upper Workroom, Lower Workroom, Building & Admin)					40,000
Universal Power Supply					30,000
Police Copiers - File & Patrol Rooms				18,000	
		<b>81,526</b>	<b>24,423</b>	<b>18,000</b>	<b>70,000</b>

**DESCRIPTION OF SERVICES:**

The Information Technology Department manages and maintains all voice, network and data systems for the city. They also handle long-term project planning, technology implementations and helpdesk support for city staff.

**BUDGET HIGHLIGHTS**

- Full-time Systems & Security Administrator: \$94,102
- Laserfiche Upgrade cost added to 192.6405 in amount of 55,000.  
Ongoing maintenance is 14,250 after first year and future budget will reflect.
- Copier/Printer Support absorbed by cost center 192.6405 from 130/211 to centralize figures-support
- Computer/printers replacements-new, security cameras, etc. : \$20,000 increase
- All Phone & Cell Phone Costs will be recorded under Data Processing (6321, 6323)
- All LOGIS Covered Applications (Financial, PIMS, GIS, Server Backup): \$11,595 increase

**GOALS OF CURRENT YEAR BUDGET:**

Ensure staff access to tools and resources in order to provide effective services to citizens.  
Identify efficiency, security, and cost-saving opportunities that improve/maintain city services using technology & staff.

**Performance Measurements:**

	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Projected
Number of Physical Servers	8	4	4	2	2
Number of Virtualized Servers	0	7	7	12	14
Number of Desktop PCs / Laptops	160	162	162	173	177
Number of Phones	104	105	105	105	109
Number of Mobile Phones	61	62	62	62	65
Number of Tablets	16	18	18	20	23
Number of Wireless Access Points	8	8	8	11	18

FUND GENERAL

DEPARTMENT: GENERAL GOVERNMT. BUILDINGS  
 FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Requested Budget
0194	6102	F.T. REGULAR-WAGES & SALARIES	109,443	113,982	116,505	125,638	174,567
0194	6103	FULL TIME-REGULAR-OVERTIME	1,985	1,075	1,864		
0194	6104	PART TIME-WAGES & SALARIES	46,008	49,263	50,761	50,111	26,058
0194	6107	OVERTIME-PART TIME		1,905	1,408		
0194	6121	PERA CONTRIBUTIONS	11,666	12,232	12,245	13,181	15,047
0194	6122	FICA/MEDICARE CONTRIBUTIONS	11,775	11,980	12,171	13,444	15,348
0194	6131	GROUP INSURANCE	19,450	23,944	26,079	27,852	40,527
0194	6133	WORKERS COMP INSURANCE PREMIUM	6,523	8,796	9,975	7,786	11,351
0194	6221	CLEANING SUPPLIES	1,946	1,503	1,391	3,000	3,000
0194	6223	GASOLINE	3,111	2,466	1,543	3,000	3,500
0194	6225	DIESEL FUEL	978	793	758	1,000	1,000
0194	6231	UNIFORMS & TURN-OUT GEAR	2,278	1,605	2,269	1,850	2,000
0194	6249	MISCELLANEOUS OPERATING SUPPLY	15,313	14,463	15,371	16,000	17,000
0194	6257	OTHER VEHICLE PARTS	1,168	4,101	623	1,500	1,500
0194	6259	BUILDING MAINT/REPAIR SUPPLIES	3,067	4,001	1,994	6,000	7,000
0194	6275	OTHER EQUIPMENT PARTS	-	-	-	-	-
0194	6281	SMALL TOOLS & MINOR EQUIPMENT	1,291	3,117	3,064	5,000	6,000
0194	6323	CELLULAR PHONES	1,705	1,575	1,403	1,800	-
0194	6361	GENERAL LIABILITY/PROPERTY INS	5,217	6,210	5,995	7,000	9,000
0194	6371	ELECTRIC UTILITIES	98,140	90,508	94,612	100,000	100,000
0194	6372	WATER/IRRIGATION	3,044	2,057	2,853	4,000	4,000
0194	6373	GAS	28,789	29,313	20,395	30,000	30,000
0194	6374	REFUSE/RECYCLING	3,882	4,790	5,230	5,000	5,300
0194	6381	BUILDING & STRUCTURE REPAIR	12,463	7,641	9,855	20,000	22,000
0194	6382	MACHINERY & EQUIPMENT REPAIR	12,587	11,461	12,554	20,000	22,000
0194	6388	OTHER VEHICLE REPAIR	1,771	1,845	343	1,500	1,500
0194	6415	OTHER EQUIPMENT RENTAL	-	-	-	-	-
0194	6417	UNIFORM RENTAL	-	-	-	-	-
0194	6489	OTHER CONTRACTED SERVICES	80,216	83,467	89,902	90,000	95,000
0194	6520	BUILDINGS	-	-	-	-	-
0194	6550	MOTOR VEHICLES	-	-	-	-	45,000
0194	6580	OTHER EQUIPMENT	-	-	-	-	15,000
<b>Total Expenditure</b>			<b>483,815</b>	<b>494,094</b>	<b>501,162</b>	<b>554,662</b>	<b>672,698</b>

**PERSONNEL COMPLEMENT**

**Gen. Gov't. Bldgs.**

Building Maintenance	2.63	3.13	3.13	3.13	3.50
<b>Gen Govt Bldgs Total</b>	<b>2.63</b>	<b>3.13</b>	<b>3.13</b>	<b>3.13</b>	<b>3.50</b>

**6550 Motor Vehicles**

Utility Tractor (net of \$10,000 trade in)	-	-	-	-	45,000
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**6580 Other Equipment**

Floor Scrubber	-	-	-	-	15,000
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**DESCRIPTION OF SERVICES:**

The General Government Buildings Department is responsible for cleaning city buildings and the repair and maintenance of all building systems.

**BUDGET HIGHLIGHTS**

- Current PT Building Maintenance (25 hrs) to Full-time: \$33,229
- Maintenance Utility Tractor Replacement (Less \$10,000 trade in): \$45,000
- Floor Scrubber for Epoxy floors in Police/Fire & Public Works: \$15,000

**GOALS OF CURRENT YEAR BUDGET:**

Clean and maintain our municipal buildings to the highest level possible  
Continue to prepare and support voting precincts during elections  
Respond to all maintenance requests in a timely manner

**Performance Measurements:**

	2018 Estimate	2019 Projected	2020 Projected	2021 Projected	2022 Projected
Buildings Maintained	12	12	12	13	13
Rooms Prepared for Meetings Annually	1210	1210	1210	1210	1210
Maintenance Request Cleared	40	40	40	45	45

FUND GENERAL

DEPARTMENT: NEWSLETTER  
 FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Requested Budget
0195	6102	F.T. REGULAR-WAGES & SALARIES	4,751	3,928	3,819	5,829	6,019
0195	6121	PERA CONTRIBUTIONS	356	295	286	437	451
0195	6122	FICA/MEDICARE CONTRIBUTIONS	395	327	316	446	460
0195	6133	WORKERS COMP INSURANCE PREMIUM	25	20	21	47	52
0195	6322	POSTAGE	10,072	10,557	11,346	12,000	12,500
0195	6352	GENERAL NOTICE & PUBLIC INFOR	37,951	33,276	28,872	35,000	33,000
0195	6361	GENERAL LIABILITY/PROPERTY INS	493	484	463	600	800
<b>Total Expenditure</b>			<b>54,043</b>	<b>48,885</b>	<b>45,123</b>	<b>54,359</b>	<b>53,282</b>

**DESCRIPTION OF SERVICES:**  
 The community newsletter, The Ramsey Resident, is distributed to residential homes every two months. It is intended to provide public information about community events and local government.

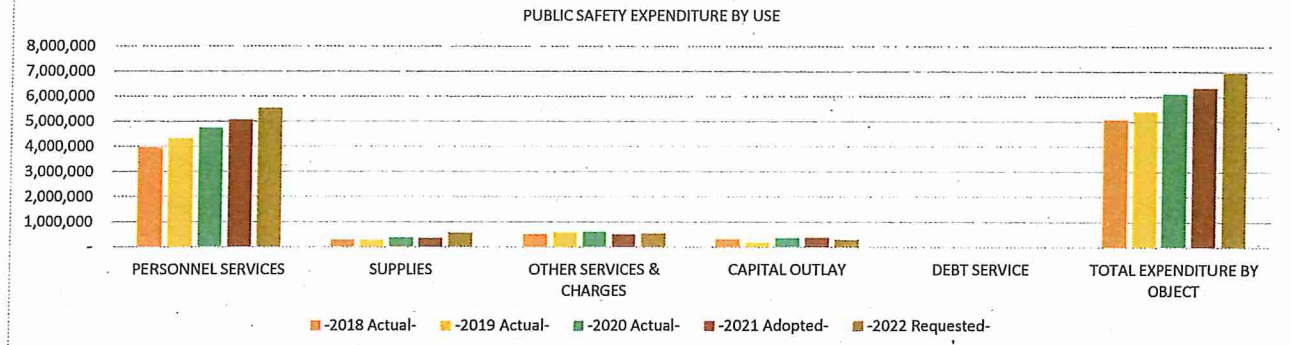
**BUDGET HIGHLIGHTS**  
 • No Major Changes

**GOALS OF CURRENT YEAR BUDGET:**  
 Implement refreshed Ramsey branding items into the newsletter

<b>Performance Measurements:</b>					
	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Projected
Number of newsletters completed annually	6	6	6	6	6
Number of full color newsletters completed annually	6	6	6	6	6
Number of pages published annually	100	100	100	100	100
Annual quantity of paid ads	60	60	60	60	60

**PUBLIC SAFETY** 211-280

EXPENDITURE BY OBJECT SUMMARY	-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Adopted-	-2022 Requested-
PERSONNEL SERVICES	3,970,489	4,337,124	4,749,611	5,074,848	5,530,387
SUPPLIES	283,527	284,616	382,703	370,450	574,300
OTHER SERVICES & CHARGES	524,332	596,473	611,818	506,442	547,364
CAPITAL OUTLAY	314,203	187,166	367,037	399,000	310,000
DEBT SERVICE	-	-	-	-	-
<b>TOTAL EXPENDITURE BY OBJECT</b>	<b>5,092,551</b>	<b>5,405,379</b>	<b>6,111,169</b>	<b>6,350,740</b>	<b>6,962,051</b>



LINE ITEM DETAIL BY COST CENTER OR SUB-FUNCTION

**PUBLIC SAFETY** 211-280

EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS		-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Adopted-	-2022 Requested-
<b>PERSONNEL SERVICES</b>						
<b>WAGES AND SALARIES</b>						
6102	F.T. REGULAR-WAGES & SALARIES	2,629,530	2,867,497	3,073,112	3,289,774	3,637,307
6103	FULL TIME-REGULAR-OVERTIME	94,925	100,480	107,397	90,000	105,000
6104	PART TIME-WAGES & SALARIES	351,953	342,346	419,339	483,192	450,887
6105	TEMPORARY-WAGES & SALARIES	-	-	7,697	-	-
6107	OVERTIME-PART TIME	-	-	-	-	-
<b>TOTAL WAGES AND SALARIES</b>		<b>3,076,408</b>	<b>3,310,324</b>	<b>3,607,545</b>	<b>3,862,966</b>	<b>4,193,194</b>
<b>OTHER GROSS EARNINGS</b>						
6108	SEVERANCE PAY	6,894	22,719	-	-	-
<b>TOTAL OTHER GROSS EARNINGS</b>		<b>6,894</b>	<b>22,719</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EMPLOYER CONTRIBUTIONS</b>						
6121	PERA CONTRIBUTIONS	418,119	471,042	538,587	566,970	619,942
6122	FICA/MEDICARE CONTRIBUTIONS	87,930	92,679	100,100	112,940	122,977
6131	GROUP INSURANCE	273,027	315,534	353,522	391,659	418,176
6132	DISABILITY INSURANCE	1,284	1,313	1,313	1,300	1,300
6133	WORKERS COMP INSURANCE PREMIUM	106,826	123,514	148,543	139,013	174,798
<b>TOTAL EMPLOYER CONTRIBUTIONS</b>		<b>887,186</b>	<b>1,004,081</b>	<b>1,142,066</b>	<b>1,211,882</b>	<b>1,337,193</b>
<b>Total PERSONNEL SERVICES</b>		<b>3,970,489</b>	<b>4,337,124</b>	<b>4,749,611</b>	<b>5,074,848</b>	<b>5,530,387</b>
<b>SUPPLIES</b>						
<b>OFFICE SUPPLIES</b>						
6204	STATIONERY, ENVELOPES & FORMS	1,894	3,253	3,541	3,100	3,100
6206	FILM, MICROFILM, TAPES, DISKS	1,150	1,983	837	1,400	1,900
6207	TRAINING SUPPLIES	1,951	2,565	3,609	3,400	3,550
6208	MISCELLANEOUS OFFICE SUPPLIES	3,335	3,487	2,164	5,450	4,850
<b>TOTAL OFFICE SUPPLIES</b>		<b>8,330</b>	<b>11,288</b>	<b>10,151</b>	<b>13,350</b>	<b>13,400</b>
<b>OPERATING SUPPLIES</b>						
6223	GASOLINE	73,963	70,208	63,697	76,000	76,000
6225	DIESEL FUEL	3,617	3,783	4,315	4,000	5,000
6227	LUBRICANTS & ADDITIVES	939	951	934	1,100	1,100
6229	SHOP MATERIALS	647	962	906	1,000	1,000
6231	UNIFORMS & TURN-OUT GEAR	45,597	52,434	95,064	70,750	105,750
6233	BATTERIES	1,105	1,071	652	2,500	2,000
6235	AMMUNITION	7,135	9,386	15,970	8,500	12,000
6237	CRIME SCENE KIT MATERIALS	894	669	368	1,000	1,000
6239	FIRST AID SUPPLIES	17,964	2,560	12,345	6,000	10,300
6241	COMMUNITY POLICING SUPPLIES	4,880	7,750	10,310	7,000	9,000
6249	MISCELLANEOUS OPERATING SUPPLY	43,103	35,512	40,731	44,350	47,350
<b>TOTAL OPERATING SUPPLIES</b>		<b>199,844</b>	<b>185,286</b>	<b>245,292</b>	<b>222,200</b>	<b>270,500</b>
<b>REPAIR AND MAINTENANCE SUPPLIES</b>						
6251	BATTERIES	2,051	812	678	3,000	3,000
6253	BRAKES	2,281	2,342	3,421	3,000	3,000
6255	TIRES	6,427	7,271	7,458	7,500	8,000
6257	OTHER VEHICLE PARTS	19,638	9,690	19,967	27,000	29,000
6259	BUILDING MAINT/REPAIR SUPPLIES	118	7,844	357	12,500	33,000
6266	SCBA-PARTS	2,292	4,843	4,679	6,000	6,000
6271	SIGN REPAIR MATERIALS	-	121	382	2,000	2,000
6275	OTHER EQUIPMENT PARTS	4,362	6,158	662	6,100	6,100
<b>TOTAL REPAIR AND MAINTENANCE SUPPLIES</b>		<b>37,168</b>	<b>39,081</b>	<b>37,604</b>	<b>67,100</b>	<b>90,100</b>
<b>SMALL TOOLS AND MINOR EQUIPMENT</b>						
6281	SMALL TOOLS & MINOR EQUIPMENT	38,186	48,456	89,606	67,600	200,100
<b>TOTAL SMALL TOOLS AND MINOR EQUIPMENT</b>		<b>38,186</b>	<b>48,456</b>	<b>89,606</b>	<b>67,600</b>	<b>200,100</b>
<b>MERCHANDISE FOR RESALE</b>						
6291	CULVERTS, SIGNS, STREET SUPPLY	-	505	50	200	200
<b>TOTAL MERCHANDISE FOR RESALE</b>		<b>-</b>	<b>505</b>	<b>50</b>	<b>200</b>	<b>200</b>
<b>Total SUPPLIES</b>		<b>283,527</b>	<b>284,616</b>	<b>382,703</b>	<b>370,450</b>	<b>574,300</b>
<b>OTHER SERVICES &amp; CHARGES</b>						
<b>PROFESSIONAL SERVICES</b>						
6302	AUDITING & ACCOUNTING SERVICES	3,750	3,900	4,050	4,000	4,000
6315	MISCELLANEOUS PROFESSIONAL SER	160,494	212,959	225,996	77,833	111,000
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>164,244</b>	<b>216,859</b>	<b>230,046</b>	<b>81,833</b>	<b>115,000</b>
<b>COMMUNICATION</b>						
6321	TELEPHONE	4,395	4,459	4,400	4,900	-
6322	POSTAGE	2,118	1,991	2,029	2,950	4,450
6323	CELLULAR PHONES	17,080	17,549	22,235	25,200	-
<b>TOTAL COMMUNICATION</b>		<b>23,594</b>	<b>24,000</b>	<b>28,664</b>	<b>33,050</b>	<b>4,450</b>
<b>EMPLOYEE REIMBURSEMENTS</b>						
6331	TRAVEL & LODGING	5,216	3,962	2,765	7,800	7,300
6334	MILEAGE REIMBURSEMENT	-	528	170	750	750

6335	TRAINING	55,005	60,763	56,199	70,600	73,600
<b>TOTAL EMPLOYEE REIMBURSEMENTS</b>		<b>60,221</b>	<b>65,253</b>	<b>59,135</b>	<b>79,150</b>	<b>81,650</b>
<b>INSURANCE</b>						
6361	GENERAL LIABILITY/PROPERTY INS	60,944	71,100	80,624	74,250	92,850
<b>TOTAL INSURANCE</b>		<b>60,944</b>	<b>71,100</b>	<b>80,624</b>	<b>74,250</b>	<b>92,850</b>
<b>UTILITIES</b>						
6371	ELECTRIC UTILITIES	31,589	32,858	32,059	34,200	34,200
6372	WATER/IRRIGATION	4,994	4,397	4,797	4,500	5,000
6373	GAS	6,077	7,072	5,034	8,000	7,000
6374	REFUSE/RECYCLING	1,122	1,250	1,363	1,400	1,400
<b>TOTAL UTILITIES</b>		<b>43,782</b>	<b>45,576</b>	<b>43,253</b>	<b>48,100</b>	<b>47,600</b>
<b>REPAIRS AND MAINTENANCE - LABOR</b>						
6382	MACHINERY & EQUIPMENT REPAIR	20,796	4,542	5,491	21,500	21,500
6383	OFFICE EQUIPMENT REPAIR	-	-	-	-	-
6386	BRAKE REPAIR	-	-	-	-	-
6388	OTHER VEHICLE REPAIR	45,129	70,917	55,013	40,000	52,000
6389	TOWING SERVICES	3,224	1,623	2,037	3,500	3,000
<b>TOTAL REPAIRS AND MAINTENANCE - LABOR</b>		<b>69,149</b>	<b>77,081</b>	<b>62,541</b>	<b>65,000</b>	<b>76,500</b>
<b>REPAIRS AND MAINTENANCE - CONTRACTS</b>						
6405	OFFICE & DATA PROCESSING EQUIP	41,370	41,614	50,694	54,134	55,639
<b>TOTAL REPAIRS AND MAINTENANCE - CONTRACTS</b>		<b>41,370</b>	<b>41,614</b>	<b>50,694</b>	<b>54,134</b>	<b>55,639</b>
<b>RENTALS</b>						
6413	OFFICE EQUIPMENT RENTAL	5,966	4,837	5,995	6,000	6,000
6415	OTHER EQUIPMENT RENTAL	31,613	31,014	33,601	35,125	37,125
<b>TOTAL RENTALS</b>		<b>37,578</b>	<b>35,851</b>	<b>39,596</b>	<b>41,125</b>	<b>43,125</b>
<b>DUES, SUBSCRIPTIONS, AND REGISTRATION FEES</b>						
6451	MEMBERSHIP DUES	5,421	5,546	6,067	8,000	8,250
6452	SUBSCRIPTIONS	-	688	41	1,500	-
<b>TOTAL DUES, SUBSCRIPTIONS, AND REGISTRATION FEES</b>		<b>5,421</b>	<b>6,234</b>	<b>6,108</b>	<b>9,500</b>	<b>8,250</b>
<b>BOOKS AND PAMPHLETS</b>						
6471	BOOKS & PAMPHLETS	3,020	626	2,331	3,300	3,300
<b>TOTAL BOOKS AND PAMPHLETS</b>		<b>3,020</b>	<b>626</b>	<b>2,331</b>	<b>3,300</b>	<b>3,300</b>
<b>CONTRACTED SERVICES</b>						
6489	OTHER CONTRACTED SERVICES	15,010	12,279	8,826	17,000	19,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>15,010</b>	<b>12,279</b>	<b>8,826</b>	<b>17,000</b>	<b>19,000</b>
<b>Total OTHER SERVICES &amp; CHARGES</b>		<b>524,332</b>	<b>596,473</b>	<b>611,818</b>	<b>506,442</b>	<b>547,364</b>
<b>CAPITAL OUTLAY</b>						
<b>CAPITAL OUTLAY</b>						
6540	HEAVY MACHINERY	-	-	-	-	-
6550	MOTOR VEHICLES	98,487	111,789	351,094	399,000	140,000
6580	OTHER EQUIPMENT	215,716	75,378	15,943	-	170,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>314,203</b>	<b>187,166</b>	<b>367,037</b>	<b>399,000</b>	<b>310,000</b>
<b>Total CAPITAL OUTLAY</b>		<b>314,203</b>	<b>187,166</b>	<b>367,037</b>	<b>399,000</b>	<b>310,000</b>
<b>DEBT SERVICE</b>						
<b>DEBT SERVICE</b>						
6603	OTHER L.T. OBLIGATION PRINCIPA	-	-	-	-	-
<b>TOTAL DEBT SERVICE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL DEBT SERVICE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING</b>		<b>5,092,551</b>	<b>5,405,379</b>	<b>6,111,169</b>	<b>6,350,740</b>	<b>6,962,051</b>

