

City of Ramsey
Agenda
City Council Work Session
Monday, August 12, 2024
5:30 pm

Council Chambers, 7550 Sunwood Drive NW

Remote Attendance available at www.cityoframsey.com/meetings.
Those joining remotely and requesting to speak are asked to use a webcam when speaking.

1. Call to Order

2. Topics for Discussion

1. Continued Discussion on 2025 Budget
2. Old Town Hall Discussion - 50th Anniversary - Renovation Quotes - EDA Recommendation - Next Steps
3. Building Official Training Municipal Grant
4. Rental Housing Inspections Program Discussion
5. Discuss Staffing in the Building Division of Community Development
6. 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*

***Note: the City Council may motion to recess this Work Session meeting and reconvene after the regular City Council meeting if items on the agenda are not completed.**

CC Work Session**Meeting Date:** 08/12/2024**Primary Strategic Plan Initiative:** Identify and implement operational efficiencies, cost savings and additional funding sources.**Information****Title:**

Continued Discussion on 2025 Budget

Purpose/Background:

Continuation of the discussion pertaining to the 2025 General Fund Budget and tax levies of General, EDA, Pavement Management and Debt.

The attached documents reflect a 9.8% levy increase. The reflective items that were reduced/pushed out to 2026 are also attached. Staff reviewed the requests in the first draft and have made adjustments to capital requests and personnel requests to reduce the total levy increase per council's direction. The adjustments do push out equipment replacements, but staff feels a one year delay will not jeopardize future equipment replacements. This version of the budget continues to focus on wage adjustments being implemented fully in 2025. All personnel wages have been updated using the average value of the full metro area (prior budget reflected just north metro), due to the request of all unions. Including the full metro for the wage adjustments merely reflects an estimated highest impact since negotiations are ongoing with the four union contracts. Non-union wages continue to be reviewed for accurate comparisons. Future budgets will reflect adjustments based on staff's continued work to provide comparable wages for comparable positions. One difficulty in wage comparisons is determining if positions within the City of Ramsey reflect position duties with other cities even though they may share the same or similar position title.

The city has received fiscal disparity numbers from the County. They are shown in the attached tax capacity calculation.

The tax impact on Ramsey residents, using the draft proposed increase of 9.8%, will be brought to the Monday, August 12 worksession meeting.

The preliminary levy is proposed to be adopted on September 24, 2024.

Timeframe:

60 minutes

Funding Source:**Responsible Party(ies):**

Finance Director and City Administrator

Outcome:

Continued discussion of the 2025 budget and levies.

Attachments

Budget Reductions

Est Tax Capacity 8-12-24
2025 Personnel Requests
2025 Draft General Fund Budget
2025 Draft EDA Budget
2025 Capital Requests

Form Review

Inbox

Brian Hagen

Form Started By: Diana Lund

Final Approval Date: 08/08/2024

Reviewed By

Brian Hagen

Date

08/08/2024 01:11 PM

Started On: 08/07/2024 02:48 PM

2025 Tax Levy

Reductions after 7-23-24 Worksession:

Reductions:

| | | | |
|--------------------------------------------------|----|-------------|--------------------------------------|
| Council Meals (0111.6249) | \$ | (4,000) | |
| Employee Recognition Event - January (0111.6249) | \$ | (3,500) | |
| Misc Operating Supplies (0111.6249) | \$ | (6,550) | |
| Uniforms - Police (0211.6231) | \$ | (10,000) | Removed new officer request |
| Building Maint/Repairs-Police (0211.6259) | \$ | (17,500) | Office refig & RPD Sign |
| Small Tools-Police (0211.6281) | \$ | (22,000) | Reduced license plate readers |
| Data Processing - Police (0211.6405) | \$ | (26,000) | Fleet Mgmt Tracking |
| Other Equip Rental - Police (0211.6415) | \$ | (46,000) | Axon License Plate Reading Squad Car |
| Gasoline - Streets (0311.6223) | \$ | (12,000) | |
| Other Equip Rental - Streets (0311.6415) | \$ | (10,000) | |
| Prof Services - Parks (0452.6315) | \$ | (20,000) | |
| Add'l Hours Building Permit Tech | \$ | (17,621) | |
| New FT Police Records Tech to PT (25 hours week) | \$ | (36,301) | |
| New FT Patrol Officer | \$ | (91,979) | |
| New FT Fire Inspector Start July 1 (was Jan 1) | \$ | (52,110) | |
| Move Replace PD Squad #366 to 2026 | \$ | (48,000) | |
| Move Repair PD Garage Floor to 2026 | \$ | (18,100) | Correct amount is \$38,100 |
| Move Replace Fire Engine #565 to 2026 | | | |
| But retain \$400,000 of purchase price | \$ | (300,000) | \$1.2M Total. |
| Move Replace Fire #569 Ford Explorer to 2026 | \$ | (45,000) | |
| Move Replace Fire #333 Chev Tahoe to 2026 | \$ | (45,000) | |
| Move to Replace P&R #678 Ford One-Ton to 2026 | \$ | (103,000) | |
| Move Replace Streets #672 Tandem Plow to 2026 | \$ | (295,000) | |
| Total Reductions | \$ | (1,229,661) | |

Capital Pushed to 2026 \$ (874,100)

2025-Preliminary Budget 8-12-24 & Fisc Disp #'s from County 7-31-24

| | Certified | Estimated Fiscal Disp Dist | Local Levy | Taxable Value | Estimated Tax Capacity |
|---------------|------------------|----------------------------|------------|---------------|------------------------|
| General | 17,247,711 * | 1,927,434 | 15,320,277 | 42,211,491 | 36.294% |
| Pavement Levy | 1,936,970 ** | | 1,936,970 | 42,211,491 | 4.589% |
| EDA | 86,367 *** | 9,972 | 76,395 | 42,211,491 | 0.181% |
| Bonds | 2,996,311 **** | 386,520 | 2,609,791 | 42,211,491 | 6.183% |
| Total Levy | 22,267,359 ***** | 2,323,926 | 19,943,433 | | 47.247% |

***** Total Levy increase of 9.80% over 2024 adopted -\$1,987,658 increase

* General Fund Levy increase of 15.28% over 2024 adopted - \$2,285,491 increase

** Pavement Levy = 5% increase over prior year pavement levy \$92,237 increase

****Bond Levy - (\$389,047 decrease). 2014 Cap Equip cert done & used \$300,000 from AUAR bond county paid

***EDA Levy - (\$1,023) decrease over 2024 adopted

2025-Preliminary All in Budget 7-23-24 & Fisc Disp #'s from County 7-31-24

| | Certified | Estimated Fiscal Disp Dist | Local Levy | Taxable Value | Estimated Tax Capacity |
|---------------|------------------|----------------------------|------------|---------------|------------------------|
| General | 18,452,176 * | 1,927,434 | 16,524,742 | 42,211,491 | 39.147% |
| Pavement Levy | 1,936,970 ** | | 1,936,970 | 42,211,491 | 4.589% |
| EDA | 86,367 *** | 9,972 | 76,395 | 42,211,491 | 0.181% |
| Bonds | 2,996,311 **** | 386,520 | 2,609,791 | 42,211,491 | 6.183% |
| Total Levy | 23,471,824 ***** | 2,323,926 | 21,147,898 | | 50.101% |

* General Fund Levy increase of 23.33% over 2024 adopted - \$3,489,956 increase

***** Total Levy increase of 15.74% over 2024 adopted -\$3,192,123 increase

** Pavement Levy = 5% increase over prior year pavement levy \$92,237 increase

****Bond Levy - \$389,047 decrease. 2014 Cap Equip cert done & used \$300,000 from AUAR bond county paid

***EDA Levy - \$1,023 decrease over 2024 adopted

2024 - Final

| | Certified | Estimated Fiscal Disp Dist | Local Levy | County #'s 9-5-23 Taxable Value | Estimated Tax Capacity |
|---------------|------------------|----------------------------|------------|---------------------------------|------------------------|
| General | 14,962,220 * | 1,741,506 | 13,220,714 | 43,877,424 | 30.131% |
| Pavement Levy | 1,844,733 ** | | 1,844,733 | 43,877,424 | 4.204% |
| EDA | 87,390 *** | 9,055 | 78,335 | 43,877,424 | 0.179% |
| Bonds | 3,385,358 **** | 350,785 | 3,034,573 | 43,877,424 | 6.916% |
| Total Levy | 20,279,701 ***** | 2,101,346 | 18,178,355 | | 41.431% |

* General Fund Levy increase of 13.82% over 2023 adopted - \$1,816,400 increase

***** Total Levy increase of 11.21% over 2023 adopted -\$2,044,521 increase

** Pavement Levy = 5% increase over prior year pavement levy \$87,844 increase

****Bond Levy - \$135,497 Increase or 4.17%

***EDA Levy - \$4,780 increase over 2023 adopted

2023 - Adopted

| | Certified | Fiscal Disp Dist | Local Levy | County #'s Taxable Value | Estimated Tax Capacity |
|---------------|------------------|------------------|------------|-----------------------------|---------------------------|
| | | | | 26.40% | |
| General | 13,145,820 * | 1,780,530 | 11,365,290 | 39,715,956 | 28.616% |
| Pavement Levy | 1,756,889 ** | | 1,756,889 | 39,715,956 | 4.424% |
| EDA | 82,610 *** | 9,870 | 72,740 | 39,715,956 | 0.183% |
| Bonds | 3,249,861 **** | 388,283 | 2,861,578 | 39,715,956 | 7.205% |
| Total Levy | 18,235,180 ***** | 2,178,683 | 16,056,497 | | 40.429% |

* General Fund Levy increase of 12.24% over 2023 adopted - \$1,433,230 increase

***** Total Levy increase of 19.00% over 2023 adopted -\$2,922,324 increase

** Pavement Levy = 5% increase over prior year pavement levy \$83,662 increase

***EDA Levy - \$7,250 increase over 2022 adopted

****\$1,455,247 Increase - 78.59% Increase. Muni Debt was reduced by \$300,000 in 2022 for 2022 Only
Additional Debt levy for Pavement Management - \$1,145,607

2022 Adopted

| | Certified | Fiscal Disp | Local Levy | County #'s Taxable Value | Estimated Tax Capacity |
|---------------|------------------|-------------|------------|-----------------------------|---------------------------|
| | | | | 11.36% inc | |
| General | 11,712,590 * | 1,779,967 | 9,932,623 | 31,432,767 | 31.600% |
| Pavement Levy | 1,673,227 ** | | 1,673,227 | 31,432,767 | 5.323% |
| EDA | 75,360 *** | 10,021 | 65,339 | 31,432,767 | 0.208% |
| Bonds | 1,851,679 **** | 246,225 | 1,605,454 | 31,432,767 | 5.108% |
| Total Levy | 15,312,856 ***** | 2,036,213 | 13,276,643 | | 42.238% |

* Levy increase of 5.00% over 2021 adopted - \$557,742 increase

***** Total Levy increase of 17.70% over 2021 adopted -\$2,303,048 increase

** Pavement Levy = 15% over 2021 General Fund levy of \$11,154,848

**EDA Levy constant with 2021 adopted

***Muni Debt reduced by \$300,000 to debt service fund balance - 2022 Only (would add approx .85% to tax cap rate)

2021 Adopted

| | Certified | Fiscal Disp | Local Levy | County #'s Taxable Value | Estimated Tax Capacity |
|------------|---------------|-------------|------------|-----------------------------|---------------------------|
| | | | | #REF! | |
| 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

| 2025 PERSONNEL REQUESTS | | RECLASS | RECLASS | RECLASS | INCREASE IN HOURS | INCREASE IN HOURS | INCREASE IN HOURS | NEW POSITION | NEW POSITION | NEW POSITION | NEW POSITION | HOURLY WAGE INCREASE |
|-------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2024 Budget | Cost Center | Police 211 | Police 211 | Public Works 311 | Planning 191 | Building 240 | Building 240 | Police 211 Full-Time | Police 211 Full-Time | Fire 220 Full-Time | Water Utility 9601 Full-Time | Fire 220 On-Call |
| | | CSO to CSO Lead | Record Tech/Crime Analyst to Crime Analyst | Mechanic to Lead Mechanic | Planning Admin Assistant | Building Permit Tech | Building Admin Assistant | Police Records Technician | Police Officer | Fire Inspector | Water Treatment Operator | |
| | | | | | | | | | | | | |
| 6102 | Full-Time Regular | 3,091 | 2,032 | 4,285 | 21,905 | | 8,900 | 55,442 | 62,737 | 71,092 | 19,694 | |
| 6104 | Part-Time Regular | - | - | | | 15,213 | - | - | - | - | - | 14,600 |
| 6105 | Temp | | | | | | | | | | | |
| 6121 | Pera | 232 | 152 | 321 | 1,643 | 1,141 | 668 | 4,158 | 11,105 | 12,583 | 1,477 | 33,480 |
| 6122 | FICA/Medicare | 236 | 155 | 328 | 1,676 | 1,164 | 681 | 4,241 | 910 | 1,031 | 1,507 | 1,117 |
| 6131 | Group Insurance (Single Coverage) | - | - | | 13,981 | | 8,156 | 12,816 | 11,650 | 13,981 | 3,495 | 64,079 |
| 6151 | Workers Comp | 21 | 14 | 174 | 149 | 103 | | 377 | 5,577 | 6,320 | 713 | 1,238 |
| 6105 | Current Rec & Summer Interns) | | | | | | | | | | | |
| | Total Funding Required | 3,580 | 2,354 | 5,107 | 39,354 | 17,621 | 18,404 | 77,034 | 91,979 | 105,008 | 26,886 | 16,955 |
| | Additional Expense: Uniform & training | | | | | | | | | | | |
| | Add'l Net Funding Required | 3,580 | 2,354 | 5,107 | 39,354 | 17,621 | 18,404 | 77,034 | 91,979 | 105,008 | 26,886 | 16,955 |
| | Remove/Reductions | | | | | -17,621.00 | | -36,889.00 | -91,979.00 | -52,503.80 | | |
| | PT Fire Tech | | | | | | | | | | | |
| | Utility Funds | | | | | | | | | | (26,886) | |
| | Net Funding Required - General | 3,580 | 2,354 | 5,107 | 39,354 | 0 | 18,404 | 40,145 | 0 | 52,504 | (0) | 16,955 |
| | Funding Required - Enterprise Funds | | | | | | | | | | 22,309 | 22,309 |
| STATUS OF REQUEST | | Position Reclass | Position Reclass | Position Reclass | INCREASE IN HOURS (Steps 1/2) | INCREASE IN HOURS (Steps 6/6) | INCREASE IN HOURS (Step 1) | NEW (Step 1) | NEW (Step 1) | NEW (Step 1) | NEW (Step 1) | HOURLY WAGE INCREASE |
| | Annual hours for 2025 | 2080 hours | 2080 hours | 2080 hours | 2080 hours | 1456 Hours | 1220 hours | 1194 Hours | 1740 Hours | 1040 Hours | 520 hours | |
| | | Starts January 1, 2025 | Starts January 1, 2025 | Starts January 1, 2025 | (From 25 to 40 hours week) | (From 20 to 28 hours week) | Starts June 1, 2025 | Starts February 1, 2025 | Starts March 1, 2025 | Starts January 1, 2025 | Starts October 1, 2025 | |
| | | | | | 780 hours added | 416 hours added | (Nets with Part-time position) | | | Start July 1, 2025 | | |
| | | | | | Starts January 1, 2025 | Starts January 1, 2025 | | 25 hours week | | | | |
| | Full-Time Equivalent | 1 | 1 | 1 | 1 | 0.7 | 1 | 1 | 1 | 1 | 1 | |
| | | Step 6 - \$31,201 (Currently at Step 6 - \$29,715) | Step 4 - \$38,473 (Currently at Step 6 - \$37,496) | Step 6 - \$43,262 (Currently at Step 6 - \$41,202) | | | Step 1 - \$27,349 | Step 1 - \$29,027 | Step 1 - \$36,056 | Step 1 - \$34,179 | Step 1 - \$37,873 | |
| | PERSONNEL JUSTIFICATION for Reclassifications, New Positions, Additional Hours | This position will provide training and instruction to the three part-time CSOs (law enforcement students). There is a high turnover in part time positions so this training and instruction will be ongoing. | Current position is half time records technician and half time Data Analyst focused on historical and annual statistics for the department. The department needs full-time hours for a Crime Analyst to provide real-time information to make operational decisions and assist with analysis of investigative data (intelligence-led policing). This position will provide intelligence and real time crime data for supervisors and command staff to use in making decisions regarding resource deployment and operations. | With the continued growth throughout the city, the mechanics have seen the number of vehicles and equipment coming in for maintenance and repairs increasing by at least 5% over the past 2 years. This percentage increase doesn't include the maintenance of all small engine/motor tools outside of the typical "under the hood wrenching" (such as chainsaws, weed-whips, generators, etc.) that are not identified as a vehicle in the fleet. With this growth, the city will benefit from having a more organized approach through a lead mechanics oversight. | Currently working 25 hours per week. The work load for this position has increased with the addition of the Rental Housing Inspector. The Admin person provides support to the Rental Housing Inspector, Code Enforcement, two Planners, Planning Manager and Community Development Director. Currently, city staff is covering some of the administrative duties and the front counter. Full-time hours will allow the Admin Assistant to focus on file management/record retention, assist with the recycling program, website page updates, process planning escrows, administer the Water Efficiency Grant program, manage the rental license database, receive and manage rental applications | Building Permit Technician hours were increased from 40 hours a week to 20 hours a week in 2020. However, times have changed and more hours are needed for the building division to operate efficiently. Intake of applications and issuance of building permits can take 1-2 weeks to process because of the lack of staff hours available to complete the work. | Increasing the Building Division Administrative Assistant position to full time from 28 to 40 hours per week beginning June 1, 2025, will allow the Permit Technicians the opportunity to transfer administrative tasks. This transfer of admin tasks will the Permit Techs to focus on more technical tasks such as the intake and final processing of permit applications. The goal of the increase in hours is to improve permit turnaround time and customer service. This positions hours were increased from 20 hours to 28 hours per week in 2024. | This position is the primary contact for customer service requests of the police department office. This position is needed based on the increase in police calls for service and the increased population served. The Police Records Technician processes and provides police reports to the other criminal justice partners, insurance companies, and the public while complying with the MGDPA and the other regulatory restrictions. This position compiles police statistical information/analysis and the duplication/dissemination of police squad videos. | Based on estimated growth and actual calls for service/response times. Strategic Goals: Improve and maintain the safety of the community, create a strong positive image, and enhance customer service. | Position need is due to an increase in work load with new construction and an increase of daytime calls for service. This position will be responsible for conducting code compliance inspections, performing preplanning activities and responding to emergencies as a firefighter. | Will handle all of the new duties related to the newly constructed water treatment plant. This person will handle all of the building maintenance and operation of the plant. It will also include all chemical feed equipment and operation and maintenance of the existing well houses and required daily water sampling and testing mandated by the Minnesota Department of Health. | The 2024 budget included a 6% wage increase. Last year, data showed Ramsey on-call firefighters were 17.5% below pay scale of neighboring communities with similar call volume, population and response times. Ramsey is currently 13.5% below neighboring communities. The above reflects another 6% increase. |

REVENUES

| | -2020 Actual- | -2021 Actual- | -2022 Actual- | -2023 Actual- | -2024 Adopted- | -2025 Requested- |
|----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| TAXES | 10,577,806 | 11,184,493 | 11,961,591 | 12,822,312 | 14,905,220 | 17,190,711 |
| LICENSES AND PERMITS | 850,504 | 917,645 | 843,010 | 1,058,097 | 921,900 | 1,023,850 |
| INTERGOVERNMENTAL REVENUES | 2,497,148 | 513,730 | 885,575 | 785,182 | 734,000 | 756,000 |
| CHARGES FOR SERVICES | 731,187 | 760,740 | 814,985 | 1,067,192 | 686,800 | 780,700 |
| FINES AND FORFEITS | 34,735 | 51,153 | 45,717 | 39,681 | 48,000 | 48,000 |
| MISCELLANEOUS | 12,861 | 29,201 | 235,737 | 26,875 | 16,830 | 20,600 |
| INVESTMENT EARNINGS | 185,750 | (29,897) | (57,081) | 312,520 | 50,000 | 50,000 |
| OTHER FINANCING SOURCES | 766,049 | 1,321,201 | 659,892 | 1,700,265 | 3,437,018 | 608,044 |
| TOTAL REVENUES | 15,656,038 | 14,748,266 | 15,389,426 | 17,812,123 | 20,799,768 | 20,477,905 |

EXPENDITURES

| | -2020 Actual- | -2021 Actual- | -2022 Actual- | -2023 Actual- | -2024 Adopted- | -2025 Requested- |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| GENERAL GOVERNMENT | 3,390,435 | 3,540,820 | 3,814,959 | 4,053,311 | 5,034,892 | 5,257,718 |
| PUBLIC SAFETY | 6,112,194 | 6,526,621 | 6,822,296 | 7,875,060 | 9,241,315 | 9,374,835 |
| PUBLIC WORKS | 2,009,196 | 2,393,459 | 2,153,946 | 3,451,490 | 4,120,033 | 3,305,900 |
| PARKS AND RECREATION | 1,418,871 | 1,481,802 | 1,445,077 | 1,628,641 | 2,277,155 | 2,234,676 |
| MISCELLANEOUS/CONTINGENCY | 1,875,063 | 474,396 | 334,541 | 154,609 | 126,373 | 304,776 |
| TOTAL EXPENDITURES | 14,805,758 | 14,417,097 | 14,570,820 | 17,163,111 | 20,799,768 | 20,477,905 |

2025 GENERAL FUND REVENUES

| GENERAL FUND 101 - REVENUE SUMMARY | -2020 Actual- | -2021 Actual- | -2022 Actual- | -2023 Actual- | -2024 Adopted- | -2025 Requested- |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| TAXES | 10,577,806 | 11,184,493 | 11,961,591 | 12,822,312 | 14,905,220 | 17,190,711 |
| LICENSES AND PERMITS | 850,504 | 917,645 | 843,010 | 1,058,097 | 921,900 | 1,023,850 |
| INTERGOVERNMENTAL REVENUES | 2,497,148 | 513,730 | 885,575 | 785,182 | 734,000 | 756,000 |
| CHARGES FOR SERVICES | 731,187 | 760,740 | 814,985 | 1,067,192 | 686,800 | 780,700 |
| FINES AND FORFEITS | 34,735 | 51,153 | 45,717 | 39,681 | 48,000 | 48,000 |
| MISCELLANEOUS | 12,861 | 29,201 | 235,737 | 26,875 | 16,830 | 20,600 |
| INVESTMENT EARNINGS | 185,750 | (29,897) | (57,081) | 312,520 | 50,000 | 50,000 |
| OTHER FINANCING SOURCES | 766,049 | 1,321,201 | 659,892 | 1,700,265 | 3,437,018 | 608,044 |
| TOTAL REVENUES | 15,656,038 | 14,748,266 | 15,389,426 | 17,812,123 | 20,799,768 | 20,477,905 |

HISTORICAL LEVY AMOUNTS

| | | | |
|-----------|----|------------|--------|
| 2020 LEVY | \$ | 10,670,932 | 13.58% |
| 2021 LEVY | \$ | 11,060,589 | 3.65% |
| 2022 LEVY | \$ | 11,712,590 | 5.89% |
| 2023 LEVY | \$ | 13,145,820 | 12.24% |
| 2024 LEVY | \$ | 14,962,220 | 13.82% |
| 2025 LEVY | \$ | 17,247,711 | 15.28% |

| GENERAL FUND 101 - REVENUE BY SOURCE | -2020 Actual- | -2021 Actual- | -2022 Actual- | -2023 Actual- | -2024 Requested- | -2025 Requested- |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| TAXES | | | | | | |
| 4011 CURRENT-AD VALOREM TAXES | 8,929,345 | 9,415,148 | 10,068,520 | 11,454,193 | 13,219,391 | 15,504,882 |
| 401A CURRENT-UNCOLLECTED ALLOWANCE | - | - | - | - | (100,000) | (100,000) |
| 4012 DELINQUENT-AD VALOREM TAXES | 39,951 | 112,159 | 50,370 | (127,723) | 40,000 | 40,000 |
| 4014 FISCAL DISPARITIES | 1,607,454 | 1,645,441 | 1,535,653 | 1,505,453 | 1,742,829 | 1,742,829 |
| 4015 EXCESS TAX INCREMENTS | - | - | 304,151 | - | - | - |
| 4018 PENALTY/INT-AD VALOREM TAXES | 1,056 | 11,745 | 2,742 | (9,611) | 3,000 | 3,000 |
| 4019 FORFEITED TAX SALE APPROPRIATION | - | - | 153 | - | - | - |
| TAXES Total | 10,577,806 | 11,184,493 | 11,961,591 | 12,822,312 | 14,905,220 | 17,190,711 |

LICENSES AND PERMITS

| | | | | | | |
|----------------------------------------|----------------|----------------|----------------|------------------|----------------|------------------|
| - BUSINESS LICENSES/PERMITS | | | | | | |
| 4140 CREDIT CARD PROCESSING FEES | (2,032) | (2,994) | (3,967) | (2,465) | (4,500) | (1,000) |
| 4155 LIQUOR-ON SALE | 49,348 | 47,360 | 48,185 | 44,620 | 50,000 | 50,000 |
| 4156 LIQUOR-OFF SALE | - | - | - | - | - | - |
| 4159 MECHANICAL LICENSE | 13,550 | 13,850 | 18,265 | 15,525 | 15,000 | 15,000 |
| 4163 PAWNSHOP LICENSE | 4,250 | 4,250 | 4,000 | 4,000 | - | 4,000 |
| 4164 CIGARETTE SALES LICENSE | 3,050 | 3,700 | 3,988 | 3,525 | 4,000 | 4,000 |
| 4165 REFUSE HAULERS LICENSE | 350 | 350 | 400 | 350 | 400 | 350 |
| 4168 PEDDLERS LICENSE | 1,910 | 6,500 | 4,100 | 4,500 | 4,000 | 6,000 |
| 4170 OTHER BUSINESS LICENSES & PERM | 2,080 | 1,360 | 2,210 | 4,105 | 2,000 | 5,000 |
| 4171 INVESTIGATIVE FEES | 1,906 | 2,684 | 2,441 | 2,415 | 3,000 | 3,000 |
| - NON-BUSINESS LICENSES/PERMITS | | | | | | |
| 4205 BUILDING PERMIT | 522,922 | 566,419 | 520,770 | 637,240 | 400,000 | 450,000 |
| 4206 PLUMBING PERMIT | 39,175 | 52,806 | 46,037 | 74,144 | 45,000 | 55,000 |
| 4207 ANIMAL LICENSE | 1,110 | 1,930 | 2,000 | 500 | - | - |
| 4208 HEATING PERMIT | 62,471 | 69,045 | 53,494 | 75,098 | 55,000 | 65,000 |
| 4209 CONDITIONAL USE PERMIT | 6,864 | 8,450 | 9,600 | 22,150 | 20,000 | 15,000 |
| 4211 SIGN PERMITS | 2,155 | 1,550 | 1,500 | 2,900 | 2,000 | 2,500 |
| 4212 RENTAL LICENSE | 10,700 | 5,135 | 4,010 | 10,250 | 204,000 | 204,000 |
| 4213 FIRE PERMIT | 10,963 | 7,550 | 10,750 | 21,044 | 12,000 | 12,000 |
| 4214 ELECTRICAL INSPECTION PERMIT | 85,140 | 90,306 | 80,988 | 95,787 | 80,000 | 95,000 |
| 4220 SEPTIC SYSTEM PERMIT | 22,920 | 21,310 | 21,685 | 22,433 | 15,000 | 20,000 |
| 4221 URBAN SEWER PERMIT | 4,408 | 4,350 | 6,025 | 8,550 | 5,000 | 8,000 |
| 4222 URBAN WATER PERMIT | 5,138 | 5,050 | 6,925 | 9,150 | 5,000 | 8,000 |
| 4230 OTHER NON-BUSINESS LIC & PERM | 2,125 | 6,685 | (395) | 2,275 | 5,000 | 3,000 |
| LICENSES AND PERMITS Total | 850,504 | 917,645 | 843,010 | 1,058,097 | 921,900 | 1,023,850 |

INTERGOVERNMENTAL REVENUES

| | | | | | | |
|-----------------------------------------|------------------|----------------|----------------|----------------|----------------|----------------|
| - FEDERAL INTERGOVERNMENTAL | | | | | | |
| 4253 FEDERAL EXCISE TAX REFUND | 9,432 | 9,310 | 1,333 | 324 | 1,500 | 500 |
| 4252 FEDERAL GRANTS | - | - | - | - | - | - |
| - STATE INTERGOVERNMENTAL | | | | | | |
| 4255 FEDERAL CARES ACT | 2,050,863 | - | 55,624 | - | - | - |
| 4263 MARKET VALUE HOMESTEAD CREDIT | 2,834 | 2,963 | 3,644 | - | - | - |
| 4268 MSA FOR STREETS | 150,000 | 180,000 | 302,316 | 210,000 | 240,000 | 240,000 |
| 4269 POLICE - INSURANCE PREMIUM TAX | 241,001 | 248,199 | 277,956 | 296,737 | 250,000 | 260,000 |
| 4271 POST BOARD REIMBURSEMENT | 24,464 | 27,820 | 29,430 | 26,265 | 25,000 | 25,000 |
| 4272 STATE EXCISE TAX REFUND | 522 | 571 | 525 | 566 | 500 | 500 |
| 4273 OTHER STATE GRANTS & AIDS | 17,282 | 28,867 | 214,747 | 251,290 | 217,000 | 230,000 |
| - LOCAL INTERGOVERNMENTAL | | | | | | |
| 4287 OTHER LOCAL GOVERNMENT GRANTS | 750 | 16,000 | - | - | - | - |
| INTERGOVERNMENTAL REVENUES Total | 2,497,148 | 513,730 | 885,575 | 785,182 | 734,000 | 756,000 |

| CHARGES FOR SERVICES | | | | | | | |
|----------------------|--------------------------------|---------|---------|---------|---------|---------|---------|
| 4304 | RENTAL FEES - REAL PROPERTY | 155,808 | 156,109 | 160,542 | 173,489 | 135,000 | 160,000 |
| 4305 | RENTAL FEES | 4,804 | 12,224 | 13,672 | 19,325 | 20,000 | 25,000 |
| 4306 | ZONING & SUBDIVISION FEES | 1,130 | 2,585 | 2,490 | 1,530 | 2,000 | - |
| 4307 | PLAN CHECKING FEES | 184,169 | 199,008 | 249,663 | 309,777 | 200,000 | 225,000 |
| 4308 | SALES OF MAPS & PUBLICATIONS | 73 | 123 | 137 | 235 | 100 | 100 |
| 4309 | ASSESSMENT SEARCHES | 90 | 540 | 270 | 360 | 200 | 100 |
| 4312 | GENERAL GOVERNMENT STAFF TIME | 41,045 | 31,870 | 36,184 | 19,513 | 15,000 | 17,000 |
| 4326 | SPECIAL POLICE SERVICES | 3,325 | 7,808 | 15,939 | 5,000 | 5,000 | 5,000 |
| 4327 | SPECIAL FIRE PROTECTION SERVIC | 72,414 | 23,144 | 130 | 30 | - | - |
| 4328 | ACCIDENT REPORTS | 1,114 | 1,033 | 763 | 857 | 1,000 | 1,000 |
| 4329 | OPEN BURN PERMIT FEES | 750 | 500 | 1,000 | 675 | 500 | 500 |
| 4330 | OTHER PUBLIC SAFETY | 2,400 | 5,370 | 4,325 | 4,195 | 3,000 | 2,000 |
| 4337 | ENGINEERING | 243,514 | 302,408 | 299,006 | 446,839 | 275,000 | 300,000 |
| 4338 | PLAN & SPECIFICATION FEES | 570 | - | - | - | - | - |
| 4339 | OTHER PUBLIC WORKS | 15,647 | 7,860 | 16,994 | 47,893 | 20,000 | 25,000 |
| 4347 | OTHER CULTURE-RECREATION | 4,334 | 10,159 | 13,869 | 37,474 | 10,000 | 20,000 |

| | | | | | | |
|-----------------------------------|----------------|----------------|----------------|------------------|----------------|----------------|
| CHARGES FOR SERVICES Total | 731,187 | 760,740 | 814,985 | 1,067,192 | 686,800 | 780,700 |
|-----------------------------------|----------------|----------------|----------------|------------------|----------------|----------------|

| FINES AND FORFEITS | | | | | | | |
|--------------------|------------------------|--------|--------|--------|--------|--------|--------|
| 4452 | COURT FINES | 32,505 | 46,250 | 40,563 | 37,225 | 45,000 | 45,000 |
| 4453 | OTHER FINES & FORFEITS | 291 | - | - | - | - | - |
| 4454 | ADMINISTRATIVE FINES | 1,940 | 4,903 | 5,155 | 2,456 | 3,000 | 3,000 |

| | | | | | | |
|---------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| FINES AND FORFEITS Total | 34,735 | 51,153 | 45,717 | 39,681 | 48,000 | 48,000 |
|---------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|

| MISCELLANEOUS | | | | | | | |
|---------------|------------------------------|--------|--------|---------|--------|--------|--------|
| 4604 | SURCHARGES | 608 | 675 | 708 | 959 | 800 | 600 |
| 4605 | ELECTION FILING FEES | 50 | - | 30 | - | 30 | - |
| 4609 | OTHER MISCELLANEOUS REVENUES | 12,202 | 28,526 | 234,999 | 25,915 | 16,000 | 20,000 |
| 4608 | CONTRIBUTIONS & DONATIONS | - | - | - | - | - | - |

| | | | | | | |
|----------------------------|---------------|---------------|----------------|---------------|---------------|---------------|
| MISCELLANEOUS Total | 12,861 | 29,201 | 235,737 | 26,875 | 16,830 | 20,600 |
|----------------------------|---------------|---------------|----------------|---------------|---------------|---------------|

| INVESTMENT EARNINGS | | | | | | | |
|---------------------|-------------------------|---------|----------|----------|---------|--------|--------|
| 4701 | INTEREST ON INVESTMENTS | 185,750 | (29,897) | (57,081) | 312,520 | 50,000 | 50,000 |

| | | | | | | |
|----------------------------------|----------------|-----------------|-----------------|----------------|---------------|---------------|
| INVESTMENT EARNINGS Total | 185,750 | (29,897) | (57,081) | 312,520 | 50,000 | 50,000 |
|----------------------------------|----------------|-----------------|-----------------|----------------|---------------|---------------|

| OTHER FINANCING SOURCES | | | | | | | |
|-------------------------|------------------------------|---------|-----------|---------|-----------|-----------|---------|
| TRANSFERS IN | | | | | | | |
| 4901 | TRANSFER IN FROM OTHER FUNDS | 766,049 | 1,321,201 | 659,892 | 1,700,265 | 3,437,018 | 608,044 |

| | | | | | | |
|--------------------------------------|----------------|------------------|----------------|------------------|------------------|----------------|
| OTHER FINANCING SOURCES Total | 766,049 | 1,321,201 | 659,892 | 1,700,265 | 3,437,018 | 608,044 |
|--------------------------------------|----------------|------------------|----------------|------------------|------------------|----------------|

| | | | | | | |
|----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| TOTAL REVENUE | 15,656,038 | 14,748,266 | 15,389,426 | 17,812,123 | 20,799,768 | 20,477,905 |
|----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|

| GENERAL FUND 101 - LINE ITEM DETAIL | -2020 Actual- | -2021 Actual- | -2022 Adopted- | -2023 Actual- | -2024 Adopted- | -2025 Requested- |
|-----------------------------------------------------|----------------|------------------|----------------|------------------|------------------|------------------|
| 4901 Other Finance Sources | | | | | | |
| Water Fund Administrative Transfer | 45,000 | 47,000 | 49,000 | 51,000 | 55,000 | 59,000 |
| Sewer Fund Administrative Transfer | 39,000 | 41,000 | 43,000 | 45,000 | 49,000 | 53,000 |
| St. Lighting Fund Administrative Transfer | 22,000 | 23,000 | 25,000 | 27,000 | 29,000 | 31,000 |
| Recycling Fund Administrative Transfer | - | - | - | - | - | - |
| Storm Water Utility Fund Administrative Transfer | 34,000 | 36,000 | 38,000 | 40,000 | 44,000 | 49,000 |
| PW Campus Fund | - | - | - | 750,000 | - | - |
| ARPA Funds | - | - | - | 375,000 | - | - |
| 2023 Legislative Funds | - | - | - | - | 1,200,000 | 48,044 |
| Landfill Fund | - | 989,201 | 63,000 | - | - | - |
| Capital Maintenance Fund - For Trail Maintenance | 60,000 | 60,000 | 60,000 | 70,000 | 70,000 | 70,000 |
| Capital Maintenance Fund - For Capital Improvements | - | - | 29,710 | - | 120,000 | - |
| Facility Fund | - | - | - | - | 36,000 | - |
| Pavement Management Fund | - | - | - | - | 56,000 | - |
| Insurance Fund | - | - | - | - | - | - |
| Fleet Vehicle Fund | - | - | 17,800 | 104,310 | 48,000 | 30,000 |
| PIR Fund-Street Maintenance | 125,000 | 125,000 | 150,000 | 175,000 | 200,000 | 200,000 |
| Capital Bonding | - | - | - | - | 1,453,018 | - |
| Equipment Revolving Fund | 441,049 | - | 184,382 | 219,873 | 77,000 | 68,000 |
| | 766,049 | 1,321,201 | 659,892 | 1,857,183 | 3,437,018 | 608,044 |

2025 GENERAL FUND EXPENDITURES

| EXPENDITURE BY OBJECT SUMMARY | -2020 Actual- | -2021 Actual- | -2022 Actual- | -2023 Actual- | -2024 Adopted- | -2025 Requested- |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| PERSONNEL SERVICES | 8,859,253 | 9,471,467 | 10,172,991 | 11,319,181 | 12,902,070 | 14,537,696 |
| SUPPLIES | 1,413,878 | 915,468 | 1,237,507 | 1,232,853 | 1,571,677 | 1,603,266 |
| OTHER SERVICES & CHARGES | 2,626,465 | 2,577,885 | 2,521,359 | 3,555,551 | 3,322,185 | 3,628,920 |
| CAPITAL OUTLAY | 467,070 | 977,809 | 295,957 | 900,917 | 2,897,463 | 601,650 |
| TRANSFERS OUT | 1,376,215 | 409,801 | 272,688 | 92,756 | 106,373 | 106,373 |
| DEBT SERVICE | 61,853 | 61,853 | 61,853 | 61,853 | - | - |
| TOTAL EXPENDITURE BY OBJECT | 14,804,733 | 14,414,283 | 14,562,355 | 17,163,111 | 20,799,768 | 20,477,905 |

| EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS | -2020 Actual- | -2021 Actual- | -2022 Actual- | -2023 Actual- | -2024 Adopted- | -2025 Requested- |
|-----------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| GENERAL GOVERNMENT | | | | | | |
| 0111 MAYOR AND COUNCIL | 104,534 | 100,563 | 106,114 | 107,719 | 127,315 | 104,844 |
| 0114 CHARTER/PLAN/HORSE COMMISSIONS | 3,213 | 3,666 | 2,709 | 2,467 | 3,968 | 3,929 |
| 0130 ADMINISTRATION | 795,368 | 852,730 | 913,981 | 977,369 | 1,076,533 | 1,196,187 |
| 0141 ELECTIONS | 53,763 | 7,784 | 44,689 | 6,357 | 54,861 | 3,639 |
| 0153 FINANCE | 379,167 | 408,717 | 362,854 | 370,861 | 440,666 | 534,463 |
| 0155 ASSESSING | 147,722 | 120,463 | 125,272 | 126,096 | 133,000 | 133,000 |
| 0161 LEGAL | 124,533 | 125,477 | 121,422 | 116,142 | 128,915 | 126,797 |
| 0191 PLANNING & ZONING | 653,382 | 733,882 | 665,874 | 818,640 | 974,899 | 1,096,814 |
| 0192 DATA PROCESSING | 582,467 | 606,281 | 773,912 | 840,343 | 1,063,589 | 1,181,945 |
| 0194 GENERAL GOVERNMENT BUILDINGS | 501,162 | 529,125 | 643,514 | 629,571 | 968,079 | 809,472 |
| 0195 NEWSLETTER | 45,123 | 52,132 | 54,618 | 57,746 | 63,067 | 66,628 |
| GENERAL GOVERNMENT Total | 3,390,435 | 3,540,820 | 3,814,959 | 4,053,311 | 5,034,892 | 5,257,718 |

| | | | | | | |
|-----------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| PUBLIC SAFETY | | | | | | |
| 0211 POLICE PROTECTION | 4,122,916 | 4,547,484 | 4,726,260 | 5,196,605 | 6,064,087 | 6,405,030 |
| 0220 FIRE PROTECTION | 1,384,635 | 1,352,166 | 1,427,516 | 1,784,989 | 2,219,602 | 1,981,470 |
| 0240 PROTECTIVE INSPECTIONS | 519,585 | 538,198 | 564,838 | 718,231 | 708,859 | 762,313 |
| 0250 CIVIL DEFENSE | 2,288 | 3,287 | 9,637 | 67,325 | 47,800 | 46,484 |
| 0260 TRAFFIC ENGINEERING | 68,686 | 71,628 | 79,873 | 85,061 | 174,767 | 151,018 |
| 0270 ANIMAL CONTROL | 993 | 743 | 1,399 | 8,175 | 6,750 | 9,250 |
| 0280 COMMUNITY ORIENTING POLICING | 13,092 | 13,115 | 12,774 | 14,673 | 19,450 | 19,270 |
| PUBLIC SAFETY Total | 6,112,194 | 6,526,621 | 6,822,296 | 7,875,060 | 9,241,315 | 9,374,835 |

| | | | | | | |
|---------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| PUBLIC WORKS | | | | | | |
| 0301 ENGINEERING | 383,947 | 381,476 | 446,849 | 566,948 | 680,214 | 646,117 |
| 0311 STREET MAINTENANCE | 1,336,038 | 1,747,168 | 1,332,827 | 2,510,567 | 2,908,542 | 2,186,155 |
| 0312 SNOW & ICE REMOVAL | 289,211 | 264,815 | 374,270 | 373,975 | 531,277 | 473,628 |
| PUBLIC WORKS Total | 2,009,196 | 2,393,459 | 2,153,946 | 3,451,490 | 4,120,033 | 3,305,900 |

| | | | | | | |
|-----------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| PARKS AND RECREATION | | | | | | |
| 0452 PARK & RECREATION | 1,418,871 | 1,481,802 | 1,445,077 | 1,628,641 | 2,277,155 | 2,234,676 |
| 0455 COMMUNITY PROGRAMS | - | - | - | - | - | - |
| 0461 ENVIRONMENTAL SERVICES | - | - | - | - | - | - |
| PARKS AND RECREATION Total | 1,418,871 | 1,481,802 | 1,445,077 | 1,628,641 | 2,277,155 | 2,234,676 |

| | | | | | | |
|----------------------------------------|------------------|----------------|----------------|----------------|----------------|----------------|
| MISCELLANEOUS/CONTINGENCY | | | | | | |
| 0892 EXPENDITURE RESERVE | 1,875,063 | 474,396 | 334,541 | 154,609 | 126,373 | 304,776 |
| MISCELLANEOUS/CONTINGENCY Total | 1,875,063 | 474,396 | 334,541 | 154,609 | 126,373 | 304,776 |

| | | | | | | |
|-------------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| TOTAL EXPENDITURES & OTHER FINANCING | 14,805,758 | 14,417,097 | 14,570,820 | 17,163,111 | 20,799,768 | 20,477,905 |
|-------------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|

| EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS | -2020 Actual- | -2021 Actual- | -2022 Actual- | -2023 Actual- | -2024 Adopted- | -2025 Requested- |
|-----------------------------------------------|------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| PERSONNEL SERVICES | | | | | | |
| WAGES AND SALARIES | | | | | | |
| 6102 F.T. REGULAR-WAGES & SALARIES | 5,908,446 | 6,275,314 | 6,528,037 | 7,445,527 | 8,576,140 | 9,567,628 |
| 6103 FULL TIME-REGULAR-OVERTIME | 148,960 | 166,477 | 183,834 | 180,095 | 153,000 | 183,000 |
| 6104 PART TIME-WAGES & SALARIES | 539,851 | 577,699 | 746,543 | 773,014 | 785,119 | 887,325 |
| 6105 TEMPORARY-WAGES & SALARIES | 167,447 | 133,432 | 179,828 | 88,117 | 183,308 | 316,111 |
| 6106 OVERTIME-TEMPORARY | 259 | 878 | 636 | - | - | - |
| 6107 OVERTIME-PART TIME | 1,408 | - | 4,686 | 18,025 | - | - |
| WAGES AND SALARIES | 6,766,371 | 7,153,799 | 7,643,564 | 8,504,778 | 9,697,567 | 10,954,064 |
| OTHER GROSS EARNINGS | | | | | | |
| 6108 SEVERANCE PAY | - | 67,885 | 95,310 | 34,309 | - | - |
| OTHER GROSS EARNINGS | - | 67,885 | 95,310 | 34,309 | - | - |
| EMPLOYER CONTRIBUTIONS | | | | | | |
| 6121 PERA CONTRIBUTIONS | 754,905 | 807,600 | 839,838 | 929,059 | 1,037,959 | 1,155,495 |
| 6122 FICA/MEDICARE CONTRIBUTIONS | 327,544 | 350,762 | 367,731 | 416,569 | 513,518 | 571,987 |
| 6123 ICMA RETIREMENT TRUST | 2,000 | 2,000 | 800 | - | - | - |
| 6131 GROUP INSURANCE | 764,786 | 848,602 | 878,018 | 1,049,605 | 1,199,786 | 1,336,434 |
| 6132 DISABILITY INSURANCE | 1,313 | 1,313 | 1,313 | 1,313 | 1,313 | 1,313 |
| 6133 WORKERS COMP INSURANCE PREMIUM | 242,334 | 239,505 | 346,417 | 383,549 | 451,927 | 518,403 |
| EMPLOYER CONTRIBUTIONS | 2,092,882 | 2,249,782 | 2,434,117 | 2,780,095 | 3,204,503 | 3,583,632 |
| PERSONNEL SERVICES Total | 8,859,253 | 9,471,467 | 10,172,991 | 11,319,181 | 12,902,070 | 14,537,696 |

SUPPLIES

| OFFICE SUPPLIES | | | | | | | |
|----------------------------------------|---------------------------------|------------------|----------------|------------------|------------------|------------------|------------------|
| 6203 | DUPLICATING SUPPLY & COPY PAPER | 4,725 | 2,174 | 2,198 | 4,594 | 5,000 | 5,000 |
| 6204 | STATIONERY, ENVELOPES & FORMS | 4,784 | 3,872 | 9,542 | 8,707 | 8,450 | 7,850 |
| 6205 | DRAFTING SUPPLIES | - | - | - | - | - | - |
| 6206 | FILM, MICROFILM, TAPES, DISKS | 837 | 568 | 370 | 208 | 1,400 | 1,400 |
| 6207 | TRAINING SUPPLIES | 3,609 | 3,154 | 3,562 | 10,165 | 9,100 | 10,500 |
| 6208 | MISCELLANEOUS OFFICE SUPPLIES | 9,440 | 8,460 | 9,670 | 12,230 | 12,525 | 14,800 |
| OFFICE SUPPLIES | | 23,395 | 18,228 | 25,343 | 35,904 | 36,475 | 39,550 |
| OPERATING SUPPLIES | | | | | | | |
| 6221 | CLEANING SUPPLIES | 1,391 | 2,496 | 1,910 | 4,025 | 3,500 | 4,000 |
| 6223 | GASOLINE | 98,273 | 129,654 | 156,406 | 134,883 | 191,800 | 181,500 |
| 6225 | DIESEL FUEL | 39,882 | 42,031 | 73,397 | 65,682 | 84,000 | 89,500 |
| 6227 | LUBRICANTS & ADDITIVES | 4,486 | 7,580 | 7,730 | 9,014 | 9,000 | 10,500 |
| 6229 | SHOP MATERIALS | 4,149 | 5,781 | 8,830 | 5,539 | 8,000 | 8,000 |
| 6231 | UNIFORMS & TURN-OUT GEAR | 104,570 | 92,594 | 124,187 | 132,811 | 166,400 | 167,300 |
| 6233 | BATTERIES | 652 | 1,262 | 2,013 | 1,940 | 2,000 | 2,000 |
| 6235 | AMMUNITION | 15,970 | 1,700 | 13,725 | 13,274 | 15,000 | 15,000 |
| 6237 | CRIME SCENE KIT MATERIALS | 368 | 1,843 | - | 509 | 1,000 | 1,500 |
| 6239 | FIRST AID SUPPLIES | 12,345 | 5,922 | 5,444 | 6,005 | 11,000 | 11,000 |
| 6241 | COMMUNITY POLICING SUPPLIES | 10,310 | 9,190 | 9,967 | 10,351 | 12,500 | 12,500 |
| 6247 | HAPPY DAYS SUPPLIES | - | 7,000 | 7,000 | 12,000 | 12,000 | 12,000 |
| 6249 | MISCELLANEOUS OPERATING SUPPLY | 118,336 | 100,912 | 143,977 | 123,827 | 166,792 | 156,875 |
| 6246 | MARKETING | - | 1,051 | 198 | 2,951 | 2,500 | 3,000 |
| OPERATING SUPPLIES | | 410,732 | 409,016 | 554,783 | 522,811 | 685,492 | 674,675 |
| REPAIR AND MAINTENANCE SUPPLIES | | | | | | | |
| 6251 | BATTERIES | 678 | 516 | - | 829 | 2,500 | 2,500 |
| 6253 | BRAKES | 3,421 | 3,466 | 3,238 | 4,045 | 3,700 | 4,000 |
| 6255 | TIRES | 7,458 | 10,708 | 6,616 | 7,315 | 9,500 | 9,500 |
| 6257 | OTHER VEHICLE PARTS | 122,447 | 77,127 | 122,472 | 146,373 | 126,800 | 131,600 |
| 6259 | BUILDING MAINT/REPAIR SUPPLIES | 4,028 | 20,639 | 51,453 | 23,188 | 55,200 | 63,600 |
| 6261 | SAND & GRAVEL | 2,907 | - | 2,300 | 2,779 | 5,300 | 5,300 |
| 6263 | SALT | 92,362 | 68,800 | 129,704 | 68,426 | 192,240 | 147,053 |
| 6265 | ASPHALT | 120,283 | 134,086 | 104,227 | 142,180 | 153,000 | 161,000 |
| 6266 | SCBA-PARTS | 4,679 | 4,055 | 5,899 | 23,874 | 20,000 | 20,000 |
| 6267 | OTHER STREET MAINTENANCE SUPPL | 4,798 | 5,303 | 10,675 | 14,920 | 16,500 | 16,500 |
| 6269 | LANDSCAPE MATERIALS | 18,304 | 12,623 | 17,795 | 24,599 | 27,500 | 57,500 |
| 6271 | SIGN REPAIR MATERIALS | 382 | - | 1,148 | 1,464 | 3,000 | 5,000 |
| 6275 | OTHER EQUIPMENT PARTS | 662 | 3,074 | 2,933 | 945 | 5,500 | 4,500 |
| 6268 | IRRIGATION SUPPLIES | 13,000 | 6,025 | 16,118 | 20,540 | 12,750 | 13,000 |
| REPAIR AND MAINTENANCE SUPPLIES | | 395,411 | 346,421 | 474,577 | 481,476 | 633,490 | 641,053 |
| SMALL TOOLS AND MINOR EQUIPMENT | | | | | | | |
| 6282 | EMERGENCY SUPPLIES - COVID | 436,995 | - | - | - | - | - |
| 6281 | SMALL TOOLS & MINOR EQUIPMENT | 147,294 | 141,803 | 182,804 | 192,347 | 215,820 | 247,588 |
| SMALL TOOLS AND MINOR EQUIPMENT | | 584,290 | 141,803 | 182,804 | 192,347 | 215,820 | 247,588 |
| MERCHANDISE FOR RESALE | | | | | | | |
| 6291 | CULVERTS, SIGNS, STREET SUPPLY | 50 | - | - | 316 | 400 | 400 |
| MERCHANDISE FOR RESALE | | 50 | - | - | 316 | 400 | 400 |
| SUPPLIES Total | | 1,413,878 | 915,468 | 1,237,507 | 1,232,853 | 1,571,677 | 1,603,266 |

