



COTTAGE GROVE CITY COUNCIL

12800 RAVINE PARKWAY SOUTH
COTTAGE GROVE, MINNESOTA 55016

JULY 27, 2022

SPECIAL MEETING - 5:30 P.M. TRAINING ROOM

5:30 P.M. DINNER

6:00 P.M. SPECIAL MEETING

1 CALL TO ORDER

2 ROLL CALL

3 AGENDA ITEM

A 2023-2024 Budget Overview

B General Fund Revenues

C General Government

D Economic Development

E Community Development

F Public Safety

G 2023 Budget Additions

H 2024 Budget Additions

4 ADJOURNMENT



City Council Action Request

3A

Meeting Date	7/27/2022
Department	Finance
Agenda Category	Agenda Item
Title	2023-2024 Budget Overview
Staff	
Recommendation	
Budget Implication	Based on Discussion
Attachments	2023 Budget Workshop Memo Property Tax Levy Property Tax Impacts 2022 Levy to 2023 Proposed Levy - Summary of Changes General Fund Summary Cost Per Capita



To: Mayor and City Council Members
Jennifer Levitt, City Administrator

From: Brenda Malinowski, Finance Director

Date: July 27, 2022

Subject: 2023 Budget Workshop/Tax Levy

Introduction:

The annual budget process is guided by policies, ordinances, and the Strategic Plan which have been adopted by the City Council. As part of this process, a Council workshop was held in May. During that workshop, a preliminary levy of 9.96% including debt was shared with Council. The continued increase of inflation and the status of the Internal Service funds were not anticipated in that May levy.

Discussion:

The purpose of this workshop is to review the 2023 Operating Budget and the 2023 Property Tax Levy.

Operating Levy:

The 2023 proposed levy included in this workshop reflects an increase of 13.09% over the 2022 Adopted Levy. For your information, to change the levy by 1%, a change in the operating budget will need to be made in the amount of approximately \$184,000.

Taxes Levied			
	Certified 2022	Proposed 2023	% Change
General Operating Levy			
General Fund	\$15,160,000	\$17,324,980	
PSCH Interfund Loan	250,000	250,000	
Economic Development	125,000	125,000	
Total General Operating Levy	15,535,000	17,699,980	13.93%
Total Debt Levy	\$2,804,000	\$3,039,440	8.38%
Total Gross Levy	\$18,339,000	\$20,739,420	13.09%

At the total proposed levy of \$20,739,420, the 2023 General Fund budget is in balance.

Based on this levy the property tax rate will decrease by 1.87% from 37.15% to 35.28%. This rate may change when preliminary taxable values are received from the County in August.

Some other considerations:

Property Values and Economic Data

- The 2022 Assessor's Report received from Washington County this spring, indicated a 20.9% increase to taxable value (tax capacity) for residential properties. As in past years, preliminary taxable values will not be received until mid-August. Here is a link to the Assessor's Report:
[https://washington.minnesotaassessors.com/forms/washingtonmn/ASSESSMENT%20REPORT 2022-%20COMPLETE.pdf](https://washington.minnesotaassessors.com/forms/washingtonmn/ASSESSMENT%20REPORT%202022-%20COMPLETE.pdf)
- Average increase to residential property values is 22.2%
- Average increase to commercial/industrial property values is 5.1%
- According to the Consumer Price Index (CPI) for Minneapolis-St Paul-Bloomington, the CPI increased 8.5% from a year ago. This up from the March 2022 number which was an increase of 8.2%. This index is released every two months and will be released again on August 10th.

Personnel

- Union contracts are settled through 12/31/24 at 3% COLA per year. These contracts have been incorporated into the 2023 Budget.
- The 2023 Budget includes the following positions:
 - Fire Marshal (PT to FT)
 - Entry level Planner
 - Public Service Worker-Streets
 - Utility Billing Clerk (Funded by Utility Budgets)
 - City Engineer (Revenue generating)
 - Criminal Analyst (reclassification)
 - Although the Public Service Worker-Parks had been included in the long-term staffing plan discussed this spring, it has been moved to 2024 in order to decrease the levy.
 - In the addition, a Public Service Worker-Utilities has been added to address the additional work for the temporary treatment plants, which will be funded by the 3M Settlement.
- The 2024 Budget includes the additional following positions:
 - Public Service Worker-Parks that was delayed in the 2023 budget.
 - Police Officer
 - Sustainability Programs Engineer
 - IT Technician (Funded by Information Services Budget)
 - Property Room Technician
 - Deputy Fire Chief
 - Public Service Worker-Utilities (Funded by Utility Budgets)
 - Management Analyst-Public Works

Commodities and Contractual

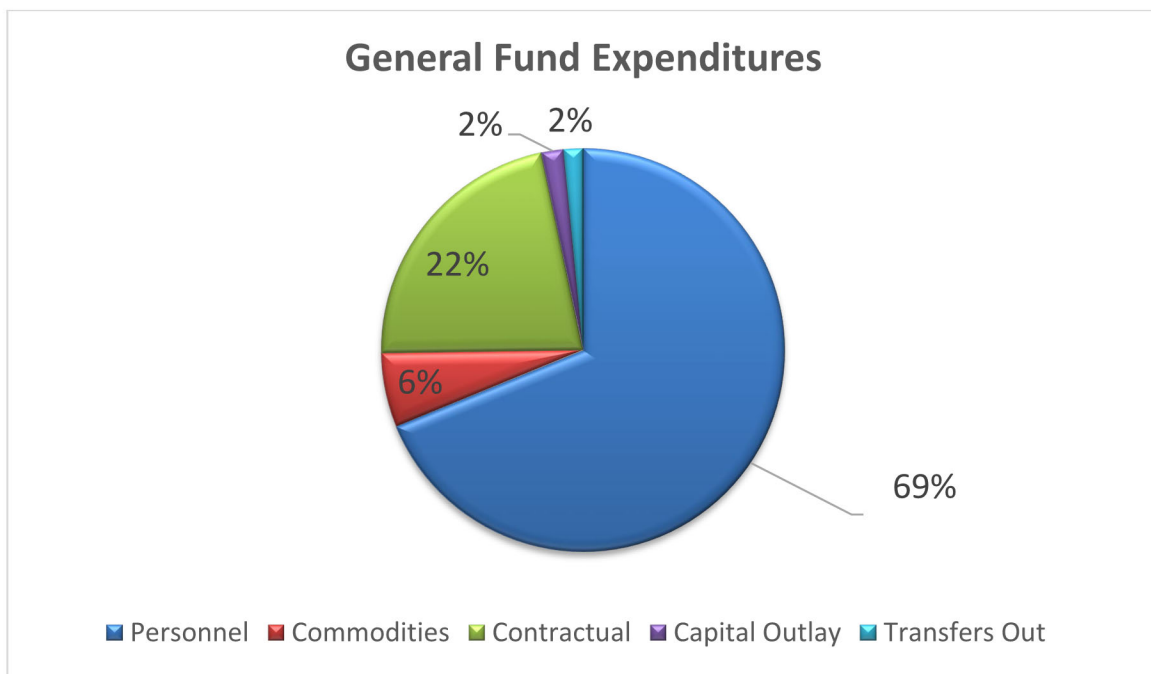
- Commodities and Contractual Services have been included at a 3% increase from 2022. Staff had held the line at 2% increase in commodities for over 3 years.

Debt

- A Debt Service Levy spreadsheet has been included that includes the existing debt levy needs and the future debt levy needs.
- The increase in the bonded debt levy is primarily due from the 2021A Pavement Management Bond and is based on the debt levy schedule for that bond.
- The debt levy for the proposed 2023 bonds is included in the debt levy beginning in 2024.

General Fund

The General Fund is proposed to increase by 11.23%. Personnel Costs account for 69% of the General Fund Expenditures. Personnel costs are driven by union contracts, employer retirement contributions for PERA, health insurance, and worker's compensation premiums.



Internal Service Funds

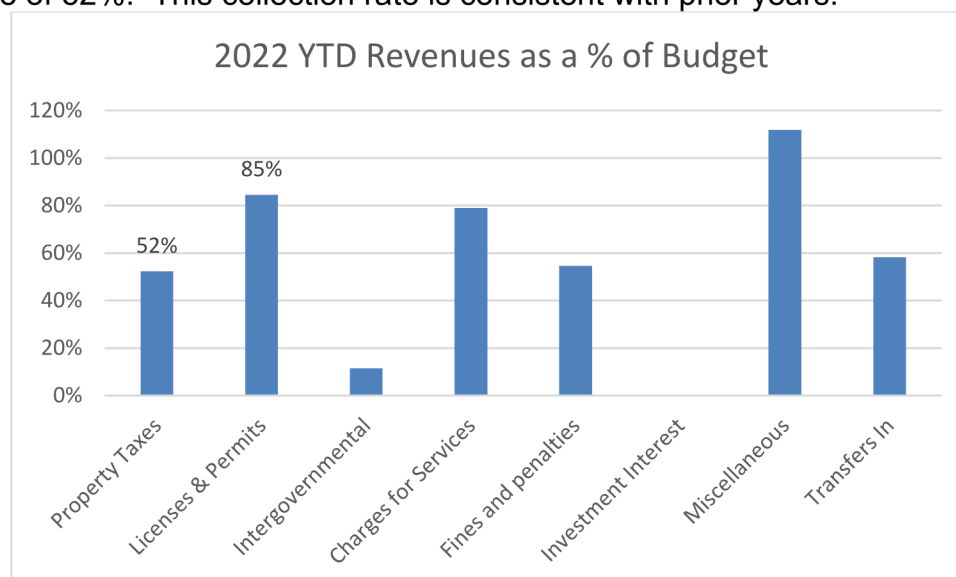
Internal Service Funds are used to allocate shared costs within a government. The City is using internal service funds for Insurance (health insurance, property insurance, and worker's compensation), Fleet services, and IT services. Two of these funds (Fleet and IT) have negative cash balances. The allocation for these internal service funds is proposed to increase this year in order to recover the operating costs. Some of the reasons for the increased operating costs include the following:

- Increased Worker's Compensation rates (there was a \$216,000 increase in the premium for 2022 coverage).
- Health insurance coverage for former employees covered under MN Statute 299A.465 is funded through the Insurance Fund. These costs have continued to increase.
- Due to the COVID-19 pandemic, there was a greater need for technology and IT solutions. These costs had not been allocated out to the other funds in the past due to budget constraints. The 2023 Budget is allocating out these costs.
- Increased costs to supplies and maintenance in both the Fleet Fund and IT Fund, due to higher inflationary cost for these items.

It is proposed to recover the operating costs for the Internal Service Funds in the next 2-3 years budget cycles, since it would be too much of a strain on the levy to recover these costs in one year. In addition, it is proposed to correct the negative cash in the Fleet Fund and IT Fund through operating transfers from the General Fund when there are positive financial results in the General Fund.

2022 General Fund Financial Results

Some Budget Additions are proposed to be funded in 2022 in order to not place a further strain on the 2023 Property Tax Levy. As of July 15th, 85% of the budgeted license and permit revenue has been collected. In addition, property tax collections for the 1st half of 2022 consist of a collection rate of 52%. This collection rate is consistent with prior years.



Cost Per Capita

During the 2021 Financial Presentation in June, KDV presented costs per capita for governmental funds. The information is below. Since the comparisons are based on 2020 data, it is important to compare Cottage Grove based on the 2020 data. I have included this with the memo.

The following items are included with this memo:

- Property Tax Levy with detail of the debt levies
- City Property Tax Analysis of 4 Residential and 4 Commercial Properties based on the 13.09% levy increase
- 2022 to 2023 Levy Change Summary
- General Fund Summary (This is a summary of all departments sorted by category and object)
- Cost Per Capita

Action requested:

Provide feedback and direction regarding the 2023 Operating Budget and 2023 Property Tax Levy.

**CITY OF COTTAGE GROVE
PROPERTY TAX LEVY**

Fund		Adopted 2021	Adopted 2022	Proposed 2023	Proposed 2024
	General Levies				
100	General Fund	\$ 14,637,785	\$ 15,160,000	\$ 17,324,980	\$ 20,019,131
525	Public Safety/City Hall interfund loan	250,000	250,000	250,000	250,000
285	Economic Development	125,000	125,000	125,000	125,000
	Total levy subject to limit	15,012,785	15,535,000	17,699,980	20,394,131
	Debt Levies				
369	GO Refunding bonds 2016A	200,000	220,000	220,000	220,000
371	GO CIP Bonds 2017A (fire station)	620,000	610,000	610,000	610,000
315	GO CIP Bonds 2019A (HERO)	297,000	250,000	250,000	250,000
305	Equipment Certificates Ice Arena 10 yr	349,500	350,000	350,000	350,000
492	Pavement Mgmt bonds 2015	200,000	200,000	300,000	300,000
493	Pavement Mgmt bonds 2016/2017	150,000	200,000	200,000	200,000
310	GO Improvement bonds 2018A (Ravine Parkway)	280,000	350,000	350,000	350,000
491	Pavement Mgmt 2013	300,000	250,000	-	-
330	GO imp refunding bonds 2021B			514,440	500,000
330	Pavement Mgmt bonds 2021A	180,000	150,000	245,000	245,000
	2023 Debt Issuance		224,000		861,350
	Total debt levy	2,576,500	2,804,000	3,039,440	3,886,350
	Total Gross levy	17,589,285	18,339,000	20,739,420	24,280,481
	Change in Gross levy	3.99%	4.26%	13.09%	17.07%

Sample Residential Properties-Property Tax Impacts (Preliminary Estimates)

year	Market Value	change %	City tax	change \$	change in City tax %
2018	\$ 248,400	4.63%	\$ 952		0.21%
2019	\$ 257,200	3.54%	\$ 947	\$ (5)	-0.53%
2020	\$ 267,100	3.85%	\$ 991	\$ 44	4.65%
2021	\$ 282,400	5.73%	\$ 1,011	\$ 20	2.02%
2022	\$ 273,800	-3.05%	\$ 973	\$ (38)	-3.76%
2023	\$ 329,600	20.38%	\$ 1,136	\$ 163	16.76%
Three-year average				\$ 48	5.01%

2018	\$ 279,300	3.71%	\$ 1,090	\$ 7	0.64%
2019	\$ 289,700	3.72%	\$ 1,085	\$ (5)	-0.46%
2020	\$ 298,300	2.97%	\$ 1,124	\$ 39	3.59%
2021	\$ 318,100	6.64%	\$ 1,156	\$ 32	2.85%
2022	\$ 310,300	-2.45%	\$ 1,121	\$ (35)	-3.03%
2023	\$ 373,600	20.40%	\$ 1,305	\$ 184	16.44%
Three-year average				\$ 60	5.42%

2018	\$ 330,400	-0.45%	\$ 1,317	\$ 187	15.47%
2019	\$ 344,200	4.18%	\$ 1,316	\$ (1)	-0.08%
2020	\$ 370,400	7.61%	\$ 1,431	\$ 115	8.74%
2021	\$ 379,800	2.54%	\$ 1,407	\$ (24)	-1.68%
2022	\$ 382,300	0.66%	\$ 1,424	\$ 17	1.21%
2023	\$ 463,300	21.19%	\$ 1,650	\$ 226	15.89%
Three-year average				\$ 73	5.14%

2018	\$ 312,300	8.48%	\$ 1,236	\$ 39	3.39%
2019	\$ 324,100	3.78%	\$ 1,231	\$ (5)	-0.40%
2020	\$ 332,100	2.47%	\$ 1,268	\$ 37	3.01%
2021	\$ 331,500	-0.18%	\$ 1,211	\$ (57)	-4.50%
2022	\$ 344,100	3.80%	\$ 1,258	\$ 47	3.88%
2023	\$ 414,300	20.40%	\$ 1,462	\$ 204	16.20%
Three-year average				\$ 65	5.20%

Sample Commercial/Industrial Properties-Property Tax Impacts (Prelm. Est)

year	Market Value	change %	City tax	change \$	change in City tax %
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2020	\$ 402,800		\$ 1,842		
2021	\$ 402,800	0.00%	\$ 1,819	\$ (23)	-1.23%
2022	\$ 458,200	-3.05%	\$ 2,062	\$ 243	13.36%
2023	\$ 458,200	0.00%	\$ 1,959	\$ (103)	-5.00%
Three-year average				\$ 39	2.38%

2020	\$ 8,250,000		\$ 41,422		
2021	\$ 8,875,000	7.58%	\$ 44,011	\$ 2,589	6.25%
2022	\$ 9,703,300	9.33%	\$ 47,385	\$ 3,373	7.66%
2023	\$ 9,703,300	0.00%	\$ 45,014	\$ (2,370)	-5.00%
Three-year average				\$ 1,197	2.97%

2020	\$ 1,511,600		\$ 7,435		
2021	\$ 1,511,600	0.00%	\$ 7,341	\$ (94)	-1.26%
2022	\$ 1,516,800	0.34%	\$ 7,252	\$ (89)	-1.21%
2023	\$ 1,516,800	0.00%	\$ 6,889	\$ (363)	-5.00%
Three-year average				\$ (182)	-2.49%

2020	\$ 190,300		\$ 771		
2021	\$ 190,300	0.00%	\$ 761	\$ (10)	-1.30%
2022	\$ 211,400	11.09%	\$ 853	\$ 92	12.03%
2023	\$ 246,300	16.51%	\$ 972	\$ 120	14.06%
Three-year average				\$ 67	8.26%

2020	\$ 69,700		\$ 263		
2021	\$ 69,700	0.00%	\$ 260	\$ (3)	-1.14%
2022	\$ 51,000	-26.83%	\$ 188	\$ (72)	-27.88%
2023	\$ 65,800	29.02%	\$ 230	\$ 42	22.57%
Three-year average				\$ (11)	-2.15%

Note-Preliminary Esitmates. Taxes will change due to Fiscal Disparities.

2022 Levy to 2023 Proposed Levy

2022 General Fund Operating Levy

Salary Changes for Existing Staff
Police Officer Contract Changes
Worker's Comp and Health Insurance Changes
Fund Associate Planner position
Fund FT Fire Marshal position
New Public Works position-Streets
New City Engineer position (No Levy Impact)
Engineering revenue increase
Commodity and Contractual Increases at 3%
Information Technology Changes
Information Technology Cyber Security
Fuel Changes
Fleet Management Changes
Building Maint Changes
Squad Changes (6 Squads in budget at \$68,000 each)
BA Parks Seasonal Staff
BA Parks Intern
BA Firearms Ammunition
BA Salt Price Increase
BA Parks Operating Supplies
BA Fire training agreement
BA Emergency Fencing
BA Parks Portable restrooms
BA Parks Waste Costs
Revenue Increases to offset Levy Increase
Decrease Transfers for Equipment
Add Utility Clerk position (no levy impact)
Add PSW-Water (no levy impact)
Add PSW-HERO (levy impact in bldg maint)
Balance Budget
2023 Proposed General Fund Operating Levy
Public Safety/City Hall Interfund Loan
Economic Development
2023 Proposed General Levies
2022 Debt Levy
Increase in debt levy
2023 Proposed Debt Levy
Total 2023 Proposed Operating and Debt Levy

Levy	Current Levy Changes	Levy Changes identified for May Workshop
\$ 15,160,000		
\$ 658,660	3.59%	3.59%
\$ 115,000	0.63%	0.63%
\$ 145,290	0.79%	0.31%
\$ 91,100	0.50%	0.50%
\$ 130,900	0.71%	0.71%
\$ 95,000	0.52%	0.52%
\$ 161,900	0.88%	0.88%
\$ (125,000)	-0.68%	-0.68%
\$ 127,110	0.69%	0.69%
\$ 152,605	0.83%	0.12%
\$ 80,000	0.44%	
\$ 70,150	0.38%	0.38%
\$ 108,915	0.59%	0.14%
\$ 117,800	0.64%	0.35%
\$ 183,000	1.00%	0.33%
\$ 16,320	0.09%	
\$ 8,800	0.05%	
\$ 15,000	0.08%	
\$ 22,350	0.12%	
\$ 10,000	0.05%	
\$ 8,000	0.04%	
\$ 7,000	0.04%	
\$ 10,000	0.05%	
\$ 4,650	0.03%	
\$ (1,340)	-0.01%	
\$ (45,000)	-0.25%	
\$ (3,230)	-0.02%	
\$ 17,324,980	11.81%	8.47%
\$ 250,000		
\$ 125,000		
\$ 17,699,980		
\$ 2,804,000		
\$ 235,440	1.28%	1.28%
\$ 3,039,440	1.28%	1.28%
\$ 20,739,420	13.09%	9.75%

*Assumes same permit revenue as in 2022 Budget

Items removed from 2023 Budget

Delay start of new Parks position until 2024	\$ 90,000	0.49%
BA Uniform for new parks position	\$ 620	0.00%
BA Warning Siren	\$ 10,000	0.05%
BA Parks Court Resurfacing	\$ 3,570	0.02%
BA Parks Plant price increase	\$ 12,450	0.07%
BA PSCH-Garage floor sealing (Fund in 2022)	\$ 67,000	0.37%
BA Red Dot	\$ 30,000	0.16%
BA for Coating garage floors at CFS (Fund in 2022)	\$ 67,260	0.37%
BA for Agenda Software (Fund in 2022)	\$ 25,000	0.14%
BA for Recodification (Fund in 2022)	\$ 25,000	0.14%
BA for Subdivision Ordinance (Fund in 2022)	\$ 20,000	0.11%
BA for Parks Natural Resource Inventory	\$ 50,000	0.27%
Delay replacement of New Parks pickup until 2024	\$ 55,000	0.30%
Delay replacement of Police 16 Ford (Admin vehicle)	\$ 45,000	0.25%
Delay purchase of new Police Admin vehicle	\$ 45,000	0.25%
	\$ 545,900	2.98%



Budget Comparison Report

Group Summary

Objec...	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
Fund: 100 - GENERAL FUND										
Revenue										
Category: 3010 - PROPERTY TAXES										
3011 - CURRENT PROP TAX	14,123,459.83	14,603,771.20	7,880,386.24	15,160,000.00	17,324,980.00	2,164,980.00	14.28%	20,019,131.00	2,694,151.00	15.55%
3012 - DEL PROP TAXES	50,909.25	24,218.99	48,204.04	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3013 - NON LEVY PROPERTY TAX	62,534.87	63,282.41	31,234.16	60,000.00	60,000.00	0.00	0.00%	60,000.00	0.00	0.00%
3016 - EXCESS TIF REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 3010 - PROPERTY TAXES:	14,236,903.95	14,691,272.60	7,959,824.44	15,220,000.00	17,384,980.00	2,164,980.00	14.22%	20,079,131.00	2,694,151.00	15.50%
Category: 3030 - SPECIAL ASSESSMENTS										
3030 - S.A. - CURRENT	4,270.12	3,200.16	942.75	3,000.00	3,000.00	0.00	0.00%	3,000.00	0.00	0.00%
3031 - S.A. - DELINQ	120.72	602.10	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3041 - S.A. - NEW ROLL	0.00	364.23	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3044 - MISC PEN & INT	21.44	52.90	5.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 3030 - SPECIAL ASSESSMENTS:	4,412.28	4,219.39	947.75	3,000.00	3,000.00	0.00	0.00%	3,000.00	0.00	0.00%
Category: 3110 - LICENSES AND PERMITS										
3110 - CONTRACT LICENSE	17,893.50	36,581.50	20,815.00	16,000.00	25,000.00	9,000.00	56.25%	25,000.00	0.00	0.00%
3112 - SOLID WASTE LIC	6,550.00	0.00	5,850.00	5,150.00	5,850.00	700.00	13.59%	5,850.00	0.00	0.00%
3113 - CIGARETTE LIC	4,000.00	375.00	5,000.00	4,100.00	4,000.00	-100.00	-2.44%	4,000.00	0.00	0.00%
3114 - BEER LICENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3115 - LIQUOR LICENSE	39,101.77	2,200.00	47,250.00	52,000.00	52,000.00	0.00	0.00%	52,000.00	0.00	0.00%
3117 - ALARM LICENSE	1,900.00	870.00	300.00	5,000.00	1,000.00	-4,000.00	-80.00%	1,000.00	0.00	0.00%
3119 - GAMBLING ENFORCE	500.00	700.00	300.00	1,000.00	1,000.00	0.00	0.00%	1,000.00	0.00	0.00%
3125 - LAWN CARE LIC	3,150.00	1,275.00	3,637.50	3,000.00	2,500.00	-500.00	-16.67%	2,500.00	0.00	0.00%
3127 - PEDDLER TEMP	100.00	100.00	100.00	250.00	100.00	-150.00	-60.00%	100.00	0.00	0.00%
3128 - SAUNA/MASSAGE PARLOR BUSINESS	0.00	0.00	0.00	200.00	0.00	-200.00	-100.00%	0.00	0.00	0.00%
3129 - MISCELLANEOUS LICENSE	0.00	500.00	1,700.00	200.00	200.00	0.00	0.00%	200.00	0.00	0.00%
3130 - MASSAGE THERAPY	1,075.00	362.50	800.00	1,000.00	500.00	-500.00	-50.00%	500.00	0.00	0.00%
3138 - ENGINEERING PERMITS	4,225.00	10,545.83	19,170.60	30,000.00	30,000.00	0.00	0.00%	30,000.00	0.00	0.00%
3139 - ELECTRICAL PERMITS	178,325.18	201,169.25	126,398.50	150,000.00	150,000.00	0.00	0.00%	150,000.00	0.00	0.00%
3140 - BUILDING PERMIT	1,245,315.28	1,930,751.85	1,202,504.12	1,250,000.00	1,250,000.00	0.00	0.00%	1,250,000.00	0.00	0.00%
3141 - HTG/REFR PERMIT	124,296.62	178,046.40	107,256.84	125,000.00	125,000.00	0.00	0.00%	125,000.00	0.00	0.00%
3142 - PLBG PERMIT	253,987.12	83,812.52	97,984.12	250,000.00	250,000.00	0.00	0.00%	250,000.00	0.00	0.00%
3143 - REINSPECTION FEE	51.00	50.00	3,550.00	1,000.00	1,000.00	0.00	0.00%	1,000.00	0.00	0.00%

Budget Comparison Report

Objec...	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
3144 - ANNL PLANT INSP	13,804.35	0.00	32,261.42	13,000.00	13,500.00	500.00	3.85%	13,500.00	0.00	0.00%
3145 - BUILDING PLAN REVIEW	474,891.67	645,558.66	445,652.97	475,000.00	475,000.00	0.00	0.00%	475,000.00	0.00	0.00%
3146 - RENTAL LICENSE	71,412.50	65,040.00	34,140.00	40,000.00	65,000.00	25,000.00	62.50%	65,000.00	0.00	0.00%
3147 - BUILDING PERMITS DENMARK TOWNSHIP	0.00	450.00	-26,811.94	40,000.00	0.00	-40,000.00	-100.00%	0.00	0.00	0.00%
3150 - ANIMAL LICENSE	19,060.00	10,558.00	9,056.25	20,000.00	10,000.00	-10,000.00	-50.00%	10,000.00	0.00	0.00%
3159 - MISC NON-BUS LIC	21,292.60	12,792.08	4,939.65	17,250.00	21,250.00	4,000.00	23.19%	21,250.00	0.00	0.00%
Total Category: 3110 - LICENSES AND PERMITS:	2,480,931.59	3,181,738.59	2,141,855.03	2,499,150.00	2,482,900.00	-16,250.00	-0.65%	2,482,900.00	0.00	0.00%
Category: 3310 - INTERGOVERNMENTAL										
3310 - FEDERAL GRANTS	65,625.73	110,523.00	8,103.74	76,500.00	73,400.00	-3,100.00	-4.05%	0.00	-73,400.00	-100.00%
3321 - MVHC	4,943.42	9,085.33	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3322 - LGA	87,494.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3324 - STATE GRANTS	90,190.40	310.43	16,500.74	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3325 - MN STREET MAINT	42,390.00	48,285.00	49,470.00	44,000.00	45,000.00	1,000.00	2.27%	45,000.00	0.00	0.00%
3328 - MN POLICE AID	385,129.78	379,193.48	0.00	395,000.00	380,000.00	-15,000.00	-3.80%	380,000.00	0.00	0.00%
3329 - MN FIRE AID	0.00	233,523.63	0.00	200,000.00	206,000.00	6,000.00	3.00%	206,000.00	0.00	0.00%
3339 - OTHER MN AID	57,526.92	74,654.56	0.00	24,000.00	50,200.00	26,200.00	109.17%	50,500.00	300.00	0.60%
3349 - COUNTY AID	32,087.07	43,530.86	12,584.39	15,000.00	15,500.00	500.00	3.33%	15,500.00	0.00	0.00%
Total Category: 3310 - INTERGOVERNMENTAL:	765,387.32	899,106.29	86,658.87	754,500.00	770,100.00	15,600.00	2.07%	697,000.00	-73,100.00	-9.49%
Category: 3400 - CHARGES FOR SERVICES										
3454 - CLOTHING-NONTAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3510 - MAPS/DOC SALES	251.12	0.00	65.00	100.00	100.00	0.00	0.00%	100.00	0.00	0.00%
3511 - ASSESS SEARCH	220.00	100.00	0.00	100.00	100.00	0.00	0.00%	100.00	0.00	0.00%
3514 - PLANNING FEE	15,227.87	21,994.00	23,500.00	40,000.00	20,000.00	-20,000.00	-50.00%	20,000.00	0.00	0.00%
3518 - ENGINEERING CHG-PRIVATE CONSTRUCTION	306,162.49	475,259.87	651,012.14	250,000.00	250,000.00	0.00	0.00%	250,000.00	0.00	0.00%
3519 - OTHER CHARGE SVS	216,778.39	274,374.83	25,328.49	115,000.00	19,000.00	-96,000.00	-83.48%	19,000.00	0.00	0.00%
3522 - LICENSE INVEST	450.00	100.00	0.00	1,000.00	1,000.00	0.00	0.00%	1,000.00	0.00	0.00%
3523 - D.A.R.E. REIMB	122,195.81	166,663.33	98,879.78	90,000.00	99,000.00	9,000.00	10.00%	104,000.00	5,000.00	5.05%
3524 - ENGINEERING CHARGE - PUBLIC PROJECTS	569,105.00	298,732.26	0.00	400,000.00	525,000.00	125,000.00	31.25%	451,000.00	-74,000.00	-14.10%
3530 - TOWING & REIMBURSEMENT	3,897.00	5,375.00	2,615.00	5,200.00	5,300.00	100.00	1.92%	5,460.00	160.00	3.02%
3532 - FALSE ALARM FEES	-75.00	0.00	0.00	7,500.00	5,000.00	-2,500.00	-33.33%	5,000.00	0.00	0.00%
3533 - LOCK OUT FEE	3,585.39	4,199.99	2,958.74	5,000.00	5,100.00	100.00	2.00%	5,250.00	150.00	2.94%
3537 - OUT POLICE EMPL	10,237.50	363,562.14	3,700.00	20,000.00	20,000.00	0.00	0.00%	20,000.00	0.00	0.00%
3539 - MISC PUB SAFETY	13,130.41	44,820.83	13,944.48	20,000.00	20,200.00	200.00	1.00%	20,500.00	300.00	1.49%
3547 - ST OPEN PERMIT	6,110.00	6,760.00	6,565.00	7,500.00	7,500.00	0.00	0.00%	7,500.00	0.00	0.00%
3548 - RIGHT OF WAY PERMITS	46,129.00	53,905.15	27,986.55	30,000.00	45,000.00	15,000.00	50.00%	45,000.00	0.00	0.00%
3549 - MISC PUBLIC WORK	11,966.45	16,084.27	374.00	30,000.00	20,000.00	-10,000.00	-33.33%	20,000.00	0.00	0.00%
3561 - ADMISSIONS	198.24	13,417.46	16,321.73	5,000.00	15,000.00	10,000.00	200.00%	16,000.00	1,000.00	6.67%
3563 - SUPERVISED PLAYGROUNDS	0.00	113,416.80	61,887.00	125,000.00	135,000.00	10,000.00	8.00%	170,000.00	35,000.00	25.93%
3567 - EDUCATIONAL LESSONS	5,980.00	4,600.00	7,034.00	37,000.00	6,500.00	-30,500.00	-82.43%	7,500.00	1,000.00	15.38%