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Requested Budget
0211	6102	F.T. REGULAR-WAGES & SALARIES	2,226,750	2,382,526	2,566,863	2,767,065	3,050,644
0211	6103	FULL TIME-REGULAR-OVERTIME	94,598	100,248	95,476	90,000	105,000
0211	6104	PART TIME-WAGES & SALARIES	86,060	77,511	84,498	121,254	97,247
0211	6105	TEMPORARY-WAGES & SALARIES					
0211	6108	SEVERANCE PAY	6,894	22,719			
0211	6121	PERA CONTRIBUTIONS	369,085	408,862	466,528	487,180	535,394
0211	6122	FICA/MEDICARE CONTRIBUTIONS	50,348	53,390	55,299	64,129	70,660
0211	6131	GROUP INSURANCE	226,600	258,970	294,930	323,264	347,798
0211	6133	WORKERS COMP INSURANCE PREMIUM	79,187	94,302	111,190	105,311	130,544
0211	6204	STATIONERY, ENVELOPES & FORMS	911	2,567	2,654	1,600	1,600
0211	6206	FILM, MICROFILM, TAPES, DISKS	1,150	1,101	837	1,100	1,600
0211	6207	TRAINING SUPPLIES	1,951	2,565	3,609	3,400	3,550
0211	6208	MISCELLANEOUS OFFICE SUPPLIES	2,579	2,561	1,838	3,500	3,500
0211	6223	GASOLINE	58,811	55,400	50,539	60,000	60,000
0211	6227	LUBRICANTS & ADDITIVES	939	951	934	1,100	1,100
0211	6229	SHOP MATERIALS	647	962	906	1,000	1,000
0211	6231	UNIFORMS & TURN-OUT GEAR	18,878	30,905	65,867	34,000	60,000
0211	6233	BATTERIES	1,105	1,071	652	2,500	2,000
0211	6235	AMMUNITION	7,135	9,386	15,970	8,500	12,000
0211	6237	CRIME SCENE KIT MATERIALS	894	669	368	1,000	1,000
0211	6239	FIRST AID SUPPLIES	15,719	1,164	4,304	4,000	4,300
0211	6249	MISCELLANEOUS OPERATING SUPPLY	5,742	9,644	8,940	9,100	9,100
0211	6251	BATTERIES	961	812	678	2,000	2,000
0211	6253	BRAKES	2,281	2,342	3,421	3,000	3,000
0211	6255	TIRES	6,427	7,271	7,458	7,500	8,000
0211	6257	OTHER VEHICLE PARTS	10,986	6,795	8,724	15,000	15,000
0211	6259	BUILDING MAINT/REPAIR SUPPLIES	118	7,844	357	12,500	13,000
0211	6275	OTHER EQUIPMENT PARTS	964	1,268	443	1,100	1,100
0211	6281	SMALL TOOLS & MINOR EQUIPMENT	17,568	31,268	42,701	42,500	167,500
0211	6315	MISCELLANEOUS PROFESSIONAL SER	3,444	4,730	8,190	8,000	11,000
0211	6321	TELEPHONE	2,233	2,124	2,203	2,300	-
0211	6322	POSTAGE	1,020	1,259	1,331	1,100	2,600
0211	6323	CELLULAR PHONES	10,166	10,072	13,184	16,000	-
0211	6331	TRAVEL & LODGING	4,716	3,549	2,492	4,500	5,000
0211	6334	MILEAGE REIMBURSEMENT	-	-	-	250	250
0211	6335	TRAINING	24,495	26,762	21,693	32,500	32,500
0211	6361	GENERAL LIABILITY/PROPERTY INS	42,787	49,548	56,773	52,000	62,000
0211	6382	MACHINERY & EQUIPMENT REPAIR	373	235	410	500	500
0211	6383	OFFICE EQUIPMENT REPAIR	-	-	-	-	-
0211	6386	BRAKE REPAIR	-	-	-	-	-
0211	6388	OTHER VEHICLE REPAIR	7,904	5,643	10,152	10,000	12,000
0211	6389	TOWING SERVICES	3,224	1,623	2,037	3,500	3,000
0211	6405	OFFICE & DATA PROCESSING EQUIP	2,830	2,445	10,419	12,000	12,000
0211	6413	OFFICE EQUIPMENT RENTAL	5,966	4,837	5,995	6,000	6,000
0211	6415	OTHER EQUIPMENT RENTAL	30,485	31,014	33,601	35,000	37,000
0211	6451	MEMBERSHIP DUES	2,422	3,018	3,473	3,500	3,800
0211	6489	OTHER CONTRACTED SERVICES	7,467	5,410	3,195	7,500	10,000
0211	6550	MOTOR VEHICLES	57,293	67,155	35,841	74,000	140,000
0211	6580	OTHER EQUIPMENT	-	-	15,943	-	-
<b>Total Expenditure</b>			<b>3,502,113</b>	<b>3,794,498</b>	<b>4,122,916</b>	<b>4,441,253</b>	<b>5,045,287</b>

**PERSONNEL COMPLEMENT**

Police Chief	1.00	1.00	1.00	1.00	1.00
Captain	2.00	2.00	2.00	2.00	2.00
Sergeant	4.00	4.00	4.00	4.00	4.00
Drug Task Force Officer	1.00	1.00	1.00	1.00	1.00
Patrol Officer	17.00	19.00	19.00	21.00	21.00
Community Service Officer	1.26	1.26	1.26	1.26	1.26
Police Office Supervisor	1.00	1.00	1.00	1.00	1.00
Clerical/Support Personnel	2.50	2.50	2.63	3.26	3.64
<b>Public Safety Total</b>	<b>29.76</b>	<b>31.76</b>	<b>31.89</b>	<b>34.52</b>	<b>34.90</b>

**6550 Motor Vehicles**

Ford Interceptor	28,646	-	35,841	-	-
Malibu	-	-	-	31,500	-
Taurus	-	29,592	-	-	30,000
Tahoe	28,647	37,563	-	37,000	40,000
Charger	-	-	-	-	30,000
Ford Explorer- Hybrid	-	-	-	-	40,000
	<b>57,293</b>	<b>67,155</b>	<b>35,841</b>	<b>68,500</b>	<b>140,000</b>

**6580 Other Equipment**

ATV	-	-	15,943	-	-
	-	-	15,943	-	-

**DESCRIPTION OF SERVICES:**

The Police Department is responsible for the protection of life and property and an atmosphere of community security through the deterrence of criminal activity by visible patrols; the enforcement of traffic laws; the apprehension of criminal offenders; emergency response services; and the delivery of other community services such as animal control and school liaison. The department provides for the investigation of criminal incidents and the apprehension of criminal offenders through the gathering, analysis, preservation and presentation of evidence.

**BUDGET HIGHLIGHTS**

- Body Cameras /software / data storage for all police officers & CSOs - \$117,000 (acct #6281)
- PT Police Tech from 25 Hour week to Full-time - \$27,916
- Riot Gear, New Uniforms: \$26,000 Increase (6231)
- 3 Squad Replacements & 1 New Vehicle (Electric) - \$140,000

**GOALS OF CURRENT YEAR BUDGET:**

- Reduce Illegal drug activity in the community
- Adequately staff public safety based on changing demographics
- Leverage technology to create operational efficiencies
- Enhance traffic safety in the community

**Performance Measurements:**

Police Department Activity	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Projected
Dispatched Calls for Service	12102	13484	14918	14500	15000
Motor Vehicle Accidents	466	423	335	450	475
Citations and Warnings	1812	1278	1215	1500	1700
Criminal	1257	1217	1020	1300	1350
Non-Criminal	7413	8531	8834	8500	9000
<b>State CPM Performance Measurement Results</b>					
	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Part 1 and Part 2 Crime Rates (per 1000)	13.92/21.25	11.59/21.24	2019 last year of data		
Part 1 and Part 2 Crime Clearance Rates (per 1000)	44%	43%	2019 last year of data		
Average police response time - highest priority calls	6:03	5:42	5:44	under 7 min	under 7 min

FUND GENERAL

DEPARTMENT: FIRE PROTECTION  
 FUNCTION: PUBLIC SAFETY

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Requested Budget
0220	6102	F.T. REGULAR-WAGES & SALARIES	192,691	260,037	292,458	299,814	317,482
0220	6103	FULL TIME-REGULAR-OVERTIME	327	232	9,814		
0220	6104	PART TIME-WAGES & SALARIES	260,022	264,836	321,487	258,750	275,791
0220	6105	TEMPORARY-WAGES & SALARIES					
0220	6108	SEVERANCE PAY					
0220	6121	PERA CONTRIBUTIONS	32,865	45,362	55,059	55,334	58,521
0220	6122	FICA/MEDICARE CONTRIBUTIONS	21,170	21,479	26,860	23,866	25,769
0220	6131	GROUP INSURANCE	18,479	35,216	36,495	38,977	39,139
0220	6132	DISABILITY INSURANCE	1,284	1,313	1,313	1,300	1,300
0220	6133	WORKERS COMP INSURANCE PREMIUM	24,715	26,414	34,093	29,100	37,000
0220	6206	FILM, MICROFILM, TAPES, DISKS	-	-			
0220	6208	MISCELLANEOUS OFFICE SUPPLIES	356	602	242	1,200	600
0220	6223	GASOLINE	12,220	12,643	11,675	13,000	13,000
0220	6225	DIESEL FUEL	3,617	3,783	4,315	4,000	5,000
0220	6231	UNIFORMS & TURN-OUT GEAR	26,159	21,515	29,057	36,000	45,000
0220	6233	BATTERIES	-				
0220	6239	FIRST AID SUPPLIES	2,245	1,396	8,041	2,000	6,000
0220	6249	MISCELLANEOUS OPERATING SUPPLY	14,171	14,880	17,523	18,000	21,000
0220	6255	TIRES	-	-			
0220	6257	OTHER VEHICLE PARTS	8,652	2,895	11,243	12,000	14,000
0220	6259	BUILDING MAINT/REPAIR SUPPLIES					20,000
0220	6266	SCBA-PARTS	2,292	4,843	4,679	6,000	6,000
0220	6275	OTHER EQUIPMENT PARTS	-	-			
0220	6281	SMALL TOOLS & MINOR EQUIPMENT	20,561	16,725	46,706	25,000	32,000
0220	6302	AUDITING & ACCOUNTING SERVICES	3,750	3,900	4,050	4,000	4,000
0220	6315	MISCELLANEOUS PROFESSIONAL SER	-	-			
0220	6321	TELEPHONE	1,772	2,000	1,849	2,000	-
0220	6322	POSTAGE	251	146	111	300	300
0220	6323	CELLULAR PHONES	6,256	6,906	6,960	7,000	-
0220	6335	TRAINING	27,695	27,851	32,432	32,000	35,000
0220	6361	GENERAL LIABILITY/PROPERTY INS	12,402	14,493	17,229	16,000	21,000
0220	6371	ELECTRIC UTILITIES	18,308	17,327	17,774	20,000	20,000
0220	6372	WATER/IRRIGATION	4,994	4,397	4,797	4,500	5,000
0220	6373	GAS	6,077	7,072	5,034	8,000	7,000
0220	6374	REFUSE/RECYCLING	1,122	1,250	1,363	1,400	1,400
0220	6388	OTHER VEHICLE REPAIR	37,225	65,273	44,861	30,000	40,000
0220	6405	OFFICE & DATA PROCESSING EQUIP	14,056	14,685	15,792	17,134	18,639
0220	6451	MEMBERSHIP DUES	2,035	1,236	2,003	2,000	2,200
0220	6452	SUBSCRIPTIONS	-	688	41	1,500	
0220	6471	BOOKS & PAMPHLETS	95	275	518	1,000	1,000
0220	6489	OTHER CONTRACTED SERVICES	3,038	2,444	3,508	3,500	5,000
0220	6550	MOTOR VEHICLES	41,195	44,634	315,253	325,000	
0220	6580	OTHER EQUIPMENT	177,160	75,378			140,000
<b>Total Expenditure</b>			<b>999,255</b>	<b>1,024,125</b>	<b>1,384,635</b>	<b>1,299,675</b>	<b>1,218,141</b>

**PERSONNEL COMPLEMENT**

Fire Chief	1.00	1.00	1.00	1.00	1.00
Fire Secretary	0.70	0.70	0.70	0.70	0.70
Fire Inspector		1.00	1.00	1.00	1.00
Fire Marshall	1.00	1.00	1.00	1.00	1.00
Firefighters	7.58	7.58	7.58	7.58	7.58
<b>Fire Total</b>	<b>10.28</b>	<b>11.28</b>	<b>11.28</b>	<b>11.28</b>	<b>11.28</b>

**6550 Motor Vehicles**

1st half funding Replace 1999 Fire Engine #556			270,626	-	
2nd half funding Replace 1999 Fire Engine #556			-	325,000	
Replace Fire Prevention Veh #386			44,627	-	
Replace Grass Truck #21	41,195	44,634	-	-	
	<b>41,195</b>	<b>44,634</b>	<b>315,253</b>	<b>325,000</b>	<b>-</b>

**6580 Other Equipment**

800 MHZ Radio - 3 Year Funding	-	-	-	-	-
SCBA's - 28	177,160	-	-	-	-
Thermal Imaging Camera		23,897			
Bullex Attack Training Prop		16,515			
Fire Training Room Table & Chairs					30,000
Epoxy Flooring Fire 1 (Capital Maintenance Funded)					20,000
Appratus Bay Painting Fire 1 (Capital Maintenance Funded)					15,000
Extrication Tools		34,966			50,000
Refurbish Tanker II					25,000
	<b>177,160</b>	<b>75,378</b>	<b>-</b>	<b>-</b>	<b>140,000</b>

**BUDGET HIGHLIGHTS**

- 6231 increase reflects replacement turnout gear that has reached its max life expectancy.
- 6259 added for maintenance of Fire Station 1: \$20,000
- See Captial Equipment Requests noted above: \$140,000

**GOALS OF CURRENT YEAR BUDGET:**

- Replacement of expired structural fire turn out gear
- Revise and update department policies/procedures and Standard Operating Guidelines
- Expand use of FDM software modules to include training, public education & equipment inventory
- Establish and maintain programs that enhance the health and fitness of all department employees
- Ensure adequate staff numbers to meet increased demand of calls for service
- Increase use of PSDS software to include mobile inspections module

**Performance Measurements:**

	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Projected
Number of Calls for Service	821	975	1133	1200	1350
Mutual Aid	44	41	47	45	45
Given	33	19	29	27	27
Received	11	22	18	18	18
Number of firefighters	52	52	53	40	40
Prevention:					
# of Public Education contacts	62	57	28	55	75
# of commerical property inspections	194	282	177	280	320
# of permits issued	90	96	83	110	115

<i>State CPM Performance Measurement Results</i>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021 Estimated</b>
Insurance industry rating of fire services	4/7	4/7	4/7	4/7	4/7
Fire calls per 1,000 population	14.56	16.7	15.3	15.6	16
Average response times	8:23	8:16	8:41	6:19	6:20
EMS calls per 1,000 population	13	14.85	20.8	26.3	28

FUND GENERAL

DEPARTMENT: PROTECTIVE INSPECTIONS

FUNCTION: PUBLIC SAFETY

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Requested Budget
0240	6102	F.T. REGULAR-WAGES & SALARIES	185,628	199,091	184,625	163,214	217,552
0240	6103	FULL TIME-REGULAR-OVERTIME	-	-	2,045		
0240	6104	PART TIME-WAGES & SALARIES	5,871	-	13,354	103,188	77,849
0240	6105	TEMPORARY-WAGES & SALARIES	-	-	7,697		
0240	6108	SEVERANCE PAY	4,541	16,493			
0240	6121	PERA CONTRIBUTIONS	14,291	14,888	14,847	19,980	22,155
0240	6122	FICA/MEDICARE CONTRIBUTIONS	14,566	15,876	15,747	20,380	22,598
0240	6131	GROUP INSURANCE	27,948	21,348	22,097	29,418	31,239
0240	6133	WORKERS COMP INSURANCE PREMIUM	1,133	1,160	1,232	2,131	2,247
0240	6204	STATIONERY, ENVELOPES & FORMS	983	393	654	1,000	1,000
0240	6208	MISCELLANEOUS OFFICE SUPPLIES	400	323	84	750	750
0240	6223	GASOLINE	2,932	2,165	1,482	3,000	3,000
0240	6231	UNIFORMS & TURN-OUT GEAR	560	14	140	750	750
0240	6249	MISCELLANEOUS OPERATING SUPPLY	1,093	2,404	1,723	2,500	2,500
0240	6315	MISCELLANEOUS PROFESSIONAL SER	157,050	208,230	217,807	69,833	100,000
0240	6321	TELEPHONE	390	335	348	600	-
0240	6322	POSTAGE	847	585	586	1,500	1,500
0240	6323	CELLULAR PHONES	658	570	1,073	1,000	-
0240	6331	TRAVEL AND LODGING			135	2,000	1,000
0240	6334	MILEAGE REIMBURSEMENT	-	528	170	500	500
0240	6335	TRAINING	1,945	5,496	2,075	5,000	5,000
0240	6361	GENERAL LIABILITY/PROPERTY INS	4,468	6,237	5,787	6,000	8,000
0240	6405	OFFICE & DATA PROCESSING EQUIP	24,484	24,484	24,484	25,000	25,000
0240	6451	MEMBERSHIP DUES	435	360	165	1,000	750
0240	6471	BOOKS & PAMPHLETS	-	100	1,228	2,000	2,000
0240	6550	MOTOR VEHICLES	-	79,752			
<b>Total Expenditure</b>			<b>450,223</b>	<b>600,831</b>	<b>519,585</b>	<b>460,744</b>	<b>525,390</b>

**PERSONNEL COMPLEMENT**

Building Official	1.00	1.00	1.00	1.00	1.00
Building Inspector	-	-	-	1.00	1.00
Permit Technicians	2.00	1.81	1.81	1.81	1.90
Inspectors	0.25	0.25	0.25	0.25	0.25
<b>Building Inspection Total</b>	<b>3.25</b>	<b>3.06</b>	<b>3.06</b>	<b>4.06</b>	<b>4.15</b>

**6550 Motor Vehicles**

Replace Veh #401	-	26,584	-	-
Replace Veh #405	-	26,584	-	-
Replace Veh #406	-	26,584	-	-
		<b>79,752</b>		

**DESCRIPTION OF SERVICES:**

The mission of the Community Development Department is to guide residential and commercial growth through comprehensive planning processes and administer the city's building and zoning codes in a equitable and professional manner to promote and sustain public safety, quality of life, and the health and well being of the whole community.

The purpose of the Building Division is to help ensure all your construction projects meet the requirements of both the Minnesota State Building Code and the City Zoning regulations.

**BUDGET HIGHLIGHTS**

- Increase Hours of Permit Tech from 32.5 Hrs/week to 36 hours/week: \$6,519
- Increase Professional Services offset increase in building permits: \$30,000 (6315)

**GOALS OF CURRENT YEAR BUDGET:**

- Complete standard residential plan review within 10 business days.
- Complete standard commercial plan review within 30 business days.
- Allow for inspection availability within 48 hours.

**Performance Measurements:**

	2018 Actual	2019 Actual	2020 Actual	2021 YTD	2022 Projected
New Residential Units	139	135	176	85	
Total Permits	2,697	3,339	3,630	1,755	
Number of Inspections	8,090	9,764	12,765	5,704	

FUND GENERAL

DEPARTMENT: CIVIL DEFENSE  
 FUNCTION: PUBLIC SAFETY

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Requested Budget
0250	6251	BATTERIES	1,090	-	-	1,000	1,000
0250	6275	OTHER EQUIPMENT PARTS	3,398	4,891	219	5,000	5,000
0250	6361	GENERAL LIABILITY/PROPERTY INS	106	150	23	150	150
0250	6371	ELECTRIC UTILITIES	1,020	1,020	1,020	1,200	1,200
0250	6382	MACHINERY & EQUIPMENT REPAIR	6,013	9,104	1,025	6,000	6,000
0250	6580	OTHER CAPITAL EQUIPMENT	-	-	-	-	30,000
<b>Total Expenditure</b>			<b>11,627</b>	<b>15,164</b>	<b>2,288</b>	<b>13,350</b>	<b>43,350</b>

**DESCRIPTION OF SERVICES:**  
 The Civil Defence budget funds expenditures related to the city-wide emergency siren notification system.

**BUDGET HIGHLIGHTS**

- Civil Defense Sirens (2) - \$30,000

**GOALS OF CURRENT YEAR BUDGET:**  
 Maintain infrastructure of siren warning system

**Performance Measurements:**

	2018 Actual	2019 Projected	2020 Projected	2021 Projected	2022 Projected
Number of Sirens	17	17	17	17	17

FUND GENERAL

DEPARTMENT: TRAFFIC ENGINEERING  
 FUNCTION: PUBLIC SAFETY

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Requested Budget
0260	6102	F.T. REGULAR-WAGES & SALARIES	24,461	25,844	29,166	59,681	51,629
0260	6103	FULL TIME-REGULAR-OVERTIME	-	-	62		
0260	6105	TEMPORARY-WAGES & SALARIES	-	-			
0260	6121	PERA CONTRIBUTIONS	1,878	1,930	2,154	4,476	3,872
0260	6122	FICA/MEDICARE CONTRIBUTIONS	1,845	1,934	2,195	4,565	3,950
0260	6133	WORKERS COMP INSURANCE PREMIUM	1,790	1,639	2,027	2,471	5,007
0260	6249	MISCELLANEOUS OPERATING SUPPLY	21,921	8,448	11,868	14,000	14,000
0260	6271	SIGN REPAIR MATERIALS	-	121	382	2,000	2,000
0260	6361	GENERAL LIABILITY/PROPERTY INS	1,081	572	680		1,500
0260	6371	ELECTRIC UTILITIES	12,261	14,511	13,265	13,000	13,000
0260	6382	MACHINERY & EQUIPMENT REPAIR	20,422	4,307	5,081	15,000	15,000
0260	6489	CONTRACTED SERVICES	300	600	1,807	2,000	2,000
0260	6580	OTHER EQUIPMENT	38,556	-			
<b>Total Expenditure</b>			<b>124,516</b>	<b>59,904</b>	<b>68,686</b>	<b>117,193</b>	<b>111,958</b>

**DESCRIPTION OF SERVICES:**  
 The Traffic Engineering budget funds the installation and maintenance of traffic signage on, above, and/or near city streets.

**BUDGET HIGHLIGHTS**

- No major changes. Staff time redistributed between streets, traffic engr & snow plowing

**GOALS OF CURRENT YEAR BUDGET:**

- Continue to meet FHWA guidelines for traffic signage
- Replace damaged or defective signs within 48 hours
- Bring signage up to current standards on all reconstruct and overlay projects
- Continue to support Engineering and Community Development departments with traffic issues

Performance Measurements:					
	2018 Estimate	2019 Actual	2020 Projected	2021 Projected	2022 Projected
Total Hours	610	539	610		
Number of Traffic Signs in System	2390	2390	2390		
Number of Traffic Counts Performed	15	15	15		

FUND GENERAL

DEPARTMENT: ANIMAL CONTROL  
 FUNCTION: PUBLIC SAFETY

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Requested Budget
0270	6249	MISCELLANEOUS OPERATING SUPPLY	176	136	678	750	750
0270	6281	SMALL TOOLS & MINOR EQUIPMENT	-	375			500
0270	6489	OTHER CONTRACTED SERVICES	4,205	3,825	315	4,000	2,000
<b>Total Expenditure</b>			<b>4,381</b>	<b>4,336</b>	<b>993</b>	<b>4,750</b>	<b>3,250</b>

**DESCRIPTION OF SERVICES:**  
 This fund covers expenditures related to animal control which is provided on a contractual basis with North Metro Animal Care.