OTHER SERVICES & CHARGES

| PROFESSIONAL SERVICES | | | | | | | |
|------------------------------|--------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 6302 | AUDITING & ACCOUNTING SERVICES | 36,455 | 42,501 | 39,128 | 45,174 | 42,200 | 57,500 |
| 6304 | LEGAL FEES | 123,305 | 124,320 | 120,510 | 115,288 | 128,000 | 126,000 |
| 6305 | MEDICAL/PSYCHOLOGICAL FEES | - | - | - | - | - | - |
| 6306 | PERSONNEL TESTING & RECRUITMT | 14,042 | 16,825 | 24,634 | 14,849 | 25,000 | 30,000 |
| 6315 | MISCELLANEOUS PROFESSIONAL SER | 392,060 | 289,515 | 273,357 | 224,706 | 282,800 | 368,700 |
| PROFESSIONAL SERVICES | | 565,862 | 473,160 | 457,629 | 400,017 | 478,000 | 582,200 |
| COMMUNICATION | | | | | | | |
| 6321 | TELEPHONE | 15,787 | 15,624 | 13,675 | 13,945 | 15,600 | 15,600 |
| 6322 | POSTAGE | 16,852 | 19,170 | 17,806 | 19,369 | 24,400 | 25,660 |
| 6323 | CELLULAR PHONES | 35,590 | 39,113 | 43,623 | 50,176 | 53,083 | 60,000 |
| 6325 | LONG DISTANCE CHARGES | - | - | - | - | - | - |
| COMMUNICATION | | 68,229 | 73,907 | 75,103 | 83,490 | 93,083 | 101,260 |

| | | | | | | | |
|---------------------------------------------------|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| EMPLOYEE REIMBURSEMENTS | | | | | | | |
| 6331 | TRAVEL & LODGING | 3,012 | 6,500 | 9,975 | 9,898 | 18,500 | 20,450 |
| 6334 | MILEAGE REIMBURSEMENT | 170 | 93 | 559 | 429 | 1,000 | 1,000 |
| 6335 | TRAINING | 71,345 | 95,871 | 107,609 | 114,653 | 152,240 | 198,800 |
| EMPLOYEE REIMBURSEMENTS | | 74,528 | 102,463 | 118,143 | 124,980 | 171,740 | 220,250 |
| ADVERTISING AND PUBLISHING | | | | | | | |
| 6352 | GENERAL NOTICE & PUBLIC INFOR | 30,311 | 35,265 | 38,966 | 42,257 | 46,100 | 47,550 |
| 6353 | ORDINANCE PUBLICATION | 2,575 | 1,301 | 2,322 | 1,430 | 2,000 | 2,000 |
| 6354 | HELP WANTED ADVERTISEMENTS | 1,905 | 3,276 | 7,302 | 549 | 3,500 | 2,000 |
| ADVERTISING AND PUBLISHING | | 34,790 | 39,841 | 48,591 | 44,235 | 51,600 | 51,550 |
| INSURANCE | | | | | | | |
| 6361 | GENERAL LIABILITY/PROPERTY INS | 154,021 | 154,910 | 175,764 | 232,341 | 259,647 | 263,638 |
| INSURANCE | | 154,021 | 154,910 | 175,764 | 232,341 | 259,647 | 263,638 |
| UTILITIES | | | | | | | |
| 6371 | ELECTRIC UTILITIES | 158,084 | 170,313 | 172,305 | 172,445 | 196,520 | 197,600 |
| 6372 | WATER/IRRIGATION | 22,127 | 24,446 | 18,053 | 24,680 | 24,800 | 27,700 |
| 6373 | GAS | 33,540 | 51,899 | 72,127 | 66,293 | 89,750 | 80,000 |
| 6374 | REFUSE/RECYCLING | 12,803 | 15,322 | 16,853 | 15,458 | 20,550 | 19,250 |
| UTILITIES | | 226,554 | 261,980 | 279,338 | 278,876 | 331,620 | 324,550 |
| REPAIRS AND MAINTENANCE - LABOR | | | | | | | |
| 6381 | BUILDING & STRUCTURE REPAIR | 27,600 | 23,340 | 33,095 | 11,746 | 84,840 | 97,170 |
| 6382 | MACHINERY & EQUIPMENT REPAIR | 28,075 | 34,588 | 48,494 | 56,936 | 56,100 | 60,000 |
| 6383 | OFFICE EQUIPMENT REPAIR | - | - | - | - | - | - |
| 6386 | BRAKE REPAIR | - | - | - | - | - | - |
| 6387 | TIRE MOUNTING & BALANCING | 300 | 255 | 60 | - | 400 | 400 |
| 6388 | OTHER VEHICLE REPAIR | 72,106 | 73,784 | 78,514 | 71,913 | 97,000 | 99,500 |
| 6389 | TOWING SERVICES | 2,037 | 240 | 3,096 | 345 | 3,500 | 3,000 |
| REPAIRS AND MAINTENANCE - LABOR | | 130,118 | 132,207 | 163,259 | 140,940 | 241,840 | 260,070 |
| REPAIRS AND MAINTENANCE - CONTRACTS | | | | | | | |
| 6404 | MACHINERY & EQUIPMENT | 1,332 | 1,221 | 3,458 | - | 3,500 | 3,500 |
| 6405 | OFFICE & DATA PROCESSING EQUIP | 366,660 | 415,748 | 434,785 | 437,303 | 590,100 | 644,894 |
| REPAIRS AND MAINTENANCE - CONTRACTS | | 367,991 | 416,968 | 438,243 | 437,303 | 593,600 | 648,394 |
| RENTALS | | | | | | | |
| 6413 | OFFICE EQUIPMENT RENTAL | 5,995 | 5,265 | 3,483 | 5,265 | 9,000 | 7,500 |
| 6415 | OTHER EQUIPMENT RENTAL | 36,671 | 46,406 | 41,405 | 41,583 | 56,150 | 50,000 |
| 6416 | MACHINERY RENTAL | - | - | - | - | - | - |
| 6417 | UNIFORM RENTAL | 1,710 | 1,841 | 913 | 1,233 | 1,100 | 1,550 |
| RENTALS | | 44,376 | 53,512 | 45,800 | 48,080 | 66,250 | 59,050 |
| DUES, SUBSCRIPTIONS, AND REGISTRATION FEES | | | | | | | |
| 6451 | MEMBERSHIP DUES | 48,325 | 44,801 | 47,023 | 47,587 | 55,055 | 58,658 |
| 6452 | SUBSCRIPTIONS | 1,321 | 1,216 | 1,458 | 1,511 | 1,450 | 1,700 |
| DUES, SUBSCRIPTIONS, AND REGISTRATION FEES | | 49,647 | 46,017 | 48,481 | 49,098 | 56,505 | 60,358 |
| BOOKS AND PAMPHLETS | | | | | | | |
| 6471 | BOOKS & PAMPHLETS | 2,331 | 1,132 | 2,384 | 1,963 | 3,800 | 3,800 |
| BOOKS AND PAMPHLETS | | 2,331 | 1,132 | 2,384 | 1,963 | 3,800 | 3,800 |
| CONTRACTED SERVICES | | | | | | | |
| 6488 | STREET MAINTENANCE CONTRACT | 500,000 | 462,784 | 294,998 | 1,272,595 | 555,000 | 600,000 |
| 6489 | OTHER CONTRACTED SERVICES | 408,019 | 359,004 | 373,625 | 441,631 | 419,500 | 453,800 |
| CONTRACTED SERVICES | | 908,019 | 821,788 | 668,623 | 1,714,226 | 974,500 | 1,053,800 |
| OTHER SERVICES & CHARGES Total | | 2,626,465 | 2,577,885 | 2,521,359 | 3,555,551 | 3,322,185 | 3,628,920 |
| CAPITAL OUTLAY | | | | | | | |
| CAPITAL OUTLAY | | | | | | | |
| 6520 | BUILDINGS | - | - | - | - | - | - |
| 6540 | HEAVY MACHINERY | 42,861 | 116,891 | 103,199 | 266,007 | 979,518 | - |
| 6550 | MOTOR VEHICLES | 351,094 | 477,246 | 47,226 | 512,225 | 1,134,629 | 348,000 |
| 6580 | OTHER EQUIPMENT | 48,692 | 383,672 | 118,639 | 122,685 | 746,316 | 228,650 |
| 6585 | COMPUTER HARDWARE/SOFTWARE | 24,423 | - | 26,894 | - | 37,000 | 25,000 |
| CAPITAL OUTLAY | | 467,070 | 977,809 | 295,957 | 900,917 | 2,897,463 | 601,650 |
| CAPITAL OUTLAY Total | | 467,070 | 977,809 | 295,957 | 900,917 | 2,897,463 | 601,650 |
| TRANSFERS OUT | | | | | | | |
| OPERATING TRANSFERS | | | | | | | |
| 6820 | OPERATING TRANSFERS TO OTHER F | 1,376,215 | 409,801 | 272,688 | 92,756 | 106,373 | 106,373 |
| OPERATING TRANSFERS | | 1,376,215 | 409,801 | 272,688 | 92,756 | 106,373 | 106,373 |
| TRANSFERS OUT Total | | 1,376,215 | 409,801 | 272,688 | 92,756 | 106,373 | 106,373 |
| DEBT SERVICE | | | | | | | |
| DEBT SERVICE | | | | | | | |
| 6603 | OTHER L.T. OBLIGATION PRINCIPA | 61,853 | 61,853 | 61,853 | 61,853 | - | - |
| DEBT SERVICE | | 61,853 | 61,853 | 61,853 | 61,853 | - | - |
| DEBT SERVICE Total | | 61,853 | 61,853 | 61,853 | 61,853 | - | - |
| TOTAL EXPENDITURES & OTHER FINANCING | | 14,804,733 | 14,414,283 | 14,562,355 | 17,163,111 | 20,799,768 | 20,477,905 |

SUMMARY:

| | | | | | | |
|----------------------------------------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| OPERATING EXPENSE(Includes Transfers Out & Debt Service): | 14,337,664 | 13,436,474 | 14,266,398 | 16,262,194 | 17,902,305 | 19,876,255 |
| CAPITAL OUTLAY: | 467,070 | 977,809 | 295,957 | 900,917 | 2,897,463 | 601,650 |
| TOTAL EXPENDITURES | \$ 14,804,733 | \$ 14,414,283 | \$ 14,562,355 | \$ 17,163,111 | \$ 20,799,768 | \$ 20,477,905 |

FUND: GENERAL

| Business Unit | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Adopted Budget | 2025 Requested Budget |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|-----------------------|
| REVENUE | | | | | | |
| 9101 - GENERAL FUND REVENUE | 15,656,715 | 14,748,266 | 15,389,426 | 18,540,497 | 20,799,768 | 20,477,905 |
| TOTAL REVENUE | 15,656,715 | 14,748,266 | 15,389,426 | 18,540,497 | 20,799,768 | 20,477,905 |
| EXPENDITURES | | | | | | |
| 111 - MAYOR AND COUNCIL | 104,534 | 100,563 | 106,114 | 107,719 | 127,315 | 104,844 |
| 114 - COMMISSIONS | 3,213 | 3,666 | 2,709 | 2,467 | 3,968 | 3,929 |
| 130 - ADMINISTRATION | 795,368 | 852,730 | 913,981 | 977,369 | 1,076,533 | 1,196,187 |
| 141 - ELECTIONS | 53,763 | 7,784 | 44,689 | 6,357 | 54,861 | 3,639 |
| 153 - FINANCE | 379,167 | 408,717 | 362,854 | 370,861 | 440,666 | 534,463 |
| 155 - ASSESSING | 147,722 | 120,463 | 125,272 | 126,096 | 133,000 | 133,000 |
| 161 - LEGAL SERVICES | 124,533 | 125,477 | 121,422 | 116,142 | 128,915 | 126,797 |
| 191 - PLANNING AND ZONING | 653,382 | 733,882 | 665,874 | 818,640 | 974,899 | 1,096,814 |
| 192 - DATA PROCESSING | 582,467 | 606,281 | 773,912 | 840,343 | 1,063,589 | 1,181,945 |
| 194 - GENERAL GOVERNMENT BUILDINGS | 501,162 | 529,125 | 643,514 | 629,571 | 968,079 | 809,472 |
| 195 - NEWSLETTER | 45,123 | 52,132 | 54,618 | 57,746 | 63,067 | 66,628 |
| 211 - POLICE PROTECTION | 4,122,916 | 4,547,484 | 4,726,260 | 5,196,605 | 6,064,087 | 6,405,030 |
| 220 - FIRE PROTECTION | 1,384,635 | 1,352,166 | 1,427,516 | 1,784,989 | 2,219,602 | 1,981,470 |
| 240 - BUILDING INSPECTION | 519,585 | 538,198 | 564,838 | 718,231 | 708,859 | 762,313 |
| 250 - CIVIL DEFENSE | 2,288 | 3,287 | 9,637 | 67,325 | 47,800 | 46,484 |
| 260 - TRAFFIC ENGINEERING | 68,686 | 71,628 | 79,873 | 85,061 | 174,767 | 151,018 |
| 270 - ANIMAL CONTROL | 993 | 743 | 1,399 | 8,175 | 6,750 | 9,250 |
| 280 - COMMUNITY ORIENTING POLICING | 13,092 | 13,115 | 12,774 | 14,673 | 19,450 | 19,270 |
| 301 - ENGINEERING | 383,947 | 381,476 | 446,849 | 566,948 | 680,214 | 646,117 |
| 311 - STREET MAINTENANCE | 1,336,038 | 1,747,168 | 1,332,827 | 2,510,567 | 2,908,542 | 2,186,155 |
| 312 - SNOW AND ICE REMOVAL | 289,211 | 264,815 | 374,270 | 373,975 | 531,277 | 473,628 |
| 452 - PARK AND RECREATION | 1,418,871 | 1,481,802 | 1,445,077 | 1,628,641 | 2,277,155 | 2,234,676 |
| 892 - MISCELLANEOUS/CONTINGENCY | 1,875,063 | 474,396 | 334,541 | 154,609 | 126,373 | 304,776 |
| TOTAL EXPENDITURES | 14,805,758 | 14,417,097 | 14,570,820 | 17,163,111 | 20,799,768 | 20,477,905 |

GENERAL GOVERNMENT 111-195

| EXPENDITURE BY OBJECT SUMMARY | -2020 Actual- | -2021 Actual- | -2022 Actual- | -2023 Actual- | -2024 Adopted- | -2025 Requested- |
|------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| PERSONNEL SERVICES | 2,140,494 | 2,289,527 | 2,342,157 | 2,663,698 | 3,071,452 | 3,462,067 |
| SUPPLIES | 98,236 | 112,476 | 150,454 | 140,016 | 179,487 | 162,763 |
| OTHER SERVICES & CHARGES | 1,127,282 | 1,138,745 | 1,240,724 | 1,249,598 | 1,527,953 | 1,607,888 |
| CAPITAL OUTLAY | 24,423 | - | 74,120 | - | 256,000 | 25,000 |
| TOTAL EXPENDITURE BY OBJECT | 3,390,435 | 3,540,747 | 3,807,456 | 4,053,311 | 5,034,892 | 5,257,718 |

LINE ITEM DETAIL BY COST CENTER OR SUB-FUNCTION

GENERAL GOVERNMENT 111-195

| EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS | -2020 Actual- | -2021 Actual- | -2022 Actual- | -2023 Actual- | -2024 Adopted- | -2025 Requested- |
|-----------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| PERSONNEL SERVICES | | | | | | |
| WAGES AND SALARIES | | | | | | |
| 6102 F.T. REGULAR-WAGES & SALARIES | 1,520,613 | 1,599,305 | 1,618,640 | 1,887,389 | 2,164,409 | 2,470,760 |
| 6103 FULL TIME-REGULAR-OVERTIME | 4,762 | 2,051 | 4,477 | 2,842 | - | - |
| 6104 PART TIME-WAGES & SALARIES | 120,512 | 124,988 | 144,822 | 171,229 | 185,300 | 198,593 |
| 6105 TEMPORARY-WAGES & SALARIES | 37,425 | 20,245 | 62,028 | 2,285 | 38,060 | 3,500 |
| 6107 OVERTIME-PART TIME | 1,408 | - | 4,686 | 18,025 | - | - |
| TOTAL WAGES AND SALARIES | 1,684,720 | 1,746,589 | 1,834,652 | 2,081,770 | 2,387,769 | 2,672,853 |
| OTHER GROSS EARNINGS | | | | | | |
| 6108 SEVERANCE PAY | - | 63,330 | 8,699 | 4,934 | - | - |
| TOTAL OTHER GROSS EARNINGS | - | 63,330 | 8,699 | 4,934 | - | - |
| EMPLOYER CONTRIBUTIONS | | | | | | |
| 6121 PERA CONTRIBUTIONS | 117,717 | 124,209 | 129,895 | 151,796 | 174,228 | 194,723 |
| 6122 FICA/MEDICARE CONTRIBUTIONS | 119,590 | 128,509 | 133,584 | 155,758 | 190,605 | 217,430 |
| 6123 ICMA RETIREMENT TRUST | 2,000 | 2,000 | 800 | - | - | - |
| 6131 GROUP INSURANCE | 197,561 | 209,243 | 215,835 | 247,981 | 291,887 | 342,004 |
| 6133 WORKERS COMP INSURANCE PREMIUM | 18,906 | 15,646 | 18,693 | 21,459 | 26,963 | 35,057 |
| TOTAL EMPLOYER CONTRIBUTIONS | 455,775 | 479,607 | 498,806 | 576,994 | 683,683 | 789,214 |
| Total PERSONNEL SERVICES | 2,140,494 | 2,289,527 | 2,342,157 | 2,663,698 | 3,071,452 | 3,462,067 |
| SUPPLIES | | | | | | |
| OFFICE SUPPLIES | | | | | | |
| 6203 DUPLICATING SUPPLY & COPY PAPER | 4,725 | 2,174 | 2,198 | 4,594 | 5,000 | 5,000 |
| 6204 STATIONERY, ENVELOPES & FORMS | 1,242 | 1,579 | 5,830 | 2,899 | 4,100 | 3,500 |
| 6206 FILM, MICROFILM, TAPES, DISKS | - | - | - | - | - | - |
| 6208 MISCELLANEOUS OFFICE SUPPLIES | 5,918 | 4,711 | 4,680 | 5,396 | 6,775 | 6,300 |
| TOTAL OFFICE SUPPLIES | 11,886 | 8,464 | 12,708 | 12,889 | 15,875 | 14,800 |
| OPERATING SUPPLIES | | | | | | |
| 6221 CLEANING SUPPLIES | 1,391 | 2,496 | 1,910 | 4,025 | 3,500 | 4,000 |
| 6223 GASOLINE | 1,543 | 2,455 | 3,390 | 3,347 | 4,000 | 4,000 |
| 6225 DIESEL FUEL | 758 | 451 | 2,172 | 563 | 2,000 | 2,000 |
| 6231 UNIFORMS & TURN-OUT GEAR | 2,269 | 1,575 | 2,199 | 1,695 | 2,500 | 3,000 |
| 6247 HAPPY DAYS SUPPLIES | - | 7,000 | 7,000 | 12,000 | 12,000 | 12,000 |
| 6249 MISCELLANEOUS OPERATING SUPPLY | 35,036 | 35,526 | 53,046 | 32,725 | 50,792 | 33,475 |
| 6246 MARKETING | - | 1,051 | 198 | 2,951 | 2,500 | 3,000 |
| TOTAL OPERATING SUPPLIES | 40,997 | 50,554 | 69,915 | 57,306 | 77,292 | 61,475 |
| REPAIR AND MAINTENANCE SUPPLIES | | | | | | |
| 6257 OTHER VEHICLE PARTS | 623 | 280 | 3,200 | 2,136 | 2,000 | 2,500 |
| 6259 BUILDING MAINT/REPAIR SUPPLIES | 1,994 | 4,036 | 5,313 | 5,329 | 7,500 | 8,000 |
| TOTAL REPAIR AND MAINTENANCE SUPPLIES | 2,617 | 4,316 | 8,513 | 7,464 | 9,500 | 10,500 |
| SMALL TOOLS AND MINOR EQUIPMENT | | | | | | |
| 6281 SMALL TOOLS & MINOR EQUIPMENT | 42,736 | 49,142 | 59,318 | 62,356 | 76,820 | 75,988 |
| TOTAL SMALL TOOLS AND MINOR EQUIPMENT | 42,736 | 49,142 | 59,318 | 62,356 | 76,820 | 75,988 |
| Total SUPPLIES | 98,236 | 112,476 | 150,454 | 140,016 | 179,487 | 162,763 |

| OTHER SERVICES & CHARGES | | | | | | | |
|---------------------------------------------------------|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| PROFESSIONAL SERVICES | | | | | | | |
| 6302 | AUDITING & ACCOUNTING SERVICES | 32,405 | 38,260 | 34,712 | 40,216 | 37,000 | 50,000 |
| 6304 | LEGAL FEES | 123,305 | 124,320 | 120,510 | 115,288 | 128,000 | 126,000 |
| 6305 | MEDICAL/PSYCHOLOGICAL FEES | - | - | - | - | - | - |
| 6306 | PERSONNEL TESTING & RECRUITMT | 14,042 | 16,825 | 24,634 | 14,849 | 25,000 | 30,000 |
| 6315 | MISCELLANEOUS PROFESSIONAL SER | 110,803 | 60,556 | 64,693 | 57,420 | 82,600 | 79,600 |
| TOTAL PROFESSIONAL SERVICES | | 280,554 | 239,961 | 244,549 | 227,773 | 272,600 | 285,600 |
| COMMUNICATION | | | | | | | |
| 6321 | TELEPHONE | 8,838 | 9,368 | 13,675 | 13,945 | 15,600 | 15,600 |
| 6322 | POSTAGE | 14,202 | 14,529 | 14,867 | 15,582 | 17,700 | 18,650 |
| 6323 | CELLULAR PHONES | 4,554 | 5,743 | 43,623 | 50,176 | 53,083 | 60,000 |
| 6325 | LONG DISTANCE CHARGES | - | - | - | - | - | - |
| TOTAL COMMUNICATION | | 27,594 | 29,640 | 72,165 | 79,703 | 86,383 | 94,250 |
| EMPLOYEE REIMBURSEMENTS | | | | | | | |
| 6331 | TRAVEL & LODGING | 155 | 804 | 1,460 | 2,086 | 7,500 | 6,950 |
| 6334 | MILEAGE REIMBURSEMENT | - | - | 84 | 230 | 500 | 500 |
| 6335 | TRAINING | 7,611 | 16,580 | 17,959 | 23,534 | 39,300 | 40,000 |
| TOTAL EMPLOYEE REIMBURSEMENTS | | 7,765 | 17,385 | 19,504 | 25,850 | 47,300 | 47,450 |
| ADVERTISING AND PUBLISHING | | | | | | | |
| 6352 | GENERAL NOTICE & PUBLIC INFOR | 30,311 | 35,265 | 38,966 | 42,257 | 46,100 | 47,550 |
| 6353 | ORDINANCE PUBLICATION | 2,575 | 1,301 | 2,322 | 1,430 | 2,000 | 2,000 |
| 6354 | HELP WANTED ADVERTISEMENTS | 1,905 | 3,276 | 7,302 | 549 | 3,500 | 2,000 |
| TOTAL ADVERTISING AND PUBLISHING | | 34,790 | 39,841 | 48,591 | 44,235 | 51,600 | 51,550 |
| INSURANCE | | | | | | | |
| 6361 | GENERAL LIABILITY/PROPERTY INS | 34,162 | 35,616 | 30,378 | 30,050 | 32,669 | 31,036 |
| TOTAL INSURANCE | | 34,162 | 35,616 | 30,378 | 30,050 | 32,669 | 31,036 |
| UTILITIES | | | | | | | |
| 6371 | ELECTRIC UTILITIES | 94,612 | 99,184 | 99,439 | 102,932 | 112,000 | 112,000 |
| 6372 | WATER/IRRIGATION | 2,853 | 2,412 | 2,928 | 3,358 | 3,300 | 3,700 |
| 6373 | GAS | 20,395 | 30,273 | 40,961 | 38,397 | 49,000 | 44,000 |
| 6374 | REFUSE/RECYCLING | 5,230 | 4,852 | 5,569 | 5,681 | 7,050 | 6,450 |
| TOTAL UTILITIES | | 123,090 | 136,723 | 148,896 | 150,369 | 171,350 | 166,150 |
| REPAIRS AND MAINTENANCE - LABOR | | | | | | | |
| 6381 | BUILDING & STRUCTURE REPAIR | 9,855 | 7,747 | 9,127 | 3,272 | 23,000 | 25,000 |
| 6382 | MACHINERY & EQUIPMENT REPAIR | 12,554 | 13,193 | 19,344 | 20,262 | 23,000 | 25,000 |
| 6388 | OTHER VEHICLE REPAIR | 343 | 2,043 | 241 | 71 | 2,000 | 2,500 |
| TOTAL REPAIRS AND MAINTENANCE - LABOR | | 22,752 | 22,982 | 28,712 | 23,606 | 48,000 | 52,500 |
| REPAIRS AND MAINTENANCE - CONTRACTS | | | | | | | |
| 6405 | OFFICE & DATA PROCESSING EQUIP | 314,997 | 366,110 | 387,787 | 395,677 | 538,671 | 592,894 |
| TOTAL REPAIRS AND MAINTENANCE - CONTRACTS | | 314,997 | 366,110 | 387,787 | 395,677 | 538,671 | 592,894 |
| RENTALS | | | | | | | |
| 6415 | OTHER EQUIPMENT RENTAL | - | - | - | - | - | - |
| TOTAL RENTALS | | - | - | - | - | - | - |
| DUES, SUBSCRIPTIONS, AND REGISTRATION FEES | | | | | | | |
| 6451 | MEMBERSHIP DUES | 39,559 | 38,598 | 38,014 | 38,494 | 42,930 | 44,758 |
| 6452 | SUBSCRIPTIONS | 1,280 | 589 | 1,458 | 1,511 | 1,450 | 1,700 |
| TOTAL DUES, SUBSCRIPTIONS, AND REGISTRATION FEES | | 40,840 | 39,187 | 39,472 | 40,005 | 44,380 | 46,458 |
| BOOKS AND PAMPHLETS | | | | | | | |
| 6471 | BOOKS & PAMPHLETS | - | - | - | - | - | - |
| TOTAL BOOKS AND PAMPHLETS | | - | - | - | - | - | - |
| CONTRACTED SERVICES | | | | | | | |
| 6489 | OTHER CONTRACTED SERVICES | 240,738 | 211,300 | 220,670 | 232,330 | 235,000 | 240,000 |
| TOTAL CONTRACTED SERVICES | | 240,738 | 211,300 | 220,670 | 232,330 | 235,000 | 240,000 |
| Total OTHER SERVICES & CHARGES | | 1,127,282 | 1,138,745 | 1,240,724 | 1,249,598 | 1,527,953 | 1,607,888 |
| CAPITAL OUTLAY | | | | | | | |
| CAPITAL OUTLAY | | | | | | | |
| 6520 | BUILDINGS | - | - | - | - | - | - |
| 6550 | MOTOR VEHICLES | - | - | 47,226 | - | 58,000 | - |
| 6580 | OTHER EQUIPMENT | - | - | - | - | 161,000 | - |
| 6585 | COMPUTER HARDWARE/SOFTWARE | 24,423 | - | 26,894 | - | 37,000 | 25,000 |
| TOTAL CAPITAL OUTLAY | | 24,423 | - | 74,120 | - | 256,000 | 25,000 |
| Total CAPITAL OUTLAY | | 24,423 | - | 74,120 | - | 256,000 | 25,000 |
| TOTAL EXPENDITURES & OTHER FINANCING | | 3,390,435 | 3,540,747 | 3,807,456 | 4,053,311 | 5,034,892 | 5,257,718 |
| SUMMARY: | | | | | | | |
| OPERATING EXPENSE: | | 3,366,012 | 3,540,747 | 3,733,335 | 4,053,311 | 4,778,892 | 5,232,718 |
| CAPITAL OUTLAY: | | 24,423 | - | 74,120 | - | 256,000 | 25,000 |
| TOTAL EXPENDITURES | | \$ 3,390,435 | \$ 3,540,747 | \$ 3,807,456 | \$ 4,053,311 | \$ 5,034,892 | \$ 5,257,718 |

| BUDGET SUMMARY: | | | | | | | | |
|--------------------------|----------------|--------------------------------|----------------|----------------|----------------|----------------|---------------------|-----------------------|
| Business Unit | Object Account | Description | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Adopted Budget | 2025 Requested Budget |
| 0111 | 6104 | PART TIME-WAGES & SALARIES | 33,605 | 40,350 | 38,000 | 46,050 | 44,000 | 44,000 |
| 0111 | 6121 | PERA CONTRIBUTIONS | 1,002 | 1,300 | 1,300 | 1,600 | 1,300 | 1,600 |
| 0111 | 6122 | FICA/MEDICARE CONTRIBUTIONS | 2,571 | 3,093 | 2,907 | 3,523 | 3,366 | 3,366 |
| 0111 | 6131 | GROUP INSURANCE | 7,895 | | | | | |
| 0111 | 6133 | WORKERS COMP INSURANCE PREMIUM | 148 | 242 | 116 | 144 | 233 | 233 |
| 0111 | 6247 | HAPPY DAYS | - | 7,000 | 7,000 | 12,000 | 12,000 | 12,000 |
| 0111 | 6249 | MISCELLANEOUS OPERATING SUPPLY | 6,530 | 13,684 | 21,308 | 6,736 | 17,200 | 2,150 |
| 0111 | 6315 | MISCELLANEOUS PROFESSIONAL SER | 15,170 | | - | - | 7,000 | |
| 0111 | 6331 | TRAVEL & LODGING | 136 | - | - | 166 | 2,000 | 1,000 |
| 0111 | 6335 | TRAINING | 903 | 175 | - | 1,135 | 2,500 | 1,400 |
| 0111 | 6361 | GENERAL LIABILITY/PROPERTY INS | 1,070 | 1,011 | 823 | 875 | 936 | 787 |
| 0111 | 6451 | MEMBERSHIP DUES | 35,504 | 33,708 | 34,661 | 35,491 | 36,780 | 38,308 |
| Total Expenditure | | | 104,534 | 100,563 | 106,114 | 107,719 | 127,315 | 104,844 |

SUMMARY:

| | | | | | | |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| OPERATING EXPENSE: | 104,534 | 100,563 | 106,114 | 107,719 | 127,315 | 104,844 |
| CAPITAL OUTLAY: | - | - | - | - | - | - |
| TOTAL EXPENDITURES | \$ 104,534 | \$ 100,563 | \$ 106,114 | \$ 107,719 | \$ 127,315 | \$ 104,844 |

PERSONNEL COMPLEMENT

| | | | | | | |
|--------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Mayor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Council | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 |
| Mayor and Council Total | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 |

6249 Miscellaneous Operating Supplies

| | | | | | | |
|----------------------------------------------|--------------|---------------|---------------|--------------|---------------|--------------|
| Mayor's Prayer Breakfast | - | 270 | 340 | 78 | 400 | 400 |
| Meals for Council Work sessions | 3,435 | 3,364 | 2,353 | 3,586 | 4,000 | - |
| Employee Recognition Event (January Event) | 2,193 | - | 4,047 | 3,010 | 3,500 | - |
| Tree Lighting/Outside Lights & Light Contest | - | 8,932 | 10,438 | - | 750 | 750 |
| Gala/Fundraising Events | - | 225 | 805 | - | 2,000 | 1,000 |
| Miscellaneous | 902 | 893 | 3,325 | 62 | 6,550 | - |
| | 6,530 | 13,684 | 21,308 | 6,736 | 17,200 | 2,150 |

6315 Miscellaneous Professional Services

| | | | | | | |
|----------------|---------------|----------|----------|----------|--------------|----------|
| Citizen Survey | 15,170 | - | - | - | 7,000 | - |
| | 15,170 | - | - | - | 7,000 | - |

6451 Dues

| | | | | | | |
|-------------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| North Metro Mayors Association | 11,768 | 11,533 | 11,417 | 11,303 | 11,575 | 11,575 |
| North Metro Chamber (EDA) | - | - | - | - | - | - |
| Mississippi/Champlin Streamgage Agreement | 620 | 620 | 620 | 620 | 620 | 675 |
| Anoka Area Chamber of Commerce (EDA) | 410 | - | - | - | - | - |
| League of Minnesota Cities | 20,723 | 21,525 | 22,594 | 23,538 | 24,555 | 26,028 |
| MN Mayors Assoc | 30 | 30 | 30 | 30 | 30 | 30 |
| National League of Cities | 1,953 | - | - | - | - | - |
| | 35,504 | 33,708 | 34,661 | 35,491 | 36,780 | 38,308 |

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

- No Annual Survey budgeted

GOALS OF CURRENT YEAR BUDGET:

- Establish and implement a Strategic Action Plan
- Establish legislative priorities for the City
- Maintain a stable tax levy rate

Performance Measurements:

| | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Estimate | 2025 Projected |
|---------------|-------------|-------------|-------------|-------------|---------------|----------------|
| Tax Levy Rate | 39.59% | 39.25% | 42.24% | 40.43% | 41.17% | TBD |

| Business Unit | Object Account | Description | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Adopted Budget | 2025 Requested Budget |
|--------------------------|----------------|--------------------------------|--------------|--------------|--------------|--------------|---------------------|-----------------------|
| 0114 | 6105 | TEMPORARY-WAGES & SALARIES | 2,940 | 3,360 | 2,490 | 2,285 | 3,500 | 3,500 |
| 0114 | 6122 | FICA/MEDICARE CONTRIBUTIONS | 225 | 257 | 191 | 175 | 383 | 383 |
| 0114 | 6133 | WORKERS COMP INSURANCE PREMIUM | 15 | 12 | 7 | 7 | 25 | 34 |
| 0114 | 6361 | GENERAL LIABILITY/PROPERTY INS | 33 | 36 | 21 | - | 60 | 12 |
| Total Expenditure | | | 3,213 | 3,666 | 2,709 | 2,467 | 3,968 | 3,929 |

SUMMARY:

| | | | | | | |
|---------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| OPERATING EXPENSE: | 3,213 | 3,666 | 2,709 | 2,467 | 3,968 | 3,929 |
| CAPITAL OUTLAY: | - | - | - | - | - | - |
| TOTAL EXPENDITURES | \$ 3,213 | \$ 3,666 | \$ 2,709 | \$ 2,467 | \$ 3,968 | \$ 3,929 |

PERSONNEL COMPLEMENT

| | | | | | | |
|-----------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Charter Commission Members | 9.00 | 9.00 | 9.00 | 9.00 | 9.00 | 9.00 |
| Planning Commission Members | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 |
| Commission Total | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 |

DESCRIPTION OF SERVICES:

The Commissions budget provides council-appointed committee members tasked to

BUDGET HIGHLIGHTS

- No Changes

GOALS OF CURRENT YEAR BUDGET:

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

Performance Measurements:

| | 2020 Actual | 2021 Projected | 2022 Projected | 2023 Projected | 2024 Projected | 2025 Projected |
|----------------------------------------------------------|-------------|----------------|----------------|----------------|----------------|----------------|
| # of Meetings: Charter Commission | 1 | 2 | 2 | 2 | 2 | 2 |
| # of Meetings: Economic Development Authority Commission | 12 | 12 | 12 | 12 | 12 | 12 |
| # of Meetings: Environmental Policy Board Commission | 10 | 11 | 11 | 11 | 11 | 11 |
| # of Meetings: Parks and Recreation Commission | 11 | 10 | 10 | 10 | 10 | 10 |
| # of Meetings: Planning Commission | 15 | 17 | 17 | 17 | 17 | 17 |
| # of Meetings: City Council Regular Session | 23 | 23 | 23 | 23 | 23 | 23 |
| # of Meetings: City Council Work Session | 26 | 25 | 25 | 25 | 25 | 25 |
| # of Meetings: Public Works Committee | 10 | 8 | 8 | 8 | 8 | 8 |

| Business Unit | Object Account | Description | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Adopted Budget | 2025 Requested Budget |
|--------------------------|----------------|--------------------------------|----------------|----------------|----------------|----------------|---------------------|-----------------------|
| 0130 | 6102 | F.T. REGULAR-WAGES & SALARIES | 524,501 | 554,618 | 562,006 | 651,397 | 686,538 | 771,081 |
| 0130 | 6103 | FULL TIME-REGULAR-OVERTIME | 1,315 | | | | | |
| 0130 | 6104 | PART TIME-WAGES & SALARIES | 580 | | 16,383 | 24,686 | 25,389 | 28,591 |
| 0130 | 6105 | TEMPORARY-WAGES & SALARIES | - | 9,394 | 37,276 | | | |
| 0130 | 6108 | SEVERANCE PAY | | | | | | |
| 0130 | 6121 | PERA CONTRIBUTIONS | 38,391 | 40,765 | 42,721 | 50,252 | 53,395 | 59,975 |
| 0130 | 6122 | FICA/MEDICARE CONTRIBUTIONS | 37,053 | 40,080 | 43,360 | 51,500 | 59,336 | 67,046 |
| 0130 | 6123 | ICMA RETIREMENT TRUST | 2,000 | 2,000 | 800 | - | | |
| 0130 | 6131 | GROUP INSURANCE | 73,945 | 80,105 | 71,806 | 75,814 | 81,529 | 95,865 |
| 0130 | 6133 | WORKERS COMP INSURANCE PREMIUM | 3,210 | 2,447 | 3,077 | 3,504 | 3,931 | 4,974 |
| 0130 | 6203 | DUPLICATING SUPPLY & COPY PAPE | 4,725 | 2,174 | 2,198 | 4,594 | 5,000 | 5,000 |
| 0130 | 6204 | STATIONERY, ENVELOPES & FORMS | 870 | 738 | 5,458 | 1,890 | 3,500 | 2,500 |
| 0130 | 6208 | MISCELLANEOUS OFFICE SUPPLIES | 3,455 | 2,570 | 3,413 | 3,515 | 5,000 | 4,500 |
| 0130 | 6246 | MARKETING | - | 1,051 | 198 | 2,951 | 2,500 | 3,000 |
| 0130 | 6249 | MISCELLANEOUS OPERATING SUPPLY | 6,527 | 2,707 | 4,204 | 3,536 | 6,500 | 5,500 |
| 0130 | 6306 | PERSONNEL TESTING | 14,042 | 16,825 | 24,634 | 14,849 | 25,000 | 30,000 |
| 0130 | 6315 | MISCELLANEOUS PROFESSIONAL SER | 52,159 | 57,453 | 63,894 | 57,243 | 65,600 | 69,600 |
| 0130 | 6321 | TELEPHONE | 1,044 | 1,082 | - | - | - | - |
| 0130 | 6322 | POSTAGE | 424 | 385 | 121 | 67 | 1,000 | 600 |
| 0130 | 6323 | CELLULAR PHONES | 883 | 933 | - | - | - | - |
| 0130 | 6331 | TRAVEL & LODGING | - | 804 | 491 | 1,765 | 4,000 | 4,000 |
| 0130 | 6334 | MILEAGE REIMBURSEMENT | - | - | 84 | - | - | - |
| 0130 | 6335 | TRAINING | 4,787 | 11,598 | 10,128 | 16,760 | 26,600 | 25,000 |
| 0130 | 6352 | GENERAL NOTICE & PUBLIC INFOR | 570 | 188 | 172 | 102 | 1,000 | 1,000 |
| 0130 | 6353 | ORDINANCE PUBLICATION | 2,575 | 1,301 | 2,322 | 1,430 | 2,000 | 2,000 |
| 0130 | 6354 | HELP WANTED ADVERTISEMENTS | 1,905 | 3,276 | 7,302 | 549 | 3,500 | 2,000 |
| 0130 | 6361 | GENERAL LIABILITY/PROPERTY INS | 8,108 | 8,410 | 7,067 | 6,883 | 7,365 | 6,655 |
| 0130 | 6405 | OFFICE & DATA PROCESSING EQUIP | 9,462 | 9,130 | 2,231 | 1,897 | 4,400 | 4,400 |
| 0130 | 6451 | MEMBERSHIP DUES | 2,418 | 2,109 | 1,919 | 1,525 | 3,000 | 2,200 |
| 0130 | 6452 | SUBSCRIPTIONS | 421 | 589 | 714 | 659 | 450 | 700 |
| Total Expenditure | | | 795,368 | 852,730 | 913,981 | 977,369 | 1,076,533 | 1,196,187 |

SUMMARY:

| | | | | | | |
|---------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
| OPERATING EXPENSE: | 795,368 | 852,730 | 913,981 | 977,369 | 1,076,533 | 1,196,187 |
| CAPITAL OUTLAY: | - | - | - | - | - | - |
| TOTAL EXPENDITURES | \$ 795,368 | \$ 852,730 | \$ 913,981 | \$ 977,369 | \$ 1,076,533 | \$ 1,196,187 |

PERSONNEL COMPLEMENT

| | | | | | | |
|----------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| City Administrator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Director of Administrative Services | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| City Clerk | - | - | 1.00 | 0.80 | 0.80 | 0.80 |
| Secretary | | | | | | |
| Deputy City Clerk | - | 1.00 | - | - | - | - |
| HR Generalist | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| HR Specialist | - | - | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Clerks | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Mgmt Intern | 0.50 | 0.50 | - | - | - | - |
| Administrative Assistant | 1.00 | - | - | - | - | - |
| Public Information & Events Specialist | 1.00 | 1.00 | - | - | - | - |
| Communications Coordinator | - | - | 1.00 | 1.00 | 1.00 | 1.00 |
| Receptionist | 1.00 | 1.00 | 1.50 | 1.50 | 1.50 | 1.50 |
| Administration Total | 7.50 | 7.50 | 8.50 | 8.30 | 8.30 | 8.30 |

6249 Miscellaneous Operating Supplies

| | | | | | | |
|------------------------------------------------------------------|-------|-------|-------|-------|-------|-------|
| Employee Recognition (Spring & Fall) | 1,703 | 1,713 | 2,253 | 2,605 | 2,900 | 2,900 |
| Expenses for staff workshops and other misc. operating supplies. | 4,824 | 994 | 1,951 | 931 | 3,600 | 2,600 |
| | 6,527 | 2,707 | 4,204 | 3,536 | 6,500 | 5,500 |

6315 Miscellaneous Professional Services

| | | | | | | |
|------------------------------------------------------------|--------|--------|--------|--------|--------|--------|
| Insurance Agent of Record Annual Fee | 7,000 | 7,000 | 7,000 | 7,000 | 7,000 | 8,000 |
| Flex Spending/HRA(admin & deposit) | 4,301 | 5,436 | 3,621 | 4,514 | 5,500 | 3,500 |
| Employee Assistance Program-Cobra/HSA/Group Health | 4,211 | 3,468 | 3,687 | 4,198 | 3,500 | 4,500 |
| City Code Codification | 2,016 | 8,266 | 6,363 | 5,905 | 8,000 | 8,000 |
| Miscellaneous department charges-WC Deduction/Unemployment | 6,070 | 5,193 | 12,039 | 11,879 | 15,000 | 15,000 |
| Recruiting Software | 3,440 | 3,681 | 3,920 | 4,670 | 4,000 | 5,000 |
| Health admin/enrollment | 4,320 | | | | | |
| Minute Taking | 20,801 | 24,410 | 27,263 | 19,077 | 22,600 | 25,600 |
| | 52,159 | 57,453 | 63,894 | 57,243 | 65,600 | 69,600 |

6451 Dues

| | | | | | | |
|-----------------------|-------|-------|-------|-------|-------|-------|
| IPMA - National | 156 | - | | 150 | - | |
| ICMA | 1,300 | 1,259 | 1,356 | | 1,400 | 1,200 |
| MCCMA | 338 | 188 | 174 | 257 | 275 | 210 |
| MAMA | | - | | | 50 | |
| Miscellaneous | 474 | 524 | 389 | 504 | 1,275 | 301 |
| HR organizations-misc | | 138 | | 614 | | 489 |
| Rotary | 150 | - | - | | | |
| | 2,418 | 2,109 | 1,919 | 1,525 | 3,000 | 2,200 |

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

- Market Rate Adjustments - From 0% - 15.32%
- COLA & Steps

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

| Business Unit | Object Account | Description | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Adopted Budget | 2025 Requested Budget |
|--------------------------|----------------|--------------------------------|---------------|--------------|---------------|--------------|---------------------|-----------------------|
| 0141 | 6102 | F.T. REGULAR-WAGES & SALARIES | 5,842 | 388 | 8,041 | - | 9,000 | |
| 0141 | 6103 | FULL TIME-REGULAR-OVERTIME | 1,583 | | 1,095 | - | | |
| 0141 | 6104 | PART TIME-WAGES & SALARIES | 1,562 | 128 | | - | | |
| 0141 | 6105 | TEMPORARY-WAGES & SALARIES | 34,485 | 1,583 | 22,261 | - | 34,560 | |
| 0141 | 6121 | PERA CONTRIBUTIONS | 671 | 39 | 706 | - | 675 | |
| 0141 | 6122 | FICA/MEDICARE CONTRIBUTIONS | 677 | 36 | 642 | - | 689 | |
| 0141 | 6133 | WORKERS COMP INSURANCE PREMIUM | 212 | 7 | 130 | - | 270 | |
| 0141 | 6249 | MISCELLANEOUS OPERATING SUPPLY | 2,602 | - | 5,631 | 203 | 3,267 | |
| 0141 | 6281 | SMALL TOOLS & MINOR EQUIPMENT | 5,476 | 5,524 | 5,717 | 6,083 | 5,800 | 3,500 |
| 0141 | 6322 | POSTAGE | 105 | 3 | 120 | 26 | 100 | 50 |
| 0141 | 6361 | GENERAL LIABILITY/PROPERTY INS | 550 | 77 | 346 | 45 | 500 | 89 |
| Total Expenditure | | | 53,763 | 7,784 | 44,689 | 6,357 | 54,861 | 3,639 |

SUMMARY:

| | | | | | | |
|---------------------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| OPERATING EXPENSE: | 53,763 | 7,784 | 44,689 | 6,357 | 54,861 | 3,639 |
| CAPITAL OUTLAY: | - | - | - | - | - | - |
| TOTAL EXPENDITURES | \$ 53,763 | \$ 7,784 | \$ 44,689 | \$ 6,357 | \$ 54,861 | \$ 3,639 |

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

- BUDGET HIGHLIGHTS**
- Non-election year

| Performance Measurements: | | | | |
|------------------------------------------|--------|--------|--------|---------|
| | 2018 | 2020 | 2022 | 2024 |
| Number of Votes | 11764 | 16483 | 12318 | |
| Number of Voters registered Election Day | 15890 | 17428 | 18059 | |
| Percent (votes/registered) | 74.03% | 94.58% | 68.21% | #DIV/0! |
| Number of Wards | 4 | 4 | 4 | 4 |
| Number of Precincts | 8 | 8 | 9 | 9 |

| Business Unit | Object Account | Description | 2020 | 2021 | 2022 | | 2023 | 2024 | 2025 |
|--------------------------|----------------|--------------------------------|----------------|----------------|----------------|----------------|----------------|------------------|------|
| | | | Actual | Actual | Actual | Actual | Adopted Budget | Requested Budget | |
| 0153 | 6102 | F.T. REGULAR-WAGES & SALARIES | 265,330 | 276,264 | 247,373 | 255,114 | 304,115 | 362,012 | |
| 0153 | 6108 | SEVERANCE PAY | | 11,013 | 8,699 | | | | |
| 0153 | 6121 | PERA CONTRIBUTIONS | 19,489 | 20,428 | 18,501 | 18,890 | 22,809 | 23,374 | |
| 0153 | 6122 | FICA/MEDICARE CONTRIBUTIONS | 19,025 | 20,511 | 19,299 | 19,179 | 24,895 | 30,468 | |
| 0153 | 6131 | GROUP INSURANCE | 27,432 | 26,242 | 19,708 | 26,186 | 34,706 | 50,528 | |
| 0153 | 6133 | WORKERS COMP INSURANCE PREMIUM | 1,568 | 1,190 | 1,246 | 1,308 | 1,996 | 2,207 | |
| 0153 | 6204 | STATIONERY, ENVELOPES & FORMS | 372 | 841 | 372 | 1,009 | 600 | 1,000 | |
| 0153 | 6208 | MISCELLANEOUS OFFICE SUPPLIES | 1,861 | 264 | 312 | 225 | 400 | 400 | |
| 0153 | 6302 | AUDITING & ACCOUNTING SERVICES | 32,405 | 38,260 | 34,712 | 40,216 | 37,000 | 50,000 | |
| 0153 | 6321 | TELEPHONE | 464 | 443 | - | - | | | |
| 0153 | 6322 | POSTAGE | 1,574 | 1,571 | 1,716 | 1,543 | 2,000 | 2,000 | |
| 0153 | 6335 | TRAINING | 1,739 | 3,002 | 2,218 | - | 3,000 | 3,000 | |
| 0153 | 6352 | GENERAL NOTICE & PUBLIC INFOR | 296 | 409 | 306 | 505 | 500 | 550 | |
| 0153 | 6361 | GENERAL LIABILITY/PROPERTY INS | 3,874 | 4,052 | 2,800 | 2,612 | 2,795 | 2,724 | |
| 0153 | 6451 | MEMBERSHIP DUES | 623 | 777 | 640 | 365 | 850 | 1,200 | |
| 0153 | 6489 | OTHER CONTRACTED SERVICES | 3,114 | 3,450 | 4,952 | 3,709 | 5,000 | 5,000 | |
| Total Expenditure | | | 379,167 | 408,717 | 362,854 | 370,861 | 440,666 | 534,463 | |

SUMMARY:

| | | | | | | |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| OPERATING EXPENSE: | 379,167 | 408,717 | 362,854 | 370,861 | 440,666 | 534,463 |
| CAPITAL OUTLAY: | - | - | - | - | - | - |
| TOTAL EXPENDITURES | \$ 379,167 | \$ 408,717 | \$ 362,854 | \$ 370,861 | \$ 440,666 | \$ 534,463 |

PERSONNEL COMPLEMENT

| | | | | | | |
|------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Finance Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Asst. Finance Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Accountant I | - | - | - | 1.00 | 1.00 | 1.00 |
| Accountant II | 1.00 | - | - | - | 1.00 | 1.00 |
| Accountant III | - | 1.00 | 1.00 | - | - | - |
| Accounting Clerk | - | - | 1.00 | 1.00 | 1.00 | 1.00 |
| Sr. Accounting Clerk | 1.00 | 1.00 | - | - | - | - |
| Finance Total | 4.00 | 4.00 | 4.00 | 4.00 | 5.00 | 5.00 |

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

- Annual Audit -\$13,000 increase (mini increase last 5 years)
- Market Rate Adjustments - From 2.09% - 19.12%
- COLA & Steps

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:

| | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Estimate | 2025 Projected |
|------------------------|-------------|-------------|-------------|-------------|---------------|----------------|
| Average Rate of Return | 2.00% | 1.53% | 1.64% | 2.92% | 2.00% | 2.00% |
| Bond Rating | AA+ | AA+ | AA+ | AA+ | AA+ | AA+ |

| Business Unit | Object Account | Description | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Adopted Budget | 2025 Requested Budget |
|-------------------|----------------|---------------------------|-------------|-------------|-------------|-------------|---------------------|-----------------------|
| 0155 | 6489 | OTHER CONTRACTED SERVICES | 147,722 | 120,463 | 125,272 | 126,096 | 133,000 | 133,000 |
| Total Expenditure | | | 147,722 | 120,463 | 125,272 | 126,096 | 133,000 | 133,000 |

SUMMARY:

| | | | | | | |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| OPERATING EXPENSE: | 147,722 | 120,463 | 125,272 | 126,096 | 133,000 | 133,000 |
| CAPITAL OUTLAY: | - | - | - | - | - | - |
| TOTAL EXPENDITURES | <u>\$ 147,722</u> | <u>\$ 120,463</u> | <u>\$ 125,272</u> | <u>\$ 126,096</u> | <u>\$ 133,000</u> | <u>\$ 133,000</u> |

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

| BUDGET HIGHLIGHTS |
|--------------------------------------------------------------|
| <ul style="list-style-type: none"> No changes |

| GOALS OF CURRENT YEAR BUDGET: |
|----------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> Increase number of in-person assessment appraisals to better |

| Performance Measurements: | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Estimate | 2025 Projected |
|-----------------------------------------------------|-------------|-------------|-------------|-------------|---------------|----------------|
| Number of Assessed Parcels - Residential Properties | 8,993 | 8,987 | 9,347 | 9,475 | 9,487 | 9,617 |
| Number of Assessed Parcels - Commercial Properties | 383 | 387 | 402 | 396 | 408 | 402 |
| | | | | | | |
| | | | | | | |

| Business Unit | Object Account | Description | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Adopted Budget | 2025 Requested Budget |
|--------------------------|----------------|--------------------------------|----------------|----------------|----------------|----------------|---------------------|-----------------------|
| 0161 | 6304 | LEGAL FEES | 123,305 | 124,320 | 120,510 | 115,288 | 128,000 | 126,000 |
| 0161 | 6361 | GENERAL LIABILITY/PROPERTY INS | 1,229 | 1,157 | 913 | 855 | 915 | 797 |
| Total Expenditure | | | 124,533 | 125,477 | 121,422 | 116,142 | 128,915 | 126,797 |

SUMMARY:

| | | | | | | |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| OPERATING EXPENSE: | 124,533 | 125,477 | 121,422 | 116,142 | 128,915 | 126,797 |
| CAPITAL OUTLAY: | - | - | - | - | - | - |
| TOTAL EXPENDITURES | \$ 124,533 | \$ 125,477 | \$ 121,422 | \$ 116,142 | \$ 128,915 | \$ 126,797 |

| 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 Holstad & Knaak, PLC |

| BUDGET HIGHLIGHTS |
|--------------------------------------------------------------|
| <ul style="list-style-type: none"> No Changes |

| GOALS OF CURRENT YEAR BUDGET: |
|----------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> Ensure city compliance with all laws |

| Business Unit | Object Account | Description | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Adopted Budget | 2025 Requested Budget |
|--------------------------|----------------|--------------------------------|----------------|----------------|----------------|----------------|---------------------|-----------------------|
| 0191 | 6102 | F.T. REGULAR-WAGES & SALARIES | 446,437 | 486,561 | 442,889 | 556,589 | 654,462 | 732,271 |
| 0191 | 6104 | PART-TIME WAGES & SALARIES | 34,004 | 40,016 | 62,985 | 71,849 | 83,376 | 86,291 |
| 0191 | 6105 | TEMPORARY-WAGES & SALARIES | - | 5,908 | - | - | - | - |
| 0191 | 6108 | SEVERANCE PAY | - | 47,657 | 7,504 | 4,934 | - | - |
| 0191 | 6121 | PERA CONTRIBUTIONS | 33,872 | 37,293 | 37,800 | 47,023 | 55,338 | 61,392 |
| 0191 | 6122 | FICA/MEDICARE CONTRIBUTIONS | 35,801 | 40,393 | 38,380 | 46,887 | 60,410 | 66,817 |
| 0191 | 6131 | GROUP INSURANCE | 39,841 | 49,990 | 56,284 | 71,843 | 83,890 | 105,747 |
| 0191 | 6133 | WORKERS COMP INSURANCE PREMIUM | 2,792 | 2,350 | 2,566 | 3,279 | 3,686 | 6,098 |
| 0191 | 6208 | MISCELLANEOUS OFFICE SUPPLIES | 565 | 1,805 | 542 | 1,276 | 1,000 | 1,000 |
| 0191 | 6249 | MISCELLANEOUS OPERATING SUPPLY | 3,551 | 2,374 | 1,347 | 2,304 | 3,000 | 3,000 |
| 0191 | 6315 | MISCELLANEOUS PROFESSIONAL SER | 43,474 | 3,103 | 799 | 177 | 10,000 | 10,000 |
| 0191 | 6321 | TELEPHONE | 585 | 637 | - | - | - | - |
| 0191 | 6322 | POSTAGE | 754 | 851 | 565 | 876 | 1,000 | 1,000 |
| 0191 | 6323 | CELLULAR PHONES | 2,267 | 3,139 | - | - | - | - |
| 0191 | 6331 | TRAVEL & LODGING | 19 | - | 969 | 155 | 1,500 | 1,950 |
| 0191 | 6334 | MILEAGE REIMBURSEMENT | - | - | - | 230 | 500 | 500 |
| 0191 | 6335 | TRAINING | 90 | 1,805 | 4,260 | 1,831 | 4,000 | 7,400 |
| 0191 | 6352 | GENERAL NOTICE & PUBLIC INFOR | 574 | 581 | 2,079 | 1,408 | 3,000 | 3,000 |
| 0191 | 6361 | GENERAL LIABILITY/PROPERTY INS | 6,884 | 7,415 | 5,366 | 6,016 | 6,437 | 6,298 |
| 0191 | 6451 | MEMBERSHIP DUES | 1,015 | 2,004 | 794 | 1,113 | 2,300 | 3,050 |
| 0191 | 6452 | SUBSCRIPTIONS | 859 | - | 744 | 852 | 1,000 | 1,000 |
| Total Expenditure | | | 653,382 | 733,882 | 665,874 | 818,640 | 974,899 | 1,096,814 |

SUMMARY:

| | | | | | | |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| OPERATING EXPENSE: | 653,382 | 733,882 | 665,874 | 818,640 | 974,899 | 1,096,814 |
| CAPITAL OUTLAY: | - | - | - | - | - | - |
| TOTAL EXPENDITURES | \$ 653,382 | \$ 733,882 | \$ 665,874 | \$ 818,640 | \$ 974,899 | \$ 1,096,814 |

PERSONNEL COMPLEMENT

| | | | | | | |
|----------------------------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| City Planner | 2.00 | 1.00 | - | 1.00 | 1.00 | 1.00 |
| Planning Manager | | | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior City Planner | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Rental Housing Inspector | - | - | - | - | 1.00 | 1.00 |
| Zoning Code Enforcement Officer | - | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy City Administrator/Community Development Director | 1.00 | 1.00 | 1.00 | - | - | - |
| Community Development Director | | | | 1.00 | 1.00 | 1.00 |
| Planning Technician | - | 1.00 | 1.00 | - | - | - |
| Economic Development Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Community Development Assistant | 0.40 | 0.40 | 0.50 | 0.50 | 0.63 | 0.63 |
| Planning Intern | 0.50 | 0.50 | - | - | - | - |
| Administrative Assistant | 0.73 | 0.73 | 0.73 | 0.73 | 0.73 | 0.73 |
| Planning & Zoning Total | 6.63 | 7.63 | 7.23 | 7.23 | 8.36 | 8.36 |

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

- Market Rate Adjustments - From 0% - 18.36%
- COLA & Steps

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 image of key nodes/corridors and be proactive on site plans due to Ramsey Gateway Project.
- Improve the application process for land use applications.