Budget Comparison Report

Objec...	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
3568 - FEE FOR SERVICE	2,443.14	1,401.57	3,010.00	500.00	2,000.00	1,500.00	300.00%	2,000.00	0.00	0.00%
3569 - LEAGUE FEES	3,511.97	6,185.45	4,121.13	6,600.00	7,000.00	400.00	6.06%	7,200.00	200.00	2.86%
3571 - CONCESSION SALES	0.00	3,769.37	-690.76	500.00	500.00	0.00	0.00%	500.00	0.00	0.00%
3575 - SPECIAL EVENTS	2,993.25	4,044.36	5,835.00	7,200.00	15,000.00	7,800.00	108.33%	16,500.00	1,500.00	10.00%
3580 - FACILITY USE	14,215.21	16,557.54	31,816.55	44,000.00	44,000.00	0.00	0.00%	46,000.00	2,000.00	4.55%
Total Category: 3400 - CHARGES FOR SERVICES:	1,354,713.24	1,895,324.22	986,263.83	1,247,200.00	1,267,300.00	20,100.00	1.61%	1,239,610.00	-27,690.00	-2.18%
Category: 3610 - FINES AND PENALTIES										
3610 - COURT FINES	118,092.41	148,725.71	81,785.55	150,000.00	150,000.00	0.00	0.00%	150,000.00	0.00	0.00%
3612 - NOT FOUND	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 3610 - FINES AND PENALTIES:	119,092.41	148,725.71	81,785.55	150,000.00	150,000.00	0.00	0.00%	150,000.00	0.00	0.00%
Category: 3809 - INVESTMENT INTEREST										
3810 - INVEST INTEREST	148,174.76	-63,605.39	-366,356.06	100,000.00	125,000.00	25,000.00	25.00%	125,000.00	0.00	0.00%
Total Category: 3809 - INVESTMENT INTEREST:	148,174.76	-63,605.39	-366,356.06	100,000.00	125,000.00	25,000.00	25.00%	125,000.00	0.00	0.00%
Category: 3812 - MISCELLANEOUS										
3812 - DONATE & CONTRI	30,745.00	61,554.00	32,500.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3813 - SALE OF GOODS	18,816.26	25,732.40	1,514.62	20,000.00	6,000.00	-14,000.00	-70.00%	6,000.00	0.00	0.00%
3814 - RENTAL INCOME	11,270.92	29,409.61	207.45	15,000.00	15,000.00	0.00	0.00%	16,500.00	1,500.00	10.00%
3816 - REFUND & REIMBRS	116,286.16	67,536.68	32,183.57	25,000.00	25,000.00	0.00	0.00%	25,000.00	0.00	0.00%
3829 - MISC - OTHER	6,662.38	26,112.15	700.00	0.00	7,000.00	7,000.00	0.00%	7,000.00	0.00	0.00%
Total Category: 3812 - MISCELLANEOUS:	183,780.72	210,344.84	67,105.64	60,000.00	53,000.00	-7,000.00	-11.67%	54,500.00	1,500.00	2.83%
Category: 3999 - TRANSFERS IN										
3899 - TRANSFER IN	563,050.08	616,890.08	335,550.80	576,000.00	687,390.00	111,390.00	19.34%	610,700.00	-76,690.00	-11.16%
Total Category: 3999 - TRANSFERS IN:	563,050.08	616,890.08	335,550.80	576,000.00	687,390.00	111,390.00	19.34%	610,700.00	-76,690.00	-11.16%
Total Revenue:	19,856,446.35	21,584,016.33	11,293,635.85	20,609,850.00	22,923,670.00	2,313,820.00	11.23%	25,441,841.00	2,518,171.00	10.99%
Expense										
Category: 4100 - PERSONAL SERVICES										
4100 - SALARY-FULL TIME	7,707,645.89	9,329,033.05	5,018,689.04	9,583,390.00	10,684,300.00	1,100,910.00	11.49%	11,677,800.00	993,500.00	9.30%
4110 - OVERTIME F. T.	443,605.64	651,968.47	250,619.38	395,040.00	402,100.00	7,060.00	1.79%	420,200.00	18,100.00	4.50%
4115 - REGULAR-P/T REG STATUS	88,057.36	82,397.17	39,752.55	178,565.00	163,100.00	-15,465.00	-8.66%	170,500.00	7,400.00	4.54%
4116 - O/T - P/T REG. STATUS	798.54	507.60	121.38	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4120 - SAL-P.T./TEMP	634,131.56	826,827.86	412,505.64	762,290.00	787,100.00	24,810.00	3.25%	855,290.00	68,190.00	8.66%
4121 - O.T. - P.T./TEMP	13,536.86	19,523.99	8,683.47	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4141 - PERA	1,026,234.59	1,253,173.60	630,935.51	1,282,385.00	1,334,700.00	52,315.00	4.08%	1,451,100.00	116,400.00	8.72%
4142 - FICA	418,239.31	470,908.87	254,421.09	510,380.00	574,430.00	64,050.00	12.55%	626,465.00	52,035.00	9.06%
4144 - HEALTH INSURANCE	966,171.86	999,139.42	623,472.42	1,068,810.00	1,142,260.00	73,450.00	6.87%	1,432,900.00	290,640.00	25.44%
4147 - UNEMPLOYMENT	654.00	0.00	11,223.08	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4148 - WORKERS COMP	377,060.20	371,880.12	319,823.96	548,270.00	689,970.00	141,700.00	25.84%	741,570.00	51,600.00	7.48%

Budget Comparison Report

Objec...	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%			
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)				
Total Category: 4100 - PERSONAL SERVICES:				11,676,135.81	14,005,360.15	7,570,247.52	14,329,130.00	15,777,960.00	1,448,830.00	10.11%	17,375,825.00	1,597,865.00	10.13%
Category: 4200 - COMMODITIES													
4200 - OFFICE SUPPLIES	16,771.93	14,159.09	5,684.23	20,300.00	21,080.00	780.00	3.84%	21,470.00	390.00	1.85%			
4209 - OP SUPPLIES-CLEN	2,390.77	49.32	13.92	1,800.00	1,850.00	50.00	2.78%	1,900.00	50.00	2.70%			
4210 - OP SUPPLY-OTHER	437,379.21	416,934.01	338,814.17	458,800.00	510,720.00	51,920.00	11.32%	547,630.00	36,910.00	7.23%			
4211 - MOTOR FUELS	207,623.52	247,228.89	124,248.15	246,750.00	316,900.00	70,150.00	28.43%	329,600.00	12,700.00	4.01%			
4212 - LUB/ADD	138.44	437.22	0.00	400.00	410.00	10.00	2.50%	410.00	0.00	0.00%			
4216 - FERTILIZER/CHEM	32,292.77	42,291.91	44,426.92	55,200.00	56,880.00	1,680.00	3.04%	58,560.00	1,680.00	2.95%			
4217 - CLOTHING/UNIFORM	120,643.66	96,733.44	77,494.32	140,600.00	146,099.00	5,499.00	3.91%	150,460.00	4,361.00	2.98%			
4231 - SMALL TOOLS	5,694.05	5,496.78	1,771.10	6,700.00	6,855.00	155.00	2.31%	7,145.00	290.00	4.23%			
4270 - OP SUP-VEH/EQ	16,603.71	4,795.71	1,969.08	13,400.00	14,805.00	1,405.00	10.49%	15,320.00	515.00	3.48%			
4271 - OP SUP-OTHER IMP	186,915.67	198,727.76	10,502.54	219,200.00	221,830.00	2,630.00	1.20%	230,970.00	9,140.00	4.12%			
4272 - OP SUP-BUILDINGS	20,788.98	19,189.52	9,154.12	21,300.00	23,860.00	2,560.00	12.02%	24,435.00	575.00	2.41%			
4280 - CAPITAL OUTLAY <\$5,000	71,454.91	35,305.28	39,155.13	38,800.00	40,020.00	1,220.00	3.14%	258,760.00	218,740.00	546.58%			
Total Category: 4200 - COMMODITIES:				1,118,697.62	1,081,348.93	653,233.68	1,223,250.00	1,361,309.00	138,059.00	11.29%	1,646,660.00	285,351.00	20.96%
Category: 4300 - CONTRACTUAL SERVICES													
4300 - PROF SERVICES	427,578.50	457,481.11	474,741.51	495,975.00	542,870.00	46,895.00	9.46%	619,828.00	76,958.00	14.18%			
4301 - ENGINEERING SVS	104,816.64	85,698.35	69,066.33	50,700.00	52,150.00	1,450.00	2.86%	61,585.00	9,435.00	18.09%			
4302 - LEGAL SERVICE	226,914.66	260,195.26	169,344.50	267,500.00	275,600.00	8,100.00	3.03%	283,800.00	8,200.00	2.98%			
4305 - FEES FOR SERVICE	265,293.35	276,500.52	99,209.27	316,490.00	339,021.00	22,531.00	7.12%	348,097.00	9,076.00	2.68%			
4309 - CREDIT CARD FEES	50,014.88	195,191.95	105,092.85	88,600.00	91,300.00	2,700.00	3.05%	94,072.00	2,772.00	3.04%			
4310 - COMMUNICATION	129,597.23	146,858.46	74,900.78	137,070.00	142,660.00	5,590.00	4.08%	146,341.00	3,681.00	2.58%			
4311 - POSTAGE	17,308.77	11,828.21	11,468.94	20,200.00	48,690.00	28,490.00	141.04%	49,740.00	1,050.00	2.16%			
4321 - DATA PROCESSING	525,438.56	661,148.66	435,843.81	584,695.00	817,300.00	232,605.00	39.78%	866,400.00	49,100.00	6.01%			
4340 - PRINTING	44,696.10	81,307.90	44,312.93	87,600.00	50,230.00	-37,370.00	-42.66%	52,740.00	2,510.00	5.00%			
4341 - ADVER/PUBLISH	2,464.60	3,596.36	1,041.99	6,700.00	6,695.00	-5.00	-0.07%	7,032.00	337.00	5.03%			
4350 - INSURANCE CHARGE	173,830.20	178,089.72	107,840.67	184,870.00	201,500.00	16,630.00	9.00%	207,400.00	5,900.00	2.93%			
4360 - UTILITIES	210,582.01	260,049.92	152,636.29	229,100.00	247,910.00	18,810.00	8.21%	254,220.00	6,310.00	2.55%			
4370 - MAINT-REPAIR/EQ	76,625.51	109,108.29	48,496.74	148,900.00	141,890.00	-7,010.00	-4.71%	146,115.00	4,225.00	2.98%			
4371 - MAINT-REPAIR/OTH	12,988.39	91,731.95	27,890.68	29,000.00	29,830.00	830.00	2.86%	34,450.00	4,620.00	15.49%			
4372 - MAINT-REPAIR/BLD	168,720.63	231,581.96	187,209.97	182,300.00	300,100.00	117,800.00	64.62%	513,230.00	213,130.00	71.02%			
4375 - CHARGE-FLEET MNT	808,779.01	705,928.91	323,223.35	716,385.00	825,300.00	108,915.00	15.20%	850,050.00	24,750.00	3.00%			
4380 - RENTAL/LEASE	75,720.97	94,421.13	53,285.49	114,600.00	128,110.00	13,510.00	11.79%	131,655.00	3,545.00	2.77%			
4401 - DUES & SUBS	50,143.56	48,137.05	21,389.95	54,710.00	57,655.00	2,945.00	5.38%	59,517.00	1,862.00	3.23%			
4403 - TRAVEL/TRAIN/CON	82,535.41	131,803.92	70,679.41	166,075.00	180,615.00	14,540.00	8.76%	184,644.00	4,029.00	2.23%			
4405 - CLEAN/WASTE REMV	108,580.10	144,958.12	81,074.99	129,900.00	119,490.00	-10,410.00	-8.01%	122,900.00	3,410.00	2.85%			
4434 - SPECIAL EVENTS	28,819.40	53,191.27	55,018.16	65,500.00	73,925.00	8,425.00	12.86%	74,190.00	265.00	0.36%			
4435 - LEAGUE PROGRAMS	2,665.93	3,587.48	677.89	3,500.00	3,600.00	100.00	2.86%	3,700.00	100.00	2.78%			
4436 - CONCESSION RESAL	0.00	1,960.50	1,891.48	500.00	500.00	0.00	0.00%	500.00	0.00	0.00%			

Budget Comparison Report

Objec...	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
4449 - OTHER CONTRACT	136,451.64	369,449.87	122,191.97	335,000.00	344,460.00	9,460.00	2.82%	354,910.00	10,450.00	3.03%
Total Category: 4300 - CONTRACTUAL SERVICES:	3,730,566.05	4,603,806.87	2,738,529.95	4,415,870.00	5,021,401.00	605,531.00	13.71%	5,467,116.00	445,715.00	8.88%
Category: 4500 - CAPITAL OUTLAY										
4530 - MACH & EQUIPMENT	170,628.79	193,386.27	69,036.43	241,600.00	408,000.00	166,400.00	68.87%	452,240.00	44,240.00	10.84%
4540 - OTHER CAP OUTLAY	0.00	36,400.24	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 4500 - CAPITAL OUTLAY:	170,628.79	229,786.51	69,036.43	241,600.00	408,000.00	166,400.00	68.87%	452,240.00	44,240.00	10.84%
Category: 4999 - TRANSFERS OUT										
4700 - TRANSFERS OUT	2,574,496.00	833,211.00	233,333.35	400,000.00	355,000.00	-45,000.00	-11.25%	500,000.00	145,000.00	40.85%
Total Category: 4999 - TRANSFERS OUT:	2,574,496.00	833,211.00	233,333.35	400,000.00	355,000.00	-45,000.00	-11.25%	500,000.00	145,000.00	40.85%
Total Expense:	19,270,524.27	20,753,513.46	11,264,380.93	20,609,850.00	22,923,670.00	2,313,820.00	11.23%	25,441,841.00	2,518,171.00	10.99%
Total Fund: 100 - GENERAL FUND:	585,922.08	830,502.87	29,254.92	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Report Total:	585,922.08	830,502.87	29,254.92	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%

Budget Comparison Report

Fund Summary

				Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget		Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
Fund	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul				%			%
100 - GENERAL FUND	585,922.08	830,502.87	29,254.92	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Report Total:	585,922.08	830,502.87	29,254.92	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%

Governmental Funds Revenue Per Capita Comparison

Year	State-Wide*			City of Cottage Grove		
	December 31, 2020			2019	2020	2021**
Population	2,500-10,000	10,000-20,000	20,000-100,000	38,175	37,795	37,795
Property Taxes	\$ 540	\$ 517	\$ 537	\$ 409	\$ 438	\$ 463
Tax Increments	34	33	44	28	34	38
Franchise Fees & Other Taxes	49	61	45	16	15	17
Special Assessments	54	39	54	112	157	223
Licenses & Permits	36	39	46	60	64	84
Intergovernmental Revenues	474	367	273	425	528	282
Charges for Services	112	89	90	214	254	407
Other	83	69	69	65	49	26
Total Revenue	\$ 1,382	\$ 1,214	\$ 1,158	\$ 1,329	\$ 1,539	\$ 1,540

Governmental Funds Expenditure Per Capita Comparison

Year	State-Wide*			City of Cottage Grove		
	December 31, 2020			2019	2020	2021**
Population	2,500-10,000	10,000-20,000	20,000-100,000	38,175	37,795	37,795
Current						
General Government	\$ 176	\$ 140	\$ 118	\$ 65	\$ 84	\$ 128
Public Safety	315	288	320	224	278	271
Public Works	147	122	112	125	174	183
Culture & Recreation	100	112	95	132	119	158
Other	96	108	104	49	38	22
Total Current	\$ 834	\$ 770	\$ 749	\$ 595	\$ 693	\$ 762
Capital Outlay & Construction	\$ 585	\$ 428	\$ 331	\$ 911	\$ 729	\$ 407
Debt Service						
Principal	\$ 172	\$ 149	\$ 91	\$ 97	\$ 63	\$ 100
Interest & Fiscal	45	42	33	30	33	32
Total Debt Service	\$ 217	\$ 191	\$ 124	\$ 127	\$ 96	\$ 132



City Council Action Request

3B

Meeting Date	7/27/2022
Department	Finance
Agenda Category	Agenda Item
Title	General Fund Revenues
Staff	
Recommendation	
Budget Implication	Based on Discussion
Attachments	General Fund Revenues



Budget Comparison Report

Group Summary

Objec...	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
Fund: 100 - GENERAL FUND										
Revenue										
Category: 3010 - PROPERTY TAXES										
3011 - CURRENT PROP TAX	14,123,459.83	14,603,771.20	7,880,386.24	15,160,000.00	17,324,980.00	2,164,980.00	14.28%	20,019,131.00	2,694,151.00	15.55%
3012 - DEL PROP TAXES	50,909.25	24,218.99	48,204.04	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3013 - NON LEVY PROPERTY TAX	62,534.87	63,282.41	31,234.16	60,000.00	60,000.00	0.00	0.00%	60,000.00	0.00	0.00%
3016 - EXCESS TIF REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 3010 - PROPERTY TAXES:	14,236,903.95	14,691,272.60	7,959,824.44	15,220,000.00	17,384,980.00	2,164,980.00	14.22%	20,079,131.00	2,694,151.00	15.50%
Category: 3030 - SPECIAL ASSESSMENTS										
3030 - S.A. - CURRENT	4,270.12	3,200.16	942.75	3,000.00	3,000.00	0.00	0.00%	3,000.00	0.00	0.00%
3031 - S.A. - DELINQ	120.72	602.10	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3041 - S.A. - NEW ROLL	0.00	364.23	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3044 - MISC PEN & INT	21.44	52.90	5.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 3030 - SPECIAL ASSESSMENTS:	4,412.28	4,219.39	947.75	3,000.00	3,000.00	0.00	0.00%	3,000.00	0.00	0.00%
Category: 3110 - LICENSES AND PERMITS										
3110 - CONTRACT LICENSE	17,893.50	36,581.50	20,815.00	16,000.00	25,000.00	9,000.00	56.25%	25,000.00	0.00	0.00%
3112 - SOLID WASTE LIC	6,550.00	0.00	5,850.00	5,150.00	5,850.00	700.00	13.59%	5,850.00	0.00	0.00%
3113 - CIGARETTE LIC	4,000.00	375.00	5,000.00	4,100.00	4,000.00	-100.00	-2.44%	4,000.00	0.00	0.00%
3114 - BEER LICENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3115 - LIQUOR LICENSE	39,101.77	2,200.00	47,250.00	52,000.00	52,000.00	0.00	0.00%	52,000.00	0.00	0.00%
3117 - ALARM LICENSE	1,900.00	870.00	300.00	5,000.00	1,000.00	-4,000.00	-80.00%	1,000.00	0.00	0.00%
3119 - GAMBLING ENFORCE	500.00	700.00	300.00	1,000.00	1,000.00	0.00	0.00%	1,000.00	0.00	0.00%
3125 - LAWN CARE LIC	3,150.00	1,275.00	3,637.50	3,000.00	2,500.00	-500.00	-16.67%	2,500.00	0.00	0.00%
3127 - PEDDLER TEMP	100.00	100.00	100.00	250.00	100.00	-150.00	-60.00%	100.00	0.00	0.00%
3128 - SAUNA/MASSAGE PARLOR BUSINESS	0.00	0.00	0.00	200.00	0.00	-200.00	-100.00%	0.00	0.00	0.00%
3129 - MISCELLANEOUS LICENSE	0.00	500.00	1,700.00	200.00	200.00	0.00	0.00%	200.00	0.00	0.00%
3130 - MASSAGE THERAPY	1,075.00	362.50	800.00	1,000.00	500.00	-500.00	-50.00%	500.00	0.00	0.00%
3138 - ENGINEERING PERMITS	4,225.00	10,545.83	19,170.60	30,000.00	30,000.00	0.00	0.00%	30,000.00	0.00	0.00%
3139 - ELECTRICAL PERMITS	178,325.18	201,169.25	126,398.50	150,000.00	150,000.00	0.00	0.00%	150,000.00	0.00	0.00%
3140 - BUILDING PERMIT	1,245,315.28	1,930,751.85	1,202,504.12	1,250,000.00	1,250,000.00	0.00	0.00%	1,250,000.00	0.00	0.00%
3141 - HTG/REFR PERMIT	124,296.62	178,046.40	107,256.84	125,000.00	125,000.00	0.00	0.00%	125,000.00	0.00	0.00%
3142 - PLBG PERMIT	253,987.12	83,812.52	97,984.12	250,000.00	250,000.00	0.00	0.00%	250,000.00	0.00	0.00%
3143 - REINSPECTION FEE	51.00	50.00	3,550.00	1,000.00	1,000.00	0.00	0.00%	1,000.00	0.00	0.00%

Budget Comparison Report

Objec...	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
3144 - ANNL PLANT INSP	13,804.35	0.00	32,261.42	13,000.00	13,500.00	500.00	3.85%	13,500.00	0.00	0.00%
3145 - BUILDING PLAN REVIEW	474,891.67	645,558.66	445,652.97	475,000.00	475,000.00	0.00	0.00%	475,000.00	0.00	0.00%
3146 - RENTAL LICENSE	71,412.50	65,040.00	34,140.00	40,000.00	65,000.00	25,000.00	62.50%	65,000.00	0.00	0.00%
3147 - BUILDING PERMITS DENMARK TOWNSHIP	0.00	450.00	-26,811.94	40,000.00	0.00	-40,000.00	-100.00%	0.00	0.00	0.00%
3150 - ANIMAL LICENSE	19,060.00	10,558.00	9,056.25	20,000.00	10,000.00	-10,000.00	-50.00%	10,000.00	0.00	0.00%
3159 - MISC NON-BUS LIC	21,292.60	12,792.08	4,939.65	17,250.00	21,250.00	4,000.00	23.19%	21,250.00	0.00	0.00%
Total Category: 3110 - LICENSES AND PERMITS:	2,480,931.59	3,181,738.59	2,141,855.03	2,499,150.00	2,482,900.00	-16,250.00	-0.65%	2,482,900.00	0.00	0.00%
Category: 3310 - INTERGOVERNMENTAL										
3310 - FEDERAL GRANTS	65,625.73	110,523.00	8,103.74	76,500.00	73,400.00	-3,100.00	-4.05%	0.00	-73,400.00	-100.00%
3321 - MVHC	4,943.42	9,085.33	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3322 - LGA	87,494.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3324 - STATE GRANTS	90,190.40	310.43	16,500.74	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3325 - MN STREET MAINT	42,390.00	48,285.00	49,470.00	44,000.00	45,000.00	1,000.00	2.27%	45,000.00	0.00	0.00%
3328 - MN POLICE AID	385,129.78	379,193.48	0.00	395,000.00	380,000.00	-15,000.00	-3.80%	380,000.00	0.00	0.00%
3329 - MN FIRE AID	0.00	233,523.63	0.00	200,000.00	206,000.00	6,000.00	3.00%	206,000.00	0.00	0.00%
3339 - OTHER MN AID	57,526.92	74,654.56	0.00	24,000.00	50,200.00	26,200.00	109.17%	50,500.00	300.00	0.60%
3349 - COUNTY AID	32,087.07	43,530.86	12,584.39	15,000.00	15,500.00	500.00	3.33%	15,500.00	0.00	0.00%
Total Category: 3310 - INTERGOVERNMENTAL:	765,387.32	899,106.29	86,658.87	754,500.00	770,100.00	15,600.00	2.07%	697,000.00	-73,100.00	-9.49%
Category: 3400 - CHARGES FOR SERVICES										
3454 - CLOTHING-NONTAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3510 - MAPS/DOC SALES	251.12	0.00	65.00	100.00	100.00	0.00	0.00%	100.00	0.00	0.00%
3511 - ASSESS SEARCH	220.00	100.00	0.00	100.00	100.00	0.00	0.00%	100.00	0.00	0.00%
3514 - PLANNING FEE	15,227.87	21,994.00	23,500.00	40,000.00	20,000.00	-20,000.00	-50.00%	20,000.00	0.00	0.00%
3518 - ENGINEERING CHG-PRIVATE CONSTRUCTION	306,162.49	475,259.87	651,012.14	250,000.00	250,000.00	0.00	0.00%	250,000.00	0.00	0.00%
3519 - OTHER CHARGE SVS	216,778.39	274,374.83	25,328.49	115,000.00	19,000.00	-96,000.00	-83.48%	19,000.00	0.00	0.00%
3522 - LICENSE INVEST	450.00	100.00	0.00	1,000.00	1,000.00	0.00	0.00%	1,000.00	0.00	0.00%
3523 - D.A.R.E. REIMB	122,195.81	166,663.33	98,879.78	90,000.00	99,000.00	9,000.00	10.00%	104,000.00	5,000.00	5.05%
3524 - ENGINEERING CHARGE - PUBLIC PROJECTS	569,105.00	298,732.26	0.00	400,000.00	525,000.00	125,000.00	31.25%	451,000.00	-74,000.00	-14.10%
3530 - TOWING & REIMBURSEMENT	3,897.00	5,375.00	2,615.00	5,200.00	5,300.00	100.00	1.92%	5,460.00	160.00	3.02%
3532 - FALSE ALARM FEES	-75.00	0.00	0.00	7,500.00	5,000.00	-2,500.00	-33.33%	5,000.00	0.00	0.00%
3533 - LOCK OUT FEE	3,585.39	4,199.99	2,958.74	5,000.00	5,100.00	100.00	2.00%	5,250.00	150.00	2.94%
3537 - OUT POLICE EMPL	10,237.50	363,562.14	3,700.00	20,000.00	20,000.00	0.00	0.00%	20,000.00	0.00	0.00%
3539 - MISC PUB SAFETY	13,130.41	44,820.83	13,944.48	20,000.00	20,200.00	200.00	1.00%	20,500.00	300.00	1.49%
3547 - ST OPEN PERMIT	6,110.00	6,760.00	6,565.00	7,500.00	7,500.00	0.00	0.00%	7,500.00	0.00	0.00%
3548 - RIGHT OF WAY PERMITS	46,129.00	53,905.15	27,986.55	30,000.00	45,000.00	15,000.00	50.00%	45,000.00	0.00	0.00%
3549 - MISC PUBLIC WORK	11,966.45	16,084.27	374.00	30,000.00	20,000.00	-10,000.00	-33.33%	20,000.00	0.00	0.00%
3561 - ADMISSIONS	198.24	13,417.46	16,321.73	5,000.00	15,000.00	10,000.00	200.00%	16,000.00	1,000.00	6.67%
3563 - SUPERVISED PLAYGROUNDS	0.00	113,416.80	61,887.00	125,000.00	135,000.00	10,000.00	8.00%	170,000.00	35,000.00	25.93%
3567 - EDUCATIONAL LESSONS	5,980.00	4,600.00	7,034.00	37,000.00	6,500.00	-30,500.00	-82.43%	7,500.00	1,000.00	15.38%

Budget Comparison Report

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				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
3568 - FEE FOR SERVICE	2,443.14	1,401.57	3,010.00	500.00	2,000.00	1,500.00	300.00%	2,000.00	0.00	0.00%
3569 - LEAGUE FEES	3,511.97	6,185.45	4,121.13	6,600.00	7,000.00	400.00	6.06%	7,200.00	200.00	2.86%
3571 - CONCESSION SALES	0.00	3,769.37	-690.76	500.00	500.00	0.00	0.00%	500.00	0.00	0.00%
3575 - SPECIAL EVENTS	2,993.25	4,044.36	5,835.00	7,200.00	15,000.00	7,800.00	108.33%	16,500.00	1,500.00	10.00%
3580 - FACILITY USE	14,215.21	16,557.54	31,816.55	44,000.00	44,000.00	0.00	0.00%	46,000.00	2,000.00	4.55%
Total Category: 3400 - CHARGES FOR SERVICES:	1,354,713.24	1,895,324.22	986,263.83	1,247,200.00	1,267,300.00	20,100.00	1.61%	1,239,610.00	-27,690.00	-2.18%
Category: 3610 - FINES AND PENALTIES										
3610 - COURT FINES	118,092.41	148,725.71	81,785.55	150,000.00	150,000.00	0.00	0.00%	150,000.00	0.00	0.00%
3612 - NOT FOUND	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 3610 - FINES AND PENALTIES:	119,092.41	148,725.71	81,785.55	150,000.00	150,000.00	0.00	0.00%	150,000.00	0.00	0.00%
Category: 3809 - INVESTMENT INTEREST										
3810 - INVEST INTEREST	148,174.76	-63,605.39	-366,356.06	100,000.00	125,000.00	25,000.00	25.00%	125,000.00	0.00	0.00%
Total Category: 3809 - INVESTMENT INTEREST:	148,174.76	-63,605.39	-366,356.06	100,000.00	125,000.00	25,000.00	25.00%	125,000.00	0.00	0.00%
Category: 3812 - MISCELLANEOUS										
3812 - DONATE & CONTRI	30,745.00	61,554.00	32,500.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3813 - SALE OF GOODS	18,816.26	25,732.40	1,514.62	20,000.00	6,000.00	-14,000.00	-70.00%	6,000.00	0.00	0.00%
3814 - RENTAL INCOME	11,270.92	29,409.61	207.45	15,000.00	15,000.00	0.00	0.00%	16,500.00	1,500.00	10.00%
3816 - REFUND & REIMBR	116,286.16	67,536.68	32,183.57	25,000.00	25,000.00	0.00	0.00%	25,000.00	0.00	0.00%
3829 - MISC - OTHER	6,662.38	26,112.15	700.00	0.00	7,000.00	7,000.00	0.00%	7,000.00	0.00	0.00%
Total Category: 3812 - MISCELLANEOUS:	183,780.72	210,344.84	67,105.64	60,000.00	53,000.00	-7,000.00	-11.67%	54,500.00	1,500.00	2.83%
Category: 3999 - TRANSFERS IN										
3899 - TRANSFER IN	563,050.08	616,890.08	335,550.80	576,000.00	687,390.00	111,390.00	19.34%	610,700.00	-76,690.00	-11.16%
Total Category: 3999 - TRANSFERS IN:	563,050.08	616,890.08	335,550.80	576,000.00	687,390.00	111,390.00	19.34%	610,700.00	-76,690.00	-11.16%
Total Revenue:	19,856,446.35	21,584,016.33	11,293,635.85	20,609,850.00	22,923,670.00	2,313,820.00	11.23%	25,441,841.00	2,518,171.00	10.99%
Expense										
Category: 4100 - PERSONAL SERVICES										
4100 - SALARY-FULL TIME	7,707,645.89	9,329,033.05	5,018,689.04	9,583,390.00	10,684,300.00	1,100,910.00	11.49%	11,677,800.00	993,500.00	9.30%
4110 - OVERTIME F. T.	443,605.64	651,968.47	250,619.38	395,040.00	402,100.00	7,060.00	1.79%	420,200.00	18,100.00	4.50%
4115 - REGULAR-P/T REG STATUS	88,057.36	82,397.17	39,752.55	178,565.00	163,100.00	-15,465.00	-8.66%	170,500.00	7,400.00	4.54%
4116 - O/T - P/T REG. STATUS	798.54	507.60	121.38	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4120 - SAL-P.T./TEMP	634,131.56	826,827.86	412,505.64	762,290.00	787,100.00	24,810.00	3.25%	855,290.00	68,190.00	8.66%
4121 - O.T. - P.T./TEMP	13,536.86	19,523.99	8,683.47	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4141 - PERA	1,026,234.59	1,253,173.60	630,935.51	1,282,385.00	1,334,700.00	52,315.00	4.08%	1,451,100.00	116,400.00	8.72%
4142 - FICA	418,239.31	470,908.87	254,421.09	510,380.00	574,430.00	64,050.00	12.55%	626,465.00	52,035.00	9.06%
4144 - HEALTH INSURANCE	966,171.86	999,139.42	623,472.42	1,068,810.00	1,142,260.00	73,450.00	6.87%	1,432,900.00	290,640.00	25.44%
4147 - UNEMPLOYMENT	654.00	0.00	11,223.08	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4148 - WORKERS COMP	377,060.20	371,880.12	319,823.96	548,270.00	689,970.00	141,700.00	25.84%	741,570.00	51,600.00	7.48%