**BUDGET HIGHLIGHTS**

- No Major Changes

**GOALS OF CURRENT YEAR BUDGET:**  
 Provide animal containment services to residents

<b>Performance Measurements:</b>					
	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Projected
Animal Complaints	456	375	539	390	390
Number of Animals Impounded	70	33	53	45	45
Number of Animals Released to Owners	59	26	47	45	45
Number of Euthanizations	0	0	0	0	0

FUND GENERAL

DEPARTMENT: COMMUNITY ORIENTATING POLICE  
 FUNCTION: PUBLIC SAFETY

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Requested Budget
0280	6204	STATIONERY, ENVELOPES & FORMS	-	293	233	500	500
0280	6206	FILM, MICROFILM, TAPES, DISKS	-	883	-	300	300
0280	6241	COMMUNITY POLICING SUPPLIES	4,880	7,750	10,310	7,000	9,000
0280	6281	SMALL TOOLS & MINOR EQUIPMENT	56	88	199	100	100
0280	6291	CULVERTS, SIGNS, STREET SUPPLY	-	505	50	200	200
0280	6322	POSTAGE	1	-	-	50	50
0280	6323	CELLULAR PHONES	-	1,018	1,018	1,200	-
0280	6331	TRAVEL & LODGING	500	413	138	1,300	1,300
0280	6335	TRAINING	870	655	-	1,100	1,100
0280	6361	GENERAL LIABILITY/PROPERTY INS	100	101	131	100	200
0280	6415	OTHER EQUIPMENT RENTAL	1,127	-	-	125	125
0280	6451	MEMBERSHIP DUES	530	933	427	1,500	1,500
0280	6471	BOOKS & PAMPHLETS	2,925	251	585	300	300
<b>Total Expenditure</b>			<b>10,990</b>	<b>12,888</b>	<b>13,092</b>	<b>13,775</b>	<b>14,675</b>

**DESCRIPTION OF SERVICES:**  
 The Community Orientating Policing funds expenditures related to community programs such as: Kids Safety Camp, Car Seat Inspections, Night to Unite, Pet Clinics, Bike Helmet Fitting and Sale, Police Explorers, and Drug Take Back Program

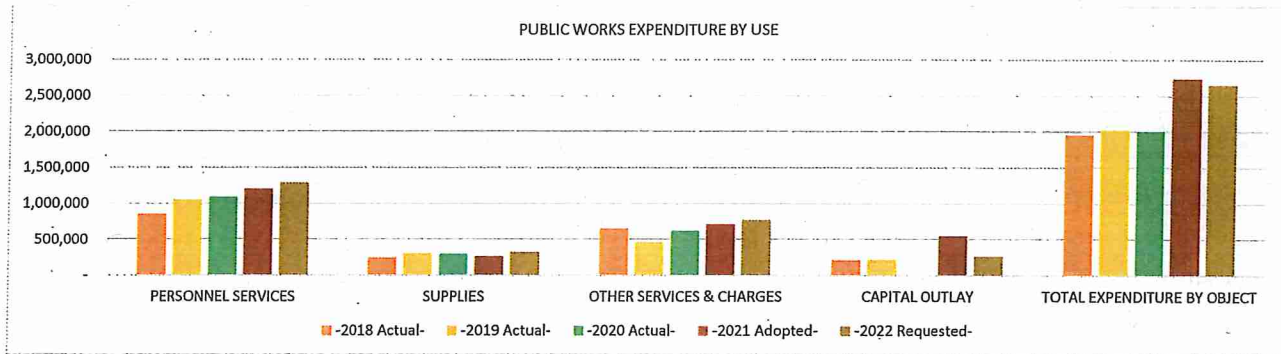
**BUDGET HIGHLIGHTS**  
 • No Major Changes

**GOALS OF CURRENT YEAR BUDGET:**  
 Increase participation in community based programs

<b>Performance Measurements:</b>					
	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Projected
# of participants attending Kids Safety Camp	125	144	0	144	144
# of car seat inspections	50	29	9	30	30
Night to Unite - # of Parties	45	48	26	48	48
# of animals served at Pet Clinics	231	120	0	0	0

**PUBLIC WORKS** 301-312

EXPENDITURE BY OBJECT SUMMARY	-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Adopted-	-2022 Requested-
PERSONNEL SERVICES	851,970	1,047,527	1,091,120	1,206,326	1,289,629
SUPPLIES	241,961	301,182	297,565	268,928	324,000
OTHER SERVICES & CHARGES	649,658	460,263	620,510	713,745	771,610
CAPITAL OUTLAY	211,093	219,480	-	552,000	265,800
<b>TOTAL EXPENDITURE BY OBJECT</b>	<b>1,954,681</b>	<b>2,028,451</b>	<b>2,009,196</b>	<b>2,740,999</b>	<b>2,651,039</b>



LINE ITEM DETAIL BY COST CENTER OR SUB-FUNCTION

**PUBLIC WORKS** **301-312**

EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS		-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Adopted-	-2022 Requested-
<b>PERSONNEL SERVICES</b>						
<b>WAGES AND SALARIES</b>						
6102	F.T. REGULAR-WAGES & SALARIES	594,983	697,857	742,654	814,650	873,143
6103	FULL TIME-REGULAR-OVERTIME	22,650	38,755	36,306	18,000	24,000
6105	TEMPORARY-WAGES & SALARIES	19,178	28,718	23,232	51,095	53,175
6106	OVERTIME-TEMPORARY	1,404	926	259	-	-
<b>TOTAL WAGES AND SALARIES</b>		<b>638,215</b>	<b>766,256</b>	<b>802,452</b>	<b>883,745</b>	<b>950,318</b>
<b>OTHER GROSS EARNINGS</b>						
6108	SEVERANCE PAY	3,678	8,173	-	-	-
<b>TOTAL OTHER GROSS EARNINGS</b>		<b>3,678</b>	<b>8,173</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EMPLOYER CONTRIBUTIONS</b>						
6121	PERA CONTRIBUTIONS	43,216	53,931	52,794	64,633	68,726
6122	FICA/MEDICARE CONTRIBUTIONS	47,778	58,394	57,007	69,694	73,898
6131	GROUP INSURANCE	87,178	120,893	135,034	142,235	140,610
6133	WORKERS COMP INSURANCE PREMIUM	31,905	39,881	43,834	46,019	56,077
<b>TOTAL EMPLOYER CONTRIBUTIONS</b>		<b>210,077</b>	<b>273,098</b>	<b>288,669</b>	<b>322,581</b>	<b>339,311</b>
<b>Total PERSONNEL SERVICES</b>		<b>851,970</b>	<b>1,047,527</b>	<b>1,091,120</b>	<b>1,206,326</b>	<b>1,289,629</b>
<b>SUPPLIES</b>						
<b>OFFICE SUPPLIES</b>						
6205	DRAFTING SUPPLIES	-	-	-	200	-
6208	MISCELLANEOUS OFFICE SUPPLIES	1,803	3,377	1,010	2,400	1,200
<b>TOTAL OFFICE SUPPLIES</b>		<b>1,803</b>	<b>3,377</b>	<b>1,010</b>	<b>2,600</b>	<b>1,200</b>
<b>OPERATING SUPPLIES</b>						
6221	CLEANING SUPPLIES	-	-	-	-	-
6223	GASOLINE	13,235	13,344	17,893	11,900	14,000
6225	DIESEL FUEL	34,393	48,516	34,544	40,000	43,000
6227	LUBRICANTS & ADDITIVES	3,072	5,296	3,553	4,000	4,500
6229	SHOP MATERIALS	2,588	922	2,720	2,200	2,700
6231	UNIFORMS & TURN-OUT GEAR	4,582	5,176	3,825	4,700	4,800
6249	MISCELLANEOUS OPERATING SUPPLY	6,769	9,669	9,794	8,600	11,000
<b>TOTAL OPERATING SUPPLIES</b>		<b>64,639</b>	<b>82,923</b>	<b>72,328</b>	<b>71,400</b>	<b>80,000</b>
<b>REPAIR AND MAINTENANCE SUPPLIES</b>						
6257	OTHER VEHICLE PARTS	63,272	66,918	85,883	60,500	66,500
6259	BUILDING MAINT/REPAIR SUPPLIES	667	2,382	1,677	2,500	2,500
6261	SAND & GRAVEL	2,355	4,726	2,907	4,000	4,000
6263	SALT	72,544	97,334	92,362	78,528	112,000
6265	ASPHALT	11,129	14,235	22,316	21,000	24,000
6267	OTHER STREET MAINTENANCE SUPPL	4,279	7,353	4,798	5,700	5,800
6269	LANDSCAPE MATERIALS	5,929	5,675	1,520	7,500	7,500
6275	OTHER EQUIPMENT PARTS	-	-	-	-	-
<b>TOTAL REPAIR AND MAINTENANCE SUPPLIES</b>		<b>160,176</b>	<b>198,622</b>	<b>211,463</b>	<b>179,728</b>	<b>222,300</b>
<b>SMALL TOOLS AND MINOR EQUIPMENT</b>						
6281	SMALL TOOLS & MINOR EQUIPMENT	15,343	16,261	12,764	15,200	20,500
<b>TOTAL SMALL TOOLS AND MINOR EQUIPMENT</b>		<b>15,343</b>	<b>16,261</b>	<b>12,764</b>	<b>15,200</b>	<b>20,500</b>
<b>Total SUPPLIES</b>		<b>241,961</b>	<b>301,182</b>	<b>297,565</b>	<b>268,928</b>	<b>324,000</b>
<b>OTHER SERVICES &amp; CHARGES</b>						
<b>PROFESSIONAL SERVICES</b>						
6315	MISCELLANEOUS PROFESSIONAL SER	21,585	28,986	21,794	24,000	24,500
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>21,585</b>	<b>28,986</b>	<b>21,794</b>	<b>24,000</b>	<b>24,500</b>
<b>COMMUNICATION</b>						
6321	TELEPHONE	2,182	2,337	2,394	2,350	-
6322	POSTAGE	1,221	2,328	531	1,200	1,200
6323	CELLULAR PHONES	6,662	6,427	5,653	7,250	-
<b>TOTAL COMMUNICATION</b>		<b>10,065</b>	<b>11,092</b>	<b>8,578</b>	<b>10,800</b>	<b>1,200</b>

<b>EMPLOYEE REIMBURSEMENTS</b>						
6331	TRAVEL & LODGING	145	72	92	150	-
6335	TRAINING	8,236	7,726	4,821	8,500	8,650
<b>TOTAL EMPLOYEE REIMBURSEMENTS</b>		<b>8,380</b>	<b>7,798</b>	<b>4,913</b>	<b>8,650</b>	<b>8,650</b>
<b>INSURANCE</b>						
6361	GENERAL LIABILITY/PROPERTY INS.	22,473	25,244	21,831	28,300	32,000
<b>TOTAL INSURANCE</b>		<b>22,473</b>	<b>25,244</b>	<b>21,831</b>	<b>28,300</b>	<b>32,000</b>
<b>UTILITIES</b>						
6371	ELECTRIC UTILITIES	7,422	7,555	7,382	8,500	39,000
6372	WATER/IRRIGATION	2,677	2,656	7,034	2,650	4,000
6373	GAS	5,304	5,240	4,690	5,000	25,000
6374	REFUSE/RECYCLING	3,912	2,167	2,353	2,800	2,800
<b>TOTAL UTILITIES</b>		<b>19,317</b>	<b>17,618</b>	<b>21,458</b>	<b>18,950</b>	<b>70,800</b>
<b>REPAIRS AND MAINTENANCE - LABOR</b>						
6381	BUILDING & STRUCTURE REPAIR	2,102	3,393	3,645	3,100	3,200
6382	MACHINERY & EQUIPMENT REPAIR	6,704	4,820	-	5,000	5,000
6387	TIRE MOUNTING & BALANCING	278	160	300	400	400
6388	OTHER VEHICLE REPAIR	19,809	23,444	15,523	23,000	25,000
<b>TOTAL REPAIRS AND MAINTENANCE - LABOR</b>		<b>28,894</b>	<b>31,817</b>	<b>19,468</b>	<b>31,500</b>	<b>33,600</b>
<b>REPAIRS AND MAINTENANCE - CONTRACTS</b>						
6404	MACHINERY & EQUIPMENT	1,221	1,332	1,332	1,300	1,500
6405	OFFICE & DATA PROCESSING EQUIP	-	-	968	-	8,895
<b>TOTAL REPAIRS AND MAINTENANCE - CONTRACTS</b>		<b>1,221</b>	<b>1,332</b>	<b>2,300</b>	<b>1,300</b>	<b>10,395</b>
<b>RENTALS</b>						
6415	OTHER EQUIPMENT RENTAL	60,355	86,565	1,581	72,300	73,000
6417	UNIFORM RENTAL	1,268	1,672	1,479	1,400	400
<b>TOTAL RENTALS</b>		<b>61,623</b>	<b>88,237</b>	<b>3,061</b>	<b>73,700</b>	<b>73,400</b>
<b>DUES, SUBSCRIPTIONS, AND REGISTRATION FEES</b>						
6451	MEMBERSHIP DUES	1,484	1,084	2,279	1,445	2,065
<b>TOTAL DUES, SUBSCRIPTIONS, AND REGISTRATION FEES</b>		<b>1,484</b>	<b>1,084</b>	<b>2,279</b>	<b>1,445</b>	<b>2,065</b>
<b>BOOKS AND PAMPHLETS</b>						
6471	BOOKS & PAMPHLETS	35	82	-	100	-
<b>TOTAL BOOKS AND PAMPHLETS</b>		<b>35</b>	<b>82</b>	<b>-</b>	<b>100</b>	<b>-</b>
<b>CONTRACTED SERVICES</b>						
6488	STREET MAINTENANCE CONTRACT	467,265	237,483	500,000	500,000	500,000
6489	OTHER CONTRACTED SERVICES	7,316	9,489	14,830	15,000	15,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>474,582</b>	<b>246,971</b>	<b>514,830</b>	<b>515,000</b>	<b>515,000</b>
<b>Total OTHER SERVICES &amp; CHARGES</b>		<b>649,658</b>	<b>460,263</b>	<b>620,510</b>	<b>713,745</b>	<b>771,610</b>
<b>CAPITAL OUTLAY</b>						
<b>CAPITAL OUTLAY</b>						
6540	HEAVY MACHINERY	197,061	185,980	-	275,500	265,800
6550	MOTOR VEHICLES	-	33,500	-	-	-
6580	OTHER EQUIPMENT	14,032	-	-	276,500	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>211,093</b>	<b>219,480</b>	<b>-</b>	<b>552,000</b>	<b>265,800</b>
<b>Total CAPITAL OUTLAY</b>		<b>211,093</b>	<b>219,480</b>	<b>-</b>	<b>552,000</b>	<b>265,800</b>
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING</b>		<b>1,954,681</b>	<b>2,028,451</b>	<b>2,009,196</b>	<b>2,740,999</b>	<b>2,651,039</b>

FUND GENERAL

DEPARTMENT: ENGINEERING  
 FUNCTION: PUBLIC WORKS

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Requested Budget
0301	6102	F.T. REGULAR-WAGES & SALARIES	132,852	206,802	245,602	275,646	315,651
0301	6103	FULL TIME-REGULAR-OVERTIME	6,020	9,788	17,702	6,000	12,000
0301	6104	PART TIME-WAGES & SALARIES	12,784	-	-	-	-
0301	6105	TEMPORARY-WAGES & SALARIES	10,046	11,915	11,110	29,120	31,200
0301	6106	OVERTIME-TEMPORARY	1,404	926	259	-	-
0301	6108	SEVERANCE PAY	-	18,602	-	-	-
0301	6121	PERA CONTRIBUTIONS	7,989	15,192	19,434	23,307	26,014
0301	6122	FICA/MEDICARE CONTRIBUTIONS	11,695	17,825	18,924	23,774	26,534
0301	6131	GROUP INSURANCE	19,753	36,693	41,855	46,353	44,225
0301	6133	WORKERS COMP INSURANCE PREMIUM	687	1,180	1,445	2,108	2,770
0301	6205	DRAFTING SUPPLIES	-	-	-	200	-
0301	6208	MISCELLANEOUS OFFICE SUPPLIES	1,706	2,755	734	2,000	800
0301	6223	GASOLINE	3,540	3,917	3,677	3,900	4,000
0301	6231	UNIFORMS & TURN-OUT GEAR	1,711	2,156	1,327	2,000	1,800
0301	6249	MISCELLANEOUS OPERATING SUPPLY	98	841	2,255	500	1,000
0301	6257	OTHER VEHICLE PARTS	1,436	893	1,122	500	1,500
0301	6281	SMALL TOOLS & MINOR EQUIPMENT	144	218	86	200	500
0301	6315	MISCELLANEOUS PROFESSIONAL SER	4,730	967	4,139	2,000	2,500
0301	6321	TELEPHONE	1,140	1,285	1,334	1,250	-
0301	6322	POSTAGE	980	2,298	460	1,000	1,000
0301	6323	CELLULAR PHONES	3,268	2,660	2,589	3,750	-
0301	6331	TRAVEL & LODGING	145	72	92	150	-
0301	6335	TRAINING	3,148	4,090	2,112	4,400	4,550
0301	6361	GENERAL LIABILITY/PROPERTY INS	2,593	4,415	4,799	4,500	7,000
0301	6405	OFFICE & DATA PROCESSING EQUIP	-	-	968	-	8,895
0301	6451	MEMBERSHIP DUES	1,239	732	1,919	1,045	1,665
0301	6471	BOOKS & PAMPHLETS	35	82	-	100	-
0301	6550	MOTOR VEHICLES	-	33,500	-	-	-
<b>Total Expenditure</b>			<b>229,140</b>	<b>379,804</b>	<b>383,947</b>	<b>433,803</b>	<b>493,604</b>

**PERSONNEL COMPLEMENT**

City Engineer	1.00	1.00	1.00	1.00	1.00
Engineering Tech IV	1.00	0.50	1.00	1.00	1.00
Engineering Tech II	1.00	1.00	1.00	1.00	1.00
Engineering Tech III	1.00	1.00	-	-	-
Civil Engineer IV	1.00	1.00	1.00	1.00	1.00
Civil Engineer II	-	-	1.00	1.00	1.00
Secretary (Moved to PW)	1.00	-	-	-	-
Administrative Assistant	-	0.50	1.00	1.00	1.00
Interns	1.00	1.00	1.00	1.00	1.00
<b>Engineering Total</b>	<b>7.00</b>	<b>6.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

**6550 Motor Vehicles**

**DESCRIPTION OF SERVICES:**

The Engineering budget covers engineering functions not charged to specific projects. The City Engineer oversees all engineering including working with the Minnesota Department of Transportation, Anoka County, other cities and regulating agencies, maintaining mapping and GIS data, managing stormwater runoff, responding to citizen and staff requests, and general engineering functions.

**BUDGET HIGHLIGHTS**

- Engineering Technician IV to Senior Engineering Technician July 1, 2022 - \$855
- Reassigned staffing previously recorded under Streets & Park & Rec
- Lidar Mapping, Electronic Diaries & Calibrate Survey Equipment: \$8,500 (6405)

**GOALS OF CURRENT YEAR BUDGET:**

Ensure stable and sustainable funding exists for the Pavement Management Program.  
 Research external funding opportunities for Ramsey Gateway and WTP improvements.  
 Conduct CSAH 5/Nowthen Blvd. transportation corridor study and develop improvements program.  
 Conduct TH 47/St. Francis Blvd. transportation corridor study and develop improvements program.  
 Develop and plan for key infrastructure improvements (AUAR, utilities, transportation).  
 Support implementation of the Ramsey Gateway Highway 10 improvements.  
 Identify and implement improved pavement rating system.  
 Implement approved annual pavement rejuvenation program to replace suspended sealcoat program.

**Performance Measurements:**

	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Projected
Active Engineering Projects	12	12	11	13	13
Completed Engineering Projects	9	10	10	11	11
Infrastructure Asset Management System Upgrades	1		1	1	1

FUND GENERAL

DEPARTMENT: STREET MAINTENANCE  
 FUNCTION: PUBLIC WORKS

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Requested Budget
0311	6102	F.T. REGULAR-WAGES & SALARIES	367,183	379,894	422,342	435,274	449,495
0311	6103	FULL TIME-REGULAR-OVERTIME	810	1,533	679	2,000	2,000
0311	6105	TEMPORARY-WAGES & SALARIES	2,888	9,361	9,971	13,200	13,200
0311	6108	SEVERANCE PAY	3,678	8,173			
0311	6121	PERA CONTRIBUTIONS	27,316	28,192	31,401	32,796	33,862
0311	6122	FICA/MEDICARE CONTRIBUTIONS	27,607	29,153	31,632	36,549	37,666
0311	6131	GROUP INSURANCE	67,425	84,200	93,179	95,882	96,385
0311	6133	WORKERS COMP INSURANCE PREMIUM	21,034	29,349	35,662	33,196	40,796
0311	6208	MISCELLANEOUS OFFICE SUPPLIES	97	622	276	400	400
0311	6221	CLEANING SUPPLIES	-	-			
0311	6223	GASOLINE	9,695	9,427	7,580	8,000	10,000
0311	6225	DIESEL FUEL	12,992	22,378	20,148	16,000	18,000
0311	6227	LUBRICANTS & ADDITIVES	3,072	5,296	3,553	4,000	4,500
0311	6229	SHOP MATERIALS	2,377	865	2,697	2,000	2,500
0311	6231	UNIFORMS & TURN-OUT GEAR	2,871	3,020	2,497	2,700	3,000
0311	6249	MISCELLANEOUS OPERATING SUPPLY	6,671	8,828	7,538	8,100	10,000
0311	6257	OTHER VEHICLE PARTS	22,718	30,149	30,188	25,000	30,000
0311	6259	BUILDING MAINT/REPAIR SUPPLIES	667	2,382	1,677	2,500	2,500
0311	6261	SAND & GRAVEL	-	-	-	1,000	1,000
0311	6265	ASPHALT	11,129	14,235	22,316	21,000	24,000
0311	6267	OTHER STREET MAINTENANCE SUPPL	418	1,577	19	2,000	2,000
0311	6269	LANDSCAPE MATERIALS	5,929	5,675	1,520	7,500	7,500
0311	6275	OTHER EQUIPMENT PARTS	-	-			
0311	6281	SMALL TOOLS & MINOR EQUIPMENT	15,199	16,043	12,678	15,000	20,000
0311	6315	MISCELLANEOUS PROFESSIONAL SER	16,855	28,019	17,655	22,000	22,000
0311	6321	TELEPHONE	1,042	1,052	1,060	1,100	-
0311	6322	POSTAGE	241	30	71	200	200
0311	6323	CELLULAR PHONES	3,394	3,767	3,063	3,500	-
0311	6335	TRAINING	5,088	3,636	2,709	4,100	4,100
0311	6361	GENERAL LIABILITY/PROPERTY INS	17,130	17,277	14,126	20,000	21,000
0311	6371	ELECTRIC UTILITIES	7,422	7,555	7,382	8,500	39,000
0311	6372	WATER/IRRIGATION	2,677	2,656	7,034	2,650	4,000
0311	6373	GAS	5,304	5,240	4,690	5,000	25,000
0311	6374	REFUSE/RECYCLING	3,912	2,167	2,353	2,800	2,800
0311	6381	BUILDING & STRUCTURE REPAIR	2,102	3,393	3,645	3,100	3,200
0311	6382	MACHINERY & EQUIPMENT REPAIR	6,704	4,820	-	5,000	5,000
0311	6387	TIRE MOUNTING & BALANCING	278	160	300	400	400
0311	6388	OTHER VEHICLE REPAIR	4,400	13,953	14,814	8,000	10,000
0311	6404	MACHINERY & EQUIPMENT	1,221	1,332	1,332	1,300	1,500
0311	6415	OTHER EQUIPMENT RENTAL	60,355	86,565	1,581	72,300	73,000
0311	6417	UNIFORM RENTAL	1,268	1,672	1,479	1,400	400
0311	6451	MEMBERSHIP DUES	245	353	360	400	400
0311	6488	STREET MAINTENANCE CONTRACT	467,265	237,483	500,000	500,000	500,000
0311	6489	OTHER CONTRACTED SERVICES	7,316	9,489	14,830	15,000	15,000
0311	6540	HEAVY MACHINERY	197,061	185,980		275,500	265,800
0311	6550	MOTOR VEHICLES	37,577	-		-	
0311	6580	OTHER EQUIPMENT	14,032			276,500	
<b>Total Expenditure</b>			<b>1,474,670</b>	<b>1,306,948</b>	<b>1,336,038</b>	<b>1,992,847</b>	<b>1,801,604</b>

**PERSONNEL COMPLEMENT**

Public Works Superintendent	1.00	1.00	1.00	1.00	1.00
Secretary (Formerly under Engineering)	1.00	1.00	1.00	1.00	1.00
Mechanic	2.00	2.00	2.00	2.00	2.00
Street Supervisor	-	-	-	-	1.00
Streets Lead Worker	1.00	1.00	1.00	1.00	1.00
PW Maintenance Worker	4.00	5.00	5.00	5.00	4.00
Temporary - Streets	0.50	0.50	0.50	0.50	0.50
Street Maintenance Total	9.50	10.50	10.50	10.50	10.50

**6488/6489 Other Contracted Services**

Pavement Management Program Funding (Transfer to Pavement Management Fund)			260,742	300,000	300,000
Cracksealing/Rejuvenation	237,483	237,483	239,258	200,000	200,000
Curb Repair/Tree Removal			-	15,000	15,000
	237,483	237,483	500,000	515,000	515,000

**6540 - Heavy Machinery**

F350 truck with plow	197,061	-	-	212,500	
1-Ton Truck	37,577	-	-	63,000	
Sidewalk Machine		148,292	-	-	
Tractor Backhoe (\$84,000 total remainder utility funded)		37,688	-	-	
Tandem Axle Truck with Plow		-	-	-	265,800
	234,638	185,980	-	275,500	265,800

**6550-Motor Vehicle**

	-	-	-	-	-
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**6580 - Other Equipment**

Sidewalk Machine	-	-	-	146,500	
Trailer for skidsteer	-	-	-	11,500	
Toolcat	-	-	-	57,500	
Skidsteer	-	-	-	61,000	
ATV Athletic Field Maintenance Machine	14,032	14,032	-	-	
	14,032	14,032	-	276,500	-

**DESCRIPTION OF SERVICES:**

The Street Maintenance Department is responsible for maintaining city streets, sidewalks, traffic signs, boulevards, ROW mowing and the storm water collection system.