| Performance Measurements: | | | | | | |
|----------------------------------|--------------------|-----------------------|--------------------|--------------------|-----------------------|-----------------------|
| | 2020 Actual | 2021 Projected | 2022 Actual | 2023 Actual | 2024 Projected | 2025 Projected |
| Number of Land Use Applications | 43 | 40 | 44 | 25 | 40 | 40 |
| Number of Permits | 3,600 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| Number of Code Enforcement Cases | 183 | 300 | 470 | 817 | 400 | 400 |

| Business Unit | Object Account | Description | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Adopted Budget | 2025 Requested Budget |
|--------------------------|----------------|--------------------------------|----------------|----------------|----------------|----------------|---------------------|-----------------------|
| 0192 | 6102 | F.T. REGULAR-WAGES & SALARIES | 158,179 | 146,476 | 189,159 | 246,057 | 266,191 | 321,925 |
| 0192 | 6108 | SEVERANCE PAY | | 4,660 | | | | |
| 0192 | 6121 | PERA CONTRIBUTIONS | 11,761 | 10,880 | 13,959 | 18,402 | 19,964 | 24,144 |
| 0192 | 6122 | FICA/MEDICARE CONTRIBUTIONS | 11,752 | 11,118 | 14,080 | 18,460 | 20,364 | 24,627 |
| 0192 | 6131 | GROUP INSURANCE | 22,369 | 22,400 | 28,513 | 37,695 | 40,557 | 43,257 |
| 0192 | 6133 | WORKERS COMP INSURANCE PREMIUM | 967 | 691 | 976 | 1,316 | 1,276 | 2,189 |
| 0192 | 6208 | MISCELLANEOUS OFFICE SUPPLIES | 37 | 71 | 414 | 380 | 375 | 400 |
| 0192 | 6249 | MISCELLANEOUS OPERATING SUPPLY | 455 | 299 | 542 | 162 | 825 | 825 |
| 0192 | 6281 | SMALL TOOLS & MINOR EQUIPMENT | 34,196 | 39,098 | 49,366 | 50,158 | 64,520 | 65,488 |
| 0192 | 6321 | TELEPHONE | 6,746 | 7,206 | 13,675 | 13,945 | 15,600 | 15,600 |
| 0192 | 6323 | CELLULAR PHONES | - | 72 | 43,623 | 50,176 | 53,083 | 60,000 |
| 0192 | 6335 | TRAINING | 91 | - | 1,354 | 3,809 | 3,200 | 3,200 |
| 0192 | 6361 | GENERAL LIABILITY/PROPERTY INS | 5,957 | 6,329 | 5,802 | 5,526 | 5,913 | 6,346 |
| 0192 | 6374 | REFUSE/RECYCLING | - | - | - | 479 | 450 | 450 |
| 0192 | 6405 | OFFICE & DATA PROCESSING EQUIP | 305,535 | 356,981 | 385,556 | 393,779 | 534,271 | 588,494 |
| 0192 | 6585 | COMPUTER HARDWARE/SOFTWARE | 24,423 | - | 26,894 | - | 37,000 | 25,000 |
| Total Expenditure | | | 582,467 | 606,281 | 773,912 | 840,343 | 1,063,589 | 1,181,945 |

SUMMARY:

| | | | | | | |
|---------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
| OPERATING EXPENSE: | 558,045 | 606,281 | 747,018 | 840,343 | 1,026,589 | 1,156,945 |
| CAPITAL OUTLAY: | 24,423 | - | 26,894 | - | 37,000 | 25,000 |
| TOTAL EXPENDITURES | \$ 582,467 | \$ 606,281 | \$ 773,912 | \$ 840,343 | \$ 1,063,589 | \$ 1,181,945 |

PERSONNEL COMPLEMENT

| | | | | | | |
|------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| IT Manager | 1.00 | 1.00 | 1 | 1 | 1 | 1 |
| Systems & Security | | | 1 | 1 | 1 | 1 |
| IT Tech | 1.00 | 1.00 | 1 | 1 | 1 | 1 |
| Data Processing Total | 2.00 | 2.00 | 3.00 | 3.00 | 3.00 | 3.00 |

6405 Office Equipment Contracts

| | | | | | | |
|------------------------------------------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Support & Licensing (LOGIS) | 4,120 | 7,519 | 6,470 | | 9,800 | 10,800 |
| Financial Support (General Ledger, P/R, S/A, F/A & System Dev) (LOGIS) | 100,741 | 108,545 | 96,110 | | 184,530 | 188,260 |
| PIMS becomes Accella System Support (LOGIS) | 44,271 | 46,115 | 47,875 | | 67,126 | 53,425 |
| Tungsten (LOGIS) | - | 5,000 | 3,860 | | 4,260 | 4,475 |
| GIS (LOGIS) | 42,753 | 48,415 | 50,115 | | 55,251 | 58,000 |
| Laserfiche Licensing (LOGIS) | 8,000 | 8,000 | 6,423 | | 23,940 | 28,137 |
| Licensing/maintenance through Logis | 58,783 | 57,290 | 37,247 | | 22,171 | 25,296 |
| Malware Bytes (3-Year Renewal) | | | 10,411 | | | 10,932 |
| Digital Signage | | | 5,870 | | 3,300 | 3,380 |
| Other Licensing/Maintenance (Civic Rec/Engineering-Autocad) | | 10,877 | 17,055 | | 38,244 | 65,256 |
| Internet (Included in LOGIS Support) | 15,219 | 16,660 | 17,560 | | 19,360 | 20,330 |
| Server Backup/Hosting LOGIS | 26,648 | 35,975 | 39,790 | | 53,030 | 55,950 |
| Copier/Printer Support | 5,000 | 4,772 | 13,595 | | 16,691 | 18,026 |
| Agenda Quick | | | 3,500 | | 3,500 | 6,700 |
| Phone Support | | | 6,041 | | 6,041 | 6,343 |
| Miscellaneous | | | 15,430 | | 15,893 | 15,893 |
| Website Annual Fee | | 7,814 | 8,205 | | 11,135 | 17,292 |
| | 305,535 | 356,981 | 385,556 | 393,779 | 534,271 | 588,494 |

6585 Computer Hardware / Software

| | | | | | | |
|-----------------------------------------------|---------------|----------|---------------|----------|---------------|---------------|
| Server Virtualization | 24,423 | - | | | | |
| Universal Power Supply | | | 26,894 | | | |
| City Hall Copier Replacements | | | | | | 25,000 |
| Networking Switches - All Municipal Buildings | | | | | 37,000 | |
| | 24,423 | - | 26,894 | - | 37,000 | 25,000 |

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

- Market Rate Adjustments - From 7.09% - -16.98%
- COLA & Steps
- \$25,000 - Replace 3 Copiers: Building, CD Workroom &
- \$80,000 2/2 implementation costs new HR/Financial Software (6405)

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:

| | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Projected | 2025 Projected |
|---------------------------------------------------------|-------------|-------------|-------------|-------------|----------------|----------------|
| Number of Physical Servers | 4 | 2 | 3 | 3 | 3 | 3 |
| Number of Virtualized Servers | 7 | 12 | 14 | 13 | 13 | 14 |
| Number of Desktop PCs / Laptops | 162 | 173 | 177 | 180 | 180 | 185 |
| Number of Phones | 105 | 105 | 109 | 112 | 112 | 114 |
| Number of Mobile Phones | 62 | 62 | 65 | 65 | 65 | 81 |
| Number of Other Cell Devices (hot spots, cameras, etc.) | | | | | | 48 |
| Number of Tablets | 18 | 20 | 23 | 30 | 30 | 7 |
| Number of Wireless Access Points | 8 | 11 | 18 | 28 | 28 | 29 |

| Business Unit | Object Account | Description | 2020 | 2021 | 2022 | | 2023 | | 2024 | 2025 |
|--------------------------|----------------|--------------------------------|----------------|----------------|----------------|----------------|----------------|------------------|------|------|
| | | | Actual | Actual | Actual | Actual | Adopted Budget | Requested Budget | | |
| 0194 | 6102 | F.T. REGULAR-WAGES & SALARIES | 116,505 | 130,000 | 164,491 | 174,759 | 237,686 | 276,360 | | |
| 0194 | 6103 | FULL TIME-REGULAR-OVERTIME | 1,864 | 2,051 | 3,382 | 2,842 | | | | |
| 0194 | 6104 | PART TIME-WAGES & SALARIES | 50,761 | 44,495 | 27,454 | 28,644 | 32,535 | 39,711 | | |
| 0194 | 6108 | SEVERANCE PAY | 1,408 | | 4,686 | 18,025 | | | | |
| 0194 | 6121 | PERA CONTRIBUTIONS | 12,245 | 13,130 | 14,556 | 15,369 | 20,266 | 23,705 | | |
| 0194 | 6122 | FICA/MEDICARE CONTRIBUTIONS | 12,171 | 12,608 | 14,339 | 15,749 | 20,671 | 24,179 | | |
| 0194 | 6131 | GROUP INSURANCE | 26,079 | 30,506 | 39,524 | 36,444 | 51,205 | 46,607 | | |
| 0194 | 6133 | WORKERS COMP INSURANCE PREMIUM | 9,975 | 8,687 | 10,552 | 11,885 | 15,496 | 19,272 | | |
| 0194 | 6221 | CLEANING SUPPLIES | 1,391 | 2,496 | 1,910 | 4,025 | 3,500 | 4,000 | | |
| 0194 | 6223 | GASOLINE | 1,543 | 2,455 | 3,390 | 3,347 | 4,000 | 4,000 | | |
| 0194 | 6225 | DIESEL FUEL | 758 | 451 | 2,172 | 563 | 2,000 | 2,000 | | |
| 0194 | 6231 | UNIFORMS & TURN-OUT GEAR | 2,269 | 1,575 | 2,199 | 1,695 | 2,500 | 3,000 | | |
| 0194 | 6249 | MISCELLANEOUS OPERATING SUPPLY | 15,371 | 16,462 | 20,014 | 19,784 | 20,000 | 22,000 | | |
| 0194 | 6257 | OTHER VEHICLE PARTS | 623 | 280 | 3,200 | 2,136 | 2,000 | 2,500 | | |
| 0194 | 6259 | BUILDING MAINT/REPAIR SUPPLIES | 1,994 | 4,036 | 5,313 | 5,329 | 7,500 | 8,000 | | |
| 0194 | 6281 | SMALL TOOLS & MINOR EQUIPMENT | 3,064 | 4,520 | 4,235 | 6,115 | 6,500 | 7,000 | | |
| 0194 | 6323 | CELLULAR PHONES | 1,403 | 1,671 | - | | | | | |
| 0194 | 6361 | GENERAL LIABILITY/PROPERTY INS | 5,995 | 6,609 | 6,816 | 6,841 | 7,320 | 6,938 | | |
| 0194 | 6371 | ELECTRIC UTILITIES | 94,612 | 99,184 | 99,439 | 102,932 | 112,000 | 112,000 | | |
| 0194 | 6372 | WATER/IRRIGATION | 2,853 | 2,412 | 2,928 | 3,358 | 3,300 | 3,700 | | |
| 0194 | 6373 | GAS | 20,395 | 30,273 | 40,961 | 38,397 | 49,000 | 44,000 | | |
| 0194 | 6374 | REFUSE/RECYCLING | 5,230 | 4,852 | 5,569 | 5,203 | 6,600 | 6,000 | | |
| 0194 | 6381 | BUILDING & STRUCTURE REPAIR | 9,855 | 7,747 | 9,127 | 3,272 | 23,000 | 25,000 | | |
| 0194 | 6382 | MACHINERY & EQUIPMENT REPAIR | 12,554 | 13,193 | 19,344 | 20,262 | 23,000 | 25,000 | | |
| 0194 | 6388 | OTHER VEHICLE REPAIR | 343 | 2,043 | 241 | 71 | 2,000 | 2,500 | | |
| 0194 | 6489 | OTHER CONTRACTED SERVICES | 89,902 | 87,387 | 90,445 | 102,525 | 97,000 | 102,000 | | |
| 0194 | 6550 | MOTOR VEHICLES | - | - | 47,226 | - | 58,000 | | | |
| 0194 | 6580 | OTHER EQUIPMENT | - | - | - | - | 161,000 | | | |
| Total Expenditure | | | 501,162 | 529,125 | 643,514 | 629,571 | 968,079 | 809,472 | | |

SUMMARY:

| | | | | | | |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| OPERATING EXPENSE: | 248,823 | 264,209 | 287,618 | 296,441 | 339,220 | 344,638 |
| CAPITAL OUTLAY: | - | - | - | - | 161,000 | - |
| TOTAL EXPENDITURES | \$ 248,823 | \$ 264,209 | \$ 287,618 | \$ 296,441 | \$ 500,220 | \$ 344,638 |

PERSONNEL COMPLEMENT

| | | | | | | |
|----------------------|------|------|------|------|------|------|
| Gen. Gov't. Bldgs. | | | | | | |
| Building Maintenance | 3.13 | 3.13 | 3.50 | 3.50 | 4.50 | 4.50 |
| Gen Govt Bldgs Total | 3.13 | 3.13 | 3.50 | 3.50 | 4.50 | 4.50 |

DESCRIPTION OF SERVICES:

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

BUDGET HIGHLIGHTS

- Market Rate Adjustments - From 10.09%-15.05%
- COLA & Steps

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:

| | 2020 Projected | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Projected | 2025 Projected |
|--------------------------------------|----------------|-------------|-------------|-------------|----------------|----------------|
| Buildings Maintained | 12 | 13 | 13 | 13 | 13 | 13 |
| Rooms Prepared for Meetings Annually | 1210 | 1210 | 1210 | 1210 | 1250 | 1250 |
| Maintenance Request Cleared | 40 | 45 | 45 | 45 | 50 | 50 |

| Business Unit | Object Account | Description | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Adopted Budget | 2025 Requested Budget |
|--------------------------|----------------|--------------------------------|---------------|---------------|---------------|---------------|---------------------|-----------------------|
| 0195 | 6102 | F.T. REGULAR-WAGES & SALARIES | 3,819 | 4,997 | 4,682 | 3,474 | 6,417 | 7,111 |
| 0195 | 6121 | PERA CONTRIBUTIONS | 286 | 375 | 351 | 261 | 481 | 533 |
| 0195 | 6122 | FICA/MEDICARE CONTRIBUTIONS | 316 | 413 | 386 | 286 | 491 | 544 |
| 0195 | 6133 | WORKERS COMP INSURANCE PREMIUM | 21 | 19 | 22 | 15 | 50 | 50 |
| 0195 | 6322 | POSTAGE | 11,346 | 11,721 | 12,345 | 13,069 | 13,600 | 15,000 |
| 0195 | 6352 | GENERAL NOTICE & PUBLIC INFOR | 28,872 | 34,088 | 36,409 | 40,241 | 41,600 | 43,000 |
| 0195 | 6361 | GENERAL LIABILITY/PROPERTY INS | 463 | 519 | 424 | 399 | 428 | 390 |
| Total Expenditure | | | 45,123 | 52,132 | 54,618 | 57,746 | 63,067 | 66,628 |

SUMMARY:

| | | | | | | |
|---------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| OPERATING EXPENSE: | 45,123 | 52,132 | 54,618 | 57,746 | 63,067 | 66,628 |
| CAPITAL OUTLAY: | - | - | - | - | - | - |
| TOTAL EXPENDITURES | \$ 45,123 | \$ 52,132 | \$ 54,618 | \$ 57,746 | \$ 63,067 | \$ 66,628 |

| 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 |
|--------------------------------------|
| • Paper Cost increase for newsletter |

| GOALS OF CURRENT YEAR BUDGET: |
|-----------------------------------------------------------------|
| • Implement refreshed Ramsey branding items into the newsletter |

| Performance Measurements: | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Estimate | 2025 Projected |
|-----------------------------------------------------|-------------|-------------|-------------|-------------|---------------|----------------|
| Number of newsletters completed annually | 6 | 6 | 6 | 6 | 6 | 6 |
| Number of full color newsletters completed annually | 6 | 6 | 6 | 6 | 6 | 6 |
| Number of pages published annually | 100 | 100 | 100 | 100 | 100 | 100 |
| Annual quantity of paid ads | 60 | 60 | 60 | 60 | 60 | 60 |

PUBLIC SAFETY 211-280

| EXPENDITURE BY OBJECT SUMMARY | -2020 Actual- | -2021 Actual- | -2022 Actual- | -2023 Actual- | -2024 Adopted- | -2025 Requested- |
|------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| PERSONNEL SERVICES | 4,749,611 | 5,155,607 | 5,635,599 | 6,231,938 | 6,854,507 | 7,454,649 |
| SUPPLIES | 382,703 | 369,266 | 503,417 | 524,930 | 634,550 | 681,700 |
| OTHER SERVICES & CHARGES | 611,818 | 587,273 | 604,391 | 601,831 | 661,813 | 816,336 |
| CAPITAL OUTLAY | 367,037 | 414,474 | 77,929 | 516,361 | 1,090,445 | 422,150 |
| DEBT SERVICE | - | - | - | - | - | - |
| TOTAL EXPENDITURE BY OBJECT | 6,111,169 | 6,526,621 | 6,821,335 | 7,875,060 | 9,241,315 | 9,374,835 |

LINE ITEM DETAIL BY COST CENTER OR SUB-FUNCTION

PUBLIC SAFETY 211-280

| EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS | -2020 Actual- | -2021 Actual- | -2022 Actual- | -2023 Actual- | -2024 Adopted- | -2025 Requested- |
|-----------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| PERSONNEL SERVICES | | | | | | |
| WAGES AND SALARIES | | | | | | |
| 6102 F.T. REGULAR-WAGES & SALARIES | 3,073,112 | 3,322,106 | 3,495,004 | 3,916,991 | 4,422,087 | 4,755,324 |
| 6103 FULL TIME-REGULAR-OVERTIME | 107,397 | 124,171 | 135,588 | 128,145 | 120,000 | 130,000 |
| 6104 PART TIME-WAGES & SALARIES | 419,339 | 452,711 | 601,722 | 601,786 | 599,819 | 688,732 |
| 6105 TEMPORARY-WAGES & SALARIES | 7,697 | 2,964 | 270 | 45 | - | - |
| 6107 OVERTIME-PART TIME | - | - | - | - | - | - |
| TOTAL WAGES AND SALARIES | 3,607,545 | 3,901,953 | 4,232,583 | 4,646,966 | 5,141,906 | 5,574,056 |
| OTHER GROSS EARNINGS | | | | | | |
| 6108 SEVERANCE PAY | - | - | 20,982 | 20,251 | - | - |
| TOTAL OTHER GROSS EARNINGS | - | - | 20,982 | 20,251 | - | - |
| EMPLOYER CONTRIBUTIONS | | | | | | |
| 6121 PERA CONTRIBUTIONS | 538,587 | 577,818 | 598,194 | 651,108 | 713,615 | 782,978 |
| 6122 FICA/MEDICARE CONTRIBUTIONS | 100,100 | 109,484 | 115,980 | 127,619 | 153,369 | 159,780 |
| 6131 GROUP INSURANCE | 353,522 | 404,748 | 421,109 | 512,677 | 531,937 | 579,579 |
| 6132 DISABILITY INSURANCE | 1,313 | 1,313 | 1,313 | 1,313 | 1,313 | 1,313 |
| 6133 WORKERS COMP INSURANCE PREMIUM | 148,543 | 160,291 | 245,437 | 272,004 | 312,367 | 356,943 |
| TOTAL EMPLOYER CONTRIBUTIONS | 1,142,066 | 1,253,655 | 1,382,034 | 1,564,721 | 1,712,601 | 1,880,593 |
| Total PERSONNEL SERVICES | 4,749,611 | 5,155,607 | 5,635,599 | 6,231,938 | 6,854,507 | 7,454,649 |
| SUPPLIES | | | | | | |
| OFFICE SUPPLIES | | | | | | |
| 6204 STATIONERY, ENVELOPES & FORMS | 3,541 | 2,293 | 3,712 | 5,808 | 4,350 | 4,350 |
| 6206 FILM, MICROFILM, TAPES, DISKS | 837 | 568 | 370 | 208 | 1,400 | 1,400 |
| 6207 TRAINING SUPPLIES | 3,609 | 3,154 | 3,562 | 10,165 | 9,100 | 10,500 |
| 6208 MISCELLANEOUS OFFICE SUPPLIES | 2,164 | 2,152 | 1,800 | 2,991 | 3,500 | 5,500 |
| TOTAL OFFICE SUPPLIES | 10,151 | 8,167 | 9,444 | 19,172 | 18,350 | 21,750 |
| OPERATING SUPPLIES | | | | | | |
| 6223 GASOLINE | 63,697 | 90,220 | 109,192 | 94,580 | 120,000 | 115,000 |
| 6225 DIESEL FUEL | 4,315 | 5,959 | 7,163 | 9,858 | 9,000 | 12,000 |
| 6227 LUBRICANTS & ADDITIVES | 934 | 1,312 | 1,624 | 2,709 | 1,500 | 1,500 |
| 6229 SHOP MATERIALS | 906 | 3,149 | 1,538 | 1,425 | 1,500 | 1,500 |
| 6231 UNIFORMS & TURN-OUT GEAR | 95,064 | 79,822 | 108,626 | 115,974 | 150,750 | 145,800 |
| 6233 BATTERIES | 652 | 1,262 | 2,013 | 1,940 | 2,000 | 2,000 |
| 6235 AMMUNITION | 15,970 | 1,700 | 13,725 | 13,274 | 15,000 | 15,000 |
| 6237 CRIME SCENE KIT MATERIALS | 368 | 1,843 | - | 509 | 1,000 | 1,500 |
| 6239 FIRST AID SUPPLIES | 12,345 | 5,922 | 5,444 | 6,005 | 11,000 | 11,000 |
| 6241 COMMUNITY POLICING SUPPLIES | 10,310 | 9,190 | 9,967 | 10,351 | 12,500 | 12,500 |
| 6249 MISCELLANEOUS OPERATING SUPPLY | 40,731 | 27,675 | 48,417 | 51,315 | 70,750 | 78,250 |
| TOTAL OPERATING SUPPLIES | 245,292 | 228,054 | 307,710 | 307,939 | 395,000 | 396,050 |
| REPAIR AND MAINTENANCE SUPPLIES | | | | | | |
| 6251 BATTERIES | 678 | 516 | - | 829 | 2,500 | 2,500 |
| 6253 BRAKES | 3,421 | 3,466 | 3,238 | 4,045 | 3,700 | 4,000 |
| 6255 TIRES | 7,458 | 10,708 | 6,616 | 7,315 | 9,500 | 9,500 |
| 6257 OTHER VEHICLE PARTS | 19,967 | 17,590 | 18,440 | 41,515 | 23,000 | 26,000 |
| 6259 BUILDING MAINT/REPAIR SUPPLIES | 357 | 16,040 | 43,518 | 14,241 | 45,000 | 52,900 |
| 6266 SCBA-PARTS | 4,679 | 4,055 | 5,899 | 23,874 | 20,000 | 20,000 |
| 6271 SIGN REPAIR MATERIALS | 382 | - | 1,148 | 1,464 | 3,000 | 5,000 |
| 6275 OTHER EQUIPMENT PARTS | 662 | 3,074 | 2,933 | 945 | 5,500 | 4,500 |
| TOTAL REPAIR AND MAINTENANCE SUPPLIES | 37,604 | 55,448 | 81,792 | 94,227 | 112,200 | 124,400 |
| SMALL TOOLS AND MINOR EQUIPMENT | | | | | | |
| 6281 SMALL TOOLS & MINOR EQUIPMENT | 89,606 | 77,596 | 104,472 | 103,276 | 108,600 | 139,100 |
| TOTAL SMALL TOOLS AND MINOR EQUIPMENT | 89,606 | 77,596 | 104,472 | 103,276 | 108,600 | 139,100 |
| MERCHANDISE FOR RESALE | | | | | | |
| 6291 CULVERTS, SIGNS, STREET SUPPLY | 50 | - | - | 316 | 400 | 400 |
| TOTAL MERCHANDISE FOR RESALE | 50 | - | - | 316 | 400 | 400 |
| Total SUPPLIES | 382,703 | 369,266 | 503,417 | 524,930 | 634,550 | 681,700 |

| OTHER SERVICES & CHARGES | | | | | | | |
|---------------------------------------------------------|--------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| PROFESSIONAL SERVICES | | | | | | | |
| 6302 | AUDITING & ACCOUNTING SERVICES | 4,050 | 4,241 | 4,416 | 4,958 | 5,200 | 7,500 |
| 6315 | MISCELLANEOUS PROFESSIONAL SER | 225,996 | 170,096 | 150,362 | 134,615 | 112,700 | 209,100 |
| TOTAL PROFESSIONAL SERVICES | | 230,046 | 174,337 | 154,778 | 139,573 | 117,900 | 216,600 |
| COMMUNICATION | | | | | | | |
| 6321 | TELEPHONE | 4,400 | 4,045 | - | - | - | - |
| 6322 | POSTAGE | 2,029 | 4,547 | 2,584 | 2,603 | 4,350 | 4,250 |
| 6323 | CELLULAR PHONES | 22,235 | 24,384 | - | - | - | - |
| TOTAL COMMUNICATION | | 28,664 | 32,975 | 2,584 | 2,603 | 4,350 | 4,250 |
| EMPLOYEE REIMBURSEMENTS | | | | | | | |
| 6331 | TRAVEL & LODGING | 2,765 | 5,695 | 8,515 | 7,685 | 11,000 | 13,500 |
| 6334 | MILEAGE REIMBURSEMENT | 170 | 93 | 474 | 199 | 500 | 500 |
| 6335 | TRAINING | 56,199 | 72,214 | 81,528 | 75,342 | 94,500 | 132,100 |
| TOTAL EMPLOYEE REIMBURSEMENTS | | 59,135 | 78,002 | 90,517 | 83,225 | 106,000 | 146,100 |
| INSURANCE | | | | | | | |
| 6361 | GENERAL LIABILITY/PROPERTY INS | 80,624 | 75,223 | 106,710 | 133,713 | 149,414 | 148,386 |
| TOTAL INSURANCE | | 80,624 | 75,223 | 106,710 | 133,713 | 149,414 | 148,386 |
| UTILITIES | | | | | | | |
| 6371 | ELECTRIC UTILITIES | 32,059 | 31,983 | 31,828 | 29,147 | 35,520 | 35,600 |
| 6372 | WATER/IRRIGATION | 4,797 | 3,847 | 2,117 | 2,791 | 3,500 | 3,500 |
| 6373 | GAS | 5,034 | 8,552 | 11,838 | 9,987 | 12,000 | 12,000 |
| 6374 | REFUSE/RECYCLING | 1,363 | 1,431 | 1,571 | 1,718 | 1,700 | 1,800 |
| TOTAL UTILITIES | | 43,253 | 45,813 | 47,354 | 43,642 | 52,720 | 52,900 |
| REPAIRS AND MAINTENANCE - LABOR | | | | | | | |
| 6382 | MACHINERY & EQUIPMENT REPAIR | 5,491 | 15,907 | 15,015 | 14,124 | 21,500 | 23,000 |
| 6383 | OFFICE EQUIPMENT REPAIR | - | - | - | - | - | - |
| 6386 | BRAKE REPAIR | - | - | - | - | - | - |
| 6388 | OTHER VEHICLE REPAIR | 55,013 | 53,322 | 68,786 | 52,534 | 65,000 | 67,000 |
| 6389 | TOWING SERVICES | 2,037 | 240 | 3,096 | 345 | 3,500 | 3,000 |
| TOTAL REPAIRS AND MAINTENANCE - LABOR | | 62,541 | 69,470 | 86,897 | 67,004 | 90,000 | 93,000 |
| REPAIRS AND MAINTENANCE - CONTRACTS | | | | | | | |
| 6405 | OFFICE & DATA PROCESSING EQUIP | 50,694 | 49,637 | 43,253 | 41,626 | 51,429 | 52,000 |
| TOTAL REPAIRS AND MAINTENANCE - CONTRACTS | | 50,694 | 49,637 | 43,253 | 41,626 | 51,429 | 52,000 |
| RENTALS | | | | | | | |
| 6413 | OFFICE EQUIPMENT RENTAL | 5,995 | 5,265 | 3,483 | 5,265 | 9,000 | 7,500 |
| 6415 | OTHER EQUIPMENT RENTAL | 33,601 | 37,295 | 38,215 | 37,867 | 39,150 | 43,000 |
| TOTAL RENTALS | | 39,596 | 42,560 | 41,698 | 43,132 | 48,150 | 50,500 |
| DUES, SUBSCRIPTIONS, AND REGISTRATION FEES | | | | | | | |
| 6451 | MEMBERSHIP DUES | 6,067 | 4,887 | 7,039 | 7,596 | 8,550 | 10,000 |
| 6452 | SUBSCRIPTIONS | 41 | 627 | - | - | - | - |
| TOTAL DUES, SUBSCRIPTIONS, AND REGISTRATION FEES | | 6,108 | 5,514 | 7,039 | 7,596 | 8,550 | 10,000 |
| BOOKS AND PAMPHLETS | | | | | | | |
| 6471 | BOOKS & PAMPHLETS | 2,331 | 1,132 | 2,384 | 1,963 | 3,800 | 3,800 |
| TOTAL BOOKS AND PAMPHLETS | | 2,331 | 1,132 | 2,384 | 1,963 | 3,800 | 3,800 |
| CONTRACTED SERVICES | | | | | | | |
| 6489 | OTHER CONTRACTED SERVICES | 8,826 | 12,611 | 21,177 | 37,754 | 29,500 | 38,800 |
| TOTAL CONTRACTED SERVICES | | 8,826 | 12,611 | 21,177 | 37,754 | 29,500 | 38,800 |
| Total OTHER SERVICES & CHARGES | | 611,818 | 587,273 | 604,391 | 601,831 | 661,813 | 816,336 |
| CAPITAL OUTLAY | | | | | | | |
| CAPITAL OUTLAY | | | | | | | |
| 6540 | HEAVY MACHINERY | - | - | - | - | - | - |
| 6550 | MOTOR VEHICLES | 351,094 | 414,474 | - | 417,176 | 839,629 | 348,000 |
| 6580 | OTHER EQUIPMENT | 15,943 | - | 77,929 | 99,185 | 250,816 | 74,150 |
| TOTAL CAPITAL OUTLAY | | 367,037 | 414,474 | 77,929 | 516,361 | 1,090,445 | 422,150 |
| Total CAPITAL OUTLAY | | 367,037 | 414,474 | 77,929 | 516,361 | 1,090,445 | 422,150 |
| DEBT SERVICE | | | | | | | |
| DEBT SERVICE | | | | | | | |
| 6603 | OTHER L.T. OBLIGATION PRINCIPA | - | - | - | - | - | - |
| TOTAL DEBT SERVICE | | - | - | - | - | - | - |
| TOTAL DEBT SERVICE | | - | - | - | - | - | - |
| TOTAL EXPENDITURES & OTHER FINANCING | | 6,111,169 | 6,526,621 | 6,821,335 | 7,875,060 | 9,241,315 | 9,374,835 |

SUMMARY:

| | | | | | | |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| OPERATING EXPENSE: | 5,744,132 | 6,112,146 | 6,743,407 | 7,358,699 | 8,150,870 | 8,952,685 |
| CAPITAL OUTLAY: | 367,037 | 414,474 | 77,929 | 516,361 | 1,090,445 | 422,150 |
| TOTAL EXPENDITURES | \$ 6,111,169 | \$ 6,526,621 | \$ 6,821,335 | \$ 7,875,060 | \$ 9,241,315 | \$ 9,374,835 |

| Business Unit | Object Account | Description | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Adopted Budget | 2025 Requested Budget |
|--------------------------|----------------|--------------------------------|------------------|------------------|------------------|------------------|---------------------|-----------------------|
| 0211 | 6102 | F.T. REGULAR-WAGES & SALARIES | 2,566,863 | 2,778,260 | 2,865,943 | 3,108,329 | 3,511,532 | 3,822,763 |
| 0211 | 6103 | FULL TIME-REGULAR-OVERTIME | 95,476 | 117,561 | 131,945 | 126,091 | 120,000 | 130,000 |
| 0211 | 6104 | PART TIME-WAGES & SALARIES | 84,498 | 115,637 | 90,750 | 72,089 | 70,930 | 156,455 |
| 0211 | 6108 | SEVERANCE PAY | | | 14,582 | 20,251 | | |
| 0211 | 6121 | PERA CONTRIBUTIONS | 466,528 | 499,077 | 511,012 | 542,373 | 592,828 | 656,185 |
| 0211 | 6122 | FICA/MEDICARE CONTRIBUTIONS | 55,299 | 62,071 | 66,062 | 71,967 | 85,733 | 96,037 |
| 0211 | 6131 | GROUP INSURANCE | 294,930 | 336,074 | 339,894 | 377,986 | 390,703 | 437,490 |
| 0211 | 6133 | WORKERS COMP INSURANCE PREMIUM | 111,190 | 129,942 | 191,818 | 209,520 | 242,416 | 299,502 |
| 0211 | 6204 | STATIONERY, ENVELOPES & FORMS | 2,654 | 1,602 | 3,134 | 4,692 | 3,100 | 3,100 |
| 0211 | 6206 | FILM, MICROFILM, TAPES, DISKS | 837 | 568 | 370 | 208 | 1,100 | 1,100 |
| 0211 | 6207 | TRAINING SUPPLIES | 3,609 | 3,154 | 3,562 | 10,165 | 9,100 | 10,500 |
| 0211 | 6208 | MISCELLANEOUS OFFICE SUPPLIES | 1,838 | 1,718 | 1,271 | 2,605 | 2,500 | 4,500 |
| 0211 | 6223 | GASOLINE | 50,539 | 72,247 | 85,351 | 74,806 | 91,000 | 91,000 |
| 0211 | 6227 | LUBRICANTS & ADDITIVES | 934 | 1,312 | 1,624 | 2,709 | 1,500 | 1,500 |
| 0211 | 6229 | SHOP MATERIALS | 906 | 3,149 | 1,538 | 1,425 | 1,500 | 1,500 |
| 0211 | 6231 | UNIFORMS & TURN-OUT GEAR | 65,867 | 40,663 | 48,896 | 63,393 | 85,000 | 80,000 |
| 0211 | 6233 | BATTERIES | 652 | 1,262 | 2,013 | 1,940 | 2,000 | 2,000 |
| 0211 | 6235 | AMMUNITION | 15,970 | 1,700 | 13,725 | 13,274 | 15,000 | 15,000 |
| 0211 | 6237 | CRIME SCENE KIT MATERIALS | 368 | 1,843 | - | 509 | 1,000 | 1,500 |
| 0211 | 6239 | FIRST AID SUPPLIES | 4,304 | 2,488 | 4,287 | 4,252 | 8,000 | 8,000 |
| 0211 | 6249 | MISCELLANEOUS OPERATING SUPPLY | 8,940 | 7,865 | 10,886 | 14,510 | 25,000 | 25,500 |
| 0211 | 6251 | BATTERIES | 678 | 516 | - | 829 | 1,500 | 1,500 |
| 0211 | 6253 | BRAKES | 3,421 | 3,466 | 3,238 | 4,045 | 3,700 | 4,000 |
| 0211 | 6255 | TIRES | 7,458 | 10,708 | 6,616 | 7,315 | 9,500 | 9,500 |
| 0211 | 6257 | OTHER VEHICLE PARTS | 8,724 | 13,015 | 13,425 | 20,154 | 15,000 | 15,000 |
| 0211 | 6259 | BUILDING MAINT/REPAIR SUPPLIES | 357 | 16,040 | 13,502 | 512 | 15,000 | 12,900 |
| 0211 | 6275 | OTHER EQUIPMENT PARTS | 443 | 1,770 | 220 | 550 | 2,500 | 2,500 |
| 0211 | 6281 | SMALL TOOLS & MINOR EQUIPMENT | 42,701 | 56,920 | 76,843 | 69,237 | 72,500 | 101,000 |
| 0211 | 6315 | MISCELLANEOUS PROFESSIONAL SER | 8,190 | 6,198 | 11,892 | 7,840 | 10,300 | 14,500 |
| 0211 | 6321 | TELEPHONE | 2,203 | 2,072 | - | - | - | - |
| 0211 | 6322 | POSTAGE | 1,331 | 3,141 | 1,182 | 1,204 | 2,600 | 2,600 |
| 0211 | 6323 | CELLULAR PHONES | 13,184 | 15,313 | - | - | - | - |
| 0211 | 6331 | TRAVEL & LODGING | 2,492 | 5,421 | 5,159 | 5,706 | 8,000 | 10,000 |
| 0211 | 6335 | TRAINING | 21,693 | 32,990 | 28,335 | 31,667 | 40,000 | 72,000 |
| 0211 | 6361 | GENERAL LIABILITY/PROPERTY INS | 56,773 | 52,507 | 86,707 | 105,032 | 115,000 | 119,348 |
| 0211 | 6382 | MACHINERY & EQUIPMENT REPAIR | 410 | 1,244 | 509 | 187 | 500 | 2,000 |
| 0211 | 6388 | OTHER VEHICLE REPAIR | 10,152 | 16,616 | 10,675 | 13,287 | 15,000 | 17,000 |
| 0211 | 6389 | TOWING SERVICES | 2,037 | 240 | 3,096 | 345 | 3,500 | 3,000 |
| 0211 | 6405 | OFFICE & DATA PROCESSING EQUIP | 10,419 | 7,856 | 9,179 | 2,706 | 12,000 | 12,000 |
| 0211 | 6413 | OFFICE EQUIPMENT RENTAL | 5,995 | 5,265 | 3,483 | 5,265 | 9,000 | 7,500 |
| 0211 | 6415 | OTHER EQUIPMENT RENTAL | 33,601 | 37,295 | 38,215 | 37,867 | 39,000 | 43,000 |
| 0211 | 6451 | MEMBERSHIP DUES | 3,473 | 2,757 | 3,246 | 3,822 | 4,100 | 4,400 |
| 0211 | 6489 | OTHER CONTRACTED SERVICES | 3,195 | 8,942 | 12,625 | 25,079 | 15,000 | 20,000 |
| 0211 | 6550 | MOTOR VEHICLES | 35,841 | 69,000 | - | 115,083 | 194,629 | 48,000 |
| 0211 | 6580 | OTHER EQUIPMENT | 15,943 | | 9,453 | 15,780 | 215,816 | 39,650 |
| Total Expenditure | | | 4,122,916 | 4,547,484 | 4,726,260 | 5,196,605 | 6,064,087 | 6,405,030 |

SUMMARY:

| | | | | | | |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| OPERATING EXPENSE: | 4,071,132 | 4,478,484 | 4,716,807 | 5,065,742 | 5,653,642 | 6,317,380 |
| CAPITAL OUTLAY: | 51,784 | 69,000 | 9,453 | 130,863 | 410,445 | 87,650 |
| TOTAL EXPENDITURES | \$ 4,122,916 | \$ 4,547,484 | \$ 4,726,260 | \$ 5,196,605 | \$ 6,064,087 | \$ 6,405,030 |

PERSONNEL COMPLEMENT

| | | | | | | |
|----------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Police Chief | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Captain | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Sergeant | 4.00 | 4.00 | 4.00 | 4.00 | 5.00 | 5.00 |
| Drug Task Force Officer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Patrol Officer | 19.00 | 21.00 | 21.00 | 22.00 | 21.00 | 21.00 |
| Community Service Officer | 1.26 | 1.26 | 1.26 | 2.00 | 3.07 | 3.07 |
| Police Office Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Clerical/Support Personnel | 2.63 | 3.26 | 3.64 | 3.64 | 3.64 | 3.64 |
| Public Safety Total | 31.89 | 34.52 | 34.90 | 36.64 | 37.71 | 37.71 |

6550 Motor Vehicles

| | | | | | | |
|---------------------|---------------|---------------|----------|----------------|----------------|---------------|
| Ford Interceptor | 35,841 | - | - | - | - | - |
| Ford Utility Hybrid | - | - | - | - | 47,829 | - |
| Dodge Ram 1500 4X4 | - | - | - | - | 50,000 | - |
| Dodge Durango | - | - | - | - | 48,000 | 48,000 |
| Malibu | - | 28,479 | - | - | - | - |
| 2 Ford Explorers | - | 40,521 | - | - | - | - |
| 2 Chargers | - | - | - | 73,400 | - | - |
| Ford Interceptor | 35,841 | - | - | - | - | - |
| Tahoe | - | - | - | 41,683 | 48,800 | - |
| Total | 35,841 | 69,000 | - | 115,083 | 194,629 | 48,000 |

6580 Other Equipment

| | | | | | | |
|----------------------------------------------------------------|---------------|----------|--------------|----------|----------------|---------------|
| Axon Squad Car Cameras | - | - | - | - | 215,816 | - |
| Fitness Equipment - Wall Module unit, Stair Climber & Leg Curl | - | - | - | - | - | 24,650 |
| Audio/Video Recorder in Interview Rooms | 15,943 | - | 9,453 | - | - | 15,000 |
| Garage Floor replacement | - | - | - | - | - | - |
| Total | 15,943 | - | 9,453 | - | 215,816 | 39,650 |

DESCRIPTION OF SERVICES:

The Police Department is responsible for the protection of life and property and a sense of community security and responds to all emergencies in the city. The Police Department will deter criminal activity by visible patrols; the enforcement of traffic laws; and the apprehension of criminal offenders. The department investigates criminal incidents and apprehends offenders through the gathering, analysis, preservation and presentation of evidence. The Police department provides other community services such as code

BUDGET HIGHLIGHTS

- Market Rate Adjustments - From 5.0% - 18.70%
- COLA & Steps
- Wellness: Mental Health/Heart Testing - \$27,000 (\$23,000 from 2023 Public Safety Legis Funds)
- 1 Squad Replacements with Dodge Durango- \$48,000
- Fitness Equipment: \$24,650 (2023 Public Safety Legislative Funds)
- Audio Video Equipment for Interview Rooms: \$15,000

GOALS OF CURRENT YEAR BUDGET:

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

Performance Measurements:

| | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Projected | 2025 Projected |
|-------------------------------------------------------|-------------|-------------|-------------|-------------|----------------|----------------|
| Police Department Activity | | | | | | |
| Dispatched Calls for Service | 14918 | 16258 | 15609 | 15172 | 16,963 | 16500 |
| Motor Vehicle Accidents | 335 | 443 | 465 | 384 | 381 | 376 |
| Citations and Warnings | 1207 | 1340 | 1042 | 968 | 887 | 807 |
| Criminal | 1020 | 988 | 869 | 798 | 659 | 642 |
| Non-Criminal | 8834 | 8500 | 9000 | 6914 | 8500 | 8800 |
| State CPM Performance Measurement Results | 2020 | 2021 | 2022 | 2023 | 2024 | 2024 |
| Total Reported Crimes Rate (per 100,000 population) | N/A | 20.39 | 17.78 | 16.81 | 19 | 19 |
| Crime Clearance Rates (per 100,000 population) | N/A | 24% | 19% | 27% | 25% | 25% |
| Average police response time - highest priority calls | 5:44 | 5:54 | 6:08 | 5:46 | under 7 min | under 7 min |

| Business Unit | Object Account | Description | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Adopted Budget | 2025 Requested Budget |
|--------------------------|----------------|--------------------------------|------------------|------------------|------------------|------------------|---------------------|-----------------------|
| 0220 | 6102 | F.T. REGULAR-WAGES & SALARIES | 292,458 | 305,378 | 352,050 | 440,276 | 467,505 | 523,696 |
| 0220 | 6103 | FULL TIME-REGULAR-OVERTIME | 9,814 | 6,610 | 3,373 | | | |
| 0220 | 6104 | PART TIME-WAGES & SALARIES | 321,487 | 283,535 | 459,516 | 469,149 | 454,659 | 474,659 |
| 0220 | 6108 | SEVERANCE PAY | | | 6,400 | | | |
| 0220 | 6121 | PERA CONTRIBUTIONS | 55,059 | 56,867 | 62,760 | 76,554 | 81,991 | 91,807 |
| 0220 | 6122 | FICA/MEDICARE CONTRIBUTIONS | 26,860 | 25,281 | 25,178 | 24,861 | 27,088 | 28,057 |
| 0220 | 6131 | GROUP INSURANCE | 36,495 | 39,920 | 45,603 | 64,206 | 66,632 | 76,741 |
| 0220 | 6132 | DISABILITY INSURANCE | 1,313 | 1,313 | 1,313 | 1,313 | 1,313 | 1,313 |
| 0220 | 6133 | WORKERS COMP INSURANCE PREMIUM | 34,093 | 27,527 | 49,688 | 56,968 | 61,185 | 49,202 |
| 0220 | 6208 | MISCELLANEOUS OFFICE SUPPLIES | 242 | 393 | 316 | 289 | 500 | 500 |
| 0220 | 6223 | GASOLINE | 11,675 | 15,187 | 21,492 | 17,844 | 25,000 | 20,000 |
| 0220 | 6225 | DIESEL FUEL | 4,315 | 5,959 | 7,163 | 9,858 | 9,000 | 12,000 |
| 0220 | 6231 | UNIFORMS & TURN-OUT GEAR | 29,057 | 38,926 | 57,894 | 51,594 | 65,000 | 65,000 |
| 0220 | 6239 | FIRST AID SUPPLIES | 8,041 | 3,434 | 1,157 | 1,752 | 3,000 | 3,000 |
| 0220 | 6249 | MISCELLANEOUS OPERATING SUPPLY | 17,523 | 12,117 | 16,920 | 19,922 | 21,000 | 24,000 |
| 0220 | 6257 | OTHER VEHICLE PARTS | 11,243 | 4,575 | 5,016 | 21,361 | 8,000 | 11,000 |
| 0220 | 6259 | BUILDING MAINT/REPAIR SUPPLIES | | | 30,016 | 13,729 | 30,000 | 40,000 |
| 0220 | 6266 | SCBA-PARTS | 4,679 | 4,055 | 5,899 | 23,874 | 20,000 | 20,000 |
| 0220 | 6281 | SMALL TOOLS & MINOR EQUIPMENT | 46,706 | 20,676 | 26,684 | 32,303 | 35,000 | 37,000 |
| 0220 | 6302 | AUDITING & ACCOUNTING SERVICES | 4,050 | 4,241 | 4,416 | 4,958 | 5,200 | 7,500 |
| 0220 | 6321 | TELEPHONE | 1,849 | 1,624 | - | | | |
| 0220 | 6322 | POSTAGE | 111 | 70 | 4 | 81 | 200 | 100 |
| 0220 | 6323 | CELLULAR PHONES | 6,960 | 6,448 | - | | | |
| 0220 | 6335 | TRAINING | 32,432 | 36,629 | 47,504 | 37,255 | 45,000 | 50,000 |
| 0220 | 6361 | GENERAL LIABILITY/PROPERTY INS | 17,229 | 16,241 | 14,421 | 21,296 | 26,000 | 21,295 |
| 0220 | 6371 | ELECTRIC UTILITIES | 17,774 | 17,688 | 17,091 | 14,515 | 18,000 | 18,000 |
| 0220 | 6372 | WATER/IRRIGATION | 4,797 | 3,847 | 2,117 | 2,791 | 3,500 | 3,500 |
| 0220 | 6373 | GAS | 5,034 | 8,552 | 11,838 | 9,987 | 12,000 | 12,000 |
| 0220 | 6374 | REFUSE/RECYCLING | 1,363 | 1,431 | 1,571 | 1,718 | 1,700 | 1,800 |
| 0220 | 6388 | OTHER VEHICLE REPAIR | 44,861 | 36,706 | 58,111 | 39,247 | 50,000 | 50,000 |
| 0220 | 6405 | OFFICE & DATA PROCESSING EQUIP | 15,792 | 17,298 | 18,183 | 18,920 | 29,429 | 30,000 |
| 0220 | 6451 | MEMBERSHIP DUES | 2,003 | 1,214 | 2,029 | 2,929 | 2,200 | 3,000 |
| 0220 | 6452 | SUBSCRIPTIONS | 41 | 627 | | | | |
| 0220 | 6471 | BOOKS & PAMPHLETS | 518 | 280 | 1,052 | 1,282 | 1,500 | 1,500 |
| 0220 | 6489 | OTHER CONTRACTED SERVICES | 3,508 | 2,045 | 2,266 | 4,724 | 3,000 | 4,800 |
| 0220 | 6550 | MOTOR VEHICLES | 315,253 | 345,474 | | 275,027 | 645,000 | 300,000 |
| 0220 | 6580 | OTHER EQUIPMENT | | | 68,475 | 24,405 | - | - |
| Total Expenditure | | | 1,384,635 | 1,352,166 | 1,427,516 | 1,784,989 | 2,219,602 | 1,981,470 |

SUMMARY:

| | | | | | | |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| OPERATING EXPENSE: | 1,069,382 | 1,006,692 | 1,359,041 | 1,485,557 | 1,574,602 | 1,681,470 |
| CAPITAL OUTLAY: | 315,253 | 345,474 | 68,475 | 299,432 | 645,000 | 300,000 |
| TOTAL EXPENDITURES | \$ 1,384,635 | \$ 1,352,166 | \$ 1,427,516 | \$ 1,784,989 | \$ 2,219,602 | \$ 1,981,470 |

PERSONNEL COMPLEMENT

| | | | | | | |
|--------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Fire Chief | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Fire Secretary | 0.70 | 0.70 | 0.70 | - | - | - |
| Fire Captain of Administration | - | - | 1.00 | 1.00 | 1.00 | 1.00 |
| Fire Inspector | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Fire Marshall | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Firefighters | 7.58 | 7.58 | 7.58 | 7.58 | 7.58 | 7.58 |
| Fire Total | 11.28 | 11.28 | 12.28 | 11.58 | 11.58 | 11.58 |

6550 Motor Vehicles

| | | | | | | |
|------------------------------------------------------------------------------------------|----------------|----------------|----------|----------------|----------------|----------------|
| 1st half funding Replace 1999 Fire Engine #556 | 270,626 | - | | | | |
| 2nd half funding Replace 1999 Fire Engine #556 | - | 345,474 | | | | |
| 1/4 of funding Replace 2008 Fire Engine #565 (1.2M)-\$300K 2026 & \$600K 2027 | | | | | | 300,000 |
| Replace 2017 Ford Explorer #569 (net \$5,000 sale proceeds) | | | | | | |
| Replace 2013 Chev Tahoe #333 (net \$5,000 sale proceeds) | | | | | | |
| Replace Tanker #II Veh #501 | | | | | 600,000 | |
| Replace Fire Admin Cap Veh #333 | | | | | 45,000 | |
| Replace Rescue #21 | | | | 275,027 | | |
| Replace Fire Prevention Veh #386 | 44,627 | - | | | | |
| | 315,253 | 345,474 | - | 275,027 | 645,000 | 300,000 |

6580 Other Equipment

| | | | |
|-----------------------------------|---|--------|--------|
| SCBA Compressor | - | - | 24,405 |
| Fire Training Room Table & Chairs | | 21,039 | |
| Extrication Tools | | 47,436 | |
| Refurbish Tanker II | - | - | |
| | - | 68,475 | 24,405 |

BUDGET HIGHLIGHTS

- Market Rate Adjustments - From 5.02% - 12.77%
- COLA & Steps
- 1/4 of Fire Engine (\$1.2M total cost less \$40K sale) - \$300,000
-
-

GOALS OF CURRENT YEAR BUDGET:

- Revise and update department policies/procedures and Standard Operating Guidelines
- Establish and maintain outreach programs that enhance fire safety within community
- Ensure adequate staff numbers to meet increased demand of calls for service
- Replacement of expired structural fire turn out gear
- Building maintenance repairs/replacement to include cubicles, carpeting and service counter

Performance Measurements:

| | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Projected | 2025 Projected |
|--------------------------------------|-------------|-------------|-------------|-------------|----------------|----------------|
| Number of Calls for Service | 1133 | 1301 | 1381 | 1735 | 2100 | 2500 |
| Mutual Aid | 47 | 35 | 66 | 75 | 80 | 80 |
| Given | 29 | 20 | 44 | 54 | 55 | 55 |
| Received | 18 | 15 | 22 | 21 | 25 | 25 |
| Number of firefighters | 53 | 42 | 47 | 49 | 55 | 55 |
| Prevention: | | | | | | |
| # of Public Education contacts | 28 | 38 | 45 | 34 | 50 | 50 |
| # of commercial property inspections | 177 | 304 | 320 | 319 | 400 | 400 |
| # of permits issued | 83 | 70 | 106 | 286 | 300 | 300 |

| State CPM Performance Measurement Results | 2020 | 2021 | 2022 | 2023 | 2024 Estimated | 2025 Estimated |
|--------------------------------------------|------|------|------|------|----------------|----------------|
| Insurance industry rating of fire services | 4/7 | 4/7 | 4/7 | 4/7 | 4/7 | 4/7 |
| Fire calls per 1,000 population | 15.6 | 14 | 13 | 21 | 25 | 27 |
| Average response times | 6:19 | 6:20 | 6:15 | 6:58 | 6:30 | 6:30 |
| EMS calls per 1,000 population | 26.3 | 33 | 36 | 39 | 42 | 45 |

| Business Unit | Object Account | Description | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Adopted Budget | 2025 Requested Budget |
|--------------------------|----------------|--------------------------------|----------------|----------------|----------------|----------------|---------------------|-----------------------|
| 0240 | 6102 | F.T. REGULAR-WAGES & SALARIES | 184,625 | 209,127 | 253,395 | 332,414 | 352,326 | 342,504 |
| 0240 | 6103 | FULL TIME-REGULAR-OVERTIME | 2,045 | | | 2,053 | | |
| 0240 | 6104 | PART TIME-WAGES & SALARIES | 13,354 | 53,539 | 51,455 | 60,547 | 74,230 | 57,618 |
| 0240 | 6105 | TEMPORARY-WAGES & SALARIES | 7,697 | 2,964 | | | | |
| 0240 | 6108 | SEVERANCE PAY | | | 961 | | | |
| 0240 | 6121 | PERA CONTRIBUTIONS | 14,847 | 19,644 | 22,626 | 29,547 | 31,992 | 30,009 |
| 0240 | 6122 | FICA/MEDICARE CONTRIBUTIONS | 15,747 | 19,869 | 22,794 | 27,975 | 32,632 | 30,610 |
| 0240 | 6131 | GROUP INSURANCE | 22,097 | 28,754 | 35,612 | 70,485 | 74,602 | 65,348 |
| 0240 | 6133 | WORKERS COMP INSURANCE PREMIUM | 1,232 | 1,124 | 1,911 | 2,684 | 2,927 | 3,177 |
| 0240 | 6204 | STATIONERY, ENVELOPES & FORMS | 654 | 330 | 552 | 609 | 750 | 750 |
| 0240 | 6208 | MISCELLANEOUS OFFICE SUPPLIES | 84 | 41 | 213 | 98 | 500 | 500 |
| 0240 | 6223 | GASOLINE | 1,482 | 2,787 | 2,349 | 1,930 | 4,000 | 4,000 |
| 0240 | 6231 | UNIFORMS & TURN-OUT GEAR | 140 | 234 | 1,836 | 987 | 750 | 800 |
| 0240 | 6249 | MISCELLANEOUS OPERATING SUPPLY | 1,723 | 176 | 630 | 1,020 | 2,000 | 2,000 |
| 0240 | 6315 | MISCELLANEOUS PROFESSIONAL SER | 217,807 | 163,898 | 138,470 | 126,775 | 102,400 | 194,600 |
| 0240 | 6321 | TELEPHONE | 348 | 349 | - | - | - | - |
| 0240 | 6322 | POSTAGE | 586 | 1,334 | 1,399 | 1,102 | 1,500 | 1,500 |
| 0240 | 6323 | CELLULAR PHONES | 1,073 | 1,505 | - | - | - | - |
| 0240 | 6331 | TRAVEL AND LODGING | 135 | 274 | 2,710 | 1,797 | 1,500 | 2,000 |
| 0240 | 6334 | MILEAGE REIMBURSEMENT | 170 | 93 | 474 | 199 | 500 | 500 |
| 0240 | 6335 | TRAINING | 2,075 | 940 | 5,509 | 5,250 | 7,500 | 8,100 |
| 0240 | 6361 | GENERAL LIABILITY/PROPERTY INS | 5,787 | 5,668 | 4,809 | 5,161 | 6,000 | 5,197 |
| 0240 | 6405 | OFFICE & DATA PROCESSING EQUIP | 24,484 | 24,484 | 15,891 | 20,000 | 10,000 | 10,000 |
| 0240 | 6451 | MEMBERSHIP DUES | 165 | 470 | 245 | 100 | 750 | 1,100 |
| 0240 | 6471 | BOOKS & PAMPHLETS | 1,228 | 595 | 997 | 435 | 2,000 | 2,000 |
| 0240 | 6550 | MOTOR VEHICLES | | | | 27,066 | | |
| Total Expenditure | | | 519,585 | 538,198 | 564,838 | 718,231 | 708,859 | 762,313 |

SUMMARY:

| | | | | | | |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| OPERATING EXPENSE: | 519,585 | 538,198 | 564,838 | 691,166 | 708,859 | 762,313 |
| CAPITAL OUTLAY: | - | - | - | 27,066 | - | - |
| TOTAL EXPENDITURES | \$ 519,585 | \$ 538,198 | \$ 564,838 | \$ 718,231 | \$ 708,859 | \$ 762,313 |

PERSONNEL COMPLEMENT

| | | | | | | |
|----------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Building Official | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Building Inspector | - | 1.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Permit Technicians | 1.81 | 1.81 | 1.81 | 1.85 | 2.05 | 2.05 |
| Inspectors | 0.25 | 0.25 | 0.25 | - | - | - |
| Building Inspection Total | 3.06 | 4.06 | 5.06 | 4.85 | 5.05 | 5.05 |

6550 Motor Vehicles

| | | | | | | |
|------------------------------------|--|--|--|--------|--|--|
| New Vehicle for building inspector | | | | 27,066 | | |
| | | | | 27,066 | | |

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

- Market Rate Adjustments - From 3.12%-8.09%
- COLA & Steps
- Refill of Building Inspector April 1, 2025
- Inspection Services Cover for Building Official - See June 25, 2024 Worksession - \$194,600

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:

| | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Projected | 2025 Projected |
|-----------------------|-------------|-------------|-------------|-------------|----------------|----------------|
| New Residential Units | 176 | 183 | 125 | 190 | 190 | 190 |
| Total Permits | 3,630 | 3,458 | 2,932 | 3,700 | 3,700 | 3,700 |
| Number of Inspections | 12,765 | 12449-Est. | 7,356 | 13,500 | 13,500 | 13,500 |

| Business Unit | Object Account | Description | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Adopted Budget | 2025 Requested Budget |
|--------------------------|----------------|--------------------------------|--------------|--------------|--------------|---------------|---------------------|-----------------------|
| 0250 | 6251 | BATTERIES | - | - | - | - | 1,000 | 1,000 |
| 0250 | 6275 | OTHER EQUIPMENT PARTS | 219 | 1,303 | 2,713 | 395 | 3,000 | 2,000 |
| 0250 | 6361 | GENERAL LIABILITY/PROPERTY INS | 23 | 23 | 75 | 1,664 | 1,780 | 1,884 |
| 0250 | 6371 | ELECTRIC UTILITIES | 1,020 | 1,020 | 1,020 | 1,071 | 1,020 | 1,100 |
| 0250 | 6382 | MACHINERY & EQUIPMENT REPAIR | 1,025 | 940 | 5,829 | 5,195 | 6,000 | 6,000 |
| 0250 | 6580 | OTHER CAPITAL EQUIPMENT | - | - | - | 59,000 | 35,000 | 34,500 |
| Total Expenditure | | | 2,288 | 3,287 | 9,637 | 67,325 | 47,800 | 46,484 |

SUMMARY:

| | | | | | | |
|---------------------------|-----------------|-----------------|-----------------|------------------|------------------|------------------|
| OPERATING EXPENSE: | 2,288 | 3,287 | 9,637 | 67,325 | 47,800 | 46,484 |
| CAPITAL OUTLAY: | - | - | - | - | - | - |
| TOTAL EXPENDITURES | \$ 2,288 | \$ 3,287 | \$ 9,637 | \$ 67,325 | \$ 47,800 | \$ 46,484 |

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

- BUDGET HIGHLIGHTS**
- Emergency siren circuit boards - \$17,000
 - Replace 1 emergency siren - \$17,500 (6 have been replaced to date)

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

| Performance Measurements: | | | | | | |
|---------------------------|-------------|-------------|-------------|-------------|----------------|----------------|
| | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Projected | 2025 Projected |
| Number of Sirens | 17 | 17 | 17 | 17 | 17 | 17 |
| | | | | | | |
| | | | | | | |

| Business Unit | Object Account | Description | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Adopted Budget | 2025 Requested Budget |
|--------------------------|----------------|--------------------------------|---------------|---------------|---------------|---------------|---------------------|-----------------------|
| 0260 | 6102 | F.T. REGULAR-WAGES & SALARIES | 29,166 | 29,341 | 23,616 | 35,972 | 90,724 | 66,361 |
| 0260 | 6103 | FULL TIME-REGULAR-OVERTIME | 62 | | 270 | | | |
| 0260 | 6105 | TEMPORARY-WAGES & SALARIES | | | 270 | 45 | | |
| 0260 | 6121 | PERA CONTRIBUTIONS | 2,154 | 2,231 | 1,797 | 2,634 | 6,804 | 4,977 |
| 0260 | 6122 | FICA/MEDICARE CONTRIBUTIONS | 2,195 | 2,264 | 1,946 | 2,816 | 7,916 | 5,076 |
| 0260 | 6133 | WORKERS COMP INSURANCE PREMIUM | 2,027 | 1,699 | 2,020 | 2,832 | 5,839 | 5,062 |
| 0260 | 6249 | MISCELLANEOUS OPERATING SUPPLY | 11,868 | 7,108 | 19,641 | 15,756 | 22,000 | 26,000 |
| 0260 | 6271 | SIGN REPAIR MATERIALS | 382 | - | 1,148 | 1,464 | 3,000 | 5,000 |
| 0260 | 6361 | GENERAL LIABILITY/PROPERTY INS | 680 | 697 | 599 | 452 | 484 | 542 |
| 0260 | 6371 | ELECTRIC UTILITIES | 13,265 | 13,275 | 13,717 | 13,560 | 16,500 | 16,500 |
| 0260 | 6382 | MACHINERY & EQUIPMENT REPAIR | 5,081 | 13,723 | 8,677 | 8,743 | 15,000 | 15,000 |
| 0260 | 6489 | CONTRACTED SERVICES | 1,807 | 1,291 | 6,172 | 787 | 6,500 | 6,500 |
| Total Expenditure | | | 68,686 | 71,628 | 79,873 | 85,061 | 174,767 | 151,018 |

SUMMARY:

| | | | | | | |
|---------------------------|------------------|------------------|------------------|------------------|-------------------|-------------------|
| OPERATING EXPENSE: | 68,686 | 71,628 | 79,873 | 85,061 | 174,767 | 151,018 |
| CAPITAL OUTLAY: | - | - | - | - | - | - |
| TOTAL EXPENDITURES | \$ 68,686 | \$ 71,628 | \$ 79,873 | \$ 85,061 | \$ 174,767 | \$ 151,018 |

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: | | | | | | |
|------------------------------------|-------------|-------------|-------------|-------------|----------------|----------------|
| | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Projected | 2025 Projected |
| Total Hours | 610 | | | | 2080 | 2080 |
| Number of Traffic Signs in System | 2390 | | | | | |
| Number of Traffic Counts Performed | 15 | | | | | |
| | | | | | | |

| Business Unit | Object Account | Description | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Adopted Budget | 2025 Requested Budget |
|--------------------------|----------------|--------------------------------|-------------|-------------|--------------|--------------|---------------------|-----------------------|
| 0270 | 6249 | MISCELLANEOUS OPERATING SUPPLY | 678 | 411 | 340 | 108 | 750 | 750 |
| 0270 | 6281 | SMALL TOOLS & MINOR EQUIPMENT | | | 945 | 903 | 1,000 | 1,000 |
| 0270 | 6489 | OTHER CONTRACTED SERVICES | 315 | 332 | 114 | 7,164 | 5,000 | 7,500 |
| Total Expenditure | | | 993 | 743 | 1,399 | 8,175 | 6,750 | 9,250 |

SUMMARY:

| | | | | | | |
|---------------------------|---------------|---------------|-----------------|-----------------|-----------------|-----------------|
| OPERATING EXPENSE: | 993 | 743 | 1,399 | 8,175 | 6,750 | 9,250 |
| CAPITAL OUTLAY: | - | - | - | - | - | - |
| TOTAL EXPENDITURES | \$ 993 | \$ 743 | \$ 1,399 | \$ 8,175 | \$ 6,750 | \$ 9,250 |

DESCRIPTION OF SERVICES:

This fund covers expenditures related to animal control. Ramsey PD provides animal containment services and incurs expenses for boarding animals at Anoka PD.