Budget Comparison Report

Objec...	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%			
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)				
Total Category: 4100 - PERSONAL SERVICES:				11,676,135.81	14,005,360.15	7,570,247.52	14,329,130.00	15,777,960.00	1,448,830.00	10.11%	17,375,825.00	1,597,865.00	10.13%
Category: 4200 - COMMODITIES													
4200 - OFFICE SUPPLIES	16,771.93	14,159.09	5,684.23	20,300.00	21,080.00	780.00	3.84%	21,470.00	390.00	1.85%			
4209 - OP SUPPLIES-CLEN	2,390.77	49.32	13.92	1,800.00	1,850.00	50.00	2.78%	1,900.00	50.00	2.70%			
4210 - OP SUPPLY-OTHER	437,379.21	416,934.01	338,814.17	458,800.00	510,720.00	51,920.00	11.32%	547,630.00	36,910.00	7.23%			
4211 - MOTOR FUELS	207,623.52	247,228.89	124,248.15	246,750.00	316,900.00	70,150.00	28.43%	329,600.00	12,700.00	4.01%			
4212 - LUB/ADD	138.44	437.22	0.00	400.00	410.00	10.00	2.50%	410.00	0.00	0.00%			
4216 - FERTILIZER/CHEM	32,292.77	42,291.91	44,426.92	55,200.00	56,880.00	1,680.00	3.04%	58,560.00	1,680.00	2.95%			
4217 - CLOTHING/UNIFORM	120,643.66	96,733.44	77,494.32	140,600.00	146,099.00	5,499.00	3.91%	150,460.00	4,361.00	2.98%			
4231 - SMALL TOOLS	5,694.05	5,496.78	1,771.10	6,700.00	6,855.00	155.00	2.31%	7,145.00	290.00	4.23%			
4270 - OP SUP-VEH/EQ	16,603.71	4,795.71	1,969.08	13,400.00	14,805.00	1,405.00	10.49%	15,320.00	515.00	3.48%			
4271 - OP SUP-OTHER IMP	186,915.67	198,727.76	10,502.54	219,200.00	221,830.00	2,630.00	1.20%	230,970.00	9,140.00	4.12%			
4272 - OP SUP-BUILDINGS	20,788.98	19,189.52	9,154.12	21,300.00	23,860.00	2,560.00	12.02%	24,435.00	575.00	2.41%			
4280 - CAPITAL OUTLAY <\$5,000	71,454.91	35,305.28	39,155.13	38,800.00	40,020.00	1,220.00	3.14%	258,760.00	218,740.00	546.58%			
Total Category: 4200 - COMMODITIES:				1,118,697.62	1,081,348.93	653,233.68	1,223,250.00	1,361,309.00	138,059.00	11.29%	1,646,660.00	285,351.00	20.96%
Category: 4300 - CONTRACTUAL SERVICES													
4300 - PROF SERVICES	427,578.50	457,481.11	474,741.51	495,975.00	542,870.00	46,895.00	9.46%	619,828.00	76,958.00	14.18%			
4301 - ENGINEERING SVS	104,816.64	85,698.35	69,066.33	50,700.00	52,150.00	1,450.00	2.86%	61,585.00	9,435.00	18.09%			
4302 - LEGAL SERVICE	226,914.66	260,195.26	169,344.50	267,500.00	275,600.00	8,100.00	3.03%	283,800.00	8,200.00	2.98%			
4305 - FEES FOR SERVICE	265,293.35	276,500.52	99,209.27	316,490.00	339,021.00	22,531.00	7.12%	348,097.00	9,076.00	2.68%			
4309 - CREDIT CARD FEES	50,014.88	195,191.95	105,092.85	88,600.00	91,300.00	2,700.00	3.05%	94,072.00	2,772.00	3.04%			
4310 - COMMUNICATION	129,597.23	146,858.46	74,900.78	137,070.00	142,660.00	5,590.00	4.08%	146,341.00	3,681.00	2.58%			
4311 - POSTAGE	17,308.77	11,828.21	11,468.94	20,200.00	48,690.00	28,490.00	141.04%	49,740.00	1,050.00	2.16%			
4321 - DATA PROCESSING	525,438.56	661,148.66	435,843.81	584,695.00	817,300.00	232,605.00	39.78%	866,400.00	49,100.00	6.01%			
4340 - PRINTING	44,696.10	81,307.90	44,312.93	87,600.00	50,230.00	-37,370.00	-42.66%	52,740.00	2,510.00	5.00%			
4341 - ADVER/PUBLISH	2,464.60	3,596.36	1,041.99	6,700.00	6,695.00	-5.00	-0.07%	7,032.00	337.00	5.03%			
4350 - INSURANCE CHARGE	173,830.20	178,089.72	107,840.67	184,870.00	201,500.00	16,630.00	9.00%	207,400.00	5,900.00	2.93%			
4360 - UTILITIES	210,582.01	260,049.92	152,636.29	229,100.00	247,910.00	18,810.00	8.21%	254,220.00	6,310.00	2.55%			
4370 - MAINT-REPAIR/EQ	76,625.51	109,108.29	48,496.74	148,900.00	141,890.00	-7,010.00	-4.71%	146,115.00	4,225.00	2.98%			
4371 - MAINT-REPAIR/OTH	12,988.39	91,731.95	27,890.68	29,000.00	29,830.00	830.00	2.86%	34,450.00	4,620.00	15.49%			
4372 - MAINT-REPAIR/BLD	168,720.63	231,581.96	187,209.97	182,300.00	300,100.00	117,800.00	64.62%	513,230.00	213,130.00	71.02%			
4375 - CHARGE-FLEET MNT	808,779.01	705,928.91	323,223.35	716,385.00	825,300.00	108,915.00	15.20%	850,050.00	24,750.00	3.00%			
4380 - RENTAL/LEASE	75,720.97	94,421.13	53,285.49	114,600.00	128,110.00	13,510.00	11.79%	131,655.00	3,545.00	2.77%			
4401 - DUES & SUBS	50,143.56	48,137.05	21,389.95	54,710.00	57,655.00	2,945.00	5.38%	59,517.00	1,862.00	3.23%			
4403 - TRAVEL/TRAIN/CON	82,535.41	131,803.92	70,679.41	166,075.00	180,615.00	14,540.00	8.76%	184,644.00	4,029.00	2.23%			
4405 - CLEAN/WASTE REMV	108,580.10	144,958.12	81,074.99	129,900.00	119,490.00	-10,410.00	-8.01%	122,900.00	3,410.00	2.85%			
4434 - SPECIAL EVENTS	28,819.40	53,191.27	55,018.16	65,500.00	73,925.00	8,425.00	12.86%	74,190.00	265.00	0.36%			
4435 - LEAGUE PROGRAMS	2,665.93	3,587.48	677.89	3,500.00	3,600.00	100.00	2.86%	3,700.00	100.00	2.78%			
4436 - CONCESSION RESAL	0.00	1,960.50	1,891.48	500.00	500.00	0.00	0.00%	500.00	0.00	0.00%			

Budget Comparison Report

Objec...	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
4449 - OTHER CONTRACT	136,451.64	369,449.87	122,191.97	335,000.00	344,460.00	9,460.00	2.82%	354,910.00	10,450.00	3.03%
Total Category: 4300 - CONTRACTUAL SERVICES:	3,730,566.05	4,603,806.87	2,738,529.95	4,415,870.00	5,021,401.00	605,531.00	13.71%	5,467,116.00	445,715.00	8.88%
Category: 4500 - CAPITAL OUTLAY										
4530 - MACH & EQUIPMENT	170,628.79	193,386.27	69,036.43	241,600.00	408,000.00	166,400.00	68.87%	452,240.00	44,240.00	10.84%
4540 - OTHER CAP OUTLAY	0.00	36,400.24	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 4500 - CAPITAL OUTLAY:	170,628.79	229,786.51	69,036.43	241,600.00	408,000.00	166,400.00	68.87%	452,240.00	44,240.00	10.84%
Category: 4999 - TRANSFERS OUT										
4700 - TRANSFERS OUT	2,574,496.00	833,211.00	233,333.35	400,000.00	355,000.00	-45,000.00	-11.25%	500,000.00	145,000.00	40.85%
Total Category: 4999 - TRANSFERS OUT:	2,574,496.00	833,211.00	233,333.35	400,000.00	355,000.00	-45,000.00	-11.25%	500,000.00	145,000.00	40.85%
Total Expense:	19,270,524.27	20,753,513.46	11,264,380.93	20,609,850.00	22,923,670.00	2,313,820.00	11.23%	25,441,841.00	2,518,171.00	10.99%
Total Fund: 100 - GENERAL FUND:	585,922.08	830,502.87	29,254.92	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Report Total:	585,922.08	830,502.87	29,254.92	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%

Budget Comparison Report

Fund Summary

				Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
Fund	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul							
100 - GENERAL FUND	585,922.08	830,502.87	29,254.92	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Report Total:	585,922.08	830,502.87	29,254.92	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%



City Council Action Request

3C

Meeting Date	7/27/2022
Department	Administration
Agenda Category	Agenda Item
Title	General Government 
Staff	
Recommendation	
Budget Implication	Based on Discussion
Attachments	General Government Comparison Report 

Budget Comparison Report

Object	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)	2024 2024 FALL 2022	Increase / (Decrease)		
Department: 01 - MAYOR-COUNCIL										
Category: 4100 - PERSONAL SERVICES										
4120 - SAL-P.T./TEMP	43,536.00	43,195.50	25,396.00	43,600.00	43,600.00	0.00	0.00%	43,600.00	0.00	0.00%
4141 - PERA	1,359.60	1,291.50	793.10	1,500.00	1,500.00	0.00	0.00%	1,500.00	0.00	0.00%
4142 - FICA	1,644.36	1,702.76	959.21	1,830.00	1,830.00	0.00	0.00%	1,830.00	0.00	0.00%
4148 - WORKERS COMP	140.04	140.04	87.06	150.00	160.00	10.00	6.67%	160.00	0.00	0.00%
Total Category: 4100 - PERSONAL SERVICES:	46,680.00	46,329.80	27,235.37	47,080.00	47,090.00	10.00	0.02%	47,090.00	0.00	0.00%
Category: 4200 - COMMODITIES										
4200 - OFFICE SUPPLIES	0.00	0.00	44.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4210 - OP SUPPLY-OTHER	65.66	141.00	129.00	500.00	1,520.00	1,020.00	204.00%	1,520.00	0.00	0.00%
Total Category: 4200 - COMMODITIES:	65.66	141.00	173.00	500.00	1,520.00	1,020.00	204.00%	1,520.00	0.00	0.00%
Category: 4300 - CONTRACTUAL SERVICES										
4300 - PROF SERVICES	453.57	5,250.00	6,500.00	5,250.00	6,800.00	1,550.00	29.52%	7,070.00	270.00	3.97%
4305 - FEES FOR SERVICE	0.00	0.00	0.00	750.00	780.00	30.00	4.00%	800.00	20.00	2.56%
4340 - PRINTING	0.00	0.00	55.00	100.00	100.00	0.00	0.00%	100.00	0.00	0.00%
4350 - INSURANCE CHARGE	5,450.04	1,449.96	880.53	1,510.00	1,600.00	90.00	5.96%	1,600.00	0.00	0.00%
4401 - DUES & SUBS	35,798.00	37,148.00	10,488.00	38,500.00	40,700.00	2,200.00	5.71%	42,300.00	1,600.00	3.93%
4403 - TRAVEL/TRAIN/CON	953.37	275.00	1,895.57	1,000.00	5,000.00	4,000.00	400.00%	5,000.00	0.00	0.00%
4434 - SPECIAL EVENTS	100.00	903.27	814.82	1,000.00	3,000.00	2,000.00	200.00%	3,000.00	0.00	0.00%
Total Category: 4300 - CONTRACTUAL SERVICES:	42,754.98	45,026.23	20,633.92	48,110.00	57,980.00	9,870.00	20.52%	59,870.00	1,890.00	3.26%
Total Department: 01 - MAYOR-COUNCIL:	89,500.64	91,497.03	48,042.29	95,690.00	106,590.00	10,900.00	11.39%	108,480.00	1,890.00	1.77%

Budget Comparison Report

Object	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
Department: 02 - ADMINISTRATION										
Category: 4100 - PERSONAL SERVICES										
4100 - SALARY-FULL TIME	515,955.90	502,661.35	325,819.46	600,185.00	677,300.00	77,115.00	12.85%	707,900.00	30,600.00	4.52%
4120 - SAL-P.T./TEMP	0.00	0.00	0.00	7,680.00	0.00	-7,680.00	-100.00%	0.00	0.00	0.00%
4141 - PERA	38,821.13	35,992.58	22,868.96	45,015.00	50,800.00	5,785.00	12.85%	53,200.00	2,400.00	4.72%
4142 - FICA	38,051.42	35,577.99	23,297.44	43,500.00	51,700.00	8,200.00	18.85%	54,100.00	2,400.00	4.64%
4144 - HEALTH INSURANCE	47,000.04	47,940.00	43,116.98	73,915.00	72,900.00	-1,015.00	-1.37%	80,300.00	7,400.00	10.15%
4148 - WORKERS COMP	3,240.00	3,339.96	2,905.00	4,980.00	4,000.00	-980.00	-19.68%	4,100.00	100.00	2.50%
Total Category: 4100 - PERSONAL SERVICES:	643,068.49	625,511.88	418,007.84	775,275.00	856,700.00	81,425.00	10.50%	899,600.00	42,900.00	5.01%
Category: 4200 - COMMODITIES										
4200 - OFFICE SUPPLIES	420.66	503.67	218.56	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4210 - OP SUPPLY-OTHER	217.44	243.33	1,342.96	500.00	500.00	0.00	0.00%	600.00	100.00	20.00%
Total Category: 4200 - COMMODITIES:	638.10	747.00	1,561.52	500.00	500.00	0.00	0.00%	600.00	100.00	20.00%
Category: 4300 - CONTRACTUAL SERVICES										
4300 - PROF SERVICES	14,308.52	3,124.50	2,427.00	10,200.00	10,500.00	300.00	2.94%	55,800.00	45,300.00	431.43%
4302 - LEGAL SERVICE	105.00	300.00	1,139.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4305 - FEES FOR SERVICE	2,486.00	500.00	2,059.56	2,040.00	2,100.00	60.00	2.94%	2,200.00	100.00	4.76%
4310 - COMMUNICATION	2,328.86	2,544.39	1,650.06	2,590.00	2,700.00	110.00	4.25%	2,800.00	100.00	3.70%
4321 - DATA PROCESSING	18,935.04	16,415.04	11,958.31	20,500.00	42,500.00	22,000.00	107.32%	45,100.00	2,600.00	6.12%
4340 - PRINTING	295.00	140.34	55.00	750.00	800.00	50.00	6.67%	800.00	0.00	0.00%
4341 - ADVER/PUBLISH	430.80	956.21	79.90	2,200.00	2,300.00	100.00	4.55%	2,400.00	100.00	4.35%
4350 - INSURANCE CHARGE	0.00	10,890.00	6,591.69	11,300.00	12,300.00	1,000.00	8.85%	12,700.00	400.00	3.25%
4370 - MAINT-REPAIR/EQ	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4401 - DUES & SUBS	2,445.49	3,287.33	3,846.48	3,100.00	3,200.00	100.00	3.23%	3,300.00	100.00	3.13%
4403 - TRAVEL/TRAIN/CON	2,787.84	7,599.83	4,108.02	14,400.00	14,800.00	400.00	2.78%	15,300.00	500.00	3.38%
4434 - SPECIAL EVENTS	866.86	1,621.58	6,736.78	2,000.00	2,100.00	100.00	5.00%	2,200.00	100.00	4.76%
Total Category: 4300 - CONTRACTUAL SERVICES:	44,989.41	47,379.22	40,651.80	69,080.00	93,300.00	24,220.00	35.06%	142,600.00	49,300.00	52.84%
Total Department: 02 - ADMINISTRATION:	688,696.00	673,638.10	460,221.16	844,855.00	950,500.00	105,645.00	12.50%	1,042,800.00	92,300.00	9.71%

Budget Comparison Report

Object	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022	2023	Increase / (Decrease)		2024	Increase / (Decrease)	
				2022	2023	(Decrease)	2024 FALL 2022	(Decrease)		
Department: 03 - LEGAL AND ASSESSING										
Category: 4300 - CONTRACTUAL SERVICES										
4300 - PROF SERVICES	191,389.87	203,106.11	232,799.38	215,300.00	221,800.00	6,500.00	3.02%	228,500.00	6,700.00	3.02%
4301 - ENGINEERING SVS	144.50	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4302 - LEGAL SERVICE	226,809.66	234,737.76	111,349.50	230,000.00	237,000.00	7,000.00	3.04%	244,000.00	7,000.00	2.95%
Total Category: 4300 - CONTRACTUAL SERVICES:	418,344.03	437,843.87	344,148.88	445,300.00	458,800.00	13,500.00	3.03%	472,500.00	13,700.00	2.99%
Total Department: 03 - LEGAL AND ASSESSING:	418,344.03	437,843.87	344,148.88	445,300.00	458,800.00	13,500.00	3.03%	472,500.00	13,700.00	2.99%

Budget Comparison Report

Object	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
Department: 04 - CITY CLERK/ELECTIONS										
Category: 4100 - PERSONAL SERVICES										
4100 - SALARY-FULL TIME	0.00	-200.00	15,416.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4120 - SAL-P.T./TEMP	60,223.43	42,671.25	0.00	50,000.00	0.00	-50,000.00	-100.00%	0.00	0.00	0.00%
4141 - PERA	43.21	186.00	1,156.20	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4142 - FICA	1,469.14	2,260.27	1,024.55	3,825.00	0.00	-3,825.00	-100.00%	0.00	0.00	0.00%
Total Category: 4100 - PERSONAL SERVICES:	61,735.78	44,917.52	17,596.75	53,825.00	0.00	-53,825.00	-100.00%	0.00	0.00	0.00%
Category: 4200 - COMMODITIES										
4200 - OFFICE SUPPLIES	650.88	65.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4210 - OP SUPPLY-OTHER	502.77	31.32	0.00	500.00	500.00	0.00	0.00%	600.00	100.00	20.00%
Total Category: 4200 - COMMODITIES:	1,153.65	96.32	0.00	500.00	500.00	0.00	0.00%	600.00	100.00	20.00%
Category: 4300 - CONTRACTUAL SERVICES										
4300 - PROF SERVICES	2,406.64	3,541.36	1,942.32	22,400.00	59,500.00	37,100.00	165.63%	69,500.00	10,000.00	16.81%
4302 - LEGAL SERVICE	0.00	25,157.50	56,856.00	37,500.00	38,600.00	1,100.00	2.93%	39,800.00	1,200.00	3.11%
4305 - FEES FOR SERVICE	0.00	20.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4340 - PRINTING	0.00	2,598.25	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4341 - ADVER/PUBLISH	368.15	998.85	0.00	500.00	500.00	0.00	0.00%	600.00	100.00	20.00%
4370 - MAINT-REPAIR/EQ	5,810.00	9,810.00	10,110.00	10,200.00	11,500.00	1,300.00	12.75%	11,845.00	345.00	3.00%
4401 - DUES & SUBS	0.00	45.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 4300 - CONTRACTUAL SERVICES:	8,584.79	42,170.96	68,908.32	70,600.00	110,100.00	39,500.00	55.95%	121,745.00	11,645.00	10.58%
Total Department: 04 - CITY CLERK/ELECTIONS:	71,474.22	87,184.80	86,505.07	124,925.00	110,600.00	-14,325.00	-11.47%	122,345.00	11,745.00	10.62%

Budget Comparison Report

Object	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)	2024 2024 FALL 2022	Increase / (Decrease)		
Department: 05 - FINANCE										
Category: 4100 - PERSONAL SERVICES										
4100 - SALARY-FULL TIME	441,470.91	463,043.82	243,409.99	421,595.00	430,900.00	9,305.00	2.21%	450,300.00	19,400.00	4.50%
4110 - OVERTIME F. T.	160.44	0.00	211.07	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4115 - REGULAR-P/T REG STATUS	0.00	0.00	0.00	18,200.00	26,400.00	8,200.00	45.05%	27,600.00	1,200.00	4.55%
4120 - SAL-P.T./TEMP	0.00	7,975.80	10,171.20	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4141 - PERA	33,752.40	34,966.86	15,975.61	32,985.00	34,300.00	1,315.00	3.99%	36,500.00	2,200.00	6.41%
4142 - FICA	31,782.85	33,436.72	18,441.40	33,645.00	34,900.00	1,255.00	3.73%	35,700.00	800.00	2.29%
4144 - HEALTH INSURANCE	46,775.04	48,000.00	22,111.25	37,905.00	45,900.00	7,995.00	21.09%	50,600.00	4,700.00	10.24%
4148 - WORKERS COMP	2,880.00	2,880.00	2,085.44	3,575.00	2,700.00	-875.00	-24.48%	2,700.00	0.00	0.00%
Total Category: 4100 - PERSONAL SERVICES:	556,821.64	590,303.20	312,405.96	547,905.00	575,100.00	27,195.00	4.96%	603,400.00	28,300.00	4.92%
Category: 4200 - COMMODITIES										
4200 - OFFICE SUPPLIES	0.00	318.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4210 - OP SUPPLY-OTHER	750.88	123.76	250.00	600.00	900.00	300.00	50.00%	900.00	0.00	0.00%
4280 - CAPITAL OUTLAY <\$5,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 4200 - COMMODITIES:	750.88	441.76	250.00	600.00	900.00	300.00	50.00%	900.00	0.00	0.00%
Category: 4300 - CONTRACTUAL SERVICES										
4300 - PROF SERVICES	24,635.69	27,252.32	15,951.14	25,525.00	29,000.00	3,475.00	13.61%	30,200.00	1,200.00	4.14%
4305 - FEES FOR SERVICE	0.00	163.80	10.56	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4309 - CREDIT CARD FEES	49,017.26	13,870.67	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4310 - COMMUNICATION	1,595.00	1,867.50	585.00	840.00	1,800.00	960.00	114.29%	1,800.00	0.00	0.00%
4311 - POSTAGE	0.00	0.00	26.95	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4321 - DATA PROCESSING	13,359.96	15,069.96	11,958.31	20,500.00	34,400.00	13,900.00	67.80%	36,500.00	2,100.00	6.10%
4340 - PRINTING	707.88	1,883.54	0.00	750.00	1,000.00	250.00	33.33%	1,000.00	0.00	0.00%
4341 - ADVER/PUBLISH	0.00	0.00	0.00	200.00	200.00	0.00	0.00%	250.00	50.00	25.00%
4401 - DUES & SUBS	610.00	460.00	460.00	610.00	630.00	20.00	3.28%	650.00	20.00	3.17%
4403 - TRAVEL/TRAIN/CON	2,350.18	2,658.11	302.70	5,825.00	6,000.00	175.00	3.00%	6,200.00	200.00	3.33%
Total Category: 4300 - CONTRACTUAL SERVICES:	92,275.97	63,225.90	29,294.66	54,250.00	73,030.00	18,780.00	34.62%	76,600.00	3,570.00	4.89%
Total Department: 05 - FINANCE:	649,848.49	653,970.86	341,950.62	602,755.00	649,030.00	46,275.00	7.68%	680,900.00	31,870.00	4.91%

Budget Comparison Report

Object	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)	2024 2024 FALL 2022	Increase / (Decrease)		
Department: 08 - COMMUNITY & EMPLOYEE PROG										
Category: 4100 - PERSONAL SERVICES										
4100 - SALARY-FULL TIME	0.00	6,080.99	1,075.00	2,500.00	10,000.00	7,500.00	300.00%	10,000.00	0.00	0.00%
4120 - SAL-P.T./TEMP	0.00	670.00	275.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4141 - PERA	0.00	341.70	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4142 - FICA	0.00	348.53	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 4100 - PERSONAL SERVICES:	0.00	7,441.22	1,350.00	2,500.00	10,000.00	7,500.00	300.00%	10,000.00	0.00	0.00%
Category: 4200 - COMMODITIES										
4210 - OP SUPPLY-OTHER	152.10	0.00	30.18	500.00	2,000.00	1,500.00	300.00%	1,000.00	-1,000.00	-50.00%
Total Category: 4200 - COMMODITIES:	152.10	0.00	30.18	500.00	2,000.00	1,500.00	300.00%	1,000.00	-1,000.00	-50.00%
Category: 4300 - CONTRACTUAL SERVICES										
4300 - PROF SERVICES	36,500.00	0.00	14,000.00	39,200.00	38,890.00	-310.00	-0.79%	41,120.00	2,230.00	5.73%
4311 - POSTAGE	2,216.95	265.00	265.00	0.00	35,000.00	35,000.00	0.00%	35,000.00	0.00	0.00%
4340 - PRINTING	39,007.06	73,552.77	41,798.35	75,200.00	42,460.00	-32,740.00	-43.54%	44,780.00	2,320.00	5.46%
4375 - CHARGE-FLEET MNT	1,809.80	0.00	0.00	845.00	1,000.00	155.00	18.34%	1,030.00	30.00	3.00%
4403 - TRAVEL/TRAIN/CON	9,670.50	2,573.17	14.36	10,000.00	10,300.00	300.00	3.00%	10,610.00	310.00	3.01%
4434 - SPECIAL EVENTS	15,280.20	31,455.59	28,444.23	25,000.00	25,750.00	750.00	3.00%	26,530.00	780.00	3.03%
Total Category: 4300 - CONTRACTUAL SERVICES:	104,484.51	107,846.53	84,521.94	150,245.00	153,400.00	3,155.00	2.10%	159,070.00	5,670.00	3.70%
Total Department: 08 - COMMUNITY & EMPLOYEE PROG:	104,636.61	115,287.75	85,902.12	153,245.00	165,400.00	12,155.00	7.93%	170,070.00	4,670.00	2.82%

Budget Comparison Report

Object				Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
Department: 09 - CITY HALL BUILDINGS										
Category: 4100 - PERSONAL SERVICES										
4100 - SALARY-FULL TIME	14,426.17	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4110 - OVERTIME F. T.	1,587.14	277.11	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4120 - SAL-P.T./TEMP	5,955.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4141 - PERA	1,060.24	20.77	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4142 - FICA	1,584.93	17.30	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4144 - HEALTH INSURANCE	1,605.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4148 - WORKERS COMP	190.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 4100 - PERSONAL SERVICES:	26,408.48	315.18	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Category: 4200 - COMMODITIES										
4200 - OFFICE SUPPLIES	6,773.02	6,712.28	2,218.38	8,900.00	8,900.00	0.00	0.00%	8,900.00	0.00	0.00%
4210 - OP SUPPLY-OTHER	4,149.07	3,091.96	1,466.98	7,300.00	3,500.00	-3,800.00	-52.05%	3,700.00	200.00	5.71%
4211 - MOTOR FUELS	0.00	3,966.89	0.00	0.00	1,500.00	1,500.00	0.00%	1,500.00	0.00	0.00%
4217 - CLOTHING/UNIFORM	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4231 - SMALL TOOLS	532.03	89.95	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4270 - OP SUP-VEH/EQ	615.88	1,332.28	669.38	0.00	1,000.00	1,000.00	0.00%	1,100.00	100.00	10.00%
4272 - OP SUP-BUILDINGS	4,690.87	7,201.95	3,908.05	5,000.00	7,200.00	2,200.00	44.00%	7,300.00	100.00	1.39%
4280 - CAPITAL OUTLAY <\$5,000	11,804.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 4200 - COMMODITIES:	28,564.87	22,395.31	8,262.79	21,200.00	22,100.00	900.00	4.25%	22,500.00	400.00	1.81%
Category: 4300 - CONTRACTUAL SERVICES										
4300 - PROF SERVICES	731.19	445.00	0.00	800.00	500.00	-300.00	-37.50%	550.00	50.00	10.00%
4305 - FEES FOR SERVICE	53,641.35	31,875.09	13,205.05	25,000.00	31,000.00	6,000.00	24.00%	31,000.00	0.00	0.00%
4311 - POSTAGE	11,891.92	10,435.96	10,000.00	18,700.00	12,000.00	-6,700.00	-35.83%	13,000.00	1,000.00	8.33%
4321 - DATA PROCESSING	8,019.96	13,989.96	8,750.00	15,000.00	25,300.00	10,300.00	68.67%	26,800.00	1,500.00	5.93%
4340 - PRINTING	2,561.00	831.00	0.00	1,500.00	1,000.00	-500.00	-33.33%	1,100.00	100.00	10.00%
4350 - INSURANCE CHARGE	51,500.04	39,999.96	24,220.00	41,520.00	45,300.00	3,780.00	9.10%	46,700.00	1,400.00	3.09%
4360 - UTILITIES	86,946.46	104,730.04	66,916.73	90,000.00	105,000.00	15,000.00	16.67%	107,000.00	2,000.00	1.90%
4370 - MAINT-REPAIR/EQ	13,782.52	4,367.40	2,916.01	20,600.00	9,000.00	-11,600.00	-56.31%	9,200.00	200.00	2.22%
4371 - MAINT-REPAIR/OTH	0.00	0.00	40.78	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4372 - MAINT-REPAIR/BLD	77,416.30	119,833.38	104,046.56	111,500.00	146,500.00	35,000.00	31.39%	249,800.00	103,300.00	70.51%
4375 - CHARGE-FLEET MNT	68.51	0.00	0.00	0.00	400.00	400.00	0.00%	410.00	10.00	2.50%
4380 - RENTAL/LEASE	10,607.73	11,511.80	5,298.87	11,400.00	12,000.00	600.00	5.26%	12,100.00	100.00	0.83%
4401 - DUES & SUBS	0.00	120.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4403 - TRAVEL/TRAIN/CON	-225.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4405 - CLEAN/WASTE REMV	58,978.98	63,676.31	33,982.37	61,000.00	63,000.00	2,000.00	3.28%	64,700.00	1,700.00	2.70%

Budget Comparison Report

Object	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
4449 - OTHER CONTRACT	31.77	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 4300 - CONTRACTUAL SERVICES:	375,952.73	401,815.90	269,376.37	397,020.00	451,000.00	53,980.00	13.60%	562,360.00	111,360.00	24.69%
Total Department: 09 - CITY HALL BUILDINGS:	430,926.08	424,526.39	277,639.16	418,220.00	473,100.00	54,880.00	13.12%	584,860.00	111,760.00	23.62%



City Council Action Request

3D

Meeting Date 7/27/2022

Department Administration

Agenda Category Agenda Item

Title Economic Development

Staff

Recommendation

Budget Implication Based on Discussion

Attachments Economic Development Authority Comparison Report
Convention and Visitors Bureau Comparison Report
Convention and Visitors Bureau Annual Report



Cottage Grove

EDA Fund without CVB

Budget Comparison Report Group Summary

Objec...	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
Revenue										
Category: 3010 - PROPERTY TAXES										
3011 - CURRENT PROP TAX	124,826.04	124,709.54	64,976.80	125,000.00	125,000.00	0.00	0.00%	125,000.00	0.00	0.00%
3012 - DEL PROP TAXES	479.26	219.77	391.66	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 3010 - PROPERTY TAXES:	125,305.30	124,929.31	65,368.46	125,000.00	125,000.00	0.00	0.00%	125,000.00	0.00	0.00%
Category: 3809 - INVESTMENT INTEREST										
3809 - INTERFUND INTRST	805.16	599.57	214.06	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3810 - INVEST INTEREST	8,448.22	-2,471.03	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 3809 - INVESTMENT INTEREST:	9,253.38	-1,871.46	214.06	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Category: 3812 - MISCELLANEOUS										
3812 - DONATE & CONTRI	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3816 - REFUND & REIMBRs	0.00	0.00	4,000.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3829 - MISC - OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 3812 - MISCELLANEOUS:	0.00	0.00	4,000.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Category: 3999 - TRANSFERS IN										
3899 - TRANSFER IN	75,000.00	75,000.00	58,333.35	100,000.00	100,000.00	0.00	0.00%	100,000.00	0.00	0.00%
Total Category: 3999 - TRANSFERS IN:	75,000.00	75,000.00	58,333.35	100,000.00	100,000.00	0.00	0.00%	100,000.00	0.00	0.00%
Total Revenue:	209,558.68	198,057.85	127,915.87	225,000.00	225,000.00	0.00	0.00%	225,000.00	0.00	0.00%
Expense										
Category: 4100 - PERSONAL SERVICES										
4100 - SALARY-FULL TIME	163,099.35	134,566.81	60,174.44	134,510.00	157,425.00	22,915.00	17.04%	164,525.00	7,100.00	4.51%
4141 - PERA	12,592.32	9,999.42	4,513.08	10,090.00	11,775.00	1,685.00	16.70%	12,350.00	575.00	4.88%
4142 - FICA	11,907.37	9,643.52	4,261.48	10,290.00	12,000.00	1,710.00	16.62%	12,575.00	575.00	4.79%
4144 - HEALTH INSURANCE	25,599.96	12,075.00	4,579.19	7,850.00	16,200.00	8,350.00	106.37%	17,875.00	1,675.00	10.34%
4148 - WORKERS COMP	990.00	990.00	723.31	1,240.00	1,300.00	60.00	4.84%	1,300.00	0.00	0.00%
Total Category: 4100 - PERSONAL SERVICES:	214,189.00	167,274.75	74,251.50	163,980.00	198,700.00	34,720.00	21.17%	208,625.00	9,925.00	4.99%
Category: 4200 - COMMODITIES										
4200 - OFFICE SUPPLIES	27.50	331.48	0.00	205.00	210.00	5.00	2.44%	220.00	10.00	4.76%
4210 - OP SUPPLY-OTHER	225.00	1,327.87	507.17	2,700.00	2,780.00	80.00	2.96%	2,865.00	85.00	3.06%
Total Category: 4200 - COMMODITIES:	252.50	1,659.35	507.17	2,905.00	2,990.00	85.00	2.93%	3,085.00	95.00	3.18%

Budget Comparison Report

Objec...				Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
	Category: 4300 - CONTRACTUAL SERVICES									
4300 - PROF SERVICES	33,043.91	12,276.26	4,518.59	48,550.00	50,000.00	1,450.00	2.99%	51,500.00	1,500.00	3.00%
4301 - ENGINEERING SVS	124,813.51	60,132.00	15,246.50	9,270.00	9,550.00	280.00	3.02%	9,835.00	285.00	2.98%
4302 - LEGAL SERVICE	11,294.81	5,475.13	12,400.39	5,610.00	5,800.00	190.00	3.39%	5,950.00	150.00	2.59%
4305 - FEES FOR SERVICE	16,475.00	135,595.00	6,260.73	100,000.00	103,000.00	3,000.00	3.00%	106,090.00	3,090.00	3.00%
4310 - COMMUNICATION	850.00	540.00	495.00	880.00	900.00	20.00	2.27%	935.00	35.00	3.89%
4321 - DATA PROCESSING	7,440.00	10,929.96	6,416.69	11,000.00	30,100.00	19,100.00	173.64%	31,900.00	1,800.00	5.98%
4340 - PRINTING	0.00	107.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4341 - ADVER/PUBLISH	2,544.82	1,346.54	7,164.05	5,100.00	5,250.00	150.00	2.94%	5,410.00	160.00	3.05%
4350 - INSURANCE CHARGE	999.96	999.96	606.69	1,040.00	1,070.00	30.00	2.88%	1,100.00	30.00	2.80%
4401 - DUES & SUBS	5,691.90	6,736.43	4,761.00	11,110.00	11,445.00	335.00	3.02%	11,790.00	345.00	3.01%
4403 - TRAVEL/TRAIN/CON	4,340.27	376.41	4,199.40	45,950.00	47,330.00	1,380.00	3.00%	48,750.00	1,420.00	3.00%
4407 - PROPERTY TAXES	7,580.39	6,417.17	7,865.94	9,180.00	9,450.00	270.00	2.94%	9,740.00	290.00	3.07%
4434 - SPECIAL EVENTS	22,693.34	25,375.06	23,967.89	61,200.00	63,050.00	1,850.00	3.02%	64,930.00	1,880.00	2.98%
Total Category: 4300 - CONTRACTUAL SERVICES:	237,767.91	266,306.92	93,902.87	308,890.00	336,945.00	28,055.00	9.08%	347,930.00	10,985.00	3.26%
Category: 4730 - MISCELLANEOUS										
4732 - LOSS-FIXED ASSET	0.00	182,418.17	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 4730 - MISCELLANEOUS:	0.00	182,418.17	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Expense:	452,209.41	617,659.19	168,661.54	475,775.00	538,635.00	62,860.00	13.21%	559,640.00	21,005.00	3.90%
Report Total:	-242,650.73	-419,601.34	-40,745.67	-250,775.00	-313,635.00	-62,860.00	25.07%	-334,640.00	-21,005.00	6.70%

Budget Comparison Report

Fund Summary

				Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
Fund	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul							
285 - ECONOMIC DEVELOPMENT AUTHORITY	-242,650.73	-419,601.34	-40,745.67	-250,775.00	-313,635.00	-62,860.00	25.07%	-334,640.00	-21,005.00	6.70%
Report Total:	-242,650.73	-419,601.34	-40,745.67	-250,775.00	-313,635.00	-62,860.00	25.07%	-334,640.00	-21,005.00	6.70%

TO: Honorable Mayor and City Council

FROM: Jennifer Levitt, City Administrator

DATE: July 27, 2022

RE: Economic Development Levy

Staff has reviewed the steps, process and values related to an EDA levy. We wanted to ensure we understood the process and options, if Council wanted to increase the levy for operations (staffing) and potentially off-set the loan to River Oaks for the golf course improvements.

