City of Elk River

City Council

Special Meeting Agenda

Monday, July 29, 2024
4:30 PM
Elk River City Hall

- Special meeting in Upper Town Conference Room

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1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. 2025 BUDGET
   3.1 2025 Budget
4. MOTION TO ADJOURN

Request for Action

To
City Council

Item Number
3.1

Meeting Date
July 29, 2024

Prepared By
Lori Stich, Finance Manager

Item Description
2025 Budget

Reviewed by
Lori Stich
Joe Stremcha
Cal Portner
Tina Allard

Action Requested
Overview of the 2025 budget, budget review, discussion, and providing staff with direction.

Background/Discussion
Staff have been developing their preliminary 2025 budgets over the past few months. In June and July, meetings were held with department directors and division managers to review their preliminary budget requests. The Council is required by law to adopt a maximum tax levy before September 30. This levy may be decreased and may not be increased for the final budget adoption in December.

Proposed Budget Schedule

- July/August Budget Work Sessions – Council budget work session dates are as follows:
  - 1st Budget Work Session – Monday, July 29 at 4:30 pm
  - 2nd Budget Work Session – Monday, August 12 at 4:00 pm
- September 16 Regular Meeting – Approve maximum tax levy.
- October/November – Continue budget, Capital Improvement Plan, and tax levy discussion.
- December 2 Regular Meeting – Present and adopt final budget and tax levy.

The preliminary 2025 budget is developed based on the following initial estimates and may be adjusted as we progress through the budget process:

- The same level of services as the 2024 budget.
- Insurance benefits - 5% increase.
- Workers' compensation – 10% average rate increase, which is consistent with estimates for previous years. A change to what is included in wages for the workers' compensation calculation resulted in significant premium increases for all job classes.

- Fuel – projecting $3.75/gallon for 2025, compared to $4.50/gallon used in the 2024 budget. The state fuel contract will continue to be used.
- Property/liability insurance – 13% average rate increase.

General Fund:

- Human Resources
- Information Technology
- Police
- Facilities Maintenance
- Park Maintenance
- Streets/Snow Removal
- Equipment Services
- Engineering
- Finance
- Legal
- City Council
- Communications
- Administration
- Elections

Enterprise Funds: (funded by generated revenues)