BUDGET HIGHLIGHTS

- No major changes

GOALS OF CURRENT YEAR BUDGET:

- Provide animal containment services to residents

Performance Measurements:

| | 2020 Actual | 2021 Projected | 2022 Actual | 2023 Actual | 2024 Projected | 2025 Projected |
|--------------------------------------|-------------|----------------|-------------|-------------|----------------|----------------|
| Animal Complaints | 539 | 390 | 270 | 377 | 390 | 450 |
| Number of Animals Impounded | 53 | 45 | 20 | 30 | 45 | 45 |
| Number of Animals Released to Owners | 47 | 45 | 15 | 24 | 45 | 40 |
| Number of Euthanizations | 0 | 0 | 0 | 1 | 0 | 2 |

| Business Unit | Object Account | Description | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Adopted Budget | 2025 Requested Budget |
|--------------------------|----------------|--------------------------------|---------------|---------------|---------------|---------------|---------------------|-----------------------|
| 0280 | 6204 | STATIONERY, ENVELOPES & FORMS | 233 | 361 | 27 | 508 | 500 | 500 |
| 0280 | 6206 | FILM, MICROFILM, TAPES, DISKS | - | - | - | - | 300 | 300 |
| 0280 | 6241 | COMMUNITY POLICING SUPPLIES | 10,310 | 9,190 | 9,967 | 10,351 | 12,500 | 12,500 |
| 0280 | 6281 | SMALL TOOLS & MINOR EQUIPMENT | 199 | - | - | 832 | 100 | 100 |
| 0280 | 6291 | CULVERTS, SIGNS, STREET SUPPLY | 50 | - | - | 316 | 400 | 400 |
| 0280 | 6322 | POSTAGE | - | 1 | - | 216 | 50 | 50 |
| 0280 | 6323 | CELLULAR PHONES | 1,018 | 1,118 | - | - | - | - |
| 0280 | 6331 | TRAVEL & LODGING | 138 | - | 646 | 182 | 1,500 | 1,500 |
| 0280 | 6335 | TRAINING | - | 1,655 | 180 | 1,170 | 2,000 | 2,000 |
| 0280 | 6361 | GENERAL LIABILITY/PROPERTY INS | 131 | 88 | 99 | 109 | 150 | 120 |
| 0280 | 6415 | OTHER EQUIPMENT RENTAL | - | - | - | - | 150 | - |
| 0280 | 6451 | MEMBERSHIP DUES | 427 | 446 | 1,520 | 745 | 1,500 | 1,500 |
| 0280 | 6471 | BOOKS & PAMPHLETS | 585 | 257 | 335 | 246 | 300 | 300 |
| Total Expenditure | | | 13,092 | 13,115 | 12,774 | 14,673 | 19,450 | 19,270 |

SUMMARY:

| | | | | | | |
|---------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| OPERATING EXPENSE: | 13,092 | 13,115 | 12,774 | 14,673 | 19,450 | 19,270 |
| CAPITAL OUTLAY: | - | - | - | - | - | - |
| TOTAL EXPENDITURES | \$ 13,092 | \$ 13,115 | \$ 12,774 | \$ 14,673 | \$ 19,450 | \$ 19,270 |

| 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 |

| Performance Measurements: | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Projected | 2025 Projected |
|----------------------------------------------|-------------|-------------|-------------|-------------|----------------|----------------|
| # of participants attending Kids Safety Camp | 0 | 0 | 121 | 107 | 140 | 144 |
| # of car seat inspections | 9 | 15 | 12 | 12 | 15 | 15 |
| Night to Unite - # of Parties | 26 | 50 | 48 | 45 | 45 | 45 |
| # participants in Citizens Academy | 0 | 10 | 8 | 12 | 16 | 16 |
| | | | | | | |

GENERAL FUND 101 - GENERAL GOVERNMENT

PUBLIC WORKS 301-312

| EXPENDITURE BY OBJECT SUMMARY | -2020 Actual- | -2021 Actual- | -2022 Actual- | -2023 Actual- | -2024 Adopted- | -2025 Requested- |
|------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| PERSONNEL SERVICES | 1,091,120 | 1,096,459 | 1,232,690 | 1,334,945 | 1,665,276 | 1,945,449 |
| SUPPLIES | 297,565 | 247,499 | 383,218 | 325,477 | 502,490 | 472,403 |
| OTHER SERVICES & CHARGES | 620,510 | 598,537 | 410,981 | 1,406,511 | 780,449 | 843,548 |
| CAPITAL OUTLAY | - | 450,964 | 127,057 | 384,556 | 1,171,818 | 44,500 |
| TOTAL EXPENDITURE BY OBJECT | 2,009,196 | 2,393,459 | 2,153,946 | 3,451,490 | 4,120,033 | 3,305,900 |

LINE ITEM DETAIL BY COST CENTER OR SUB-FUNCTION

PUBLIC WORKS 301-312

| EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS | -2020 Actual- | -2021 Actual- | -2022 Actual- | -2023 Actual- | -2024 Adopted- | -2025 Requested- |
|-----------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| PERSONNEL SERVICES | | | | | | |
| WAGES AND SALARIES | | | | | | |
| 6102 F.T. REGULAR-WAGES & SALARIES | 742,654 | 735,374 | 797,269 | 910,184 | 1,131,557 | 1,355,932 |
| 6103 FULL TIME-REGULAR-OVERTIME | 36,306 | 38,417 | 42,299 | 48,290 | 32,000 | 52,000 |
| 6105 TEMPORARY-WAGES & SALARIES | 23,232 | 24,632 | 30,256 | 20,426 | 34,208 | 34,208 |
| 6106 OVERTIME-TEMPORARY | 259 | 878 | 636 | - | - | - |
| TOTAL WAGES AND SALARIES | 802,452 | 799,301 | 870,461 | 978,901 | 1,197,765 | 1,442,140 |
| OTHER GROSS EARNINGS | | | | | | |
| 6108 SEVERANCE PAY | - | 4,555 | 65,629 | 9,124 | - | - |
| TOTAL OTHER GROSS EARNINGS | - | 4,555 | 65,629 | 9,124 | - | - |
| EMPLOYER CONTRIBUTIONS | | | | | | |
| 6121 PERA CONTRIBUTIONS | 52,794 | 57,508 | 62,881 | 72,058 | 87,267 | 105,596 |
| 6122 FICA/MEDICARE CONTRIBUTIONS | 57,007 | 58,852 | 64,665 | 73,407 | 95,330 | 111,651 |
| 6131 GROUP INSURANCE | 135,034 | 140,084 | 124,889 | 155,962 | 217,658 | 218,645 |
| 6133 WORKERS COMP INSURANCE PREMIUM | 43,834 | 36,159 | 44,165 | 45,494 | 67,256 | 67,417 |
| TOTAL EMPLOYER CONTRIBUTIONS | 288,669 | 292,604 | 296,601 | 346,921 | 467,511 | 503,309 |
| Total PERSONNEL SERVICES | 1,091,120 | 1,096,459 | 1,232,690 | 1,334,945 | 1,665,276 | 1,945,449 |

| SUPPLIES | | | | | | |
|----------------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| OFFICE SUPPLIES | | | | | | |
| 6205 DRAFTING SUPPLIES | - | - | - | - | - | - |
| 6208 MISCELLANEOUS OFFICE SUPPLIES | 1,010 | 1,096 | 2,006 | 2,922 | 1,550 | 2,100 |
| TOTAL OFFICE SUPPLIES | 1,010 | 1,096 | 2,006 | 2,922 | 1,550 | 2,100 |
| OPERATING SUPPLIES | | | | | | |
| 6221 CLEANING SUPPLIES | - | - | - | - | - | - |
| 6223 GASOLINE | 17,893 | 17,420 | 21,314 | 24,531 | 39,800 | 39,500 |
| 6225 DIESEL FUEL | 34,544 | 32,384 | 54,169 | 48,950 | 61,000 | 65,000 |
| 6227 LUBRICANTS & ADDITIVES | 3,553 | 6,269 | 6,106 | 6,305 | 7,500 | 9,000 |
| 6229 SHOP MATERIALS | 2,720 | 1,692 | 3,825 | 2,915 | 4,000 | 4,000 |
| 6231 UNIFORMS & TURN-OUT GEAR | 3,825 | 6,315 | 7,231 | 9,036 | 8,150 | 12,500 |
| 6249 MISCELLANEOUS OPERATING SUPPLY | 9,794 | 7,331 | 10,983 | 9,825 | 12,250 | 12,150 |
| TOTAL OPERATING SUPPLIES | 72,328 | 71,411 | 103,627 | 101,563 | 132,700 | 142,150 |
| REPAIR AND MAINTENANCE SUPPLIES | | | | | | |
| 6257 OTHER VEHICLE PARTS | 85,883 | 52,237 | 83,858 | 77,135 | 84,800 | 85,600 |
| 6259 BUILDING MAINT/REPAIR SUPPLIES | 1,677 | 563 | 2,622 | 3,619 | 2,700 | 2,700 |
| 6261 SAND & GRAVEL | 2,907 | - | 2,300 | 2,779 | 5,300 | 5,300 |
| 6263 SALT | 92,362 | 68,800 | 129,704 | 68,426 | 192,240 | 147,053 |
| 6265 ASPHALT | 22,316 | 32,491 | 32,311 | 31,135 | 33,000 | 35,000 |
| 6267 OTHER STREET MAINTENANCE SUPPL | 4,798 | 5,303 | 10,675 | 14,920 | 16,500 | 16,500 |
| 6269 LANDSCAPE MATERIALS | 1,520 | 1,174 | 952 | 1,076 | 7,500 | 7,500 |
| 6275 OTHER EQUIPMENT PARTS | - | - | - | - | - | - |
| TOTAL REPAIR AND MAINTENANCE SUPPLIES | 211,463 | 160,568 | 262,422 | 199,090 | 342,040 | 299,653 |
| SMALL TOOLS AND MINOR EQUIPMENT | | | | | | |
| 6281 SMALL TOOLS & MINOR EQUIPMENT | 12,764 | 14,424 | 15,163 | 21,903 | 26,200 | 28,500 |
| TOTAL SMALL TOOLS AND MINOR EQUIPMENT | 12,764 | 14,424 | 15,163 | 21,903 | 26,200 | 28,500 |
| Total SUPPLIES | 297,565 | 247,499 | 383,218 | 325,477 | 502,490 | 472,403 |

| OTHER SERVICES & CHARGES | | | | | | | |
|---------------------------------------------------------|--------------------------------|----------------|----------------|----------------|------------------|----------------|----------------|
| PROFESSIONAL SERVICES | | | | | | | |
| 6315 | MISCELLANEOUS PROFESSIONAL SER | 21,794 | 28,146 | 29,897 | 31,744 | 32,500 | 40,000 |
| TOTAL PROFESSIONAL SERVICES | | 21,794 | 28,146 | 29,897 | 31,744 | 32,500 | 40,000 |
| COMMUNICATION | | | | | | | |
| 6321 | TELEPHONE | 2,394 | 2,211 | - | - | - | - |
| 6322 | POSTAGE | 531 | 40 | 143 | 1,161 | 2,200 | 2,600 |
| 6323 | CELLULAR PHONES | 5,653 | 5,816 | - | - | - | - |
| TOTAL COMMUNICATION | | 8,578 | 8,067 | 143 | 1,161 | 2,200 | 2,600 |
| EMPLOYEE REIMBURSEMENTS | | | | | | | |
| 6331 | TRAVEL & LODGING | 92 | - | - | 127 | - | - |
| 6335 | TRAINING | 4,821 | 6,623 | 6,952 | 12,983 | 15,940 | 20,400 |
| TOTAL EMPLOYEE REIMBURSEMENTS | | 4,913 | 6,623 | 6,952 | 13,110 | 15,940 | 20,400 |
| INSURANCE | | | | | | | |
| 6361 | GENERAL LIABILITY/PROPERTY INS | 21,831 | 26,966 | 25,801 | 26,788 | 32,564 | 36,078 |
| TOTAL INSURANCE | | 21,831 | 26,966 | 25,801 | 26,788 | 32,564 | 36,078 |
| UTILITIES | | | | | | | |
| 6371 | ELECTRIC UTILITIES | 7,382 | 8,153 | 8,319 | 8,411 | 15,000 | 15,000 |
| 6372 | WATER/IRRIGATION | 7,034 | 7,020 | 2,238 | 2,207 | 7,000 | 2,500 |
| 6373 | GAS | 4,690 | 6,001 | 6,924 | 6,150 | 15,000 | 10,000 |
| 6374 | REFUSE/RECYCLING | 2,353 | 3,611 | 2,180 | 975 | 3,800 | 2,500 |
| TOTAL UTILITIES | | 21,458 | 24,785 | 19,662 | 17,743 | 40,800 | 30,000 |
| REPAIRS AND MAINTENANCE - LABOR | | | | | | | |
| 6381 | BUILDING & STRUCTURE REPAIR | 3,645 | 1,248 | 1,582 | 3,747 | 25,170 | 37,170 |
| 6382 | MACHINERY & EQUIPMENT REPAIR | - | 4,944 | 5,172 | 6,447 | 5,600 | 6,000 |
| 6387 | TIRE MOUNTING & BALANCING | 300 | 255 | 60 | - | 400 | 400 |
| 6388 | OTHER VEHICLE REPAIR | 15,523 | 15,242 | 9,487 | 16,320 | 27,000 | 27,000 |
| TOTAL REPAIRS AND MAINTENANCE - LABOR | | 19,468 | 21,689 | 16,300 | 26,514 | 58,170 | 70,570 |
| REPAIRS AND MAINTENANCE - CONTRACTS | | | | | | | |
| 6404 | MACHINERY & EQUIPMENT | 1,332 | 1,221 | 3,458 | - | 3,500 | 3,500 |
| 6405 | OFFICE & DATA PROCESSING EQUIP | 968 | - | 3,745 | - | - | - |
| TOTAL REPAIRS AND MAINTENANCE - CONTRACTS | | 2,300 | 1,221 | 7,203 | - | 3,500 | 3,500 |
| RENTALS | | | | | | | |
| 6415 | OTHER EQUIPMENT RENTAL | 1,581 | 8,333 | 2,205 | 2,838 | 16,000 | 6,000 |
| 6417 | UNIFORM RENTAL | 1,479 | 1,583 | 689 | 1,233 | 800 | 1,200 |
| TOTAL RENTALS | | 3,061 | 9,916 | 2,894 | 4,071 | 16,800 | 7,200 |
| DUES, SUBSCRIPTIONS, AND REGISTRATION FEES | | | | | | | |
| 6451 | MEMBERSHIP DUES | 2,279 | 1,017 | 1,670 | 964 | 2,975 | 3,200 |
| TOTAL DUES, SUBSCRIPTIONS, AND REGISTRATION FEES | | 2,279 | 1,017 | 1,670 | 964 | 2,975 | 3,200 |
| BOOKS AND PAMPHLETS | | | | | | | |
| 6471 | BOOKS & PAMPHLETS | - | - | - | - | - | - |
| TOTAL BOOKS AND PAMPHLETS | | - | - | - | - | - | - |
| CONTRACTED SERVICES | | | | | | | |
| 6488 | STREET MAINTENANCE CONTRACT | 500,000 | 462,784 | 294,998 | 1,272,595 | 555,000 | 600,000 |
| 6489 | OTHER CONTRACTED SERVICES | 14,830 | 7,324 | 5,461 | 11,822 | 20,000 | 30,000 |
| TOTAL CONTRACTED SERVICES | | 514,830 | 470,108 | 300,459 | 1,284,417 | 575,000 | 630,000 |
| Total OTHER SERVICES & CHARGES | | 620,510 | 598,537 | 410,981 | 1,406,511 | 780,449 | 843,548 |

| CAPITAL OUTLAY | | | | | | | |
|-------------------------------------------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|
| CAPITAL OUTLAY | | | | | | | |
| 6540 | HEAVY MACHINERY | - | 116,891 | 103,199 | 266,007 | 770,318 | - |
| 6550 | MOTOR VEHICLES | - | 62,772 | - | 95,049 | 165,000 | - |
| 6580 | OTHER EQUIPMENT | - | 271,302 | 23,858 | 23,500 | 236,500 | 44,500 |
| TOTAL CAPITAL OUTLAY | | - | 450,964 | 127,057 | 384,556 | 1,171,818 | 44,500 |
| Total CAPITAL OUTLAY | | - | 450,964 | 127,057 | 384,556 | 1,171,818 | 44,500 |
| TOTAL EXPENDITURES & OTHER FINANCING | | 2,009,196 | 2,393,459 | 2,153,946 | 3,451,490 | 4,120,033 | 3,305,900 |

SUMMARY:

| | | | | | | |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| OPERATING EXPENSE: | 2,009,196 | 1,942,495 | 2,026,889 | 3,066,934 | 2,948,215 | 3,261,400 |
| CAPITAL OUTLAY: | - | 450,964 | 127,057 | 384,556 | 1,171,818 | 44,500 |
| TOTAL EXPENDITURES | \$ 2,009,196 | \$ 2,393,459 | \$ 2,153,946 | \$ 3,451,490 | \$ 4,120,033 | \$ 3,305,900 |

| Business Unit | Object Account | Description | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Adopted Budget | 2025 Requested Budget |
|--------------------------|----------------|--------------------------------|----------------|----------------|----------------|----------------|---------------------|-----------------------|
| 0301 | 6102 | F.T. REGULAR-WAGES & SALARIES | 245,602 | 240,248 | 293,930 | 368,610 | 386,389 | 415,167 |
| 0301 | 6103 | FULL TIME-REGULAR-OVERTIME | 17,702 | 20,287 | 23,675 | 28,461 | 20,000 | 40,000 |
| 0301 | 6105 | TEMPORARY-WAGES & SALARIES | 11,110 | 14,550 | 14,752 | - | | |
| 0301 | 6106 | OVERTIME-TEMPORARY | 259 | 878 | 636 | | | |
| 0301 | 6121 | PERA CONTRIBUTIONS | 19,434 | 19,411 | 23,597 | 29,340 | 30,479 | 34,138 |
| 0301 | 6122 | FICA/MEDICARE CONTRIBUTIONS | 18,924 | 19,849 | 23,812 | 28,270 | 31,089 | 34,820 |
| 0301 | 6131 | GROUP INSURANCE | 41,855 | 42,747 | 40,296 | 51,158 | 69,543 | 71,704 |
| 0301 | 6133 | WORKERS COMP INSURANCE PREMIUM | 1,445 | 1,198 | 2,078 | 2,581 | 3,385 | 3,786 |
| 0301 | 6208 | MISCELLANEOUS OFFICE SUPPLIES | 734 | 795 | 1,279 | 2,316 | 850 | 1,400 |
| 0301 | 6223 | GASOLINE | 3,677 | 4,789 | 5,650 | 6,823 | 8,800 | 9,500 |
| 0301 | 6231 | UNIFORMS & TURN-OUT GEAR | 1,327 | 1,170 | 1,331 | 2,774 | 1,650 | 2,500 |
| 0301 | 6249 | MISCELLANEOUS OPERATING SUPPLY | 2,255 | - | 854 | 408 | 750 | 650 |
| 0301 | 6257 | OTHER VEHICLE PARTS | 1,122 | 2,108 | 1,397 | 1,905 | 1,800 | 600 |
| 0301 | 6281 | SMALL TOOLS & MINOR EQUIPMENT | 86 | - | - | 1,143 | 2,700 | 3,500 |
| 0301 | 6315 | MISCELLANEOUS PROFESSIONAL SER | 4,139 | 197 | 1,288 | 1,000 | 7,500 | 12,000 |
| 0301 | 6321 | TELEPHONE | 1,334 | 1,239 | - | - | | |
| 0301 | 6322 | POSTAGE | 460 | 7 | 87 | 1,107 | 2,000 | 2,400 |
| 0301 | 6323 | CELLULAR PHONES | 2,589 | 3,427 | - | - | | |
| 0301 | 6331 | TRAVEL & LODGING | 92 | - | - | 127 | | |
| 0301 | 6335 | TRAINING | 2,112 | 3,699 | 3,059 | 4,906 | 8,440 | 6,400 |
| 0301 | 6361 | GENERAL LIABILITY/PROPERTY INS | 4,799 | 4,131 | 3,990 | 4,172 | 4,464 | 4,552 |
| 0301 | 6405 | OFFICE & DATA PROCESSING EQUIP | 968 | - | 3,745 | - | | |
| 0301 | 6451 | MEMBERSHIP DUES | 1,919 | 748 | 1,393 | 864 | 2,375 | 3,000 |
| 0301 | 6580 | OTHER EQUIPMENT | - | - | - | - | 42,000 | |
| 0301 | 6550 | MOTOR VEHICLES | | | | 30,983 | 56,000 | |
| Total Expenditure | | | 383,947 | 381,476 | 446,849 | 566,948 | 680,214 | 646,117 |

SUMMARY:

| | | | | | | |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| OPERATING EXPENSE: | 383,947 | 381,476 | 446,849 | 535,965 | 582,214 | 646,117 |
| CAPITAL OUTLAY: | - | - | - | 30,983 | 98,000 | - |
| TOTAL EXPENDITURES | \$ 383,947 | \$ 381,476 | \$ 446,849 | \$ 566,948 | \$ 680,214 | \$ 646,117 |

PERSONNEL COMPLEMENT

| | | | | | | |
|-------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| PW Director/City Engineer | - | - | - | 1.00 | 1.00 | 1.00 |
| City Engineer | 1.00 | 1.00 | 1.00 | - | - | - |
| Assistant City Engineer | - | - | 0.50 | 1.00 | 1.00 | 1.00 |
| Engineering Tech IV | 1.00 | 1.00 | 1.00 | | | |
| Engineering Tech II | 1.00 | 1.00 | 1.00 | 1.00 | 2.00 | 2.00 |
| Engineering Tech III | - | - | - | 1.00 | 1.00 | 1.00 |
| Senior Engineering Technician | | | | 1.00 | 1.00 | 1.00 |
| Civil Engineer IV | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Civil Engineer II | 1.00 | 1.00 | 0.50 | 0.00 | | |
| Administrative Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Interns (2) | 1.00 | 1.00 | 1.00 | 1.00 | | |
| Engineering Total | 7.00 | 7.00 | 7.00 | 8.00 | 8.00 | 8.00 |

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

- Market Rate Adjustments - From 3.33% - 7.59%
- COLA & Steps

- GOALS OF CURRENT YEAR BUDGET:**
- Ensure stable and sustainable funding exists for Pavement Management Program.
 - Support construction of Water Treatment Plant.
 - Support improvements identified in Anoka County CSAH 5/Nowthen Blvd. transportation study.
 - Conduct well siting study for new municipal well #9.
 - Develop and plan for key infrastructure improvements (AUAR, utilities, transportation).
 - Support construction of Ramsey Gateway Highway 10 improvements.
 - Investigate improved pavement condition rating systems.
 - Continue pavement rejuvenation program to replace suspended sealcoat program.

| Performance Measurements: | | | | | | |
|-------------------------------------------------|--------------------|--------------------|--------------------|--------------------|-----------------------|-----------------------|
| | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Projected | 2025 Projected |
| Active Engineering Projects | 12 | 13 | 14 | 18 | 24 | 22 |
| Completed Engineering Projects | 10 | 11 | 11 | 14 | 17 | 16 |
| Infrastructure Asset Management System Upgrades | 0 | 0 | 0 | 0 | 0 | 0 |

| Business Unit | Object Account | Description | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Adopted Budget | 2025 Requested Budget |
|--------------------------|----------------|--------------------------------|------------------|------------------|------------------|------------------|---------------------|-----------------------|
| 0311 | 6102 | F.T. REGULAR-WAGES & SALARIES | 422,342 | 403,503 | 393,338 | 423,207 | 592,603 | 796,569 |
| 0311 | 6103 | FULL TIME-REGULAR-OVERTIME | 679 | 1,008 | 1,220 | 3,624 | 2,000 | 2,000 |
| 0311 | 6105 | TEMPORARY-WAGES & SALARIES | 9,971 | 5,160 | 6,422 | 14,738 | 22,208 | 22,208 |
| 0311 | 6108 | SEVERANCE PAY | | 4,555 | 65,629 | 9,124 | | |
| 0311 | 6121 | PERA CONTRIBUTIONS | 31,401 | 30,100 | 30,106 | 31,119 | 44,595 | 59,893 |
| 0311 | 6122 | FICA/MEDICARE CONTRIBUTIONS | 31,632 | 30,462 | 30,807 | 32,704 | 50,887 | 64,117 |
| 0311 | 6131 | GROUP INSURANCE | 93,179 | 97,338 | 84,593 | 104,804 | 148,115 | 146,941 |
| 0311 | 6133 | WORKERS COMP INSURANCE PREMIUM | 35,662 | 28,331 | 30,800 | 32,158 | 47,846 | 50,458 |
| 0311 | 6208 | MISCELLANEOUS OFFICE SUPPLIES | 276 | 301 | 727 | 606 | 700 | 700 |
| 0311 | 6221 | CLEANING SUPPLIES | | | | | | |
| 0311 | 6223 | GASOLINE | 7,580 | 10,759 | 15,664 | 5,227 | 20,000 | 18,000 |
| 0311 | 6225 | DIESEL FUEL | 20,148 | 13,194 | 31,077 | 11,394 | 26,000 | 30,000 |
| 0311 | 6227 | LUBRICANTS & ADDITIVES | 3,553 | 6,269 | 6,106 | 6,305 | 7,500 | 9,000 |
| 0311 | 6229 | SHOP MATERIALS | 2,697 | 1,548 | 3,825 | 2,671 | 3,500 | 3,500 |
| 0311 | 6231 | UNIFORMS & TURN-OUT GEAR | 2,497 | 5,145 | 5,900 | 6,262 | 6,500 | 10,000 |
| 0311 | 6249 | MISCELLANEOUS OPERATING SUPPLY | 7,538 | 7,331 | 10,129 | 9,417 | 11,500 | 11,500 |
| 0311 | 6257 | OTHER VEHICLE PARTS | 30,188 | 21,869 | 39,496 | 28,244 | 41,000 | 43,000 |
| 0311 | 6259 | BUILDING MAINT/REPAIR SUPPLIES | 1,677 | 563 | 2,622 | 3,619 | 2,700 | 2,700 |
| 0311 | 6261 | SAND & GRAVEL | - | - | - | - | 1,500 | 1,500 |
| 0311 | 6265 | ASPHALT | 22,316 | 32,491 | 32,311 | 31,135 | 33,000 | 35,000 |
| 0311 | 6267 | OTHER STREET MAINTENANCE SUPPL | 19 | 1,019 | 9,599 | 992 | 4,000 | 4,000 |
| 0311 | 6269 | LANDSCAPE MATERIALS | 1,520 | 1,174 | 952 | 1,076 | 7,500 | 7,500 |
| 0311 | 6281 | SMALL TOOLS & MINOR EQUIPMENT | 12,678 | 14,424 | 15,163 | 20,760 | 23,500 | 25,000 |
| 0311 | 6315 | MISCELLANEOUS PROFESSIONAL SER | 17,655 | 27,948 | 28,610 | 30,744 | 25,000 | 28,000 |
| 0311 | 6321 | TELEPHONE | 1,060 | 973 | - | - | | |
| 0311 | 6322 | POSTAGE | 71 | 33 | 56 | 54 | 200 | 200 |
| 0311 | 6323 | CELLULAR PHONES | 3,063 | 2,389 | - | - | | |
| 0311 | 6335 | TRAINING | 2,709 | 2,924 | 3,893 | 8,077 | 7,500 | 14,000 |
| 0311 | 6361 | GENERAL LIABILITY/PROPERTY INS | 14,126 | 20,250 | 18,960 | 20,712 | 25,000 | 29,399 |
| 0311 | 6371 | ELECTRIC UTILITIES | 7,382 | 8,153 | 8,319 | 8,411 | 15,000 | 15,000 |
| 0311 | 6372 | WATER/IRRIGATION | 7,034 | 7,020 | 2,238 | 2,207 | 7,000 | 2,500 |
| 0311 | 6373 | GAS | 4,690 | 6,001 | 6,924 | 6,150 | 15,000 | 10,000 |
| 0311 | 6374 | REFUSE/RECYCLING | 2,353 | 3,611 | 2,180 | 975 | 3,800 | 2,500 |
| 0311 | 6381 | BUILDING & STRUCTURE REPAIR | 3,645 | 1,248 | 1,582 | 3,747 | 25,170 | 37,170 |
| 0311 | 6382 | MACHINERY & EQUIPMENT REPAIR | - | 4,944 | 5,172 | 6,447 | 5,600 | 6,000 |
| 0311 | 6387 | TIRE MOUNTING & BALANCING | 300 | 255 | 60 | - | 400 | 400 |
| 0311 | 6388 | OTHER VEHICLE REPAIR | 14,814 | 12,400 | 4,205 | 1,699 | 12,000 | 12,000 |
| 0311 | 6404 | MACHINERY & EQUIPMENT | 1,332 | 1,221 | 3,458 | | 3,500 | 3,500 |
| 0311 | 6415 | OTHER EQUIPMENT RENTAL | 1,581 | 8,333 | 2,205 | 2,838 | 16,000 | 6,000 |
| 0311 | 6417 | UNIFORM RENTAL | 1,479 | 1,583 | 689 | 1,233 | 800 | 1,200 |
| 0311 | 6451 | MEMBERSHIP DUES | 360 | 269 | 278 | 100 | 600 | 200 |
| 0311 | 6488 | STREET MAINTENANCE CONTRACT | 500,000 | 462,784 | 294,998 | 1,272,595 | 555,000 | 600,000 |
| 0311 | 6489 | OTHER CONTRACTED SERVICES | 14,830 | 7,324 | 5,461 | 11,822 | 20,000 | 30,000 |
| 0311 | 6540 | HEAVY MACHINERY | | 116,891 | 103,199 | 266,007 | 770,318 | |
| 0311 | 6550 | MOTOR VEHICLES | | 62,772 | | 64,066 | 109,000 | - |
| 0311 | 6580 | OTHER EQUIPMENT | | 271,302 | 23,858 | 23,500 | 194,500 | 44,500 |
| Total Expenditure | | | 1,336,038 | 1,747,168 | 1,332,827 | 2,510,567 | 2,908,542 | 2,186,155 |

SUMMARY:

| | | | | | | |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| OPERATING EXPENSE: | 1,336,038 | 1,296,204 | 1,205,770 | 2,156,994 | 1,834,724 | 2,141,655 |
| CAPITAL OUTLAY: | - | 450,964 | 127,057 | 353,573 | 1,073,818 | 44,500 |
| TOTAL EXPENDITURES | \$ 1,336,038 | \$ 1,747,168 | \$ 1,332,827 | \$ 2,510,567 | \$ 2,908,542 | \$ 2,186,155 |

PERSONNEL COMPLEMENT

| | | | | | | |
|----------------------------------------|-------|-------|-------|-------|-------|-------|
| Public Works Superintendent | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Secretary (Formerly under Engineering) | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Mechanic | 2.00 | 2.00 | 2.00 | 2.00 | 3.00 | 3.00 |
| Street Supervisor | - | - | 1.00 | 1.00 | 1.00 | 1.00 |
| Streets Lead Worker | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| PW Maintenance Worker | 5.00 | 5.00 | 5.00 | 5.00 | 8.00 | 8.00 |
| Temporary - Streets | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |
| Street Maintenance Total | 10.50 | 10.50 | 11.50 | 11.50 | 15.50 | 15.50 |

6488/6489 Other Contracted Services

| | | | | | | |
|--------------------------------------------------------------------|---------|---------|---------|-----------|---------|---|
| Pavement Management Program Funding (Transfer to Pavement Manager) | 260,742 | 300,000 | - | - | - | - |
| Cracksealing/Rejuvenation/Pothole Patching | 239,258 | 162,784 | 200,000 | 1,272,595 | 555,000 | - |
| Curb Repair/Tree Removal | - | - | 15,000 | - | 20,000 | - |
| | 500,000 | 462,784 | 215,000 | 1,272,595 | 575,000 | - |

6540 - Heavy Machinery

| | | | | | | |
|----------------------------------------------------|---|---------|---------|---------|---------|---|
| F350 truck with plow (2021 & 2022 total cost) | - | 116,891 | 103,199 | - | - | - |
| 2-Single Axls Plow Trucks | - | - | - | - | 544,318 | - |
| Tandem Axle Truck with Plow less trade in \$15,000 | - | - | - | 266,007 | - | - |
| 721 G Front End Loader | - | - | - | - | 226,000 | - |
| | - | 116,891 | 103,199 | 266,007 | 770,318 | - |

6550-Motor Vehicle

| | | | | | | |
|-------------------------------------------------------|---|--------|---|--------|---------|---|
| 1-ton truck | - | 62,772 | - | - | - | - |
| 2-3/4 ton trucks with plows (1 new & 1 replacement) | - | - | - | 64,066 | - | - |
| F550 4x4 Truck with 9' 2" V-plow (New) with lift gate | - | - | - | - | 109,000 | - |
| | - | 62,772 | - | 64,066 | 109,000 | - |

6580 - Other Equipment

| | | | | | | |
|-----------------------------------------------------------------|---|---------|--------|--------|---------|--------|
| Sidewalk Machine | - | 162,723 | - | - | - | - |
| Snow Pusher Box for Front End Loader | - | - | - | 23,500 | - | - |
| Trailer for skidsteer | - | 15,102 | - | - | - | - |
| Toolcat | - | 36,105 | - | - | - | - |
| Skidsteer | - | 57,372 | - | - | - | - |
| Tire balancer (1/2 cost other 1/2 police) | - | - | 9,453 | - | - | - |
| Asphalt floater | - | - | 14,405 | - | - | - |
| ExMark Mower (less \$2,500 trade in) | - | - | - | - | - | 17,500 |
| Pull behind PTO Mower (Less \$1,000 trade in) | - | - | - | - | - | 27,000 |
| Trailer Mounted Boom Lift | - | - | - | - | 58,000 | - |
| Bobcat T66 Skidsteer | - | - | - | - | 81,000 | - |
| Scissor Lift JLG 2646 | - | - | - | - | 26,500 | - |
| 10-Foot Slide in Removable Salt/Sander Spreader (Truck Mounted) | - | - | - | - | 14,000 | - |
| Hydraulic hose Crimping Machine | - | - | - | - | 15,000 | - |
| | - | 271,302 | 23,858 | 23,500 | 194,500 | 44,500 |

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

- Market Rate Adjustments - From 3.03% - 13.85%
- COLA & Steps
- Restrict public access at Public Works main entry and brace front desk - \$12,000
- \$45,000 additional funding for streetmaintenance improvements - \$600,000 total
- Replace 2015 Kubota mower (less \$2,500 trade in) - \$17,500
- Replace 2004 Landpride pull behind mower (less \$1,000 trade in) - \$27,000

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 prevenative maintenace to prolong the life of our public streets
- Maintain our city vehicles and equipment to the highest level possible

Performance Measurements:

| | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Projected | 2025 Projected |
|-------------------------|-------------|-------------|-------------|-------------|----------------|----------------|
| Crack filling (miles) | 7 | 20.88 | 10.37 | 15 | 19 | 19 |
| Sealcoating (miles) | 0 | 0 | 0 | 0 | 0 | 0 |
| Asphalt patching (tons) | 500 | | 380 | 385 | 390 | 390 |

| Business Unit | Object Account | Description | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Adopted Budget | 2025 Requested Budget |
|--------------------------|----------------|--------------------------------|----------------|----------------|----------------|----------------|---------------------|-----------------------|
| 0312 | 6102 | F.T. REGULAR-WAGES & SALARIES | 74,710 | 91,623 | 110,001 | 118,368 | 152,565 | 144,196 |
| 0312 | 6103 | FULL TIME-REGULAR-OVERTIME | 17,925 | 17,122 | 17,405 | 16,205 | 10,000 | 10,000 |
| 0312 | 6105 | TEMPORARY-WAGES & SALARIES | 2,151 | 4,922 | 9,082 | 5,689 | 12,000 | 12,000 |
| 0312 | 6121 | PERA CONTRIBUTIONS | 1,959 | 7,997 | 9,179 | 11,599 | 12,193 | 11,565 |
| 0312 | 6122 | FICA/MEDICARE CONTRIBUTIONS | 6,451 | 8,541 | 10,046 | 12,434 | 13,354 | 12,714 |
| 0312 | 6133 | WORKERS COMP INSURANCE PREMIUM | 6,726 | 6,629 | 11,287 | 10,755 | 16,025 | 13,173 |
| 0312 | 6223 | GASOLINE | 6,636 | 1,873 | | 12,481 | 11,000 | 12,000 |
| 0312 | 6225 | DIESEL FUEL | 14,396 | 19,191 | 23,092 | 37,557 | 35,000 | 35,000 |
| 0312 | 6229 | SHOP MATERIALS | 24 | 144 | - | 244 | 500 | 500 |
| 0312 | 6257 | OTHER VEHICLE PARTS | 54,572 | 28,260 | 42,965 | 46,987 | 42,000 | 42,000 |
| 0312 | 6261 | SAND & GRAVEL | 2,907 | - | 2,300 | 2,779 | 3,800 | 3,800 |
| 0312 | 6263 | SALT | 92,362 | 68,800 | 129,704 | 68,426 | 192,240 | 147,053 |
| 0312 | 6267 | OTHER STREET MAINTENANCE SUPPL | 4,779 | 4,284 | 1,076 | 13,928 | 12,500 | 12,500 |
| 0312 | 6361 | GENERAL LIABILITY/PROPERTY INS | 2,906 | 2,586 | 2,851 | 1,903 | 3,100 | 2,127 |
| 0312 | 6388 | OTHER VEHICLE REPAIR | 709 | 2,842 | 5,282 | 14,621 | 15,000 | 15,000 |
| Total Expenditure | | | 289,211 | 264,815 | 374,270 | 373,975 | 531,277 | 473,628 |

SUMMARY:

| | | | | | | |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| OPERATING EXPENSE: | 289,211 | 264,815 | 374,270 | 373,975 | 531,277 | 473,628 |
| CAPITAL OUTLAY: | - | - | - | - | - | - |
| TOTAL EXPENDITURES | \$ 289,211 | \$ 264,815 | \$ 374,270 | \$ 373,975 | \$ 531,277 | \$ 473,628 |

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**
- Staff time redistributed between streets, traffic engr & snow plowing

- 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: | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Projected | 2025 Projected |
|----------------------------|-------------|-------------|-------------|-------------|----------------|----------------|
| Miles of Streets Plowed | 181.8 | 183 | 185 | 187 | 189 | 190 |
| Cul-de-sacs | 283 | 287 | 291 | 295 | 299 | 303 |
| Salt/Sand Purchased (tons) | 1200 | 1400 | 1600 | 2300 | 1,400 | 1,200 |
| Snow Removal Hours | 3090 | 1700 | 1750 | 2600 | 950 | 840 |
| Full Scale Plowing Events | 9 | 12 | 13 | 23 | 5 | 5 |

PARKS AND RECREATION 452-455

| EXPENDITURE BY OBJECT SUMMARY | -2020 Actual- | -2021 Actual- | -2022 Actual- | -2023 Actual- | -2024 Adopted- | -2025 Requested- |
|------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| PERSONNEL SERVICES | 878,027 | 929,874 | 962,545 | 1,088,600 | 1,310,835 | 1,497,128 |
| SUPPLIES | 198,379 | 186,228 | 200,417 | 242,430 | 255,150 | 286,400 |
| OTHER SERVICES & CHARGES | 266,854 | 253,330 | 265,263 | 297,610 | 331,970 | 341,148 |
| CAPITAL OUTLAY | 75,610 | 112,370 | 16,852 | - | 379,200 | 110,000 |
| TOTAL EXPENDITURE BY OBJECT | 1,418,871 | 1,481,802 | 1,445,077 | 1,628,641 | 2,277,155 | 2,234,676 |

LINE ITEM DETAIL BY COST CENTER OR SUB-FUNCTION

PARKS AND RECREATION 452-455

| EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS | -2020 Actual- | -2021 Actual- | -2022 Actual- | -2023 Actual- | -2024 Adopted- | -2025 Requested- |
|-----------------------------------------------|----------------|----------------|----------------|------------------|------------------|------------------|
| PERSONNEL SERVICES | | | | | | |
| WAGES AND SALARIES | | | | | | |
| 6102 F.T. REGULAR-WAGES & SALARIES | 572,067 | 618,528 | 617,124 | 730,962 | 858,087 | 985,612 |
| 6103 FULL TIME-REGULAR-OVERTIME | 494 | 1,837 | 1,469 | 818 | 1,000 | 1,000 |
| 6105 TEMPORARY-WAGES & SALARIES | 99,094 | 85,592 | 87,275 | 65,361 | 111,040 | 100,000 |
| TOTAL WAGES AND SALARIES | 671,654 | 705,957 | 705,868 | 797,141 | 970,127 | 1,086,612 |
| EMPLOYER CONTRIBUTIONS | | | | | | |
| 6121 PERA CONTRIBUTIONS | 45,806 | 48,065 | 48,867 | 54,097 | 62,849 | 72,198 |
| 6122 FICA/MEDICARE CONTRIBUTIONS | 50,846 | 53,916 | 53,502 | 59,784 | 74,214 | 83,126 |
| 6131 GROUP INSURANCE | 78,670 | 94,527 | 116,186 | 132,986 | 158,304 | 196,206 |
| 6133 WORKERS COMP INSURANCE PREMIUM | 31,051 | 27,409 | 38,121 | 44,593 | 45,341 | 58,986 |
| TOTAL EMPLOYER CONTRIBUTIONS | 206,373 | 223,916 | 256,677 | 291,459 | 340,708 | 410,516 |
| Total PERSONNEL SERVICES | 878,027 | 929,874 | 962,545 | 1,088,600 | 1,310,835 | 1,497,128 |
| SUPPLIES | | | | | | |
| OFFICE SUPPLIES | | | | | | |
| 6208 MISCELLANEOUS OFFICE SUPPLIES | 348 | 501 | 1,185 | 921 | 700 | 900 |
| TOTAL OFFICE SUPPLIES | 348 | 501 | 1,185 | 921 | 700 | 900 |
| OPERATING SUPPLIES | | | | | | |
| 6223 GASOLINE | 15,140 | 19,559 | 22,510 | 12,425 | 28,000 | 23,000 |
| 6225 DIESEL FUEL | 265 | 3,238 | 9,893 | 6,311 | 12,000 | 10,500 |
| 6229 SHOP MATERIALS | 523 | 939 | 3,467 | 1,198 | 2,500 | 2,500 |
| 6231 UNIFORMS & TURN-OUT GEAR | 3,412 | 4,882 | 6,130 | 6,106 | 5,000 | 6,000 |
| 6249 MISCELLANEOUS OPERATING SUPPLY | 32,775 | 30,380 | 31,531 | 29,962 | 33,000 | 33,000 |
| TOTAL OPERATING SUPPLIES | 52,116 | 58,998 | 73,531 | 56,002 | 80,500 | 75,000 |
| REPAIR AND MAINTENANCE SUPPLIES | | | | | | |
| 6257 OTHER VEHICLE PARTS | 15,975 | 7,020 | 16,974 | 25,587 | 17,000 | 17,500 |
| 6265 ASPHALT | 97,967 | 101,594 | 71,915 | 111,045 | 120,000 | 126,000 |
| 6269 LANDSCAPE MATERIALS | 16,785 | 11,449 | 16,843 | 23,522 | 20,000 | 50,000 |
| 6268 IRRIGATION SUPPLIES | 13,000 | 6,025 | 16,118 | 20,540 | 12,750 | 13,000 |
| TOTAL REPAIR AND MAINTENANCE SUPPLIES | 143,727 | 126,088 | 121,851 | 180,694 | 169,750 | 206,500 |
| SMALL TOOLS AND MINOR EQUIPMENT | | | | | | |
| 6281 SMALL TOOLS & MINOR EQUIPMENT | 2,189 | 641 | 3,851 | 4,813 | 4,200 | 4,000 |
| TOTAL SMALL TOOLS AND MINOR EQUIPMENT | 2,189 | 641 | 3,851 | 4,813 | 4,200 | 4,000 |
| Total SUPPLIES | 198,379 | 186,228 | 200,417 | 242,430 | 255,150 | 286,400 |

| OTHER SERVICES & CHARGES | | | | | | | |
|--------------------------------------------------|--------------------------------|---------|---------|---------|---------|---------|---------|
| PROFESSIONAL SERVICES | | | | | | | |
| 6315 | MISCELLANEOUS PROFESSIONAL SER | 33,468 | 30,717 | 28,405 | 927 | 35,000 | 20,000 |
| TOTAL PROFESSIONAL SERVICES | | 33,468 | 30,717 | 28,405 | 927 | 35,000 | 20,000 |
| COMMUNICATION | | | | | | | |
| 6321 | TELEPHONE | 155 | - | - | - | - | - |
| 6322 | POSTAGE | 90 | 54 | 211 | 23 | 150 | 160 |
| 6323 | CELLULAR PHONES | 3,149 | 3,171 | - | - | - | - |
| TOTAL COMMUNICATION | | 3,394 | 3,225 | 211 | 23 | 150 | 160 |
| EMPLOYEE REIMBURSEMENTS | | | | | | | |
| 6331 | TRAVEL & LODGING | - | - | - | - | - | - |
| 6334 | MILEAGE REIMBURSEMENT | - | - | - | - | - | - |
| 6335 | TRAINING | 2,714 | 453 | 1,169 | 2,794 | 2,500 | 6,300 |
| TOTAL EMPLOYEE REIMBURSEMENTS | | 2,714 | 453 | 1,169 | 2,794 | 2,500 | 6,300 |
| ADVERTISING AND PUBLISHING | | | | | | | |
| 6352 | GENERAL NOTICE & PUBLIC INFOR | - | - | - | - | - | - |
| TOTAL ADVERTISING AND PUBLISHING | | - | - | - | - | - | - |
| INSURANCE | | | | | | | |
| 6361 | GENERAL LIABILITY/PROPERTY INS | 17,404 | 17,104 | 12,875 | 41,790 | 45,000 | 48,138 |
| TOTAL INSURANCE | | 17,404 | 17,104 | 12,875 | 41,790 | 45,000 | 48,138 |
| UTILITIES | | | | | | | |
| 6371 | ELECTRIC UTILITIES | 24,032 | 30,992 | 32,719 | 31,956 | 34,000 | 35,000 |
| 6372 | WATER/IRRIGATION | 7,444 | 11,167 | 10,771 | 16,324 | 11,000 | 18,000 |
| 6373 | GAS | 3,421 | 7,073 | 12,404 | 11,759 | 13,750 | 14,000 |
| 6374 | REFUSE/RECYCLING | 3,857 | 5,428 | 7,533 | 7,083 | 8,000 | 8,500 |
| TOTAL UTILITIES | | 38,753 | 54,660 | 63,427 | 67,122 | 66,750 | 75,500 |
| REPAIRS AND MAINTENANCE - LABOR | | | | | | | |
| 6381 | BUILDING & STRUCTURE REPAIR | 14,100 | 14,346 | 22,387 | 4,726 | 36,670 | 35,000 |
| 6382 | MACHINERY & EQUIPMENT REPAIR | 10,031 | 543 | 8,964 | 16,104 | 6,000 | 6,000 |
| 6388 | OTHER VEHICLE REPAIR | 1,226 | 3,177 | - | 2,988 | 3,000 | 3,000 |
| TOTAL REPAIRS AND MAINTENANCE - LABOR | | 25,357 | 18,066 | 31,350 | 23,818 | 45,670 | 44,000 |
| RENTALS | | | | | | | |
| 6415 | OTHER EQUIPMENT RENTAL | 1,489 | 777 | 985 | 878 | 1,000 | 1,000 |
| 6416 | MACHINERY RENTAL | - | - | - | - | - | - |
| 6417 | UNIFORM RENTAL | 231 | 258 | 224 | - | 300 | 350 |
| TOTAL RENTALS | | 1,719 | 1,036 | 1,209 | 878 | 1,300 | 1,350 |
| DUES, SUBSCRIPTIONS, AND REGISTRATION FEES | | | | | | | |
| 6451 | MEMBERSHIP DUES | 420 | 300 | 300 | 534 | 600 | 700 |
| TOTAL DUES, SUBSCRIPTIONS, AND REGISTRATION FEES | | 420 | 300 | 300 | 534 | 600 | 700 |
| CONTRACTED SERVICES | | | | | | | |
| 6489 | OTHER CONTRACTED SERVICES | 143,625 | 127,769 | 126,317 | 159,725 | 135,000 | 145,000 |
| TOTAL CONTRACTED SERVICES | | 143,625 | 127,769 | 126,317 | 159,725 | 135,000 | 145,000 |
| Total OTHER SERVICES & CHARGES | | 266,854 | 253,330 | 265,263 | 297,610 | 331,970 | 341,148 |

| CAPITAL OUTLAY | | | | | | | |
|--------------------------------------|-----------------|-----------|-----------|-----------|-----------|-----------|-----------|
| CAPITAL OUTLAY | | | | | | | |
| 6540 | HEAVY MACHINERY | 42,861 | - | - | - | 209,200 | - |
| 6550 | VEHICLES | - | - | - | - | 72,000 | - |
| 6580 | OTHER EQUIPMENT | 32,749 | 112,370 | 16,852 | - | 98,000 | 110,000 |
| TOTAL CAPITAL OUTLAY | | 75,610 | 112,370 | 16,852 | - | 379,200 | 110,000 |
| Total CAPITAL OUTLAY | | 75,610 | 112,370 | 16,852 | - | 379,200 | 110,000 |
| TOTAL EXPENDITURES & OTHER FINANCING | | 1,418,871 | 1,481,802 | 1,445,077 | 1,628,641 | 2,277,155 | 2,234,676 |