We also know the LSP dollars have diminished from approximately \$350K to \$150K and will likely stay at the \$150K level for the foreseeable future. Therefore, we want to make sure we have sufficient funding to support future economic development projects and provide the Council with options.

Our research found that:

- No other city in Washington County levies for an EDA levy.
- Woodbury does a HRA Levy at \$250,000.
- South Saint Paul at \$340,084 (they are at the maximum amount based on their taxable market value)
- Burnsville at \$297,500.
- West St. Paul does an EDA and HRA levy.

Based on our estimated taxable market value of \$5,306,706,800, our maximum amount would be \$962,000 for a levy. NOTE: We cannot exceed .01815% of the estimated market value based on State Statute. We have confirmed with Washington County on the levy calculation and interpretation of State Statute.

The Finance Director has run an analysis to show the impact on residences and business should the levy be increased to \$350K. On the residential side, the average homeowner would see an increase of \$18 annually.

For businesses there would be an average increase of \$172 annually. However, even with an increase in the levy, most businesses will see their taxes lowered in 2023 over 2022, because there was no change in their valuations from 2022. In doing the comparison on the commercial side, the \$172 average is higher in comparison to what most businesses will pay which is approximately \$35 annually when the larger business, with a higher-than-average value, is not included in the calculations.

	2023 EDA Levy		2023 Proposed EDA Levy
Revenue	\$125,000.00		\$350,000.00
Transfer In	\$100,000.00		\$100,000.00
Total Revenue	\$225,000.00		\$450,000.00
Expenses			
Personnel	\$198,700.00		\$198,700.00
Commodities	\$2,990.00		\$2,990.00
Contractual Services	\$336,945.00		\$336,945.00
Total	\$538,635.00		\$538,635.00
Deficit	(\$313,635.00)		(\$88,635.00)
EDA Trust Balance	\$3,631,747.00		

Should the Council choose to increase the levy to \$350K or some lesser amount, the following steps would need to take place to do so.

Steps to adopt an EDA levy provided by the City Attorney:

1. EDA requests the City to impose an EDA levy in an amount not to exceed 0.01813% of estimated market value.
2. City Council passes a resolution stating the proposed amount of the levy.
3. City publishes the resolution together with a notice of public hearing for 2 successive weeks for a hearing which must be held between 2-4 weeks after the first publication.
4. City Council adopts a resolution authorizing the levy.
5. That resolution must be published and is not effective for 30 days.
6. The levy would be included in the City of Cottage Grove line item on the property taxes.

In either case, the EDA Trust Fund would need to provide the subsidy to the EDA Fund to support operations.

Recommendation

Provide feedback on the possibility of increasing the economic development levy from the current level of \$125K per year to a proposed level of \$350K or decreasing expenditures from the fund.



Cottage Grove

CVB Budget without EDA

Budget Comparison Report Group Summary

Objec...	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
Revenue										
Category: 3310 - INTERGOVERNMENTAL										
3310 - FEDERAL GRANTS	0.00	32,690.00	68,590.00	0.00	76,200.00	76,200.00	0.00%	58,871.00	-17,329.00	-22.74%
3324 - STATE GRANTS	0.00	2,250.00	0.00	66,175.00	0.00	-66,175.00	-100.00%	0.00	0.00	0.00%
3349 - COUNTY AID	14,978.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 3310 - INTERGOVERNMENTAL:	14,978.00	34,940.00	68,590.00	66,175.00	76,200.00	10,025.00	15.15%	58,871.00	-17,329.00	-22.74%
Category: 3400 - CHARGES FOR SERVICES										
3574 - ADVERTISING SALES	0.00	0.00	6,290.00	0.00	6,290.00	6,290.00	0.00%	6,290.00	0.00	0.00%
Total Category: 3400 - CHARGES FOR SERVICES:	0.00	0.00	6,290.00	0.00	6,290.00	6,290.00	0.00%	6,290.00	0.00	0.00%
Category: 3812 - MISCELLANEOUS										
3816 - REFUND & REIMBRS	0.00	0.00	58.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3840 - LODGING TAX	29,757.94	57,987.12	22,977.24	66,350.00	66,350.00	0.00	0.00%	66,350.00	0.00	0.00%
Total Category: 3812 - MISCELLANEOUS:	29,757.94	57,987.12	23,035.24	66,350.00	66,350.00	0.00	0.00%	66,350.00	0.00	0.00%
Total Revenue:	44,735.94	92,927.12	97,915.24	132,525.00	148,840.00	16,315.00	12.31%	131,511.00	-17,329.00	-11.64%
Expense										
Category: 4100 - PERSONAL SERVICES										
4100 - SALARY-FULL TIME	0.00	0.00	27,377.40	67,870.00	59,175.00	-8,695.00	-12.81%	61,875.00	2,700.00	4.56%
4141 - PERA	0.00	0.00	2,053.24	5,090.00	4,425.00	-665.00	-13.06%	4,650.00	225.00	5.08%
4142 - FICA	0.00	0.00	2,019.65	5,190.00	4,500.00	-690.00	-13.29%	4,725.00	225.00	5.00%
4144 - HEALTH INSURANCE	0.00	0.00	4,579.19	7,850.00	8,100.00	250.00	3.18%	8,925.00	825.00	10.19%
Total Category: 4100 - PERSONAL SERVICES:	0.00	0.00	36,029.48	86,000.00	76,200.00	-9,800.00	-11.40%	80,175.00	3,975.00	5.22%
Category: 4200 - COMMODITIES										
4200 - OFFICE SUPPLIES	0.00	88.00	167.38	410.00	420.00	10.00	2.44%	435.00	15.00	3.57%
4210 - OP SUPPLY-OTHER	0.00	0.00	3,065.82	0.00	500.00	500.00	0.00%	550.00	50.00	10.00%
Total Category: 4200 - COMMODITIES:	0.00	88.00	3,233.20	410.00	920.00	510.00	124.39%	985.00	65.00	7.07%
Category: 4300 - CONTRACTUAL SERVICES										
4300 - PROF SERVICES	6,361.50	30,155.57	378.74	28,000.00	20,520.00	-7,480.00	-26.71%	21,000.00	480.00	2.34%
4302 - LEGAL SERVICE	605.50	698.80	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4305 - FEES FOR SERVICE	9,819.99	9,220.90	451.74	7,210.00	4,130.00	-3,080.00	-42.72%	1,500.00	-2,630.00	-63.68%
4311 - POSTAGE	0.00	0.00	125.40	460.00	475.00	15.00	3.26%	488.00	13.00	2.74%
4340 - PRINTING	0.00	186.00	10,551.00	410.00	11,000.00	10,590.00	2,582.93%	11,330.00	330.00	3.00%

Budget Comparison Report

	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
Objec...										
4341 - ADVER/PUBLISH	2,000.00	8,840.95	11,226.26	28,200.00	29,050.00	850.00	3.01%	29,920.00	870.00	2.99%
4401 - DUES & SUBS	0.00	325.00	325.00	390.00	325.00	-65.00	-16.67%	325.00	0.00	0.00%
4403 - TRAVEL/TRAIN/CON	0.00	188.20	39.14	375.00	1,500.00	1,125.00	300.00%	1,500.00	0.00	0.00%
4434 - SPECIAL EVENTS	0.00	0.00	12,701.76	0.00	3,000.00	3,000.00	0.00%	3,000.00	0.00	0.00%
Total Category: 4300 - CONTRACTUAL SERVICES:	18,786.99	49,615.42	35,799.04	65,045.00	70,000.00	4,955.00	7.62%	69,063.00	-937.00	-1.34%
Total Expense:	18,786.99	49,703.42	75,061.72	151,455.00	147,120.00	-4,335.00	-2.86%	150,223.00	3,103.00	2.11%
Report Total:	25,948.95	43,223.70	22,853.52	-18,930.00	1,720.00	20,650.00	-109.09%	-18,712.00	-20,432.00	-1,187.91%

Budget Comparison Report

				Fund Summary						
				Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
Fund	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
285 - ECONOMIC DEVELOPMENT AUTHORITY	25,948.95	43,223.70	22,853.52	-18,930.00	1,720.00	20,650.00	-109.09%	-18,712.00	-20,432.00	-1,187.91%
Report Total:	25,948.95	43,223.70	22,853.52	-18,930.00	1,720.00	20,650.00	-109.09%	-18,712.00	-20,432.00	-1,187.91%

Cottage Grove Convention & Visitors Bureau

**2021
Annual Report**

DISCOVER
COTTAGE GROVE


CONVENTION & VISITORS BUREAU

Overview

The Convention and Visitors Bureau (CVB) markets and promotes Cottage Grove as a year-round visitor destination, working in partnership with industries, corporate partners, state partners, city departments and regional destination marketing organizations. The CVB serves as the primary marketing organization responsible for the development and implementation of promotional programs to ensure positive economic impact in Cottage Grove through steady growth of the travel industry.

Mission

The CVB's mission is to promote Cottage Grove as a premier destination for leisure travelers, weddings, and outdoor enthusiasts, a recognized and successful host city for meetings and conventions, and a prominent and respected venue for sporting events.

Board of Directors



*Steve Dennis,
Chair*



*Justin Olsen,
Vice Chair*



*Laurie Levine,
Director*

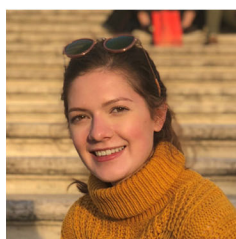


*Roshan Patel,
Director*



*Christine Costello,
Director*

Staff



*Taylor Bengtson,
Administration
Specialist
May-Dec. 2021*



*Jennifer Levitt,
City Administrator*



*Jaime Mann,
Assistant to the
City Administrator
Aug. -Dec., 2021*



*Julie Prior-Miller,
Marketing and
Communications
Specialist
July-Dec., 2021*



*Matt Wolf,
Assistant to the
City Administrator
Jan.-July, 2021*

Message from the Convention and Visitors Bureau Chair

I am excited to share that the CVB had a successful year promoting Cottage Grove as a year-round visitor destination.

We worked with industries, corporate partners, state partners, city departments and regional destination marketing organizations to showcase the city and ensure positive economic impact in Cottage Grove through the steady growth of tourism.

COVID-19 still played a significant role in our world last year. We knew travel and hotel stays would continue to be down worldwide so the CVB laser-focused on bringing people to Cottage Grove for one-day outdoor events and activities. We launched successful ad campaigns for the bike park and our Halloween events, both of which brought in visitors from around the area who visited our retail establishments and restaurants.

We continued promoting City events, activities, restaurants and retail opportunities using a multi-faceted approach that included social media advertising, website content, blog posts, videos, photos and creative partnerships.

A major focal point of our efforts in 2021 was the 2022 Cottage Grove Visitors Guide. I'm especially proud of this first-ever creation, a 36-page guide that showcases the opportunities for visitors and travelers to discover our unique city. Even if you have lived here your entire life, I am willing to bet you'd find a hidden gem in the Visitors Guide that you never knew existed.

We will continue forming relationships with businesses in town. A successful partnership and two-way dialogue are critical to our mission, which is:

- Promoting Cottage Grove as a premier destination for leisure travelers, weddings and outdoor enthusiasts.
- Ensuring Cottage Grove is a recognized and successful host city for meetings and conventions.
- Establishing the city as a prominent and respected venue for sporting events.

Together, we weathered innumerable challenges, many of which are highlighted in this report and appear alongside the creative solutions and strategies implemented to continue growing tourism.

I look forward to 2022 as we continue to discover Cottage Grove.

Steve Dennis,
Chair of the Cottage Grove CVB

ACCOMPLISHMENTS

2022 Visitors Guide

Developing the “first” of anything is a massive undertaking, but the creation of the first Cottage Grove Visitors Guide is exactly what the CVB board intended to do when it first set out.

The 36-page guide represents the opportunities for visitors and travelers alike to discover our unique city.

From lodging facilities, outdoor parks and recreation, events, meeting venues and more, there's something inside for everyone.

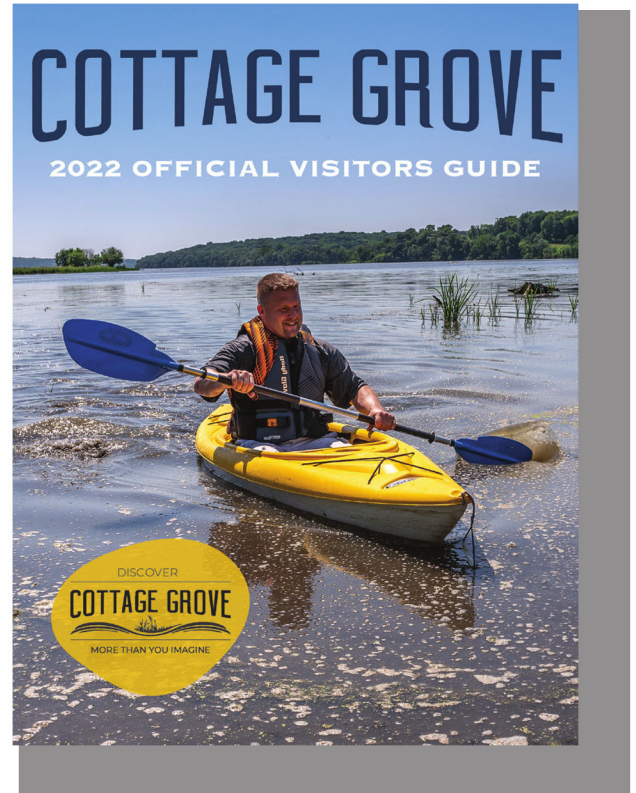
Flipping through the pages is truly a reminder of what people who live here already know: The City is a special place to live, work and play.

Quantitative

- **First publication of its kind** for Cottage Grove.
- 36 pages full of amenities, activities and information about Cottage Grove.
- The online/digital guide is an elevated version of the printed piece, including **five videos and 63 links driving traffic** to local businesses and the Discover Cottage Grove website.

Qualitative

- In-house production providing creative direction, control, **cost savings** and proofing.
- Connected with local businesses to form and expand partnerships.



Visitors Guide Ads

Quantitative

- 11 total ads in guide
- \$6,035 in revenue

Qualitative

- Obtained pricing for ads by comparing with others locally.
- Created an ad spec sheet laying out information for potential advertisers.
- Connected with local businesses and began to form relationships of trust and mutual benefit.

ACCOMPLISHMENTS

Website

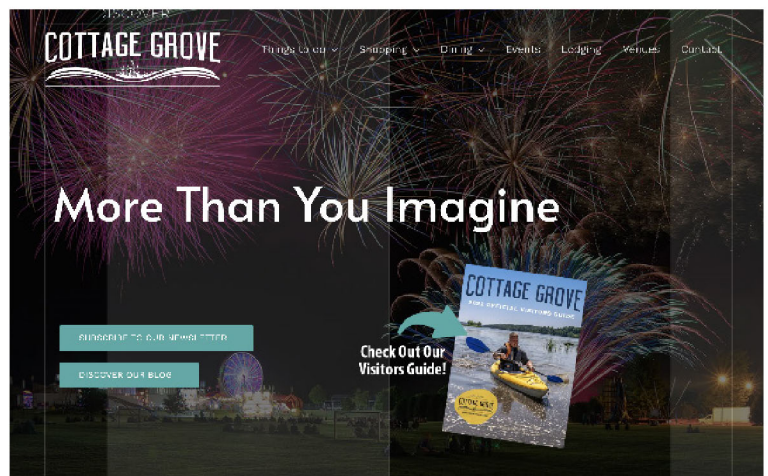
Discover Cottage Grove Website

- Launched Dec. 18, 2020.
- Began updating events page with current and upcoming events in the summer of 2021.
- Pages added:
 - **A blog page** that highlights and markets the unique and diverse offerings in Cottage Grove.
 - **A maps page** that includes links to view our bike trails, parks and paths and snowmobiling trails.
 - **A landing page** with an embedded online version of the Visitors Guide with a form for potential visitors to fill out to receive a hard-copy edition.
- **Addition of businesses** and other various items/ edits.
 - Boondocks Vintage Boutique
 - Cottage Grove Ice Arena
 - Cottage Grove Ravine Regional Park

- Dodge Nature Center
- HERO Center
- Strawberry Festival
- VFW

Quantitative

Total website visits: 16,300



Videos

The CVB worked with South Washington County Telecommunications Commission (SWCTC) to produce three promotional videos to highlight the City's unique amenities and offerings. In addition, a "Discover Cottage Grove" playlist is now on the City's YouTube channel.



Cottage Grove Bike Park



River Oaks' annual Santa Breakfast



Cottage Grove's all-inclusive Woodridge Park

ACCOMPLISHMENTS

Photos

Working with professional photographers and businesses not only allows us to form relationships within our community and business sector, it allows us to extend our reach with the best talent available highlighting Cottage Grove's beautiful and unique amenities at little to no cost to us.

Goals of Photos

- High-quality, clear images
- Displaying authenticity
- Highlighting diversity
 - Race
 - Gender
 - Age
 - Ability
- Active shots
- Visually engaging
- Showcasing Cottage Grove in a positive light

Contract Work With Photographers

- **Nathan Klok**
 - Four photos for use in guide and for promotional materials.
- **Sievers Creative**
 - All-day photo shoot around Cottage Grove with models to add to our photo library.
- **Tessa Soukup Photography**
 - Winter wedding photos at River Oaks to use for promotional materials.

Nathan Klok (four photos)



Sievers Creative (small sampling)



Tessa Soukup Photography (small sampling)



Photos

In-House Photos

- Afton Apple Orchard
- Basketball court
- Bike Park
- City Hall Tree Lighting
- Cottage Grove Farmer's Market
- Hale to the Bird 5K
- LaMar Park
- Monster Bash Parade
- Oakwood Park
- Pumpkin Chuck
- River Oaks Golf Course and Event Center
- Santa Breakfast at River Oaks
- Whistling Well Farm
- Woodridge Park

Discover Cottage Grove's Photos (small sampling)



Photographers and businesses (sampling)

Professional Photographer Photos and Photos From Businesses

- Canadian Pacific Railway
- C&C Photography
- Eric Vest Photography
- Highway 61 Haunting Experience
- Jeannine Marie
- Tessa June Photography
- Beyond the Pines Photography
- Whitney Abrahamson
- Shane Long Photography



ACCOMPLISHMENTS

Social Media

Effective social media plays a key role in building our brand and bringing people to Cottage Grove. The interactive and visual nature of Facebook, Twitter and Instagram all provide powerful opportunities for people to engage and experience Cottage Grove through video and photos. Giving potential visitors a first-hand look at the City's restaurants, parks, recreational opportunities, wedding venues and other offerings has been incredibly effective. We've reached thousands of people and shown them all the City has to offer. We've helped promote businesses through newly created partnerships. The best part? We have had fun doing it — and our followers have also been enjoying the ride. #winning

Twitter Stats

July 27-Dec. 31, 2021

Quantitative

- 41 tweets
- 16 followers



Facebook Stats

Jan. 28-Dec. 31, 2021

Quantitative

- 416,614 people reached
- 43,018 engagements
- 17,413 link clicks
- 480 comments
- 422 shares
- 682 followers

Qualitative

- Sought out and connected to photographers for inclusion in the Visitors Guide.
- Connected to local businesses and marketing teams to establish professional relationships (Zywiec's, Furber Farm, Dodge Nature Center).

Instagram Stats

July 27-Dec. 31, 2021

Quantitative

- 4 reels
- 2 videos
- 5 tags
- 68 posts
- 5 highlights
- 184 followers

Qualitative

- Promoted businesses within Cottage Grove by re-posting social media stories.
- Connected with social media influencers.
- Influencers, individuals and businesses share our information and helped broaden our reach.
- Sought out and connected to photographers for inclusion in the Visitors Guide.

Social Media Ad Campaigns

Not only does effective social media play a key role in building our brand, but effective social media ad campaigns reach new users, target specific audiences, increases brand visibility and — at a relatively low-cost helps to increase sign ups and lead generation. Some advantages of marketing through social media ads as opposed to “traditional” ads include the fact that social ads allow more actions than conventional online advertising. Not only can people click where to go, they can also “like” and “share” without costing the advertiser anything extra. This also plays into another benefit social ads provide — when users see their contacts have interacted with a post, click rates increase and readers consider the ad to be less intrusive.

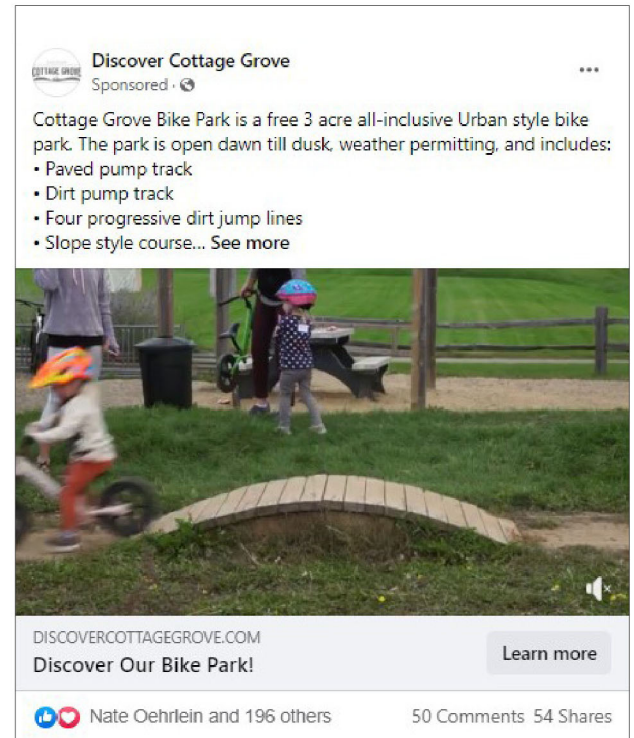
Quantitative

- Ad impressions for 2021: 1,404,806
- Ad engagements: 42,819
- Website traffic directly as a result of the social media ad campaigns: 12,702 visits out of 16,300 total visits.

Top Performing Social Ad Campaign

Cottage Grove Bike Park

- Impressions: 760,249
- Clicks: 20,160 (2.65%)
- “Good” industry average: 1%



The top performer of all social campaigns this year; The “Discover Our Bike Park” video, created by SWCTC, ran for just under one month from Sept. 29-Oct. 23.

Top Performing Video

Cottage Grove Bike Park

- Minutes viewed: 981
- 3-second video views: 1,804
- Engagement: 154
- Shares: 18
- Reactions: 125
- Comments: 12

ACCOMPLISHMENTS

Communications/Marketing

Effectively marketing the City and showcasing it as a recreation, retail and meeting destination requires a multi-faceted approach. Social media, the Visitors Guide and the website are important pieces of the puzzle that are supplemented by other initiatives such as the Discover Cottage Grove blog, a monthly e-newsletter, advertising and other promotional pieces.

Discover Cottage Grove Blog

- Created and added to website.
- 8 blog posts for 2021 from August-December.
- Highlights Cottage Grove amenities, businesses and upcoming events.

Discover Cottage Grove Monthly Newsletter

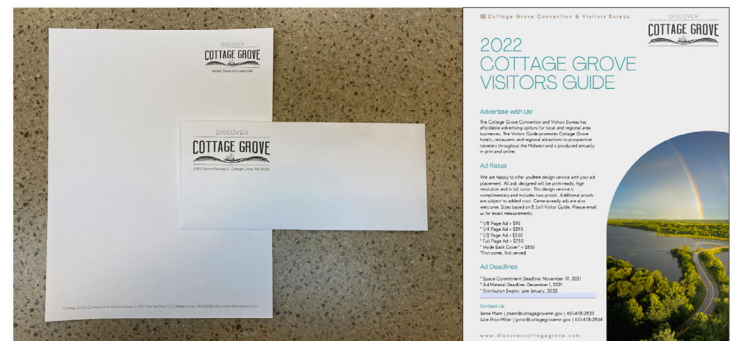
- August – 32% open rate, 2% clicks
- September – 39% open rate, 6% clicks
- October – 38% open rate, 5% clicks
- November – 36% open rate, 5% clicks
- December – 39% open rate, 6% clicks
- Total subscribers: 570
- “Good” email open rate by industry standards is: 15-20%

Miscellaneous

- Advertised with “Have Fun Biking”
- Created:
 - Letterhead and envelopes
 - Letter to advertisers
 - Ad sales flyer
 - Stencils for parks and trails

Explore Minnesota Account

- Updating events to a broader audience
- 3,917 total page views since 2/4/21
- 681 total referrals since 2/4/21



Grants

Explore Minnesota Recovery Grant

The FY2022 Recovery Grant Program is funded by a one-time \$750,000 appropriation from the Minnesota Legislature and is administered by Explore Minnesota for the purpose of aiding immediate economic recovery of Minnesota's tourism industry.

In September, Marketing and Communications Specialist Julie Prior-Miller submitted a request for \$10,000 for assistance through the Explore Minnesota FY2022 Recovery Grant Program, which was awarded.

Total reimbursement costs will be \$10,000 if all funds are used. This grant does not require matching funds.

The grant revenue will be applied to the third quarter of the Visitor's Bureau 2022 budget and the expenses will be applied in the first and second quarters of 2022.

Affiliate Welcome Center Program

Many community welcome centers across the state are designated as Explore Minnesota Affiliates. Explore Minnesota allows these centers to use the Explore Minnesota logo on signs and state travel brochures to distribute to visitors. Affiliate locations are included in Explore Minnesota publications and online at exploreminnesota.com.

The program provides standardized information for "on-the-road" travelers and increases the economic benefits to the state and its



communities. Benefits of the program to participating communities include access to state maps, use of the Explore Minnesota Tourism logo in signing, and geographically incorporating Explore Minnesota Affiliate Welcome Center locations on Explore Minnesota Tourism publications and websites to increase visitor awareness.

In September, Administration Intern Taylor Bengtson applied and was awarded an Explore Minnesota Affiliate Welcome Center location; the Cottage Grove Ice Arena.

Dee Schutte Memorial Scholarship Application

Marketing and Communications Specialist Julie Prior-Miller received a scholarship award from the Minnesota Association of Convention and Visitors Bureaus to attend their fall annual conference.

2020-2021 Crisis Marketing Grants

Assistant to the City Administrator Matt Wolf, submitted a request that was awarded for \$1,250 through the Crisis Marketing Grant.

Dollars used were to complete a photography session with Sievers Creative, including drone photography and videography.

ACCOMPLISHMENTS

Budget Highlights

Revenue:

- Budgeted revenue = \$44,232
- Total 2021 revenue = \$59,987

Revenue Breakdown:

- State grant: \$1,000 from Explore Minnesota Tourism Crisis Marketing Grant
- Lodging Tax: \$59,987

Q1

- Budgeted: \$11,058
- **Actual: \$9,468**
- 14.4%

Q2

- Budgeted: \$11,058
- **Actual: \$16,077**
- 45.4%

Q3

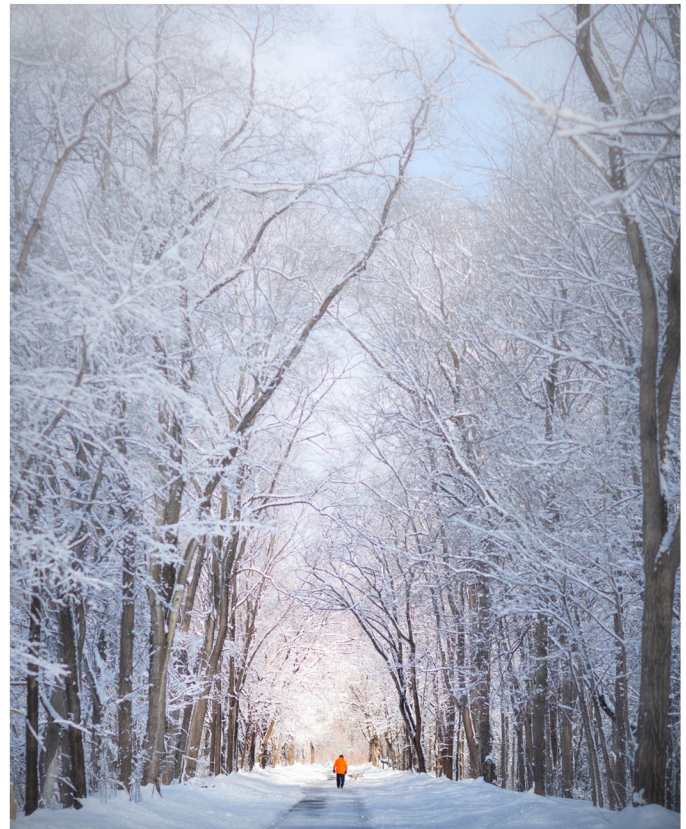
- Budgeted: \$11,058
- **Actual: \$19,680**
- 78.0%

Q4

- Budgeted: \$11,058
- **Actual: \$14,763**
- 33.5%

Overall

- Budgeted: \$44,232
- **Actual: \$59,987**
- 35.6%



Expenses:

- Budgeted expenses = \$44,582.60
- Total 2021 expenses = \$49,703.42

Expense Breakdown:

- Marketing expenses
 - Budgeted: \$23,448
 - **Actual: \$22,396.35**
- Operations Expenses
 - Budgeted: \$2,105
 - **Actual: \$1,711.07**
- EDA Trust/Chamber Payback Expenses
 - Budgeted: \$6,408
 - **Actual: \$6,408**
- Administration fee (5% of lodging tax + 25% City contractual services)
 - Budgeted: \$12,711.60
 - **Actual: \$19,188**

GOALS

Looking Ahead

With an updated website, a Visitors Guide for distribution, healthy activity and followers on social media, and consistent marketing and promotion, the CVB has laid a solid foundation to launch from. As we move forward into the next year, it is important to ensure that base holds steady and we continue to strive for new and creative ways to promote the City of Cottage Grove, its lodging facilities, meeting venues and considerable amenities, including the CVB.

Visitors Guide // Visitors Guide Ads

- Engage with the community, businesses and local partners to see if anything was missed or excluded in the 2022 Visitors Guide they would like to see moving forward.
- Review online performance metrics of 2022 guide and adjust/modify marketing techniques as necessary for the distribution of the 2023 guide.
- Consider additional testimonial statements for inclusion in the 2023 Visitors Guide.
- Consider the impact of additional advertisers in the 2023 Visitors Guide and conduct a cost-benefit analysis based on revenue from ads, cost of additional pages, and if we are able to fill additional pages with content.

Website

- Lower website bounce rate.
- Add more photos of people.
- Keep the business directory up to date.

Photos and Videos

- Increase photo and video library of local events, businesses, restaurants, people in the community, parks, food and more.
- Obtain photos of the 2022 Strawberry Fest.
- Partner with SWCTC for video footage of outdoor winter activities such as snowshoeing, cross country skiing, ice fishing and snowmobiling.
- Partner with SWCTC to obtain video footage of Hale to the Bird 5K, disc golf, the splash pad, skate park and bike park footage aimed toward adults.
- Partner with SWCTC to create a 30-60 second Discover Cottage Grove promo video.

Social Media // Social Media Ad Campaigns

- Grow followers on each social platform by staying regularly active. This will include frequent posting, creating stories or reels, sharing information, tagging, partnering with influencers and more.
- Work with Sievers Creative to distribute two different social media ad campaigns per month or on an as-needed basis depending on performance metrics.
- Review/analyze data and metrics at various points in the year to re-adjust marketing tactics as needed.
- Partner with social media influencers/micro-influencers to gain additional audience reach through testimony.

GOALS

Looking Ahead

Communications/Marketing

- Grow subscriber list of monthly emails.
- Continue blog post production to increase traffic to the website, audience reach and business promotion.
- Continue creative and impactful marketing for Cottage Grove and the CVB.
- Build out the CVB page for the Cottage Grove Explore Minnesota account. Include photos, bio, social accounts, etc.

Be a Service to Local Businesses

- Launch a monthly email to business subscribers to inform them of upcoming large-scale events and activities.
- Reach out to businesses with letters, in-person visits and phone calls to offer event and activity marketing and advertising.
- Create a small business map for the City of Cottage Grove and marketing campaign centered around shopping local and Small Business Saturday.
- Continue to look for creative and impactful ways to help area businesses.

CVB Board

- Fill empty board positions so the CVB can operate at full capacity and full leadership.

Partnerships

- Partner with the Cottage Grove Athletic Association to utilize facilities for events and activities.
- Partner with the Strawberry Fest to showcase Discover Cottage Grove.
- Create and strengthen partnerships within the community, with local businesses and with other organizations, to help uplift and support the mission of the CVB.