**BUDGET HIGHLIGHTS**

- Increase gas/electric costs due to new public works campus (6371, 6373)
- Street Lead Person to Streets Department-Supervisor - \$4,040
- Street Maintenance Worker to Street Lead Person - \$4,005
- Retaining the \$500,000 road funding: \$200,000 for Street Rejuvenation & \$300,000 for Pavement Mgmt

**GOALS OF CURRENT YEAR BUDGET:**

Maintain and improve city's rating of 7.0 average of road condition  
 Increase use of contracted services on pothole repair (velocity patching)  
 Increase preventative maintenance to prolong the life of our public streets  
 Maintain our city vehicles and equipment to the highest level possible

**Performance Measurements:**

	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
Crack filling (miles)	7.95	21.5	7		
Sealcoating (miles)	7.5	0	0	0	0
Asphalt patching (tons)	150	532	500		

FUND GENERAL

DEPARTMENT: SNOW & ICE REMOVAL  
 FUNCTION: PUBLIC WORKS

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Requested Budget
0312	6102	F.T. REGULAR-WAGES & SALARIES	94,947	111,161	74,710	103,730	107,997
0312	6103	FULL TIME-REGULAR-OVERTIME	15,820	27,433	17,925	10,000	10,000
0312	6105	TEMPORARY-WAGES & SALARIES	6,244	7,443	2,151	8,775	8,775
0312	6121	PERA CONTRIBUTIONS	7,911	10,547	1,959	8,530	8,850
0312	6122	FICA/MEDICARE CONTRIBUTIONS	8,476	11,416	6,451	9,371	9,698
0312	6133	WORKERS COMP INSURANCE PREMIUM	10,184	9,353	6,726	10,715	12,511
0312	6223	GASOLINE	-	-	6,636		
0312	6225	DIESEL FUEL	21,401	26,138	14,396	24,000	25,000
0312	6229	SHOP MATERIALS	211	57	24	200	200
0312	6251	BATTERIES	-	-			
0312	6257	OTHER VEHICLE PARTS	39,117	35,875	54,572	35,000	35,000
0312	6261	SAND & GRAVEL	2,355	4,726	2,907	3,000	3,000
0312	6263	SALT	72,544	97,334	92,362	78,528	112,000
0312	6267	OTHER STREET MAINTENANCE SUPPL	3,861	5,777	4,779	3,700	3,800
0312	6361	GENERAL LIABILITY/PROPERTY INS	2,750	3,553	2,906	3,800	4,000
0312	6388	OTHER VEHICLE REPAIR	15,410	9,491	709	15,000	15,000
0312	6489	OTHER CONTRACTED SERVICES	-	-			
<b>Total Expenditure</b>			<b>301,233</b>	<b>360,301</b>	<b>289,211</b>	<b>314,349</b>	<b>355,831</b>

**DESCRIPTION OF SERVICES:**  
 The Snow and Ice Removal budget provides for snow removal and for ice control on city streets, parking lots, and pathways.

**BUDGET HIGHLIGHTS**

- No major changes. Staff time redistributed between streets, traffic engr & snow plowing
- Staff time redistributed between streets, traffic engr & snow plowing
- No Change in Salt quantity. Reflects current market pricing: \$33,000 increase

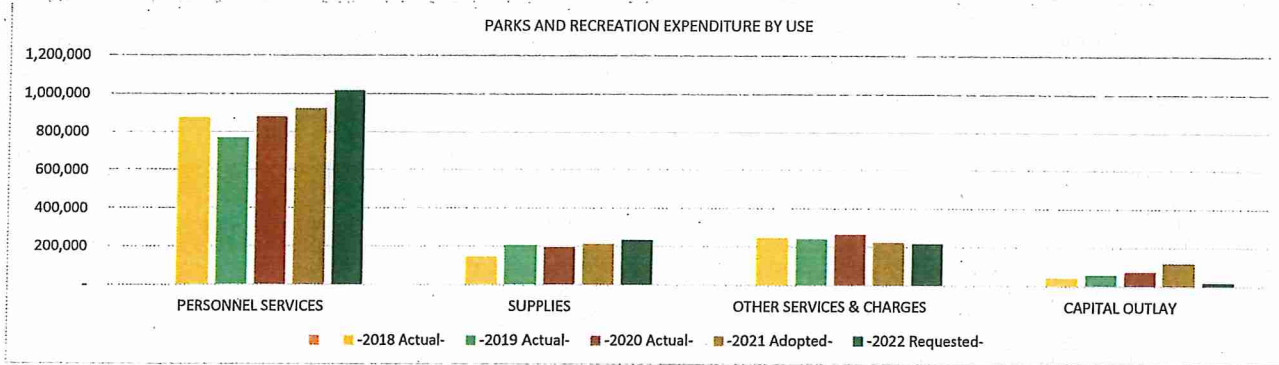
**GOALS OF CURRENT YEAR BUDGET:**

- Clearing of parking ramp utilizing PW Staff (full time, temp on call, & seasonal staff) See PUMA Budget
- Continue to monitor and reduce salt usage
- Continue to complete citywide plowing in 8 hours or less
- Upgrade weather service to MDSS (maintenance decision support software)
- Equip cul-de-sac trucks and sidewalk plowing equipment with AVL to track snow removal operations

Performance Measurements:	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Projected
Miles of Streets Plowed	175	181.8	181.8		
Cul-de-sacs	275	283	283		
Salt/Sand Purchased (tons)	1200	1200	1200		
Snow Removal Hours	4110	5161	3090		
Full Scale Plowing Events	17.00	9.00	9.00		

**PARKS AND RECREATION** 452-461

EXPENDITURE BY OBJECT SUMMARY	-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Adopted-	-2022 Requested-
PERSONNEL SERVICES	874,710	767,777	878,027	921,790	1,017,643
SUPPLIES	148,265	207,079	198,379	214,300	235,800
OTHER SERVICES & CHARGES	247,778	244,126	266,854	224,000	219,800
CAPITAL OUTLAY	40,660	60,911	75,610	121,200	19,000
<b>TOTAL EXPENDITURE BY OBJECT</b>	<b>1,311,412</b>	<b>1,279,893</b>	<b>1,418,871</b>	<b>1,481,290</b>	<b>1,492,243</b>



LINE ITEM DETAIL BY COST CENTER OR SUB-FUNCTION

PARKS AND RECREATION 452-461

EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS		-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Adopted-	-2022 Requested-
<b>PERSONNEL SERVICES</b>						
<b>WAGES AND SALARIES</b>						
6102	F.T. REGULAR-WAGES & SALARIES	597,252	516,077	572,067	589,508	644,420
6103	FULL TIME-REGULAR-OVERTIME	1,124	4,308	494	1,000	1,000
6105	TEMPORARY-WAGES & SALARIES	78,428	65,553	99,094	108,459	115,525
<b>TOTAL WAGES AND SALARIES</b>		<b>676,804</b>	<b>585,939</b>	<b>671,654</b>	<b>698,967</b>	<b>760,945</b>
<b>EMPLOYER CONTRIBUTIONS</b>						
6121	PERA CONTRIBUTIONS	45,997	40,860	45,806	45,671	50,247
6122	FICA/MEDICARE CONTRIBUTIONS	51,761	46,762	50,846	53,471	58,213
6131	GROUP INSURANCE	73,196	68,662	78,670	88,235	101,750
6133	WORKERS COMP INSURANCE PREMIUM	26,951	25,555	31,051	35,446	46,488
<b>TOTAL EMPLOYER CONTRIBUTIONS</b>		<b>197,905</b>	<b>181,839</b>	<b>206,373</b>	<b>222,823</b>	<b>256,698</b>
<b>Total PERSONNEL SERVICES</b>		<b>874,710</b>	<b>767,777</b>	<b>878,027</b>	<b>921,790</b>	<b>1,017,643</b>
<b>SUPPLIES</b>						
<b>OFFICE SUPPLIES</b>						
6208	MISCELLANEOUS OFFICE SUPPLIES	522	1,441	348	600	600
<b>TOTAL OFFICE SUPPLIES</b>		<b>522</b>	<b>1,441</b>	<b>348</b>	<b>600</b>	<b>600</b>
<b>OPERATING SUPPLIES</b>						
6223	GASOLINE	18,633	19,107	15,140	19,000	19,000
6225	DIESEL FUEL	5,237	4,500	265	7,000	5,000
6229	SHOP MATERIALS	773	654	523	2,000	2,000
6231	UNIFORMS & TURN-OUT GEAR	4,287	3,888	3,412	4,200	4,200
6249	MISCELLANEOUS OPERATING SUPPLY	22,014	35,821	32,775	30,000	33,000
<b>TOTAL OPERATING SUPPLIES</b>		<b>50,943</b>	<b>63,970</b>	<b>52,116</b>	<b>62,200</b>	<b>63,200</b>
<b>REPAIR AND MAINTENANCE SUPPLIES</b>						
6257	OTHER VEHICLE PARTS	15,348	17,698	15,975	17,000	17,000
6265	ASPHALT	41,931	93,441	97,967	95,000	105,000
6269	LANDSCAPE MATERIALS	22,531	19,297	16,785	22,000	30,000
6268	IRRIGATION SUPPLIES	15,111	9,317	13,000	15,000	15,000
<b>TOTAL REPAIR AND MAINTENANCE SUPPLIES</b>		<b>94,921</b>	<b>139,753</b>	<b>143,727</b>	<b>149,000</b>	<b>167,000</b>
<b>SMALL TOOLS AND MINOR EQUIPMENT</b>						
6281	SMALL TOOLS & MINOR EQUIPMENT	1,878	1,915	2,189	2,500	5,000
<b>TOTAL SMALL TOOLS AND MINOR EQUIPMENT</b>		<b>1,878</b>	<b>1,915</b>	<b>2,189</b>	<b>2,500</b>	<b>5,000</b>
<b>Total SUPPLIES</b>		<b>148,265</b>	<b>207,079</b>	<b>198,379</b>	<b>214,300</b>	<b>235,800</b>
<b>OTHER SERVICES &amp; CHARGES</b>						
<b>PROFESSIONAL SERVICES</b>						
6315	MISCELLANEOUS PROFESSIONAL SER	55,401	31,522	33,468	33,000	33,000
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>55,401</b>	<b>31,522</b>	<b>33,468</b>	<b>33,000</b>	<b>33,000</b>
<b>COMMUNICATION</b>						
6321	TELEPHONE	784	784	155	800	-
6322	POSTAGE	194	79	90	100	100
6323	CELLULAR PHONES	4,325	4,590	3,149	4,500	-
<b>TOTAL COMMUNICATION</b>		<b>5,303</b>	<b>5,453</b>	<b>3,394</b>	<b>5,400</b>	<b>100</b>

<b>EMPLOYEE REIMBURSEMENTS</b>						
6331	TRAVEL & LODGING	356	-	-	-	-
6334	MILEAGE REIMBURSEMENT	294	-	-	-	-
6335	TRAINING	844	2,914	2,714	2,500	2,500
<b>TOTAL EMPLOYEE REIMBURSEMENTS</b>		<b>1,494</b>	<b>2,914</b>	<b>2,714</b>	<b>2,500</b>	<b>2,500</b>
<b>ADVERTISING AND PUBLISHING</b>						
6352	GENERAL NOTICE & PUBLIC INFOR	-	-	-	-	-
<b>TOTAL ADVERTISING AND PUBLISHING</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>INSURANCE</b>						
6361	GENERAL LIABILITY/PROPERTY INS	14,308	15,364	17,404	16,500	20,000
<b>TOTAL INSURANCE</b>		<b>14,308</b>	<b>15,364</b>	<b>17,404</b>	<b>16,500</b>	<b>20,000</b>
<b>UTILITIES</b>						
6371	ELECTRIC UTILITIES	24,672	22,301	24,032	24,500	20,000
6372	WATER/IRRIGATION	9,060	6,095	7,444	10,000	10,000
6373	GAS	3,902	3,514	3,421	4,000	4,000
6374	REFUSE/RECYCLING	3,812	4,739	3,857	3,900	3,900
<b>TOTAL UTILITIES</b>		<b>41,445</b>	<b>36,648</b>	<b>38,753</b>	<b>42,400</b>	<b>37,900</b>
<b>REPAIRS AND MAINTENANCE - LABOR</b>						
6381	BUILDING & STRUCTURE REPAIR	19,176	8,793	14,100	21,000	21,000
6382	MACHINERY & EQUIPMENT REPAIR	3,612	12,601	10,031	5,000	7,000
6388	OTHER VEHICLE REPAIR	4,470	6,429	1,226	5,000	5,000
<b>TOTAL REPAIRS AND MAINTENANCE - LABOR</b>		<b>27,259</b>	<b>27,823</b>	<b>25,357</b>	<b>31,000</b>	<b>33,000</b>
<b>RENTALS</b>						
6415	OTHER EQUIPMENT RENTAL	1,515	1,568	1,489	2,000	2,000
6416	MACHINERY RENTAL	-	275	-	300	300
6417	UNIFORM RENTAL	263	276	231	400	400
<b>TOTAL RENTALS</b>		<b>1,777</b>	<b>2,119</b>	<b>1,719</b>	<b>2,700</b>	<b>2,700</b>
<b>DUES, SUBSCRIPTIONS, AND REGISTRATION FEES</b>						
6451	MEMBERSHIP DUES	1,185	300	420	500	600
<b>TOTAL DUES, SUBSCRIPTIONS, AND REGISTRATION FEES</b>		<b>1,185</b>	<b>300</b>	<b>420</b>	<b>500</b>	<b>600</b>
<b>CONTRACTED SERVICES</b>						
6489	OTHER CONTRACTED SERVICES	99,607	121,982	143,625	90,000	90,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>99,607</b>	<b>121,982</b>	<b>143,625</b>	<b>90,000</b>	<b>90,000</b>
<b>Total OTHER SERVICES &amp; CHARGES</b>		<b>247,778</b>	<b>244,126</b>	<b>266,854</b>	<b>224,000</b>	<b>219,800</b>
<b>CAPITAL OUTLAY</b>						
<b>CAPITAL OUTLAY</b>						
6540	HEAVY MACHINERY	23,362	-	42,861	-	-
6550	VEHICLES	-	-	-	-	-
6580	OTHER EQUIPMENT	17,298	60,911	32,749	121,200	19,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>40,660</b>	<b>60,911</b>	<b>75,610</b>	<b>121,200</b>	<b>19,000</b>
<b>Total CAPITAL OUTLAY</b>		<b>40,660</b>	<b>60,911</b>	<b>75,610</b>	<b>121,200</b>	<b>19,000</b>
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING</b>		<b>1,311,412</b>	<b>1,279,893</b>	<b>1,418,871</b>	<b>1,481,290</b>	<b>1,492,243</b>

FUND GENERAL

DEPARTMENT: **PARK & RECREATION**  
 FUNCTION: PARKS AND RECREATION

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Requested Budget
0452	6102	F.T. REGULAR-WAGES & SALARIES	531,530	516,077	572,067	589,508	644,420
0452	6103	FULL TIME-REGULAR-OVERTIME	1,124	4,308	494	1,000	1,000
0452	6104	PART TIME-WAGES & SALARIES	1,550	23,517	30,275	24,819	31,493
0452	6105	TEMPORARY-WAGES & SALARIES	78,428	65,553	68,819	83,640	84,032
0452	6121	PERA CONTRIBUTIONS	40,833	40,860	45,806	45,671	50,247
0452	6122	FICA/MEDICARE CONTRIBUTIONS	46,849	46,762	50,846	53,471	58,213
0452	6131	GROUP INSURANCE	68,971	68,662	78,670	88,235	101,750
0452	6133	WORKERS COMP INSURANCE PREMIUM	26,663	25,555	31,051	35,446	46,488
0452	6208	MISCELLANEOUS OFFICE SUPPLIES	501	1,441	348	600	600
0452	6223	GASOLINE	18,633	19,107	15,140	19,000	19,000
0452	6225	DIESEL FUEL	5,237	4,500	265	7,000	5,000
0452	6229	SHOP MATERIALS	773	654	523	2,000	2,000
0452	6231	UNIFORMS & TURN-OUT GEAR	4,287	3,888	3,412	4,200	4,200
0452	6249	MISCELLANEOUS OPERATING SUPPLY	22,014	35,821	32,775	30,000	33,000
0452	6257	OTHER VEHICLE PARTS	15,348	17,698	15,975	17,000	17,000
0452	6265	ASPHALT	41,931	93,441	97,967	95,000	105,000
0452	6268	IRRIGATION SUPPLIES	15,111	9,317	13,000	15,000	15,000
0452	6269	LANDSCAPE MATERIALS	22,531	19,297	16,785	22,000	30,000
0452	6281	SMALL TOOLS & MINOR EQUIPMENT	1,878	1,915	2,189	2,500	5,000
0452	6315	MISCELLANEOUS PROFESSIONAL SER	55,401	31,522	33,468	33,000	33,000
0452	6321	TELEPHONE	784	784	155	800	-
0452	6322	POSTAGE	194	79	90	100	100
0452	6323	CELLULAR PHONES	4,325	4,590	3,149	4,500	-
0452	6335	TRAINING	528	2,914	2,714	2,500	2,500
0452	6361	GENERAL LIABILITY/PROPERTY INS	14,308	15,364	17,404	16,500	20,000
0452	6371	ELECTRIC UTILITIES	24,672	22,301	24,032	24,500	20,000
0452	6372	WATER/IRRIGATION	9,060	6,095	7,444	10,000	10,000
0452	6373	GAS	3,902	3,514	3,421	4,000	4,000
0452	6374	REFUSE/RECYCLING	3,812	4,739	3,857	3,900	3,900
0452	6381	BUILDING & STRUCTURE REPAIR	19,176	8,793	14,100	21,000	21,000
0452	6382	MACHINERY & EQUIPMENT REPAIR	3,612	12,601	10,031	5,000	7,000
0452	6388	OTHER VEHICLE REPAIR	4,470	6,429	1,226	5,000	5,000
0452	6415	OTHER EQUIPMENT RENTAL	1,515	1,568	1,489	2,000	2,000
0452	6416	MACHINERY RENTAL	-	275	-	300	300
0452	6417	UNIFORM RENTAL	263	276	231	400	400
0452	6451	MEMBERSHIP DUES	280	300	420	500	600
0452	6489	OTHER CONTRACTED SERVICES	89,607	101,982	143,625	90,000	90,000
0452	6540	HEAVY MACHINERY	23,362	-	42,861	-	-
0452	6550	MOTOR VEHICLES	71,788	-	-	-	-
0452	6580	OTHER EQUIPMENT	17,298	60,911	32,749	121,200	19,000
<b>Total Expenditure</b>			<b>1,292,547</b>	<b>1,283,410</b>	<b>1,418,871</b>	<b>1,481,290</b>	<b>1,492,243</b>

**PERSONNEL COMPLEMENT**

Park Maintenance Worker	5.00	4.00	4.00	5.00	6.00
Utilities Maintenance Worker (Enterprise Funded)	3.00	3.00	3.00	3.00	3.00
Utilities Supervisor (Enterprise Funded)	1.00	1.00	1.00	1.00	1.00
Parks/Assistant PW Superintendent	1.00	1.00	1.00	1.00	1.00
Park Supervisor	1.00	1.00	1.00	1.00	1.00
Parks Lead Worker	-	1.00	1.00	1.00	1.00
Recreation Specialist	-	0.50	0.50	0.50	0.50
Temporary - Parks	3.62	3.62	3.62	3.62	3.62
Parks Intern	0.34	0.34	-	-	-
	<u>14.96</u>	<u>15.46</u>	<u>15.12</u>	<u>16.12</u>	<u>17.12</u>

**6540/6550 Heavy Machinery**

3/4 ton 4/4 Truck			42,861	-	
3/4 Ton 4/4 Truck with plow equipment	36,580	-	-	-	
1-ton truck with plow equipment	58,570	-	-	-	
	<u>95,150</u>	<u>-</u>	<u>42,861</u>	<u>-</u>	<u>-</u>

**6580 Other Equipment**

ATV Athletic Field Maintenance Machine	17,298	-	-	-	
Kubota Tractor Attachment			32,749	-	
Large Area Mower			-	92,000	
Line Striper					19,000
John Deere Mower				20,000	
Bison Trailer				9,200	
3-Zero-Turn Mowers	-	21,338	-		
Chipper		33,800	-		
	<u>17,298</u>	<u>55,138</u>	<u>32,749</u>	<u>121,200</u>	<u>19,000</u>

**DESCRIPTION OF SERVICES:**

The Park and Recreation Department is responsible for the maintenance of all city parks and facilities. These parks and facilities include playgrounds, shelters, ballfields, trails, public grounds and streetscapes.