SUMMARY:

| | | | | | | |
|--------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| OPERATING EXPENSE: | 1,343,261 | 1,369,432 | 1,428,225 | 1,628,641 | 1,897,955 | 2,124,676 |
| CAPITAL OUTLAY: | 75,610 | 112,370 | 16,852 | - | 379,200 | 110,000 |
| TOTAL EXPENDITURES | \$ 1,418,871 | \$ 1,481,802 | \$ 1,445,077 | \$ 1,628,641 | \$ 2,277,155 | \$ 2,234,676 |

| Business Unit | Object Account | Description | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Adopted Budget | 2025 Requested Budget |
|--------------------------|----------------|--------------------------------|------------------|------------------|------------------|------------------|---------------------|-----------------------|
| 0452 | 6102 | F.T. REGULAR-WAGES & SALARIES | 572,067 | 618,528 | 617,124 | 730,962 | 858,087 | 985,612 |
| 0452 | 6103 | FULL TIME-REGULAR-OVERTIME | 494 | 1,837 | 1,469 | 818 | 1,000 | 1,000 |
| 0452 | 6104 | PART TIME-WAGES & SALARIES | 30,275 | 17,113 | 36,452 | | | |
| 0452 | 6105 | TEMPORARY-WAGES & SALARIES | 68,819 | 68,479 | 50,823 | 65,361 | 111,040 | 100,000 |
| 0452 | 6121 | PERA CONTRIBUTIONS | 45,806 | 48,065 | 48,867 | 54,097 | 62,849 | 72,198 |
| 0452 | 6122 | FICA/MEDICARE CONTRIBUTIONS | 50,846 | 53,916 | 53,502 | 59,784 | 74,214 | 83,126 |
| 0452 | 6131 | GROUP INSURANCE | 78,670 | 94,527 | 116,186 | 132,986 | 158,304 | 196,206 |
| 0452 | 6133 | WORKERS COMP INSURANCE PREMIUM | 31,051 | 27,409 | 38,121 | 44,593 | 45,341 | 58,986 |
| 0452 | 6208 | MISCELLANEOUS OFFICE SUPPLIES | 348 | 501 | 1,185 | 921 | 700 | 900 |
| 0452 | 6223 | GASOLINE | 15,140 | 19,559 | 22,510 | 12,425 | 28,000 | 23,000 |
| 0452 | 6225 | DIESEL FUEL | 265 | 3,238 | 9,893 | 6,311 | 12,000 | 10,500 |
| 0452 | 6229 | SHOP MATERIALS | 523 | 939 | 3,467 | 1,198 | 2,500 | 2,500 |
| 0452 | 6231 | UNIFORMS & TURN-OUT GEAR | 3,412 | 4,882 | 6,130 | 6,106 | 5,000 | 6,000 |
| 0452 | 6249 | MISCELLANEOUS OPERATING SUPPLY | 32,775 | 30,380 | 31,531 | 29,962 | 33,000 | 33,000 |
| 0452 | 6257 | OTHER VEHICLE PARTS | 15,975 | 7,020 | 16,974 | 25,587 | 17,000 | 17,500 |
| 0452 | 6265 | ASPHALT | 97,967 | 101,594 | 71,915 | 111,045 | 120,000 | 126,000 |
| 0452 | 6268 | IRRIGATION SUPPLIES | 13,000 | 6,025 | 16,118 | 20,540 | 12,750 | 13,000 |
| 0452 | 6269 | LANDSCAPE MATERIALS | 16,785 | 11,449 | 16,843 | 23,522 | 20,000 | 50,000 |
| 0452 | 6281 | SMALL TOOLS & MINOR EQUIPMENT | 2,189 | 641 | 3,851 | 4,813 | 4,200 | 4,000 |
| 0452 | 6315 | MISCELLANEOUS PROFESSIONAL SER | 33,468 | 30,717 | 28,405 | 927 | 35,000 | 20,000 |
| 0452 | 6321 | TELEPHONE | 155 | - | - | - | - | - |
| 0452 | 6322 | POSTAGE | 90 | 54 | 211 | 23 | 150 | 160 |
| 0452 | 6323 | CELLULAR PHONES | 3,149 | 3,171 | - | - | - | - |
| 0452 | 6335 | TRAINING | 2,714 | 453 | 1,169 | 2,794 | 2,500 | 6,300 |
| 0452 | 6361 | GENERAL LIABILITY/PROPERTY INS | 17,404 | 17,104 | 12,875 | 41,790 | 45,000 | 48,138 |
| 0452 | 6371 | ELECTRIC UTILITIES | 24,032 | 30,992 | 32,719 | 31,956 | 34,000 | 35,000 |
| 0452 | 6372 | WATER/IRRIGATION | 7,444 | 11,167 | 10,771 | 16,324 | 11,000 | 18,000 |
| 0452 | 6373 | GAS | 3,421 | 7,073 | 12,404 | 11,759 | 13,750 | 14,000 |
| 0452 | 6374 | REFUSE/RECYCLING | 3,857 | 5,428 | 7,533 | 7,083 | 8,000 | 8,500 |
| 0452 | 6381 | BUILDING & STRUCTURE REPAIR | 14,100 | 14,346 | 22,387 | 4,726 | 36,670 | 35,000 |
| 0452 | 6382 | MACHINERY & EQUIPMENT REPAIR | 10,031 | 543 | 8,964 | 16,104 | 6,000 | 6,000 |
| 0452 | 6388 | OTHER VEHICLE REPAIR | 1,226 | 3,177 | - | 2,988 | 3,000 | 3,000 |
| 0452 | 6415 | OTHER EQUIPMENT RENTAL | 1,489 | 777 | 985 | 878 | 1,000 | 1,000 |
| 0452 | 6417 | UNIFORM RENTAL | 231 | 258 | 224 | - | 300 | 350 |
| 0452 | 6451 | MEMBERSHIP DUES | 420 | 300 | 300 | 534 | 600 | 700 |
| 0452 | 6489 | OTHER CONTRACTED SERVICES | 143,625 | 127,769 | 126,317 | 159,725 | 135,000 | 145,000 |
| 0452 | 6540 | HEAVY MACHINERY | 42,861 | | | | 209,200 | |
| 0452 | 6550 | MOTOR VEHICLES | - | - | - | - | 72,000 | |
| 0452 | 6580 | OTHER EQUIPMENT | 32,749 | 112,370 | 16,852 | | 98,000 | 110,000 |
| Total Expenditure | | | 1,418,871 | 1,481,802 | 1,445,077 | 1,628,641 | 2,277,155 | 2,234,676 |

SUMMARY:

| | | | | | | |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| OPERATING EXPENSE: | 1,343,261 | 1,369,432 | 1,428,225 | 1,628,641 | 1,897,955 | 2,124,676 |
| CAPITAL OUTLAY: | 75,610 | 112,370 | 16,852 | - | 379,200 | 110,000 |
| TOTAL EXPENDITURES | \$ 1,418,871 | \$ 1,481,802 | \$ 1,445,077 | \$ 1,628,641 | \$ 2,277,155 | \$ 2,234,676 |

PERSONNEL COMPLEMENT

| | | | | | | |
|--------------------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Park Maintenance Worker | 4.00 | 5.00 | 6.00 | 6.00 | 7.00 | 7.00 |
| Utilities Maintenance Worker (Enterprise Funded) | 3.00 | 3.00 | 3.00 | 3.00 | 4.00 | 4.00 |
| Utilities Supervisor (Enterprise Funded) | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Parks/Assistant PW Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Park Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Parks Lead Worker | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Recreation and Special Event Coord. | | | | | 1.00 | 1.00 |
| Recreation Specialist | 0.50 | 0.50 | 0.50 | 1.00 | - | - |
| Temporary - Parks | 3.62 | 3.62 | 3.62 | 3.62 | 3.62 | 3.62 |
| Admin Assistant | - | - | - | - | 1.00 | 1.00 |
| | 15.12 | 16.12 | 17.12 | 17.62 | 20.62 | 20.62 |

6540/6550 Heavy Machinery

| | | | | | | |
|--------------------------|--------|---|---|---|---------|---|
| 3/4 ton 4/4 Truck | 42,861 | - | - | - | 72,000 | - |
| 2 WD Pickup | - | - | - | - | 101,200 | - |
| F550 4/4 truck with plow | - | - | - | - | 108,000 | - |
| Mini wheel loader | - | - | - | - | 281,200 | - |
| | 42,861 | - | - | - | 281,200 | - |

6580 Other Equipment

| | | | | | | |
|-----------------------------------------------|--------|---------|--------|---|--------|---------|
| Kubota UTV 4X4 Field Maintenance/Snow Removal | - | - | - | - | - | 25,000 |
| Kubota Tractor Attachment | 32,749 | - | - | - | - | - |
| Large Area Mower | - | 101,509 | - | - | - | - |
| Line Striper | - | - | 19,000 | - | - | - |
| John Deere Mower | - | 10,861 | - | - | - | - |
| 3-Zero-Turn Mowers | - | - | - | - | 54,000 | - |
| Chipper (new) | - | - | - | - | - | 85,000 |
| Turbine debris blower | - | - | - | - | 9,000 | - |
| Snowquip snowblower | - | - | - | - | 35,000 | - |
| | 32,749 | 112,370 | 19,000 | - | 98,000 | 110,000 |

DESCRIPTION OF SERVICES:

The Park and Recreation Department is responsible for the outdoor maintenance of all municipal grounds, including the Municipal Center, fire stations, parks, trails and streetscapes. Parks facilities include buildings, playgrounds, shelters, ballfields.

BUDGET HIGHLIGHTS

- Market Rate Adjustments - From 1.98% - 13.85%
- COLA & Steps
- Increase landscape materials - \$30,000
- New Wood Chipper - \$85,000
- Replace 2015 Kubota UTV - \$25,000 (Net of \$7,000 trade in)
-

GOALS OF CURRENT YEAR BUDGET:

- Continue addressing trail maintenance policy developed in 2015, to include ADA compliance
- Improve snow removal timeline for trails, sidewalk, parking lot and rink snow removal with city-wide snow plowing for better resident service
- Continue to work year-round with the athletic associations in the provision of youth recreation
- Strive to adequately address landscape and building maintenance
- Attempt to adequately address boulevard tree replacements (Emerald Ash Borer and car kills)

Performance Measurements:

| | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Projected | 2025 Projected |
|--------------------------------------|-------------|-------------|-------------|-------------|----------------|----------------|
| Number of City Parks | 23 | 26 | 26 | 26 | 27 | 28 |
| Number of Athletic Fields Maintained | 42 | 42 | 42 | 42 | 42 | 42 |
| Number of Playgrounds Maintained | 17 | 17 | 17 | 17 | 17 | 18 |
| Miles of Trails Maintained | 70 | 70 | 70 | 70 | 70 | 75 |
| Total Acreage Mowed | 150.11 | 150.11 | 150.11 | 150.11 | 150.11 | 150.11 |

| Business Unit | Object Account | Description | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Adopted Budget | 2025 Requested Budget |
|--------------------------|----------------|--------------------------------|------------------|----------------|----------------|----------------|---------------------|-----------------------|
| 0892 | 6102-6133 | 2025 NEW PERSONNEL REQUESTS | - | - | | | | 178,403 |
| 0892 | 6282 | EMERGENCY SUPPLIES - COVID | 436,995 | 2,741 | | | | |
| 0892 | 6315 | MISCELLANEOUS PROFESSIONAL SER | - | - | - | | 20,000 | 20,000 |
| 0892 | 6603 | OTHER L.T. OBLIGATION PRINCIPA | 61,853 | 61,853 | 61,853 | 61,853 | | |
| 0892 | 6820 | OPERATING TRANSFERS TO OTHER F | 1,376,215 | 409,801 | 272,688 | 92,756 | 106,373 | 106,373 |
| Total Expenditure | | | 1,875,063 | 474,396 | 334,541 | 154,609 | 126,373 | 304,776 |

SUMMARY:

| | | | | | | |
|---------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| OPERATING EXPENSE: | 1,875,063 | 474,396 | 334,541 | 154,609 | 126,373 | 304,776 |
| CAPITAL OUTLAY: | - | - | - | - | - | - |
| TOTAL EXPENDITURES | \$ 1,875,063 | \$ 474,396 | \$ 334,541 | \$ 154,609 | \$ 126,373 | \$ 304,776 |

| | | | | | | |
|------------------------------------------|---------|---------|---------|---------|---------|---------|
| 6603/6820 Principal & Transfers | | | | | | |
| Bury Carlson Internal Loan (PIR Fund)* | 44,520 | 44,520 | 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 | 106,373 | 106,373 |

*Coded directly against property tax when collected

6820 Transfers to Other Funds

| | | | | | | |
|-------------------------|-----------|---------|---------|--------|--|--|
| Excess Revenue Transfer | 1,376,215 | 409,801 | 272,688 | 92,756 | | |
| | - | - | - | - | | |
| | 1,376,215 | 409,801 | 272,688 | 92,756 | | |

DESCRIPTION OF SERVICES:

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

BUDGET HIGHLIGHTS

2025 NEW PERSONNEL REQUESTS:

- (191) Planning Admin Assistant from 25 hours week to 40 hours week - FT - \$39,354
- (211) PFT Police Records Technician - \$40,145
- (211) Reclass Police CSO to Lead CSO - \$3,580
- (211) Reclass Police Tech/Crime Analyst to Crime Analyst - \$2,354
- (220) FT Fire Inspector - Start July 1 - \$52,504
- (220) Increase Firefighter On-Call Wages - \$16,955
- (240) Building Admin Assistant - FT Begin June 1 - \$18,404
- (311) Reclass PW Mechanic to Lead Mechanic - \$5,107

GOALS OF CURRENT YEAR BUDGET:

Minimize unbudgeted/unallocated expenses

Left
Blank

| BUDGET SUMMARY: | | | | | | | | |
|----------------------|----------------|------------------------------|----------------|---------------|----------------|----------------|---------------------|-----------------------|
| Business Unit | Object Account | Description | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Adopted Budget | 2025 Requested Budget |
| 9230 | 4011 | CURRENT-AD VALOREM TAXES | 76,787 | 63,927 | 66,843 | 72,192 | 87,390 | 86,367 |
| 9230 | 4012 | DELINQUENT-AD VALOREM TAXES | 410 | 1,060 | 348 | (989) | | |
| 9230 | 4014 | FISCAL DISPARITIES | 13,753 | 11,146 | 9,838 | 9,407 | | |
| 9230 | 4273 | OTHER STATE GRANTS & AIDS | | | | | | |
| 9230 | 4609 | OTHER MISCELLANEOUS REVENUES | | 10 | 198,638 | 275 | | |
| 9230 | 4701 | INTEREST ON INVESTMENTS | 40,633 | (3,673) | (11,202) | 64,554 | 5,000 | 5,000 |
| 9230 | 4901 | TRANSFER IN FROM OTHER FUNDS | | | | | | |
| Total Revenue | | | 131,583 | 72,470 | 264,465 | 145,440 | 92,390 | 91,367 |

| Business Unit | Object Account | Description | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Adopted Budget | 2025 Requested Budget |
|--------------------------|----------------|-----------------------------------|---------------|----------------|----------------|---------------|---------------------|-----------------------|
| 9230 | 6102 | F.T. REGULAR-WAGES & SALARIES | | | | | | |
| 9230 | 6105 | TEMPORARY-WAGES & SALARIES | 755 | 560 | 660 | 435 | 1,000 | 1,000 |
| 9230 | 6121 | PERA CONTRIBUTIONS | | - | | | | |
| 9230 | 6122 | FICA/MEDICARE CONTRIBUTIONS | 58 | 43 | 50 | 33 | 80 | 80 |
| 9230 | 6131 | GROUP INSURANCE | | | | | | |
| 9230 | 6133 | WORKERS COMP INSURANCE PREMIUM | 4 | 2 | 4 | 2 | 10 | |
| 9230 | 6246 | MARKETING | 2,430 | 7,190 | 24,154 | 6,626 | 25,000 | 25,000 |
| 9230 | 6249 | MISCELLANEOUS OPERATING SUPPLY | 9,562 | 2,364 | 8,769 | 12,007 | 18,000 | 19,000 |
| 9230 | 6304 | LEGAL FEES | | | | | | |
| 9230 | 6315 | MISCELLANEOUS PROFESSIONAL SER | 70,426 | 46,082 | 43,193 | 1,010 | 36,200 | 36,200 |
| 9230 | 6322 | POSTAGE | | | | | | |
| 9230 | 6323 | CELLULAR PHONES | | | | | | |
| 9230 | 6331 | TRAVEL & LODGING | - | 312 | 449 | 483 | 2,300 | 2,500 |
| 9230 | 6335 | TRAINING | 483 | 575 | 660 | 1,125 | 6,600 | 5,100 |
| 9230 | 6361 | GENERAL LIABILITY/PROPERTY INS | 877 | 3,242 | 624 | 313 | 1,000 | 287 |
| 9230 | 6371 | ELECTRIC UTILITIES | | | | | | |
| 9230 | 6433 | REFUNDS/REIMBURSEMENTS | - | 250,000 | | | | |
| 9230 | 6530 | IMPROVEMENTS OTHER THAN BUILDINGS | | 15,151 | | | | |
| 9230 | 6451 | MEMBERSHIP DUES | 940 | 1,121 | 1,798 | 1,593 | 2,200 | 2,200 |
| 9230 | 6452 | SUBSCRIPTIONS | - | 5 | 17 | - | | |
| 9230 | 6530 | IMPROVEMENTS OTHER THAN BUILDINGS | - | - | 20,143 | - | | |
| Total Expenditure | | | 85,534 | 326,645 | 100,521 | 23,627 | 92,390 | 91,367 |

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

| ITEM # | COST CNTR | DESCRIPTION | ESTIMATED PURCHASE PRICE | USEFUL LIFE | TOTAL OF PURCH PRC | NOTES | OTHER FUND AVAILABLE | Capital Removed | OTHER FUND SOURCE | Fund | Net 2025 FUNDING REQUIRED | | | | | | | |
|-----------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------|--------------------------|-------------|---------------------|----------------------------------------------------------------------------|----------------------|----------------------|-------------------|-------------|---------------------------|--|--|--|--|--|---------------------|--|
| 2025 CAPITAL OUTLAY | | | | | | | | | | | | | | | | | | |
| Community Development #191 | | | | | | | | | | | | | | | | | | |
| 6550 | 191 | New Chevy Equinox | 30,000.00 | 5 | 30,000.00 | New vehicle for rental housing inspector | | -30,000.00 | | | 0.00 | | | | | | | |
| Total Data Processing #192 | | | 30,000.00 | | 30,000.00 | | 0.00 | 0.00 | | | 0.00 | | | | | | | |
| Data Processing #192 | | | | | | | | | | | | | | | | | | |
| 6580 | 192 | Replace Building Copier | 8,000.00 | 10 | 8,000.00 | Replace Building copier-Purchased in 2015 | | | | | 8,000.00 | | | | | | | |
| 6580 | 192 | Replace PW Workroom Copier | 8,000.00 | 10 | 8,000.00 | Replace CD workroom copier-Purchased in 2015 | | | | | 8,000.00 | | | | | | | |
| 6580 | 192 | Replace 2nd Floor workroom copier | 9,000.00 | 10 | 9,000.00 | Replace 2nd Floor workroom copier-Purchased 2015 | | | | | 9,000.00 | | | | | | | |
| Total Data Processing #192 | | | 25,000.00 | | 25,000.00 | | 0.00 | 0.00 | | 0.00 | | | | | | | | |
| Government Buildings #194 | | | | | | | | | | | | | | | | | | |
| 6550 | 194 | Replace 2005 Ford Taurus | 30,000.00 | 10 | 30,000.00 | Replace City vehicle 403-2005 Ford Taurus | | -30,000.00 | | | 0.00 | | | | | | | |
| 6550 | 194 | Replace 2005 Ford Taurus | 30,000.00 | 10 | 30,000.00 | Replace City vehicle 404-2005 Ford Taurus | | -30,000.00 | | | 0.00 | | | | | | | |
| 6530 | 194 | New Security Improvements - Council Chambers | 260,136.00 | 10 | 260,136.00 | Council Chamber - Best | | -260,136.00 | | | 0.00 | | | | | | | |
| 6530 | 194 | New Security Improvements - All Municipal Bldgs | 701,564.00 | 10 | 701,564.00 | Staff Area Only - Best | | -701,564.00 | | | 0.00 | | | | | | | |
| Total Government Buildings #194 | | | 1,021,700.00 | | 1,021,700.00 | | 0.00 | -1,021,700.00 | | | 0.00 | | | | | | | |
| POLICE PROTECTION #211 | | | | | | | | | | | | | | | | | | |
| 6550 | 211 | Replace 2016 Chev Impala with 2025 Dodge Durango | 48,000.00 | 8 | 48,000.00 | Replace Inv. Squad 366-2016 Chev Impala | | -48,000.00 | | | 0.00 | | | | | | | |
| 6550 | 211 | Replace 2016 GMC Acadia with 2025 Dodge Durango | 48,000.00 | 8 | 48,000.00 | Replace Squad 367 2016 GMC Acadia | | | | | 48,000.00 | | | | | | | |
| 6580 | 211 | Replace Panasonic Audio/Video rec in Interview Rooms | 15,000.00 | 10 | 15,000.00 | Replace Panasonic 360 mobile video recording system | | | | | 15,000.00 | | | | | | | |
| 6580 | 211 | New Fitness Equipemnt | 24,650.00 | 15 | 24,650.00 | UAV to locate lost persons-Not used for surveillance | | | | | 24,650.00 | | | | | | | |
| 6530 | 211 | Replace Garage Floor in PD squad garage | 18,100.00 | Life | 18,100.00 | Replace garage floor with lifetime warranty product | | -18,100.00 | | | 0.00 | | | | | | | |
| 6580 | 211 | NEW Unmanned Aerial Vehicle (Drone) | 18,000.00 | 40 | 18,000.00 | UAV to locate lost persons-Not used for- | | -18,000.00 | | | 0.00 | | | | | | | |
| Total Police Protection #211 | | | 171,750.00 | | 171,750.00 | | 0.00 | -84,100.00 | | | 87,650.00 | | | | | | | |
| FIRE #220 | | | | | | | | | | | | | | | | | | |
| 6550 | 220 | Replace 2017 Ford Explorer with 2025 Ford Explorer | 50,000.00 | 7 | 50,000.00 | Replace 2017 - 569 Ford Explorer, estimated resale | 5,000.00 | -45,000.00 | | | 0.00 | | | | | | | |
| 6550 | 220 | Replace 2013 Chev Tahoe with chev Tahoe | 50,000.00 | 7 | 50,000.00 | Replace 2013 - #333 Chev Tahoe, estimated resale | 5,000.00 | -45,000.00 | | | 0.00 | | | | | | | |
| 6540 | 220 | Replace 2008 Rosenbauer Fire Engine with 2026 model - This is the first year of 2-year funding. Total Cost is \$1.2M | 600,000.00 | 15 | 600,000.00 | Replace 2008 - 565 Rosenbauer Fire Engine, estimated resale value \$40,000 | | -300,000.00 | | | 300,000.00 | | | | | | Net of sale of used | |
| Total Fire #220 | | | 700,000.00 | | 700,000.00 | | 10,000.00 | -390,000.00 | | | 300,000.00 | | | | | | | |
| CIVIL DEFENSE #250 | | | | | | | | | | | | | | | | | | |
| 6580 | 250 | Replace 17 emergency siren circuit boards | 17,000.00 | 15 | 17,000.00 | Replace 17 emergency siren boards | | | | | 17,000.00 | | | | | | | |
| 6580 | 250 | Replace 1 emergency siren | 17,500.00 | 15 | 17,500.00 | Replace 1 emergency siren | | | | | 17,500.00 | | | | | | | |
| Total Civil Defense #250 | | | 34,500.00 | | 34,500.00 | | 0.00 | | | | 34,500.00 | | | | | | | |
| PUBLIC WORKS #311 | | | | | | | | | | | | | | | | | | |
| 6540 | 311 | Replace Single Axle Plow Truck | 340,000.00 | 15 | 340,000.00 | Replace 2009 - 672 Sterling single axle dump plow | 15,000.00 | -295,000.00 | | | 0.00 | | | | | | | |
| 6580 | 311 | Replace 2015 F2690 Kubota Mower with 2025 Exmark | 20,000.00 | 5 | 20,000.00 | Replace 2015 - 690 F2690 Kubota Mower, estimated resale | 2,500.00 | | Trade In | | 17,500.00 | | | | | | Net of trade in | |
| 6580 | 311 | Replace 2004 Landpride Pull Behind PTO Mower | 28,000.00 | 10 | 28,000.00 | Replace 2004 Landpride with 2025 Landpride R | 1,000.00 | | Trade In | | 27,000.00 | | | | | | Net of trade in | |
| Total Public Works #311 | | | 358,000.00 | | 358,000.00 | | 18,500.00 | -295,000.00 | | | 44,500.00 | | | | | | | |
| PARK & RECREATION #452 | | | | | | | | | | | | | | | | | | |
| 6580 | 452 | New Brush Bandit Intimidator 19XPC Wood Chipper | 85,000.00 | 10 | 85,000.00 | New wood chipper, Emerald Ash Borer requires more trimming | | | | | 85,000.00 | | | | | | | |
| 6580 | 452 | Replace 2015 Kubota UTV with 2025 Kobta UTV | 32,000.00 | 10 | 32,000.00 | Replace 2015 - 689 Kubota UTV, field maint and | 7,000.00 | | Trade In | | 25,000.00 | | | | | | Net of trade in | |
| 6540 | 452 | Replace 2012 Ford One-Ton with 2025 F550 4x4 with plow | 109,000.00 | 40 | 109,000.00 | Replace 2012 - 678 Ford One-Ton Truck with da | 6,000.00 | -103,000.00 | | | 0.00 | | | | | | | |
| Total Park & Recreation #452 | | | 226,000.00 | | 226,000.00 | | 13,000.00 | -103,000.00 | | | 110,000.00 | | | | | | | |
| TOTAL GENERAL FUND - 2025 | | | 2,566,950.00 | | 2,566,950.00 | | 41,500.00 | -1,923,800.00 | | | 601,650.00 | | | | | | | |
| Funding Sources: | | | | | | | | | | | | | | | | | | |
| Fleet Vehicle Fund | | | 30,000.00 | | | | | | | | | | | | | | | |
| Trade Ins | | | 10,500.00 | | | | | | | | | | | | | | | |
| Resale | | | | | | | | | | | | | | | | | | |
| 2023 Public Safety Legislative Funds | | | 24,650.00 | | | | | | | | | | | | | | | |
| Equipment Revolving Fund | | | 68,000.00 | | | | | | | | | | | | | | | |
| Property Tax Levy | | | 468,500.00 | | | | | | | | | | | | | | | |
| Total | | | 601,650.00 | | | | | | | | | | | | | | | |
| ENTERPRISE FUNDED | | | | | | | | | | | | | | | | | | |
| 1744 | 9601/9602 | New 2025 F-350 | 66,675.00 | 10 | 66,675.00 | Additional employee request in 2025 | | | | | 66,675.00 | | | | | | | |
| 1740 | 9605 | Replace 2016 Elgin Pelican Sweeper with 2025 Elgin Pelic | 330,000.00 | 10 | 330,000.00 | Replace 2016 - 691 Elgin Pelican Street Sweeper | 20,000.00 | | Trade in | | 310,000.00 | | | | | | Net of trade in | |
| TOTAL ENTERPRISE FUNDS - 2025 | | | 396,675.00 | | 396,675.00 | | 0.00 | | | | 376,675.00 | | | | | | | |

CC Work Session**Meeting Date:** 08/12/2024**Primary Strategic Plan Initiative:** Create a positive image for residential neighborhoods, business districts and key corridors.**Information****Title:**

Old Town Hall Discussion - 50th Anniversary - Renovation Quotes - EDA Recommendation - Next Steps

Purpose/Background:

Council Members Specht and Howell originally asked for this item to be brought forward for discussion at the Council level this year. Ramsey is having its 50th Anniversary this year and trying to bring the Old Town Hall back into service in some capacity could be part of the celebration. The City Council has discussed this item twice this year at work session and asked the EDA to look at the potential of funding the project as was consensus of the July 25th work session.

The purpose of this case is to review the recommendation provided by the EDA at the August 8th meeting.

EDA DISCUSSION AND RECOMMENDATION

The EDA met and discussed the appetite for paying for the full renovation of the Old Town Hall. Ultimately, the EDA recommended that it was only comfortable funding the replacement of the weathered door, removing the pests and securing the soffits, and having public works remove the 2 dead and dying oak trees onsite. The EDA passed a unanimous motion to approve completing these items in an amount not to exceed \$15,000 out of the Unencumbered Fund Balance. Staff also believes that is possible it could be coded to the Professional Services Line item if the Council is supportive. The EDA had previously committed to these repairs, so formal Council action to complete these repairs is not required. The EDA Recommended using DKN Construction (lowest bidder) and MN Wild Animal Management (previous pest removal) to complete pest removal and building maintenance.

The EDA spoke at length about the future use of the building and if it was something that the EDA would be comfortable operating. The EDA and Staff feared that the tenant pool would be limited and thought that it would be difficult for a new tenant to advertise if it couldn't put signage on the building. Limited parking and the limitations of leasing a historically restored building (chalkboards on walls, no air conditioning, awkward floor plan) were also challenges. The EDA also indicated that increasing the amount of rental properties the City manages would not be a good idea as the EDA/City is trying to reduce the city footprint of owned and leased land. The EDA also discussed if the site was worth developing if the building was removed or relocated. Staff indicated there were a lot of mature trees there, the site was small, and access was terrible.

INFORMATION FROM PREVIOUS EDA AND CITY COUNCIL CASES

At the March 9th, 2024 City Council work session, the City Council discussed the idea of renovating the Old Town Hall Building as part of the 50th Anniversary Celebration for the City of Ramsey. The consensus of the discussion was to have staff obtain quotes for the renovation and to bring it back to a future work session for discussion. Possible uses could be park programming, lease for music instruction, other smaller retail or office uses with minimal parking requirements.

Obtaining quotes for the project took longer than anticipated based on the complexity of the project and

finding three contractors willing to quote the work. Staff has attached the quotes and scope of work for each contractor and a comparison of the quotes to this case. In order to ensure that the building meets ADA requirements, staff is suggesting that the concrete ramp and sidewalk be included with the work contracted if the Council decides to move forward with the renovation. There are a couple of large Oak trees (One dead and hanging over building, the other one dying) on site that should be removed as part of this project to make way for the sidewalk. One contractor quoted \$4000 for the tree removal but our public works team will be able to get the work done for a lesser cost. Quotes from the contractors ranged from \$120,007 to \$187,000 and did not include tree removal which is significantly less than what staff estimated at the previous work session. Neither quote included Sewer and Water connection charges, if applicable. The water meter was removed in 2000 and a new meter would need to be installed by the City. The timeline to complete the project once awarded and materials selected ranged from 4 weeks to 6 months. Based on the timing of required approvals, it is unlikely the project would be completed prior to Happy Days. The lowest quote was provided by DKN Construction and they also had the shortest timeline to get the project done. It should be noted that these quotes have a shelf life and a decision needs to be made quickly to ensure price stability. Staff also has had further discussions and has provided additional information to the contractors from the RCP report. Staff recommends that if a recommendation to award a contract is made that a 10-15% contingency be included due to the exploratory nature of some of the work that is needed to be performed (Sheet rock replacement (water marks), Door frame rot extending into building, and other unforeseen conditions).

Parking Update (New information)

Staff has had subsequent discussions with Security Bank and Trust (Formerly Flagship Bank) and they are open to a shared parking arrangement as long as it does not negatively impact their customers and employees. If a decision to move forward with the renovation, Staff would set up a meeting with the bank to discuss details and a potential agreement which likely would be dependent on the future use of the Old Town Hall building. Per an existing agreement (attached), the City already does have access to parking in the bank lot when the bank is closed.

Potential Uses (New Information)

In order to ensure that the historical building is preserved and isn't deteriorating, it would make sense to have it occupied in some capacity. This would ensure the utilities are operational, the building isn't leaking and it is secure from pests.(squirrels, bats, raccoons, mice, etc). a business incubator was listed as a potential use in the RCP study. Staff believes that a CPA, tax preparer, boutique retailer, or another office user that doesn't require many customers or workers would also be good uses of the space. Ideally, rent would recover the renovation costs quickly, but there is value in having a tenant "keep the lights on" to ensure the building remains in good working condition after the investment of the renovation has been made.

Staff is looking for direction.

For Quick reference, information provided in the April 9, 2024 work session case is below:

Renovation History and New Pricing Estimate (Old information)

The City worked with the U of M and Resilient Communities Project (RCP) to put together a 1) Historical Report of the Old Town Hall (17A) and 2) the Future of Ramsey Town Hall (17B). The Historical Report has been provided for reference but the focus of the discussion centers around the renovation and future use of this historical building in Report 17B. The report evaluated the pros and cons of keeping the building at its current location or moving it to the COR. The report concluded that leaving it in its current location would allow it to remain on the National Register and not risk damaging the building by moving it. The report then looked at what would be needed to renovate the building so it could be restored appropriately and be able to be occupied and used. Any renovation would need to comply with the Secretary of the Interior's Standards for Rehabilitation as outlined in the RCP report.

In order to maintain its place on the National Register, special care must be taken to restore the building as close to the original conditions as possible. The report outlines the 2 major steps necessary to get to this point: 1) Climatization and 2) Pre-Occupancy Upgrade. In 2018, the cost to bring this building into operation was estimated to be \$44,940. In 2019, the City re-roofed the building and repaired the eaves. In 2021 a private business asked the city to renovate the building and to lease it back for a boutique. Quotes for the renovation at this time were \$111,900 to \$139,270 based on increased costs of construction and inflation staff is estimating a 50% mark-up from the 2021 pricing which would amount to a cost of \$167,850 to \$208,905.

Parking / History (Old Information)

When the First Bank of Isanti bought the land next to Town Hall and constructed its facility, a Declaration of Reciprocal Easements document was filed. (See attached) This document references a shared parking easement agreement between the Old Town Hall and the Bank that is permanent and perpetual. Other requirements of the agreement include ongoing maintenance by the bank with the City being responsible for 29% of the maintenance costs within 30 days receipt of an invoice by the Bank and hours that the Old Town Hall can use a portion of the bank parking lot excluding specific hours during bank operation. Staff is not aware of any invoices that have been issued to the City but will need to verify with finance. There was supposed to be an Exhibit as part of the recorded document by KKE defining these areas better but unfortunately it is not part of the document of record at Anoka County. Staff has searched for records internally for the KKE Exhibit but have been unable to find it. Staff reached out to Flagship bank to see if they have any interest in formalizing a new parking agreement that would make use of the Old Town Hall more viable. Unfortunately, Flagship Bank is in the middle of a merger and won't have time to discuss options in any detail until the merger is complete which is estimated to be sometime in May.

Future Use Options (Old Information)

The 17b RCP report discussed potential future use of the Old Town Hall. Uses contemplated ranged from a public space, museum, school, arts, and business incubator. Staff has received multiple requests about the availability of the building for lease for various types of businesses in the past. Schools and retail uses have approached the City but due to the condition and renovation needed to the building the users go elsewhere. These users were excited at the possibility of using this unique building and think its allure will benefit their businesses. Parking is also difficult to solve for and any agreement with a future tenant would likely need some sort of cross parking easement with the adjacent properties.

The Old Town Hall has an estimated 778 SF of lease space. It includes a bathroom, main hall and cloak room. Staff consulted with a local real estate agent in 2021 and market rate rent for this building would be in the \$12-18 / SF range with the tenant responsible for the utilities / snowplowing and the City responsible for the property taxes. Staff estimates that a current lease rate would fall into the \$14-20 / SF range.

Private Party Lease (Old Information)

The EDA reviewed this use in 2021 and recommended that staff renovate the building when pricing came down. Unfortunately, pricing has not come down since Covid..

Public / Parks (Old Information)

Ideas for use of the site include art classes and rental for small events. Staff has spoke with Mark Riverblood and he was not confident he could identify many viable parks uses for that building based on the layout, outside noise and uncertain parking. He noted he thought it was a better niche retail location if the use didn't require much parking or if a parking solution could be found.

Visitor Center (Old Information)

Mayor Kuzma has expressed interest in moving the Old Town Hall to the Anoka County Mississippi West Regional Park and to utilize it as a Visitor Center. More information is needed to determine the viability of this based on the information in the RCP Report which recommends against moving the building.

Notification:

None required

Time Frame/Observations/Alternatives:

EDA Recommendation

Recommendation to City Council to Authorize Staff to work with DKN Construction (Lowest quote), MN Wild Animal Management and Public Works to Complete Pest Removal, Building Maintenance and tree removal in an amount not to exceed \$15,000 from the EDA Unencumbered Fund Balance.

Funding Source:

Up to \$15,000 from the EDA Unencumbered Fund Balance (Currently 1.392M) or Professional Services

Full renovation costs funded through EDA funds not supported by EDA.

Recommendation:

EDA Recommendation

Recommendation to City Council to Authorize Staff to work with DKN Construction (Lowest quote), MN Wild Animal Management and Public Works to Complete Pest Removal, Building Maintenance and Tree Removal in an amount not to exceed \$15,000 from the EDA Unencumbered Fund Balance.

Outcome/Action:

Consensus by the City Council on level of work to be done on Town Hall and the appropriate funding sources and to authorize Staff to work with contractors to get work done.

Attachments

Site Location Map
Renovation Quote Summary
DKN Quote
Reshetar Quote
RAK Quote
RCP Town Hall 17A Report
RCP Town Hall Report 17b
Reciprocal Easement Agreement - Parking
Town Hall Photos 7-25-24

Form Review

Inbox

Brian Hagen

Form Started By: Sean Sullivan

Final Approval Date: 08/08/2024

Reviewed By

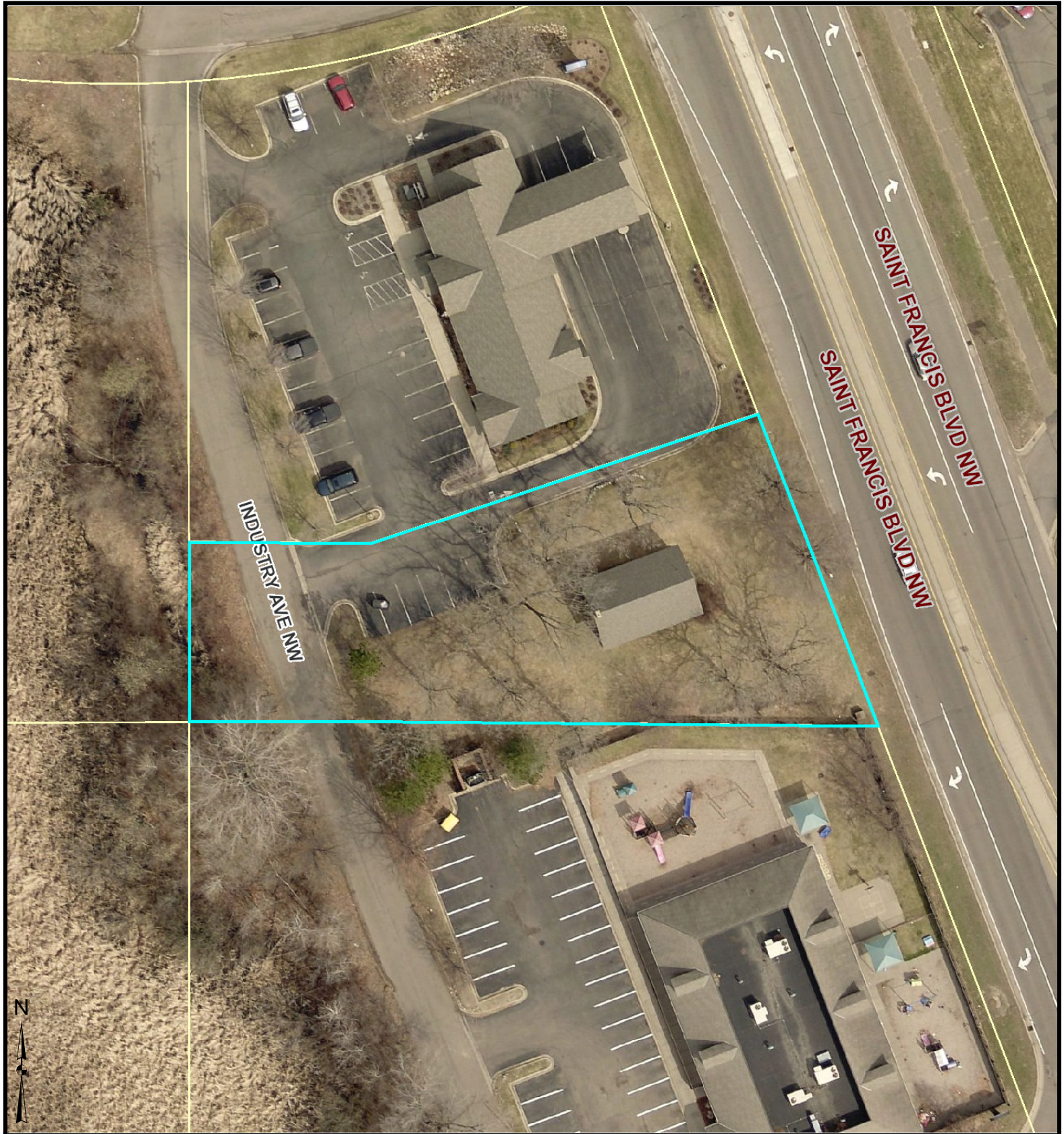
Brian Hagen

Date

08/08/2024 03:51 PM

Started On: 08/08/2024 02:45 PM

Anoka County Parcel Viewer



Parcel Information: Approx. Acres: 0.49
25-32-25-43-0063 Commissioner: MATT LOOK
14120 SAINT FRANCIS BLVD NW
RAMSEY
MN 55303
Plat: OLD SCHOOL HOUSE NO. 28 ADDITION

Owner Information:
RAMSEY CITY OF
7550 SUNWOOD DRIVE
RAMSEY
MN
55303



Old Town Hall

Bid Comparison (Summary)

| Company | DKN Construction | Reshetar | RAK |
|---------------------|-------------------|-------------------|-------------------|
| Building Renovation | \$ 88,007 | \$ 140,000 | \$ 140,215 |
| Sidewalk/Ramp | \$ 34,000 | Included above | \$ 38,500 |
| Sub Total | \$ 122,007 | \$ 140,000 | \$ 178,715 |

| | | | |
|-------------------------|-----------------------|-----------------------|----------------|
| Add On - Tree Removal | NO QUOTE GIVEN | 4000 | NO QUOTE GIVEN |
| Add On - Seed Ramp Area | Included above | Included Above | \$ 3,500 |
| Deduct - Ramp to North | \$ 2,000 | N/A | N/A |

| | | | |
|------------------|----------------------------------------------|----------------|------------|
| Project Timeline | 4-6 weeks once tile and wainscot selected | about 3 months | 4-6 months |
|------------------|----------------------------------------------|----------------|------------|

*Quotes do not include Sewer and Water Connection Charges, if any

DKN Construction, LLC
 2332 Highway 65
 Mora, MN 55051 US
 612-333-3857
 office@dknconstruction.com
 www.dknconstruction.com

Estimate



| ADDRESS |
|--------------------------------------------------------------|
| City of Ramsey. 14120 St Francis Blvd Ramsey, MN 55303 |

| ESTIMATE # | DATE | |
|------------|------------|--|
| 2588 | 07/08/2024 | |

JOB NAME

Ramsey Town Hall Budget

| DESCRIPTION | AMOUNT |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Remove existing steps. Install pier footings as needed. Form and pour landing with steps and concrete ramp. Tuckpoint misc. areas as needed. Ramp to be on south side. | 34,000.00 |
| Sand and finish with 3 coats of oil base polyurethane: Main room and entry approx 700 sf. Install, sand and finish 3 1/4 douglas fir in entry. Patch approx 8 boards also. * Use old wood if available. New wood will be lighter in color than old wood. * Any additional patching is \$35 per board. | 4,976.00 |
| Inclusions: | 28,270.00 |
| Extend the broken vent stack up through the roof from the basement (this may require others to open walls to accomplish) Revise existing plumbing rough-in as required and connect to main sewer stack Provide a tank type toilet Provide a wall hung lavatory sink and faucet Provide 6-gallon (120V) electric water heater and hang in basement Provide domestic water piping as required for fixtures and water heater, route water service (water meter by others) Provide waste & piping as required for the fixtures Provide pipe insulation on domestic water piping as required by code Provide furnace discharge plenum Provide ductwork branch main and route through crawl space to floor registers along the perimeter Provide return ductwork main to a large (approximately 30x30) single return grille in large open room near furnace Provide (8) floor grilles Provide bathroom exhaust fan, terminate through building sidewall Provide combustion air & flue piping for furnace Furnace start-up and operation check Mechanical engineering as required for permit Permit and inspection Tools, trucking and supervision | |
| Clarifications: Building opening by others | |

| DESCRIPTION | AMOUNT |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Ductwork insulation is excluded | |
| Labor and material to install tile on floor and 4' high on walls. | 5,100.00 |
| Hang drywall where needed. Finish tape space | 4,000.00 |
| Prep and prime ceiling and walls with oil primer. | 12,875.00 |
| Paint ceilings with two coats for Sherwin Williams premium ceiling paint. | |
| Paint walls with two coats of Sherwin Williams ProMar 200 Paint. Color and sheen to be determined. Windows to also be painted. | |
| Prep, stain and poly doors, frames, base and wainscoting. Color to be determined. | |
| Prep and paint exterior soffits and fascia along with exterior windows with two coats of Sherwin Williams Latitude paint. Color and sheen to be determined. | |
| Misc. material primed poplar for wainscot (budget) | 9,500.00 |
| Misc. Labor to install existing doors, wainscot | 8,500.00 |
| Dumpster / Disposal | 700.00 |
| Building Permit Allowance | 1,200.00 |
| Sup-time / Coordination | 1,800.00 |
| OH&P | 11,086.00 |
| If it is not listed, it is not included. | 0.00 |
| No SAC or WAC permitting figured. | |
| All material pricing is subject to change on quotes as materials pricing and lead times are volatile. | |
| If the ramp goes to the north - Deduct \$2,000 (tree removal not included) | |

TOTAL

\$122,007.00

Notice of Mechanic's Lien: Minnesota Statutes Section 514.001:

(a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.

(b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

Acceptance of Proposal:

The above prices, specifications, and conditions are satisfactory and are hereby accepted.

By signing the acceptance below, you are authorizing DKN to do the work as specified.

Accepted By

Accepted Date



Reshetar Systems, Inc.
730 Bunker Lake Boulevard Northwest
Anoka, MN 55303
763.421.1152 Fax 763.421.1153

PROPOSAL

page 1 of 1

DATE: **2-Jul-24**

TO: **Sean Sullivan**
ssullivan@ci.ramsey.mn.us

PROPOSAL NUMBER: **24-13199**

PROJECT: **Ramsey Town Hall Renovations**

PLAN DATE: **N/A**

ADDENDA: **N/A**

Labor, materials, and equipment for the following:

Permits included

Carpentry: Repair exterior soffits/fascia, broken window, main entry (including new transom window)
New interior wainscot/trim and window/door casing
New toilet accessories and door hardware

Drywall: Patch existing drywall as needed. Finish tape and sand all areas to level 4 finish
Spray knock-down texture on ceiling

Painting: Prime and paint existing walls and ceilings
Enamel new wainscot, door frames, window frames and trim
Clear sealer on all doors
Paint exterior soffits, fascia and windows

Flooring: Patch existing floor as needed (provide new at entry)
Sand and refinish existing flooring as needed
New floor and wall tile in bathroom

Plumbing: Rough ins below floor, connected to existing 4" cast drain and 1" galvanized water
Set meter and finish all tie-ins to fixtures (6 gallon water heater, chrome bath fixtures)
American Standard toilet and sink and grab bars

Electrical: New devices at existing rough-ins (12 receptacles, 2 exit signs, 8' LED strip light in basement
3 switches, 6 light fixtures (\$1,750 allowance), add switch and entry), Hook up furnace and A/C
Assuming all existing wiring is in good working order

HVAC: New furnace and A/C figured (existing new furnace is not repairable), all rough-ins under floor
Bath fan, grills/registers, ductwork and PVC venting included

Sidewalks: New sidewalks along north side of building, tear out and repour new front stoop with ADA ramp
New ADA railings at stoop/stairs and ramp as needed
Restore greenspace with black dirt and seed (future watering by others)
Tree removal if needed: **add \$4000**

TOTAL BUDGET \$ 140,000

Brett M. Reshetar

This proposal may be withdrawn if not accepted within 30 days.

Brett M. Reshetar

Direct (612) 940-0123

All materials to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, theft, and other necessary insurance. Our workers are fully covered by Worker's Comp. Insurance.



RAK Construction, Inc.

An Affirmative Action, Equal Opportunity Employer

21435 Johnson Street NE
East Bethel, MN 55011
Phone (763) 434-4210 Fax (763) 434-8380

Bid Proposal

DATE July 17, 2024
Bid # 15088B

Customer # 763-433-9868
ssullivan@cityoframsey.com
Prepared by: Angela

Bid To:

City of Ramsey
7550 Sundwood Dr. NW
Ramsey, MN 55303
Attn: Sean Sullivan

Job Location: Old Town Hall
14120 St. Francis Blvd NW
Ramsey, MN 55303

RAK Construction proposes to furnish labor and material to complete the work as follows:

City of Ramsey- Old Town Hall Restoration BUDGET

| Description | AMOUNT |
|------------------------------------------------------------------------------------------|---------------------|
| 1. Repair exterior brick. | |
| 2. Repair eaves and paint. | |
| 3. Install owner provided doors. Stain doors and frames. | |
| 4. Repair windows and replace (1) with new. | |
| 5. Tuck point chimney. | |
| 6. Supply and install new plumbing fixtures and tie into city plumbing. | |
| 7. Hook up HVAC unit and install new A/C unit. | |
| 8. Restore exiting wood floors. | |
| 9. Supply and install ceramic tile in restroom. | |
| 10. Supply and install wood wainscot throughout main area. Stain wood wainscot. | |
| 11. Finish remaining sheetrock. Paint. | |
| 12. New lighting throughout space, exit signage to meet code, and hook up to city power. | |
| 13. Clean Up, Supervision, Disposal, Permit, and OH&P are included in this cost. | |
| TOTAL | \$140,215.00 |

Alternate 1: Add \$38,500.00 for sidewalk and ADA ramp. Sidewalk to include curb cut and truncated domes.

Alternate 2: Add \$3,500.00 to restore tapered earthwork along ramp with seed only.

Note 1: No tree removal.

This proposal may be withdrawn or prices may be subject to change if not accepted within 30 days.

If you have any questions concerning this quotation, contact James Wood 763-434-4210.

Yours truly,

RAK Construction Inc.

James Wood
Project Manager
james@rakconstruction.com

Thank you for the opportunity to quote this work

Acceptance of Proposal

The work described above is approved by:

Signed: _____

Date: _____

Historic Ramsey Town Hall: Ramsey, MN

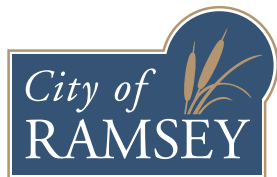


Prepared by

Corinne Deger, Morgan Kuehn, Kate Stanger, and
Vanessa Walton

Students in ARCH 5672: Historic Building Conservation

Instructor: Todd Grover
College of Design



Prepared in Collaboration with
Kurt Ulrich
City Administrator, City of Ramsey



Resilient Communities Project

UNIVERSITY OF MINNESOTA

Building community-university partnerships for sustainability

The project on which this report is based was completed in collaboration with the City of Ramsey as part of the 2017–2018 Resilient Communities Project (RCP) partnership. RCP is a program at the University of Minnesota’s Center for Urban and Regional Affairs (CURA) that connects University faculty and students with Minnesota communities to address strategic projects that advance local resilience and sustainability.

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HISTORIC RAMSEY TOWN HALL

RAMSEY, MINNESOTA

Corinne Deger, Morgan Kuehn, Kate Stanger, and Vanessa Walton
COLLEGE OF DESIGN | UNIVERSITY OF MINNESOTA

RAMSEY TOWN HALL, Ramsey, Minnesota

1. Introduction

The Ramsey Old Town Hall is located in Ramsey, Minnesota. The primary façade faces roughly East.

It is a small wood framed building with a rectangular footprint. The building is clad in Chaska brick, and the roof has asphalt shingles. The building has a first floor composed of a handful of rooms supported by wood floor joists. There is a basement that has a small landing and crawl space under the remainder of the first floor.

There have already been some preservation efforts on the building. There is gypsum board on the wood studs throughout the first level. Many of the probable future occupants of the Ramsey Town hall are small businesses. While the city of Ramsey may add a small homage inside the building to its historic significance, it will not be a focus of the reuse.

Considering these factors, we have decided to make recommendations based upon the Secretary of the Interior's Standards for Rehabilitation.



Figure 1 – Ramsey Town Hall Primary Façade

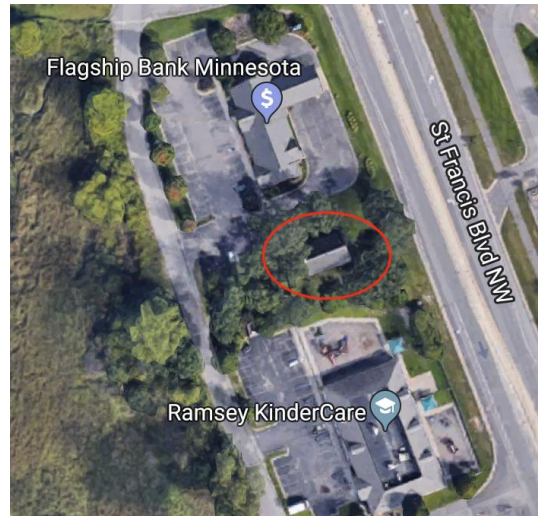


Figure 2 – North Oriented Map

2. History

The Ramsey Town Hall was built in 1892 as a one room school house referred to as the District No. 28 School. The brick school was built to replace a smaller wood frame school house. It is currently located at 14100 St. Francis Boulevard NW in Ramsey, Minnesota.

From 1892 until 1946, the building served as a modest rural schoolhouse for students from first to eighth grade. The building was constructed of buff colored bricks that were manufactured at the nearby Kelsey Brickyard. It had decorative segmental arches over the doors and windows, and a wood shingled roof. It had a pair of front doors that opened vertically at the center and were topped by a bell for calling students. Upon entering, there was a coat closet for the girls on the right, a water station and entrance to the basement in the center, and a coat closet for the boys and the archway into the classroom on the left. In the classroom, the teacher's desk was to the right, along the east wall. There was a small closet behind the teacher's desk. Rows of student desks faced the center of the room, chalkboards were on the back, west wall, and a wood burning stove sat in the back northwest corner. The building had plaster walls with wainscoting, a pressed tin ceiling, arched windows, and no electricity or running water.