Grants

- Continue to apply for grants through Explore Minnesota where eligible.

Budget

- Continue to monitor and adjust budget as needed.
- Continue to make thoughtful and impactful budgetary decisions based on data, the CVB's mission and vision and any unique opportunities that are presented.

SUMMARY

2021: A Year of Growth

The Cottage Grove CVB had an overall successful year despite COVID-19 pandemic still wreaking havoc on the travel and tourism industry.

2021 Achievement Highlights

- Exceeded 2021 budget estimations.
- Hired a new marketing and communications specialist.
- Received several grants, including \$10,000 to help produce and promote the first-ever Cottage Grove Visitors Guide.
- Launched an arsenal of communications methods and channels, including the Discover Cottage Grove website, Discover Cottage Grove Twitter and Instagram accounts, and a blog promoting area recreation, amenities and businesses.
- Began distributing a monthly newsletter to subscribers to keep them informed of upcoming events.
- Bolstered Discover Cottage Grove and Explore Minnesota activity calendars.
- Partnered with the South Washington County Telecommunications Commission (SWCTC) to create videos showcasing unique aspects of Cottage Grove.
- Created exciting and fun reels and stories on social media.
- Sold over \$6,000 in additional revenue due to advertising sales in 2021, which will be reflected in the 2022 budget.



In addition to these accomplishments, the CVB is proud to have started establishing long-term relationships with its local lodging facilities, area businesses, community members and more. The CVB values these partnerships and remains steadfast in its commitment to effectively promote Cottage Grove as a premier tourist destination.



DISCOVER COTTAGE GROVE

COTTAGE GROVE CONVENTION
& VISITORS BUREAU



12800 Ravine Parkway S.,
Cottage Grove MN, 55016

Discover our website
discovercottagegrove.com

Discover us on social
@discovercottagegrove
#discovercottagegrove





City Council Action Request

3E

Meeting Date	7/27/2022
Department	Community Development
Agenda Category	Agenda Item
Title	Community Development 
Staff	
Recommendation	
Budget Implication	Based on Discussion
Attachments	Community Development Comparison Report  

Budget Comparison Report

Object	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
Department: 10 - PLANNING & ZONING										
Category: 4100 - PERSONAL SERVICES										
4100 - SALARY-FULL TIME	300,936.96	359,094.95	161,646.85	324,315.00	409,000.00	84,685.00	26.11%	427,400.00	18,400.00	4.50%
4110 - OVERTIME F. T.	11,733.78	7,194.86	2,903.49	7,500.00	7,500.00	0.00	0.00%	7,800.00	300.00	4.00%
4120 - SAL-P.T./TEMP	8,613.75	13,743.70	17,004.31	8,400.00	8,400.00	0.00	0.00%	8,800.00	400.00	4.76%
4141 - PERA	23,681.15	27,164.67	12,341.40	24,325.00	31,200.00	6,875.00	28.26%	32,400.00	1,200.00	3.85%
4142 - FICA	24,520.67	26,493.09	13,053.38	25,455.00	32,500.00	7,045.00	27.68%	33,800.00	1,300.00	4.00%
4144 - HEALTH INSURANCE	42,395.04	57,000.00	32,246.69	55,280.00	48,600.00	-6,680.00	-12.08%	53,500.00	4,900.00	10.08%
4148 - WORKERS COMP	1,710.00	1,710.00	1,516.69	2,600.00	2,400.00	-200.00	-7.69%	2,400.00	0.00	0.00%
Total Category: 4100 - PERSONAL SERVICES:	413,591.35	492,401.27	240,712.81	447,875.00	539,600.00	91,725.00	20.48%	566,100.00	26,500.00	4.91%
Category: 4200 - COMMODITIES										
4200 - OFFICE SUPPLIES	171.45	208.12	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4210 - OP SUPPLY-OTHER	0.00	61.83	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4217 - CLOTHING/UNIFORM	300.50	50.23	0.00	300.00	309.00	9.00	3.00%	318.00	9.00	2.91%
Total Category: 4200 - COMMODITIES:	471.95	320.18	0.00	300.00	309.00	9.00	3.00%	318.00	9.00	2.91%
Category: 4300 - CONTRACTUAL SERVICES										
4300 - PROF SERVICES	1,011.00	47,909.53	76,166.22	3,200.00	3,960.00	760.00	23.75%	10,000.00	6,040.00	152.53%
4301 - ENGINEERING SVS	21,321.25	13,459.43	13,409.00	2,000.00	2,060.00	60.00	3.00%	10,000.00	7,940.00	385.44%
4305 - FEES FOR SERVICE	1,964.20	2,541.30	776.00	2,700.00	2,871.00	171.00	6.33%	2,864.00	-7.00	-0.24%
4310 - COMMUNICATION	1,100.00	1,350.00	585.00	540.00	560.00	20.00	3.70%	573.00	13.00	2.32%
4321 - DATA PROCESSING	13,400.04	15,840.00	10,500.00	18,000.00	32,400.00	14,400.00	80.00%	34,300.00	1,900.00	5.86%
4340 - PRINTING	38.00	51.79	55.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4341 - ADVER/PUBLISH	1,541.31	1,332.00	962.09	2,500.00	2,575.00	75.00	3.00%	2,652.00	77.00	2.99%
4350 - INSURANCE CHARGE	999.96	999.96	606.69	1,040.00	1,100.00	60.00	5.77%	1,100.00	0.00	0.00%
4401 - DUES & SUBS	849.00	250.00	370.00	1,000.00	1,440.00	440.00	44.00%	1,577.00	137.00	9.51%
4403 - TRAVEL/TRAIN/CON	350.00	7,669.89	75.00	4,500.00	4,635.00	135.00	3.00%	4,774.00	139.00	3.00%
4434 - SPECIAL EVENTS	214.23	231.82	50.00	500.00	515.00	15.00	3.00%	530.00	15.00	2.91%
Total Category: 4300 - CONTRACTUAL SERVICES:	42,788.99	91,635.72	103,555.00	35,980.00	52,116.00	16,136.00	44.85%	68,370.00	16,254.00	31.19%
Total Department: 10 - PLANNING & ZONING:	456,852.29	584,357.17	344,267.81	484,155.00	592,025.00	107,870.00	22.28%	634,788.00	42,763.00	7.22%

Budget Comparison Report

Object	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)	2024 2024 FALL 2022	Increase / (Decrease)		
Department: 13 - PROTECTIVE INSPECTION										
Category: 4100 - PERSONAL SERVICES										
4100 - SALARY-FULL TIME	552,266.69	643,352.65	356,966.08	689,685.00	739,300.00	49,615.00	7.19%	772,500.00	33,200.00	4.49%
4110 - OVERTIME F. T.	18,538.73	11,331.35	9,133.00	10,600.00	10,000.00	-600.00	-5.66%	10,500.00	500.00	5.00%
4115 - REGULAR-P/T REG STATUS	0.00	0.00	0.00	30,000.00	33,000.00	3,000.00	10.00%	34,500.00	1,500.00	4.55%
4120 - SAL-P.T./TEMP	23,199.06	76,552.61	26,356.42	0.00	31,200.00	31,200.00	0.00%	32,600.00	1,400.00	4.49%
4141 - PERA	43,719.98	51,457.68	27,478.80	53,970.00	58,800.00	4,830.00	8.95%	61,300.00	2,500.00	4.25%
4142 - FICA	41,620.96	53,241.84	27,714.97	55,000.00	62,200.00	7,200.00	13.09%	64,800.00	2,600.00	4.18%
4144 - HEALTH INSURANCE	63,894.96	79,749.96	53,532.50	91,770.00	91,800.00	30.00	0.03%	101,100.00	9,300.00	10.13%
4148 - WORKERS COMP	3,150.00	3,999.96	3,406.69	5,840.00	5,400.00	-440.00	-7.53%	5,400.00	0.00	0.00%
Total Category: 4100 - PERSONAL SERVICES:	746,390.38	919,686.05	504,588.46	936,865.00	1,031,700.00	94,835.00	10.12%	1,082,700.00	51,000.00	4.94%
Category: 4200 - COMMODITIES										
4200 - OFFICE SUPPLIES	543.34	210.79	453.43	0.00	500.00	500.00	0.00%	500.00	0.00	0.00%
4210 - OP SUPPLY-OTHER	84.63	592.17	286.39	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4211 - MOTOR FUELS	5,354.68	6,843.53	4,196.13	5,400.00	7,800.00	2,400.00	44.44%	8,100.00	300.00	3.85%
4217 - CLOTHING/UNIFORM	834.00	1,311.36	83.00	600.00	700.00	100.00	16.67%	710.00	10.00	1.43%
4231 - SMALL TOOLS	0.00	0.00	0.00	0.00	70.00	70.00	0.00%	75.00	5.00	7.14%
Total Category: 4200 - COMMODITIES:	6,816.65	8,957.85	5,018.95	6,000.00	9,070.00	3,070.00	51.17%	9,385.00	315.00	3.47%
Category: 4300 - CONTRACTUAL SERVICES										
4300 - PROF SERVICES	115,051.70	155,456.11	101,017.68	127,000.00	123,600.00	-3,400.00	-2.68%	127,308.00	3,708.00	3.00%
4301 - ENGINEERING SVS	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4305 - FEES FOR SERVICE	392.55	8,444.00	10.56	4,000.00	4,120.00	120.00	3.00%	4,243.00	123.00	2.99%
4309 - CREDIT CARD FEES	0.00	171,290.44	99,197.95	80,000.00	82,400.00	2,400.00	3.00%	84,872.00	2,472.00	3.00%
4310 - COMMUNICATION	6,358.47	6,312.40	3,457.92	7,030.00	7,240.00	210.00	2.99%	7,458.00	218.00	3.01%
4321 - DATA PROCESSING	35,484.04	45,840.00	27,416.69	47,000.00	87,300.00	40,300.00	85.74%	92,500.00	5,200.00	5.96%
4340 - PRINTING	25.75	1,351.67	34.00	1,000.00	1,030.00	30.00	3.00%	1,060.00	30.00	2.91%
4341 - ADVER/PUBLISH	124.34	273.60	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4350 - INSURANCE CHARGE	699.96	699.96	425.81	730.00	800.00	70.00	9.59%	800.00	0.00	0.00%
4375 - CHARGE-FLEET MNT	7,471.08	16,656.85	9,959.35	5,670.00	9,800.00	4,130.00	72.84%	10,090.00	290.00	2.96%
4401 - DUES & SUBS	3,011.74	1,407.22	671.00	800.00	400.00	-400.00	-50.00%	400.00	0.00	0.00%
4403 - TRAVEL/TRAIN/CON	1,316.01	6,518.54	1,492.09	5,250.00	4,800.00	-450.00	-8.57%	4,800.00	0.00	0.00%
4434 - SPECIAL EVENTS	0.00	203.97	18.00	0.00	200.00	200.00	0.00%	200.00	0.00	0.00%
4449 - OTHER CONTRACT	115.50	0.00	135.23	0.00	0.00	0.00	0.00%	150.00	150.00	0.00%
Total Category: 4300 - CONTRACTUAL SERVICES:	170,051.14	414,454.76	243,836.28	278,480.00	321,690.00	43,210.00	15.52%	333,881.00	12,191.00	3.79%
Total Department: 13 - PROTECTIVE INSPECTION:	923,258.17	1,343,098.66	753,443.69	1,221,345.00	1,362,460.00	141,115.00	11.55%	1,425,966.00	63,506.00	4.66%



City Council Action Request

3F

Meeting Date	7/27/2022
Department	Public Safety
Agenda Category	Agenda Item
Title	Public Safety
Staff	
Recommendation	
Budget Implication	Based on Discussion
Attachments	HERO Center Public Safety EMS Fund



Cottage Grove

HERO Center

Budget Comparison Report

Group Summary

Objec...	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
Revenue										
Category: 3310 - INTERGOVERNMENTAL										
3359 - OTHER GOV AID	116,650.00	0.00	0.00	2,000.00	0.00	-2,000.00	-100.00%	0.00	0.00	0.00%
Total Category: 3310 - INTERGOVERNMENTAL:	116,650.00	0.00	0.00	2,000.00	0.00	-2,000.00	-100.00%	0.00	0.00	0.00%
Category: 3400 - CHARGES FOR SERVICES										
3572 - VENDING SALE	559.29	5,155.65	2,680.97	6,000.00	6,000.00	0.00	0.00%	6,000.00	0.00	0.00%
3581 - PRE-TRAINING	0.00	200.00	0.00	0.00	600.00	600.00	0.00%	650.00	50.00	8.33%
3582 - SHOOTING RANGES	44,966.38	169,443.02	107,806.83	170,380.00	190,000.00	19,620.00	11.52%	205,000.00	15,000.00	7.89%
3583 - CLASSROOM(S)	8,214.25	30,705.00	12,412.50	22,000.00	35,000.00	13,000.00	59.09%	36,050.00	1,050.00	3.00%
3584 - LARGE CONFERENCE ROOM A	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3586 - REALITY BASED INSIDE	1,480.00	8,600.00	8,200.00	32,120.00	20,000.00	-12,120.00	-37.73%	20,600.00	600.00	3.00%
3587 - REALITY BASED OUTSIDE	2,200.00	3,900.00	1,762.50	19,200.00	8,000.00	-11,200.00	-58.33%	8,240.00	240.00	3.00%
3588 - MEMBERSHIPS	170,960.00	281,647.00	477,577.22	369,315.00	379,250.00	9,935.00	2.69%	390,630.00	11,380.00	3.00%
3589 - AMMUNITION	8,498.84	53,238.83	9,712.78	64,000.00	30,000.00	-34,000.00	-53.13%	30,900.00	900.00	3.00%
3591 - HOSTED COURSE REGISTRATION	12,829.72	34,473.73	40,193.33	25,000.00	40,000.00	15,000.00	60.00%	45,000.00	5,000.00	12.50%
3592 - SIMULATOR	420.00	2,080.00	2,400.00	5,000.00	5,000.00	0.00	0.00%	5,150.00	150.00	3.00%
3593 - RTR MATS ROOM	1,290.00	-200.00	0.00	18,000.00	4,000.00	-14,000.00	-77.78%	4,000.00	0.00	0.00%
3596 - RENTAL OF EYE/EAR PROTECTION	242.00	427.77	118.00	500.00	500.00	0.00	0.00%	500.00	0.00	0.00%
Total Category: 3400 - CHARGES FOR SERVICES:	251,660.48	589,671.00	662,864.13	731,515.00	718,350.00	-13,165.00	-1.80%	752,720.00	34,370.00	4.78%
Category: 3809 - INVESTMENT INTEREST										
3810 - INVEST INTEREST	0.00	-697.25	-6,065.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 3809 - INVESTMENT INTEREST:	0.00	-697.25	-6,065.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Category: 3812 - MISCELLANEOUS										
3590 - PARTNER REVENUE	0.00	0.00	0.00	0.00	100,000.00	100,000.00	0.00%	103,000.00	3,000.00	3.00%
3594 - SALE OF BRASS	0.00	20,511.00	8,173.20	10,000.00	24,000.00	14,000.00	140.00%	26,000.00	2,000.00	8.33%
3812 - DONATE & CONTRI	0.00	29,000.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3816 - REFUND & REIMBRS	278.15	1,036.48	24.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3829 - MISC - OTHER	-26.81	0.00	0.00	0.00	34,590.00	34,590.00	0.00%	36,850.00	2,260.00	6.53%
3830 - CASH OVER/UNDER	-0.26	159.55	2.68	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 3812 - MISCELLANEOUS:	251.08	50,707.03	8,199.88	10,000.00	158,590.00	148,590.00	1,485.90%	165,850.00	7,260.00	4.58%

Budget Comparison Report

Objec...	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)	2024 2024 FALL 2022	Increase / (Decrease)		
Category: 3999 - TRANSFERS IN										
3899 - TRANSFER IN	126,389.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 3999 - TRANSFERS IN:	126,389.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Revenue:	494,950.56	639,680.78	664,999.01	743,515.00	876,940.00	133,425.00	17.95%	918,570.00	41,630.00	4.75%
Expense										
Category: 4100 - PERSONAL SERVICES										
4100 - SALARY-FULL TIME	142,222.62	158,487.47	87,952.17	169,190.00	265,500.00	96,310.00	56.92%	276,100.00	10,600.00	3.99%
4110 - OVERTIME F. T.	1,048.07	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4120 - SAL-P.T./TEMP	27,016.90	53,738.80	31,740.00	79,800.00	75,200.00	-4,600.00	-5.76%	78,200.00	3,000.00	3.99%
4141 - PERA	10,906.49	11,886.56	6,596.41	12,690.00	19,900.00	7,210.00	56.82%	20,700.00	800.00	4.02%
4142 - FICA	12,285.85	15,206.38	8,765.09	19,050.00	26,100.00	7,050.00	37.01%	27,100.00	1,000.00	3.83%
4144 - HEALTH INSURANCE	19,464.96	26,319.96	16,187.50	27,750.00	39,500.00	11,750.00	42.34%	41,475.00	1,975.00	5.00%
4148 - WORKERS COMP	800.04	1,100.04	1,190.00	2,040.00	6,100.00	4,060.00	199.02%	6,200.00	100.00	1.64%
Total Category: 4100 - PERSONAL SERVICES:	213,744.93	266,739.21	152,431.17	310,520.00	432,300.00	121,780.00	39.22%	449,775.00	17,475.00	4.04%
Category: 4200 - COMMODITIES										
4210 - OP SUPPLY-OTHER	25,126.36	9,962.25	4,581.66	10,200.00	12,000.00	1,800.00	17.65%	12,500.00	500.00	4.17%
4217 - CLOTHING/UNIFORM	1,927.00	849.00	157.50	1,000.00	1,000.00	0.00	0.00%	1,000.00	0.00	0.00%
4280 - CAPITAL OUTLAY <\$5,000	22,994.38	30,923.88	100.00	40,000.00	45,000.00	5,000.00	12.50%	45,000.00	0.00	0.00%
Total Category: 4200 - COMMODITIES:	50,047.74	41,735.13	4,839.16	51,200.00	58,000.00	6,800.00	13.28%	58,500.00	500.00	0.86%
Category: 4300 - CONTRACTUAL SERVICES										
4300 - PROF SERVICES	11,754.08	5,565.10	3,897.87	8,000.00	11,000.00	3,000.00	37.50%	11,330.00	330.00	3.00%
4302 - LEGAL SERVICE	2,758.50	2,160.50	0.00	3,000.00	3,000.00	0.00	0.00%	3,000.00	0.00	0.00%
4305 - FEES FOR SERVICE	14,348.14	13,856.67	7,465.51	18,100.00	17,000.00	-1,100.00	-6.08%	17,510.00	510.00	3.00%
4309 - CREDIT CARD FEES	1,381.93	7,296.39	5,132.78	10,000.00	10,000.00	0.00	0.00%	10,000.00	0.00	0.00%
4310 - COMMUNICATION	2,326.40	2,877.20	1,621.18	2,880.00	3,600.00	720.00	25.00%	3,800.00	200.00	5.56%
4311 - POSTAGE	48.77	100.62	127.01	200.00	200.00	0.00	0.00%	206.00	6.00	3.00%
4321 - DATA PROCESSING	8,525.62	11,759.07	8,900.00	15,000.00	43,400.00	28,400.00	189.33%	46,000.00	2,600.00	5.99%
4340 - PRINTING	160.00	295.29	0.00	400.00	400.00	0.00	0.00%	400.00	0.00	0.00%
4341 - ADVER/PUBLISH	0.00	2,549.75	1,611.67	6,000.00	6,000.00	0.00	0.00%	6,180.00	180.00	3.00%
4350 - INSURANCE CHARGE	9,000.00	9,999.96	6,055.00	10,380.00	11,300.00	920.00	8.86%	11,600.00	300.00	2.65%
4360 - UTILITIES	78,001.12	96,649.63	55,379.82	90,000.00	116,500.00	26,500.00	29.44%	119,995.00	3,495.00	3.00%
4372 - MAINT-REPAIR/BLD	49,942.20	80,345.65	69,656.03	80,000.00	68,150.00	-11,850.00	-14.81%	70,195.00	2,045.00	3.00%
4375 - CHARGE-FLEET MNT	0.00	0.00	15.14	0.00	2,300.00	2,300.00	0.00%	2,369.00	69.00	3.00%
4380 - RENTAL/LEASE	4,678.23	4,227.66	1,344.70	3,000.00	4,200.00	1,200.00	40.00%	4,326.00	126.00	3.00%
4401 - DUES & SUBS	1,200.00	636.00	70.00	1,585.00	1,100.00	-485.00	-30.60%	1,450.00	350.00	31.82%
4403 - TRAVEL/TRAIN/CON	638.80	2,690.02	1,612.91	5,000.00	5,000.00	0.00	0.00%	5,000.00	0.00	0.00%
4405 - CLEAN/WASTE REMV	20,944.52	35,741.47	44,640.34	58,540.00	37,500.00	-21,040.00	-35.94%	67,000.00	29,500.00	78.67%
4434 - SPECIAL EVENTS	0.00	0.00	14,921.02	0.00	20,000.00	20,000.00	0.00%	20,000.00	0.00	0.00%

Budget Comparison Report

Objec...	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
4438 - PRO/MISC RESALE	14,814.00	17,713.72	1,969.30	60,000.00	25,000.00	-35,000.00	-58.33%	25,750.00	750.00	3.00%
Total Category: 4300 - CONTRACTUAL SERVICES:	220,522.31	294,464.70	224,420.28	372,085.00	385,650.00	13,565.00	3.65%	426,111.00	40,461.00	10.49%
Category: 4500 - CAPITAL OUTLAY										
4530 - MACH & EQUIPMENT	11,210.48	0.00	0.00	0.00	10,000.00	10,000.00	0.00%	10,000.00	0.00	0.00%
Total Category: 4500 - CAPITAL OUTLAY:	11,210.48	0.00	0.00	0.00	10,000.00	10,000.00	0.00%	10,000.00	0.00	0.00%
Category: 4999 - TRANSFERS OUT										
4700 - TRANSFERS OUT	0.00	0.00	0.00	0.00	34,390.00	34,390.00	0.00%	36,650.00	2,260.00	6.57%
Total Category: 4999 - TRANSFERS OUT:	0.00	0.00	0.00	0.00	34,390.00	34,390.00	0.00%	36,650.00	2,260.00	6.57%
Total Expense:	495,525.46	602,939.04	381,690.61	733,805.00	920,340.00	186,535.00	25.42%	981,036.00	60,696.00	6.59%
Report Total:	-574.90	36,741.74	283,308.40	9,710.00	-43,400.00	-53,110.00	-546.96%	-62,466.00	-19,066.00	43.93%

Budget Comparison Report

Fund Summary

				Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
Fund	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul							
290 - HERO CENTER OPERATIONS	-574.90	36,741.74	283,308.40	9,710.00	-43,400.00	-53,110.00	-546.96%	-62,466.00	-19,066.00	43.93%
Report Total:	-574.90	36,741.74	283,308.40	9,710.00	-43,400.00	-53,110.00	-546.96%	-62,466.00	-19,066.00	43.93%

Budget Comparison Report

Object	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)	2024 2024 FALL 2022	Increase / (Decrease)		
Department: 21 - POLICE PROTECTION										
Category: 4100 - PERSONAL SERVICES										
4100 - SALARY-FULL TIME	3,411,336.67	4,810,028.93	2,544,744.98	4,946,170.00	5,241,000.00	294,830.00	5.96%	5,643,000.00	402,000.00	7.67%
4110 - OVERTIME F. T.	222,657.55	434,388.96	94,392.10	200,000.00	200,000.00	0.00	0.00%	209,000.00	9,000.00	4.50%
4115 - REGULAR-P/T REG STATUS	76,838.52	71,151.50	33,975.11	88,645.00	90,500.00	1,855.00	2.09%	94,600.00	4,100.00	4.53%
4116 - O/T -P/T REG. STATUS	798.54	507.60	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4120 - SAL-P.T./TEMP	89,703.50	128,651.18	72,692.63	90,950.00	93,700.00	2,750.00	3.02%	97,900.00	4,200.00	4.48%
4121 - O.T. - P.T./TEMP	0.00	824.93	252.62	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4141 - PERA	629,771.60	850,332.76	414,507.90	859,500.00	846,100.00	-13,400.00	-1.56%	905,500.00	59,400.00	7.02%
4142 - FICA	86,832.64	112,413.39	58,537.06	115,430.00	123,400.00	7,970.00	6.90%	136,700.00	13,300.00	10.78%
4144 - HEALTH INSURANCE	440,786.54	454,614.46	277,357.50	475,470.00	477,960.00	2,490.00	0.52%	653,300.00	175,340.00	36.69%
4148 - WORKERS COMP	178,189.96	178,299.96	175,000.00	300,000.00	453,400.00	153,400.00	51.13%	480,900.00	27,500.00	6.07%
Total Category: 4100 - PERSONAL SERVICES:	5,136,915.52	7,041,213.67	3,671,459.90	7,076,165.00	7,526,060.00	449,895.00	6.36%	8,220,900.00	694,840.00	9.23%
Category: 4200 - COMMODITIES										
4200 - OFFICE SUPPLIES	3,138.20	2,834.70	1,368.16	4,500.00	4,640.00	140.00	3.11%	4,770.00	130.00	2.80%
4210 - OP SUPPLY-OTHER	51,405.21	52,916.74	9,178.66	65,500.00	75,000.00	9,500.00	14.50%	77,000.00	2,000.00	2.67%
4211 - MOTOR FUELS	77,041.50	91,835.99	45,359.69	90,000.00	114,300.00	24,300.00	27.00%	118,900.00	4,600.00	4.02%
4217 - CLOTHING/UNIFORM	73,975.02	45,410.59	62,829.18	74,900.00	77,150.00	2,250.00	3.00%	79,460.00	2,310.00	2.99%
4272 - OP SUP-BUILDINGS	2,657.39	2,628.09	0.00	3,000.00	3,000.00	0.00	0.00%	3,000.00	0.00	0.00%
4280 - CAPITAL OUTLAY <\$5,000	25,206.34	17,629.57	28,711.80	24,000.00	24,720.00	720.00	3.00%	25,460.00	740.00	2.99%
Total Category: 4200 - COMMODITIES:	233,423.66	213,255.68	147,447.49	261,900.00	298,810.00	36,910.00	14.09%	308,590.00	9,780.00	3.27%
Category: 4300 - CONTRACTUAL SERVICES										
4300 - PROF SERVICES	17,351.08	4,500.04	16,121.62	17,500.00	18,020.00	520.00	2.97%	18,570.00	550.00	3.05%
4305 - FEES FOR SERVICE	23,078.09	22,560.24	20,340.68	25,800.00	26,570.00	770.00	2.98%	27,370.00	800.00	3.01%
4310 - COMMUNICATION	67,127.41	76,785.96	38,986.65	71,620.00	73,770.00	2,150.00	3.00%	75,980.00	2,210.00	3.00%
4311 - POSTAGE	2,301.89	471.50	344.53	200.00	410.00	210.00	105.00%	410.00	0.00	0.00%
4321 - DATA PROCESSING	309,305.40	397,627.70	275,605.06	310,000.00	386,100.00	76,100.00	24.55%	409,300.00	23,200.00	6.01%
4340 - PRINTING	721.41	792.62	2,218.91	1,200.00	1,230.00	30.00	2.50%	1,270.00	40.00	3.25%
4341 - ADVER/PUBLISH	0.00	0.00	0.00	300.00	110.00	-190.00	-63.33%	120.00	10.00	9.09%
4350 - INSURANCE CHARGE	40,500.00	45,000.00	27,247.50	46,710.00	50,900.00	4,190.00	8.97%	52,400.00	1,500.00	2.95%
4370 - MAINT-REPAIR/EQ	20,625.61	9,976.72	18,617.67	27,700.00	28,530.00	830.00	3.00%	29,390.00	860.00	3.01%
4372 - MAINT-REPAIR/BLD	0.00	0.00	0.00	0.00	7,000.00	7,000.00	0.00%	7,000.00	0.00	0.00%
4375 - CHARGE-FLEET MNT	113,232.70	115,036.68	37,405.60	83,010.00	105,500.00	22,490.00	27.09%	108,670.00	3,170.00	3.00%
4380 - RENTAL/LEASE	12,426.46	9,906.10	2,848.18	19,800.00	20,400.00	600.00	3.03%	21,000.00	600.00	2.94%
4401 - DUES & SUBS	3,109.08	1,789.08	2,715.72	3,800.00	3,910.00	110.00	2.89%	4,030.00	120.00	3.07%
4403 - TRAVEL/TRAIN/CON	43,423.33	50,008.91	30,469.43	54,600.00	60,630.00	6,030.00	11.04%	62,450.00	1,820.00	3.00%
4405 - CLEAN/WASTE REMV	406.80	504.13	395.71	1,700.00	1,750.00	50.00	2.94%	1,800.00	50.00	2.86%
4434 - SPECIAL EVENTS	10,000.00	10,421.78	10,025.00	11,300.00	16,640.00	5,340.00	47.26%	14,990.00	-1,650.00	-9.92%

Budget Comparison Report

Object	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
4449 - OTHER CONTRACT	5,472.00	8,593.47	1,413.01	8,700.00	8,960.00	260.00	2.99%	9,230.00	270.00	3.01%
Total Category: 4300 - CONTRACTUAL SERVICES:	669,081.26	753,974.93	484,755.27	683,940.00	810,430.00	126,490.00	18.49%	843,980.00	33,550.00	4.14%
Category: 4500 - CAPITAL OUTLAY										
4530 - MACH & EQUIPMENT	170,628.79	161,410.02	46,142.17	225,000.00	408,000.00	183,000.00	81.33%	420,240.00	12,240.00	3.00%
Total Category: 4500 - CAPITAL OUTLAY:	170,628.79	161,410.02	46,142.17	225,000.00	408,000.00	183,000.00	81.33%	420,240.00	12,240.00	3.00%
Total Department: 21 - POLICE PROTECTION:	6,210,049.23	8,169,854.30	4,349,804.83	8,247,005.00	9,043,300.00	796,295.00	9.66%	9,793,710.00	750,410.00	8.30%

Budget Comparison Report

Object	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
Department: 23 - ANIMAL CONTROL										
Category: 4100 - PERSONAL SERVICES										
4120 - SAL-P.T./TEMP	15,000.00	15,000.00	0.00	15,000.00	15,000.00	0.00	0.00%	15,450.00	450.00	3.00%
4142 - FICA	1,100.00	1,100.00	0.00	1,100.00	1,100.00	0.00	0.00%	1,135.00	35.00	3.18%
4148 - WORKERS COMP	220.04	99.96	58.31	100.00	110.00	10.00	10.00%	110.00	0.00	0.00%
Total Category: 4100 - PERSONAL SERVICES:	16,320.04	16,199.96	58.31	16,200.00	16,210.00	10.00	0.06%	16,695.00	485.00	2.99%
Category: 4200 - COMMODITIES										
4200 - OFFICE SUPPLIES	45.00	105.00	0.00	200.00	200.00	0.00	0.00%	210.00	10.00	5.00%
4210 - OP SUPPLY-OTHER	1,239.13	0.00	333.34	1,000.00	1,030.00	30.00	3.00%	1,060.00	30.00	2.91%
4211 - MOTOR FUELS	0.00	0.00	0.00	0.00	400.00	400.00	0.00%	400.00	0.00	0.00%
4217 - CLOTHING/UNIFORM	868.82	1,714.57	1,337.75	3,200.00	3,300.00	100.00	3.13%	3,400.00	100.00	3.03%
Total Category: 4200 - COMMODITIES:	2,152.95	1,819.57	1,671.09	4,400.00	4,930.00	530.00	12.05%	5,070.00	140.00	2.84%
Category: 4300 - CONTRACTUAL SERVICES										
4300 - PROF SERVICES	0.00	0.00	0.00	300.00	310.00	10.00	3.33%	320.00	10.00	3.23%
4305 - FEES FOR SERVICE	3,762.00	5,866.00	2,696.00	6,200.00	6,390.00	190.00	3.06%	6,580.00	190.00	2.97%
4321 - DATA PROCESSING	2,750.04	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4340 - PRINTING	0.00	0.00	0.00	200.00	200.00	0.00	0.00%	210.00	10.00	5.00%
4375 - CHARGE-FLEET MNT	3,630.00	0.00	0.00	3,800.00	1,300.00	-2,500.00	-65.79%	1,340.00	40.00	3.08%
Total Category: 4300 - CONTRACTUAL SERVICES:	10,142.04	5,866.00	2,696.00	10,500.00	8,200.00	-2,300.00	-21.90%	8,450.00	250.00	3.05%
Total Department: 23 - ANIMAL CONTROL:	28,615.03	23,885.53	4,425.40	31,100.00	29,340.00	-1,760.00	-5.66%	30,215.00	875.00	2.98%