**BUDGET HIGHLIGHTS**

- Full-Time Park Maintenance Worker - \$74,032
- Additional Hours Rec Specialist 20 hr/wk to 29 hr/wk - \$7,783
- Line Striper Replacement: \$19,000
- 
- 

**GOALS OF CURRENT YEAR BUDGET:**

- Continue new trail maintenance policy developed in 2015
- Continue to coordinate trail, sidewalk, parking lot and rink snow removal with city-wide snow plowing for
- Continue to work year-round with the athletic associations in the provision of youth recreation
- Complete a citizen survey to identify community need for recreation programming
- Following the conclusion of the 2018 comprehensive plan update and master park planning endeavor begin implementing the park and trail plan objectives
- Continue organizing a Master Park and Trail Plan, including cost estimates for the emerging future vision

**Performance Measurements:**

	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Projected
Number of City Parks	23	23	23	26	26
Number of Athletic Fields Maintained	42	42	42	42	42
Number of Playgrounds Maintained	17	17	17	17	17
Miles of Trails Maintained	41	70	70	70	70
Total Acreage Mowed	150.11	150.11	150.11	150.11	150.11

FUND GENERAL

DEPARTMENT: COMMUNITY PROGRAMS  
 FUNCTION: PARKS AND RECREATION

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Requested Budget
0455	6489	OTHER CONTRACTED SERVICES	10,000	20,000			
<b>Total Expenditure</b>			<b>10,000</b>	<b>20,000</b>	-	-	-

**6489 Other Contracted Services**

Alexandra House (Gambling Funds)	-	10,000	-	-	-	-
Family Promise Donation	-	-	-	-	-	-
Ramsey Foundation - Draw Park Events (Gambling Funds)	5,000	10,000	-	-	-	-
	5,000	20,000	-	-	-	-

**DESCRIPTION OF SERVICES:**

The Community Programs budget provides funding for those organizations that provide programs and support to Ramsey residents in need.

**BUDGET HIGHLIGHTS**

- Funding For Alexandra House and Draw Park Events Funded via Gambling Fund

**GOALS OF CURRENT YEAR BUDGET:**

Increase citizens knowledge of programs offered

FUND GENERAL

DEPARTMENT: EXPENDITURE RESERVE  
 FUNCTION: MISCELLANEOUS/CONTINGENCY

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Adopted Budget	2022 Requested Budget
0892	6105	TEMPORARY-WAGES & SALARIES	-	-	-	59,000	
0892	6282	EMERGENCY SUPPLIES - COVID	-	-	436,995		
0892	6315	MISCELLANEOUS PROFESSIONAL SER	-	-	-	15,000	25,000
0892	6603	OTHER L.T. OBLIGATION PRINCIPA	61,853	61,853	61,853		
0892	6820	OPERATING TRANSFERS TO OTHER F	643,832	575,817	1,376,215	106,373	106,373
<b>Total Expenditure</b>			<b>705,685</b>	<b>637,670</b>	<b>1,875,063</b>	<b>180,373</b>	<b>131,373</b>

**6105 Temporary Wages & Salaries**

Contingency for Negotiations	-	-	-	59,000	
Presidential Primary Election	-	-	10,000	15,000	
Health Insurance Increases	-	-	-	-	-
	-	-	10,000	74,000	

**6603/6820 Principal & Transfers**

Bury Carlson Internal Loan (PIR Fund)*	-	44,520	44,520	44,520	44,520
Municipal Center debt transfer interfund	61,853	61,853	61,853	61,853	61,853
	61,853	106,373	106,373	106,373	106,373

\*Coded directly against property tax when collected

**6820 Transfers to Other Funds**

Excess Revenue Transfer	643,832	575,817	1,376,215	-	-
	643,832	575,817	1,376,215	-	-

**DESCRIPTION OF SERVICES:**

The Contingency budget is to be used for unforeseen expenditures or for anticipated expenditures of uncertain amounts.

**BUDGET HIGHLIGHTS**

- No Major Changes

**GOALS OF CURRENT YEAR BUDGET:**

- Minimize unbudgeted/unallocated expenses

WSD

FUND ECONOMIC DEVELOPMENT AUTHORITY

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Requested Budget
9230	4011	CURRENT-AD VALOREM TAXES	84,583	85,062	76,787	75,360	75,360
9230	4012	DELINQUENT-AD VALOREM TAXES	919	434	410		
9230	4014	FISCAL DISPARITIES	18,824	14,360	13,753		
9230	4273	OTHER STATE GRANTS & AIDS	-	-			
9230	4609	OTHER MISCELLANEOUS REVENUES	3,816	46,972			
9230	4701	INTEREST ON INVESTMENTS	16,059	35,028	40,633	10,000	10,000
9230	4901	TRANSFER IN FROM OTHER FUNDS	-	-			
<b>Total Revenue</b>			<b>124,202</b>	<b>181,856</b>	<b>131,583</b>	<b>85,360</b>	<b>85,360</b>

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Requested Budget
9230	6102	F.T. REGULAR-WAGES & SALARIES	-	-			
9230	6105	TEMPORARY-WAGES & SALARIES	1,435	840	755	1,500	1,500
9230	6121	PERA CONTRIBUTIONS	-	-			
9230	6122	FICA/MEDICARE CONTRIBUTIONS	120	64	58	100	100
9230	6131	GROUP INSURANCE	-	-			
9230	6133	WORKERS COMP INSURANCE PREMIUM	7	4	4	10	10
9230	6246	MARKETING	4,150	22,027	2,430	30,000	30,000
9230	6249	MISCELLANEOUS OPERATING SUPPLY	15,261	10,771	9,562	19,000	19,000
9230	6304	LEGAL FEES	-	-			
9230	6315	MISCELLANEOUS PROFESSIONAL SER	27,889	20,999	70,426	30,000	30,000
9230	6322	POSTAGE	-	-			
9230	6323	CELLULAR PHONES	-	-			
9230	6331	TRAVEL & LODGING	347	850	-	1,000	1,000
9230	6335	TRAINING	511	2,048	483	1,000	1,000
9230	6361	GENERAL LIABILITY/PROPERTY INS	511	590	877	750	750
9230	6371	ELECTRIC UTILITIES	-	-			
9230	6439	OTHER MISCELLANEOUS	-	-			
9230	6451	MEMBERSHIP DUES	1,370	1,437	940	2,000	2,000
9230	6452	SUBSCRIPTIONS	-	-	-	-	-
<b>Total Expenditure</b>			<b>51,601</b>	<b>59,630</b>	<b>85,534</b>	<b>85,360</b>	<b>85,360</b>

**DESCRIPTION OF SERVICES:**  
 The primary objective of the Economic Development Authority is to aid, assist and promote the growth and expansion of commercial, retail and industrial development in the City of Ramsey.

**GOALS OF CURRENT YEAR BUDGET:**  
 Enhance Business Retention and Expansion Program  
 Increase number of jobs  
 Increase retail base  
 Reduce the amount of land owned by City for development

Meeting Date: 07/13/2021

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**Information**

**Title:**

Discuss Possible Uses of Coronavirus State & Local Fiscal Recovery Funds (American Rescue Plan Act Funds)

**Purpose/Background:**

The City is projected to receive approximately \$2.9M in Federal Funds from the American Rescue Plan Act (ARPA) Funds that will be distributed through the State in two equal payments in July 2021 and Summer of 2022.

The Department of the Treasury has issued guidance on how these funds may be used:

1. To respond to the public health emergency or its negative economic impacts,
2. To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers.
3. For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency.
4. To make necessary investments in water, sewer, or broadband infrastructure.

This guidance has created many questions and a Frequently Asked Questions was also prepared by the Treasury to address these questions. A summary of the FAQ's is attached.

Several agencies have inquired about infrastructure related to road improvements, and per FAQ # 4.2 the answer is typically no with the exception if an agency can determine that they had any lost revenue (provision #3) above and apply this towards the governmental services of roads. The City of Ramsey has not experienced loss of revenue due to the pandemic as of December 31, 2020 in comparison to year 2019 when the pandemic was not present.

A couple of options that staff would like to discuss with the City Council is the possible use of the ARPA funds for the proposed body cameras for police (in the amount of \$117,000 and included in the 2022 requested General Fund Budget) and the remainder for the Water Treatment Plant. Both are eligible expenses per the Guidance. A number of other potential uses are mentioned in the attached FAQs that could also be considered if the city wishes to develop programs that address other community needs.

The use of the funds needs to be determined by December 31, 2024 and all funds spent by December 31, 2026. Unused funds are to be returned to the State.

**Timeframe:**

20 minutes

**Funding Source:**

**Responsible Party(ies):**

Finance Director

**Outcome:**

Discussion only on uses of ARPA funds.

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## Attachments

FAQ's ARPA Funds

Eligible Uses

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## Form Review

**Inbox**

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 07/07/2021

**Reviewed By**

Kurt Ulrich

**Date**

07/07/2021 02:12 PM

Started On: 07/07/2021 11:14 AM

## Coronavirus State and Local Fiscal Recovery Funds

### Frequently Asked Questions

AS OF JUNE 24, 2021

This document contains answers to frequently asked questions regarding the Coronavirus State and Local Fiscal Recovery Funds (CSFRF / CLFRF, or Fiscal Recovery Funds). Treasury will be updating this document periodically in response to questions received from stakeholders. Recipients and stakeholders should consult the [Interim Final Rule](#) for additional information.

- For overall information about the program, including information on requesting funding, please see <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments>
- For general questions about CSFRF / CLFRF, please email [SLFRP@treasury.gov](mailto:SLFRP@treasury.gov)
- Treasury is seeking comment on all aspects of the Interim Final Rule. Stakeholders are encouraged to submit comments electronically through the Federal eRulemaking Portal (<https://www.regulations.gov/document/TREAS-DO-2021-0008-0002>) on or before July 16, 2021. Please be advised that comments received will be part of the public record and subject to public disclosure. Do not disclose any information in your comment or supporting materials that you consider confidential or inappropriate for public disclosure.

Questions added 5/27/21: 1.5, 1.6, 2.13, 2.14, 2.15, 3.9, 4.5, 4.6, 10.3, 10.4 (noted with “[5/27]”)

Questions added 6/8/21: 2.16, 3.10, 3.11, 3.12, 4.7, 6.7, 8.2, 9.4, 9.5, 10.5 (noted with “[6/8]”)

Questions added 6/17/21: 6.8, 6.9, 6.10, 6.11 (noted with “[6/17]”)

Questions added 6/23/21: 1.7, 2.17, 2.18, 2.19, 2.20, 3.1 (appendix), 3.13, 4.8, 6.12 (noted with “[6/23]”)

Question added 6/24/21: 2.21 (noted with “[6/24]”)

Answers to frequently asked questions on distribution of funds to non-entitlement units of local government (NEUs) can be found in this [FAQ supplement](#), which is regularly updated.

## **1. Eligibility and Allocations**

### **1.1. Which governments are eligible for funds?**

The following governments are eligible:

- States and the District of Columbia
- Territories

- Tribal governments
- Counties
- Metropolitan cities
- Non-entitlement units, or smaller local governments

**1.2. Which governments receive funds directly from Treasury?**

Treasury will distribute funds directly to each eligible state, territory, metropolitan city, county, or Tribal government. Smaller local governments that are classified as non-entitlement units will receive funds through their applicable state government.

**1.3. Are special-purpose units of government eligible to receive funds?**

Special-purpose units of local government will not receive funding allocations; however, a state, territory, local, or Tribal government may transfer funds to a special-purpose unit of government. Special-purpose districts perform specific functions in the community, such as fire, water, sewer or mosquito abatement districts.

**1.4. How are funds being allocated to Tribal governments, and how will Tribal governments find out their allocation amounts?<sup>1</sup>**

\$20 billion of Fiscal Recovery Funds was reserved for Tribal governments. The American Rescue Plan Act specifies that \$1 billion will be allocated evenly to all eligible Tribal governments. The remaining \$19 billion will be distributed using an allocation methodology based on enrollment and employment.

There will be two payments to Tribal governments. Each Tribal government's first payment will include (i) an amount in respect of the \$1 billion allocation that is to be divided equally among eligible Tribal governments and (ii) each Tribal government's pro rata share of the Enrollment Allocation. Tribal governments will be notified of their allocation amount and delivery of payment 4-5 days after completing request for funds in the Treasury Submission Portal. The deadline to make the initial request for funds is June 21, 2021.

The second payment will include a Tribal government's pro rata share of the Employment Allocation. There is a \$1,000,000 minimum employment allocation for Tribal governments. In late-June, Tribal governments will receive an email notification to re-enter the Treasury Submission Portal to confirm or amend their 2019 employment numbers that were submitted to the Department of the Treasury for the CARES Act's Coronavirus Relief Fund. To receive an Employment Allocation, including the minimum employment allocation, Tribal governments must confirm employment numbers by July 16, 2021. Treasury will calculate employment allocations for those Tribal governments that confirmed or submitted amended employment numbers by the deadline. In August,

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<sup>1</sup> The answer to this question was updated on June 29, 2021.

Treasury will communicate to Tribal governments the amount of their portion of the Employment Allocation and the anticipated date for the second payment.

**1.5. My county is a unit of general local government with population under 50,000. Will my county receive funds directly from Treasury? [5/27]**

Yes. All counties that are units of general local government will receive funds directly from Treasury and should apply via the [online portal](#). The list of county allocations is available [here](#).

**1.6. My local government expected to be classified as a non-entitlement unit. Instead, it was classified as a metropolitan city. Why? [5/27]**

The American Rescue Plan Act defines, for purposes of the Coronavirus Local Fiscal Recovery Fund (CLFRF), metropolitan cities to include those that are currently metropolitan cities under the Community Development Block Grant (CDBG) program but also those cities that relinquish or defer their status as a metropolitan city for purposes of the CDBG program. This would include, by way of example, cities that are principal cities of their metropolitan statistical area, even if their population is less than 50,000. In other words, a city that is eligible to be a metropolitan city under the CDBG program is eligible as a metropolitan city under the CLFRF, regardless of how that city has elected to participate in the CDBG program.

Unofficial allocation estimates produced by other organizations may have classified certain local governments as non-entitlement units of local government. However, based on the statutory definitions, some of these local governments should have been classified as metropolitan cities.

**1.7. In order to receive and use Fiscal Recovery Funds, must a recipient government maintain a declaration of emergency relating to COVID-19? [6/23]**

No. Neither the statute establishing the CSFRF/CLFRF nor the Interim Final Rule requires recipients to maintain a local declaration of emergency relating to COVID-19.

**2. Eligible Uses – Responding to the Public Health Emergency / Negative Economic Impacts**

**2.1. What types of COVID-19 response, mitigation, and prevention activities are eligible?**

A broad range of services are needed to contain COVID-19 and are eligible uses, including vaccination programs; medical care; testing; contact tracing; support for isolation or quarantine; supports for vulnerable populations to access medical or public health services; public health surveillance (e.g., monitoring case trends, genomic sequencing for variants); enforcement of public health orders; public communication

efforts; enhancement to health care capacity, including through alternative care facilities; purchases of personal protective equipment; support for prevention, mitigation, or other services in congregate living facilities (e.g., nursing homes, incarceration settings, homeless shelters, group living facilities) and other key settings like schools; ventilation improvements in congregate settings, health care settings, or other key locations; enhancement of public health data systems; and other public health responses. Capital investments in public facilities to meet pandemic operational needs are also eligible, such as physical plant improvements to public hospitals and health clinics or adaptations to public buildings to implement COVID-19 mitigation tactics.

**2.2. If a use of funds was allowable under the Coronavirus Relief Fund (CRF) to respond to the public health emergency, may recipients presume it is also allowable under CSFRF/CLFRF?**

Generally, funding uses eligible under CRF as a response to the direct public health impacts of COVID-19 will continue to be eligible under CSFRF/CLFRF, with the following two exceptions: (1) the standard for eligibility of public health and safety payrolls has been updated; and (2) expenses related to the issuance of tax-anticipation notes are not an eligible funding use.

**2.3. If a use of funds is not explicitly permitted in the Interim Final Rule as a response to the public health emergency and its negative economic impacts, does that mean it is prohibited?**

The Interim Final Rule contains a non-exclusive list of programs or services that may be funded as responding to COVID-19 or the negative economic impacts of the COVID-19 public health emergency, along with considerations for evaluating other potential uses of Fiscal Recovery Funds not explicitly listed. The Interim Final Rule also provides flexibility for recipients to use Fiscal Recovery Funds for programs or services that are not identified on these non-exclusive lists but which meet the objectives of section 602(c)(1)(A) or 603(c)(1)(A) by responding to the COVID-19 public health emergency with respect to COVID-19 or its negative economic impacts.

**2.4. May recipients use funds to respond to the public health emergency and its negative economic impacts by replenishing state unemployment funds?**

Consistent with the approach taken in the CRF, recipients may make deposits into the state account of the Unemployment Trust Fund up to the level needed to restore the pre-pandemic balances of such account as of January 27, 2020, or to pay back advances received for the payment of benefits between January 27, 2020 and the date when the Interim Final Rule is published in the Federal Register.

**2.5. What types of services are eligible as responses to the negative economic impacts of the pandemic?**

Eligible uses in this category include assistance to households; small businesses and non-profits; and aid to impacted industries.

Assistance to households includes, but is not limited to: food assistance; rent, mortgage, or utility assistance; counseling and legal aid to prevent eviction or homelessness; cash assistance; emergency assistance for burials, home repairs, weatherization, or other needs; internet access or digital literacy assistance; or job training to address negative economic or public health impacts experienced due to a worker's occupation or level of training.

Assistance to small business and non-profits includes, but is not limited to:

- loans or grants to mitigate financial hardship such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or utilities costs, and other operating costs;
- Loans, grants, or in-kind assistance to implement COVID-19 prevention or mitigation tactics, such as physical plant changes to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing, or contact tracing programs; and
- Technical assistance, counseling, or other services to assist with business planning needs

**2.6. May recipients use funds to respond to the public health emergency and its negative economic impacts by providing direct cash transfers to households?**

Yes, provided the recipient considers whether, and the extent to which, the household has experienced a negative economic impact from the pandemic. Additionally, cash transfers must be reasonably proportional to the negative economic impact they are intended to address. Cash transfers grossly in excess of the amount needed to address the negative economic impact identified by the recipient would not be considered to be a response to the COVID-19 public health emergency or its negative impacts. In particular, when considering appropriate size of permissible cash transfers made in response to the COVID-19 public health emergency, state, local, territorial, and Tribal governments may consider and take guidance from the per person amounts previously provided by the federal government in response to the COVID crisis.

**2.7. May funds be used to reimburse recipients for costs incurred by state and local governments in responding to the public health emergency and its negative economic impacts prior to passage of the American Rescue Plan?**

Use of Fiscal Recovery Funds is generally forward looking. The Interim Final Rule permits funds to be used to cover costs incurred beginning on March 3, 2021.

**2.8. May recipients use funds for general economic development or workforce development?**

Generally, not. Recipients must demonstrate that funding uses directly address a negative economic impact of the COVID-19 public health emergency, including funds used for economic or workforce development. For example, job training for unemployed workers may be used to address negative economic impacts of the public health emergency and be eligible.

**2.9. How can recipients use funds to assist the travel, tourism, and hospitality industries?**

Aid provided to tourism, travel, and hospitality industries should respond to the negative economic impacts of the pandemic. For example, a recipient may provide aid to support safe reopening of businesses in the tourism, travel and hospitality industries and to districts that were closed during the COVID-19 public health emergency, as well as aid a planned expansion or upgrade of tourism, travel and hospitality facilities delayed due to the pandemic.

Tribal development districts are considered the commercial centers for tribal hospitality, gaming, tourism and entertainment industries.

**2.10. May recipients use funds to assist impacted industries other than travel, tourism, and hospitality?**

Yes, provided that recipients consider the extent of the impact in such industries as compared to tourism, travel, and hospitality, the industries enumerated in the statute. For example, nationwide the leisure and hospitality industry has experienced an approximately 17 percent decline in employment and 24 percent decline in revenue, on net, due to the COVID-19 public health emergency. Recipients should also consider whether impacts were due to the COVID-19 pandemic, as opposed to longer-term economic or industrial trends unrelated to the pandemic.

Recipients should maintain records to support their assessment of how businesses or business districts receiving assistance were affected by the negative economic impacts of the pandemic and how the aid provided responds to these impacts.

**2.11. How does the Interim Final Rule help address the disparate impact of COVID-19 on certain populations and geographies?**

In recognition of the disproportionate impacts of the COVID-19 virus on health and economic outcomes in low-income and Native American communities, the Interim Final Rule identifies a broader range of services and programs that are considered to be in response to the public health emergency when provided in these communities. Specifically, Treasury will presume that certain types of services are eligible uses when provided in a Qualified Census Tract (QCT), to families living in QCTs, or when these services are provided by Tribal governments.

Recipients may also provide these services to other populations, households, or geographic areas disproportionately impacted by the pandemic. In identifying these disproportionately-impacted communities, recipients should be able to support their determination for how the pandemic disproportionately impacted the populations, households, or geographic areas to be served.

Eligible services include:

- Addressing health disparities and the social determinants of health, including: community health workers, public benefits navigators, remediation of lead paint or other lead hazards, and community violence intervention programs;
- Building stronger neighborhoods and communities, including: supportive housing and other services for individuals experiencing homelessness, development of affordable housing, and housing vouchers and assistance relocating to neighborhoods with higher levels of economic opportunity;
- Addressing educational disparities exacerbated by COVID-19, including: early learning services, increasing resources for high-poverty school districts, educational services like tutoring or afterschool programs, and supports for students' social, emotional, and mental health needs; and
- Promoting healthy childhood environments, including: child care, home visiting programs for families with young children, and enhanced services for child welfare-involved families and foster youth.

**2.12. May recipients use funds to pay for vaccine incentive programs (e.g., cash or in-kind transfers, lottery programs, or other incentives for individuals who get vaccinated)?**

Yes. Under the Interim Final Rule, recipients may use Coronavirus State and Local Fiscal Recovery Funds to respond to the COVID-19 public health emergency, including expenses related to COVID-19 vaccination programs. See 31 CFR 35.6(b)(1)(i). Programs that provide incentives reasonably expected to increase the number of people who choose to get vaccinated, or that motivate people to get vaccinated sooner than they otherwise would have, are an allowable use of funds so long as such costs are reasonably proportional to the expected public health benefit.

**2.13. May recipients use funds to pay “back to work incentives” (e.g., cash payments for newly employed workers after a certain period of time on the job)? [5/27]**

Yes. Under the Interim Final Rule, recipients may use Coronavirus State and Local Fiscal Recovery Funds to provide assistance to unemployed workers. See 31 CFR 35.6(b)(4). This assistance can include job training or other efforts to accelerate rehiring and thus reduce unemployment, such as childcare assistance, assistance with transportation to and from a jobsite or interview, and incentives for newly employed workers.