RAMSEY TOWN HALL, Ramsey, Minnesota

Today, the building sits between a bank on its north side, a day care center on its south side, and paved roads on the east and west sides. Originally, the schoolhouse sat on a large lot with a swamp and open land in the back, and an ample front yard with two large oak trees. The students used to play with the toads at the swamp, swing from a swing on the oak trees, and get water from the water pump in front of the building.

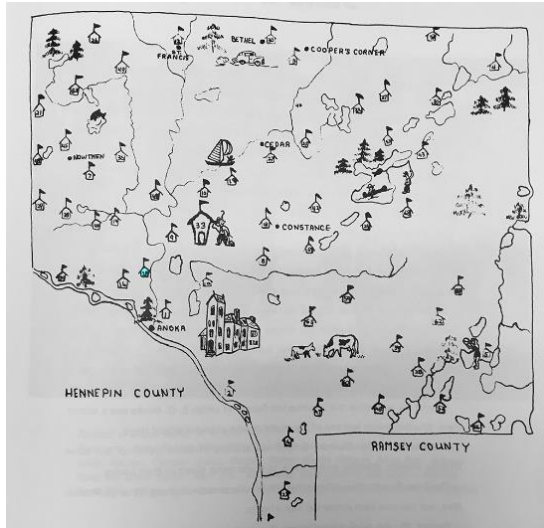


Figure 3 – Anoka Co Schools, No. 28 in Blue

Between 1943 and 1944, a local school father, Mr. Pearson, oversaw what is believed to be the first renovations. At this time, the original plaster above the wainscoting was removed from the walls and replaced with a form of paper board that had vertical strips of wood over the seams.

In 1946, the school closed and was converted into a town hall. Until this time, it was common that schools were used as meeting places for the town board. Additionally, as enrollment decreased, many one room school houses in the area were closing and larger schools were being built. In fact, when District No. 28 School closed, it had an enrollment of roughly nine students.¹

The conversion to a town hall brought many changes to the building. On the exterior, the front door was replaced, the east, north, and south wall windows were replaced with rectangular windows, the west wall windows were bricked in with asphalt brick, asphalt shingles replaced the wood shingles on the roof, and a concrete belt course was added around the building. On the interior, the girl's

coat room was turned into a small kitchen, the small teacher's closet was removed, the chalk boards were painted yellow, the wood floor was covered with a vinyl flooring, and the paper board was replaced with fiber board. The building served as the Ramsey Town Hall until around 1974 when a new town hall was built.²

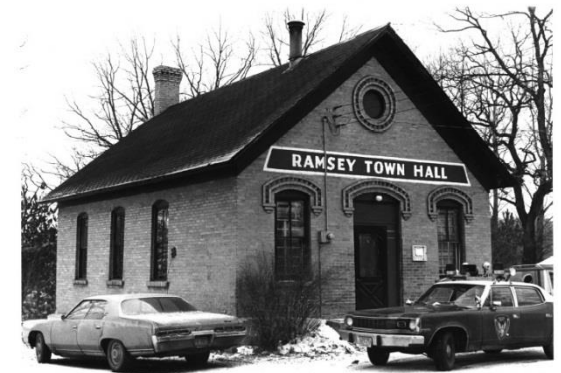


Figure 4 – Ramsey Town Hall 1978

After being listed in the National Register of Historic Places, rehabilitation of the building began. Currently, the building sits vacant and unfinished with several modern updates throughout.

¹ Alan Pearson and Betty Pearson, "Ramsey Town Hall / District No. 28 School," interview by Kate Stanger, November 29, 2017.

² Lynne VanBroeklin Spaeth, "School District No. 28," National Register of Historic Places Inventory/Nomination Form, St. Paul, November 6, 1979.

RAMSEY TOWN HALL, Ramsey, Minnesota

3. Exterior

The rectangular building is clad in brick. There is a main entrance with windows on the eastern facade, and windows of various sizes scattered on all other sides.

Front Entrance

The entrance of the building is fitted with particleboard, which has allowed the use of a standard size door in place of what was likely a door and curved transom window.



Figure 5 – Front Entrance with Particleboard

By the looks of the paint that is left on the brick near top and sides of the particleboard insert, the original wood door and framing was red. The door that is currently present, while functioning, is in poor condition.



Figure 6 – Red Paint on Overhead Framing

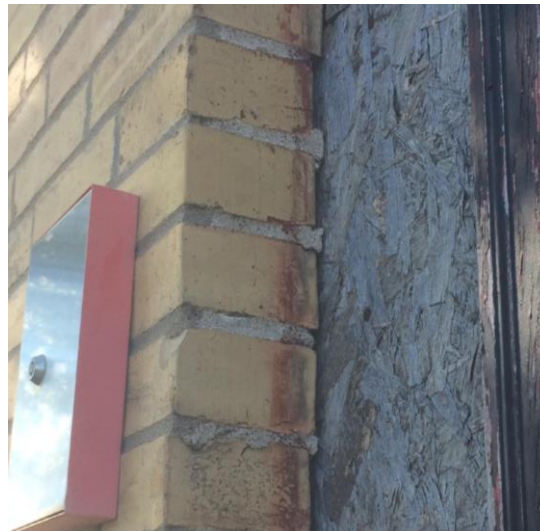


Figure 7 – Red Paint on Side Framing

Organic matter from bats is piled on the left side of the front door.

There is damage to the threshold of the front door and beyond the entrance exposing what looks to be part of the wood subfloor of the building.



Figure 8 – Organic Matter near Front Door



Figure 9 – Front Door Threshold

RAMSEY TOWN HALL, Ramsey, Minnesota

The concrete stoop and steps that lead up to the building have several cracks and are uneven. It appears as if there has been some patching between the steps and the building. There are no hand railings. The building entrance is not currently ADA accessible and the steps are at the wrong rise and run for an entrance.

Recommendations

Primarily, the pile of organic matter at the entrance of the door should be removed. It poses a health hazard.

The building should be outfitted with the proper door and frame. In our research, we learned that the original door was a French door likely topped with a transom window. We'd suggest that a similar door be installed and painted in the same red that is used in other areas on the exterior of the building.

The current concrete steps should be removed and replaced with a system that is ADA compliant. All steps should have uniform riser heights and uniform tread depths. Risers should be 4 inches (100 mm) high minimum and 7 inches (180 mm) high maximum. Open risers are not allowed. Treads shall be 11 inches (280 mm) deep minimum. The radius of curvature at the leading edge of the tread shall be ½ inch (13 mm) maximum. Handrails shall be provided on both sides of stairs and ramps.

Additionally, slopes on the wheelchair ramp should be at a 1:12 ratio which equals 4.8 degrees slope (one foot of wheelchair ramp for each inch of rise). A minimum of 5' x 5' flat areas unobstructed should be at the top and bottom of the wheelchair ramp with a minimum width of 36 inches of clear space across the ramp.

Brick

The façade is covered in a yellow Chaska brick veneer. While there have been some repairs to several sections of the facade; there are still a few problem areas. On the front facade, the use of plywood around the door caused gaps in between the plywood and the brick. These gaps gave us an opportunity to get a better look at the wood structure without taking out any bricks.

The North and South brick facades are warping leading us to speculate that the metal ties or other material attaching the veneer to the wood has deteriorated, most likely due to rusting from water exposure. Additionally, because of the accessible gaps, there were leaves and debris in between the wood frame and brick façade.

There is some deterioration of the brick caused by humans. Many of the bricks have carvings and etchings.



Figure 10 – Accessible Gap Behind Brick



Figure 11 – Carvings and Etchings in Brick

RAMSEY TOWN HALL, Ramsey, Minnesota

Additionally, there are a series of chips in the brick on the South facade that appear to be in a gunshot pattern.



Figure 12 – Gunshot Pattern in Brick

There are multiple areas where there is broken brick. This is most evident on the window sills on the North and South elevations, around the front entrance, and on the chimney on the West elevation. This damage could have been caused by humans, objects hitting the brick, or water damage.



Figure 13 – Broken Brick at Corner

There is also deterioration of the brick that was caused by the environment. There are bricks on all four facades that are experiencing spalling, especially near the entrance of the building. Spalling is caused by water being absorbed into the brick and cracking the front face of the brick when the water freezes, therefore, it is evidence that water is not able to drain properly behind the veneer. The freezing and thawing of water can also crack large parts of the brick off in the locations noted previously.

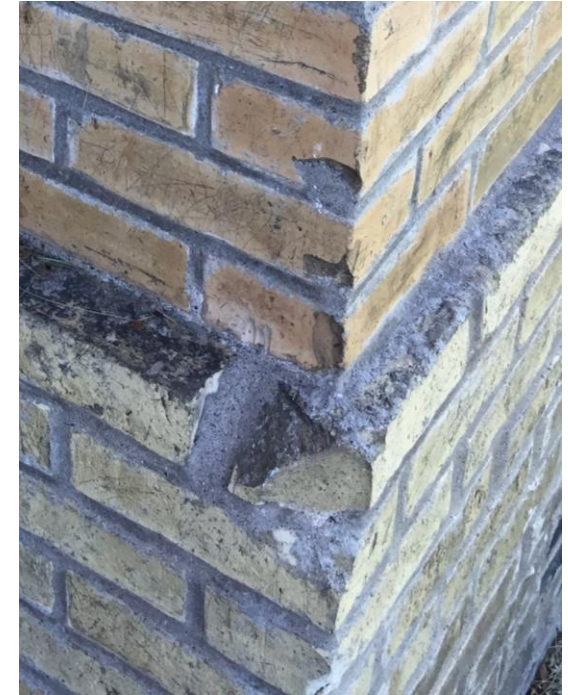


Figure 14 – Environmental Degradation

Figure 15 shows several small holes where a sign may have been hung in the past.



Figure 15 – Holes in Brick from Sign

RAMSEY TOWN HALL, Ramsey, Minnesota

There are also some metal brackets in the façade; these were where electric lines and some services were connected.



Figure 16 – Metal Brackets in Brick



Figure 17 – Metal Brackets in Brick

There are several sections of the primary façade where it looks like some repointing has taken place, specifically under the window on the right-hand side, where the mortar is a different color, and to the top of the circular window at the top of the structure. Figures 18, 19 and 20 show other areas where repointing was done, including the chimney. The mortar joints where the repointing was done are much more prominent due to the following characteristics: over-grinding during repointing process damaged the brick around the repointed areas, a different color of mortar was used, possibly a different strength of mortar was used, and the size of the mortar joints are larger. The mortar is supposed to be weaker than the brick so that it cracks before the brick can.



Figure 18 – Attempted Repointing

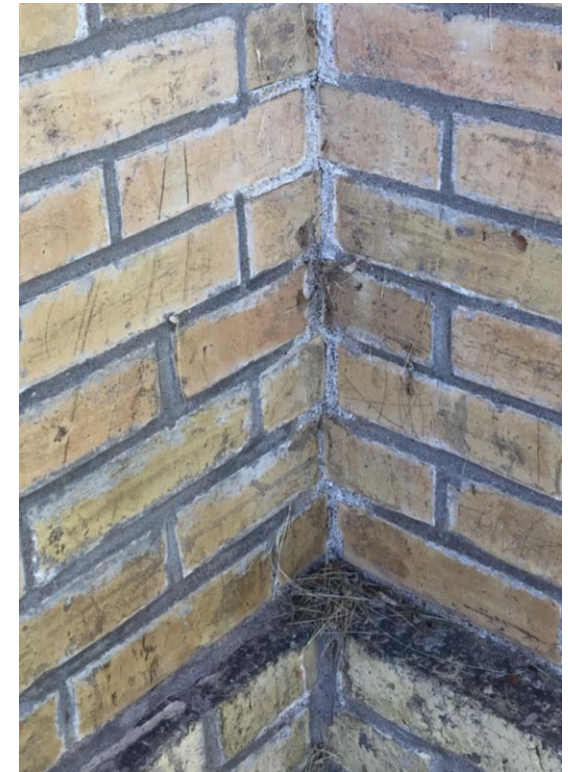


Figure 19 – Attempted Repointing



Figure 20 – Attempted Repointing

RAMSEY TOWN HALL, Ramsey, Minnesota

There have been some attempts to repair some of the damaged brick in several places. Several of the repairs are closer to the concrete foundation on the Southern elevation. However, rather than replacing the brick that was broken off, concrete or mortar was used to fill in the broken pieces.



Figure 21 – Mortar Replacement to Fill Voids

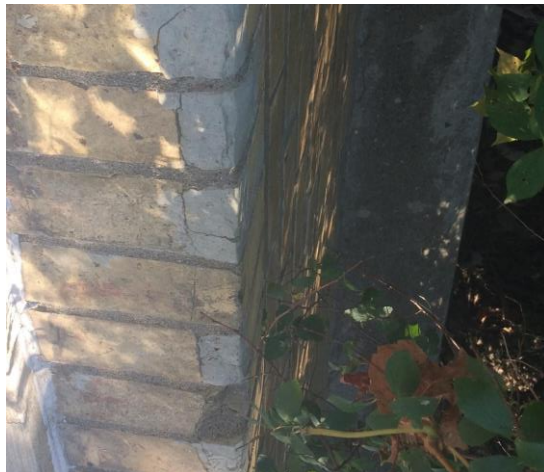


Figure 22 – Mortar Replacement to Fill Voids

In one location, area of brick that was smeared with mortar on the rear elevation. The concrete curb that is located around the base of the North, South, and West elevations is most likely covering up deteriorated brick.



Figure 23 – Deteriorated Brick with Mortar

There are a couple of bricks that look like they were replaced with a different type of brick. The new bricks don't have the same coloring as the Chaska brick; they have more hints of red than yellow. These replacement bricks look like they have been damaged, which implies that they aren't as strong as the original Chaska brick.

There is a pipe that runs from the basement to the exterior on the North elevation. The area around the pipe was not filled in, so there is currently a hole in the wall that exposes the wood structure.



Figure 23 – Replacement Bricks



Figure 23 – Exterior Pipe Penetration

In addition to cracked brick and mismatched mortar, the chimney is missing a cap.

RAMSEY TOWN HALL, Ramsey, Minnesota

Recommendations

Any repointing done going forward must be done in a manner so as not to not grind into the bricks while removing the mortar. The mortar and brick used for any replacements must be of quality strength and grades as the original.³

If possible, use Chaska brick when replacing damaged bricks. Bricks could potentially be found at a salvage site, new Chaska bricks could be special ordered and produced, or bricks from the basement that are no longer visible could be used. If Chaska bricks are not available, find a brick of a similar strength, size, porosity, and color. A chimney cap matching the brick should be added.

Carvings in the brick are not currently a problem. Some would argue that leaving them provides a specific aesthetic that is worth keeping. However, spalling and holes should be repaired. The large penetration in the brick around the pipe should be repaired, and sealant should be applied.

The ties holding the brick veneer against the wood structure underneath should be reinforced. This project is priority.

The mortar that is covering the brick should be removed if possible. This process must be done by hand without damaging the brick. Replace the bricks as needed.

Exterior Windows

There are eleven windows on this building. There are three double hung wood windows on the side elevations with a two-over-two dividing lite orientation, four wood windows on the rear elevation with a single vertical division, and one circular window on the front elevation. The windows have a wood frame and a vinyl side jamb.

The painting around the frame is patchy, and there is caulk missing around the window frames.



Figure 24 – Rear Window



Figure 25 – Side Elevation Window

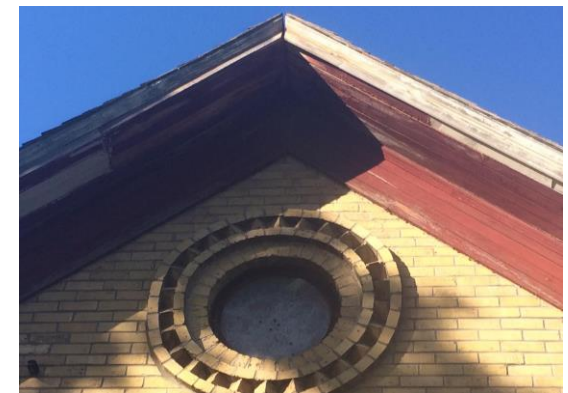


Figure 26 – Circular Front Window



Figure 27 – Paint Chipping on Window Frame

³ Robert C. Mack, and John P. Spewiek. "Preservation Briefs 2: Repointing Mortar Joints in Historic Masonry Buildings," (Technical Preservation Services, NPS, 1998), <https://www.nps.gov/tps/how-to-preserve/briefs/2-repoint-mortar-joints.htm>.

RAMSEY TOWN HALL, Ramsey, Minnesota

A pane is broken on one of the windows on the rear elevation. It is our understanding that the windows were replaced in 1946, but we do not have any confirmation about other replacements. We have been assuming that the windows were replaced again around 1990 because the existing windows appear to be newer since they are in decent condition. The paint has worn around the frame, which exposes the wood. If the windows were older than 1990, then there would be significant deterioration from the lack of maintenance. We found a tag in that states Marvin Windows is the manufacturer.

The brick around the top of the windows is arched which means that the tops of the windows were potentially curved as well. We could not find a photograph that would confirm this, so further research would be needed. We also could not confirm what kind of glass was in the front circular window. In general, there does not seem to be any major deterioration from mold or insects.

Recommendations

If replacement of the windows is possible, replacements should have a curved upper sash, and the window divisions should be preserved. The following recommendations should be considered if replacement of the entire window is not possible.

The sashes and other portions of window showing mold should be replaced. The window frames should be painted to match the fascia/soffit. Broken and missing glass, like on the rear elevation, should be replaced with clear glass. The window frames should be secured to the wooden structure, and caulking should be installed around the interior and exterior frame to create a seal.⁴

For the front circular window, the plywood should be removed, and glass should be installed. If another style/pattern of glass is found when doing more research, then replace with what is historically appropriate.

The interior and exterior portions of the window should be cleaned. Harsh chemical cleaners should be avoided. Consult Marvin Windows for a proper cleaning method.

Roof

The existing roof has asphalt shingles, and the soffit and fascia are solid wood. The original roof has wood shingles. We could not access the roof to determine the condition, but the shingles appear to be in poor condition. Many of the shingles are not flat, meaning water is being shedding improperly.



Figure 28 – Asphalt Shingles

The apex of the roof appears to be split. This could be due to the walls not providing enough support to the roof, so the roof is slowly failing. It could be due to the wood shrinking over time as well. There are pieces of the soffit and fascia that have fallen off, and there are holes in the soffit on the West elevation.

⁴ John H. Myers. "Preservation Briefs 9: The Repair of Historic Wooden Windows," (Technical Preservation Services, NPS, 1981), <https://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm>.

RAMSEY TOWN HALL, Ramsey, Minnesota



Figure 29 – Wooden Soffit and Fascia

Moss and other vegetation is growing on the roof, especially on the west side near the chimney. This observation supports our assumption that the roof is not shedding water properly. There are not any gutters on the building.

Recommendations

The roof ridge should be sealed, and a professional should be consulted to determine the cause of the split roof. We believe this could be from a lack of support from the walls since the brick veneer and wood frame are not properly secured to one another, but a professional would confirm.

The soffit and fascia should be repaired with wood similar to the existing. They should then be painted.⁵

Additionally, the roof should be re-shingled, and any holes should be repaired. The new roof material can be asphalt shingles, but wooden shingles would be more appropriate. The roof and chimney must be properly flashed.

Concrete

There is a concrete curb that runs from the side elevations to the rear elevation. It is not original or historic. It was most likely installed to cover up deteriorated brick in addition to providing structural support to the wall. The settling of the concrete could be cracking the brick behind. There is no sealant between the concrete and the brick. The concrete has major cracks that is allowing water to penetrate the structure.

The concrete is covering up two garden level windows on the North and South elevations. These windows can be seen while standing in the basement.

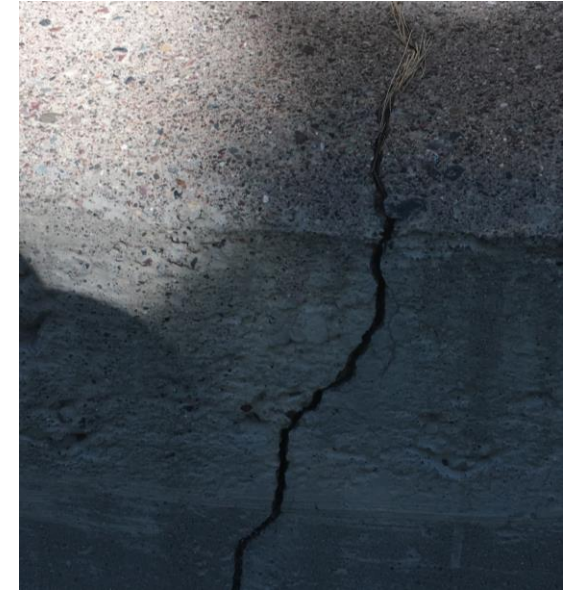


Figure 30 – Concrete Curb Crack



Figure 31 – North Elevation Window

⁵ Sarah M. Sweetser. "Roofing for Historic Buildings," (Technical Preservation Services, NPS, 1978), <https://www.nps.gov/tps/how-to-preserve/briefs/4-roofing.htm>

RAMSEY TOWN HALL, Ramsey, Minnesota



Figure 30 – South Elevation Window

Recommendations

The cracks in the concrete should be sealed. Additionally, the joint where the bricks meet the concrete should be sealed.

If there are future plans to remove the concrete, the following is recommended. The concrete should be removed carefully as to not damage the garden level window lintels. The brick veneer should be reattached to the wood stud wall, and damaged bricks should be replaced.

We recognize that the use of the concrete was a solution to an issue. However, we strongly recommend that no new concrete is installed, and other solutions are pursued in the future.

3. Entry Hall & Main Room

The entry hall is the first room inside the Ramsey Town Hall. It is a small room that contains the stairwell to the basement and leads to the main room. The main room is a large open space just off the entry hall that was formerly the classroom of the original school house. In both room, the conditions of the walls and floors are similar and, therefore, will be addressed together.

Walls

The original walls were removed and replaced with fiber boards during a previous renovation. The fiber boards have since been replaced with modern gypsum board on the top two thirds of the wall and particle board on the bottom third, presumably to recreate the original wainscoting. There is also a large rectangular hole cut in the gypsum board above the front door. On the interior, the walls appear structurally sound and have no apparent water damage. The gypsum board has been tapped and mudded, but not been treated with a primer.

As evidenced by rodents and loose insulation, the exposed gas line on the west wall of the main room is not sealed or insulated correctly.

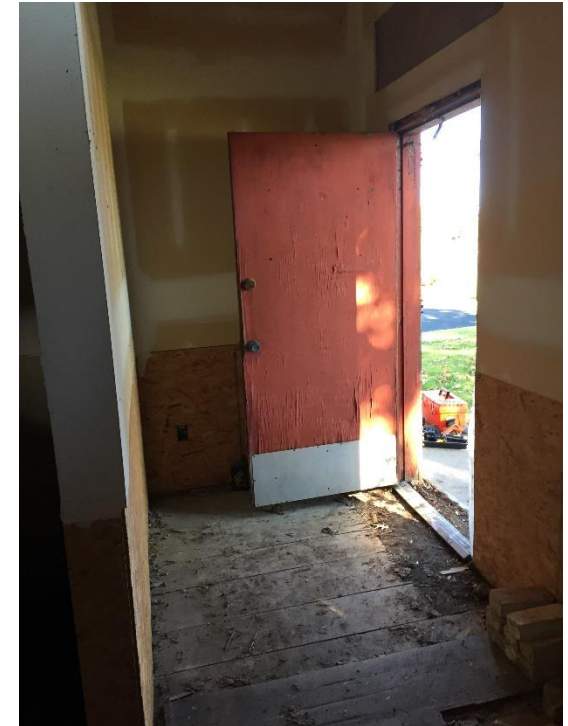


Figure 31 – Entry Hall



Figure 32 – Opening Above Entry

RAMSEY TOWN HALL, Ramsey, Minnesota



Figure 33 – Main Room, East Wall



Figure 34 – Main Room, Northwest Corner

Recommendations

Much of the interior integrity has been compromised, since none of the current wall material is original. Therefore, further alterations are not strictly discouraged.

However, effort should be taken to match the original wall design including matching the bottom paneling and applying a paint color that matches the original.

All walls and window interiors should be cleaned of debris and primed before applying paint to ensure a more even application. Preservation Brief 28: Painting Historic Interiors should be consulted when choosing a paint color. Following the brief, it will be best to match the new paint color to the historic wall color, if possible. If the original paint color cannot be determined, a color that is historically appropriate for both the time period and function of the building is recommended.⁶

In the entry hall, the hole above the front door may be exposed as a transom window once a new door has been added. If not, the hole must be patched to match the rest of the wall.

In the main room, the original chalk boards, which are still present on site, should be

incorporated in the adaptive reuse and restored to their original location on the west wall. An expert should be consulted to inspect the gas line.

Floors

Approximately half of the original wood floor is intact in the entry hall. A section of the original flooring has been removed immediately upon entry. The subfloor that remains has significant damage from exposure to the weather.



Figure 34 – Entry Hall Flooring at Threshold

Throughout the main room, the original wood flooring is intact. Unfortunately, redesign of the interior walls has left holes in the floor. There are holes along the north and south walls for venting to the basement. There is a small amount of water damage on the boards in the doorway to the bathroom.

⁶ Sara B. Chase, "Preservation Briefs 28: Painting Historic Interiors," (Technical Preservation Services, NPS, 1992), <https://www.nps.gov/tps/how-to-preserve/briefs/28-painting-interiors.htm>.

RAMSEY TOWN HALL, Ramsey, Minnesota

Overall, the original flooring in both rooms is very dirty, there are some holes along the wood grain caused by wear and previous renovations, and there is remnant of adhesive from the vinyl flooring.



Figure 35 – Main Room, Holes in Floor



Figure 35 – Bathroom Water Damage



Figure 36 – Holes Along Wood Grain

Recommendations

Restoration of the existing floor should be based on the Secretary of the Interior's Standards for Rehabilitation. Overall, the floors need to be cleaned and sanded to remove debris and adhesive. According to SOIS, both chemical and physical treatments may be undertaken in the gentlest means possible. If necessary, complementary wood flooring which matches in design, color, texture, and possibly material, should be used to fill in any spaces of missing flooring.⁷ Finally, a protective coating should be applied.

In the entry hall, replacement of the front door should help protect the floor from further deterioration due to weather exposure. If not, a more durable flooring choice may appropriate around the threshold, since the original flooring is no longer intact.

In the main room, the minimal water damage should be examined to determine its full extent, otherwise, it is not enough to make the flooring structurally unsound.

Stairwell

The stairwell is located in the entry hall. The walls and ceiling of the stairwell have been covered in modern gypsum board, however the joints have not been taped or mudded and are starting to pull from the frame. In current condition, the stairs appear sturdy but have no railing.

Recommendations

The gypsum board should be removed to determine the cause of it pulling from the wall. If no distinguishable cause can be determined, the boards may just need to be taped, mudded, and primed for painting.

The treads of the steps need further examination to determine wear. A railing should be added that meets the building code height of 36 inches above the tread.

⁷ W. Brown Morton, Anne E. Grimmer, and Kay D. Weeks, *The Secretary of the Interior's standards for rehabilitation & illustrated guidelines for rehabilitating historic buildings*, Washington, D.C.: U.S. Department of the Interior, National Park Service, Cultural Resources, Preservation Assistance Division, 1992.

RAMSEY TOWN HALL, Ramsey, Minnesota



Figure 37 – Stairway Ceiling

4. Bathroom

The bathroom is situated off the main room and was originally a coat closet, and then was used as a small kitchen.

Walls

The original walls were removed and replaced with fiber boards during a previous renovation. The fiber boards have since been replaced with modern gypsum board on the east and south walls. Behind the plumbing fixtures on the north wall are moisture resistant gypsum boards. Moisture resistant boards are also located on the bottom section of the west wall.

On the interior, the walls appear structurally sound and have no apparent water damage. The gypsum board has been tapped and mudded, but not been treated with a primer.

Recommendations

Much of the interior integrity has been compromised, since none of the current wall material is original. Therefore, further alterations are not strictly discouraged. However, effort should be taken to match the original wall design when applying paint.

As with the wall in the entry hall and main room, the walls should be cleaned of debris and primed before applying paint to ensure a more even application. Preservation Brief 28: Painting Historic Interiors should be consulted when choosing a paint color. Following the brief, it will be best to match the new paint color to the historic wall color, if possible. If the original paint color cannot be determined, a color that is historically appropriate for both the time period and function of the building is recommended.⁸

Additionally, since a water-resistant material such as tile is suggested for spaces with water such as bathrooms, tile that is historically appropriate for both the time period and the function of the building is recommended.

Floors

There are no original floors in the bathroom, there is only a subfloor.

Recommendations

As with the walls, a water-resistant material is suggested for the floors of bathrooms. Tile that historically appropriate for both the time period and the function of the building is recommended.

Plumbing

The bathroom is currently fitted with a toilet stack, and hot and cold taps and a drain pipe for a sink.

Recommendations

The exposed plumbing does not appear to be connected to a running water supply and is therefore not likely to cause water damage. If the plumbing is to be used, an expert should inspect them to ensure they are in working order and that none have burst or are leaking.

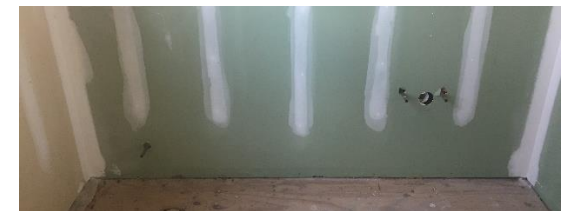


Figure 38 – Bathroom Plumbing

⁸ Sara B. Chase, "Preservation Briefs 28: Painting Historic Interiors," (Technical Preservation Services, NPS, 1992), <https://www.nps.gov/tps/how-to-preserve/briefs/28-painting-interiors.htm>.

RAMSEY TOWN HALL, Ramsey, Minnesota

5. General Interior

There are three elements present in each of the three rooms. They are ceiling, electrical outlets, and baseboards and trim.

Ceiling

As of late 1970s, the original pressed tin ceiling was still present throughout the building. Currently, however, the ceiling is a drop ceiling covered with modern gypsum board with four open electrical boxes.

Recommendations

In order to determine whether or not the original tin ceiling still remains, it is necessary to remove a portion of the current drop ceiling to examine what is above.

If the original ceilings are still intact, they should be cleaned and restored with the gentlest methods as per the Secretary of the Interior's Standards for Rehabilitation.

If any of the original ceiling has been damaged throughout renovation, or if the original ceiling is missing and a replica is desired, the replacement should match in design, color, texture, and material as per the Secretary of the Interior's standards for Rehabilitation.

Electric Boxes

There are approximately 16 open electrical boxes throughout the first floor of the building. These include electrical outlets, light switches, wall lights, and ceiling lights.

Recommendations

A licensed electrician should be consulted to inspect the existing electrical boxes. Before work can begin, it is necessary to ensure that the electrical has been installed correctly and to code. After inspection, all boxes should be fitted with plates or light fixtures.

Baseboards and Trim

Currently, there are no baseboards or trim throughout the building.

Recommendations

Unfortunately, historical research did not identify the existence or type of the original baseboards and trim. However, historically, such decorative elements would likely have been present, especially in connection with the wainscoting. Because the original design is not known, one that is historically appropriate for both the time period and function of the building is recommended.

Additionally, following the Secretary of the Interior's Standards for Rehabilitation, any new materials should be documented and distinguished from historical elements.⁹



Figure 39 – Main Room, West Wall

⁹ Sara B. Chase, "Preservation Briefs 28: Painting Historic Interiors," (Technical Preservation Services, NPS, 1992), <https://www.nps.gov/tps/how-to-preserve/briefs/28-painting-interiors.htm>.

RAMSEY TOWN HALL, Ramsey, Minnesota

6. Basement

The basement is one level below ground. However, the first-floor joists are a few feet above grade. The stairs to the basement are positioned near the middle of the structure, between the entry hall and main room. The stairs lead down to a small landing. A shallow crawl space is under the remaining rectangular footprint of the building.

Stairs

The staircase down to the basement is made of sawn timber, which is painted yellow. There are two stringers underneath the walking treads. These members are attached with nails. The stair does not appear to be from the original construction.

Recommendations

The stairs should be investigated by an engineer. When on the stairs, they feel less than stable. If recommended, follow replacement or stabilization guidelines made by the engineer.

The stairs are not historically significant. However, the wood construction retains the character of the building as recommended in Standard 2. If replacement is necessary, a dissimilar assembly should be avoided if possible.

Masonry Wall

At the base of the stairs, a masonry wall surrounds the landing. A portion of the wall is rounded and is composed of clay masonry. The other portion is composed of concrete masonry. They are connected with a thick grouted joint.

The clay masonry appears to be part of original construction; however, it may have served a different purpose. The wall appears to be stable, and a majority of the masonry units are in excellent condition.

The concrete masonry, which is painted cream, was installed after initial construction. There are a number of vertical cracks in the wall, but the units appear fairly intact.

Recommendations

The clay masonry portion of the wall is in good condition. The units should be examined with better lighting conditions; however, no major issues were initially discovered that require remediation.

The concrete masonry wall should be examined. Cracks in below-grade structures can cause complications with soil pressures and ground water flow. Sealing and stabilizing the cracks may be the best option.



Figure 40 – Clay Masonry Wall

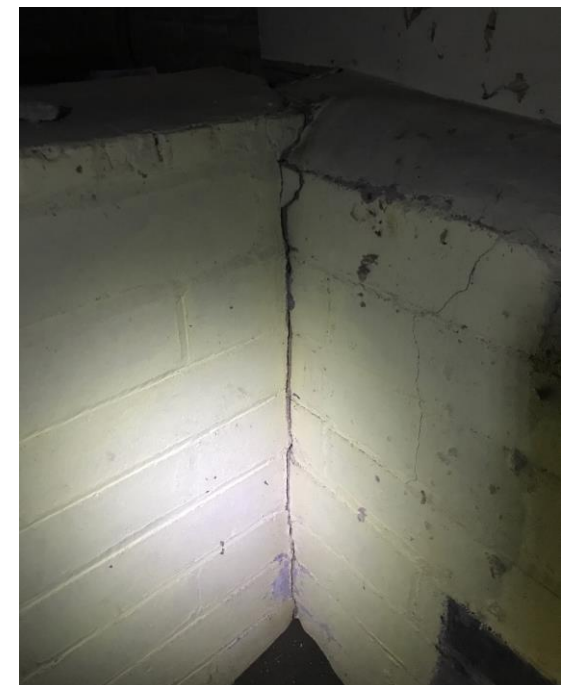


Figure 41 – Concrete Masonry Wall

RAMSEY TOWN HALL, Ramsey, Minnesota

Exterior Wall

There are clay masonry walls defining the exterior bounds of the basement. It is the same Chaska brick that covers the exterior façade of the building.

Directly under the upper floor, there appears to be a wooden lath covered with a type of cementitious material. It extends down for about one foot. The extent the cementitious material covers the lath varies throughout.

A window in the wall is visible across the crawl space on the West façade. It appears to be original and is covered from the outside. The original construction may have included a similar window mirrored on the North façade.

Recommendations

The brick and lath system, which appears to be original, is performing well. There does not appear to be holes or cracks to the exterior elements.

Standard 5 states property characterizing elements should be preserved, making the original window is of interest. Even if reinstallation is not desired, the window should be inspected and removed intact if possible. The hole after window removal can be filled with brick to match the historic.



Figure 42 – Exterior Basement Window



Figure 43 – Wall with Cementitious Material

Floor Joists

The structure of the upper floor is wooden floor joists supported on the side exterior faces of the building. A large beam that runs down the center of the structure also supports them. The joists appear to be largely original; however, there are some places where replacement sawn lumber has been installed

There is wooden cross bracing between each of the joists. They are attached with nails; however, the cross bracing appears to be disconnected.

Recommendations

The joists appear to be structurally stable; however, an engineer should conduct an analysis on their capacity in order to provide more insight. Reinforcements may need to be added.

The current lumber floor joist reinforcements and replacements are acceptable. If possible, any future replacements should resemble the historic joists as per Standard 6.

The necessity for the cross bracing should be determined by an engineer. If they are unnecessary, it may be appropriate to remove the bracing from the system as it does not add historic significance.

RAMSEY TOWN HALL, Ramsey, Minnesota

A few of the floor joists appear to not rest on the intermediate beam. Their natural lower elevation is about one centimeter above the beam. The joists may need to be realigned to provide the intended load path.



Figure 44 – Replacement Floor Joist



Figure 45 – Joist Cross Bracing

Beams and Supports

The transfer beam supporting the floor joists in the middle of the structure is not original as it is engineered lumber. It is unclear if the initial construction had any beam.

The beam has multiple supports along its length to the soil and masonry below. The supports range in stability from a large post to multiple staked 2x4s. The supports are not securely attached to the transfer beam or soil below.

Recommendations

The beam appears to be in good condition. While it is not original, it appears to serve an important structural related function. An engineer should verify the capacity of the transfer beam is sufficient for its demand.

The structural supports of the beam are extremely unsafe. They are not code compliant, and they offer very little stability. Large posts should be used for all of the supports. Additionally, the beam should be securely connected to the support, and the support should be securely connected to the soil or masonry base.

Shoring will be needed to provide temporary support during reinforcement or installation. An engineer should be consulted to create a safe plan.



Figure 46 – Intermediate Beam



Figure 47 – Beam Support

RAMSEY TOWN HALL, Ramsey, Minnesota

Utilities

There are a variety of utility lines and conduits scattered across the small landing in the basement. It is not clear if they are dormant or active. Some PVC pipes and conduits are draping from the ceiling.

There is also a hole in the exterior wall of the structure that appears to be for plumbing. However, nothing is attached on the inside or outside of the building.

Recommendations

All of the wires and conduits must be organized and secured. It poses a safety risk to have them in their current configuration.

The hole is not original to the structure. It should either be used to provide modern amenities or taken out. The discontinuity can be easily patched with cementitious material.



Figure 48 – Utilities Hole in Exterior Wall



Figure 49 – Utilities Hole in Exterior Wall

Crawl Space

More than seventy percent of the basement is composed of crawl space. There is about three to four feet of space between the bottom of the floor joists and the soil. It is filled with what appears to be construction and renovation debris.

Recommendations

This entire area must be cleared out. The debris, in conjunction with improper utility grounding, poses a fire risk.

Additionally, the building's stability cannot be determined until all structural elements are examined individually. The debris makes this analysis impossible. Once it is cleared, an engineer should evaluate the floor joists and exterior walls in the crawl space.



Figure 50 – Crawl Space with Debris



Figure 51 – Crawl Space with Debris

RAMSEY TOWN HALL, Ramsey, Minnesota

7. High Priority List

Exterior

1. Reinforce the ties that hold the brick veneer to the wood frame structure underneath. A professional should be brought in to confirm.
2. Remove the organic matter and plywood door. Replace with red French door and transom window.
3. Repour steps to code and make the entrance ADA accessible.
4. Re-shingle the roof.
5. Paint all wood surfaces (i.e. window frames/trim, soffit, fascia)
6. Replace broken glass with clear glass.

First Floor

1. Replace the door to stop further destruction to the subfloor at the threshold
2. Add baseboards and trim
3. Finish walls: patch holes, prime, paint
4. Add railing to the basement steps

Basement

1. Clean crawl space and landing area
2. Hire an engineer to investigate all areas discussed above. Follow their structural suggestions
3. Replace and stabilize beam supports
4. Add stair railing for code compliance.
5. Professionals should be consulted to fix the plumbing, gas, electrical, etc.

8. Moving the Building

We recommend that the building is not moved to another location. Moving the building will remove both the historic context and the current context. If the building was moved, then the bank located next to the Town Hall would lose its architectural context. The bank's roof, siding, and overall design are very similar to the Town Hall. Also, the building may not survive the move. The building's walls and structure would need to be repaired before it is moved, and the bricks would need to be handled very carefully so they aren't damaged.

The process of moving a building can be very expensive, so we recommend that the money budgeted towards such an endeavor be used to repair/restore other historic buildings in Ramsey, MN.

9. Authors

The authors of this report are Corinne Deger, Morgan Kuehn, Kate Stanger, and Vanessa Walton. Guidance was provided from the Historic Building Conservation course instructor, Todd Grover.

The report was prepared in conjunction with the Resilient Communities Project and City of Ramsey on December 15th, 2017.

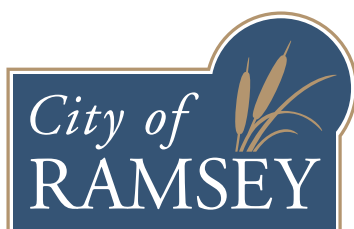
Sustaining Our Legacy: The Future of Ramsey Town Hall



Prepared by
Mary Cutrufello, Katriona Molasky, and Amy Van Gessel

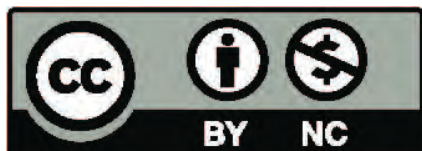
Students in PA 5211 Land Use Planning
Instructor: Dr. Fernando Burga
Hubert H. Humphrey School of Public Affairs

Prepared in Collaboration with
Kurt Ulrich
City Administrator
City of Ramsey



The project on which this report is based was completed in collaboration with the City of Ramsey as part of the 2017–2018 Resilient Communities Project (RCP) partnership. RCP is a program at the University of Minnesota’s Center for Urban and Regional Affairs (CURA) that connects University faculty and students with Minnesota communities to address strategic projects that advance local resilience and sustainability.

The contents of this report represent the views of the authors, and do not necessarily reflect those of RCP, CURA, the Regents of the University of Minnesota, or the City of Ramsey.



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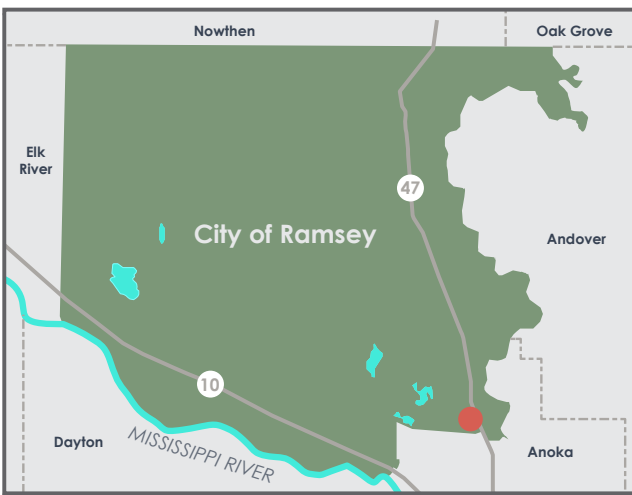
Sustaining Our Legacy



The Future of Ramsey Town Hall

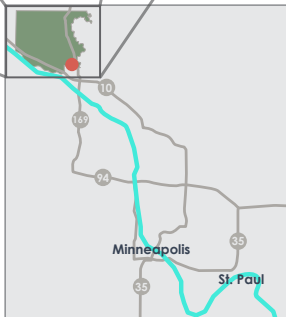


The **Old Ramsey Town Hall/District No. 28 Schoolhouse (OTH)** is the most historically significant structure of the few surviving 19th-century structures in Ramsey. The schoolhouse is located in the far southeastern corner of the city. It currently sits empty, surrounded by modern development and with no plan for its future use. **This project explores the historical and current context of both the building and the site, and presents two alternatives for the future: redevelopment *in situ*, or relocation to The COR (Center of Ramsey).**



● SITE OF OLD TOWN HALL

The Town Hall is located at 14150 St. Francis Boulevard NW in Ramsey, Minnesota. Ramsey is in the southwest corner of Anoka County, about half an hour from downtown Minneapolis.



The Old Town Hall, looking northwest, Ramsey, Minnesota (circa 2017)

In the following posters we will explore the **Old Town Hall's place in Ramsey**, evaluate its **context within the city**, and project **future plans for the building**. Our goal is to provide a vision for the Old Town Hall that **promotes a sense of place** in Ramsey while also developing a plan for it to once again **benefit the community**. We will carry out this project in three parts:

| | Part I: EXPLORATION | Part II: EVALUATION | Part III: PROJECTION | |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| STATUS QUO | <p>1 POSTER NUMBER</p> <p>2 History of the Area We explore the historical significance of the OTH in the Anoka County area and specifically, in the development of the City of Ramsey.</p> <p>2 History of the Building We investigate the timeline of the building and its past uses.</p> <p>3 Historic Preservation Context We recognize prior preservation efforts of the community and their current engagement with and use of the area's existing historical resources.</p> | <p>3 Historical Significance We assess and determine the building's historical significance.</p> <p>4 Future Preservation Outreach We recommend city policies that can encourage good stewardship of Ramsey's historic resources.</p> <p>5 Context and Constraints We evaluate the site and surrounding land use over time. We evaluate issues & opportunities that exist with neighbors.</p> <p>6 & 7 Building Condition We evaluate the current condition of the OTH and recommend changes.</p> | <p>8 & 9 Retrofit: Redevelopment In Situ We provide possible uses consistent with the building's location, some of which may involve collaborations with surrounding businesses.</p> <p>10 & 11 Relocation: Move to New Site We propose sites for relocation. We recommend possible uses that may benefit The COR and acknowledge consequences of relocation.</p> <p>11 Conclusion We provide recommendations based on our evaluation of the building, the site, and potential future uses.</p> | ALTERNATIVE |



The Old Town Hall building is **one of the few remaining links to Ramsey's rural past**. The following posters present an **overview** of its significance, an **investigation** into its current state, and **proposals** for its future use. Our story begins near the banks of the Rum River in 1892.

Sustaining Our Legacy



The Future of Ramsey Town Hall

THE HISTORY OF RAMSEY



Ramsey traces its roots to the middle of the nineteenth century. As a **trading post**, the city enjoyed river- and rail-driven importance for a few decades, after which it settled into a quiet century as a **farming community**. Since suburban development began in the 1970s, the town has emerged as an **outer-ring commuter suburb**.

Ramsey Old Town Hall



Plot of undeveloped Oak Savanna, the dominant landscape for the area



1874 Map of Anoka County



1914 Map showing local schoolhouse and church locations



Typical one-room schoolhouse scene New York State, early 1900s



Building in 1977

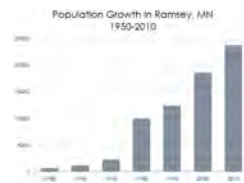


Building in 2017

- 1892** Schoolhouse building built on land owned by Ara E. Pitman.
- 1912** A furnace is installed for heating.
- 1914** The school applies for \$150 in state aid for its 26 students.
- 1937** The school is deeded to the township by Edith Patch, a member of the Pitman family.
- 1945** Last year of classes at the school.
- 1947**
- 1979** The building is listed on the National Register of Historic Places.
- 1996** The Minnesota Historical Society (MHS) awards Ramsey a grant for restoration of the building.
- 2004** The MHS grant is closed out.
- 2012** The city explores relocation options for the building in the context of the COR development and the Northstar Commuter Rail project.

City of Ramsey

- pre-1840** The confluence of the Mississippi and Rum Rivers is a well-established neutral zone for the Sioux and Chippewa.
- 1846** Peter and Francis Patoille establish a trading post at this location.
- 1851** First permanent European settlement.
- 1852** The town of Itasca is laid out on sections 19 and 30 in Ramsey, near the trading post.
- 1857** Watertown Township established. Renamed Ramsey after Territorial Governor Alexander Ramsey a year later.
- 1864** The St. Paul & Pacific (StP&P) Railroad reaches Ramsey. In 1890, the StP&P becomes part of James J. Hill's Great Northern Railway.
- 1970** The Census shows 2,360 people live in Ramsey Township.
- 1974** The City of Ramsey is incorporated.
- 1980** The Census shows 10,093 people live in the City of Ramsey, a 327% increase from 1970.
- 2012** Northstar Commuter Rail opens a station in Ramsey, connecting the city to downtown Minneapolis.



Typical Chippewa lodge and Sioux tipis, White Earth Reservation



1851 Township Map



The William Crooks, Minnesota's first locomotive, on the StP&P mainline in 1864



Commercial development along US 10, the main thoroughfare in Ramsey



Northstar Commuter Rail in Ramsey



More than a century and a half has passed since Europeans first settled in what is now Ramsey, MN. The Old Town Hall is a **unique asset that brings that long history into the present**. The following posters will closely examine how Ramsey has tried to preserve the Old Town Hall for the future.

Sustaining Our Legacy

The Future of Ramsey Town Hall



PREVIOUS PRESERVATION IN RAMSEY



In 1977, the newly incorporated City of Ramsey moved its municipal offices to a new building on Nowthen Boulevard. At that time, there was some interest in **restoring the Old Town Hall to its schoolhouse glory**. Based on our archival research, however, it appears that this preservation effort has produced very little success.

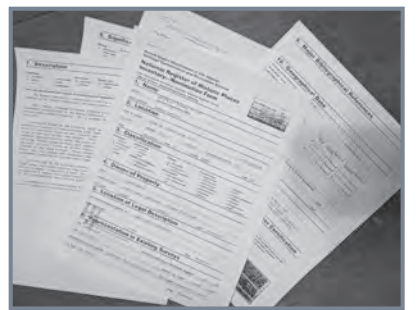
TIMELINE OF PRESERVATION WORK: What went wrong?



INACTION

The Old Town Hall was placed on the National Register of Historic Places in 1980. Fifteen years later, **the city secured a grant** from the Minnesota Historical Society (MHS) for restoration, which it matched with local funds. Work got underway in 1996, but was halted soon after. The matching funds were reallocated and some of the grant money was returned to MHS.

- *The City was not interested in spending grant money.*



Application for National Register, 1979

INERTIA

During the 1980s and 1990s, **historically minded residents regularly had their say** in City Council meetings and letters to city hall. Despite this, there does not seem to have been much political interest in doing anything significant with the old building.

- *The City was not interested in working with its citizens.*

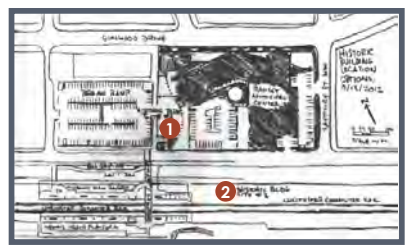


Work sign for most recent restoration, 1996

INDIFFERENCE

The arrival of the Northstar Commuter Rail and the COR initiative in 2012 saw plans to **move the building to this exciting transit-oriented development**. This was more problematic than it appeared, as posters 10 and 11 will show.

- *The City was not interested in including the building in its flagship development.*



Proposed siting in the COR, 2012

All of which leads us to the obvious, unasked question: **WHY NOT JUST KNOCK IT DOWN?**

Over the years, as tepid preservation efforts have come and gone, the obvious question keeps coming back: **Why not demolish the building and be done with it?** Well...

- The building is an irreplaceable **historical asset** in a community that has precious few of them.
- This is perhaps the most **iconic symbol** of Ramsey's **rural heritage**, a heritage of which the city is very proud and protective.
- Although no preservation project is cheap, **demolition costs money**, too, and in the process destroys an asset that could be turned into a **revenue generator** as well as a **source of local pride**.



Enthusiasm for restoring the Old Town Hall has been **intermittent at best over the past forty years**. How could things have gone differently? In the next poster, we look at one way to ensure that historic buildings are respected and preserved.

Sustaining Our Legacy

The Future of Ramsey Town Hall

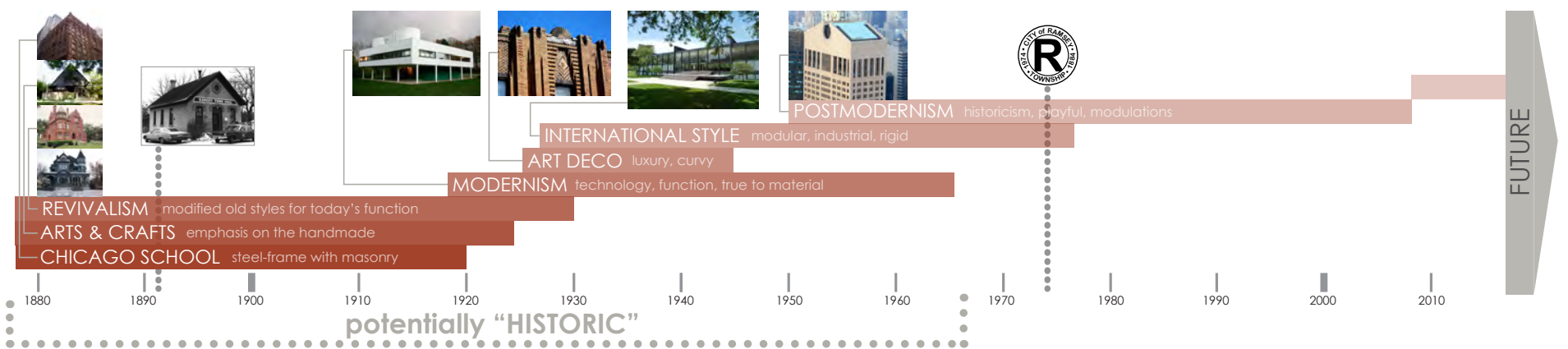


FUTURE CITY PRESERVATION POLICIES: Local Outreach



Development in Ramsey has primarily taken place since the 1960s. Therefore, many buildings, structures, and landscapes in the city will soon reach **potential "historic" status** as defined by the National Park Service (NPS). We present **steps and recommendations** for the City to make **informed and responsible decisions** about their historic resources. We begin by identifying the ever-changing definition of "historic."

WHAT IS HISTORIC?



Many people associate "historic" buildings and places with long-ago times, perhaps the nineteenth century or earlier. In reality, though, **the threshold is only fifty years**. Although the Ramsey Schoolhouse is clearly an historic building, within ten years, structures from Ramsey's first wave of development will be historic as well. As Ramsey ages, more and more of the structures from the city's early suburban development will potentially become historic, and it will become important to think about **preserving structures from the more recent past**. Using Ramsey's oldest buildings as a guide, we propose the following first steps.

THE NATIONAL REGISTER



What is the NRHP?
The National Register is a database of over **80,000 properties of national, regional, and local historical significance**. Nomination is usually done through a state's Historic Preservation Office. The Ramsey Town Hall's application was submitted by the Minnesota Historical Society.

What does this designation mean?

Listing on the Register makes buildings eligible for **federal rehabilitation grants and tax credits**, as well as easements and fire and health safety code alternatives. In addition, the State of Minnesota offers a 20% tax credit that parallels the federal one.

Criteria for Evaluation

The quality of significance in American history, architecture, archeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and four more elaborate criteria found in the NRHP guidelines.
<https://www.nps.gov/nr/>

HISTORIC PRESERVATION 101:

Establishing a City Historic Preservation Commission (HPC)

STEP 1 Survey of Existing Resources

Identify buildings, landscapes, districts, etc. that may **qualify for NRHP** according to the NPS. Those that are deemed worthy can apply for placement on the NRHP.
Local historic designation may be useful for those that do not qualify for significance nationally.

STEP 2 Establish Guidelines

Prepare **design guidelines** for nationally and locally designated historic structures. These will help the city of Ramsey **monitor and provide a standard for any building improvements or alterations, including demolition**.

STEP 3 Engage with Community

Creating resources that connect residents to the area's **history** is vital in creating a **sense of place**. The City HPC could advocate for participation in a **Historical Society**, which may be better equipped to host **community events**.

Examples of Local HPCs

| | Anoka Heritage Preservation Commission | Mankato Historic Preservation Commission |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Number of people on HPC | 7 people on commission | 7 people on commission, including a Blue Earth County Historical Society officer, and a staff liaison from the Mankato Planning Department (not an official member) |
| Number of meetings | Once a month | Once a month |
| Guidelines/design manual | Set of design guidelines for their historic district that serves as reference materials. The guidelines also establish general standards for preservation and rehabilitation projects. | Neighborhood design guidelines created the Urban Planning department at a local college. Design manuals are created for different designated historic districts in the city. |
| How much control do they have? | Any change to City register items comes to the committee for recommendation. The committee makes its recommendation to the City Council, which has the final say. | Proposals for changes to City-designated structures or structures within the historic districts come to the commission for review, even if the building is not historic. The committee makes its recommendation to the City Council, which has the final say. |



A citywide framework for preservation is an investment in preventing deterioration of the community's architecture. This approach also preserves Ramsey's aesthetic and cultural heritage, while enhancing the community's vitality and encouraging economic growth for the future. As a case in point, the lack of such a framework has contributed to the **deterioration of the schoolhouse and the degradation of its site**. How bad is it? Let's take a look.