Budget Comparison Report

Object	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
Department: 15 - EMERGENCY PREPAREDNESS										
Category: 4100 - PERSONAL SERVICES										
4100 - SALARY-FULL TIME	26,735.55	33,623.19	17,846.40	32,485.00	36,200.00	3,715.00	11.44%	37,900.00	1,700.00	4.70%
4110 - OVERTIME F. T.	42,923.02	506.74	496.86	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4141 - PERA	4,844.21	5,928.72	3,198.91	5,750.00	5,800.00	50.00	0.87%	6,100.00	300.00	5.17%
4142 - FICA	422.01	469.04	251.94	470.00	500.00	30.00	6.38%	500.00	0.00	0.00%
4144 - HEALTH INSURANCE	2,280.00	2,349.96	1,505.00	2,580.00	2,700.00	120.00	4.65%	3,000.00	300.00	11.11%
4148 - WORKERS COMP	1,830.00	1,800.00	1,516.69	2,600.00	2,700.00	100.00	3.85%	2,900.00	200.00	7.41%
Total Category: 4100 - PERSONAL SERVICES:	79,034.79	44,677.65	24,815.80	43,885.00	47,900.00	4,015.00	9.15%	50,400.00	2,500.00	5.22%
Category: 4200 - COMMODITIES										
4210 - OP SUPPLY-OTHER	4,631.20	134.98	549.50	100.00	100.00	0.00	0.00%	110.00	10.00	10.00%
4211 - MOTOR FUELS	265.01	331.76	0.00	250.00	1,700.00	1,450.00	580.00%	1,800.00	100.00	5.88%
4280 - CAPITAL OUTLAY <\$5,000	680.85	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 4200 - COMMODITIES:	5,577.06	466.74	549.50	350.00	1,800.00	1,450.00	414.29%	1,910.00	110.00	6.11%
Category: 4300 - CONTRACTUAL SERVICES										
4300 - PROF SERVICES	1,916.50	800.00	800.00	1,000.00	1,030.00	30.00	3.00%	1,060.00	30.00	2.91%
4305 - FEES FOR SERVICE	2,842.11	2,718.69	2,718.69	4,000.00	4,120.00	120.00	3.00%	4,240.00	120.00	2.91%
4310 - COMMUNICATION	3,500.76	3,524.04	1,979.33	3,500.00	3,600.00	100.00	2.86%	3,710.00	110.00	3.06%
4311 - POSTAGE	0.00	0.00	408.25	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4360 - UTILITIES	492.07	673.68	323.63	500.00	510.00	10.00	2.00%	530.00	20.00	3.92%
4370 - MAINT-REPAIR/EQ	663.00	1,458.74	190.00	9,400.00	9,680.00	280.00	2.98%	9,970.00	290.00	3.00%
4375 - CHARGE-FLEET MNT	0.00	0.00	47.46	2,210.00	1,400.00	-810.00	-36.65%	1,440.00	40.00	2.86%
4401 - DUES & SUBS	250.00	225.00	50.00	200.00	200.00	0.00	0.00%	210.00	10.00	5.00%
4403 - TRAVEL/TRAIN/CON	0.00	820.00	999.06	1,300.00	1,340.00	40.00	3.08%	1,380.00	40.00	2.99%
Total Category: 4300 - CONTRACTUAL SERVICES:	9,664.44	10,220.15	7,516.42	22,110.00	21,880.00	-230.00	-1.04%	22,540.00	660.00	3.02%
Category: 4500 - CAPITAL OUTLAY										
4530 - MACH & EQUIPMENT	0.00	31,976.25	22,894.26	16,600.00	0.00	-16,600.00	-100.00%	32,000.00	32,000.00	0.00%
Total Category: 4500 - CAPITAL OUTLAY:	0.00	31,976.25	22,894.26	16,600.00	0.00	-16,600.00	-100.00%	32,000.00	32,000.00	0.00%
Total Department: 15 - EMERGENCY PREPAREDNESS:	94,276.29	87,340.79	55,775.98	82,945.00	71,580.00	-11,365.00	-13.70%	106,850.00	35,270.00	49.27%

Budget Comparison Report

Object	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)	2024 2024 FALL 2022	Increase / (Decrease)		
Department: 26 - FIRE PROTECTION										
Category: 4100 - PERSONAL SERVICES										
4100 - SALARY-FULL TIME	464,273.41	366,275.51	207,249.55	429,000.00	546,700.00	117,700.00	27.44%	672,400.00	125,700.00	22.99%
4110 - OVERTIME F. T.	24,383.40	59,141.24	41,182.15	31,000.00	31,000.00	0.00	0.00%	32,400.00	1,400.00	4.52%
4115 - REGULAR-P/T REG STATUS	0.00	0.00	0.00	31,200.00	0.00	-31,200.00	-100.00%	0.00	0.00	0.00%
4120 - SAL-P.T./TEMP	173,810.14	166,498.50	79,824.72	165,000.00	165,000.00	0.00	0.00%	172,400.00	7,400.00	4.48%
4121 - O.T. - P.T./TEMP	12,828.71	17,123.73	5,350.98	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4141 - PERA	89,432.69	73,160.91	38,977.89	78,750.00	91,200.00	12,450.00	15.81%	112,000.00	20,800.00	22.81%
4142 - FICA	22,731.58	21,002.22	11,073.28	23,300.00	22,300.00	-1,000.00	-4.29%	24,700.00	2,400.00	10.76%
4144 - HEALTH INSURANCE	50,000.04	44,255.04	26,880.00	46,080.00	57,800.00	11,720.00	25.43%	75,800.00	18,000.00	31.14%
4147 - UNEMPLOYMENT	0.00	0.00	1,659.16	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4148 - WORKERS COMP	44,880.00	44,900.04	30,190.44	51,755.00	49,200.00	-2,555.00	-4.94%	60,000.00	10,800.00	21.95%
Total Category: 4100 - PERSONAL SERVICES:	882,339.97	792,357.19	442,388.17	856,085.00	963,200.00	107,115.00	12.51%	1,149,700.00	186,500.00	19.36%
Category: 4200 - COMMODITIES										
4200 - OFFICE SUPPLIES	360.70	0.00	90.00	1,400.00	1,440.00	40.00	2.86%	1,490.00	50.00	3.47%
4210 - OP SUPPLY-OTHER	12,081.10	9,807.43	2,828.97	9,800.00	10,090.00	290.00	2.96%	10,400.00	310.00	3.07%
4211 - MOTOR FUELS	9,412.09	11,409.68	5,317.95	12,000.00	13,400.00	1,400.00	11.67%	13,900.00	500.00	3.73%
4217 - CLOTHING/UNIFORM	28,350.42	27,663.47	5,062.86	45,900.00	47,280.00	1,380.00	3.01%	48,700.00	1,420.00	3.00%
4270 - OP SUP-VEH/EQ	6,010.90	1,880.65	682.64	5,200.00	5,360.00	160.00	3.08%	5,520.00	160.00	2.99%
4272 - OP SUP-BUILDINGS	2,301.86	3,486.98	1,243.81	3,600.00	3,710.00	110.00	3.06%	3,820.00	110.00	2.96%
4280 - CAPITAL OUTLAY <\$5,000	25,205.58	15,801.95	6,026.16	10,000.00	10,300.00	300.00	3.00%	227,300.00	217,000.00	2,106.80%
Total Category: 4200 - COMMODITIES:	83,722.65	70,050.16	21,252.39	87,900.00	91,580.00	3,680.00	4.19%	311,130.00	219,550.00	239.74%
Category: 4300 - CONTRACTUAL SERVICES										
4300 - PROF SERVICES	14,126.00	2,927.50	3,190.87	18,200.00	18,750.00	550.00	3.02%	19,310.00	560.00	2.99%
4305 - FEES FOR SERVICE	44,578.06	17,557.35	10,904.10	15,700.00	24,170.00	8,470.00	53.95%	24,900.00	730.00	3.02%
4310 - COMMUNICATION	24,871.05	28,583.07	14,346.09	28,000.00	28,840.00	840.00	3.00%	29,700.00	860.00	2.98%
4311 - POSTAGE	19.21	30.25	71.65	100.00	100.00	0.00	0.00%	110.00	10.00	10.00%
4321 - DATA PROCESSING	40,310.04	42,009.96	26,833.31	46,000.00	59,200.00	13,200.00	28.70%	62,800.00	3,600.00	6.08%
4340 - PRINTING	0.00	28.67	34.00	200.00	200.00	0.00	0.00%	210.00	10.00	5.00%
4350 - INSURANCE CHARGE	12,999.96	15,249.96	9,234.19	15,830.00	17,300.00	1,470.00	9.29%	17,800.00	500.00	2.89%
4360 - UTILITIES	52,057.24	64,884.71	37,132.54	50,000.00	51,500.00	1,500.00	3.00%	53,050.00	1,550.00	3.01%
4370 - MAINT-REPAIR/EQ	31,565.78	82,674.59	13,589.66	64,400.00	66,330.00	1,930.00	3.00%	68,320.00	1,990.00	3.00%
4372 - MAINT-REPAIR/BLD	59,117.66	70,753.91	44,712.97	22,400.00	68,100.00	45,700.00	204.02%	205,100.00	137,000.00	201.17%
4375 - CHARGE-FLEET MNT	20,498.39	28,494.05	35,166.11	25,000.00	31,000.00	6,000.00	24.00%	31,930.00	930.00	3.00%
4380 - RENTAL/LEASE	3,491.50	3,206.72	962.96	4,000.00	4,120.00	120.00	3.00%	4,240.00	120.00	2.91%
4401 - DUES & SUBS	545.00	770.00	420.00	1,000.00	1,030.00	30.00	3.00%	1,060.00	30.00	2.91%
4403 - TRAVEL/TRAIN/CON	18,236.05	30,508.53	16,707.83	21,200.00	21,840.00	640.00	3.02%	22,490.00	650.00	2.98%
4405 - CLEAN/WASTE REMV	14,866.95	16,786.99	9,126.88	14,800.00	15,240.00	440.00	2.97%	15,700.00	460.00	3.02%
4434 - SPECIAL EVENTS	0.00	800.00	100.00	700.00	720.00	20.00	2.86%	740.00	20.00	2.78%

Budget Comparison Report

Object	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
4449 - OTHER CONTRACT	433.25	233,759.46	14.25	200,000.00	206,000.00	6,000.00	3.00%	212,180.00	6,180.00	3.00%
Total Category: 4300 - CONTRACTUAL SERVICES:	337,716.14	639,025.72	222,547.41	527,530.00	614,440.00	86,910.00	16.47%	769,640.00	155,200.00	25.26%
Total Department: 26 - FIRE PROTECTION:	1,303,778.76	1,501,433.07	686,187.97	1,471,515.00	1,669,220.00	197,705.00	13.44%	2,230,470.00	561,250.00	33.62%



Budget Comparison Report

Group Summary

				Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
Objec...										
Fund: 660 - SOUTH WASHINTON COUNTY AMBUL										
Revenue										
Category: 3310 - INTERGOVERNMENTAL										
3310 - FEDERAL GRANTS	18,766.83	58,918.68	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3349 - COUNTY AID	20,579.50	54,064.25	6,750.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 3310 - INTERGOVERNMENTAL:	39,346.33	112,982.93	6,750.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Category: 3400 - CHARGES FOR SERVICES										
3534 - SOWASHCO SERVICE	4,315,087.36	5,892,265.96	2,829,475.30	4,860,000.00	4,860,000.00	0.00	0.00%	4,860,000.00	0.00	0.00%
3550 - NON-DISCRETIONARY WRITE OFFS	-2,222,686.04	-2,581,566.15	-1,622,468.83	-2,430,000.00	-2,430,000.00	0.00	0.00%	-2,430,000.00	0.00	0.00%
Total Category: 3400 - CHARGES FOR SERVICES:	2,092,401.32	3,310,699.81	1,207,006.47	2,430,000.00	2,430,000.00	0.00	0.00%	2,430,000.00	0.00	0.00%
Category: 3809 - INVESTMENT INTEREST										
3810 - INVEST INTEREST	10,471.55	-1,392.02	-72.27	7,500.00	0.00	-7,500.00	-100.00%	0.00	0.00	0.00%
Total Category: 3809 - INVESTMENT INTEREST:	10,471.55	-1,392.02	-72.27	7,500.00	0.00	-7,500.00	-100.00%	0.00	0.00	0.00%
Category: 3812 - MISCELLANEOUS										
3812 - DONATE & CONTRI	0.00	0.00	500.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3813 - SALE OF GOODS	0.00	1,116.05	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
3816 - REFUND & REIMBRS	0.00	78,968.64	68,493.21	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 3812 - MISCELLANEOUS:	0.00	80,084.69	68,993.21	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Revenue:	2,142,219.20	3,502,375.41	1,282,677.41	2,437,500.00	2,430,000.00	-7,500.00	-0.31%	2,430,000.00	0.00	0.00%
Expense										
Category: 4100 - PERSONAL SERVICES										
4100 - SALARY-FULL TIME	763,159.31	830,691.18	427,114.16	960,490.00	1,011,900.00	51,410.00	5.35%	1,057,400.00	45,500.00	4.50%
4110 - OVERTIME F. T.	48,530.93	166,211.29	124,557.43	81,750.00	81,800.00	50.00	0.06%	85,500.00	3,700.00	4.52%
4115 - REGULAR-P/T REG STATUS	0.00	975.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4120 - SAL-P.T./TEMP	271,574.21	252,464.64	117,172.30	270,000.00	270,000.00	0.00	0.00%	282,200.00	12,200.00	4.52%
4121 - O.T. - P.T./TEMP	9,934.87	13,021.33	5,188.42	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4140 - PENSIONS	-43,619.46	-110,975.21	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4141 - PERA	147,976.26	170,829.83	92,028.17	177,315.00	174,600.00	-2,715.00	-1.53%	182,600.00	8,000.00	4.58%
4142 - FICA	35,666.74	35,801.37	17,113.75	37,465.00	38,400.00	935.00	2.50%	39,800.00	1,400.00	3.65%
4144 - HEALTH INSURANCE	109,848.04	112,770.04	68,215.00	116,940.00	113,400.00	-3,540.00	-3.03%	124,600.00	11,200.00	9.88%

Budget Comparison Report

Objec...	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
4148 - WORKERS COMP	51,669.96	51,699.96	44,916.69	77,000.00	71,700.00	-5,300.00	-6.88%	75,600.00	3,900.00	5.44%
Total Category: 4100 - PERSONAL SERVICES:	1,394,740.86	1,523,489.43	896,305.92	1,720,960.00	1,761,800.00	40,840.00	2.37%	1,847,700.00	85,900.00	4.88%
Category: 4200 - COMMODITIES										
4200 - OFFICE SUPPLIES	51.99	0.00	0.00	100.00	100.00	0.00	0.00%	110.00	10.00	10.00%
4210 - OP SUPPLY-OTHER	37,521.73	107,803.35	24,896.98	52,800.00	54,380.00	1,580.00	2.99%	56,020.00	1,640.00	3.02%
4211 - MOTOR FUELS	16,370.65	22,203.02	11,069.21	18,000.00	26,000.00	8,000.00	44.44%	27,000.00	1,000.00	3.85%
4217 - CLOTHING/UNIFORM	5,517.53	11,067.15	1,837.20	13,900.00	14,320.00	420.00	3.02%	14,750.00	430.00	3.00%
4280 - CAPITAL OUTLAY <\$5,000	5,279.00	6,327.99	500.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 4200 - COMMODITIES:	64,740.90	147,401.51	38,303.39	84,800.00	94,800.00	10,000.00	11.79%	97,880.00	3,080.00	3.25%
Category: 4300 - CONTRACTUAL SERVICES										
4300 - PROF SERVICES	17,992.38	13,536.50	16,803.00	17,400.00	27,920.00	10,520.00	60.46%	28,500.00	580.00	2.08%
4305 - FEES FOR SERVICE	85,260.13	87,644.45	31,701.04	60,600.00	52,420.00	-8,180.00	-13.50%	54,290.00	1,870.00	3.57%
4309 - CREDIT CARD FEES	4,391.26	3,807.68	2,787.65	5,090.00	5,240.00	150.00	2.95%	5,400.00	160.00	3.05%
4310 - COMMUNICATION	15,149.87	15,918.39	7,891.72	15,900.00	16,380.00	480.00	3.02%	16,870.00	490.00	2.99%
4311 - POSTAGE	19.21	0.00	34.89	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4321 - DATA PROCESSING	29,829.96	41,060.04	26,250.00	45,000.00	108,400.00	63,400.00	140.89%	114,900.00	6,500.00	6.00%
4350 - INSURANCE CHARGE	3,000.00	8,000.04	4,841.69	8,300.00	9,000.00	700.00	8.43%	9,300.00	300.00	3.33%
4370 - MAINT-REPAIR/EQ	24,738.35	2,981.58	1,212.43	35,700.00	36,770.00	1,070.00	3.00%	37,870.00	1,100.00	2.99%
4372 - MAINT-REPAIR/BLD	17,498.80	7,166.15	0.00	0.00	37,600.00	37,600.00	0.00%	0.00	-37,600.00	-100.00%
4375 - CHARGE-FLEET MNT	51,361.56	35,402.11	14,297.63	42,200.00	42,800.00	600.00	1.42%	44,080.00	1,280.00	2.99%
4401 - DUES & SUBS	2,477.00	3,050.91	2,902.00	5,000.00	5,150.00	150.00	3.00%	5,300.00	150.00	2.91%
4403 - TRAVEL/TRAIN/CON	10,254.99	23,223.56	5,444.50	21,200.00	21,840.00	640.00	3.02%	22,490.00	650.00	2.98%
4449 - OTHER CONTRACT	505.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 4300 - CONTRACTUAL SERVICES:	262,478.51	241,791.41	114,166.55	256,390.00	363,520.00	107,130.00	41.78%	339,000.00	-24,520.00	-6.75%
Category: 4500 - CAPITAL OUTLAY										
4530 - MACH & EQUIPMENT	0.00	0.00	34,416.09	25,500.00	0.00	-25,500.00	-100.00%	452,300.00	452,300.00	0.00%
Total Category: 4500 - CAPITAL OUTLAY:	0.00	0.00	34,416.09	25,500.00	0.00	-25,500.00	-100.00%	452,300.00	452,300.00	0.00%
Category: 4720 - DEPRECIATION										
4721 - DEPRECIATION-PURCHASED	80,233.13	79,338.66	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Category: 4720 - DEPRECIATION:	80,233.13	79,338.66	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Category: 4730 - MISCELLANEOUS										
4732 - LOSS-FIXED ASSET	0.00	55,064.39	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
4738 - BAD DEBTS	319,696.54	864,679.05	0.00	252,000.00	300,000.00	48,000.00	19.05%	300,000.00	0.00	0.00%
Total Category: 4730 - MISCELLANEOUS:	319,696.54	919,743.44	0.00	252,000.00	300,000.00	48,000.00	19.05%	300,000.00	0.00	0.00%

Budget Comparison Report

Objec...	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
Category: 4999 - TRANSFERS OUT										
4700 - TRANSFERS OUT	94,500.00	95,000.04	57,079.19	97,850.00	100,800.00	2,950.00	3.01%	103,800.00	3,000.00	2.98%
Total Category: 4999 - TRANSFERS OUT:	94,500.00	95,000.04	57,079.19	97,850.00	100,800.00	2,950.00	3.01%	103,800.00	3,000.00	2.98%
Total Expense:	2,216,389.94	3,006,764.49	1,140,271.14	2,437,500.00	2,620,920.00	183,420.00	7.52%	3,140,680.00	519,760.00	19.83%
Total Fund: 660 - SOUTH WASHINTON COUNTY AMBUL:	-74,170.74	495,610.92	142,406.27	0.00	-190,920.00	-190,920.00	0.00%	-710,680.00	-519,760.00	272.24%
Report Total:	-74,170.74	495,610.92	142,406.27	0.00	-190,920.00	-190,920.00	0.00%	-710,680.00	-519,760.00	272.24%

Budget Comparison Report

Fund Summary

				Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2022 2022	2023 2023	Increase / (Decrease)		2024 2024 FALL 2022	Increase / (Decrease)	
Fund	2020 Total Activity	2021 Total Activity	2022 YTD Activity Through Jul							
660 - SOUTH WASHINTON COUNTY AMBUL	-74,170.74	495,610.92	142,406.27	0.00	-190,920.00	-190,920.00	0.00%	-710,680.00	-519,760.00	272.24%
Report Total:	-74,170.74	495,610.92	142,406.27	0.00	-190,920.00	-190,920.00	0.00%	-710,680.00	-519,760.00	272.24%



City Council Action Request

3G

Meeting Date	7/27/2022
Department	Finance
Agenda Category	Agenda Item
Title	2023 Budget Additions
Staff	
Recommendation	
Budget Implication	Based on Discussion
Attachments	2023 Budget Additions

2023 BUDGET ADDITIONS

Item #	Fund	Program	Department	Dept Request Cost	Fund with 2022 Savings	Include in 2023 Budget	Denied	Description	Comments
0.1		0110-4300	Administration	25,000	25,000	-		New Agenda software	
0.2		0110-4300	Administration	25,000	25,000	-		Recodification	
		0110 Total		50,000	50,000	-	-		
0		0400-4530	Emergency Mgmt	10,000	-		10,000	Replace warning siren-Additional funds needed	
		400 Total		10,000	-	-	10,000		
1		0500-4372	Patrol	7,000	-	7,000		Add emergency fencing consortium to protect City Hall & Hero Center	
1.1		0500-4530	Patrol	93,000	-	93,000		Squad Price Increases	
1.2		0500-4280	Patrol	30,000	-	-	30,000	Adjustable LED RMR Optic	
1.3		0500-4210	Patrol	15,000	-	15,000		Increase firearms budget for ammunitions	
		500 Total		145,000	-	115,000	30,000		
2		0800-4372	Fire	67,260	67,260	-		Fix cracks & seal coat garage floor CFS	
2.1		0800-4305	Fire	8,000	-	8,000		JPA Agreement with EMTF for Training	
			Fire					New Model	
		800 Total		75,260	67,260	8,000	-		
2.2		1100-4300	Planning	20,000	20,000	-		Update City's Subdivision Ordinance	
		1100 Total		20,000	20,000	-			
3		1290-4210	Snow Plow	22,350	-	22,350		Salt price increase	
		1290 Total		22,350	-	22,350	-		
4		1500-4120	Park maintenance	16,320	-	16,320		Add additional seasonal staff	
5		1500-4210	Park maintenance	10,000	-	10,000		increase operating supplies	
6		1500-4217	Park maintenance	620	-	-	620	uniform allowance for new position in 2023	
7		1500-4371	Park maintenance	3,570	-	-	3,570	budget addition for covering cost of court resurfacing	
8		1500-4380	Park maintenance	10,000	-	10,000		increase to cover new contract for portable restrooms	
9		1500-4405	Park maintenance	4,650	-	4,650		increased waste costs	
10		1516-4120	Park maintenance	8,800	-	8,800		add another intern to help w/maintenance	
11		1516-4210	Park maintenance	12,450	-		12,450	annual plant cost increase	
11.1		1500-4210	Park maintenance	50,000	-	-	50,000	Natural Resources Inventory	
		1500/1516 Total		116,410	-	49,770	66,640		
12		2500-4372	PSCH	40,000	-	40,000		facility maintenance labor cost	
13		2500-4372	PSCH	67,000	67,000			fix cracks, scaling, seal garage floor in PS garage	
		2500 Total		107,000	67,000	40,000			
		100 Total		546,020	204,260	235,120	106,640	FUND 100	

2023 BUDGET ADDITIONS

Item #	Fund	Program	Department	Dept Request Cost	Fund with 2022 Savings	Include in 2023 Budget	Denied	Description	Comments
14	230	3200-4305	Stormwater Utility	6,000	-	6,000		MS4 permit fee increase	
15	230	3200-4371	Stormwater Utility	50,000	-	50,000		increase for revenues reduced in 2017	
16	230	3200-4530	Stormwater Utility	55,000	-	55,000		Pick-up Truck for new Stormwater Lead	
		230 Total		111,000	-	111,000	-	FUND 230	
17	250	3700-4540	Ice Arena	8,000	-	8,000		Exterior door replacement	
18	250	3700-4540	Ice Arena	39,000	-	39,000		Warming room bathrooms updates	
19	250	3700-4540	Ice Arena	13,000	-	13,000		Perfect Fryer	
20	250	3700-4540	Ice Arena	7,000	-	7,000		Ice Paint Cart	
		250 Total		67,000	-	67,000	-	FUND 250	
21	255	2100-4540	Golf Course	10,300	-	10,300		enhance options for golfers coming to course	
22	255	2105-4530	Golf Course	20,000	-	20,000		Asphalt replacement	
23	255	2105-4530	Golf Course	183,000	-	183,000		irrigation replacement/course improvements	
24	255	2105-4530	Golf Course	20,000	-	20,000		equipment replacement-electric utility cart	
25	255	2105-4530	Golf Course	20,000	-	20,000		equipment replacement-electric utility vehicle	
26	255	2105-4530	Golf Course	20,000	-	20,000		equipment replacement-electric utility cart	
		255 Total		273,300	-	273,300	-	FUND 255	
26.1		3000-4530	Water	55,000	-	55,000		Add Pick-up for additional employee	
		610 Total		55,000	-	55,000	-	FUND 610	
27	710	1700-4370	Fleet	70,000	-	70,000		increased number of lead vehicle/repairs	
28	710	1700-4530	Fleet	8,000	-	-	8,000	add a CNC plasma table to shop	
29	710	1700-4530	Fleet	53,000	-	-	53,000	add hoist, replace drive on hoist, rearrange	
		710 Total		131,000	-	70,000	61,000	FUND 710	
30	720	0380-4280	IT	9,600	-	9,600		Larger HD monitors for planners/inspectors	
31	720	0380-4280	IT	15,000	-	-	15,000	Add Toughbook to 3 fire vehicles	
32	720	0380-4280	IT	4,000	-	4,000		new switch for New IT room remodel	
33	720	0380-4280	IT	28,000	-	-	28,000	Add electronic locks to Hamlet Park bldg.	
34	720	0380-4280	IT	1,200	-	1,200		add 2 surveillance cameras to RO maint.	
35	720	0380-4370	IT	38,000	-	-	38,000	replace wireless locks at PVW	
36	720	0380-4370	IT	28,000	-	-	28,000	Add electronic locks to Woodridge Park bldg.	
37	720	0380-4371	IT	17,375	-	-	17,375	Add Electronic locks to Fire Stations 3&4	
38	720	0380-4310	IT	5,730	-	-	5,730	Add call accounting to Mitel phone system	
		720 Total		146,905	-	14,800	132,105	FUND 720	
		Grand Total		1,330,225	204,260	826,220	299,745		
				546,020				TOTAL FUND 100	
				784,205				TOTAL ALL OTHER FUNDS	
Other Changes									
		Delay hiring of Parks employee and replacement of new Parks Vehicle until 2024							
		Delay replacement of Police 2016 Ford Administration Vehicle							
		Delay purchase of new Police Admin Vehicle							

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023-0.1

FUND	<u>100</u>	TOTAL	
PROGRAM	<u>0110</u>	COST	<u>\$25,000</u>
OBJECT	<u>4300</u>		

NEW LEVEL OF SERVICE?

EXPLAIN CHANGE New Agenda Software

DESCRIPTION:

(Include estimated cost) Purchase Agenda Software to efficiently process and manage meeting agenda's, minutes and voting records.

JUSTIFICATION:

(which part of the strategic plan)
(Describe - how does it fit?)

☐	Broaden Recreational Opportunites
☐	Maintain & Enhance Community Connections
☐	Expand full spectrum housing
☐	Foster Positive Business Environment
☒	Maintenance of Operations
☐	Service Excellance & Fiscal Stewardship
☐	High Performance & Inclusive Employer

SERVICE LEVEL IMPACTS IF NOT APPROVED:

Agenda software would create efficiency by helping process agenda requests and packets. Agenda packets are getting larger and more difficult to send electronically. Without the agenda software Councilmembers, Commissioners and staff have difficulty opening important packets. If not approved staff will continue using Access and Laserfiche to process meeting agendas. This process is unreliable and time-consuming.

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023 - 0.2

FUND	<u>100</u>	TOTAL	
		COST	<u>\$25,000</u>
PROGRAM	<u>0110</u>		
OBJECT	<u>4300</u>		

NEW LEVEL OF SERVICE?

EXPLAIN CHANGE Recodification

DESCRIPTION:

(Include estimated cost)

A complete repeal and replacement of City Code.

JUSTIFICATION:

(which part of the strategic plan)

(Describe - how does it fit?)

	Broaden Recreational Opportunitites
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
	Maintenance of Operations
X	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

SERVICE LEVEL IMPACTS IF NOT APPROVED:

The City Code has not been recodified since 2000. Staff and Council have spent many hours reviewing and revising the code. The last step will be to recodify the code and publish the ordinances.


FUND

PROGRAM

OBJECT

NEW LEVEL OF SERVICE

6

0

4



To: Honorable Mayor and City Council Members
Jennifer Levitt, City Administrator

From: Peter Koerner, Director of Public Safety
Gwen Martin, Deputy Director of Public Safety

Date: June 8, 2022

Subject: BUDGET ADDITION 0400.01 OUTDOOR WARNING SIREN

INTRODUCTION

For many years we have been able to repair and maintain our 11 aging outdoor warning sirens with the existing Emergency Management budget. Last year we had to replace one of the three sirens purchased and installed in 1986 when it stopped working (Pine Coulee Park location). There are two remaining 1986 sirens that need to be replaced before they stop working (Islay Ave/95th St and Hadley Ave/100th St). In addition, there are three areas in Cottage Grove (Ravine Parkway/Keats Ave, 11900 block of Grey Cloud Trail, 9500 block of Military Road) that are not covered by our existing outdoor warning sirens.

BACKGROUND

In September 2020, Federal Warning Siren performed an acoustic analysis of our current outdoor warning sirens and identified three distinct gaps in coverage. One of these gaps contains Ravine Park, an area for outdoor recreation frequented by residents and visitors. Another gap encompasses Grey Cloud Island, which includes Hazen P. Mooers park, Camp Galilee, and the soon-to-be-developed former Mississippi Dunes golf course area. The last gap contains the developing residential area east of Jamaica Avenue and north of Military Road. Installing outdoor warning sirens in these areas that lack coverage will ensure that individuals who are outside will be warned when severe weather approaches.

RECOMMENDATION

Increase the Emergency Management budget by \$10,000 to a total of \$27,100 (\$17,500 for siren/connection & \$9,500 for installation) in 2023 for a siren replacement, increase by \$14,390 to a total of \$32,000 in 2024 for a siren addition, and plan on maintaining the Emergency Management budget (0400-4530) of \$32,000 in subsequent years. This will help cover costs to add a new siren in 2025, 2026, and anticipation of three future replacement sirens for two that were purchased and installed in 1991 and one in 1994.

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023- ①

FUND General 100 TOTAL
PROGRAM 0500 COST \$7,000
OBJECT 4372
NEW LEVEL OF SERVICE? YES

EXPLAIN CHANGE Add emergency fencing consortium to protect City Hall & HERO Center

DESCRIPTION: Total cost is \$12,000 and will be split between PD and HERO Center. PD is (Include estimated cost) responsible for \$7,000 and HERO Center \$5,000.

JUSTIFICATION:
(Which part of the strategic plan)
(describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
X	Maintenance of Operations
X	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

This is a state-wide fence consortium to purchase, maintain and set up security fencing, should the need arise due to civil disturbance.

SERVICE LEVEL IMPACTS IF NOT APPROVED:

If a civil disturbance arises due to a critical incident within the city, not having this fencing could expose the facilities to damage and/or destruction as we have seen in other parts of the metro area.

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023-1.1

FUND General 100 TOTAL
PROGRAM 0500 COST \$93,000
OBJECT 4530
NEW LEVEL OF SERVICE? NO

EXPLAIN CHANGE Increase budget to reflect price increases and availability.

DESCRIPTION: Current approved squad budget for 6 vehicles (\$315,000) is inadequate to
(Include estimated cost) actually purchase and outfit due to inflationary costs. Increase per squad
went from \$52,500 to \$68,000.

JUSTIFICATION:

(Which part of the strategic plan)
(Describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
X	Maintenance of Operations
	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

See attached memo and quote.

SERVICE LEVEL IMPACTS IF NOT APPROVED:

The inability to adequately maintain a working patrol fleet to provide police services to the community.



To: Honorable Mayor and City Council Members
Jennifer Levitt, City Administrator

From: Peter Koerner, Director of Public Safety
Greg Rinzel, Deputy Director of Public Safety

Date: June 13, 2022

Subject: BUDGET ADDITION 0500.04 SQUAD INCREASES

INTRODUCTION

This memo outlines not only the cost of increase in equipment, but also the inability to order and receive squad cars if at all. The approved 2023 budget numbers reflect 6 squad cars at \$52,500 per vehicle, including all equipment and changeover, totaling \$315,000. This number needs to increase in 2023 to reflect the actual amount needed to purchase 6 squads. A budget addition of \$93,000 is needed to purchase and outfit the approved number of squads.

BACKGROUND

Over the last 5 budget cycles, we have been varying the number of purchased squad cars between 4 and 6, depending upon the need. At this point moving forward, in order to not interrupt patrol services, we need to purchase and equip 6 squad cars each year. Not unlike other commodities, the purchase price of the vehicle and all equipment has drastically increased in price and availabilities, and in some cases, there is no availability to get squads past the initial opening to the state contracts. At this point, either we purchase the required number of cars, or we have no ability to get one later.

The squad committee met with our current squad vendor and received a detailed quote based upon 2022 numbers for equipment and set up. We are uncertain if the prices quoted will extend into 2023; however, we do know they will not be less than the amount quoted. This budget addition is also based on 2022 vehicle purchase prices from the state contract, which we feel will increase in 2023 as well. To purchase and outfit one squad went from \$52,500 to \$68,000 – almost a 30% increase in costs. This cost will likely increase into the 2024 budget, which will require another budget addition in 2024. See the attached provided quotes.

RECOMMENDATION

Approve the budget addition of \$93,000 for 2023 and future budgets to effectively patrol and police the community, as it is imperative that we order all 6 squad cars as soon as the state contract opens to maintain our scheduled fleet rotation.