**2.14. The Coronavirus Relief Fund (CRF) included as an eligible use: "Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency." What has changed in CSFRF/CLFRF, and what type of documentation is required under CSFRF/CLFRF? [5/27]**

Many of the expenses authorized under the Coronavirus Relief Fund are also eligible uses under the CSFRF/CLFRF. However, in the case of payroll expenses for public safety, public health, health care, human services, and similar employees (hereafter, public health and safety staff), the CSFRF/CLFRF does differ from the CRF. This change reflects the differences between the ARPA and CARES Act and recognizes that the response to the COVID-19 public health emergency has changed and will continue to change over time. In particular, funds may be used for payroll and covered benefits expenses for public safety, public health, health care, human services, and similar employees, including first responders, to the extent that the employee's time that is dedicated to responding to the COVID-19 public health emergency.

For administrative convenience, the recipient may consider a public health and safety employee to be entirely devoted to mitigating or responding to the COVID-19 public health emergency, and therefore fully covered, if the employee, or his or her operating unit or division, is primarily dedicated (e.g., more than half of the employee's time is dedicated) to responding to the COVID-19 public health emergency.

Recipients may use presumptions for assessing whether an employee, division, or operating unit is primarily dedicated to COVID-19 response. The recipient should maintain records to support its assessment, such as payroll records, attestations from supervisors or staff, or regular work product or correspondence demonstrating work on the COVID-19 response. Recipients need not routinely track staff hours. Recipients should periodically reassess their determinations.

**2.15. What staff are included in "public safety, public health, health care, human services, and similar employees"? Would this include, for example, 911 operators, morgue staff, medical examiner staff, or EMS staff? [5/27]**

As discussed in the Interim Final Rule, funds may be used for payroll and covered benefits expenses for public safety, public health, health care, human services, and similar employees, for the portion of the employee's time that is dedicated to responding to the COVID-19 public health emergency.

Public safety employees would include police officers (including state police officers), sheriffs and deputy sheriffs, firefighters, emergency medical responders, correctional and detention officers, and those who directly support such employees such as dispatchers and supervisory personnel. Public health employees would include employees involved in providing medical and other health services to patients and supervisory personnel, including medical staff assigned to schools, prisons, and other such institutions, and other

support services essential for patient care (e.g., laboratory technicians, medical examiner or morgue staff) as well as employees of public health departments directly engaged in matters related to public health and related supervisory personnel. Human services staff include employees providing or administering social services; public benefits; child welfare services; and child, elder, or family care, as well as others.

**2.16. May recipients use funds to establish a public jobs program? [6/8]**

Yes. The Interim Final Rule permits a broad range of services to unemployed or underemployed workers and other individuals that suffered negative economic impacts from the pandemic. That can include public jobs programs, subsidized employment, combined education and on-the-job training programs, or job training to accelerate rehiring or address negative economic or public health impacts experienced due to a worker's occupation or level of training. The broad range of permitted services can also include other employment supports, such as childcare assistance or assistance with transportation to and from a jobsite or interview.

The Interim Final Rule includes as an eligible use re-hiring public sector staff up to the government's level of pre-pandemic employment. "Public sector staff" would not include individuals participating in a job training or subsidized employment program administered by the recipient.

**2.17. The Interim Final Rule states that "assistance or aid to individuals or businesses that did not experience a negative economic impact from the public health emergency would not be an eligible use under this category." Are recipients required to demonstrate that each individual or business experienced a negative economic impact for that individual or business to receive assistance? [6/23]**

Not necessarily. The Interim Final Rule allows recipients to demonstrate a negative economic impact on a population or group and to provide assistance to households or businesses that fall within that population or group. In such cases, the recipient need only demonstrate that the household or business is within the population or group that experienced a negative economic impact.

For assistance to households, the Interim Final Rule states, "In assessing whether a household or population experienced economic harm as a result of the pandemic, a recipient may presume that a household or population that experienced unemployment or increased food or housing insecurity or is low- or moderate-income experienced negative economic impacts resulting from the pandemic." This would allow, for example, an internet access assistance program for all low- or moderate-income households, but would not require the recipient to demonstrate or document that each individual low- or moderate income household experienced a negative economic impact from the COVID-19 public health emergency apart from being low- or moderate income.

For assistance to small businesses, the Interim Final Rule states that assistance may be provided to small businesses, including loans, grants, in-kind assistance, technical

assistance or other services, to respond to the negative economic impacts of the COVID-19 public health emergency. In providing assistance to small businesses, recipients must design a program that responds to the negative economic impacts of the COVID-19 public health emergency, including by identifying how the program addresses the identified need or impact faced by small businesses. This can include assistance to adopt safer operating procedures, weather periods of closure, or mitigate financial hardship resulting from the COVID-19 public health emergency.

As part of program design and to ensure that the program responds to the identified need, recipients may consider additional criteria to target assistance to businesses in need, including to small businesses. Assistance may be targeted to businesses facing financial insecurity, with substantial declines in gross receipts (e.g., comparable to measures used to assess eligibility for the Paycheck Protection Program), or facing other economic harm due to the pandemic, as well as businesses with less capacity to weather financial hardship, such as the smallest businesses, those with less access to credit, or those serving disadvantaged communities. For example, a recipient could find based on local data or research that the smallest businesses faced sharply increased risk of bankruptcy and develop a program to respond; such a program would only need to document a population or group-level negative economic impact, and eligibility criteria to limit access to the program to that population or group (in this case, the smallest businesses).

In addition, recognizing the disproportionate impact of the pandemic on disadvantaged communities, the Interim Final Rule also identifies a set of services that are presumptively eligible when provided in a Qualified Census Tract (QCT); to families and individuals living in QCTs; to other populations, households, or geographic areas identified by the recipient as disproportionately impacted by the pandemic; or when these services are provided by Tribal governments. For more information on the set of presumptively eligible services, see the Interim Final Rule section on *Building Stronger Communities through Investments in Housing and Neighborhoods* and FAQ 2.11.

**2.18. Would investments in improving outdoor spaces (e.g. parks) be an eligible use of funds as a response to the public health emergency and/or its negative economic impacts? [6/23]**

There are multiple ways that investments in improving outdoor spaces could qualify as eligible uses; several are highlighted below, though there may be other ways that a specific investment in outdoor spaces would meet eligible use criteria.

First, in recognition of the disproportionate negative economic impacts on certain communities and populations, the Interim Final Rule identifies certain types of services that are eligible uses when provided in a Qualified Census Tract (QCT), to families and individuals living in QCTs, or when these services are provided by Tribal governments. Recipients may also provide these services to other populations, households, or geographic areas disproportionately impacted by the pandemic.

These programs and services include services designed to build stronger neighborhoods and communities and to address health disparities and the social determinants of health. The Interim Final Rule provides a non-exhaustive list of eligible services to respond to the needs of communities disproportionately impacted by the pandemic, and recipients may identify other uses of funds that do so, consistent with the Rule's framework. For example, investments in parks, public plazas, and other public outdoor recreation spaces may be responsive to the needs of disproportionately impacted communities by promoting healthier living environments and outdoor recreation and socialization to mitigate the spread of COVID-19.

Second, recipients may provide assistance to small businesses in all communities. Assistance to small businesses could include support to enhance outdoor spaces for COVID-19 mitigation (e.g., restaurant patios) or to improve the built environment of the neighborhood (e.g., façade improvements).

Third, many governments saw significantly increased use of parks during the pandemic that resulted in damage or increased maintenance needs. The Interim Final Rule recognizes that “decrease[s to] a state or local government’s ability to effectively administer services” can constitute a negative economic impact of the pandemic.

**2.19. Would expenses to address a COVID-related backlog in court cases be an eligible use of funds as a response to the public health emergency? [6/23]**

The Interim Final Rule recognizes that “decrease[s to] a state or local government’s ability to effectively administer services,” such as cuts to public sector staffing levels, can constitute a negative economic impact of the pandemic. During the COVID-19 public health emergency, many courts were unable to operate safely during the pandemic and, as a result, now face significant backlogs. Court backlogs resulting from inability of courts to safely operate during the COVID-19 pandemic decreased the government’s ability to administer services. Therefore, steps to reduce these backlogs, such as implementing COVID-19 safety measures to facilitate court operations, hiring additional court staff or attorneys to increase speed of case resolution, and other expenses to expedite case resolution are eligible uses.

**2.20. Can funds be used to assist small business startups as a response to the negative economic impact of COVID-19? [6/23]**

As discussed in the Interim Final Rule, recipients may provide assistance to small businesses that responds to the negative economic impacts of COVID-19. The Interim Final Rule provides a non-exclusive list of potential assistance mechanisms, as well as considerations for ensuring that such assistance is responsive to the negative economic impacts of COVID-19.

Treasury acknowledges a range of potential circumstances in which assisting small business startups could be responsive to the negative economic impacts of COVID-19,

including for small businesses and individuals seeking to start small businesses after the start of the COVID-19 public health emergency. For example:

- A recipient could assist small business startups with additional costs associated with COVID-19 mitigation tactics (e.g., barriers or partitions; enhanced cleaning; or physical plant changes to enable greater use of outdoor space).
- A recipient could identify and respond to a negative economic impact of COVID-19 on new small business startups; for example, if it could be shown that small business startups in a locality were facing greater difficult accessing credit than prior to the pandemic, faced increased costs to starting the business due to the pandemic, or that the small business had lost expected startup capital due to the pandemic.
- The Interim Final Rule also discusses eligible uses that provide support for individuals who have experienced a negative economic impact from the COVID-19 public health emergency, including uses that provide job training for unemployed individuals. These initiatives also may support small business startups and individuals seeking to start small businesses.

**2.21. Can funds be used for eviction prevention efforts or housing stability services? [6/24]**

Yes. Responses to the negative economic impacts of the pandemic include “rent, mortgage, or utility assistance [and] counseling and legal aid to prevent eviction or homelessness.” This includes housing stability services that enable eligible households to maintain or obtain housing, such as housing counseling, fair housing counseling, case management related to housing stability, outreach to households at risk of eviction or promotion of housing support programs, housing related services for survivors of domestic abuse or human trafficking, and specialized services for individuals with disabilities or seniors that supports their ability to access or maintain housing.

This also includes legal aid such as legal services or attorney’s fees related to eviction proceedings and maintaining housing stability, court-based eviction prevention or eviction diversion programs, and other legal services that help households maintain or obtain housing.

Recipients may transfer funds to, or execute grants or contracts with, court systems, non-profits, and a wide range of other organizations to implement these strategies.

**3. Eligible Uses – Revenue Loss**

**3.1. How is revenue defined for the purpose of this provision? [appendix added 6/23]**

The Interim Final Rule adopts a definition of “General Revenue” that is based on, but not identical, to the Census Bureau’s concept of “General Revenue from Own Sources” in the Annual Survey of State and Local Government Finances.

General Revenue includes revenue from taxes, current charges, and miscellaneous general revenue. It excludes refunds and other correcting transactions, proceeds from issuance of debt or the sale of investments, agency or private trust transactions, and revenue generated by utilities and insurance trusts. General revenue also includes intergovernmental transfers between state and local governments, but excludes intergovernmental transfers from the Federal government, including Federal transfers made via a state to a locality pursuant to the CRF or the Fiscal Recovery Funds.

Tribal governments may include all revenue from Tribal enterprises and gaming operations in the definition of General Revenue.

Please see the appendix for a diagram of the Interim Final Rule's definition of General Revenue within the Census Bureau's revenue classification structure.

**3.2. Will revenue be calculated on an entity-wide basis or on a source-by-source basis (e.g. property tax, income tax, sales tax, etc.)?**

Recipients should calculate revenue on an entity-wide basis. This approach minimizes the administrative burden for recipients, provides for greater consistency across recipients, and presents a more accurate representation of the net impact of the COVID-19 public health emergency on a recipient's revenue, rather than relying on financial reporting prepared by each recipient, which vary in methodology used and which generally aggregates revenue by purpose rather than by source.

**3.3. Does the definition of revenue include outside concessions that contract with a state or local government?**

Recipients should classify revenue sources as they would if responding to the U.S. Census Bureau's Annual Survey of State and Local Government Finances. According to the Census Bureau's [Government Finance and Employment Classification manual](#), the following is an example of current charges that would be included in a state or local government's general revenue from own sources: "Gross revenue of facilities operated by a government (swimming pools, recreational marinas and piers, golf courses, skating rinks, museums, zoos, etc.); auxiliary facilities in public recreation areas (camping areas, refreshment stands, gift shops, etc.); lease or use fees from stadiums, auditoriums, and community and convention centers; and rentals from concessions at such facilities."

**3.4. What is the time period for estimating revenue loss? Will revenue losses experienced prior to the passage of the Act be considered?**

Recipients are permitted to calculate the extent of reduction in revenue as of four points in time: December 31, 2020; December 31, 2021; December 31, 2022; and December 31, 2023. This approach recognizes that some recipients may experience lagged effects of the pandemic on revenues.

Upon receiving Fiscal Recovery Fund payments, recipients may immediately calculate revenue loss for the period ending December 31, 2020.

**3.5. What is the formula for calculating the reduction in revenue?**

A reduction in a recipient's General Revenue equals:

$$\text{Max} \{ [\text{Base Year Revenue} * (1 + \text{Growth Adjustment})^{\left(\frac{n_t}{12}\right)} ] - \text{Actual General Revenue}_t ; 0 \}$$

Where:

*Base Year Revenue* is General Revenue collected in the most recent full fiscal year prior to the COVID-19 public health emergency.

*Growth Adjustment* is equal to the greater of 4.1 percent (or 0.041) and the recipient's average annual revenue growth over the three full fiscal years prior to the COVID-19 public health emergency.

*n* equals the number of months elapsed from the end of the base year to the calculation date.

*Actual General Revenue* is a recipient's actual general revenue collected during 12-month period ending on each calculation date.

Subscript *t* denotes the calculation date.

**3.6. Are recipients expected to demonstrate that reduction in revenue is due to the COVID-19 public health emergency?**

In the Interim Final Rule, any diminution in actual revenue calculated using the formula above would be presumed to have been "due to" the COVID-19 public health emergency. This presumption is made for administrative ease and in recognition of the broad-based economic damage that the pandemic has wrought.

**3.7. May recipients use pre-pandemic projections as a basis to estimate the reduction in revenue?**

No. Treasury is disallowing the use of projections to ensure consistency and comparability across recipients and to streamline verification. However, in estimating the revenue shortfall using the formula above, recipients may incorporate their average annual revenue growth rate in the three full fiscal years prior to the public health emergency.

**3.8. Once a recipient has identified a reduction in revenue, are there any restrictions on how recipients use funds up to the amount of the reduction?**

The Interim Final Rule gives recipients broad latitude to use funds for the provision of government services to the extent of reduction in revenue. Government services can include, but are not limited to, maintenance of infrastructure or pay-go spending for building new infrastructure, including roads; modernization of cybersecurity, including hardware, software, and protection of critical infrastructure; health services; environmental remediation; school or educational services; and the provision of police, fire, and other public safety services.

However, paying interest or principal on outstanding debt, replenishing rainy day or other reserve funds, or paying settlements or judgments would not be considered provision of a government service, since these uses of funds do not entail direct provision of services to citizens. This restriction on paying interest or principal on any outstanding debt instrument, includes, for example, short-term revenue or tax anticipation notes, or paying fees or issuance costs associated with the issuance of new debt. In addition, the overarching restrictions on all program funds (e.g., restriction on pension deposits, restriction on using funds for non-federal match where barred by regulation or statute) would apply.

**3.9. How do I know if a certain type of revenue should be counted for the purpose of computing revenue loss? [5/27]**

As discussed in FAQ #3.1, the Interim Final Rule adopts a definition of “General Revenue” that is based on, but not identical, to the Census Bureau’s concept of “General Revenue from Own Sources” in the Annual Survey of State and Local Government Finances.

Recipients should refer to the definition of “General Revenue” included in the Interim Final Rule. See 31 CFR 35.3. If a recipient is unsure whether a particular revenue source is included in the Interim Final Rule’s definition of “General Revenue,” the recipient may consider the classification and instructions used to complete the Census Bureau’s Annual Survey.

For example, parking fees would be classified as a Current Charge for the purpose of the Census Bureau’s Annual Survey, and the Interim Final Rule’s concept of “General Revenue” includes all Current Charges. Therefore, parking fees would be included in the Interim Final Rule’s concept of “General Revenue.”

The Census Bureau’s Government Finance and Employment Classification manual is available [here](#).

**3.10. In calculating revenue loss, are recipients required to use audited financials? [6/8]**

Where audited data is not available, recipients are not required to obtain audited data. Treasury expects all information submitted to be complete and accurate. See 31 CFR 35.4(c).

**3.11. In calculating revenue loss, should recipients use their own data, or Census data? [6/8]**

Recipients should use their own data sources to calculate general revenue, and do not need to rely on published revenue data from the Census Bureau. Treasury acknowledges that due to differences in timing, data sources, and definitions, recipients' self-reported general revenue figures may differ somewhat from those published by the Census Bureau.

**3.12. Should recipients calculate revenue loss on a cash basis or an accrual basis? [6/8]**

Recipients may provide data on a cash, accrual, or modified accrual basis, provided that recipients are consistent in their choice of methodology throughout the covered period and until reporting is no longer required.

**3.13. In identifying intergovernmental revenue for the purpose of calculating General Revenue, should recipients exclude all federal funding, or just federal funding related to the COVID-19 response? How should local governments treat federal funds that are passed through states or other entities, or federal funds that are intermingled with other funds? [6/23]**

In calculating General Revenue, recipients should exclude all intergovernmental transfers from the federal government. This includes, but is not limited to, federal transfers made via a state to a locality pursuant to the Coronavirus Relief Fund or Fiscal Recovery Funds. To the extent federal funds are passed through states or other entities or intermingled with other funds, recipients should attempt to identify and exclude the federal portion of those funds from the calculation of General Revenue on a best-efforts basis.

**4. Eligible Uses – General**

**4.1. May recipients use funds to replenish a budget stabilization fund, rainy day fund, or similar reserve account?**

No. Funds made available to respond to the public health emergency and its negative economic impacts are intended to help meet pandemic response needs and provide immediate stabilization for households and businesses. Contributions to rainy day funds and similar reserves funds would not address these needs or respond to the COVID-19 public health emergency, but would rather be savings for future spending needs. Similarly, funds made available for the provision of governmental services (to the extent of reduction in revenue) are intended to support direct provision of services to citizens. Contributions to rainy day funds are not considered provision of government services, since such expenses do not directly relate to the provision of government services.

**4.2. May recipients use funds to invest in infrastructure other than water, sewer, and broadband projects (e.g. roads, public facilities)?**

Under 602(c)(1)(C) or 603(c)(1)(C), recipients may use funds for maintenance of infrastructure or pay-go spending for building of new infrastructure as part of the general provision of government services, to the extent of the estimated reduction in revenue due to the public health emergency.

Under 602(c)(1)(A) or 603(c)(1)(A), a general infrastructure project typically would not be considered a response to the public health emergency and its negative economic impacts unless the project responds to a specific pandemic-related public health need (e.g., investments in facilities for the delivery of vaccines) or a specific negative economic impact of the pandemic (e.g., affordable housing in a Qualified Census Tract).

**4.3. May recipients use funds to pay interest or principal on outstanding debt?**

No. Expenses related to financing, including servicing or redeeming notes, would not address the needs of pandemic response or its negative economic impacts. Such expenses would also not be considered provision of government services, as these financing expenses do not directly provide services or aid to citizens.

This applies to paying interest or principal on any outstanding debt instrument, including, for example, short-term revenue or tax anticipation notes, or paying fees or issuance costs associated with the issuance of new debt.

**4.4. May recipients use funds to satisfy nonfederal matching requirements under the Stafford Act? May recipients use funds to satisfy nonfederal matching requirements generally?**

Fiscal Recovery Funds are subject to pre-existing limitations in other federal statutes and regulations and may not be used as non-federal match for other Federal programs whose statute or regulations bar the use of Federal funds to meet matching requirements. For example, expenses for the state share of Medicaid are not an eligible use. For information on FEMA programs, please [see here](#).

**4.5. Are governments required to submit proposed expenditures to Treasury for approval? [5/27]**

No. Recipients are not required to submit planned expenditures for prior approval by Treasury. Recipients are subject to the requirements and guidelines for eligible uses contained in the Interim Final Rule.

**4.6. How do I know if a specific use is eligible? [5/27]**

Fiscal Recovery Funds must be used in one of the four eligible use categories specified in the American Rescue Plan Act and implemented in the Interim Final Rule:

- a) To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- b) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;
- c) For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and
- d) To make necessary investments in water, sewer, or broadband infrastructure.

Recipients should consult Section II of the Interim Final Rule for additional information on eligible uses. For recipients evaluating potential uses under (a), the Interim Final Rule contains a non-exclusive list of programs or services that may be funded as responding to COVID-19 or the negative economic impacts of the COVID-19 public health emergency, along with considerations for evaluating other potential uses of Fiscal Recovery Funds not explicitly listed. See Section II of the Interim Final Rule for additional discussion.

For recipients evaluating potential uses under (c), the Interim Final Rule gives recipients broad latitude to use funds for the provision of government services to the extent of reduction in revenue. See FAQ #3.8 for additional discussion.

For recipients evaluating potential uses under (b) and (d), see Sections 5 and 6.

**4.7. Do restrictions on using Coronavirus State and Local Fiscal Recovery Funds to cover costs incurred beginning on March 3, 2021 apply to costs incurred by the recipient (e.g., a State, local, territorial, or Tribal government) or to costs incurred by households, businesses, and individuals benefiting from assistance provided using Coronavirus State and Local Fiscal Recovery Funds? [6/8]**

The Interim Final Rule permits funds to be used to cover costs incurred beginning on March 3, 2021. This limitation applies to costs incurred by the recipient (i.e., the state, local, territorial, or Tribal government receiving funds). However, recipients may use Coronavirus State and Local Fiscal Recovery Funds to provide assistance to households, businesses, and individuals within the eligible use categories described in the Interim Final Rule for economic harms experienced by those households, businesses, and individuals prior to March 3, 2021. For example,

- Public Health/Negative Economic Impacts – Recipients may use Coronavirus State and Local Fiscal Recovery Funds to provide assistance to households – such as rent, mortgage, or utility assistance – for economic harms experienced or costs incurred by the household prior to March 3, 2021 (e.g., rental arrears from

preceding months), provided that the cost of providing assistance to the household was not incurred by the recipient prior to March 3, 2021.

- Premium Pay – Recipients may provide premium pay retrospectively for work performed at any time since the start of the COVID-19 public health emergency. Such premium pay must be “in addition to” wages and remuneration already received and the obligation to provide such pay must not have been incurred by the recipient prior to March 3, 2021.
- Revenue Loss – The Interim Final Rule gives recipients broad latitude to use funds for the provision of government services to the extent of reduction in revenue. The calculation of lost revenue begins with the recipient’s revenue in the last full fiscal year prior to the COVID-19 public health emergency and includes the 12-month period ending December 31, 2020. However, use of funds for government services must be forward looking for costs incurred by the recipient after March 3, 2021.
- Investments in Water, Sewer, and Broadband – Recipients may use Coronavirus State and Local Fiscal Recovery Funds to make necessary investments in water, sewer, and broadband. See FAQ Section 6. Recipients may use Coronavirus State and Local Fiscal Recovery Funds to cover costs incurred for eligible projects planned or started prior to March 3, 2021, provided that the project costs covered by the Coronavirus State and Local Fiscal Recovery Funds were incurred after March 3, 2021.