Sustaining Our Legacy

The Future of Ramsey Town Hall

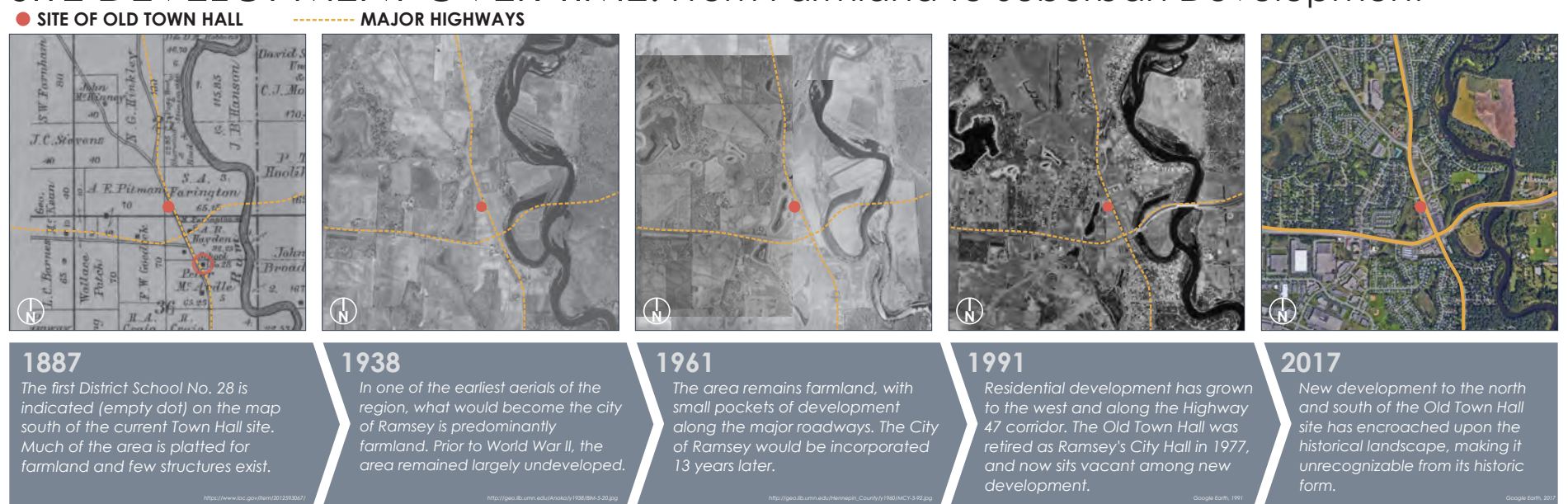


SITE HISTORY & EXISTING ISSUES



The Old Town Hall building has served Ramsey in multiple ways during its lifetime. As the city has grown, commercial development has sprouted up around the building, **severely limiting redevelopment options**. As one of the last remnants of a predominantly rural beginning, the City looks to **take advantage of its oldest asset**.

SITE DEVELOPMENT OVER TIME: From Farmland to Suburban Development



ISSUES & CONCERNS

Site Specifics

Building Height Context—Surrounding buildings are one story with gable and hip roofs.

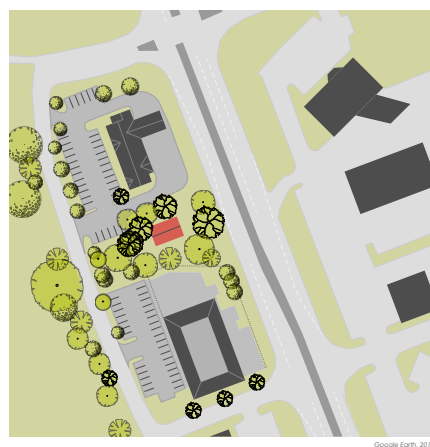
Zoning—The site and neighboring buildings are zoned B-1 Business District, with Planned Unit Development across the highway.

Future Land Use—The area is planned for commercial use.



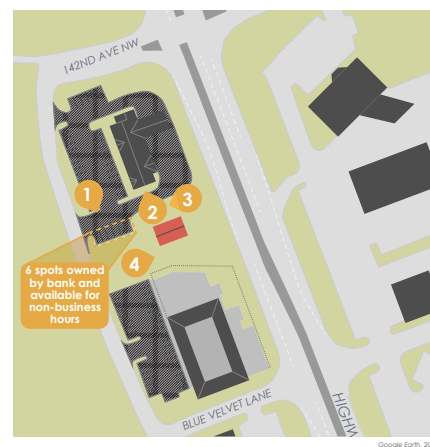
Tree Canopy

In the immediate vicinity of the Old Town Hall are multiple **mature hardwood trees**. The 1970s NRHP nomination notes what are now 100-year-old trees on the site. Not only do they provide valuable shading for the Old Town Hall and surrounding buildings, but the trees also contribute greatly to the historic setting.



Parking

The lot the building is located on is surrounded on all sides, with businesses to the north and south, a high-traffic roadway to the east, and an expansive wetland to the west. **There is no room for expansion**. The building sits on an incline from the surrounding properties and there is no parking associated with the building.



While the Old Town Hall site has few remnants of its rural past, reusing the building will still be a challenge for any business needing moderate amounts of parking. The **structural and architectural integrity of the building** should be addressed first.

Sustaining Our Legacy

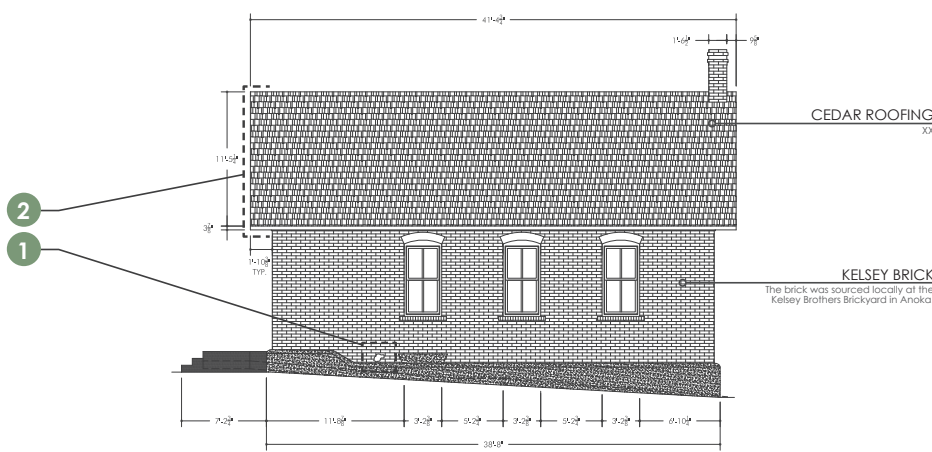
The Future of Ramsey Town Hall



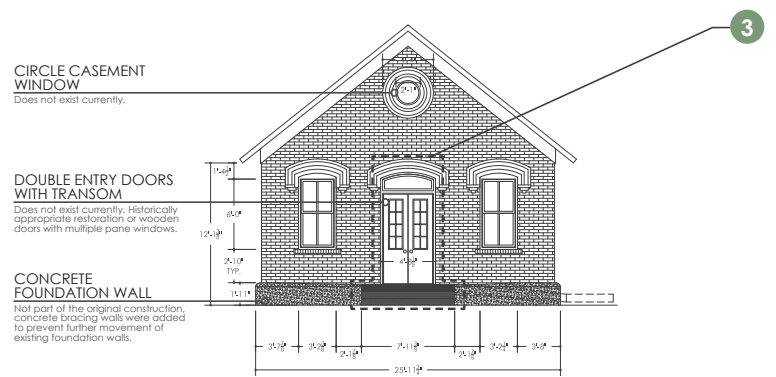
BUILDING DRAWINGS



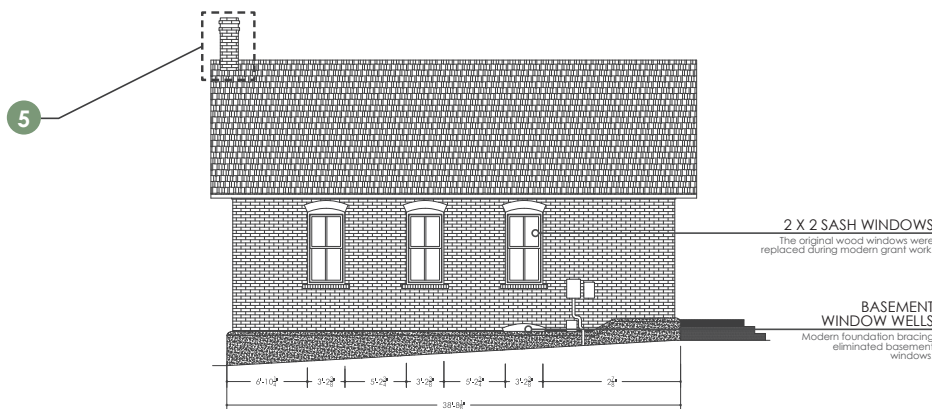
Architectural drawings—such as the ones shown below, which are based on previous renderings—are not only necessary in the construction process, but are also invaluable for **historical documentation of early construction methods** in Minnesota. The Old Ramsey Town Hall is a unique resource in Ramsey, as well as in the larger architectural landscape of Minnesota.



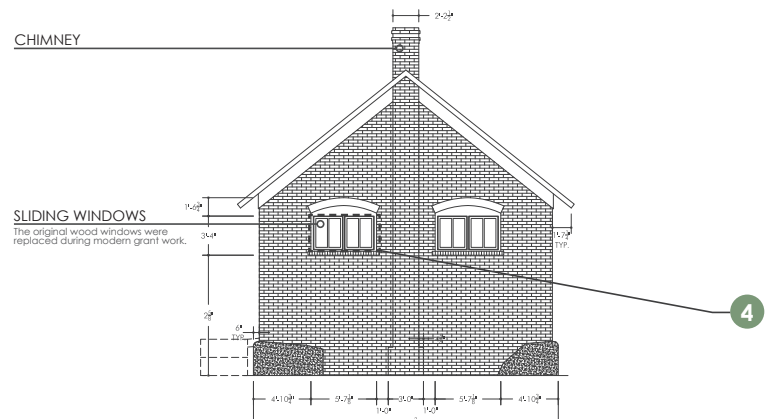
A NORTH ELEVATION



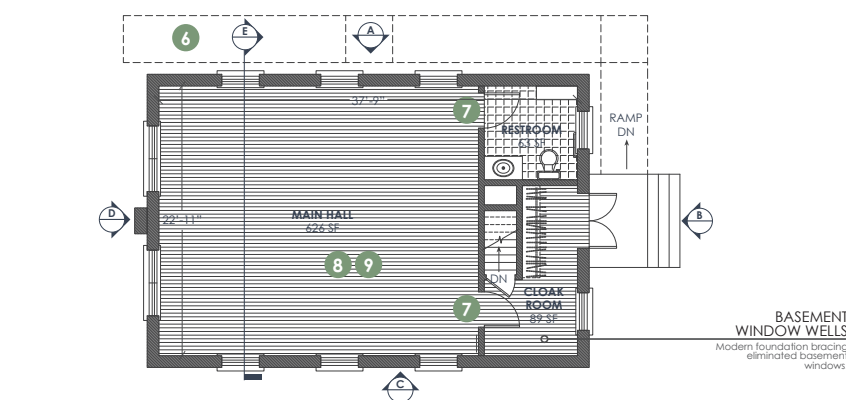
B EAST ELEVATION



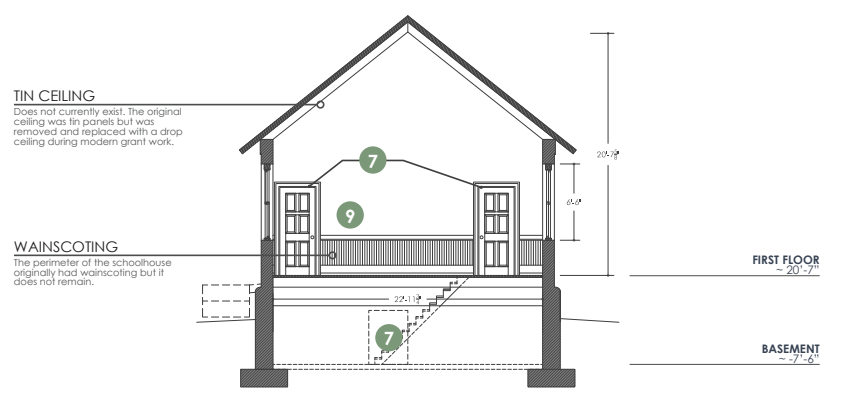
C SOUTH ELEVATION



D WEST ELEVATION



FLOOR PLAN



E SECTION

NOTE: NOT FOR CONSTRUCTION, VERIFY ALL DIMENSIONS.



The Old Ramsey Town Hall retains much of its historic character. The brick and timbers used to construct it would have been obtained from the surrounding area, making the building a representation of late 19th century local industry. In the next poster, we propose improvements and restoration work that can strengthen not only the integrity of the structure, but also its future potential.

Sustaining Our Legacy

The Future of Ramsey Town Hall



BUILDING ASSESSMENT & RECOMMENDATIONS



A variety of both **structural and cosmetic work** must be completed to render the Old Ramsey Town Hall building **stable and suitable for occupation**. Here we outline the necessary steps for improving the century-old structure to meet modern **building code requirements** and **Americans with Disabilities Act (ADA) standards**. All work must align with the guidelines set by the **Secretary of the Interior's Standards for Rehabilitation**.

PHASE I: Climatization

First and foremost, the Old Town Hall needs to be stabilized to **prevent further damage** to the structure. The repairs outlined here are in need of **immediate attention** to prevent further water infiltration, insect or rodent infestation, and deterioration of historic material.

1 Seal Envelope

Repair brick around basement ventilation stack and **replace brick in-kind**. Install proper ventilation stack in preparation for installation of heating and cooling equipment.

ESTIMATED COST: \$600
<https://www.homeadvisor.com/cost/walls-and-ceiling/repair-brick-work/>



2 Replace Roof & Repair Eaves

Replacing the roof will **prevent any future water infiltration**. The roof should be replaced with wood shingles or shakes. More research could determine the historical profile typical of the time of construction. More insulation could be added to **improve energy efficiency** at the same time.

ESTIMATED COST: \$20,000
<https://www.homeadvisor.com/cost/roofing/replace-roof.html>



3 Replace Entry Door & Stairs

The existing entry door is water-damaged, and the door surround does not properly join the brick veneer, leaving room for vermin infestation and water infiltration. The door should be replaced with **double swinging doors with a glass transom above**, which is the appropriate historical replacement.

ESTIMATED COST: \$3,700 (doors & transom), \$2,400 (stairs)
<https://www.homeadvisor.com/cost/doors-to-replace-door.html>
<https://www.thumbtack.com/building-and-construction/repair-for-historic-outdoor-2132014>



TOTAL COST: \$26,700

All work on the OTH will follow **The Secretary of the Interior's Standards for Rehabilitation**, which pertain to all historic properties listed on or eligible for listing on the NRHP. The Standards are to be "applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility."

PHASE II: Pre-Occupancy Upgrade

We recommend that the interior remain as **one large space**, adhering to the historical spatial experience of the building. If partitions within the space must be installed, any alterations or additions should be **reversible** and installed in-kind.

4 Repair & Restore Windows

The windows were replaced during an earlier grant project but could benefit from **new paint and caulk** where brick meets wood. A rear window needs to be replaced.

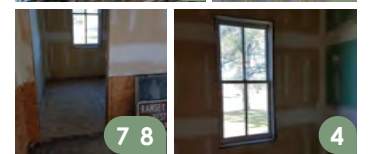
ESTIMATED COST: \$450 (recaulking), \$900 (window)
<https://www.homeadvisor.com/cost/door-and-window-repair/repair-window.html>



5 Repoint Chimney

The mortar on the chimney is deteriorated and needs to be **repointed**. This will prevent any brick movement and possible spalling.

ESTIMATED COST: \$1,000
<https://www.dynatrac.com/repair/repaint-repoint-chimney/>



6 Install ADA Ramp, Sidewalk

Increasing access to the building for future tenants is a top priority. The ramp addition will be removable.

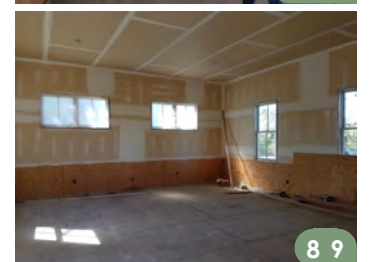
ESTIMATED COST: \$4,400 (ramp), \$450 (45' sidewalk)
<https://www.homeadvisor.com/cost/interior-accessibility/build-a-disability-ramp/>



7 Install doors, plumbing, HVAC

Previous grants were used to purchase **doors and a furnace**. Neither was installed completely. New **plumbing fixtures** need to be purchased and installed.

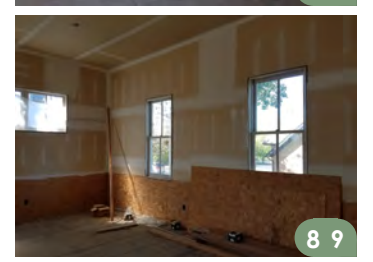
ESTIMATED COST: \$300 (doors), \$600 (plumbing), \$1,700 (HVAC)
<https://www.homeadvisor.com/cost/interior/finish-interior.html>



8 Restore Wood Floor, Install Tile

The original hardwood floor needs an **extensive restoration**. Historically compatible tile should be installed in the restroom.

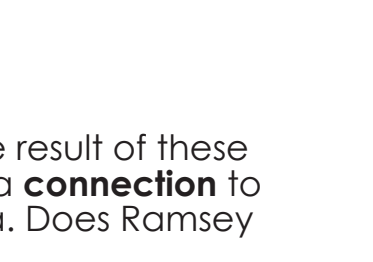
ESTIMATED COST: \$3,300 (hardwood), \$1,200 (tile)
<https://www.homeadvisor.com/cost/roofing/replace-roof.html>
<https://www.homeadvisor.com/cost/interior/finish-interior.html>



9 Finish Interior

New **wainscoting** (historically appropriate) needs to be installed and the new **sheetrock** needs to be painted.

ESTIMATED COST: \$3,940
<https://www.homeadvisor.com/cost/interior/finish-interior.html>



TOTAL COST: \$18,240

TOTAL PROJECT COST: \$44,940



The renovation and restoration tasks are formidable, but **not insurmountable**. The result of these rehabilitation efforts would be a **valuable community asset**, one that reinforces a **connection** to Ramsey's rural roots as embodied in one of the earliest brick buildings in the area. Does Ramsey have the will to do right by the Old Town Hall?

Sustaining Our Legacy

The Future of Ramsey Town Hall



RETROFIT

RETROFIT: OTH REMAINS AT CURRENT LOCATION



Keeping the Old Ramsey Town Hall in its current location has benefits and drawbacks. By remaining where it is, the OTH can **remain on the National Register**, connect Ramsey to its **rural past**, and potentially contribute to a **thriving business community**. However, the location is developed on all sides, leaving no room for expansion or parking.



“Old ideas can sometimes use new buildings. New ideas must use old buildings.”
—Jane Jacobs,
author of *The Death and Life of Great American Cities*



“I drive by the Old Town Hall every day, and I think that building is so awesome and I want to see life.”
—Shannon Potter



“The historical significance of the property is something that we would like to display. History is always something that should be remembered.”
—Tara Gattner

PRECEDENTS

Weaver Schoolhouse
Weaver, MN – Residential



Formerly a one-room schoolhouse serving Weaver and the surrounding area, the building was renovated in 2008 and turned into a private residence.

The adaptive reuse of the building won a Stewardship Award at the Minnesota Preservation Awards for its efforts.

Emy Frenz Arts Guild
Mankato, MN – Community



A historic local church was renovated and turned into the Emy Frenz Arts Guild. The building serves as the home of a local arts nonprofit,

Twin Rivers Council for the Arts, and provides gallery and rental space for community events.

Anoka State Hospital
Anoka, MN – Public Housing



Formerly a state mental health campus, the old buildings have been abandoned for years. A plan to begin renovation of the property for adaptive reuse as

housing for homeless veterans began this fall and will continue over a ten-year period.

BENEFITS



Stays on the National Register of Historic Places (NRHP)

By remaining where it is, the building stays on the National Register. This means that the building is eligible for **state and federal grant funding** and **tax benefits** that it would lose access to if moved.

The following resources are available for buildings on the NRHP. Most stipulated work has to follow the Secretary of the Interior's Standards.

- MN Historic Structure Rehabilitation Tax Credit
- Preservation Alliance of MN Heritage Partnership Program
- MN Historical and Cultural Heritage Grants
- Certified Local Government Grants through the Historic Preservation Fund



Location

St. Francis Boulevard is a busy arterial road. The building will have **prime access to clients** when the building is re-purposed. The area is zoned for small business developments, keeping the surrounding businesses on a similar scale.



Connection to Ramsey's rural roots

The current location is near Ramsey's border with Anoka; the school served families from both communities. Keeping the building here helps explain how early-twentieth-century **rural communities depended on each other**.



Save money

With **no relocation costs** to consider, the city will only need to cover the costs of renovation and maintenance.



Foster a thriving local business community

Old spaces are key to fostering new creative endeavors in communities. **Nonprofits, startup businesses, and arts communities** all create spaces where creative ideas can grow and flourish. Ramsey has the ability to capitalize on that.

DRAWBACKS



Lack of parking

The site has **no space for added parking**. It is surrounded by businesses on either side and a busy highway to which it has only indirect access. A private driveway and a large wetland further constrain parking options. The lack of parking makes finding a business that would be able to thrive more difficult.



Funding constraints

Being on the National Register means there are **constraints on what may be done to the building**. For example, changing the outward appearance of the building would not be permitted. Signage added to the building for business purposes would have to be freestanding and not affect the façade of the building.



No room for expansion

The site constraints mean there is **no possibility of expansion or growth**. Any future occupant would be locked into using the building as is.

VS



Taking into account these considerations, there are still **many opportunities for the property to be put to good use**. With a few business proposals **already received by the City**, we will explore possibilities for the property in its current location.

Sustaining Our Legacy

The Future of Ramsey Town Hall



RETROFIT

RETROFIT: OTH REMAINS AT CURRENT LOCATION (continued)



Over the years, there has been interest in **putting the Old Town Hall to use**. Since it was left mid-remodel, it has been sitting there, **lifeless**. We will explore two **business proposals** for **adaptive reuse** of the Old Town Hall, as well as potential use of the space as a **business incubator**. By looking at the proposed **floor plans** for the building, we will evaluate the reuse options and their **effects on the space**.

School of the Arts



“It’s not really about me. I just want to see that space used again and I want to bring more artists to Ramsey.”

Shannon Potter’s proposal for reusing the Old Town Hall focuses on bringing a community use back to the building. The location is a main draw for potential **arts instruction programming** and Shannon’s experience as a property manager gives her an ability to manage the building while utilizing the space. Proposed program components include:

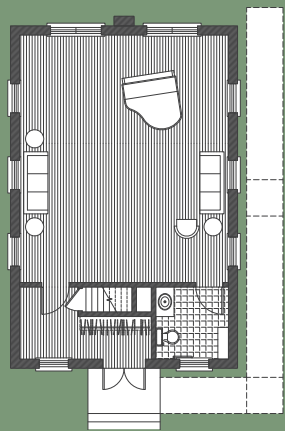
- **Teaching:**
 - Classes for youth
 - Classes for adults
 - Voice lessons
 - Other art classes as possible
- **Flexible teaching artist model**
- **Expanding classes offered as new teachers join**
- **Building reservations for community events**

Community Growth

A new business with a focus on bringing artists to the community will help Ramsey’s community and business grow.

Property Management

Having the historic property used by a business owner who is also a property manager adds extra understanding to the nature of running a historic property.



+ VS -

Unestablished

As a new business, it may be difficult for the School of the Arts to establish itself. The building could end up being empty again if the programming is unable to take off.

Unpredictable

The flexibility of the business plan leaves the space utilized during unpredictable hours and by an unpredictable amount of people creating possible complications related to negotiating parking easements.

Braven Music Anoka



“We love history and a good story; we think that it is great that the building started out as a school and could again be one!”

Tara Gattner’s proposal for the building is based on expanding the **established music school**. Having reached maximum capacity operating out of their home and limited rental space, the stand-alone Old Town Hall building seemed like the perfect location. Program components include:

- **Teaching:**
 - Music
 - Fine motor skill optimization
 - Personal discipline
 - People skills
 - Team building
- **Currently over 50 students**
- **Music lessons for youth**
- **Experience working with children with disabilities**
- **Giving back to the community**

Established Business

Braven has already established a client base and is not a new business just trying to get on its feet.

Community Involvement

Braven is an active participant in the community of Anoka, regularly attending community events in order to give back. Bringing that into Ramsey would be a boon to the community.

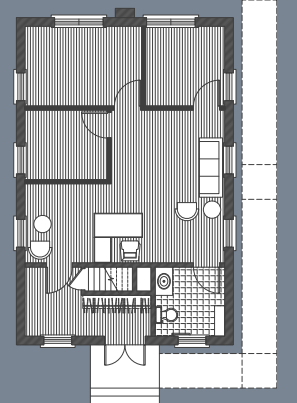
+ VS -

Dividing Space

The school needs the building to be divided up into at least 3 private practice rooms. This will involve a great deal of construction. If Braven outgrows this space, these divided rooms may make finding a new use for the property difficult.

Sound Proofing

The separate rooms in the music school will need to be soundproof and set for acoustics. This will also add an extra layer of complication to the construction process.



Business Incubator



“An incubator would catalyze entrepreneurship in the city of Ramsey and be the cornerstone for creating local goods and services.”

—Matthew Goodwin, Talent and Tenacity

The city’s economic development team and the Resilient Communities Project have been working to create places and services provided by the city of Ramsey aimed to help startup businesses get off the ground. The Old Town Hall building would diversify this by creating a smaller scale space that appeals to new businesses. Components include:

- **Business possibilities:**
 - Small scale start-ups
 - Nonprofits
 - Arts organizations
- **Flexible business model**
- **Discretion of Ramsey**
- **Building can be used for community events**

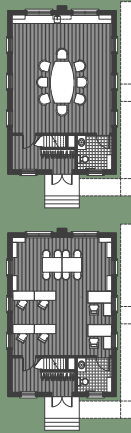
(To further explore the business incubator option, see the “Talent & Tenacity” posters)

Diversification

Brings a new scale option, encouraging development of different types of businesses not already served by the Ramsey Business Incubator.

Existing program

Ramsey already has an established business incubator program. This addition simply expands the program.



+ VS -

Control

Ramsey will retain control of the building, requiring management and oversight on the part of the City.

Turnover

There can be a high turnover rate in any business incubator, leaving the possibility of the space being left empty and underutilized.



There is local interest in putting the Old Town Hall building to use on its **current site** and bringing new life to the area through **adaptive reuse of the building**. However, the City of Ramsey has also considered **moving the building to the Center of Ramsey (The COR)**, the city’s new mixed-use downtown area. In the next set of posters we will explore the relocation of the Old Town Hall.

Sustaining Our Legacy

The Future of Ramsey Town Hall



RELOCATION

RELOCATION: OTH MOVES TO THE CENTER OF RAMSEY



Moving the Old Town Hall to the new Center of Ramsey (COR) also has benefits and drawbacks. The move would showcase Ramsey's **history**, create a **new context** for the building, and provide **flexibility** in placement. However, it would **lose its status on the Historic Register**, risk **reduced structural integrity**, and be **out of scale with its surroundings**.



“Its value lies not in the land it sits on but, rather, in the remembrance of the people of the land it served.”
—Mike Auspos



“[The house] would have been left to decay in its current plot, but it moved to a gorgeous piece of land where it truly served as the anchor for the site. The move brought new life to the house.”
—Terry Plyant on How Historic Homes Are Moved

PRECEDENTS

Hubbard House Carriage House

Mankato, MN – Museum



Built in 1880, the carriage house was originally located across the Glenwood Creek from the main house. In 1977, the building was moved to the garden area next to the house to

keep its historical context to the building. **The carriage house serves as a supporting structure for the Hubbard House, which is now used as a museum.** Programming is run by the Blue Earth County Historical Society.

Pierre Bottineau House

Maple Grove, MN – Interactive Learning



Built in 1854, the home has been moved at least four times. In 2009, it was moved to its current location in the Elm Creek Park Reserve to

replicate its natural historical setting. **The house is used as an interpretive space run by the Three Rivers Park District.** The park resources benefit the historic home by extending the learning landscape and highlighting the possibilities for adventure.

Longfellow House

Minneapolis, MN – Museum



Built in 1907, the house was originally connected to Minnehaha Park. In 1994, during the expansion of the roadway, the building was moved across the highway and reconnected with the park it had been separated from. **The house is currently used as an interpretive center run by the Minneapolis Park Board.**

BENEFITS



New Context

By moving the building into the COR district, Ramsey will be able to create a “then and now” relationship between the Old Town Hall and the new town hall. It will **bring Ramsey’s history into context with its present**.



History in the Forefront

As the COR develops, it will become the destination in the city for people to eat, shop, and play. By bringing the building into this exciting new development, Ramsey has the opportunity to put its **history on full display**.



Flexibility

The COR location offers **several potential sites** for the OTH to be relocated, allowing the City to **choose the ideal context** for the building in the new development.

VS

DRAWBACKS



Removal from the National Register

If the building is moved, it will lose its status on the National Register and Ramsey will **lose access to funding opportunities** that come with it.



Structural Integrity

The Old Town Hall structure is comprised of a **timber frame structure with a brick veneer**. The brick was only secured to the structure with nails in the mortar. These nails have now rusted and **no longer support the one-brick wythe veneer**. Therefore, moving the Old Town Hall is a risky endeavor.



Scale

The scale of the COR is much larger than that of the Old Town Hall building. The one-room schoolhouse building could **easily lose prominence**, either standing alone in a large expanse or being surrounded by large developments.



Cost

Moving the building will **add extra cost to the process of renovation** and to general maintenance. The building improvements needed in preparation for the move and the distance the building is being moved will both affect the cost. A reliable and reputable firm will be able to do the work in the range of \$50K.

www.wolfhousemovers.com



Historic buildings are generally moved to keep them in a setting that **maintains historical context**, either because the new location closely **resembles the original surroundings** or **reunites the buildings with some other historic element**. Considering this and the structural integrity issues involved with relocation, Ramsey has several other options to consider.

Sustaining Our Legacy

The Future of Ramsey Town Hall



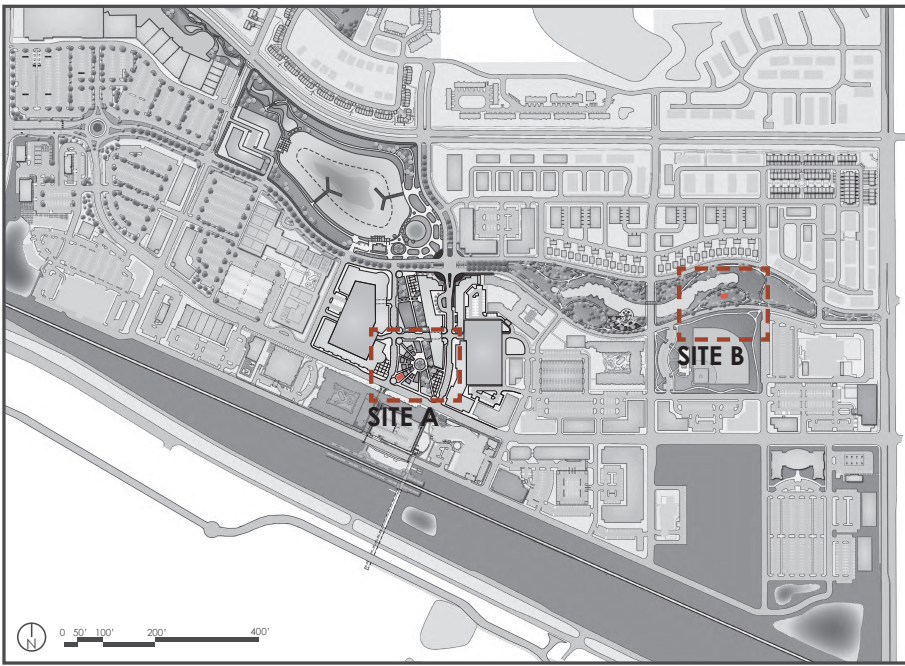
RELOCATION & CONCLUSION

RELOCATION: OTH MOVES TO CENTER OF RAMSEY (cont'd)



Moving the Old Town Hall to The COR would give the City options for several potential relocations sites. It can be placed in a **“then and now” context in proximity to the current City Hall** or be moved to a **pastoral context to closely mimic its historic surroundings**. There are various options for programming in both contexts: an **entrepreneurial space** like a cafe or retail establishment, or a **museum or interpretive learning center**.

PROPOSED SITE LOCATIONS



SITE A: “Then and Now”

The schoolhouse will be placed in a “then and now” context with the City Hall, driving home the notion of historical progress.

- + The COR is slated for increased large-scale development in the coming years.
- This scale mismatch will diminish the visibility of the schoolhouse.



SITE B: Pastoral

The schoolhouse will be sited on its own, which is important to give the building a proper historical context.

- + Existing in a setting more like its original one, the building will become more of a destination.
- This may make it harder for the public to engage with the building.

PROPOSED PROGRAMMATIC USES

Cafe

+ Adapts well to space restrictions. Provides a destination for social gathering. Serves the COR and surrounding businesses.

VS

- Produces high traffic in a historic building. Hard on interior of the building. Loses connection to original use of the space. Limits growth.



Retail

+ Adapts well to space restrictions. Brings new generation and use to old building. Provides economic draw in the COR.

VS

- High turn-over in new, unestablished retail. Loses connection to original use of building. Limited space limits store options and growth.



Interpretive Learning/Museum

+ Fits within the building's original context. Capitalizes on local history. Ties into Ramsey's rural roots. Historical Society involvement.

VS

- Ramsey's historic tourism market may be lacking. The extent of their historic tourism resources is limited.



CONCLUSION

The Old Town Hall building serves as a **window into Ramsey's history**. It keeps the city connected to its **rural roots** and creates a **sense of place** anchored in the building's historical context and connection to its surroundings. **Keeping the building in its current location** is important to keeping that **context** and **program history**, and **remaining on the National Register**. Beyond that, the structural integrity of the building is such that the possible damage to the building during a move is not worth the **risk**. In its current location the Old Town Hall building can serve as a starting point for Ramsey to create a **local Historic Preservation Commission or Historical Society**. Remaining in place and on the National Register, the Old Town Hall can serve as a **true showpiece** for Ramsey.



- b) "Owner" shall initially mean the Declarants stated above; however, owner shall also mean the successors and assigns of Declarants who become owners of any portion of the Property. If different portions of the Property are owned by different Persons, each Person shall be an Owner and shall all be liable for the performance of all covenants, obligations, and undertakings herein set forth, with respect to the portion of the Property owned by it during such period of ownership.
 - c) "Person" shall mean any individual, partnership, firm, association, corporation, trust, or any other form of business or government entity.
3. **Easements.** There shall hereby exist in favor of each Owner and each Lot for the use by each Owner, its lessees, employees, agents, contractors, customers, guests and invitees, in common with others entitled to use the same, if any, a nonexclusive easement for roadway, utilities and drainage purposes and for ingress and egress and parking lot purposes over and across that part of the property legally described on Exhibit "A" attached hereto and made a part hereof. Said Exhibit "A" has been prepared by KKE Architects at the joint request of Declarants, and is hereby approved by Declarants.
4. **Duration of Easement.** The Easement shall be permanent and perpetual and shall inure to the benefit of and be binding upon all Owners and their respective successors and assigns, and shall run with the land.
5. **Maintenance and Repair.** The Owner of Lot 1 shall construct all of the driveways and parking areas shown on Exhibit "A" in a manner conforming with the plans and specifications prepared by KKE Architects and attached hereto as Exhibit "B". Said improvements shall be completed in a good, workmanlike manner and shall be completed by not later than February 12, 1997, subject to delays beyond the reasonable control of the Owner of Lot 1. The Owner of Lot 1 shall, at its sole cost and expense, maintain and repair said driveways, parking lot and related improvements, including, but not limited to, snow plowing, snow removal, and repair and replacement as necessary for the bituminous surface and curbing (the "Maintenance Costs"); however:

- a) From and after completion of the subject improvements as specified in Exhibit "B", the Owner of Lot 2 shall reimburse the Owner of Lot 1 for 29 percent of the initial construction costs thereof. Said reimbursement shall be due and payable within thirty (30) days after receipt of an invoice from the Owner of Lot 1 for the same; and,
 - b) From and after completion of the improvements as specified in Exhibit "B", the Owner of Lot 2 shall reimburse the Owner of Lot 1 for 29 percent of the maintenance costs on a monthly basis within thirty (30) days after receipt of an invoice from the Owner of said Lot 2 for the same.
6. **No Dedication.** Notwithstanding anything herein to the contrary, the Easement shall not be deemed dedicated to the public or otherwise deemed public land. Notwithstanding that it is a party to this Agreement, Ramsey shall have no obligation and no right, unless otherwise existing independent of this Declaration, under the ordinances, statutes and other laws under which Ramsey operates, to maintain and administer the Easement area, except the Easement area located upon its own lot in a manner consistent with this Agreement. Except as may otherwise be specifically provided herein, no right or privilege of any Owner shall inure to the benefit of any third party Person nor shall any third party Person be deemed to be a beneficiary of any of the provisions contained herein.
7. **Parking Restriction.** Notwithstanding any other provision hereof, the Owner of Lot 2, its lessees, employees, agents, contractors, customers, guests and invitees, understand that the primary purpose of the parking designated on Exhibit "B" which are located upon Lot 1 during the hours of 8:00 a.m. to 6:00 p.m., Monday through Friday (excepting legal holidays) and that during the hours of 8:00 a.m. to 12:00 noon Saturdays are for the operation of the bank facility and shall abide by any reasonable requests from said owners.
8. **Miscellaneous.** The headings used herein are for convenience only and are not to be used in interpreting this Declaration. This Declaration may not be modified, amended or changed orally, but only by an agreement in writing signed by the affected Owners. No Owner shall be deemed to have waived any rights under this Declaration unless such waiver is given in writing, and signed by such Owner. If any provision of this Declaration is invalid or unenforceable, such provision shall

be deemed to be modified to be within the limits of enforceability or validity, if feasible; however, if the offending provision cannot be modified, it shall be stricken and all other provisions of this Declaration in all other respects shall remain valid and enforceable.

This Agreement shall be construed in accordance with the laws of the State of Minnesota.

CITY OF RAMSEY, MINNESOTA
By [Signature]

FIRST STATE BANK OF ISANTI
By [Signature]

Its: Mayor

Its: Executive Vice President

By [Signature]

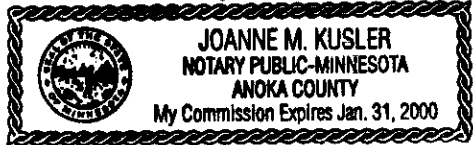
Its: City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

On this 17th day of September, 1996, before me, a Notary Public, personally appeared Glen D. Hardin and Ryan R. Schroeder to me personally known, who, being each by me duly sworn did say that they are respectively the Mayor and City Administrator of the City of Ramsey, the Municipal Corporation named in the foregoing instrument, and the seal affixed to said instrument is the corporate seal of said Municipal Corporation, and the said instrument was signed and sealed on behalf of said Municipal Corporation by authority of its City Council and said Glen D. Hardin and Ryan R. Schroeder acknowledge said instrument to be the free act and deed of said Municipal Corporation.

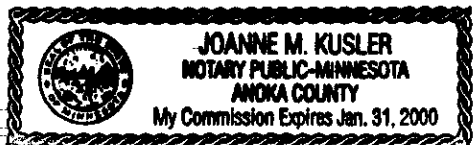
[Signature]
Notary Public

STATE OF MINNESOTA)
) SS.
COUNTY OF Anoka)



On this 12th day of September, 1996, before me a Notary Public, personally appeared Kevin Johnson, the Executive Vice President of First State Bank of Isanti, a corporation under the laws of the State of Minnesota, signed said instrument as a free act on behalf of the Corporation.

[Signature]
Notary Public



THIS INSTRUMENT WAS DRAFTED BY:

**Clark A. Joslin
JOSLIN & URNESS, P.A.
Attorneys at Law
221 NW 2nd Avenue
Cambridge, MN 55008
Phone: (612) 689-4101
Attorney ID No: 52802**

ABSTRACT

DOCUMENT NO. 1243375.0 ABSTRACT

ANOKA COUNTY MINNESOTA

I HEREBY CERTIFY THAT THE WITHIN INSTRUMENT WAS FILED IN THIS OFFICE
FOR RECORD ON **SEP 30 96**
AT **5:00 PM** AND WAS DULY RECORDED.
FEES AND TAXES IN THE AMOUNT OF **\$19.50** PAID.

RECEIPT NO. **96068372**
EDWARD M. TRESKA

ANOKA COUNTY PROPERTY TAX ADMINISTRATOR/RECORDER/REGISTRAR OF TITLES

BY **JLG**
DEPUTY PROPERTY TAX ADMINISTRATOR/RECORDER/REGISTRAR OF TITLES

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|-----------------------------------------|----------------------------------------------------------------------|
| Receipt # <u>68372</u> | <input type="checkbox"/> Certified Copy |
| Date/Time: <u>9/30/19:00</u> | <input type="checkbox"/> Tax Liens/Releases |
| Doc. Order <u>1</u> of <u>1</u> | <input type="checkbox"/> Multi-Co. Doc Tax Pd |
| ✓ by: Recordability: <u>[Signature]</u> | <input type="checkbox"/> Transfer <input type="checkbox"/> New Desc. |
| Filing Fees: <u>19.50</u> | <input type="checkbox"/> Division <input type="checkbox"/> GAC |
| Delqs: _____ Pins: <u>92</u> | <input type="checkbox"/> Status <input type="checkbox"/> Def. Spec. |

Old Town Hall Photos – 7-25-2024









CC Work Session

Meeting Date: 08/12/2024

Primary Strategic Plan Initiative: Strive for high organizational morale and employee retention.

Information

Title:

Building Official Training Municipal Grant

Purpose/Background:

The contractual Building Official and Assistant Building Official would like to apply for the 2025 Building Official Training (BOT) Municipal Grant.

The Minnesota Department of Labor and Industry (DLI) offers a BOT Municipal Grant to provide partial funding and training guidance. The training program will provide on-the-job training and education for an inspector under the supervision of the city's certified building official. The BOT Training Program is designed as an entry level training program, concentrating on residential aspects of plan review, inspections and building code administration. The award amount for each grant can be up to \$65,000.

Attached are Frequently Asked Questions and Answers outlining the program. The 2025 application period will open in September 2024, deadline submittal will be sometime in October and the award date will be March 2025. If Ramsey is awarded the grant, the approved amount would then be applied towards the wages of the proposed building inspector, who will be hired in spring 2025.

Timeframe:

Application submittal deadline will be in October 2024; with a award date of March 2025.

Funding Source:

If the City of Ramsey is awarded a grant, it could be up to \$65,000 to be applied to the wages of a building inspector.

Responsible Party(ies):

The Assistant Building Official will complete and submit the application. If awarded, the Building Official is responsible for training of the building inspector and meeting the requirements of the grant program.

Outcome:

Staff seek support from City Council to apply for the Building Official Training Grant Program. If supported, staff will bring forward necessary documents to City Council to complete the application.

Attachments

BOT FAQs

Form Review

Inbox

Brian Hagen

Form Started By: Stephanie Hanson

Final Approval Date: 08/07/2024

Reviewed By

Brian Hagen

Date

08/07/2024 09:24 AM

Started On: 08/05/2024 11:56 AM

2024 Building Official Training (BOT) Municipal Grant Program

Frequently asked questions and answers (FAQ)

1. How many grants will be awarded by DLI?

DLI will award up to three grants for the 2024 second grant cycle.

2. What will be the amount of the grant awards?

DLI may award up to \$195,000 total for the 2024 second cycle. Award amounts for each grant can be up to \$65,000.

3. How will the awards be paid?

Municipalities selected will receive reimbursements after each quarter for approved expenditures until the maximum has been exhausted provided the terms of the municipality's contract agreement are not violated.

4. How long does the grant last?

The grant cycle or "Period of Performance" is from April 1, 2024, or the date the contract agreement is fully executed, whichever occurs later, until March 31st, 2025.

5. What is meant by "Qualified Municipality"?

To be considered eligible, all applicants must be a qualified municipality. For the BOT grant, "municipality" is defined in Minnesota Rule 1300.0070 subp. 17 and Minnesota Statute 326B.103 subd. 9 as a city, county, or town.

To be a qualified municipality:

- 1) A municipality must administer and enforce the Minnesota State Building Code by having adopted the code by ordinance in compliance with Minnesota Statute 326B.121 subd. 2(a)(b).
- 2) Education and training must be under the direct supervision of the municipality's Minnesota Certified Building Official certified in accordance with Minnesota Rule 1301.0300 p. C (1).
- 3) Meet the application deadline.

If an application does not fully meet these requirements it will not be considered for further review.

6. If my municipality has received a BOT grant in the past, can we apply for the 2024 grant?

All qualified municipalities are free to submit a proposal to the BOT grant program. If a municipality has received a BOT grant before their performance during the previous grant(s) will be evaluated during the review.

7. What is the deadline to submit questions about the grant application?

All questions must be submitted via email by noon, Feb. 23, 2024, CDT. The answers will be updated and posted each Friday on the BOT Grant website at www.dli.mn.gov/bot up to the above date.

8. What are the expected outcomes?

The municipality's trainee will achieve experience in building plan review and building inspections per Minnesota Rule 1301.0300 section C (1) by serving as a construction code inspector as specified in Minnesota Statute 326B.135 and achieve the competency criteria detailed in Minnesota Rule 1301.1400. The grant program goal for the trainee is to gain a Building Official-Limited (BO-L) or Building Official (BO) certification.

9. Can grant money be used to purchase equipment and supplies for the trainee's use?

Yes, but only at the levels permitted by the program (see section 5 "Eligible and ineligible expenses" in the RFP); and if the purchase(s) are important to the completion of the training program, and they are used for the BOT Grant Program trainee. Remember though, once the maximum funds are exhausted there will be no more reimbursements for the 2024 grant cycle. Also, the BOT Grant funding is designed to create and implement the BOT Grant Program and is not designed to become a building plan review and inspection department funding source. The BOT grant award is not intended to fully fund the municipality's training program.

10. Can the city hire a trainee that already has a BO-Limited certification, is more advanced or one that is under qualified in their experience?

The BOT Grant program is designed as an entry level training program for the code enforcement industry. It is intended to bring new individuals into our industry or cross train existing municipal employees in a first-year scenario. The program concentrates on residential aspects of plan review and inspection as well as building code department administration. Hiring someone overqualified would take resources away from others and put the trainee through training they may not need. However, some trainees may have a BO-Limited but lack on-the-job experience in a municipal setting.

It is up to the city as to who they hire and overcome any difficulties that may arise with an under qualified trainee. The program has set training requirements for a designated period of time that **must** be achieved by March 31, 2025. It is up to the grantee city to accomplish the contract agreement requirements in the period of performance of the grant. Within the first year of hire the Trainee must meet the requirements of MN. Statute 326B.135 and MN. Rule 1301.1400.

11. If all the available grants are not awarded, will those grants be available for later awards?

No. The next award session will be for the 2025 BOT grant which will open for application in late 2024.

12. Where is the grant funding coming from?

Statute 326B.148 subd. 1: *...The Commissioner may use any surplus in surcharge receipts to award grants for code research, development, and education.*

13. Can a private inspection service get a grant?

This is a municipal grant. The grants are awarded to "qualified municipalities" (See section 4 of the RFP, "Eligible applicants"). The grant application must be submitted by a municipality. The municipality's authorized representative and designated building official are held responsible for adherence to the requirements of the grant contract agreement and program expenditures are processed through the municipality's financial department which invoices DLI for reimbursement and approved payments are made to the municipality. The trainee will be hired by the grantee municipality and be a non-exempt employee of that municipality.

14. Will the information submitted in the quarterly reports be public data? i.e., the trainee's work record and pay.

Yes, with the exceptions allowed by law. (See section 14 of the RFP, "Public use of applicant's data".)

15. Will there be report forms for grantees to fill out and submit?

Yes, grantees will be provided with assistance and forms where possible to help with the reporting process. There will be quarterly training reports to be filled out by the trainee and their building official and there will be quarterly financial reports to be filled out by the grantees financial contact person. These will be for expense reimbursements. All reports will have quarterly deadlines outlined in the RFP and contract agreement.

16. Would a small city that applied for the grant have a better chance at receiving it if they work with another city or organization to achieve the training requirements? Or doesn't that have anything to do with it?

The review process uses a point system, evident in the RFP and proposal form, to determine a city's ability to deliver the requirements of the grant: i.e., on-the-job training, education, position sustainability, etc. (see the application and RFP). The ability to deliver on the requirements will have a bearing on the city's eligibility if the city does not demonstrate, in their proposal, the ability to provide those necessary requirements.

With that said though, the grant process allows collaboration with others to deliver such requirements. If for instance a municipality that has few residential projects or other projects needed to provide training, they may need to enlist the help of a larger city or other methods to achieve their grant responsibilities, i.e., site visits, ride-a-long inspections, shared training, creating plan review scenarios etc. Remember though, get any collaboration documented, agreed upon ahead of time and included in your proposal to demonstrate to the reviewers, your ability to deliver the requirements. A **joint powers agreement** would be necessary if the city is contacting with others to provide that city's inspection and plan review services and if they are to be used in the training it is important, they know and commit to the time requirements for the required training. A letter of commitment may also be in order.

Collaboration benefits all of us in the industry by adding more trained building officials to our ranks. The bottom line is that the smallest city can compete with the biggest if the grant requirements can be accomplished. It may just take more ingenuity and commitment on the part of the small city.

17. If a municipality were awarded one of the grants it appears the municipality would decide what the hiring wage would be based on the maximum grant amount. Is that correct? Does the grant dictate how much the trainee is paid?

No. The city will decide how much they need to pay to get the best candidate. The trainee will be an employee of the municipality. The Grant Program provides some funding, but it is not intended to fully fund the training program or position. In most all cases your actual costs will exceed the grant awarded amount and additional municipal funding will be needed.

18. Would it be up to the municipality to decide whether the position was benefited or not?

No. The BOT Grant Program is based upon the fact that the municipality's trainee is a NON-EXEMPT employee of that city. This is a competitive grant. All applicants are competing on this basis. Also, the grant reviewers will be awarding points based upon proposal responses. Benefits are included in the budget form.

19. Trainee criteria – other than 18 years of age, are there any other requirements a city must consider in hiring?

1. The city must comply with all hiring laws and regulations.
2. The grant does not look at the trainee's qualifications in the review of the proposal and application. In most cases the municipality will not hire the trainee until after the grant award.
3. There is a requirement, though, that the trainee must be hired as a benefited/NON-EXEMPT employee of the municipality.
4. The municipality must comply with the construction code inspector competency criteria required by law within the first year of hire. See MN. Statute 326B.135 and MN. Rule 1301.1400.
5. The goal of the program is to work towards and achieve the application requirements of the Building Official-Limited certification. See MN. Rule 1301.0300.

20. If we are able to absorb the cost of education, books, supplies and safety equipment, in order to provide a slightly higher hourly wage, is that allowed?

Yes. The grant requires a budget be submitted and justified (narrated). All line items asked for, in the budget worksheet, should be provided. These will be considered by the reviewers. It is understood that the cost of employing the trainee will be higher than the amount of the grant award and that the municipality will pay the portion that is not covered by the grant award.

At the bottom of the budget worksheet, the budget items are totaled up and then at the top of the budget worksheet, the total amount of the budget request is entered. The requested amount cannot exceed the maximum awarded which is up to \$65,000. Remember, the grant award is to help with the funding; not be the sole source.

19. Our city already has a person training with the current Building Official to take over and this person already has his building official-limited certification. Can we still get a BOT grant?

Qualifying municipalities are free to submit a proposal to the BOT grant program. In it you will need to make your case for receiving and using the funds, the criteria is laid out in the RFP and application which are available on the BOT website: <https://www.dli.mn.gov/bot>.

Also, remember, this is a competitive grant that will be scored by a review committee so the better case you make for your city needing and achieving the goals and requirements of the grant the better chance you will have of being awarded a grant.

The Exhibit B-1 (entry level) and B-2 (advanced - previous BOT trainee) training requirements layout the required training for the aspect you choose depending on your trainee's progress thus far. If your individual already has that experience, you would be duplicating training and potentially taking funds away from others.

20. Are there specific trainings available for each of the items listed in the required training exhibit? Or is most of that to be provided by the current building official designated as the trainer?

The training requirements are not provided by the grant program like an academy or college. The training city will pursue educational classes or ICC certifications, if necessary, to comply with Minnesota Rule 1301.1400, competency criteria for construction code inspectors and/or BO-Limited prerequisites in Minnesota Rule 1301.0300 (A-C). These are available through sources like: ICC and BIT college classes through North Hennepin.

The program trainee does not get any additional or extra points for being in the BOT grant program. The points are earned as per the above listed MN. Rules.

The on-the-job training (Exhibit B) of course is provided by your Building Official and city staff such as Permit techs, other inspectors, Human Resources, Financial, Planning and Zoning, Fire dept., City Administrator and anyone else that can provide insight into the operation of the municipality and municipal building code department. These areas of training that may require help from other city staff are listed on the training requirements under: *Building Department Administration* and *Legal aspects of Building Code Administration*. It is an effort by all not just the B.O. You will list these other trainers on the application/proposal.

Also, as explained in question **15** earlier in the FAQ sheet, your city may need to enlist the help of another city to provide some training. i.e.: another city may have a project that will not come up in your city during the training year, but your trainee and B.O. can arrange with the other city to do walkthrough or ride-along inspections on that type of project to get that experience. Your trainee could also sit in on plan review of that other city's project. Make sure to pre-arrange with the other city(s) in advance and include evidence of this in your proposal.

CC Work Session**Meeting Date:** 08/12/2024**Primary Strategic Plan Initiative:** Create a positive image for residential neighborhoods, business districts and key corridors.**Information****Title:**

Rental Housing Inspections Program Discussion

Purpose/Background:

Councilmembers Howell and Musgrove requested the fees associated with the Rental Housing Inspections Program be discussed.

In 2023, the City Council unanimously adopted Ramsey City Code Article XIV. Rental Residential Dwelling Units and the associated rates and fees. City Council supported the Crime-Free and Rental Housing Program as long as the current licensing fees fully covered the costs of the inspection program without subsidies from the Ramsey taxpayers. The purpose of the code is to protect the public health and safety of the residents in the city by adopting a rental dwelling licensing, inspection and maintenance program. The code ensures residents of the city that occupy rental units can enjoy a safe, secure and sanitary property. It also gives the property owners the opportunity to ensure their properties are up to code and safe for the Ramsey residents.

Program Update

Ramsey has 510 single family/townhome rentals and 10 apartment buildings with 994 rental units. To date, the City has 375 registered rental licenses, including 10 apartment buildings. There are 135 rental homes that have yet to submit the required rental license. The 2024 projected license fees to be collected to fund the program is \$200,000; to date, \$156,230 has been collected in rental license fees.