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023-1.2

FUND General 100 TOTAL COST \$30,000
PROGRAM 0500
OBJECT 4280
NEW LEVEL OF SERVICE? NO

EXPLAIN CHANGE Changeover to red dot sights on handguns to drastically improve officer's capabilities during deadly force encounters.

DESCRIPTION: Adjustable LED RMR optic, mounting kit and viable holster to outfit our
(Include estimated cost) agency plus additional weapons in case of a critical incident - \$30,000.

JUSTIFICATION:

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
X	Maintenance of Operations
X	Service Excellence & Fiscal Stewardship
X	High Performance & Inclusive Employer

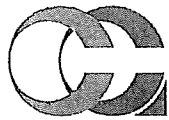
(Which part of the strategic plan)
(Describe - how does it fit?)

See attached memo.

SERVICE LEVEL IMPACTS IF NOT APPROVED:

Potential of a less than ideal outcome during a rapidly unfolding, possible deadly force, situation.

Giving officers the best equipment available to protect themselves and the community.



Cottage
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Where Pride and Prosperity Meet

To: Honorable Mayor and City Council Members
Jennifer Levitt, City Administrator

From: Peter Koerner, Director of Public Safety
Greg Rinzel, Deputy Director of Public Safety

Date: May 25, 2022

Subject: BUDGET ADDITION 0500.02 RDS BUDGET ADJUSTMENT

INTRODUCTION

The purpose of this memo is to outline the importance and necessity of the pistol red dot sights (RDS) for duty use. A brief history: The Cottage Grove Police Department began a long term test and evaluation period in February 2020 which tested the effectiveness of the RDS system and showed the Firearms Training staff the advantages of this system. During this time period the Firearms Instructor staff quickly observed vast advantages with the system and moved forward developing criteria for a voluntary deployment of the system to our Officers. The initial voluntary rollout was implemented in April of 2022 and immediately we observed improvements in confidence and ability with our Officers after their initial training on the weapon system.

BACKGROUND

There are several factors to look at regarding the switch to red dot pistol optics. The first main advantage of the RDS is that it only requires one focal plane for shooting: threat or target focus. This means that the use of a red dot allows the shooter to maintain a constant focus on the threat. For law enforcement officers this means that the use of a RDS on a duty handgun allows them to maintain a constant focus history on the threat for the entire period of an engagement. Not only does this allow an officer to remove the need to refocus for sight alignment or sight picture, but it also allows the officer to have a clear picture of the threat up and including the moment where force is used.

The second noticeable improvement is regarding overall accuracy with the use of the RDS. The general fundamentals of iron sight use require sight alignment, which is to place the front sight of the handgun into the rear notch and center it as accurately as possible while ensuring the height of the front sight post is equal to the height of the rear sight notch. This also requires your focus to be on the front sight, which draws your focus away from your target. With the use of an RDS setup Officers can increase their target accusation speed and have an easier time making accurate shots.

The final improvement considers the human body and its capabilities. The human body is only able to have foveal vision, which means we only have the ability to focus on one thing at a time. This paired with how the human body and our vision reacts under stress, causes disadvantages for the iron sight design of the pistol. When we are faced with stressful situations (such as Officer Involved Shootings) complaints of tunnel vision, blurred vision, loss of focus, and double vision are often heard due to the bodies release of Cortisol. All these factors lead to difficulty in obtaining a good sight picture with iron sights, however the RDS can assist in overcoming these involuntary responses.

When we consider the ever-present possibility of honest mistake-of-fact shootings, the unknown period of time an officer focuses back from the threat to hard focus on their front sight may be all the time it takes for a threat to surrender or otherwise cease to be a threat. This small (or longer) moment of time, when the focus is taken from the threat to the front sight, has never been available to correct for officers when using a proper sight picture. The RDS gives officers an ability to not have this target focus loss they did not possess previously. This fact alone makes the RDS highly advantageous over any traditional iron sight system in use today and is a worthwhile option for every Officer.

RECOMMENDATION

Approve the costs associated with the purchase of the Trijicon 3.25 MOA Adjustable LED RMR Type 2 Optic, the Trijicon Mounting Kit, and a viable holster. The individual Officer cost ranges from \$615.80 to \$635.43. With our current staffing of 44 Officers the cost to outfit our Agency plus have additional weapons in case of a critical incident, is estimated at \$30,000.

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023 - 1.3

FUND General 100 TOTAL
PROGRAM 0500 COST \$15,000
OBJECT 4210
NEW LEVEL OF SERVICE? NO

EXPLAIN CHANGE Increase firearms budget for ammunitions.

DESCRIPTION: Increase our operating supplies budget (\$54,000), which includes the
(Include estimated cost) firearms budget of \$28,500 (0532-4210), by \$15,000 in 2023 to \$69,000 and
continue with inflationary costs moving forward.

JUSTIFICATION:

(which part of the strategic plan)
(describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
X	Maintenance of Operations
X	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

See attached memo.

SERVICE LEVEL IMPACTS IF NOT APPROVED:

Police Officer licensing not renewed, removing less lethal options to de-escalate incidents.

To: Honorable Mayor and City Council Members
Jennifer Levitt, City Administrator

From: Peter Koerner, Director of Public Safety
Greg Rinzel, Deputy Director of Public Safety

Date: May 25, 2022

Subject: BUDGET ADDITION 0500.01 AMMUNITIONS

INTRODUCTION

We have been able to maintain the firearms budget within means with no increase over the past 8 years, which is a credit to our fiscal responsibility. Our current firearms budget (\$28,500) has not been increased since prior to 2015, and this budget is no longer sustainable. With current inflation and price increases along with a delay in delivery, we are looking to increase this budget by \$15,000 for 2023 and beyond. This increase merely allows us to continue our mandated training.

BACKGROUND

The firearms budget (0532-4210) is budgeted within operating supplies (0500-4210). Our operating supplies budget has only increased 4% since 2019, but this has not affected the firearms budget, which has remained the same. The firearms budget includes purchasing ammunition for both lethal and less lethal weapon platforms.

The current pricing for handgun and rifle munitions has increased and is anticipated to continually increase each year. In order to have the necessary ammunition in stock for annual training, there is an additional expense of \$6,000 to cover inflationary costs and delays in delivery of munitions.

With changing dynamics in the law enforcement community, including civil disturbance, we have added two additional less lethal platforms in the last two years. The three less lethal platform increase/additional pricing includes: PepperBall (\$6,600), 40mm munitions (\$1,200), 12ga munitions (\$1,200). These additional munitions need to be purchased within this budget. In addition to general inflation and price increases, there has been a significant delay in receiving shipments. To ensure we have adequate supplies; we have to take into consideration purchasing additional munitions so we can meet our POST Board training requirements.

RECOMMENDATION

Increase our operating supplies budget (0500-4210), which includes firearms (0532-4210), by \$15,000 in 2023 and continue with inflationary costs moving forward.

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023-2

FUND General 100 TOTAL
PROGRAM 0800 COST \$67,260.00
OBJECT 4372
NEW LEVEL OF SERVICE? NO

EXPLAIN CHANGE Fix cracks and seal/coat garage floor in Central Fire Station.

DESCRIPTION: Fix the cracks and seal/coat the garage floor in the Central Fire Station for
(Include estimated cost) \$67,260. This will help increase the longevity of the concrete and preserve it
for years to come.

JUSTIFICATION: (Which part of the strategic plan) (describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
X	Maintenance of Operations
	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

The sealing of the concrete floors in the bay areas and adjacent rooms will help negate the cracking
issues we are having with 4 year old floors. The sealant will help protect the floor from fluids from
apparatus. It will also help with slip protection for employees and visitors as the sealant will have a
textured surface.

SERVICE LEVEL IMPACTS IF NOT APPROVED:

The floor will deteriorate at a much faster pace without the sealer and will need to be replaced

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023-2.1

FUND	<u>General 100</u>	TOTAL	
		COST	<u>\$8,000</u>
PROGRAM	<u>0800</u>		
OBJECT	<u>4305</u>		

NEW LEVEL OF SERVICE? YES

EXPLAIN CHANGE Expand and enhance live fire ground training and access.

DESCRIPTION: The East Metro Training Facility (EMTF) is expanding their Joint Power Agreement (JPA) to include additional cities. Joining the JPA expands the department's training options and provides open access to specialized fire training not currently available. The cost of JPA membership is \$200 per firefighter per year. 40 Firefighters x \$200 = \$8,000 per year.

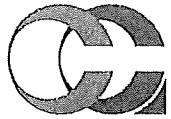
JUSTIFICATION:
(which part of the strategic plan)
(describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
X	Maintenance of Operations
X	Service Excellence & Fiscal Stewardship
X	High Performance & Inclusive Employer

See attached memo.

SERVICE LEVEL IMPACTS IF NOT APPROVED:

Failure to take advantage of JPA membership will result in increased site fees and limited training availability. Without access to the training facility, it becomes nearly impossible to ensure firefighter skills are up to date and inline with evolving industry standards and best practices under live fire



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To: Honorable Mayor and City Council Members
Jennifer Levitt, City Administrator

From: Peter Koerner, Director of Public Safety
Rick Redenius, Deputy Director of Public Safety

Date: May 24, 2022

Subject: BUDGET ADDITION 0800.01/0800.02 EMTF JOINT POWER AGREEMENT

INTRODUCTION

The East Metro Public Safety Training Center, also known as East Metro Training Facility (EMTF), is in Maplewood. It is a comprehensive fire training location, offering two large fire simulator buildings and classroom space. The fire simulation buildings are designed to be "burn buildings," capable of hosting propane gas and class A material live burns and offers a variety of configurations for fire scenarios. The facility also includes several fire specific training props such as standpipe, vertical ventilation, and car fire props.

The current EMTF joint power agreement (JPA) is between four cities: Maplewood, Oakdale, North St. Paul, and Lake Elmo. The JPA member cities are interested in expanding membership to other interested municipalities.

BACKGROUND

The Cottage Grove Public Safety - Fire Division is an all-hazards organization providing fire suppression, advanced life support medical care and rescue. The current training standard for the organization is 24 hours of fire specific training per year per firefighter. This is a standard recommended by the Minnesota Board of Firefighter Training and Education (MBFTE) and the Minnesota Fire Certification Board. Additionally, at a minimum, one live burn training per year per firefighter is recognized as a training standard and best practice by the MBFTE.

Over the past two years, the CGFD has been fortunate to facilitate several live burns in donated homes scheduled for demolition. However, we cannot depend on the availability of donated homes to meet training needs for a variety of reasons. Specifically, there are strict requirements surrounding the suitability of homes that may be burned. Additionally, as the city continues to grow, the availability of suitable homes diminishes. Donated structures also pose a significant safety risk, even in the context of training, that fixed training facilities do not pose. Finally, the preparation and labor hours required to prepare a donated structure for live burn training is cumbersome.

The EMTF provides several fixed training buildings with a multitude of arrangements to facilitate numerous training scenarios for live fire conditions. Because of the capabilities, which

include the ability to flow water and extinguish live fire, the facility has become popular amongst all metro area fire departments. The increased popularity, as well as training requirements set by the MBFTE and Certification Board, has made availability for non-JPA cities limited. For example, JPA cities receive first rights of consideration for scheduled training in addition to unlimited use throughout the year when the facility is available.

JPA membership costs \$200 per firefighter per year. It is anticipated the annual cost for Cottage Grove will be \$8000. In contrast, non-members have limited access options, no voting rights, and must pay \$2500 per training session. The membership cost qualifies for reimbursement from the MBFTE; however, reimbursement is dependent upon re-allocation of excess funds at the end of Minnesota's fiscal biennium. In addition, members maintain a voting position on both the executive committee and operations committee established by the JPA. The executive committee is the body that oversees the operation of the facility and is the voting body for operational decisions and direction. The operations committee works to identify training needs as well as manages overall maintenance and administrative functions of the facility. It is anticipated the Department will use the facility at a minimum of six times per year for day long training exercises.

RECOMMENDATION

The EMTF is the closest facility that offers amenities and state of the art fire training resources specific to maintaining skill competency in fire suppression and rescue. Additionally, becoming a full JPA member, we are granted open access to the facility and financial savings compared to non-JPA members. Finally, JPA membership can be withdrawn at any time by providing written notice of intent.

It is recommended that Cottage Grove enter the existing EMTF JPA between the Cities of Maplewood, Oakdale, North St. Paul, and Lake Elmo to begin January 1, 2023, at a cost of \$8,000 per year.

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023-2.2

FUND	<u>100</u>	TOTAL	
		COST	<u>\$ 20,000.00</u>
PROGRAM	<u>Planning 1100</u>		
OBJECT	<u>4300</u>		

NEW LEVEL OF SERVICE? YES

EXPLAIN CHANGE Update the City's Subdivision Ordinance

DESCRIPTION: This Budget add for 2022 will be to update the City's Subdivision
(Include estimated cost) Ordinance since the ordinance has not been updated since 1971
and does not potentially meet current State and local needs.

JUSTIFICATION: (which part of the strategic plan) (describe - how does it fit?)		Broaden Recreational Opportunities
		Maintain & Enhance Community Connections
	X	Expand full spectrum housing
	X	Foster Positive Business Environment
	X	Maintenance of Operations
	X	Service Excellence & Fiscal Stewardship
		High Performance & Inclusive Employer

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023-3

FL	<u>100</u>	TOTAL	
		COST	<u>\$22,350.00</u>
PROGRAM	<u>1290</u>		
OBJECT	<u>4210</u>		
NEW LEVEL OF SERVICE?	<u>No</u>		

EXPLAIN CHANGE Salt price increase.

DESCRIPTION: We had an increase of salt from \$70.53 per ton to \$83.42 per ton
(Include estimated cost) delivered for the 2022-2023 plow season. And an increase to treat salt
from \$11.40 per ton to \$13.44 per ton. We will need to increase the
budget by \$22,350.00.

JUSTIFICATION:
(which part of the strategic plan)
(describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
X	Maintenance of Operations
	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

To keep the same level of service we have provided in past years.

SERVICE LEVEL IMPACTS IF NOT APPROVED:

We would have to cut back on the salt order by 300 tons which could cause icy roads and a decreased level of service.

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023-4

FUND	<u>100</u>	TOTAL	
		COST	<u>\$16,320.00</u>
PROGRAM	<u>1500</u>		
OBJECT	<u>4120</u>		

NEW LEVEL OF SERVICE?

EXPLAIN CHANGE Add 2 additional seasonal staff

DESCRIPTION: Additional seasonal staff to help with our growing parks system. Currently not
(Include estimated cost) able to keep up with maintenance in the summer time. Should have enough
equipment as long as vehicles are replaced as scheduled.

JUSTIFICATION:		Broaden Recreational Opportunities
(which part of the strategic plan)		Maintain & Enhance Community Connections
(describe - how does it fit?)		Expand full spectrum housing
		Foster Positive Business Environment
	X	Maintenance of Operations
		Service Excellence & Fiscal Stewardship
		High Performance & Inclusive Employer

SERVICE LEVEL IMPACTS IF NOT APPROVED:

The smaller details like weed whipping and weeding of playground and courts will continue to suffer.

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023-5

FUND	<u>100</u>	TOTAL	
PROGRAM	<u>1500</u>	COST	<u>\$10,000.00</u>
OBJECT	<u>4210</u>		

NEW LEVEL OF SERVICE?

EXPLAIN CHANGE increase operating supplies

DESCRIPTION: Increase budget to cover costs of a growing parks system and increased costs
(Include estimated cost) of products. Tables and benches prices have nearly doubled in last few years.
Mulch for playgrounds costs have increased and needs to be refreshed

JUSTIFICATION:		Broaden Recreational Opportunities
(Which part of the strategic plan)		Maintain & Enhance Community Connections
(describe - how does it fit?)		Expand full spectrum housing
		Foster Positive Business Environment
	X	Maintenance of Operations
		Service Excellence & Fiscal Stewardship
		High Performance & Inclusive Employer

SERVICE LEVEL IMPACTS IF NOT APPROVED:

May not be able to continue to fix everything or replace and add table and benches.

FOLD

PROGRAM

OBJECT

NEW LEVEL OF SERVICE

FOUND

PROGRAM

OBJECT

NEW LEVEL OF SERVICE

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023-8

FUND	<u>100</u>	TOTAL	
PROGRAM	<u>1500</u>	COST	<u>10,000.00</u>
OBJECT	<u>4380</u>		

NEW LEVEL OF SERVICE?

EXPLAIN CHANGE Increase budget to cover cost

DESCRIPTION: Increase budget to cover the new contract for the portable restrooms. We
(Include estimated cost) are having more rentals that need special cleanouts. Some of this cost could
be recovered from rentals.

JUSTIFICATION:
(Which part of the strategic plan)
(describe - how does it fit?)

☒	Broaden Recreational Opportunities
☐	Maintain & Enhance Community Connections
☐	Expand full spectrum housing
☐	Foster Positive Business Environment
☒	Maintenance of Operations
☐	Service Excellence & Fiscal Stewardship
☐	High Performance & Inclusive Employer

SERVICE LEVEL IMPACTS IF NOT APPROVED: Could have to limit portable restrooms

FOOD

PROGRAM

OBJECT

NEW LEVEL OF SERVICE

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023-10

FUND	<u>100</u>	TOTAL	
PROGRAM	<u>1516</u>	COST	<u>\$8,800.00</u>
OBJECT	<u>4120</u>		

NEW LEVEL OF SERVICE?

EXPLAIN CHANGE Add another intern to help with maintenance

DESCRIPTION:

(Include estimated cost) This would help with maintaining our flower beds in our parks and at City facilities

JUSTIFICATION:

(Which part of the strategic plan)
(describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
X	Maintenance of Operations
	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

SERVICE LEVEL IMPACTS IF NOT APPROVED:

We will continue to struggle to maintain the number of beds we have in our community.

FLD

PROGRAM

OBJECT

NEW LEVEL OF SERVICE

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023 - 11.1

FUND	<u>100</u>	TOTAL	
		COST	<u>\$50,000.00</u>
PROGRAM	<u>1500</u>		
OBJECT	<u>4300</u>		

NEW LEVEL OF SERVICE?

EXPLAIN CHANGE Complete community natural resources inventory

DESCRIPTION: This would update the 1998 natural resources inventory. After 25 years, the
(Include estimated cost) community has changed considerably. This document would identify key
natural resources to protect and/or enhance across the community.

JUSTIFICATION: (which part of the strategic plan) (describe - how does it fit?)	☒	Broaden Recreational Opportunities
	☐	Maintain & Enhance Community Connections
	☐	Expand full spectrum housing
	☐	Foster Positive Business Environment
	☐	Maintenance of Operations
	☒	Service Excellence & Fiscal Stewardship
	☐	High Performance & Inclusive Employer

SERVICE LEVEL IMPACTS IF NOT APPROVED:

May lose opportunities to protect and enhance habitat across our parks and open spaces before, during and after development.

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023-12

FUND	<u>100</u>	TOTAL	
PROGRAM	<u>2500</u>	COST	<u>40,000</u>
OBJECT	<u>4372</u>		

NEW LEVEL OF SERVICE?

EXPLAIN CHANGE Increase due to spending

DESCRIPTION:

(Include estimated cost) Increase the 2500-4372 by 40,000 due to spending. Mostly due to facility maintenance labor costs.

JUSTIFICATION:

(Which part of the strategic plan)
(describe - how does it fit?)

☐	Broaden Recreational Opportunities
☐	Maintain & Enhance Community Connections
☐	Expand full spectrum housing
☐	Foster Positive Business Environment
☒	Maintenance of Operations
☐	Service Excellence & Fiscal Stewardship
☐	High Performance & Inclusive Employer

SERVICE LEVEL IMPACTS IF NOT APPROVED:

Tasks would not get complete at City Hall and maintenance would not be performed.

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023-13

FUND	<u>100</u>	TOTAL	
PROGRAM	<u>2500</u>	COST	<u>67,000</u>
OBJECT	<u>4372</u>		

NEW LEVEL OF SERVICE? NO

EXPLAIN CHANGE fix cracks, scaling and seal garage floor in public safety garage

DESCRIPTION:

(Include estimated cost) Fix the cracks, scaling and seal the garage floor in the public safety garage for \$67,000. This will help increase the longevity of the concrete and preserve it for years to come.

JUSTIFICATION:

(Which part of the strategic plan)
(describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
x	Maintenance of Operations
	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

Service level impacts

The garage floor will have to be replaced rather than fixed and maintained costing more money each year to fix.

FUND

PROGRAM

OBJECT

NEW LEVEL OF SERVICE

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023-15

FL..D	<u>230</u>	TOTAL	
		COST	<u>\$50,000.00</u>
PROGRAM	<u>3200</u>		
OBJECT	<u>4371</u>		
NEW LEVEL OF SERVICE?	<u>yes</u>		

EXPLAIN CHANGE Increase \$50,000.00 for revenues reduced in 2017

DESCRIPTION: Prior to 2018 the stormwater repair budget (3200-4371) (Include estimated cost) was \$192,700.00. In 2018 it was reduced by \$100,000.00 to help build the pavement management fund. In 2021 we added \$50,000.00. We would like to add \$50,000.00 more to bring it back to where it was prior to 2018. This is consistent with the 5- year stormwater maintenance plan and rate study.

J' TIFICATION:
(which part of the strategic plan)
(describe - how does it fit?)

	Broaden Recreational Opportunites
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
X	Maintenance of Operations
	Service Excellance & Fiscal Stewardship
	High Performance & Inclusive Employer

Since 2018 the stormwater repair budget (3200-4371) has regained revenues and can now support returning the last \$50,000.00 of the \$100,000.00 it was reduced. This will allow the department to broaden the regular stormwater maintenance schedule. The routine maintenance will reduce the number of expensive rebuilds.

SERVICE LEVEL IMPACTS IF NOT APPROVED:

It would cause less routine maintenance getting done, causing sinkholes and expensive rebuilds.

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023-16

FUND 230 TOTAL
PROGRAM 3200 COST \$55,000.00
OBJECT 4530
NEW LEVEL OF SERVICE? yes

EXPLAIN CHANGE Pickup Truck for new Stormwater Lead.

DESCRIPTION: Add Pickup Truck For Stormwater Lead \$55,000.00
(Include estimated cost)

JUSTIFICATION:

(Which part of the strategic plan)
(describe - how does it fit?)

☐	Broaden Recreational Opportunities
☐	Maintain & Enhance Community Connections
☐	Expand full spectrum housing
☐	Foster Positive Business Environment
☒	Maintenance of Operations
☐	Service Excellence & Fiscal Stewardship
☐	High Performance & Inclusive Employer

The Stormwater division service truck only carries two people, and with the addition of the Stormwater lead they would need a truck to check on work orders and check on other employee needs. Also, to carry tools and supplies from the shop to the jobsite. This will help the division be efficient and deliver fast and quality service.

SERVICE LEVEL IMPACTS IF NOT APPROVED:

We would have to shuttle the employees, and it will impact time to complete jobs and would have longer response times to emergency stormwater issues.

2023-17

F ID	<u>250</u>	TOTAL COST	<u>\$8,000</u>
PROGRAM	<u>3700</u>		
OBJECT	<u>4540</u>		
NEW LEVEL OF SERVICE?	YES	NO	

EXPLAIN CHANGE Exterior Door Replacement.

DESCRIPTION:	Exterior doors are showing their age and need to start being replaced.
(Include estimated cost)	Replacement would include one set of double doors behind North Rink bleachers and one set of double doors in on the North side of the North Rink.

JUSTIFICATION:
(Which part of the strategic plan)
(Describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
X	Maintenance of Operations
	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

Doors are original to the building and starting to rust.

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023-19

FUND	<u>250</u>	TOTAL	
		COST	<u>\$13,000</u>
PROGRAM	<u>3700</u>		
OBJECT	<u>4540</u>		

NEW LEVEL OF SERVICE? YES NO

EXPLAIN CHANGE Perfect Fryer

DESCRIPTION: Perfect Fry self contained Concession Stand fryer was purchased over 15 years
(Include estimated cost) and has reached it life expectancy.

JUSTIFICATION:
(which part of the strategic plan)
(describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
X	Maintenance of Operations
	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

The perfect fryer is an essential piece of equipment for our Concession Stand operations that serves our customers. The fryer is a self contained less expensive option vs installing a hood and more expensive fryer equipment.

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023-20

FL D	<u>250</u>	TOTAL	
		COST	<u>\$7,000</u>
PROGRAM	<u>3700</u>		
OBJECT	<u>4540</u>		

NEW LEVEL OF SERVICE?

EXPLAIN CHANGE Ice Paint Cart

DESCRIPTION: On average, we paint two sheets of ice per year at an estimated cost of
(Include estimated cost) \$1,100 per sheet of ice on contractor labor to paint a sheet of ice. We will
split the cost of \$14,000 with Health East Sports Center and share the cart
between both facilities. Estimated payback time would be under 4 years.
Estimated cost is \$7,000.

JUSTIFICATION: (which part of the strategic plan)
(describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
x	Maintenance of Operations
	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

SERVICE LEVEL IMPACTS IF NOT APPROVED:

Painting the ice is an essential part of ice installation. We have always hired a contractor to supply the equipment. By purchasing a paint cart, we can save on labor and paint the ice sheet ourselves.

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023-21

FUND	<u>255</u>	TOTAL	
PROGRAM	<u>2100</u>	COST	<u>\$10,300</u>
OBJECT	<u>4540</u>		

NEW LEVEL OF SERVICE? YES NO

EXPLAIN CHANGE Enhance options for golfers coming to the course

DESCRIPTION: We are looking at different options where we could use this to expand our golf
(Include estimated cost) amenities or places around the course to continue to be innovative in our
 offerings to guests

JUSTIFICATION: (Which part of the strategic plan) (describe - how does it fit?)	☒	Broaden Recreational Opportunities
	☒	Maintain & Enhance Community Connections
	☐	Expand full spectrum housing
	☐	Foster Positive Business Environment
	☐	Maintenance of Operations
	☒	Service Excellence & Fiscal Stewardship
	☐	High Performance & Inclusive Employer

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023 22

FL..D	<u>255</u>	TOTAL	
		COST	<u>\$20,000</u>
PROGRAM	<u>2105</u>		
OBJECT	<u>4530</u>		

NEW LEVEL OF SERVICE? YES NO

EXPLAIN CHANGE _____

DESCRIPTION: Asphalt Replacement
(Include estimated cost) _____

JUSTIFICATION: (Which part of the strategic plan) (describe - how does it fit?)		Broaden Recreational Opportunites
		Maintain & Enhance Community Connections
		Expand full spectrum housing
		Foster Positive Business Environment
	x	Maintenance of Operations
		Service Excellance & Fiscal Stewardship
		High Performance & Inclusive Employer

Yearly pavement improvement project for cart paths

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023-23

FUND	<u>255</u>	TOTAL	
		COST	<u>\$183,000</u>
PROGRAM	<u>2105</u>		
OBJECT	<u>4530</u>		
NEW LEVEL OF SERVICE?	YES	NO	

EXPLAIN CHANGE _____

DESCRIPTION: Irrigation replacement/ Course Improvements
(Include estimated cost) _____

JUSTIFICATION: (Which part of the strategic plan) (describe - how does it fit?)	☒	Broaden Recreational Opportunities
	☐	Maintain & Enhance Community Connections
	☐	Expand full spectrum housing
	☐	Foster Positive Business Environment
	☒	Maintenance of Operations
	☐	Service Excellence & Fiscal Stewardship
	☐	High Performance & Inclusive Employer

Irrigation system is 30 years old and due for repair. High maintenance costs including labor and parts
are currently required for maintain the system. Improve course for next 30 years.

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023-24

FL ID	<u>255</u>	TOTAL	
		COST	<u>\$20,000</u>
PROGRAM	<u>2105</u>		
OBJECT	<u>4530</u>		

NEW LEVEL OF SERVICE? YES NO

EXPLAIN CHANGE Equipment replacement

DESCRIPTION: Electric Utility Cart
(Include estimated cost)

JUSTIFICATION: (which part of the strategic plan) (describe - how does it fit?)	☐	Broaden Recreational Opportunities
	☐	Maintain & Enhance Community Connections
	☐	Expand full spectrum housing
	☐	Foster Positive Business Environment
	☒	Maintenance of Operations
	☐	Service Excellence & Fiscal Stewardship
	☐	High Performance & Inclusive Employer

Trade in current utility vehical

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023-25

FUND	<u>255</u>	TOTAL	
PROGRAM	<u>2105</u>	COST	<u>\$20,000</u>
OBJECT	<u>4530</u>		

NEW LEVEL OF SERVICE? YES NO

EXPLAIN CHANGE Equipment replacement

DESCRIPTION: Utility Vehical
(Include estimated cost)

JUSTIFICATION: (Which part of the strategic plan) (describe - how does it fit?)		Broaden Recreational Opportunites
		Maintain & Enhance Community Connections
		Expand full spectrum housing
		Foster Positive Business Environment
	x	Maintenance of Operations
		Service Excellance & Fiscal Stewardship
		High Performance & Inclusive Employer

Trade in current utility vehical

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023-26

FUND 255 TOTAL COST \$20,000

PROGRAM 2105

OBJECT 4530

NEW LEVEL OF SERVICE? YES NO

EXPLAIN CHANGE Equipment replacement

DESCRIPTION: Electric Utility Cart
(Include estimated cost)

JUSTIFICATION: (Which part of the strategic plan) (Describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
x	Maintenance of Operations
	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

Trade in current utility vehical



JND

PROGRAM

OBJECT

NEW LEVEL OF SERVICE

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023-27

FUND	<u>710</u>	TOTAL	
		COST	<u>70000</u>
PROGRAM	<u>1700</u>		
OBJECT	<u>4370</u>		

NEW LEVEL OF SERVICE?

EXPLAIN CHANGE Increase due to spending

DESCRIPTION:

(Include estimated cost) Increase due to spending add 70,000. Increased number of vehicles leads to increased costs sending them out for repair

JUSTIFICATION:

(Which part of the strategic plan)
(describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
x	Maintenance of Operations
	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

SERVICE LEVEL IMPACTS IF NOT APPROVED:

Vehicles will be down for longer time periods and equipment won't be ready for employees to use.

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023-28

FUND	<u>710</u>	TOTAL	
PROGRAM	<u>1700</u>	COST	<u>8,000</u>
OBJECT	<u>4530</u>		
NEW LEVEL OF SERVICE?		YES	

EXPLAIN CHANGE Add a CNC plasma table to the shop

DESCRIPTION: Add a computer numerical control (CNC) plasma cutter table to the shop.
(Include estimated cost) This will increase productivity for all divisions. You can make identical brackets, design and cut holes in different material like steel, brass and aluminum and it is all done by the computer and machine. Much safer than fabricating by hand. The machine also does it faster and more accurate as it is computer generated. It will also cut down on the amount of money spent sending things out to get made.

JUSTIFICATION:

(Which part of the strategic plan)
(Describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
x	Maintenance of Operations
	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

SERVICE LEVEL IMPACTS IF NOT APPROVED:

More money is spent on sending things out to get made, timing out of our control waiting on things to get done. Jobs could take longer and equipment could be down for longer periods of time.

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023-29

FUND	<u>710</u>	TOTAL	
PROGRAM	<u>1700</u>	COST	<u>53,000</u>
OBJECT	<u>4530</u>		
NEW LEVEL OF SERVICE?	YES		

EXPLAIN CHANGE Add a hoist, replace drive on hoist, rearrange a hoist.

DESCRIPTION: Add a two post rotary hoist to the shop in the empty spot, replace with drive on hoist with a two post rotary hoist and rearrange the other hoist so they all fit. These hoists will allow the mechanics to lift any piece of equipment up to 20,000lbs. This will help the shop become more safe as the mechanics can work on their feet with the vehicle supported by a hoist. Rather than working on a creeper underneath a vehicle supported by jack stands. This hoist will also increase production and mechanics will be able to work on more pieces of equipment at the same time. We are working on more equipment and need more hoists to be as efficient as possible.

JUSTIFICATION: (which part of the strategic plan) (describe - how does it fit?)	☐	Broaden Recreational Opportunities
	☐	Maintain & Enhance Community Connections
	☐	Expand full spectrum housing
	☐	Foster Positive Business Environment
	☒	Maintenance of Operations
	☐	Service Excellence & Fiscal Stewardship
	☐	High Performance & Inclusive Employer

SERVICE LEVEL IMPACTS IF NOT APPROVED:

Decreased production as vehicles have to be moved around when waiting on parts. lose efficiencies when working on multiple pieces of equipment, less equipment can be worked on at the same time, more money spent contracting out repairs

FUND	<u>720</u>	TOTAL	
PROGRAM	<u>0380</u>	COST	<u>\$9,600.00</u>
OBJECT	<u>4280</u>		

NEW LEVEL OF SERVICE? YES

EXPLAIN CHANGE **Larger HD monitors for planners/inspectors**

DESCRIPTION: **Purchase larger (40"+) HD monitors for building and planning staff for plan review.**

(Include estimated cost)

	Rate	Hours
Level 17		

JUSTIFICATION:
(which part of the strategic plan)
(describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
X	Foster Positive Business Environment
	Maintenance of Operations
	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

FUND	<u>720</u>	TOTAL	
PROGRAM	<u>0380</u>	COST	<u>\$15,000.00</u>
OBJECT	<u>4280</u>		

NEW LEVEL OF SERVICE? YES

EXPLAIN CHANGE **Add Toughbooks to 3 fire vehicles**

DESCRIPTION: **Add Toughbooks to 3 fire vehicles for CAD dispatch tracking and response**

(Include estimated cost)	Rate	Hours

JUSTIFICATION:
(which part of the strategic plan)
(describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
X	Foster Positive Business Environment
	Maintenance of Operations
X	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

FUND	<u>720</u>	TOTAL	
PROGRAM	<u>0380</u>	COST	<u>\$4,000.00</u>
OBJECT	<u>4280</u>		

NEW LEVEL OF SERVICE? YES

EXPLAIN CHANGE **New Switch for New IT Work Room**

DESCRIPTION: **New switch for IT Work Room Remodel**

(Include estimated cost)	Rate	Hours

JUSTIFICATION:		Broaden Recreational Opportunit
(which part of the strategic plan)		Maintain & Enhance Community Connections
(describe - how does it fit?)		Expand full spectrum housing
	X	Foster Positive Business Environment
		Maintenance of Operations
	X	Service Excellence & Fiscal Stewardship
		High Performance & Inclusive Employer

FL 720 TOTAL
PROGRAM 0380 COST \$28,000.00

OBJECT 4520?