**4.8. How can I use CSFRF/CLFRF funds to prevent and respond to crime, and support public safety in my community? [6/23]**

Under Treasury’s Interim Final Rule, there are many ways in which the State and Local Fiscal Recovery Funds (“Funds”) under the American Rescue Plan Act can support communities working to reduce and respond to increased violence due to the pandemic. Among the eligible uses of the Funds are restoring of public sector staff to their pre-pandemic levels and responses to the public health crisis and negative economic impacts resulting from the pandemic. The Interim Final Rule provides several ways for recipients to “respond to” this pandemic-related gun violence, ranging from community violence intervention programs to mental health services to hiring of public safety personnel.

Below are some examples of how Fiscal Recovery Funds can be used to address public safety:

- In all communities, recipients may use resources to rehire police officers and other public servants to restore law enforcement and courts to their pre-pandemic levels. Additionally, Funds can be used for expenses to address COVID-related court backlogs, including hiring above pre-pandemic levels, as a response to the public health emergency. See FAQ 2.19.
- In communities where an increase in violence or increased difficulty in accessing or providing services to respond to or mitigate the effects of violence, is a result of the pandemic they may use funds to address that harm. This spending may include:

- Hiring law enforcement officials – even above pre-pandemic levels – or paying overtime where the funds are directly focused on advancing community policing strategies in those communities experiencing an increase in gun violence associated with the pandemic
- Community Violence Intervention (CVI) programs, including capacity building efforts at CVI programs like funding and training additional intervention workers
- Additional enforcement efforts to reduce gun violence exacerbated by the pandemic, including prosecuting gun traffickers, dealers, and other parties contributing to the supply of crime guns, as well as collaborative federal, state, and local efforts to identify and address gun trafficking channels
- Investing in technology and equipment to allow law enforcement to more efficiently and effectively respond to the rise in gun violence resulting from the pandemic

As discussed in the Interim Final Rule, uses of CSFRF/CLFRF funds that respond to an identified harm must be related and reasonably proportional to the extent and type of harm experienced; uses that bear no relation or are grossly disproportionate to the type or extent of harm experienced would not be eligible uses.

- Recipients may also use funds up to the level of revenue loss for government services, including those outlined above.

Recognizing that the pandemic exacerbated mental health and substance use disorder needs in many communities, eligible public health services include mental health and other behavioral health services, which are a critical component of a holistic public safety approach. This could include:

- Mental health services and substance use disorder services, including for individuals experiencing trauma exacerbated by the pandemic, such as:
  - Community-based mental health and substance use disorder programs that deliver evidence-based psychotherapy, crisis support services, medications for opioid use disorder, and/or recovery support
  - School-based social-emotional support and other mental health services
- Referrals to trauma recovery services for crime victims.

Recipients also may use Funds to respond to the negative economic impacts of the public health emergency, including:

- Assistance programs to households or populations facing negative economic impacts of the public health emergency, including:
  - Assistance to support economic security, including for the victims of crime;
  - Housing assistance, including rent, utilities, and relocation assistance;
  - Assistance with food, including Summer EBT and nutrition programs; and
  - Employment or job training services to address negative economic or public health impacts experienced due to a worker's occupation or level of training.
- Assistance to unemployed workers, including:

- Subsidized jobs, including for young people. Summer youth employment programs directly address the negative economic impacts of the pandemic on young people and their families and communities;
- Programs that provide paid training and/or work experience targeted primarily to (1) formerly incarcerated individuals, and/or (2) communities experiencing high levels of violence exacerbated by the pandemic;
- Programs that provide workforce readiness training, apprenticeship or pre-apprenticeship opportunities, skills development, placement services, and/or coaching and mentoring; and
- Associated wraparound services, including for housing, health care, and food.

Recognizing the disproportionate impact of the pandemic on certain communities, a broader range of services are eligible in those communities than would otherwise be available in communities not experiencing a pandemic-related increase in crime or gun violence. These eligible uses aim to address the pandemic's exacerbation of public health and economic disparities and include services to address health and educational disparities, support neighborhoods and affordable housing, and promote healthy childhood environments. The Interim Final Rule provides a non-exhaustive list of eligible services in these categories.

These services automatically qualify as eligible uses when provided in Qualified Census Tracts (QCTs), low-income areas designated by HUD; to families in QCTs; or by Tribal governments. Outside of these areas, recipient governments can also identify and serve households, populations, and geographic areas disproportionately impacted by the pandemic.

Services under this category could include:

- Programs or services that address or mitigate the impacts of the COVID-19 public health emergency on education, childhood health and welfare, including:
  - Summer education and enrichment programs in these communities, which include many communities currently struggling with high levels of violence;
  - Programs that address learning loss and keep students productively engaged;
  - Enhanced services for foster youths and home visiting programs; and
  - Summer camps and recreation.
- Programs or services that provide or facilitate access to health and social services and address health disparities exacerbated by the pandemic. This includes Community Violence Intervention (CVI) programs, such as:
  - Evidence-based practices like focused deterrence, street outreach, violence interrupters, and hospital-based violence intervention models, complete with wraparound services such as behavioral therapy, trauma recovery, job training, education, housing and relocation services, and financial assistance; and,
  - Capacity-building efforts at CVI programs like funding more intervention workers; increasing their pay; providing training and professional development for intervention workers; and hiring and training workers to administer the programs.

Please refer to Treasury's Interim Final Rule for additional information.

## **5. Eligible Uses – Premium Pay**

### **5.1. What criteria should recipients use in identifying essential workers to receive premium pay?**

Essential workers are those in critical infrastructure sectors who regularly perform in-person work, interact with others at work, or physically handle items handled by others.

Critical infrastructure sectors include healthcare, education and childcare, transportation, sanitation, grocery and food production, and public health and safety, among others, as provided in the Interim Final Rule. Governments receiving Fiscal Recovery Funds have the discretion to add additional sectors to this list, so long as the sectors are considered critical to protect the health and well-being of residents.

The Interim Final Rule emphasizes the need for recipients to prioritize premium pay for lower income workers. Premium pay that would increase a worker's total pay above 150% of the greater of the state or county average annual wage requires specific justification for how it responds to the needs of these workers.

### **5.2. What criteria should recipients use in identifying third-party employers to receive grants for the purpose of providing premium pay to essential workers?**

Any third-party employers of essential workers are eligible. Third-party contractors who employ essential workers in eligible sectors are also eligible for grants to provide premium pay. Selection of third-party employers and contractors who receive grants is at the discretion of recipients.

To ensure any grants respond to the needs of essential workers and are made in a fair and transparent manner, the rule imposes some additional reporting requirements for grants to third-party employers, including the public disclosure of grants provided.

### **5.3. May recipients provide premium pay retroactively for work already performed?**

Yes. Treasury encourages recipients to consider providing premium pay retroactively for work performed during the pandemic, recognizing that many essential workers have not yet received additional compensation for their service during the pandemic.

## **6. Eligible Uses – Water, Sewer, and Broadband Infrastructure**

### **6.1. What types of water and sewer projects are eligible uses of funds?**

The Interim Final Rule generally aligns eligible uses of the Funds with the wide range of types or categories of projects that would be eligible to receive financial assistance

through the Environmental Protection Agency's Clean Water State Revolving Fund (CWSRF) or Drinking Water State Revolving Fund (DWSRF).

Under the DWSRF, categories of eligible projects include: treatment, transmission and distribution (including lead service line replacement), source rehabilitation and decontamination, storage, consolidation, and new systems development.

Under the CWSRF, categories of eligible projects include: construction of publicly-owned treatment works, nonpoint source pollution management, national estuary program projects, decentralized wastewater treatment systems, stormwater systems, water conservation, efficiency, and reuse measures, watershed pilot projects, energy efficiency measures for publicly-owned treatment works, water reuse projects, security measures at publicly-owned treatment works, and technical assistance to ensure compliance with the Clean Water Act.

As mentioned in the Interim Final Rule, eligible projects under the DWSRF and CWSRF support efforts to address climate change, as well as to meet cybersecurity needs to protect water and sewer infrastructure. Given the lifelong impacts of lead exposure for children, and the widespread nature of lead service lines, Treasury also encourages recipients to consider projects to replace lead service lines.

**6.2. May construction on eligible water, sewer, or broadband infrastructure projects continue past December 31, 2024, assuming funds have been obligated prior to that date?**

Yes. Treasury is interpreting the requirement that costs be incurred by December 31, 2024 to only require that recipients have obligated the funds by such date. The period of performance will run until December 31, 2026, which will provide recipients a reasonable amount of time to complete projects funded with Fiscal Recovery Funds.

**6.3. May recipients use funds as a non-federal match for the Clean Water State Revolving Fund (CWSRF) or Drinking Water State Revolving Fund (DWSRF)?**

Recipients may not use funds as a state match for the CWSRF and DWSRF due to prohibitions in utilizing federal funds as a state match in the authorizing statutes and regulations of the CWSRF and DWSRF.

**6.4. Does the National Environmental Policy Act (NEPA) apply to eligible infrastructure projects?**

NEPA does not apply to Treasury's administration of the Funds. Projects supported with payments from the Funds may still be subject to NEPA review if they are also funded by other federal financial assistance programs.

**6.5. What types of broadband projects are eligible?**

The Interim Final Rule requires eligible projects to reliably deliver minimum speeds of 100 Mbps download and 100 Mbps upload. In cases where it is impracticable due to geography, topography, or financial cost to meet those standards, projects must reliably deliver at least 100 Mbps download speed, at least 20 Mbps upload speed, and be scalable to a minimum of 100 Mbps download speed and 100 Mbps upload speed.

Projects must also be designed to serve unserved or underserved households and businesses, defined as those that are not currently served by a wireline connection that reliably delivers at least 25 Mbps download speed and 3 Mbps of upload speed.

**6.6. For broadband investments, may recipients use funds for related programs such as cybersecurity or digital literacy training?**

Yes. Recipients may use funds to provide assistance to households facing negative economic impacts due to Covid-19, including digital literacy training and other programs that promote access to the Internet. Recipients may also use funds for modernization of cybersecurity, including hardware, software, and protection of critical infrastructure, as part of provision of government services up to the amount of revenue lost due to the public health emergency.

**6.7. How do I know if a water, sewer, or broadband project is an eligible use of funds? Do I need pre-approval? [6/8]**

Recipients do not need approval from Treasury to determine whether an investment in a water, sewer, or broadband project is eligible under CSFRF/CLFRF. Each recipient should review the Interim Final Rule (IFR), along with the preamble to the Interim Final Rule, in order to make its own assessment of whether its intended project meets the eligibility criteria in the IFR. A recipient that makes its own determination that a project meets the eligibility criteria as outlined in the IFR may pursue the project as a CSFRF/CLFRF project without pre-approval from Treasury. Local government recipients similarly do not need state approval to determine that a project is eligible under CSFRF/CLFRF. However, recipients should be cognizant of other federal or state laws or regulations that may apply to construction projects independent of CSFRF/CLFRF funding conditions and that may require pre-approval.

For water and sewer projects, the IFR refers to the EPA [Drinking Water](#) and [Clean Water](#) State Revolving Funds (SRFs) for the categories of projects and activities that are eligible for funding. Recipients should look at the relevant federal statutes, regulations, and guidance issued by the EPA to determine whether a water or sewer project is eligible. Of note, the IFR does not incorporate any other requirements contained in the federal statutes governing the SRFs or any conditions or requirements that individual states may place on their use of SRFs.

**6.8. For broadband infrastructure investments, what does the requirement that infrastructure “be designed to” provide service to unserved or underserved households and businesses mean? [6/17]**

Designing infrastructure investments to provide service to unserved or underserved households or businesses means prioritizing deployment of infrastructure that will bring service to households or businesses that are not currently serviced by a wireline connection that reliably delivers at least 25 Mbps download speed and 3 Mbps of upload speed. To meet this requirement, states and localities should use funds to deploy broadband infrastructure projects whose objective is to provide service to unserved or underserved households or businesses. These unserved or underserved households or businesses do not need to be the only ones in the service area funded by the project.

**6.9. For broadband infrastructure to provide service to “unserved or underserved households or businesses,” must every house or business in the service area be unserved or underserved? [6/17]**

No. It suffices that an objective of the project is to provide service to unserved or underserved households or businesses. Doing so may involve a holistic approach that provides service to a wider area in order, for example, to make the ongoing service of unserved or underserved households or businesses within the service area economical. Unserved or underserved households or businesses need not be the *only* households or businesses in the service area receiving funds.

**6.10. May recipients use payments from the Funds for “middle mile” broadband projects? [6/17]**

Yes. Under the Interim Final Rule, recipients may use payments from the Funds for “middle-mile projects,” but Treasury encourages recipients to focus on projects that will achieve last-mile connections—whether by focusing on funding last-mile projects or by ensuring that funded middle-mile projects have potential or partnered last-mile networks that could or would leverage the middle-mile network.

**6.11. For broadband infrastructure investments, what does the requirement to “reliably” meet or exceed a broadband speed threshold mean? [6/17]**

In the Interim Final Rule, the term “reliably” is used in two places: to identify areas that are eligible to be the subject of broadband infrastructure investments and to identify expectations for acceptable service levels for broadband investments funded by the Coronavirus State and Local Fiscal Recovery Funds. In particular:

- The IFR defines “unserved or underserved households or businesses” to mean one or more households or businesses that are not currently served by a wireline connection that reliably delivers at least 25 Mbps download speeds and 3 Mbps of upload speeds.
- The IFR provides that a recipient may use Coronavirus State and Local Fiscal Recovery Funds to make investments in broadband infrastructure that are designed to provide service to unserved or underserved households or businesses and that are designed to, upon completion: (i) reliably meet or exceed

symmetrical 100 Mbps download speed and upload speeds; or (ii) in limited cases, reliably meet or exceed 100 Mbps download speed and between 20 Mbps and 100 Mbps upload speed and be scalable to a minimum of 100 Mbps download and upload speeds.

The use of “reliably” in the IFR provides recipients with significant discretion to assess whether the households and businesses in the area to be served by a project have access to wireline broadband service that can actually and consistently meet the specified thresholds of at least 25Mbps/3Mbps—i.e., to consider the actual experience of current wireline broadband customers that subscribe to services at or above the 25 Mbps/3 Mbps threshold. Whether there is a provider serving the area that advertises or otherwise claims to offer speeds that meet the 25 Mbps download and 3 Mbps upload speed thresholds is not dispositive.

When making these assessments, recipients may choose to consider any available data, including but not limited to documentation of existing service performance, federal and/or state-collected broadband data, user speed test results, interviews with residents and business owners, and any other information they deem relevant. In evaluating such data, recipients may take into account a variety of factors, including whether users actually receive service at or above the speed thresholds at all hours of the day, whether factors other than speed such as latency or jitter, or deterioration of the existing connections make the user experience unreliable, and whether the existing service is being delivered by legacy technologies, such as copper telephone lines (typically using Digital Subscriber Line technology) or early versions of cable system technology (DOCSIS 2.0 or earlier).

The IFR also provides recipients with significant discretion as to how they will assess whether the project itself has been designed to provide households and businesses with broadband services that meet, or even exceed, the speed thresholds provided in the rule.

**6.12. May recipients use Funds for pre-project development for eligible water, sewer, and broadband projects? [6/23]**

Yes. To determine whether Funds can be used on pre-project development for an eligible water or sewer project, recipients should consult whether the pre-project development use or cost is eligible under the Drinking Water and Clean Water State Revolving Funds (CWSRF and DWSRF, respectively). Generally, the CWSRF and DWSRF often allow for pre-project development costs that are tied to an eligible project, as well as those that are reasonably expected to lead to a project. For example, the DWSRF [allows](#) for planning and evaluations uses, as well as numerous pre-project development costs, including costs associated with obtaining project authorization, planning and design, and project start-up like training and warranty for equipment. Likewise, the CWSRF [allows](#) for broad pre-project development, including planning and assessment activities, such as cost and effectiveness analyses, water/energy audits and conservation plans, and capital improvement plans.

Similarly, pre-project development uses and costs for broadband projects should be tied to an eligible broadband project or reasonably expected to lead to such a project. For example, pre-project costs associated with planning and engineering for an eligible broadband infrastructure build-out is considered an eligible use of funds, as well as technical assistance and evaluations that would reasonably be expected to lead to commencement of an eligible project (e.g., broadband mapping for the purposes of finding an eligible area for investment).

All funds must be obligated within the statutory period between March 3, 2021 and December 31, 2024, and expended to cover such obligations by December 31, 2026.

## 7. Non-Entitlement Units (NEUs)

Answers to frequently asked questions on distribution of funds to NEUs can be found in this [FAQ supplement](#), which is regularly updated.

## 8. Ineligible Uses

### 8.1. What is meant by a pension “deposit”? Can governments use funds for routine pension contributions for employees whose payroll and covered benefits are eligible expenses?

Treasury interprets “deposit” in this context to refer to an extraordinary payment into a pension fund for the purpose of reducing an accrued, unfunded liability. More specifically, the interim final rule does not permit this assistance to be used to make a payment into a pension fund if both: (1) the payment reduces a liability incurred prior to the start of the COVID-19 public health emergency, and (2) the payment occurs outside the recipient’s regular timing for making such payments.

Under this interpretation, a “deposit” is distinct from a “payroll contribution,” which occurs when employers make payments into pension funds on regular intervals, with contribution amounts based on a pre-determined percentage of employees’ wages and salaries. In general, if an employee’s wages and salaries are an eligible use of Fiscal Recovery Funds, recipients may treat the employee’s covered benefits as an eligible use of Fiscal Recovery Funds.

### 8.2. May recipients use Fiscal Recovery Funds to fund Other Post-Employment Benefits (OPEB)? [6/8]

OPEB refers to benefits other than pensions (see, e.g., [Governmental Accounting Standards Board, “Other Post-Employment Benefits”](#)). Treasury has determined that Sections 602(c)(2)(B) and 603(c)(2), which refer only to pensions, do not prohibit CSFRF/CLFRF recipients from funding OPEB. Recipients of either the CSFRF/CLFRF may use funds for eligible uses, and a recipient seeking to use CSFRF/CLFRF funds for

OPEB contributions would need to justify those contributions under one of the four eligible use categories.

## 9. Reporting

On June 17, 2021, Treasury released [Guidance on Recipient Compliance and Reporting Responsibilities for the Coronavirus State and Local Fiscal Recovery Funds](#). Recipients should consult this guidance for additional detail and clarification on recipients' compliance and reporting responsibilities. A users' guide will be provided with additional information on how and where to submit required reports.

### 9.1. What records must be kept by governments receiving funds?

Financial records and supporting documents related to the award must be retained for a period of five years after all funds have been expended or returned to Treasury, whichever is later. This includes those which demonstrate the award funds were used for eligible purposes in accordance with the ARPA, Treasury's regulations implementing those sections, and Treasury's guidance on eligible uses of funds.

### 9.2. What reporting will be required, and when will the first report be due?

Recipients will be required to submit an interim report, quarterly project and expenditure reports, and annual Recovery Plan Performance Reports as specified below, regarding their utilization of Coronavirus State and Local Fiscal Recovery Funds.

Interim reports: States (defined to include the District of Columbia), territories, metropolitan cities, counties, and Tribal governments will be required to submit one interim report. The interim report will include a recipient's expenditures by category at the summary level and for states, information related to distributions to non-entitlement units of local government must also be included in the interim report. The interim report will cover activity from the date of award to July 31, 2021 and must be submitted to Treasury by August 31, 2021. Non-entitlement units of local government are not required to submit an interim report.

Quarterly Project and Expenditure reports: State (defined to include the District of Columbia), territorial, metropolitan city, county, and Tribal governments will be required to submit quarterly project and expenditure reports. This report will include financial data, information on contracts and subawards over \$50,000, types of projects funded, and other information regarding a recipient's utilization of award funds. Reports will be required quarterly with the exception of non-entitlement units, which will report annually. An interim report is due on August 31, 2021. The reports will include the same general data as those submitted by recipients of the Coronavirus Relief Fund, with some modifications to expenditure categories and the addition of data elements related to specific eligible uses. The initial quarterly Project and Expenditure report will cover two calendar quarters from the date of award to September 30, 2021 and must be submitted to

Treasury by October 31, 2021. The subsequent quarterly reports will cover one calendar quarter and must be submitted to Treasury within 30 days after the end of each calendar quarter.

Non-entitlement units of local government will be required to submit the project and expenditure report annually. The initial annual Project and Expenditure report for non-entitlement units of local government will cover activity from the date of award to September 30, 2021 and must be submitted to Treasury by October 31, 2021. The subsequent annual reports must be submitted to Treasury by October 31 each year.

Recovery Plan Performance Reports: States (defined to include the District of Columbia), territories, metropolitan cities, and counties with a population that exceeds 250,000 residents will also be required to submit an annual Recovery Plan Performance Report to Treasury. This report will include descriptions of the projects funded and information on the performance indicators and objectives of each award, helping local residents understand how their governments are using the substantial resources provided by Coronavirus State and Local Fiscal Recovery Funds program. The initial Recovery Plan Performance Report will cover activity from date of award to July 31, 2021 and must be submitted to Treasury by August 31, 2021. Thereafter, the Recovery Plan Performance Reports will cover a 12-month period and recipients will be required to submit the report to Treasury within 30 days after the end of the 12-month period. The second Recovery Plan Performance Report will cover the period from July 1, 2021 to June 30, 2022 and must be submitted to Treasury by July 31, 2022. Each annual Recovery Plan Performance Report must be posted on the public-facing website of the recipient. Local governments with fewer than 250,000 residents, Tribal governments, and non-entitlement units of local government are not required to develop a Recovery Plan Performance Report.

Please see the [Guidance on Recipient Compliance and Reporting Responsibilities](#) for more information.

**9.3. What provisions of the Uniform Guidance for grants apply to these funds? Will the Single Audit requirements apply?**

Most of the provisions of the Uniform Guidance (2 CFR Part 200) apply to this program, including the Cost Principles and Single Audit Act requirements. Recipients should refer to the Assistance Listing for detail on the specific provisions of the Uniform Guidance that do not apply to this program. The Assistance Listing will be available on beta.SAM.gov.

**9.4. Once a recipient has identified a reduction in revenue, how will Treasury track use of funds for the provision of government services? [6/8]**

The ARPA establishes four categories of eligible uses and further restrictions on the use of funds to ensure that Fiscal Recovery Funds are used within the four eligible use categories. The Interim Final Rule implements these restrictions, including the scope of

the eligible use categories and further restrictions on tax cuts and deposits into pensions. Reporting requirements will align with this structure.

Consistent with the broad latitude provided to recipients to use funds for government services to the extent of the reduction in revenue, recipients will be required to submit a description of services provided. As discussed in IFR, these services can include a broad range of services but may not be used directly for pension deposits, contributions to reserve funds, or debt service. Recipients may use sources of funding other than Fiscal Recovery Funds to make deposits to pension funds, contribute to reserve funds, and pay debt service, including during the period of performance for the Fiscal Recovery Fund award.

For recipients using Fiscal Recovery Funds to provide government services to the extent of reduction in revenue, the description of government services reported to Treasury may be narrative or in another form, and recipients are encouraged to report based on their existing budget processes and to minimize administrative burden. For example, a recipient with \$100 in revenue replacement funds available could indicate that \$50 were used for personnel costs and \$50 were used for pay-go building of sidewalk infrastructure.