Approximately 105 inspections have been completed, with another 100 inspections scheduled over the next 2 months. The feedback from homeowners, tenants and neighboring property owners has been more positive than not. There have been many instances when a homeowner was not aware of the condition of the home due to the resident not reporting broken items or lease violations. More common issues include, but are not limited to, the following:

- Smoke detectors and CO detectors missing or not working
- Nonworking electrical outlets
- Rodent issues or domestic animal urine/fecal throughout the home
- Broken windows - may not open or broken glass
- Egress windows are bolted shut so they do not open
- Mold issues
- Water leaks under sinks - causing mold, rotten wood, leaking through the ceiling
- Dryer vents not connected or not vented properly
- Gas leaks
- collapsing/rotting decks
- Water leaking onto extension cords
- Flammable items stored/piled around the water heater
- Temperature pressure relief valves on the water heaters leak

Rental License Fees and Code

There have been some concerns regarding the cost of a rental license and if there are ways to reduce the fees. The

cost of a license was discussed at previous City Council work sessions in 2023. The adopted fees reflect City Council's desire to fully fund the program through fees, rather than subsidize the program. The 2024 Fees and Rate schedule is attached for your review. The fees are based on a tiered system associated with the level of participation in the Crime Free Housing Program (see attached city code page 4 and Division 3, page 7)). For example, for a single family or townhome, the annual rental license fee is \$400. If the homeowner chooses to participate in the Crime Free Housing Program, the fee could be reduced by 10% for phase II (\$360 each year) or reduced by 25% for phase III participation (\$300 each year). Each phase's requirements are described in the attached city code, Division 3. Crime Free Housing (pages 7 - 8). Staff is confident that if all rental property owners participated in the phase III crime free rental housing program, that would mean a \$300 annual rental license fee would barely cover the costs of the program. The fees cover not only staff's time spent on inspections and administration, but also the staff time of the Police and Fire Departments to offer the required crime-free housing class and monthly resident training classes.

Staff have heard from homeowners about the current fees. Some support the fees, others stated the fees are too high. For example, 2 homeowners have single family rentals in Anoka and Maple Grove. Anoka's rental housing program does not fund itself and requires additional general funds to operate. In Anoka, a new license fee is \$500; an annual renewal is \$110 and inspections are conducted annually. In Maple Grove, the annual license fee is \$570 and inspections are conducted every 3 years; I'm unsure if the Maple Grove program funds itself. Generally, there are a wide range of license fees across the metro area. The fees come down to whether the municipality would like the program to fund itself entirely or rely on support from the general fund.

Timeframe:

Funding Source:

Rental license fees generated cover the cost of the program. This includes staff (inspections/enforcement, police, administration), equipment, a future inspections vehicle, equipment, etc.

Responsible Party(ies):

Planning Division and Police Department

Outcome:

Discuss the Rental Housing Inspection Program and provide staff with direction, if needed, about immediate or future changes to the fees and/or program requirements.

Attachments

- March 28, 2024 Mtg Minutes
- Aug 8, 2024 Mtg Minutes
- 2024 Rental License Fees
- Rental Residential Code

Form Review

| Inbox | Reviewed By | Date |
|-----------------------------------|--------------------|---------------------------------|
| Brian Hagen | Stephanie Hanson | 08/05/2024 01:41 PM |
| Brian Hagen | Stephanie Hanson | 08/07/2024 12:22 PM |
| Brian Hagen | Brian Hagen | 08/08/2024 12:55 PM |
| Form Started By: Stephanie Hanson | | Started On: 08/05/2024 11:53 AM |
| Final Approval Date: 08/08/2024 | | |

**CITY COUNCIL WORK SESSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Ramsey City Council conducted a City Council Work Session on Tuesday, March 28, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma (attended remotely)
Acting Mayor Chris Riley
Councilmember Chelsee Howell (attended remotely)
Councilmember Debra Musgrove (left the meeting at 8:09 p.m.)
Councilmember Michael Olson
Councilmember Dan Specht
Councilmember Matt Woestehoff (joined at 8:09 p.m.)

Also Present: City Administrator Brian Hagen
Police Chief Jeff Katers
Community Development Director Hanson
Economic Development Manager Sean Sullivan
City Attorney Fritz Knaak
Zoning Code Enforcement Officer Craig Swalchick
City Engineer/Public Works Director Bruce Westby

1. CALL TO ORDER

Acting Mayor Chris Riley called the City Council Work Session to order at 5:30 p.m.

2. TOPICS FOR DISCUSSION

2.01: Request for Feedback on Preliminary Development Proposals for Parcel 46

Economic Development Manager Sullivan reviewed the Staff report and the proposals from developers who are interested in Parcel 46 for homes, market-rate apartments, and retail spaces. He reviewed the proposals from Norhart, Centra Homes, and Capstone Homes. He shared that a large format retail developer may be interested in the site but he is not sure who the developer is. He requested to revisit the pause on apartments on City land. He stated that all of the developers were present to answer any questions.

Councilmember Specht asked if there is a timeframe of when the large format retailer is likely to reach out.

Economic Development Manager Sullivan explained that they could know who the developer is in the next few weeks but the process with a bigger retailer would take much longer. He added that the information about the wetland areas of the land has been shared with the large format retailer.

Councilmember Musgrove asked if this land is the only area that the large format retailer is interested in.

Economic Development Manager Sullivan stated that he did not know the other sites that they are looking at and the area west of Armstrong and 'Diamond Site' would also be zoned for this kind of development.

Councilmember Musgrove asked how the retail access with the market-rate apartments would be accessed.

Economic Development Manager Sullivan explained that there would be a shared access for the hotel that would come in off of Sunwood.

Councilmember Musgrove asked if this would be the only access and asked if they could also enter off of Zeolite.

Economic Development Manager Sullivan said yes.

Councilmember Musgrove shared her concern with the developer starting a project and not being able to resolve the wetlands.

Economic Development Manager Sullivan explained that there are no wetland issues on the market-rate apartment site.

Mayor Kuzma asked what the tax difference would be between full residential and mixed use.

Economic Development Manager Sullivan explained that the Capstone project with all residential units and no retail, would bring in approximately \$450,000 annually, and with adding retail it would be approximately \$400,000. He stated that Centra Homes would bring in approximately \$430,000 for all residential units and with retail it would be approximately \$360,000.

Councilmember Specht stated that he was still in support of a pause on apartments as there are other good development options. He stated that he liked the Centra Homes project 1 or the Capstone Homes project 2.

Acting Mayor Riley asked Capstone and Centra to talk about how they plan to work with the wetlands.

The developer from Capstone stated that she was at the previous work session and learned the cost of the wetlands which sparked some discussion about what would enable them to mitigate the wetlands. She stated that it is usually difficult to put housing on wetlands that need to be mitigated. She explained that they impacted the wetlands where roads would need to go.

Another developer from Capstone stated that the watershed would need to approve these plans.

The developer from Centra explained the challenges of these already mitigated wetlands that would need to be mitigated again. He stated that this depends in large part on the economics and goals of the City since mitigating the wetlands would be very expensive.

Acting Mayor Riley asked if there have been studies of the need in Ramsey for apartments.

The developer from Capstone stated that they have not done a study but they have evaluated the vacancy rates which are showing low, meaning the current apartments are full.

Councilmember Specht said he would be interested in a short term pause to see what the large format retailer may be.

Councilmember Musgrove noted that she has been to one of the apartments in Lino Lakes and they were very nice. She added that she would be open to an apartment project. She would like to see more information on what the need would be for apartments in the City.

Councilmember Howell agreed to put a pause on things until they get more information from who the large format retailer is before moving forward with any other proposals.

Economic Development Manager Sullivan asked what the process would look like if he does receive the name of the large format retailer who is interested.

Councilmember Specht requested that he bring the name to the Council and they will discuss and let him know if they are interested.

Economic Development Manager Sullivan asked what kind of timeline the Council would like to see so that this process does not drag on.

Acting Mayor Riley stated that since the developers who have already submitted proposals have been waiting for a long time he does not want them to continue to wait. He noted that there are also other areas in the City that could accommodate this larger retailer.

Councilmember Musgrove added that they may find out who the larger retailer is and then they may not be able to move forward if they cannot mitigate the wetland. She agreed with Acting Mayor Riley that she would rather not wait.

Mayor Kuzma agreed and said that they should move forward with the developers who are already interested.

Acting Mayor Riley shared that he likes the idea of working around the wetlands as the City will be bearing this cost.

Economic Development Manager Sullivan stated that with all of the proposals the wetlands go away. He explained that the pond can be moved.

Councilmember Musgrove agreed.

Councilmember Specht agreed and said that this also is a business decision for the developer. He said that he likes the Centra Homes project 1 and Capstone Homes project 2.

Acting Mayor Riley asked the developers if the City was to reserve a part of this land for retail space and in a number of years there are no retailers, how easily would the land be to build on for more residential.

The developer from Capstone explained that the concern is a shared access point with the residential area and if it is retail it is not a good entrance. He said that this would need to be discussed. He added that other than the access concern they would have no problem building on later.

The developer from Centra agreed.

Economic Development Manager Sullivan said that he has all of the direction that he needs. He asked if the discussion around the apartment pause should be brought back to a work session.

Acting Mayor Riley said yes.

Economic Development Manager Sullivan stated that it is possible he could hear within a week from the large format retailer and asked if they would like to have that brought back if it is a retailer they would be interested in.

Acting Mayor Riley asked the developers if they had any closing comments.

The developer from Capstone stated that it will come down to the money that the City wants to spend.

The developer from Centra agreed.

The developer from Norhart asked when they will know when the City will release the hold on apartments.

Administrator Hagen stated that this can be worked into a work session soon.

There was a consensus of the Council.

2.02: Rental Inspection Program Ordinance Review

Zoning Code Enforcement Officer Swalchick reviewed the Staff report concerning the rental licensing and inspection programs with the Crime-Free Housing as part of the Strategic Plan. He reviewed the benefits for the landlords and tenants. He explained the cost breakdown. He asked for this to be brought forth to a public hearing for the residents to have an opportunity to give their input. He noted that the Police and Fire Departments are on board with this program.

Councilmember Specht thanked Zoning Code Enforcement Officer Swalchick for his work on this and stated that he is in support of this.

Councilmember Musgrove thanked Zoning Code Enforcement Officer Swalchick for putting this together. She asked when the Council can expect to see a draft before this is brought to a public hearing.

Zoning Code Enforcement Officer Swalchick said he can have a draft next week.

Mayor Kuzma said that he supports this and that it is a good thing for the City.

Acting Mayor Riley added that the downside of the Crime-Free Housing program was the cost. He asked if this is the same cost that they are dealing with or if there are other costs not discussed.

Zoning Code Enforcement Officer Swalchick stated that he does not have the Police Department's cost figured into this as he assumed the Police Department would work with the initiation of this process and determine if extra Staff would be needed.

Police Chief Katers said they will assign an officer to this program and he assumes that there will actually be a reduction in calls for service for patrol officers as a part of implementing this plan. He anticipates a reduction in calls in one area and an increase in another. He stated that the costs will be absorbed within the Department initially and then he will come back to the Council and ask for more if necessary.

Zoning Code Enforcement Officer Swalchick stated that they do not wish for this to negatively impact the taxpayer but benefit them.

Administrator Hagen asked if the Council wants to fully fund this program and include Police and Fire costs when they bring back more numbers for review.

Acting mayor Riley stated that he would like to fully understand what all of the costs are.

Councilmember Musgrove agreed and asked if some reserve can be built into this.

Zoning Code Enforcement Officer Swalchick said that there is a lot of flexibility in the numbers and that they can put these reserves in. He added that in talking with the Fire Inspector, there will not be much of an added increase in duties as these inspections are already being done. He stated that they would just ask that the inspector attend the monthly meetings with the property owners to help with fire prevention.

There was a consensus of the Council.

2.03: Discuss 2023 Citizen Survey

City Administrator Hagen reviewed the Staff report and the anticipated cost of the citizen survey. He stated that the City had budgeted \$15,000 and the final cost would be \$20,800, which could be spread out over two years.

Councilmember Musgrove recommended not doing the survey this year and that it is budgeted for next year. She added that they still hear from the residents quite often.

Mayor Kuzma supported doing the survey again as having the statistical data is important. He added he would like to see the payment spread out over two years.

Councilmember Howell agreed with Councilmember Musgrove stating that finding ways like this to cut costs in the budget would be beneficial for other larger projects like the roads.

Councilmember Specht said he likes the survey but thinks it would be a good idea to keep it on even numbered years and skip this year.

Councilmember Olson agreed.

City Administrator Hagen added that the survey would be done in the fall of 2024.

The consensus of the Council was to hold off on the survey for this year and budget for it next year.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

Noted.

4. MAYOR / COUNCIL / STAFF INPUT

4.01: Attorney-Client Privileged Discussion of Litigation: PSD Holdings, LLC v. City of Ramsey - Closed to the Public

City Administrator Hagen stated that the Council will be going into closed session pursuant of Minnesota Statutes, section 13D.05, subd. 3(b), to discuss litigation case of PSD Holdings, LLC and BLIP II, LLC v. City of Ramsey.

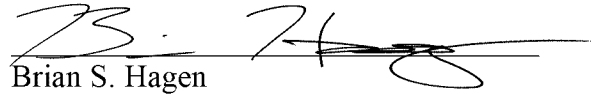
The meeting recessed to Closed Session at 6:40 p.m.

The meeting reconvened to open Work Session at 8:54 p.m.

5. ADJOURNMENT

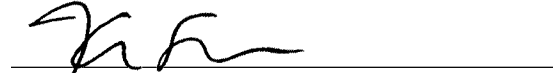
The Work Session of the City Council was adjourned at 8:55 p.m.

Respectfully submitted,



Brian S. Hagen
City Administrator

ATTEST:



Katie M. Schmidt
City Clerk

Drafted by Ava Rokosz
TimeSaver Off Site Secretarial, Inc.

**CITY COUNCIL WORK SESSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Ramsey City Council conducted a City Council Work Session on Tuesday, August 8, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma
Councilmember Chelsee Howell
Councilmember Debra Musgrove
Councilmember Michael Olson
Councilmember Chris Riley
Councilmember Dan Specht
Councilmember Matt Woestehoff

Also Present: City Administrator Brian Hagen
City Engineer/Public Works Director Bruce Westby
Finance Director Diana Lund
Fire Chief Matt Kohner
Police Chief Jeff Katers
Parks and Assistant Public Works Director Mark Riverblood
Administrative Services Director Colleen Lasher
Community Development Director Stephanie Hanson
Economic Development Manager Sean Sullivan
City Attorney Fritz Knaak
Assistant City Engineer Joe Feriancek
Streets Supervisor Shane Turner

1. CALL TO ORDER

Mayor Kuzma called the City Council Work Session to order at 5:30 p.m.

2. TOPICS FOR DISCUSSION

2.01: Attorney / Client Privilege Discussion of Preliminary Term Sheet for Tax Increment Financing Project with Presbyterian Homes - Closed to the Public

Economic Development Manager Sullivan reviewed the Staff report in regard to the Presbyterian Homes project and requested a closed session for this discussion.

RECESS AND RECONVENE

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to recess to Closed Session at 5:31 p.m.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Woestehoff, Musgrove, Howell, Olson, Specht, and Riley. Voting No: None.

The meeting reconvened to Open Session at 6:10 p.m.

2.02: Discussion of rental license fees and rental license renewal schedule, as it relates to the proposed crime-free housing and rental housing inspection programs.

Community Development Director Hanson reviewed the Staff report concerning the fees and renewal schedule for the crime-free housing program. She noted that the licensing fees in Ramsey are very low. She shared what the fees would need to cover in terms of Staff time and equipment.

Mayor Kuzma asked if the people who renewed their licenses this year are good for three years.

Community Development Director Hanson said yes. She stated that if they move to renewal licenses every year they would adjust the numbers for those who have already paid.

Mayor Kuzma asked if there would be any issue with those who renewed their licenses this year for \$25 for three years and then the City changed the policy and asked them to pay for the next two years.

City Attorney Knaak stated that this kind of policy can be modified.

Councilmember Howell asked how the \$25 licensing fee compares to other cities that do not have the crime-free housing program.

Community Development Director Hanson stated that their fees are very low in comparison to other cities that also do not have the crime-free housing program.

Councilmember Howell asked if these new fees are inline with other cities that do not have the crime-free housing program or if this is more inline with other cities that do have this program.

Community Development Director Hanson stated that they would be more inline with cities that do have the crime-free housing programs.

Councilmember Howell asked about the fees for cities that do not have a crime-free housing program.

Community Development Director Hanson stated that they have not looked into these numbers yet as their research focused on the cities that do have a crime-free housing program.

Councilmember Musgrove acknowledged the need for the increase and appreciates Staff looking at this. She noted that this is a huge price increase and she stated that she is not sure how this will be received. She asked about the current monthly fees and the proposed monthly fees schedule in the packet, which went from \$3,100 to \$44,200.

Community Development Director Hanson shared that these numbers were ran at \$400 per building and an additional \$25 per unit.

Councilmember Musgrove stated that this is a huge jump. She asked if there was any appetite from Council to get these numbers to be more manageable for businesses. She asked what the increase would look like if they were only charged \$15 per unit instead of \$25.

Community Development Director Hanson stated that she can run these numbers. She noted that they went off of Council's direction to have this new position be completely covered by the fees.

Economic Development Manager Sullivan added that the month that Councilmember Musgrove was concerned with has 108 licenses that will be renewing in that month, which is higher than any other month. He noted that most of the 108 licenses are owned by one company.

Councilmember Woestehoff stated that the single family license going from \$25 for three years to \$300 per year is an extraordinary increase. He noted that the multi-family increase does not seem to be as large of an increase.

Mayor Kuzma noted that with the City implementing this program, the renters will have a much better facility. He stated that while this is more expensive, it has lots of value that comes with it.

Councilmember Musgrove stated that the ask for the multi-family housing position is to start in June. She asked if this is because they would be working the first half of the year to get funds for this new position. She asked if they could do a smaller increase the first year and then increase it in the second year and then adjust the number based on needs.

Community Development Director Hanson explained that this is set up to help fund the position through the application fees.

Councilmember Woestehoff stated that he understands this perspective but asked who will be administering these fees. He added that if the inspector was going to be the one collecting these fees he would like the inspector to be in their position before the City begins collecting fees.

Economic Development Manager Sullivan stated that Planning Assistant currently takes in these fees and processes paperwork.

Councilmember Woestehoff noted that it is difficult to make these people pay the fees now for benefits that will not start for another six months. He suggested that in the first year they need to try to hire as soon as they can and they will just need to be comfortable with this cost.

Councilmember Howell reiterated the idea of staggering the increase of the years. She stated that she would recommend raising these fees even if they did not have this program in place.

City Administrator Hagen stated that he is not sure if they charge the new fees in January if they would not see the benefits until June. He noted that it has not been determined who would be in

the rental housing role. He stated that this June date was for when they would desire to have a second code enforcement person on as more code enforcement calls come in.

Community Development Director Hanson noted that for January to June of next year, Code Enforcement Officer Swalchick can be in charge of this program for 2024 which would include about 9 rental inspections.

Mayor Kuzma shared his support for increasing the licensing fee to \$300 in 2024 and then increasing again to \$400 in 2025.

Councilmember Specht stated that it makes sense for apartment complexes; however, it is a very drastic jump for single family homes. He suggested phasing in the increase over a few years.

Councilmember Woestheoff asked about the number of single family homes versus apartment buildings in the City.

City Administrator Hagen stated that there are 474 single family homes rented and nine apartment buildings.

Councilmember Riley stated that individuals likely do not own only one single family rental unit and it is likely a corporation that owns these homes.

City Administrator Hagen stated that these numbers are based on previous direction given to the Council.

Mayor Kuzma shared his support for the increase.

Councilmember Howell stated that she is in support of the Staff recommendation if they move forward with this program and position.

Councilmember Riley agreed.

Councilmember Musgrove suggested being able to see the breakdown of costs and how this would reflect the need within the fees. She stated that if they can make this break even then she will support it to cover the costs.

The consensus of the Council was to move forward with Staff's recommendation.

2.03: Continued Discussion on 2024 Budget/Levies

Finance Director Lund continued the 2024 budget and levy discussion and gave updates since the last meeting. She highlighted the items that required additional discussion, including personnel and capital requests.

Councilmember Woestehoff asked about the items that are being funded through the equipment and capital maintenance funds and asked if these funds will be depleted.

Finance Director Lund stated that it does deplete the capital equipment fund, but not the capital maintenance fund, the PIR funds, and facility fund.

Mayor Kuzma stated that he was not present for the last discussion and asked if the all-in levy increase would be over 12%.

Finance Director Lund said yes and explained that this also includes all personnel requests and capital equipment certificates. She noted that if they did not issue capital equipment certificates, they would be looking at a 32.1% general fund levy increase.

Councilmember Riley stated that the last time the Council discussed this they agreed with the concept of the equipment fund which brought them to the 12%. He asked about the request for an additional mechanic.

City Engineer/Public Works Director Westby explained that this position is needed to keep up with all of the demand. He stated that the mechanics keep up with all vehicles in the City. He added that these mechanics have a lot of work to keep up with. He noted that they have had to outsource a lot of the work and fixes to other shops in the past.

Mayor Kuzma asked how much was spent in the past on outsourced work.

Street Supervisor Turner explained that there is currently very little that is being outsourced for repairs. He stated that with the new facility they have the space and the equipment to handle all the work in-house. He added that one of the mechanics has said that he will be retiring in the next few years. He shared that this mechanic request is also for future on-boarding to assume some of the roles of the current mechanic.

Councilmember Woestehoff shared that he counted 11 or more new vehicles listed as capital requests. He asked about the condition of the rest of the fleet and if there are a lot of aging vehicles.

Street Supervisor Turner explained that they are currently short on vehicles for staffing. He noted that they are repairing and repurposing the older vehicles. He stated that the new vehicles take into account City growth.

Councilmember Musgrove asked about the hose crimping machine and how important this is and if it can be outsourced for less than \$15,000 a year.

Street Supervisor Turner stated that all of the equipment is run off of hydraulics and a hose can blow at any time and there would not be somewhere that is open that could take care of this. He noted that the building was set up for this to have the ability to do this in-house.

Councilmember Musgrove asked if the \$15,000 is the anticipated price range or if they could get this cheaper.

Street Supervisor Turner stated that he has looked at all of the options but the trucks have so many different hoses that need to withstand the pressure.

Councilmember Musgrove suggested going to 32 hours for both of the Planning personnel requests versus a 5 or 8 hour a week increase. She stated that she recommends hiring the new accountant. She noted that she supports the rental housing inspector as it will be paid for out of the program fees. She stated that she wanted more justification of the requested building maintenance worker. She added that she is supportive of adding two of the four requested full time street maintenance workers. She added that she is also in support of the Public Works mechanic. She also shared her support for the fire hourly increase.

City Administrator Hagen stated that at the last meeting the Council supported the bonding for equipment but requested a more detailed discussion on personnel and capital.

Councilmember Musgrove shared that her justification for the Streets and Parks workers was based on information that they got from the July 25 meeting.

City Administrator Hagen noted that Administrative Services Director Lasher does have some updated figures on this information.

Administrative Services Director Lasher gave an update on the information that she has been getting from other cities. She stated that the reason that they would not look to just increase the two Planning workers hours to 32 hours is because anything over 30 hours a week includes health insurance.

Councilmember Specht stated that he would like to see how project management works within the Parks Department.

The consensus of the Council was to continue the discussion to the next work session.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

Noted.


4. MAYOR / COUNCIL / STAFF INPUT

None.

5. ADJOURNMENT

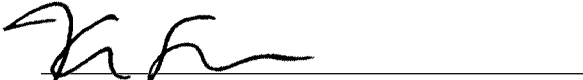
The Work Session of the City Council was adjourned at 6:55 p.m.

Respectfully submitted,



Brian S. Hagen
City Administrator

ATTEST:



Katie M. Schmidt
City Clerk

Drafted by Ava Rokosz
TimeSaver Off Site Secretarial, Inc.

| SERVICE OR LICENSE | SPECIAL NOTES | 2024 Adopted |
|------------------------------------------------------------------------------------|--------------------------------|--------------------------------------------|
| Subsequent Site Evaluations | | 45.00/visit |
| Fire Service Fee: | | |
| Disaster Assistance | | 300.00/hr. per truck |
| Ordinance Violations | | 300.00/hr. |
| Victim Service Fee | | 300.00/hr. per truck |
| Letter of Good Standing | | 10.00 |
| Photo CD | | 20.00/cd |
| Photo/Electrical Transfers | | 10.00/transmission |
| Photo Reprints | | 5.00 min chg + 1.00/print |
| Vehicle Lockout | | 20.00 |
| Vehicle Storage | | 10.00/day |
| Reimbursements | | |
| Mileage/personal vehicle (IRS allowable rate) | Always follow IRS adopted rate | .655/mile |
| Residential Rental License/Reinspection Fees/Crime-Free Housing Program Violations | | |
| Residential Rental License - multi family | 1-Year License/Renewal | 600.00/building + 15.00/unit |
| Residential Rental License - single family/Townhome | 1-Year License/Renewal | 400.00/unit |
| Reinspections Fee | | 150.00 per inspection |
| Background Check for New Management Company | | 50.00 |
| Late Fee for Rental License Renewal | | 100.00 |
| Crime-Free Housing Program Penalties for Violations | | |
| 1st Violation | | |
| Phase 1 Participant | | 500.00 |
| Phase 2 Participant | | 250.00 |
| Phase 3 Participant | | 75.00 |
| 2nd Violation within 12 months | | |
| Phase 1 Participant | | 750.00 |
| Phase 2 Participant | | 500.00 |
| Phase 3 Participant | | 250.00 |
| 3rd and subsequent Violation within 12 months | | |
| Phase 1 Participant | | 1000.00 |
| Phase 2 Participant | | 750.00 |
| Phase 3 Participant | | 500.00 |
| Reinstatement Fee | | 500.00 |
| Conversion Fee | | 500.00 |
| Right-of-Way | | |
| Permit Fee - Boring/Open Trench | | 95.00+15.00/Driveway, 20.00/Road Closing + |
| Boulevard Tree Replacement | | \$10,000 Bond per mile |
| Permit Fee - Overhead | | 950.00/Tree |
| Street and Traffic Charges | | 95.00+.05/linear foot |
| Developer contribution: | | |
| street and/or traffic signs (each) | City Installed | 265.00 |
| Bituminous Paving/Patching | | 38.00/sq yard |
| Culverts | | Price + Tax |

ARTICLE XIV. RENTAL RESIDENTIAL DWELLING UNITS

DIVISION 1. GENERALLY

Sec. 26-614. Purpose.

It is the purpose of this chapter to protect the public health and safety of citizens of the city by adopting a rental dwelling licensing, inspection and maintenance program that corrects substandard conditions, maintains a standard for existing and newly constructed rental dwellings, and promotes neighborhood stability in the city. The operation of rental properties is a business enterprise that includes certain responsibilities for the licensee and tenant. Licensees' are responsible to take such reasonable steps as are necessary to ensure that the renters who occupy such rental units, as well as neighboring properties, may pursue the quiet enjoyment of the normal activities of life in surroundings that are safe, secure, and sanitary, free from noise, nuisances and annoyances, and free from unreasonable fears about safety of persons and property.

(Ord. No. 23-16, 9-12-2023)

Ord. No. 23-16 renumbered the former § 26-614 as § 26-615.

Sec. 26-615. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Apartment means a community, complex or building having a common owner and containing at least one rental dwelling unit.

City means the City of Ramsey.

City approved inspector's report or inspection report means a rental dwelling inspection report prepared and signed by the city's rental housing inspector or inspector contracted by the city to conduct an inspection and provide a report to the city.

City administrator means the city administrator of the City of Ramsey, or designee.

Dwelling means a building or one or more portions of a building occupied or intended to be occupied for residential purposes of a continued nature.

Let for occupancy or to let or to rent means to permit possession or occupancy of a dwelling or rental dwelling unit by a person who is not the legal owner of record thereof, pursuant to the terms of a written or unwritten lease.

Manager means any person who has charge, care or control of a dwelling that is required to be licensed under this chapter.

Operate means to charge a rental charge, fee or other form of monetary or non-monetary compensation for the use of a rental dwelling unit.

Occupant means any person occupying, living, or sleeping or having possession of a space within any dwelling.

Owner or licensee means any person having a legal or equitable interest in a dwelling that is required to be licensed under this chapter as recorded in the official state, county or city records as holding title to the property or otherwise having control of the property.

Person may be an individual, corporation, firm, association, company, partnership, organization or any other group acting as a unit.

Rental dwelling means any dwelling used for residential occupancy by one or more persons who are not the owner or a member of the owner's immediate family.

Rental dwelling license means a certificate issued by the city administrator or designee after the rental dwelling or rental dwelling unit has passed a rental dwelling inspection.

Rental dwelling unit means any room or rooms, or space, in any rental dwelling designed or used for residential occupancy by one or more persons who are not the owner or the owner's qualifying relative. Qualifying relative is defined as: parent, stepparent, child, stepchild, grandparent, grandchild, brother, sister, uncle, aunt, nephew or niece. This relationship may be either by blood or by marriage.

Short term rental (STR) means a dwelling unit, offered to the public in exchange for money, goods or services, on a nightly or weekly basis for not more than 30 consecutive days.

Tenant means any person occupying a dwelling unit or having possession of a space within a dwelling unit who pays, in any manner, for the right to occupy such space or who has a leasehold right to occupy the dwelling unit.

(Ord. No. 21-17, § 2, 8-24-2021; Ord. No. 23-16, 9-12-2023)

Secs. 26-616—26-644. Reserved.

DIVISION 2. LICENSE

Sec. 26-645. License required.

No person shall operate a rental dwelling building or unit without first having obtained a license to do so from the city.

- (1) A rental license is required for all rentals, including short term rentals (STRs).
- (2) Tents, campers, trailers, yurts, and similar may not be rented out or used as residences. Only those places of residence with active certificates of occupancy (CO) for habitation may be rented. Property owners may not let or rent land for camping unless locating in a properly zoned and designated campground in accordance with City Code.
- (3) Exceptions.
 - a. These rental licensing requirements do not apply to residential property that has been sold on a contract for deed so long as the purchaser (vendee) occupies the property and the sale document used to memorialize the sale is a Minnesota uniform conveyancing blank and is recorded with the Anoka County Recorder's office and a copy is provided to the city upon request.
 - b. These rental licensing requirements do not apply to residential property that is occupied by the owner or the owner's qualifying relative and two or fewer tenants where the owner and the tenants share all living space within the dwelling.

-
- c. Rental licensing fees and conversion fees do not apply to a dwelling owned by a member of the United States armed services who is on active duty and the property is rented to another person during the time of active duty. The owner must provide the city with a copy of the owner's military orders and must occupy the property when not on active duty as the owner's primary residence.
- (4) As a condition of the license, the licensee must, as a continuing obligation, conduct criminal background checks and credit history checks on all prospective tenants and maintain a current roster of tenants and other persons who have a lawful right to occupy the rental dwelling or rental dwelling units. The licensee must designate the name of the person or persons who will have possession of the roster and must promptly notify the city administrator of any change in the identity, address or telephone numbers of the designee. The roster must be available for inspection by city officials upon request. If a person under investigation by the city claims a lawful right to occupy a rental dwelling unit or be present on the rental property, the city administrator or designee may request to inspect the lease for the unit in which the person claims to reside. Upon such request, the licensee shall provide the lease for inspection.
- (5) Written tenant application and lease agreement required. The licensee must screen all potential tenants using a written tenant application. The licensee must use a written lease agreement for all tenants. The licensee must have all tenants execute a Minnesota Crime Free Housing Lease Addendum. The written tenant application must include sufficient information so that the licensee can conduct appropriate criminal background and credit checks on prospective tenants. The written tenant application and written lease agreement and the Minnesota Crime Free Housing Lease Addendum for each tenant must be part of the licensee's files. Upon request the licensee must show proof, satisfactory to the city, that the licensee is maintaining the documents required by this section. Failure to use, maintain, or provide these documents to the city upon request is a violation of this chapter.

(Code 1978, § 7.15, subd. 1; Ord. No. 03-26, 8-25-2003; Ord. No. 10-13, § 2, 9-28-2010; Ord. No. 16-09, § 2, 10-25-2016; Ord. No. 21-17, § 2, 8-24-2021; Ord. No. 23-16, 9-12-2023)

Sec. 26-646. Application.

- (a) Application for an initial or renewal license shall be made by the owner of rental units or by the owner's legally constituted agent to the city on forms provided by the city. Applications shall include, at a minimum:
- (1) Name, address, telephone number, email address, and date of birth of the dwelling owner, principal partners if a partnership, or corporate officers if a corporation.
 - (2) Name, address, telephone number, email address, and date of birth of the designated local agent, if any.
 - (3) Local address of the dwelling.
 - (4) Number of buildings.
 - (5) Number of dwelling units within each building.
 - (6) Description of procedure through which tenant inquiries and complaints are to be processed.
 - (7) Whether the rental license is for a multifamily building, single-family dwelling, or short term rental.
 - (8) Photocopy of a current state issued driver's license or current identification card to verify owner or agent resides within 75 miles of city.
- (b) Every person holding a license shall give notice in writing to the city, within ten business days after any change to any of the required information.

- (c) Application for license renewal shall be filed at least 30 days prior to the license expiration date. An initial or renewal license shall not be issued until the city has determined that the premises are in conformance with all state and local laws and ordinances, except as otherwise required by this article.
- (d) A criminal background investigation will be conducted on the owner listed on the application. If the dwelling is owned by more than one individual the city may request additional information from the license applicant regarding all owners. If the dwelling is owned by a business entity the city may request additional information regarding all officers, managers, or directors, and may conduct additional background investigations as it deems necessary. The applicant shall pay a background investigation fee for each background investigation conducted. The applicant shall obtain any necessary signature on a release provided by the city authorizing the city to conduct the investigation.
- (e) Criminal background investigations are not required for renewal applications and no background investigation fee shall be required; however, the police department or other city staff may conduct a background investigation at its sole discretion.

(Code 1978, § 7.15, subd. 4; Ord. No. 03-26, 8-25-2003; Ord. No. 10-13, § 2, 9-28-2010; Ord. No. 16-09, § 2, 10-25-2016; Ord. No. 21-17, § 2, 8-24-2021; Ord. No. 23-16, 9-12-2023)

Sec. 26-647. Fees.

- (a) License fees shall be established by ordinance. All required fees shall accompany an initial or renewal application. A delinquency penalty of five percent of the license fee shall be charged for each day of operation without a valid license up to 90 days. Thereafter, the city may take appropriate action to prevent the continued use of the affected dwelling unit in accordance with state and local laws and ordinances.
- (b) A licensee shall not be entitled to a refund of any license fee upon revocation or suspension.
- (c) A reinspection fee, established from time to time, by the city council shall be charged for each reinspection required to follow-up for any inspection. Reinspection fees shall be payable at time of reinspection and no renewal license shall be issued unless all inspection fees are paid.
- (d) A conversion fee for conversion to rental. A residential dwelling or dwelling unit that is converted to a rental property shall pay a conversion fee approved in the fee schedule established by the city council. The conversion fee includes the rental license application fee the first year. Fees charged for required educational training are not included in the conversion fee.
 - (1) Exemptions. All properties that have been converted to a rental dwelling prior to the adoption of this code, are exempted from paying a conversation to maintain the property as a rental. Once a dwelling unit is converted back to a non-rental, the exemption is voided.
- (e) Reinstatement fee. A residential dwelling or dwelling unit in which the license has been suspended or revoked must pay a reinstatement fee according to the city fee schedule to reinstate the license.

Table 1.

Fee Discounts Associated with Level of Participation in the Crime Free Housing Program

| Annual License Fee Discount for Crime Free | Phase 3 Participant | Phase 2 Participant | Phase 1 Participant |
|--------------------------------------------|---------------------|---------------------|---------------------|
| Multi-Family | 25% | 10% | 0 |
| Single Family | 25% | 10% | 0 |
| Short Term Rental (STR) | 25% | 10% | 0 |
| State/County/Federally Licensed Facilities | 25% | 10% | 0 |

(Code 1978, § 7.15, subd. 3; Ord. No. 03-26, 8-25-2003; Ord. No. 10-13, § 2, 9-28-2010; Ord. No. 16-09, § 2, 10-25-2016; Ord. No. 23-16, 9-12-2023)

Sec. 26-648. Expiration of license.

Licenses shall be issued every year and shall expire on the anniversary date of the license. License fees will be established by the city council, and determined by the city's fee schedule.

(Code 1978, § 7.15, subd. 2; Ord. No. 03-26, 8-25-2003; Ord. No. 10-13, § 2, 9-28-2010; Ord. No. 16-09, § 2, 10-25-2016; Ord. No. 23-16, 9-12-2023)

Sec. 26-649. Local agent.

- (a) No license shall be issued or renewed if the owner does not reside within 75 miles of the rental dwelling units unless such owner designates in writing the name and contact information (verified by drivers license or identification card) of a local agent who resides within 75 miles of the rental units, who is responsible for the maintenance upkeep of the building, and who is legally constituted and empowered to receive service of notice of violation of the provisions of this Code, to receive orders, to institute remedial action to effect such orders, and to accept all service of process pursuant to law. The city shall be notified in writing of any change of local agent. No P.O. Boxes will be accepted without a current owner address.
- (b) Licensees are responsible for acts or omissions of their managers or local agents as it pertains to the rental dwelling.

(Code 1978, § 7.15, subd. 6; Ord. No. 03-26, 8-25-2003; Ord. No. 10-13, § 2, 9-28-2010; Ord. No. 16-09, § 2, 10-25-2016; Ord. No. 23-16, 9-12-2023)

Sec. 26-650. Inspection.

- (a) *Inspections.* The city administrator or designee is authorized to make inspections reasonably necessary to enforce this chapter. All authorized inspectors have the authority to enter any rental dwelling or rental dwelling unit at all reasonable times. Pursuant to Minnesota Statutes, Section 504B.211, the licensee is responsible for scheduling the inspection and notifying any existing tenant of the inspection. The licensee must provide access to the requesting city official at the date and time of the scheduled inspection. Failure to provide access for any reason may result in a re-inspection fee, in addition to any other sanctions imposed for noncompliance
- (b) *Application inspections.* By submitting an application for an initial or renewal license, the applicant agrees to submit the rental property to an inspection, subject to reasonable notice from the city.
- (c) *Compliance inspections.* In the event the city receives or obtains information indicating a possible violation of City Code on the premises of a rental dwelling unit, the city may seek access to the property for the purpose of a compliance inspection. If the property owner, agent or tenant refuses entry to the property or dwelling, the city may pursue any remedy at law, including an administrative search warrant.
- (d) *Access by occupant.* Each occupant of a rental dwelling or rental dwelling unit shall give the licensee, manager, or authorized city official access to any part of such rental dwelling or rental dwelling unit at reasonable times for the purpose of inspection, maintenance, repairs or alterations as are necessary to comply with the provisions of this chapter.

Table 2.

The table below outlines the required inspections based on the participation level of the license holder in the Crime Free Housing Program. Inspections may be required, outside of the referenced table as required by city administrator.

| Inspection Schedules | Phase 3 Participant | Phase 2 Participant | Phase 1 Participant |
|--------------------------------------------|---------------------|---------------------|---------------------|
| Multi-Family | 3 Years | 2 Years | Annually |
| Single Family | 3 Years | 2 Years | Annually |
| Short Term Rental | 3 Years | 2 Years | Annually |
| State/County/Federally Licensed Facilities | 3 Years | 2 Years | Annually |

(Code 1978, § 7.15, subd. 7; Ord. No. 03-26, 8-25-2003; Ord. No. 10-13, § 2, 9-28-2010; Ord. No. 16-09, § 2, 10-25-2016; Ord. No. 23-16, 9-12-2023)

Sec. 26-651. Issuance.

All rental licenses may be approved administratively unless the city administrator determines there may be grounds for denial. When it is determined there is grounds for denial, the city administrator must present findings to the city council for review at which point the city council may approve or deny the rental license.

(Code 1978, § 7.15, subd. 5; Ord. No. 03-26, 8-25-2003; Ord. No. 10-13, § 2, 9-28-2010; Ord. No. 16-09, § 2, 10-25-2016; Ord. No. 23-16, 9-12-2023)

Sec. 26-652. Posting license and notifications for public hearings.

- (a) Every licensee of a residential rental facility containing three or more dwelling units, or a short-term rental (STR), shall cause to be conspicuously posted in the main entryway or other conspicuous location therein the current license for the dwelling. Every licensee of a single occupancy facility shall provide to the occupant of the dwelling unit, a certified copy of the current license for the dwelling.
- (b) The licensee must, as a continuing obligation of the license, provide written notice to tenants or in the alternative, post the written notice in the lobby or common area of the rental dwelling for any public hearing notice received by the licensee that pertains to the rental dwelling, the rental dwelling unit, the property on which the rental dwelling is located or any adjacent rights of way.

(Code 1978, § 7.15, subd. 8; Ord. No. 03-26, 8-25-2003; Ord. No. 10-13, § 2, 9-28-2010; Ord. No. 16-09, § 2, 10-25-2016; Ord. No. 21-17, § 2, 8-24-2021; Ord. No. 23-16, 9-12-2023)

Sec. 26-653. License not transferable.

No license shall be transferable to another person or to another rental dwelling or rental dwelling unit. Every person holding a license shall give notice in writing to the city within ten business days after having legally transferred or otherwise disposed of the legal control of any licensed rental dwelling. Such notice shall include the name and address of the person succeeding to the ownership or control of such rental dwelling or dwellings. The successor shall apply to the city for a new rental license.

(Code 1978, § 7.15, subd. 9; Ord. No. 03-26, 8-25-2003; Ord. No. 10-13, § 2, 9-28-2010; Ord. No. 16-09, § 2, 10-25-2016; Ord. No. 23-16, 9-12-2023)

DIVISION 3. CRIME FREE HOUSING

Sec. 26-654. Crime Free Rental Housing Program.

The licensee or manager is required to complete the Phase One educational course of the Crime-Free Rental Housing Program, or similar course as approved by the city. Certification as a rental property manager may also be considered by the city to satisfy this requirement. To promote the benefits of the program, the city encourages licensees to fully participate in the Crime-Free Rental Housing Program. The licensee must provide proof that the licensee or manager has either successfully completed the phase one educational course or the licensee or manager has registered to attend a phase one educational course before a rental license will be issued.

- (1) *Phase one participant (required for licensure).*
 - a. The licensee or the manager with control over the rental dwellings and rental dwelling units must attend, at a minimum, the Phase I crime-free rental housing educational course or similar course as approved by the city administrator as a condition of receiving or renewing a license. The cost of attending the educational requirements under this section shall be paid in addition to any license and inspection fees. Course attendance will be required on a schedule to be determined by the city administrator.
 - b. The licensee and/or manager must attend an eight-hour crime-free housing course presented by police, fire, public housing and others.
 - c. Use a written lease including the Minnesota Crime Free Housing Lease Addendum.
 - d. Check the criminal background and credit score of all prospective tenants.
 - e. Actively pursue the eviction of tenants who violate the terms of the lease and/or the crime free lease addendum.
- (2) *Phase two participant (includes phase one plus the following).*
 - a. Complete a security assessment and complete the security improvements recommended. This phase will certify that the rental dwelling has met the security requirements for the tenant's safety.
 - b. For rental dwellings with four or more units, attend a minimum of 25 percent of owners/managers association meetings.
 - c. For rental dwellings with less than four units, attend licensee/manager refresher training at least once every three years and conduct an exterior inspection of the property at least once every year
- (3) *Phase three participant (includes phase one and two plus the following).*
 - a. For rental dwellings with four or more units, conduct resident training annually for the residents where crime watch and crime prevention techniques are discussed.
 - b. For rental dwellings with four or more units, hold regular resident meetings.
 - c. For rental dwellings with four or more units attend a minimum of 50 percent of licensee/managers association meetings.

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- d. Have no unresolved City Code violations within the past year.
 - e. For rental dwellings with less than four units, attend annual refresher training approved by the city administrator at least one time per year and verify attendance.
 - f. For rental dwellings with less than four units, meet with tenants at least one time per year, inspect the exterior of the dwelling at least quarterly, and inspect the interior of the dwelling unit at least one time per year and provide written verification on a form provided by the city.

(Ord. No. 23-16, 9-12-2023)

DIVISION 4. PENALTIES

Sec. 26-655. License denial, suspension, or revocation.

- (a) *Grounds for denial, suspension or revocation.* The city administrator may temporarily suspend, deny or not renew a license and the city council may revoke or suspend a license for any of the following reasons that shall also constitute a violation of this chapter:
 - (1) The property does not conform to City of Ramsey Zoning Code;
 - (2) The property does not comply with a health, building, maintenance, or other provisions of the City Code or state law;
 - (3) The licensee has failed to pay the license fee, inspection fees, the investigation fee, or a fine that has been imposed;
 - (4) The licensee has made fraudulent statements, misrepresentations, or false statements in the application or investigation or in any information required by this chapter;
 - (5) Conviction of a background check crime as defined in Minn. Stats. § 299C.67, subd.2, as may be amended from time to time; or any crime related to the business licensed and failure to show, by competent evidence, rehabilitation and present fitness to perform the duties of the business;
 - (6) Operating or allowing the rental property to be used in such a manner as to constitute a breach of the peace, a menace to the health, safety, and welfare of the public, or a disturbance of the peace or comfort of the residents of the city, upon recommendation of the chief of police;
 - (7) Actions unauthorized or beyond the scope of the license granted;
 - (8) The licensee's rental license to operate a rental dwelling in another jurisdiction has been denied, revoked, or suspended;
 - (9) Failure to schedule and/or allow rental or building inspections of the licensed premises, for the purpose of ensuring compliance with rental licensing requirements, City Code requirements, state building codes, or other applicable state or federal law;
 - (10) Failure to continuously comply with all conditions required as precedent to the approval of the license;
 - (11) Real estate or personal property taxes have become delinquent and the property owner and the licensee are the same person or entity, or have any common ownership where they are a different person or entity;
 - (12) Violation of any regulation or provision of the City Code applicable to the activity for which the license has been granted, or any regulation or state or federal law that may be applicable;

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- (13) Excessive calls for service as determined by the chief of police based on the number and nature of the calls compared to the number of dwelling units on the property when the licensee has been notified of the calls by the chief of police and the licensee has failed to supply an appropriate written action plan for reducing the calls for service, or when the calls for service exceed an established threshold a second time within 12 months of completing an action plan for previously exceeding the threshold.
 - (14) Failure to actively pursue the eviction of tenants who have violated the provisions of the crime free lease addendum or who have otherwise created a nuisance in violation of the provisions of the written lease; and
 - (15) Other good cause as determined by the city council after conducting a public hearing.

The city council may revoke a license or suspend a license for a set period of time or until violations of City Code, or state or federal law are corrected and, in addition, impose a civil penalty for each violation or impose a combination of these sanctions.

- (b) *Temporary suspension.* The city administrator may temporarily suspend a license pending a hearing on the suspension or revocation when, in its judgment, the public health, safety, and welfare is endangered by the continuance of the licensed activity.
- (c) *Notice.* Before the suspension or revocation of the rental license, the city must provide written notice informing the licensee of the right to a hearing. The notice must provide at least 30 calendar days' notice of the time and place of the hearing and must state the grounds for the proposed suspension or revocation of the license. The notice may be served upon the licensee personally, by leaving the notice at the licensed premises with the designated manager, or by certified mail to the address listed on the license application.
- (d) *Hearing.* A hearing will be conducted before the city council at a public meeting. The licensee shall have the right to be represented by counsel, the right to respond to the charged violations, and the right to present evidence through witnesses. The rules of evidence do not apply to the hearing and the city council may rely on all evidence it determines to be reasonably credible. The determination to suspend or revoke the license shall be made upon a preponderance of the evidence. It is not necessary that criminal charges be brought in order to support a suspension or revocation of a license violation nor does the dismissal or acquittal of such a criminal charge operate as a bar to suspension or revocation.
- (e) *Final decision.* Following the hearing, the city council may revoke or suspend the license for all or any part of the licensed premises, may stay the revocation or suspension upon such terms and conditions as it deems reasonable and necessary to accomplish the purposes of this chapter, or grant or continue the license. The decision by the city council following a hearing is final. Upon a decision to suspend a license, no new application from the current licensee for the same rental dwelling will be accepted for a period of time specified in the council's decision, not exceeding one year. A decision to revoke a license will result in no new application being accepted from the same licensee for a minimum of one year.
- (f) *Appeal of decision to deny or not renew license.* If the city administrator denies or does not renew a license, the licensee shall be notified in writing, specifying the reasons for denying or not renewing the license. If the licensee corrects the conditions leading to the denial or non-renewal within 14 days, the city administrator shall issue the license. A licensee whose license has been denied or not renewed by the city may appeal the decision by filing with the city administrator a written notice of appeal within ten days of receiving notice of the city's decision. The hearing will be conducted pursuant to City Code.
- (g) *Notification to tenants.* Upon denial, suspension, revocation or other enforcement action of a license, the city will notify all affected tenants of the action against the license. If the license is revoked or suspended the licensee may not let, rent or allow to be occupied any vacant dwelling units, or dwelling units that become vacant during the revocation or suspension period.

(Ord. No. 23-16, 9-12-2023)

Sec. 26-656. Minimum penalties.

The following are minimum penalties for a licensee's failure to comply with applicable federal law, state law, City Code or the requirements of this chapter relating to the license. These penalties do not prohibit the city from any other sanctions listed in City Code or by state or federal law.

- (1) Property owners, tenants and/or occupants can be held accountable for violations as deemed necessary by the city administrator or designee.
- (2) Appeals shall be heard in accordance to the procedures set forth in City Code.
- (3) The city council at any time, may determine the level and order of penalties, or may impose penalties exceeding those below based on the history of compliance and the severity of the violation up to a maximum of \$10,000.00 per violation.
- (4) Penalties for violations based on crime free housing participation are based on annual adopted fees as part of the fee schedule.

(Ord. No. 23-16, 9-12-2023)

Sec. 26-657. Administration and maintenance standards.

The city has adopted standards for all properties, to include rental properties. In regards to this Code, all rental properties must be maintained in accordance to all local, state and federal laws including but not limited to, the Minnesota State Fire Code, Building Code, and Accessibility Code. The city has adopted the International Property Maintenance Code (IPMC), referenced in article V, Property Maintenance Code; section 105-142, adopting the 2021 International Property Maintenance Code as published by the International Code Council, Inc.

- (1) It is the responsibility of the licensee to assure that every rental dwelling and rental dwelling unit is maintained in compliance with all city ordinances, state law, and federal laws. A violation of City Code, state law, or federal law, constitutes a public nuisance and may be abated under the provisions of the City Code or IPMC.
- (2) Snow and ice removal. Rental dwellings containing four or more dwelling units must remove snow and ice and remediate hazardous conditions from all walkways, sidewalks, steps and parking areas within 72 hours of a snowfall.

(Ord. No. 23-16, 9-12-2023)

Sec. 26-658. Reserved.

Sec. 26-659. Falsely reporting violations.

No person shall report a violation of this chapter knowing or having reason to know that the report is false with the intent to affect the licensing status or inspection schedule of the rental dwelling.

(Ord. No. 23-16, 9-12-2023)

Sec. 26-660. Violations.

In addition to any other sanctions or administrative penalties imposed, any violation of this chapter shall constitute a misdemeanor offense, punishable as defined by state law. Each day of violation constitutes a separate offense.

(Ord. No. 23-16, 9-12-2023)

Sec. 26-661. No warranty by city.

By enacting and undertaking to enforce this chapter, neither the city nor its city council, agents or employees warrant or guaranty the safety, fitness or suitability of any rental dwelling or rental dwelling unit in the city. Licensees and occupants should take appropriate steps to protect their interests, health, safety and welfare.

(Ord. No. 23-16, 9-12-2023)

Secs. 26-662—26-679. Reserved.

CC Work Session**Meeting Date:** 08/12/2024**Primary Strategic Plan Initiative:** Identify and implement operational efficiencies, cost savings and additional funding sources.**Information****Title:**

Discuss Staffing in the Building Division of Community Development

Purpose/Background:

The purpose of this discussion is to discuss staffing in the Building Division due to a recent resignation.

Staff received a notice of resignation from Ms. Ellen Krueger, a 34 hour per week Permit Technician II. Over the years, the two Permit Technicians' hours have varied; however, looking back to 2018, the year with the greatest Permit Technician hours in the budget, staffing was at 72.5 hours per week. Since January 2023, the Permit Technician roles have been staffed at just 54 hours per week.

The first draft of the preliminary budget included an increase in hours for the Permit Technician role by 8 hours. This proposal was for a non-benefit eligible position. Given the need in the building division staffing levels and with this resignation, staff suggests back-filling the Permit Technician II to full-time, at forty hours per week, rather than 34 hours per week. In both cases, this position is eligible for full-time benefits so the financial impact is from the added hours. The proposal to increase the Permit Technician role in 2025 would be removed, and that position would remain at 20 hours per week.

Benefit of a full-time Permit Technician II:

- A permanent full-time Permit Technician would be available during all hours City Hall is open. Currently the coverage is split between two part time positions.
- The increase in hours would aid in meeting the timeline goal of processing building permits. In past years this timeline has been difficult to meet due to the amount of building permits issued
- This position would be recruited for an experienced Permit Technician to replace the knowledge and efficiency seen by Ms. Krueger.

Timeframe:

Up to 15 minutes.

Funding Source:

With the departure of Ms. Krueger on August 9th, there will be a savings of \$29,305 left in the budget for this position (approximate three month vacancy). Refilling the position on or near October 28, 2024, at forty hours per week for the remainder of 2024, will total approximately \$16,083. This represents a net savings of \$13,222 in 2024. The 2025 Preliminary Budget review earlier this evening reflects this change, along with the adjustment to leave the Permit Technician at 20 hours per week.

Responsible Party(ies):

Colleen Lasher, Administrative Services Director
Stephanie Hanson, Community Development Director
Brian Hagen, City Administrator

Outcome:

Based on discussion, filling this vacancy will begin with recruitment immediately with an anticipated start date of October 28, 2024.

Attachments

No file(s) attached.

Form Review

Inbox

Brian Hagen

Form Started By: Colleen Lasher

Final Approval Date: 08/08/2024

Reviewed By

Brian Hagen

Date

08/08/2024 12:46 PM

Started On: 07/29/2024 12:35 PM

Meeting Date: 08/12/2024

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 move ahead 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, 2024.

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

Timeframe:

Up to 20 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 contract negotiations.

Attachments

No file(s) attached.

Form Review

Inbox

Brian Hagen

Form Started By: Colleen Lasher

Final Approval Date: 08/07/2024

Reviewed By

Brian Hagen

Date

08/07/2024 09:21 AM

Started On: 08/01/2024 04:14 PM

CC Work Session

Meeting Date: 08/12/2024

Primary Strategic Plan Initiative: Enhance City’s communication through transparency and accountability.

Information

Title:

Review Future Topics/Calendar

Purpose/Background:

Attached is the current list of future topics for work session discussions. 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.

Timeframe:

Funding Source:

Responsible Party(ies):

Outcome:

For Council review - no formal action necessary.

Attachments

Future Topics List

Form Review

Inbox

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 08/07/2024

Reviewed By

Brian Hagen

Date

08/07/2024 09:25 AM

Started On: 08/06/2024 09:52 AM

| Row # | | <u><i>Tentative City Council Future Work Session Topics</i></u> | |
|-------|---------------|---------------------------------------------------------------------------------------------|--------------------|
| | Proposed Date | Topic | Minutes (Estimate) |
| | 2024 | | |
| | TBD | Continue Discussions Regarding Proposed Updates to the Personnel Policy | |
| | TBD | Subdivision Code | |
| | TBD | Hwy 10 Pedestrian Overpass | |
| | TBD | LRRWMO JPA Amendments | |
| | TBD | City Facility Safety Improvements | |
| | TBD | Discuss Precinct/Polling Location sizes | 15 |
| | TBD | Continue Policy Project Discussion – continue Park Policy discussion – Riverblood | 30 |
| | TBD | Draft Trail Maintenance Policy – Riverblood | 30 |
| | TBD | Draft Stormwater Pond Maintenance Policy – Westby | 30 |
| | TBD | Review procedure/policy/best practice for introduction of resolutions/proclamations – Staff | 20 |
| | TBD | Discuss Council and B/C Remote Meetings Policy - Staff | 15 |
| | TBD | Decorum of Council Towards Meeting Attendees | |