NEW LEVEL OF SERVICE? YES

EXPLAIN CHANGE **Add Electronic Locks to Hamlet Park building**

DESCRIPTION: **Replace Electronic locks to building doors allowing for monitored, controlled, remote access. All doors will be put on a schedule for lock/unlock removing the need for staff to lock/unlock the building.**

(Include estimated cost)	Rate	Hours
23489		

JUSTIFICATION:		Broaden Recreational Opportunites
(which part of the strategic plan)		Maintain & Enhance Community Connections
(describe - how does it fit?)		Expand full spectrum housing
	X	Foster Positive Business Environment
	X	Maintenance of Operations
		Service Excellance & Fiscal Stewardship
		High Performance & Inclusive Employer

FUND 720 TOTAL
PROGRAM 0380 COST \$1,200.00
OBJECT 4520?

NEW LEVEL OF SERVICE? YES

EXPLAIN CHANGE

Add 2 Surveillance Cameras River Oaks Maint

DESCRIPTION:

Add 2 surveillance cameras to the River Oaks Maint building.

(Include estimated cost)

Rate	Hours
23489	

JUSTIFICATION:
(which part of the strategic plan)
(describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
X	Foster Positive Business Environment
X	Maintenance of Operations
	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

FUND	<u>720</u>	TOTAL	
PROGRAM	<u>0380</u>	COST	<u>\$38,000.00</u>
OBJECT	<u>4280</u>		

NEW LEVEL OF SERVICE? YES

EXPLAIN CHANGE **Replace wireless locks at PW**

DESCRIPTION: **Due to a large maintenance cost and no ability to replace with a compatible system, locks need to be upgraded to wire locks with Mercury boards.**

(Include estimated cost)	Rate	Hours

JUSTIFICATION:
(which part of the strategic plan)
(describe - how does it fit?)

	Broaden Recreational Opportunitites
	Maintain & Enhance Community Connections
	Expand full spectrum housing
X	Foster Positive Business Environment
	Maintenance of Operations
	Service Excellance & Fiscal Stewardship
	High Performance & Inclusive Employer

FL 720 TOTAL COST \$28,000.00

PROGRAM 0380

OBJECT 4520?

NEW LEVEL OF SERVICE? YES

EXPLAIN CHANGE

Add Electronic Locks to Woodridge Park building

DESCRIPTION:

Replace Electronic locks to building doors allowing for monitored, controlled, remote access. All doors will be put on a schedule for lock/unlock removing the need for staff to lock/unlock the building.

(Include estimated cost)

	Rate	Hours
23489		

JUSTIFICATION:
(which part of the strategic plan)
(describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
X	Foster Positive Business Environment
X	Maintenance of Operations
	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023-31

FUND	<u>720</u>	TOTAL	
PROGRAM	<u>380</u>	COST	<u>\$17,375</u>
OBJECT	<u>4371</u>		

NEW LEVEL OF SERVICE? YES

EXPLAIN CHANGE Add electronic locks to Firestations 3 and 4

DESCRIPTION: Add electronic locks to Firestation 3 main entrance (5826) and warming
(Include estimated cost) house door (2423). Also add to Firestation 4 (9126). Adding electronic locks
saves on rekeying doors due to lost keys and offers monitored security of

JUSTIFICATION:
(which part of the strategic plan)
(Describe - how does it fit?)

	Broaden Recreational Opportunitites
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
X	Maintenance of Operations
	Service Excellance & Fiscal Stewardship
	High Performance & Inclusive Employer

SERVICE LEVEL IMPACTS IF NOT APPROVED:

CITY OF COTTAGE GROVE
2023 BUDGET ADDITION

2023-38

FUND	<u>720</u>	TOTAL	
PROGRAM	<u>380</u>	COST	<u>\$5,730.80</u>

OBJECT	<u>4310</u>
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NEW LEVEL OF SERVICE? YES

EXPLAIN CHANGE Add Call Accounting to our Mitel phone system

DESCRIPTION: MiVoice Call Accounting with 50 account licenses. Annual cost is 1084.80.
(Include estimated cost) Included in total cost is labor for installation. Requires seperate accounting server \$4646

JUSTIFICATION:
(which part of the strategic plan)
(Describe - how does it fit?)

	Broaden Recreational Opportunitites
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
X	Maintenance of Operations
	Service Excellance & Fiscal Stewardship
	High Performance & Inclusive Employer

SERVICE LEVEL IMPACTS IF NOT APPROVED:



City Council Action Request

3H

Meeting Date	7/27/2022
Department	Finance
Agenda Category	Agenda Item
Title	2024 Budget Additions
Staff	
Recommendation	
Budget Implication	Based on Discussion
Attachments	2024 Budget Additions

2024 BUDGET ADDITIONS

Item #	Fund	Program	Department	Dept Request Cost	Administrator Recommended Cost	Denied	Description	Comments
1		0110-4300	Administration	45,000.00	45,000.00		Compensation Study	
		0110 Total		45,000.00	45,000.00	-		
2		0400-4530	Emergency Mgmt	14,390.00	14,390.00		Additional warning siren-3 coverage gaps	
		400 Total		14,390.00	14,390.00	-		
3		0500-4210	Police	15,000.00	15,000.00		Carry forward from 2023-increase firearms for ammunitions	
4		0500-4372	Police	7,000.00	7,000.00		Add emergency fencing consortium to protect City Hall & HERO Center	
5		0500-4530	Police	93,000.00	93,000.00		Carry forward from 2023-increase to reflect price increases & availability	
		500 Total		115,000.00	115,000.00	-		
6		0800-4305	Fire	8,000.00	8,000.00		Expand & enhance live fire ground training & access	
7		0800-4372	Fire	10,410.00	10,410.00		Add protective coating to rear stairway at the CFS	Fund with Self-Insurance Fund
8		0800-4372	Fire	74,525.00	74,525.00		Add rear board to front of CFS	
9		0800-4372	Fire	96,400.00	-	96,400.00	Add heated sidewalk to front entrance CFS	
9.1		0800-4280	Fire	437,000.00	437,000.00	-	SCBA's	Fund in 2024 and 2025
		800 Total		626,335.00	529,935.00	96,400.00		
10		1500-4210	Parks	10,000.00	10,000.00		Increase operating supplies for 2024	
		1500 Total		10,000.00	10,000.00	-		
11		2300-4121	Recreation	32,640.00	32,640.00		Staff Operations for Glacial Valley Park Supervised Playgrounds	
		2300 Total		32,640.00	32,640.00	-		
12		2500-4372	City Hall	45,000.00	45,000.00		increase due to facility maintenance costs	
13		2500-4372	City Hall	87,000.00	87,000.00		Replace carpet at PSCH heavy traffic areas	
		2500 Total		132,000.00	132,000.00	-		
	100 Total			975,365.00	878,965.00	96,400.00	FUND 100	

2024 BUDGET ADDITIONS

14	250	3700-4540	Ice Arena	250,000.00	250,000.00		North Rink Dehumidifier	
		250 Total		250,000.00	250,000.00	-	FUND 250	
15	255	2100-4540	Golf Course	10,609.00	10,609.00		Enhance options for golfers	
16	255	2105-4530	Golf Course	90,000.00	90,000.00		Rough Mower-Equipment Replacement	
17	255	2105-4530	Golf Course	183,000.00	183,000.00		irrigation replacement/course improvements	
18	255	2105-4530	Golf Course	35,000.00	35,000.00		Gas Utility Cart w/Dump	
19	255	2105-4530	Golf Course	20,000.00	20,000.00		Asphalt replacement	
		255 Total		338,609.00	338,609.00	-	FUND 255	
20	620/630	3100/1400	Sewer/Street Lights	55,000.00	55,000.00		Add Pick-up for additional employee	
		620/630 Total		55,000.00	55,000.00	-	FUND 620/630	
20.1	660	0600-4530	EMS	147,300.00	147,300.00		Cardiac monitors & AEDs	
		660 Total		147,300.00	147,300.00	-	FUND 660	
21	710	1700-4530	Fleet	16,000.00	16,000.00		Add parts washer to shop	
22	710	1700-4530	Fleet	17,000.00	17,000.00		replace current welding fume tool	
23	710	1700-4370	Fleet	72,000.00	72,000.00		Increase due to volume in vehicles & repairs	
24	710	1720-4530	Fleet	78,000.00	78,000.00		Replace scrubber/sweeper	
		710 Total		183,000.00	183,000.00	-	FUND 710	
25	720	0380-4100	IT	93,700.00	93,700.00		Additional IT Staff position	
		720 Total		93,700.00	93,700.00	-	FUND 720	
		Grand Total		2,042,974.00	1,946,574.00	96,400.00		

975,365.00
1,067,609.00

TOTAL FUND 100
TOTAL ALL OTHER FUNDS

FUND

PROGRAM

OBJECT

NEW LEVEL OF SERVICE

FLOOD

PROGRAM

OBJECT

NEW LEVEL OF SERVICE

FOUND

PROGRAM

OBJECT

NEW LEVEL OF SERVICE

CITY OF COTTAGE GROVE
2024 BUDGET ADDITION

2023-4

FUND General 100 TOTAL
PROGRAM 0500 COST \$7,000
OBJECT 4372
NEW LEVEL OF SERVICE? YES

EXPLAIN CHANGE Add emergency fencing consortium to protect City Hall & HERO Center

DESCRIPTION: Total cost is \$12,000 and will be split between PD and HERO Center. PD is
(Include estimated cost) responsible for \$7,000 and HERO Center \$5,000 and will be a continual
yearly expense.

JUSTIFICATION:

(Which part of the strategic plan)
(describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
X	Maintenance of Operations
X	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

This is a state-wide fence consortium to purchase, maintain and set up security fencing, should the
need arise due to civil disturbance.

SERVICE LEVEL IMPACTS IF NOT APPROVED:

If a civil disturbance arises due to a critical incident within the city, not having this fencing could expose
the facilities to damage and/or destruction as we have seen in other parts of the metro area.

FOOD

PROGRAM

OBJECT

NEW LEVEL OF SERVICE

CITY OF COTTAGE GROVE
2024 BUDGET ADDITION

2024-6

FUND General 100 TOTAL
PROGRAM 0800 COST \$8,000
OBJECT 4305
NEW LEVEL OF SERVICE? YES

EXPLAIN CHANGE Expand and enhance live fire ground training and access.

DESCRIPTION: The East Metro Training Facility (EMTF) is expanding their Joint Power Agreement (JPA) to include additional cities. Joining the JPA expands the department's training options and provides open access to specialized fire training not currently available. The cost of JPA membership is \$200 per firefighter per year. 40 Firefighters x \$200 = \$8,000 per year.

JUSTIFICATION:
(Which part of the strategic plan)
(describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
X	Maintenance of Operations
X	Service Excellence & Fiscal Stewardship
X	High Performance & Inclusive Employer

See attached memo.

SERVICE LEVEL IMPACTS IF NOT APPROVED:

Failure to take advantage of JPA membership will result in increased site fees and limited training availability. Without access to the training facility, it becomes nearly impossible to ensure firefighter skills are up to date and inline with evolving industry standards and best practices under live fire

CITY OF COTTAGE GROVE
2024 BUDGET ADDITION

2024-7

FUND	<u>General 100</u>	TOTAL	
		COST	<u>\$10,410.00</u>
PROGRAM	<u>0800</u>		
OBJECT	<u>4372</u>		

NEW LEVEL OF SERVICE? **YES**

EXPLAIN CHANGE Add a protective coating to the rear stairway at the Central Fire Station.

DESCRIPTION: Add a coating to the rear stairway similar to the front stairway at the Central
(Include estimated cost) Fire Station to allow for a safer use of the stairway and ease of
maintenance/cleaning for fire staff. The cost of this is quoted to be \$10,410.00.

JUSTIFICATION:

(Which part of the strategic plan)
(describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
X	Maintenance of Operations
	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

Rear stairs are used by staff to respond to emergency calls. Numerous factors (high level of traffic, debris from boots, weather related slip hazards) will be alleviated to help prevent slip, trips or falls on the concrete stairway.

SERVICE LEVEL IMPACTS IF NOT APPROVED:

The possibility of slips, trips, and falls remain which could lead to injury.

CITY OF COTTAGE GROVE
2024 BUDGET ADDITION

2024-8

FUND General 100 TOTAL
PROGRAM 0800 COST \$74,525.00
OBJECT 4372
NEW LEVEL OF SERVICE? **YES**

EXPLAIN CHANGE Add reader board to the front of the Central Fire Station.

DESCRIPTION: The reader board will allow for opportunities to advertise city, department, and
(Include estimated cost) fire prevention information. The cost of the sign is \$74,525.00.

JUSTIFICATION:

(Which part of the strategic plan)
(describe - how does it fit?)

	Broaden Recreational Opportunit
X	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
	Maintenance of Operations
	Service Excellance & Fiscal Stewardship
	High Performance & Inclusive Employer

The reader board is another opportunity to get messages out to the community. The Central Fire Station
is centrally located on a busy road, making these messages visible to a larger audience.

SERVICE LEVEL IMPACTS IF NOT APPROVED:

If not approved, the information dissemination will continue via social media and the CG Reports.

FOOD

PROGRAM

OBJECT

NEW LEVEL OF SERVICE



FUND

PROGRAM

OBJECT



To: Honorable Mayor and City Council Members
Jennifer Levitt, City Administrator

From: Rick Redenius, Deputy Director of Public Safety – Fire Chief
Peter Fischer, Captain

Date: June 13, 2022

Subject: BUDGET ADDITION 0800.01 SCBA REPLACEMENT

INTRODUCTION

The Cottage Grove Fire Department (CGFD) provides fire, rescue, and advanced life support (ALS) treatment and transportation. The department's ALS service area includes the cities of Cottage Grove, Saint Paul Park, Newport, and Grey Cloud Island Township. Annually, the department responds to more than 4200 calls. The department delivers service to the community with full and part time firefighter/paramedics/EMTs staffing the Central Fire Station.

Delivering fire service requires highly specialized equipment. One piece of equipment, the Self-Contained Breathing Apparatus (SCBA), is utilized to provide clean breathing air in immediately dangerous to life or health (IDLH) environments. IDLH environments include structure fires, vehicle fires, and hazardous material emergencies. SCBAs are mission critical pieces of equipment to ensuring firefighter safety when working in IDLH environments. Each year, CGFD uses SCBAs on over 500 fire runs.

BACKGROUND

In 2014, we purchased new SCBAs that met the National Fire Protection Agency (NFPA) standards at that time. The new SCBAs were purchased with a FEMA Assistance to Firefighter Grant and replaced SCBAs that were several years past their replacement date.

Since the SCBAs were purchased in 2014, new NFPA Standards for SCBAs have been developed and implemented. Over this 10-year time frame, the department's SCBAs have been used heavily and require continuous ongoing maintenance and repairs. Additionally, because of the age of these units, they have reached the end of their useful service life. SCBA units are out of service frequently for repair or servicing, and critical failures of the units are beginning to occur. Specifically, any critical failure directly puts the lives of firefighters in danger. Because these SCBAs are used in IDLH environments, firefighter safety is of the utmost importance.

New SCBAs have updated technology and features that are complaint with current NFPA standards and are more reliable with better construction and technology. Additionally, in-line with industry standard and best practices, SCBAs are determined to have a useful service life of 10 years.

RECOMMENDATION

We are requesting \$437,000 to replace the department's outdated SCBAs. The amount will allow the department to purchase 37 SCBA harnesses (37 at \$7,565), 77 air cylinders (one for each harness and one spare, \$1,322 each), 66 SCBA facepieces (66 at \$360), miscellaneous SCBA battery charging equipment (\$7,910) and three rapid intervention team (RIT) packs (3 at \$7,795). RIT packs are used to rescue firefighters who are trapped and unable to exit on their own. 37 SCBA harnesses and 77 bottles will ensure each fire suppression unit the department operates has a full complement of equipment for each seated position and replace the outdated equipment purchased in 2014.

Purchasing new SCBAs will allow the department to ensure firefighters are equipped with reliable and new safety equipment. Additionally, failure to purchase new SCBAs will result in units that are past their useful life, mechanically unreliable, and not compliant with current NFPA safety standards and technology.

It is recommended the department is authorized to purchase new SCBAs in the amount of \$437,000 in 2024.

CITY OF COTTAGE GROVE
2024 BUDGET ADDITION

2024-10

FUND	<u>100</u>	TOTAL	
PROGRAM	<u>1500</u>	COST	<u>\$10,000.00</u>
OBJECT	<u>4210</u>		

NEW LEVEL OF SERVICE?

EXPLAIN CHANGE Increase operating supplies for 2024

DESCRIPTION:

(Include estimated cost) Increase cost of materials. Although all costs are escalating, playground equipment is becoming increasingly difficult to maintain within current budget. As an example, a new slide is about \$2300 and an interactive panel is about \$800.00.

JUSTIFICATION:

(Which part of the strategic plan)
(describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
X	Maintenance of Operations
	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

SERVICE LEVEL IMPACTS IF NOT APPROVED:

We may struggle to have high quality parks.

CITY OF COTTAGE GROVE
2024 BUDGET ADDITION

2024-11

FUND	<u>100</u>	TOTAL	
PROGRAM	<u>2300</u>	COST	<u>\$ 32,640</u>
OBJECT	<u>4121</u>		

NEW LEVEL OF SERVICE? YES NO

EXPLAIN CHANGE Staff Operations for Glacial Valley Park Supervised Playgrounds

DESCRIPTION: Offer Summer Supervised Playgrounds at Glacial Valley Park
(Include estimated cost) 4 Staff @ \$17/hr @ 40hrs/week @ 12 weeks = \$32,640

Originally offered in 2023
Postponed until 2024

JUSTIFICATION:	☒	Broaden Recreational Opportunities
(Which part of the strategic plan)	☒	Maintain & Enhance Community Connections
(describe - how does it fit?)	☐	Expand full spectrum housing
	☐	Foster Positive Business Environment
	☐	Maintenance of Operations
	☐	Service Excellence & Fiscal Stewardship
	☐	High Performance & Inclusive Employer

Supervised Playgrounds offer a fun and safe place for your child to be cared for during the summer. Each day will consist of arts and crafts, water activities, large and small group games, free play, special events, sports, and more! Kids must be signed in and out by an adult each day they are registered.

Summer Staff & Volunteers are dedicated to providing a memorable experience for your children this summer. Playground Leaders have received several hours of training which include basic first aid, emergency procedures, insight on planning events for kids, and passed a Criminal History Background Check. Volunteers have also attended training and are there to assist the staff.

As of 2021, the Recreation Department hosts programming at Hamlet, Hearthside, Pine Tree Valley and Peter Thompson Park. All sites are full with about 75 kids on a waiting list for any availability. Program needs to continue to in high demand and more parents want their children to be in an outdoor environment for the summer.

Proposed staff expenses will be offset 100% by program fees, plus Supervised Playgrounds is a revenue generating program for the Finance Division.

Glacial Valley Park will be a park building size similar to Hamlet and Peter Thompson; able to host up to forty kids each day.

FLUID

PROGRAM

OBJECT

NEW LEVEL OF SERVICE

CITY OF COTTAGE GROVE
2024 BUDGET ADDITION

2024-13

FUND	<u>100</u>	TOTAL	
PROGRAM	<u>2500</u>	COST	<u>87,000</u>
OBJECT	<u>4372</u>		

NEW LEVEL OF SERVICE? NO

EXPLAIN CHANGE Replace carpet in City Hall and Public Safety heavy traffic areas

Replace the carpet in City Hall and Public Safety in the heavy traffic areas
that are worn out for an estimated cost of \$87,000

DESCRIPTION:
(Include estimated cost)

JUSTIFICATION:
(which part of the strategic plan)
(describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
x	Maintenance of Operations
	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

SERVICE LEVEL IMPACTS IF NOT APPROVED: _____



PROGRAM

OBJECT

NEW LEVEL OF SERVICE

CITY OF COTTAGE GROVE
2024 BUDGET ADDITION

2024-15

FUND	<u>255</u>	TOTAL	
		COST	<u>\$10,609</u>

PROGRAM	<u>2100</u>
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OBJECT	<u>4540</u>
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NEW LEVEL OF SERVICE?	YES	NO
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EXPLAIN CHANGE	<u>Enhance options for golfers coming to the course</u>
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DESCRIPTION: (Include estimated cost)	<u>We are looking at different options where we could use this to expand our golf amenities or places around the course to continue to be innovative in our offerings to guests</u>
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JUSTIFICATION: (Which part of the strategic plan) (Describe - how does it fit?)	<table><tr><td>☒</td><td>Broaden Recreational Opportunities</td></tr><tr><td>☒</td><td>Maintain & Enhance Community Connections</td></tr><tr><td>☐</td><td>Expand full spectrum housing</td></tr><tr><td>☐</td><td>Foster Positive Business Environment</td></tr><tr><td>☐</td><td>Maintenance of Operations</td></tr><tr><td>☒</td><td>Service Excellence & Fiscal Stewardship</td></tr><tr><td>☐</td><td>High Performance & Inclusive Employer</td></tr></table>	☒	Broaden Recreational Opportunities	☒	Maintain & Enhance Community Connections	☐	Expand full spectrum housing	☐	Foster Positive Business Environment	☐	Maintenance of Operations	☒	Service Excellence & Fiscal Stewardship	☐	High Performance & Inclusive Employer
☒	Broaden Recreational Opportunities														
☒	Maintain & Enhance Community Connections														
☐	Expand full spectrum housing														
☐	Foster Positive Business Environment														
☐	Maintenance of Operations														
☒	Service Excellence & Fiscal Stewardship														
☐	High Performance & Inclusive Employer														

CITY OF COTTAGE GROVE
2024 BUDGET ADDITION

2024-16

FUND 255 TOTAL COST \$90,000

PROGRAM 2105

OBJECT 4530

NEW LEVEL OF SERVICE? YES NO

EXPLAIN CHANGE Equipment replacement

DESCRIPTION: Rough Mower
(Include estimated cost)

JUSTIFICATION: (which part of the strategic plan) (describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
x	Maintenance of Operations
	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

Trade in Current Rough Mower

CITY OF COTTAGE GROVE
2024 BUDGET ADDITION

2024-17

FUND 255 TOTAL
COST \$183,000

PROGRAM 2105

OBJECT 4530

NEW LEVEL OF SERVICE? YES NO

EXPLAIN CHANGE _____

DESCRIPTION: Irrigation replacement/ Course Improvements
(Include estimated cost) _____

JUSTIFICATION: (which part of the strategic plan) (describe - how does it fit?)

☒	Broaden Recreational Opportunities
☐	Maintain & Enhance Community Connections
☐	Expand full spectrum housing
☐	Foster Positive Business Environment
☒	Maintenance of Operations
☐	Service Excellence & Fiscal Stewardship
☐	High Performance & Inclusive Employer

Irrigation system is 30 years old and due for repair. High maintenance costs including labor and parts
are currently required for maintain the system. Improve course for next 30 years.

CITY OF COTTAGE GROVE
2024 BUDGET ADDITION

2024-18

FUND 255 TOTAL COST \$35,000

PROGRAM 2105

OBJECT 4530

NEW LEVEL OF SERVICE? YES NO

EXPLAIN CHANGE Equipment replacement

DESCRIPTION: Gas Utility Cart with Dump
(Include estimated cost)

JUSTIFICATION:
(Which part of the strategic plan)
(describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
x	Maintenance of Operations
	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

Trade in current utility vehical

CITY OF COTTAGE GROVE
2024 BUDGET ADDITION

2024-19

FUND 255 TOTAL COST \$20,000

PROGRAM 2105

OBJECT 4530

NEW LEVEL OF SERVICE? YES NO

EXPLAIN CHANGE _____

DESCRIPTION: Asphalt Replacement
(Include estimated cost) _____

JUSTIFICATION: (Which part of the strategic plan) (describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
x	Maintenance of Operations
	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

Yearly pavement improvement project for cart paths

CITY OF COTTAGE GROVE
2024 BUDGET ADDITION

2024-20

FUND	<u>620 and 630</u>	TOTAL	
		COST	<u>55,000</u>
PROGRAM	<u>3100 and 1400</u>		
OBJECT	<u>4530</u>		

NEW LEVEL OF SERVICE?

EXPLAIN CHANGE Add a pickup truck to the fleet with the additional employee

DESCRIPTION:

(Include estimated cost) Add a pickup truck to the fleet for the additional employee added in 2024.
Split the cost of \$55,000 between sewer and streetlights.

JUSTIFICATION:

(Which part of the strategic plan)
(Describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
x	Maintenance of Operations
	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

Add equipment to the fleet to better serve our residents and continue to be efficient in transporting employees to the jobsites.

SERVICE LEVEL IMPACTS IF NOT APPROVED:

The City loses many efficiencies when an employee does not have their own vehicle and tools to use. Response times to job tasks in the field decrease and disrupting other employees to be picked up or dropped off leads to job tasks taking longer to complete.



FUND

PROGRAM

OBJECT

NEW LEVEL OF SERVICE



Cottage
Grove

Where Pride and Prosperity Meet

To: Honorable Mayor and City Council Members
Jennifer Levitt, City Administrator

From: Peter Koerner, Director of Public Safety
Jon Pritchard, Deputy Chief
Peter Fischer, Captain

Date: May 31, 2022

Subject: BUDGET ADDITION 0600.01 CARDIAC MONITOR AND AED REPLACEMENT

INTRODUCTION

The Public Safety Fire/EMS division provides fire, rescue, and advanced life support (ALS) treatment and transportation. The department's ALS service area includes the cities of Cottage Grove, Saint Paul Park, Newport, and Grey Cloud Island Township. Annually, the department responds to more than 3500 calls for emergency medical services (EMS). The department delivers this service to the community with full and part time firefighter/paramedics/EMTs staffing at the Central Fire Station.

Delivering ALS service requires highly specialized equipment. One piece of equipment, the cardiac monitor, is utilized to monitor vital signs, breathing, and cardiac electrical activity amongst many other features. Cardiac monitors are mission critical pieces of equipment that are integral to delivering lifesaving intervention to the department's customers.

BACKGROUND

We previously maintained and utilized seven cardiac monitors when the Public Safety Department relied on police officer/paramedics. In 2017, during the final transition to a fire-based EMS system, the seven cardiac monitors were replaced with five new monitors.

The department's five monitors have reached the end of their useful life. The American Hospital Association estimates that the life expectancy of a cardiac monitor is five years. The Department of the Army Technical Bulletin (TB MED 7) lists life expectancy of a cardiac monitor at eight years.

After an internal review of service delivery and operations, it has been determined the department will no longer need five cardiac monitors but can provide exceptional service that meets the needs today and into the future with three new cardiac monitors.

Additionally, the police division are training to the level of first responder and dual respond to critical, life-threatening emergencies with fire EMS. Occasionally, police officers are the first to arrive and may utilize an automated external defibrillator (AED), which is an automated machine capable of shocking hearts and is lifesaving equipment. Additionally, we carry AEDs on all fire suppression units and fire squads since they are often out in the community and capable of arriving first at an emergency. After careful review, the department purchased several used AEDs two years ago that are compatible with the current cardiac monitors for department and police use with the intention of buying new AEDs with new cardiac monitors.

RECOMMENDATION

New cardiac monitors and AEDs will improve patient care through increased technology and enhanced data integration. New cardiac monitors will allow for timely Quality Assurance/Quality Improvement reviews and will guarantee that public safety continues to deliver state of the art pre-hospital care. It is recommended the department purchase three new cardiac monitors for each medic unit (3 at \$38,000) and 10 basic AEDs for police squads (10 at \$1,250) and 8 advanced AEDs for fire suppression units (8 at \$2,600) for a total cost of \$147,300.

CITY OF COTTAGE GROVE
2024 BUDGET ADDITION

2024-21

FUND	<u>710</u>	TOTAL	
		COST	<u>16,000</u>
PROGRAM	<u>1700</u>		
OBJECT	<u>4530</u>		

NEW LEVEL OF SERVICE?

EXPLAIN CHANGE Add a Cuda parts washer to the shop

DESCRIPTION: Add a cuda parts washer to the shop for 16,000. This parts washer allows employees to put a part in almost like a dishwasher and walkaway. Come back a few hours later to a grease or rust free part. Our current parts washer you need to wash it by hand. Washing by hand can cause splashing into the eyes and is way less efficient. The addition of this parts washer will save labor hours allowing mechanics to work on other piece of equipment while the parts is being cleaned.

JUSTIFICATION:		Broaden Recreational Opportunities
(which part of the strategic plan)		Maintain & Enhance Community Connections
(describe - how does it fit?)		Expand full spectrum housing
		Foster Positive Business Environment
	x	Maintenance of Operations
		Service Excellence & Fiscal Stewardship
		High Performance & Inclusive Employer

SERVICE LEVEL IMPACTS IF NOT APPROVED:

Less efficient, more time spent cleaning parts which leads to less time working on vehicles.

CITY OF COTTAGE GROVE
2024 BUDGET ADDITION

2024-22

FUND	<u>710</u>	TOTAL	
		COST	<u>17,000</u>
PROGRAM	<u>1700</u>		
OBJECT	<u>4530</u>		

NEW LEVEL OF SERVICE?

EXPLAIN CHANGE Replace the current welding fume hood

DESCRIPTION: We would replace the current welding fume hood and fan, which is
(Include estimated cost) undersized and does not exhaust the fumes out of the shop when someone
is welding. This would be moved into the current washbay on the far end.

JUSTIFICATION:
(Which part of the strategic plan)
(describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
x	Maintenance of Operations
	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

SERVICE LEVEL IMPACTS IF NOT APPROVED:

Fumes from welding get into the shop air. Garage doors have to be opened. Could create
hazardous materials in the air.

CITY OF COTTAGE GROVE
2024 BUDGET ADDITION

2024-23

FUND	<u>710</u>	TOTAL	
		COST	<u>72000</u>
PROGRAM	<u>1700</u>		
OBJECT	<u>4370</u>		

NEW LEVEL OF SERVICE?

EXPLAIN CHANGE Increase due to spending

DESCRIPTION:

(Include estimated cost) Increase due to spending add 72,000. Increased number of vehicles leads to more costs sending them out for repair

JUSTIFICATION:

(which part of the strategic plan)
(describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
x	Maintenance of Operations
	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

SERVICE LEVEL IMPACTS IF NOT APPROVED:

Vehicles will be down for longer time periods and equipment wont be ready for employees to use.

CITY OF COTTAGE GROVE
2024 BUDGET ADDITION

2024-24

FUND	<u>710</u>	TOTAL	
PROGRAM	<u>1720</u>	COST	<u>78,000</u>
OBJECT	<u>4530</u>		

NEW LEVEL OF SERVICE?

EXPLAIN CHANGE Replace scrubber/sweeper

DESCRIPTION:

(Include estimated cost) Replace the scrubber/sweeper that will be 12 years old in 2024 for \$78,000. It will take 1 year to receive from date of purchase. The machine is in rough shape and has a large amount of rust. It is in a rough environment with cleaning up salt in the garages.

JUSTIFICATION:

(Which part of the strategic plan)
(describe - how does it fit?)

	Broaden Recreational Opportunities
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
x	Maintenance of Operations
	Service Excellence & Fiscal Stewardship
	High Performance & Inclusive Employer

SERVICE LEVEL IMPACTS IF NOT APPROVED:

Down time becomes an issue while waiting for parts, garages are not cleaned and the facility starts to get away from us. Eroding of concrete.

FUND	<u>720</u>	TOTAL	
		COST	<u>\$93,700.00</u>
PROGRAM	<u>0380</u>		
OBJECT	<u>4100</u>		
NEW LEVEL OF SERVICE?	YES		

EXPLAIN CHANGE

Add additional IT Support to better service increased staff and infrastructure

DESCRIPTION:

Add additional IT Technician to be able to provide the same superior support staff has come to expect. This addition is due to an increase in infrasture including the water treatment centers, parks and increased staff. This posistion will be an IT support role, supporting multiple departments.

(Include estimated cost)

		Rate	Hours	
Level 17	Salary	34.351942	2080	\$71,452.04
	Pera		0.075	\$5,358.90
	FICA		0.0765	\$5,466.08
	W/C		0.0082	\$585.91
	Insurance		\$550*12	\$6,600.00
	H.S.A.		\$1,250	\$1,250.00

JUSTIFICATION:

(which part of the strategic plan)
(describe - how does it fit?)

	Broaden Recreational Opportunites
	Maintain & Enhance Community Connections
	Expand full spectrum housing
	Foster Positive Business Environment
X	Maintenance of Operations
	Service Excellance & Fiscal Stewardship
	High Performance & Inclusive Employer