In addition to describing the government services provided to the extent of reduction in revenue, all recipients will also be required to indicate that Fiscal Recovery Funds are not used directly to make a deposit in a pension fund. Further, recipients subject to the tax offset provision will be required to provide information necessary to implement the Interim Final Rule, as described in the Interim Final Rule. Treasury does not anticipate requiring other types of reporting or recordkeeping on spending in pensions, debt service, or contributions to reserve funds.

These requirements are further detailed in the guidance on reporting requirements for the Fiscal Recovery Funds available [here](#).

**9.5. What is the Assistance Listing and Catalog of Federal Domestic Assistance (CFDA) number for the program? [6/8]**

The [Assistance Listing](#) for the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) was published May 28, 2021 on SAM.gov. This includes the final CFDA Number for the program, 21.027.

The assistance listing includes helpful information including program purpose, statutory authority, eligibility requirements, and compliance requirements for recipients. The CFDA number is the unique 5-digit code for each type of federal assistance, and can be used to search for program information, including funding opportunities, spending on usaspending.gov, or audit results through the Federal Audit Clearinghouse.

To expedite payments and meet statutory timelines, Treasury issued initial payments under an existing CFDA number. If you have already received funds or captured the

initial CFDA number in your records, please update your systems and reporting to reflect the final CFDA number 21.027. **Recipients must use the final CFDA number for all financial accounting, audits, subawards, and associated program reporting requirements.**

To ensure public trust, Treasury expects all recipients to serve as strong stewards of these funds. This includes ensuring funds are used for intended purposes and recipients have in place effective financial management, internal controls, and reporting for transparency and accountability.

Please see [Treasury's Interim Final Rule](#) and the [Guidance on Recipient Compliance and Reporting Responsibilities](#) for more information.

## **10. Miscellaneous**

### **10.1. May governments retain assets purchased with Fiscal Recovery Funds? If so, what rules apply to the proceeds of disposition or sale of such assets?**

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds. If such assets are disposed of prior to December 31, 2024, the proceeds would be subject to the restrictions on the eligible use of payments.

### **10.2. Can recipients use funds for administrative purposes?**

Recipients may use funds to cover the portion of payroll and benefits of employees corresponding to time spent on administrative work necessary due to the COVID-19 public health emergency and its negative economic impacts. This includes, but is not limited to, costs related to disbursing payments of Fiscal Recovery Funds and managing new grant programs established using Fiscal Recovery Funds.

### **10.3. Are recipients required to remit interest earned on CSFRF/CLFRF payments made by Treasury? [5/27]**

No. CSFRF/CLFRF payments made by Treasury to states, territories, and the District of Columbia are not subject to the requirement of the Cash Management Improvement Act and Treasury's implementing regulations at 31 CFR part 205 to remit interest to Treasury. CSFRF/CLFRF payments made by Treasury to local governments and Tribes are not subject to the requirement of 2 CFR 200.305(b)(8)-(9) to maintain balances in an interest-bearing account and remit payments to Treasury.

### **10.4. Is there a deadline to apply for funds? [5/27]**

The Interim Final Rule requires that costs be incurred by December 31, 2024. Direct recipients are encouraged to apply as soon as possible. For direct recipients other than Tribal governments, there is not a specific application deadline.

Tribal governments do have deadlines to complete the application process and should visit [www.treasury.gov/SLFRPTribal](http://www.treasury.gov/SLFRPTribal) for guidance on applicable deadlines.

Non-entitlement units of local government should contact their state government for information on applicable deadlines.

**10.5. May recipients use funds to cover the costs of consultants to assist with managing and administering the funds? [6/8]**

Yes. Recipients may use funds for administering the CSFRF/CLFRF program, including costs of consultants to support effective management and oversight, including consultation for ensuring compliance with legal, regulatory, and other requirements.

## **11. Operations**

**11.1. How do I know if my entity is eligible?**

The Coronavirus State and Local Fiscal Recovery Funds American Rescue Plan Act of 2021 set forth the jurisdictions eligible to receive funds under the program, which are:

- States and the District of Columbia
- Territories
- Tribal governments
- Counties
- Metropolitan cities (typically, but not always, those with populations over 50,000)
- Non-entitlement units of local government, or smaller local governments (typically, but not always, those with populations under 50,000)

**11.2. How does an eligible entity request payment?**

Eligible entities (other than non-entitlement units) must submit their information to the [Treasury Submission Portal](#). Please visit the [Coronavirus State and Local Fiscal Recovery Fund website](#) for more information on the submission process.

**11.3. I cannot log into the Treasury Submission Portal or am having trouble navigating it. Who can help me?**

If you have questions about the Treasury Submission Portal or for technical support, please email [covidreliefitsupport@treasury.gov](mailto:covidreliefitsupport@treasury.gov).

**11.4. What do I need to do to receive my payment?**

All eligible payees are required to have a DUNS Number previously issued by Dun & Bradstreet (<https://www.dnb.com/>).

All eligible payees are also required to have an active registration with the System for Award Management (SAM) (<https://www.sam.gov>).

And eligible payees must have a bank account enabled for Automated Clearing House (ACH) direct deposit. Payees with a Wire account are encouraged to provide that information as well.

More information on these and all program pre-submission requirements can be found on the [Coronavirus State and Local Fiscal Recovery Fund website](#).

**11.5. Why is Treasury employing id.me for the Treasury Submission Portal?**

ID.me is a trusted technology partner to multiple government agencies and healthcare providers. It provides secure digital identity verification to those government agencies and healthcare providers to make sure you're you – and not someone pretending to be you – when you request access to online services. All personally identifiable information provided to ID.me is encrypted and disclosed only with the express consent of the user. Please refer to ID.me Contact Support for assistance with your ID.me account. Their support website is <https://help.id.me>.

**11.6. Why is an entity not on the list of eligible entities in Treasury Submission Portal?**

The ARPA statute lays out which governments are eligible for payments. The list of entities within the Treasury Submission Portal includes entities eligible to receive a direct payment of funds from Treasury, which include states (defined to include the District of Columbia), territories, Tribal governments, counties, and metropolitan cities.

Eligible non-entitlement units of local government will receive a distribution of funds from their respective state government and should not submit information to the Treasury Submission Portal.

If you believe an entity has been mistakenly left off the eligible entity list, please email [SLFRP@treasury.gov](mailto:SLFRP@treasury.gov).

**11.7. What is an Authorized Representative?**

An Authorized Representative is an individual with legal authority to bind the government entity (e.g., the Chief Executive Officer of the government entity). An Authorized Representative must sign the Acceptance of Award terms for it to be valid.

**11.8. How does a Tribal government determine their allocation?**

Tribal governments will receive information about their allocation when the submission to the Treasury Submission Portal is confirmed to be complete and accurate.

**11.9. How do I know the status of my request for funds (submission)?**

Entities can check the status of their submission at any time by logging into [Treasury Submission Portal](#).

**11.10. My Treasury Submission Portal submission requires additional information/correction. What is the process for that?**

If your Authorized Representative has not yet signed the award terms, you can edit your submission with in the into [Treasury Submission Portal](#). If your Authorized Representative has signed the award terms, please email [SLFRP@treasury.gov](mailto:SLFRP@treasury.gov) to request assistance with updating your information.

**11.11. My request for funds was denied. How do I find out why it was denied or appeal the decision?**

Please check to ensure that no one else from your entity has applied, causing a duplicate submission. Please also review the list of all eligible entities on the [Coronavirus State and Local Fiscal Recovery Fund website](#).

If you still have questions regarding your submission, please email [SLFRP@treasury.gov](mailto:SLFRP@treasury.gov).

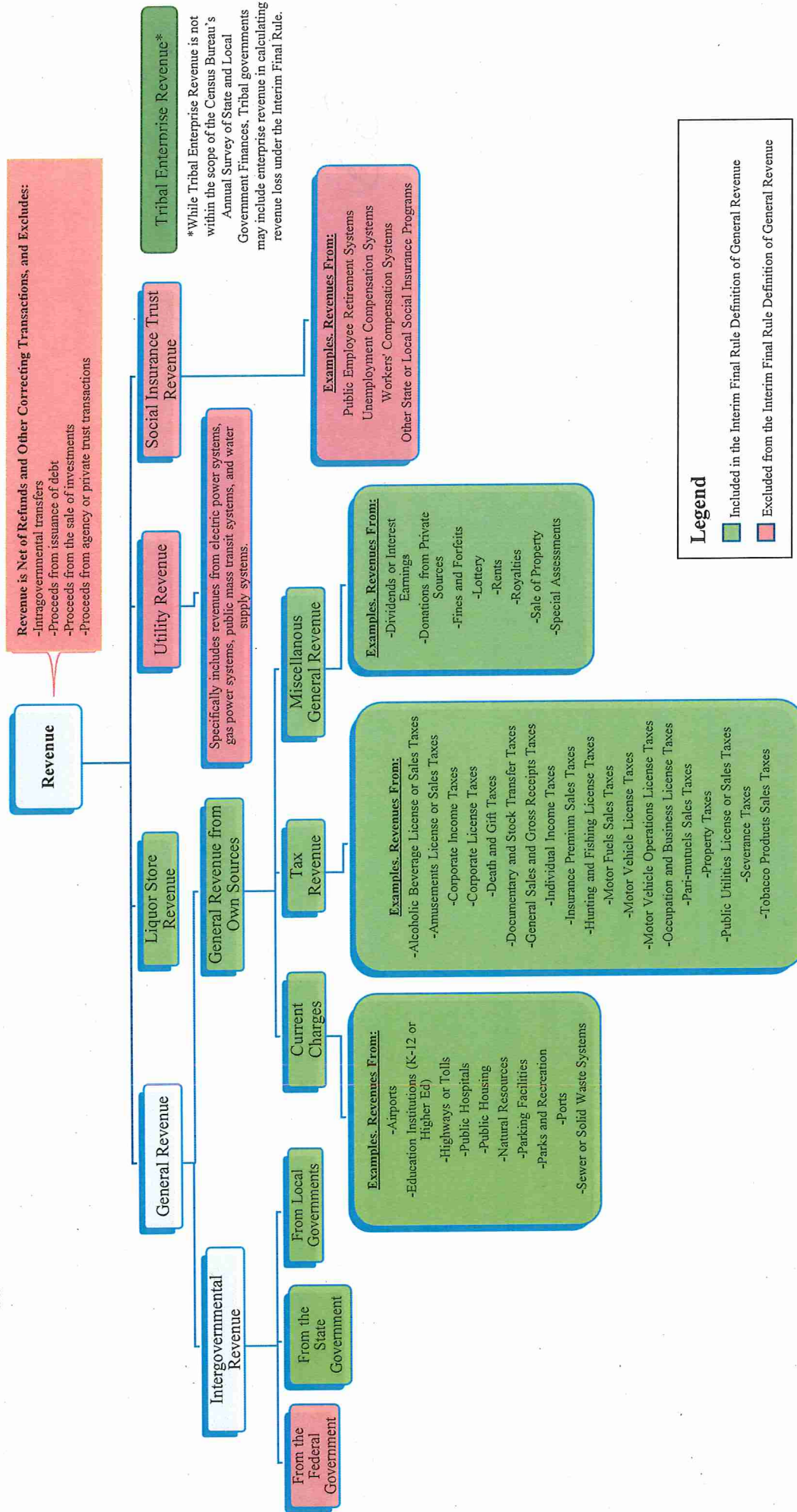
**11.12. When will entities get their money?**

Before Treasury is able to execute a payment, a representative of an eligible government must submit the government's information for verification through the [Treasury Submission Portal](#). The verification process takes approximately four business days. If any errors are identified, the designated point of contact for the government will be contacted via email to correct the information before the payment can proceed. Once verification is complete, the designated point of contact of the eligible government will receive an email notifying them that their submission has been verified. Payments are generally scheduled for the next business day after this verification email, though funds may not be available immediately due to processing time of their financial institution.

**11.13. How does a local government entity provide Treasury with a notice of transfer of funds to its State?**

For more information on how to provide Treasury with notice of transfer to a state, please email [SLRedirectFunds@treasury.gov](mailto:SLRedirectFunds@treasury.gov).

**Appendix: Interim Final Rule Definition of General Revenue Within the Census Bureau Classification Structure of Revenue**



Source: U.S. Bureau of the Census Government Finance and Employment Classification Manual, 2006; Annual Survey of State and Local Government Finances

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# Non-Exclusive List of Eligible Uses

Responding to the Public Health Emergency	Addressing Negative Economic Impacts	Serving the Hardest Hit	Improving Access to Infrastructure
<b>COVID-19 mitigation</b> <ul style="list-style-type: none"> <li>• Vaccination</li> <li>• PPE</li> <li>• Testing</li> <li>• Alternative care facilities</li> </ul>	<b>Workers and families</b> <ul style="list-style-type: none"> <li>• Unemployment and training</li> <li>• Food, housing, financial security assistance</li> <li>• Survivor's benefit</li> </ul>	<b>Health disparities</b> <ul style="list-style-type: none"> <li>• Community health works</li> <li>• Public benefits navigators</li> <li>• Lead remediation</li> <li>• Community violence intervention</li> </ul>	<b>Water and sewer</b> <ul style="list-style-type: none"> <li>• Drinking water</li> <li>• Wastewater infrastructure</li> </ul>
<b>Behavioral health care</b> <ul style="list-style-type: none"> <li>• Mental health treatment</li> <li>• Substance abuse treatment</li> <li>• Crisis intervention</li> </ul>	<b>Small businesses</b> <ul style="list-style-type: none"> <li>• Loans</li> <li>• Grants</li> <li>• Counseling programs</li> </ul>	<b>Housing and neighborhoods</b> <ul style="list-style-type: none"> <li>• Homelessness</li> <li>• Affordable housing</li> <li>• Housing vouchers</li> <li>• Residential counseling</li> </ul>	<b>Broadband</b> <ul style="list-style-type: none"> <li>• Currently unserved or underserved</li> <li>• Modern technologies</li> </ul>
<b>Public health resources</b> <ul style="list-style-type: none"> <li>• Payroll for public health and similar employees</li> </ul>	<b>Impacted industries</b> <ul style="list-style-type: none"> <li>• Tourism</li> <li>• Travel</li> <li>• Hospitality</li> </ul>	<b>Educational disparities</b> <ul style="list-style-type: none"> <li>• Early learning services</li> <li>• School district resources</li> <li>• Educational services</li> </ul>	
<b>Essential workers</b> <ul style="list-style-type: none"> <li>• Premium pay</li> <li>• Retroactive premium pay</li> </ul>	<b>Public sector</b> <ul style="list-style-type: none"> <li>• Rehire public sector employees to pre-pandemic levels</li> <li>• Replace lost revenue</li> </ul>	<b>Healthy environments</b> <ul style="list-style-type: none"> <li>• Childcare</li> <li>• Enhanced child welfare services</li> </ul>	

Meeting Date: 07/13/2021

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**Information**

**Title:**

Select Three Councilmembers to Serve on the Deputy City Administrator/Community Development Director Interview Panel

**Purpose/Background:**

The purpose of this discussion is for the City Council to determine the three Councilmembers that will serve on the first interview panel for the Deputy City Administrator/Community Development Director position. First interviews will occur the week of July 26, 2021. The panel members will include: (3) Council members, (1) Planning Commission, (1) EDA Commission, the City Administrator, and (3) Department Heads.

**Timeframe:**

Up to 10 minutes.

**Funding Source:**

Not applicable.

**Responsible Party(ies):**

Colleen Lasher, Administrative Services director

**Outcome:**

For the City Council to determine the three Councilmembers that will serve on the first interview panel for the Deputy City Administrator/Community Development Director position to be held during the week of July 26, 2021.

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**Attachments**

*No file(s) attached.*

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**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 07/08/2021

**Reviewed By**

Colleen Lasher

**Date**

07/08/2021 12:10 PM

Started On: 06/28/2021 03:41 PM

Meeting Date: 07/13/2021

**Information**

**Title:**

Discussion Regarding Union Contract Negotiations for AFSCME, LELS-Patrol, LELS-Sergeants & LELS-Captains (Discussion Closed to the Public)

**Purpose/Background:**

The purpose of this discussion is to provide the City Council with an update on the status of negotiations and to receive feedback from the City Council in order to continue negotiations with each group.

Per Minnesota Statutes 13D.03, which states: "The governing body of a public employer may by a majority vote in a public meeting decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections [179A.01](#) to [179A.25](#)" staff is requesting that the City Council go into closed session to discuss the City's labor negotiations strategy for its four union contracts. All four contracts are set to expire on December 31, 2021.

At the time of the work session, City staff will have met with all four unions and will provide the City Council with detailed information regarding the unions initial proposals.

**Timeframe:**

Up to 30 minutes.

**Funding Source:**

Not applicable at this time.

**Responsible Party(ies):**

Colleen Lasher, Administrative Services Director

**Outcome:**

For the City Council to provide staff with direction regarding how to proceed with the next contract negotiations.

**Attachments**

Statute 13D.03

**Form Review**

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	06/10/2021 04:06 PM
Colleen Lasher (Originator)	Colleen Lasher	07/07/2021 09:35 AM
Kurt Ulrich	Kurt Ulrich	07/07/2021 11:28 AM
Form Started By: Colleen Lasher		Started On: 06/10/2021 05:25 AM
Final Approval Date: 07/07/2021		

**13D.03 CLOSED MEETINGS FOR LABOR NEGOTIATIONS STRATEGY.**

Subdivision 1. **Procedure.** (a) Section 13D.01, subdivisions 1, 2, 4, 5, and section 13D.02 do not apply to a meeting held pursuant to the procedure in this section.

(b) The governing body of a public employer may by a majority vote in a public meeting decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25.

(c) The time of commencement and place of the closed meeting shall be announced at the public meeting.

(d) A written roll of members and all other persons present at the closed meeting shall be made available to the public after the closed meeting.

Subd. 2. **Meeting must be recorded.** (a) The proceedings of a closed meeting to discuss negotiation strategies shall be tape-recorded at the expense of the governing body.

(b) The recording shall be preserved for two years after the contract is signed and shall be made available to the public after all labor contracts are signed by the governing body for the current budget period.

Subd. 3. **If violation claimed.** (a) If an action is brought claiming that public business other than discussions of labor negotiation strategies or developments or discussion and review of labor negotiation proposals was transacted at a closed meeting held pursuant to this section during the time when the tape is not available to the public, the court shall review the recording of the meeting in camera.

(b) If the court finds that this section was not violated, the action shall be dismissed and the recording shall be sealed and preserved in the records of the court until otherwise made available to the public pursuant to this section.

(c) If the court finds that this section was violated, the recording may be introduced at trial in its entirety subject to any protective orders as requested by either party and deemed appropriate by the court.

**History:** 1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2

**CC Work Session**

**3.1.**

**Meeting Date:** 07/13/2021

**By:** Katie Schmidt, Administrative Services

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**Information**

**Title:**

Review Future Topics/Calendar

**Purpose/Background:**

Attached is the current list of future topics for work session discussion. Items are drawn from Council requests at meetings, or are related to topics that have been identified in the City's strategic plan. Tentative dates have been assigned.

**Recommendation:**

N/A

**Outcome/Action:**

For Council review - no formal action necessary.

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**Attachments**

Future Topics List

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**Form Review**

**Inbox**

Colleen Lasher

Kurt Ulrich

Form Started By: Katie Schmidt

Final Approval Date: 07/07/2021

**Reviewed By**

Colleen Lasher

Kurt Ulrich

**Date**

07/07/2021 10:14 AM

07/07/2021 11:27 AM

Started On: 06/23/2021 01:13 PM

	<b><u>Tentative City Council Future Work Session Topics</u></b>	
Proposed Date	Topic	Minutes (Estimate)
<b>07/27/21</b>	<b>Regular City Council Work Session</b>	
	Discuss Mississippi River Cities and Towns Initiative-Ulrich	10
	Review Preliminary 2022 Budget and Levy - Lund	25
	Discuss Union Negotiations (closed to the public) Lasher	20
	Select Date for City Legal Services Interviews - Ulrich	5
	Receive an Update from Anoka County Regarding the 2023 Armstrong Boulevard and Alpine Drive Intersection (Roundabout) Improvements project - Westby (Alternative date: 08-10-21)	30
<b>08/10/21</b>	<b>Regular City Council Work Session</b>	
	Draft Stormwater Pond Maintenance Policy - Westby/Riemer	30
	CCWS/Conclude Discussions Regarding Updating the Employee Telecommuting Policy Colleen Lasher	10
	Review Preliminary 2022 Budget and Levy - Lund	25
	Discuss Union Negotiations (closed to the public) Lasher	15
	City Communications Quarterly Update (moved from July) - Staff	10
<b>08/24/21</b>	<b>Regular City Council Work Session</b>	
	Review Preliminary 2022 Budget and Levy - Lund	25
	Discuss Union Negotiations (closed to the public) Lasher	20
	Fund Balance Quarterly Update - Diana Lund	10
	Discuss Yellow Flashing Arrows/Traffic Signals - Westby	10
	Finalize Telecommuting Policy	15
<b>09/14/21</b>	<b>Regular City Council Work Session</b>	
	Review Preliminary 2022 Budget and Levy - Lund	25
	Discuss Union Negotiations (closed to the public) Lasher	20
<b>09/28/21</b>	<b>Regular City Council Work Session</b>	
	Discuss Union Negotiations (closed to the public) Lasher	20
	Draft Trail Maintenance Policy - Westby/Riemer	30
<b>10/12/21</b>	<b>Regular City Council Work Session</b>	
	Discuss Union Negotiations (closed to the public) - Lasher	20
	Joint Work Session w/Planning Commission and EDA (The COR Master Plan and Highway 10 Land Use Plan) TBD	

<b>10/26/21</b>	<b>Regular City Council Work Session</b>	
	Fund Balance Quarterly Update – Diana Lund	15
	Discuss Union Negotiations (closed to the public) - Lasher	20
	Discuss the Data Practices Act & Policy /Lasher	20
<b>11/09/21</b>	<b>Regular City Council Work Session</b>	
	Annual Review of the Franchise Fee – Staff	30
	Discuss the 2022 Budget	30
	Discuss Union Negotiations (closed to the public) - Lasher	20
<b>11/23/21</b>	<b>Regular City Council Work Session</b>	
	Bi-Annual Communications Update	20
	Discuss the 2022 Budget	20
	Discuss Union Negotiations (closed to the public) - Lasher	30
<b>12/14/21</b>	<b>Regular City Council Work Session</b>	
	Discuss 2022 Council Appointments	30
<b>Dates TBD:</b>		
2021	Discussion Regarding Ward Redistricting - Lasher	10
2021	Review procedure/policy/best practice for introduction of resolutions/proclamations – Ulrich	20
2021	Discuss the General Topic of Holding Joint Meeting(s) with the Council and Commissions & Other Cities. Based on discussion, future work sessions TBD.	20
2021	Discuss Historic Town Hall – Ulrich	30
2021	City Branding Presentation - Ulrich	40
2021	CR-5 Corridor Study Review - Westby	45
2021	Park System Plan – Riemer/Riverblood	60
2021	Accounting of City Engineering Staff Time for City Projects - Westby	30
2021	Consider Updates to Property Maintenance Code	30