- Liquor
- Stormwater
- WWTP

Financial Impact
N/A

Mission/Policy/Goal
Responsible for every dollar - good stewards

Attachments
1. +2025 General Fund Summary
2. +2025 Budgets

CITY OF ELK RIVER
2025 PRELIMINARY BUDGET
GENERAL FUND

	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	6/30/2024 ACTUAL	2025 PRELIMINARY	% of Budget	Increase/ (Decrease)	% Change
General Fund Revenues:									
Property taxes	12,297,572	13,017,377	13,785,282	14,917,700	5,335,966	$16,169,050	71.8%	$1,251,350	8.4%
Other taxes	233,745	173,039	156,365	225,000	13,156	225,000	1.0%	$0	0.0%
Licenses & Permits	1,015,529	939,133	976,260	1,008,200	323,269	974,200	4.3%	($34,000)	-3.4%
Intergovernmental Revenues	581,927	657,106	706,917	659,000	26,357	704,000	3.1%	$45,000	6.8%
Charges for Services	1,035,953	1,129,410	1,210,808	1,148,200	595,513	1,236,950	5.5%	$88,750	7.7%
Fines	127,266	127,954	169,910	150,000	67,501	155,000	0.7%	$5,000	3.3%
Other Revenues	297,915	335,594	445,610	330,000	109,062	361,000	1.6%	$31,000	9.4%
Other Financing Source - Lease	-	225,719	-	-	-	-	0.0%	$0	0.0%
Transfers In	2,281,960	2,599,306	3,202,249	3,132,500	582,613	2,697,000	12.0%	($435,500)	-13.9%
Total General Fund Revenues	**17,871,867**	**19,204,638**	**20,653,401**	**21,570,600**	**7,053,437**	**22,522,200**	**100.0%**	**$951,600**	**4.4%**
General Fund Expenditures									
General Government:									
Mayor & Council	161,522	180,733	196,879	213,550	95,529	233,000	1.0%	19,450	9.1%
Communications	334,651	368,036	436,535	485,300	212,001	515,550	2.3%	30,250	6.2%
Administrative Services	597,464	609,868	691,952	721,850	345,420	756,000	3.4%	34,150	4.7%
Human Resources	344,469	367,643	398,243	426,550	174,212	456,350	2.0%	29,800	7.0%
Elections	6,300	41,864	6,280	75,500	25,633	6,800	0.0%	(68,700)	-91.0%
Finance	620,548	696,918	733,973	800,750	431,347	866,000	3.8%	65,250	8.1%
Information Technology	454,648	652,096	617,017	731,500	279,339	769,000	3.4%	37,500	5.1%
Legal	244,402	270,650	288,808	275,000	138,029	300,000	1.3%	25,000	9.1%
Community Dev/Planning	578,245	479,845	460,952	485,100	245,325	506,500	2.2%	21,400	4.4%
Facilities Maintenance	812,257	925,910	1,054,680	1,085,250	490,890	1,170,400	5.2%	85,150	7.8%
Energy City	23,922	24,475	56,284	49,050	13,122	62,700	0.3%	13,650	27.8%
Total General Government	**4,178,428**	**4,618,038**	**4,941,603**	**5,349,400**	**2,450,847**	**5,642,300**	**25.1%**	**292,900**	**5.5%**
Public Safety:									
Police	6,338,212	6,909,469	7,190,412	7,578,400	3,350,593	8,108,750	36.0%	530,350	7.0%
Fire	1,514,752	1,733,540	1,979,598	1,998,000	777,566	2,104,700	9.3%	106,700	5.3%
Building Safety	489,072	610,684	572,772	625,500	284,478	665,450	3.0%	39,950	6.4%
Code Enforcement	86,316	76,049	116,261	126,000	56,679	132,950	0.6%	6,950	5.5%
Environmental	57,578	111,919	128,842	101,700	56,600	107,100	0.5%	5,400	5.3%
Total Public Safety	**8,485,930**	**9,441,661**	**9,987,885**	**10,429,600**	**4,525,916**	**11,118,950**	**49.4%**	**689,350**	**6.6%**
Public Works:									
Street Maintenance	1,472,080	1,391,531	1,532,241	1,742,150	753,148	1,777,300	7.9%	35,150	2.0%
Snow Removal	336,707	366,282	338,473	411,150	204,643	376,600	1.7%	(34,550)	-8.4%
Equipment Services	253,000	353,287	363,728	397,300	183,981	427,450	1.9%	30,150	7.6%
Engineering	396,165	426,794	464,372	489,150	219,380	365,550	1.6%	(123,600)	-25.3%
Total Public Works	**2,457,952**	**2,537,894**	**2,698,814**	**3,039,750**	**1,361,152**	**2,946,900**	**13.1%**	**(92,850)**	**-3.1%**
Culture & Recreation:									
Park Maintenance	1,310,852	1,572,359	1,558,303	1,743,700	716,354	1,824,950	8.1%	81,250	4.7%
Recreation	648,970	761,741	773,426	812,150	342,337	773,000	3.4%	(39,150)	-4.8%
Sr. Citizen Programs	119,465	136,016	178,074	196,000	92,875	216,100	1.0%	20,100	10.3%
Total Culture & Recreation	**2,079,287**	**2,470,116**	**2,509,803**	**2,751,850**	**1,151,566**	**2,814,050**	**12.5%**	**62,200**	**2.3%**
Transfers Out	**171,591**	-	-		-	-	0.0%	-	0.00%
Total General Fund Expenditures	**$17,373,188**	**$19,067,709**	**$20,138,105**	**$21,570,600**	**$9,489,481**	**$22,522,200**	**100.0%**	**$951,600**	**4.4%**
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Performance Measures & Goals for 2025

Division:	Human Resources
Completed by:	Lauren Wipper, HR Manager
Date:	

Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Estimated	2024 YTD	2025 Projected
Retention Rate - regular employees	94%	86%	92%	94%	91%	93%
- Retired	2	5	1	3	3	2
- New Job	3	12	7	4	4	7
- Other	3	2	4	2	6	1
Positions Filled/Employees Hired:	78	163	108	205	165	85
- Regular FT & PT	44	18	16	15	18	15
- Seasonal & non-reg PT	34	53	92	90	34	70
- Election Judge	0	105	0	100	113	0
Job applications processed	1,277	699	640	1,300	1,227	1,300
Avg applications received per job - regular fulltime positions	74	19	22	60	49	50

Division Goal	Goal Objective/Task
Maintain employee retention	Develop programs to ensure professional development, consider personnel program suggestions, provide opportunities for a healthy workforce.
Continue to help build a positive workplace	Assist management with policy development; promote safe and healthy workplace.
Develop opportunities to promote future workforce	Internships, apprenticeship programs, school work experience days, job and career fairs.
Maintain compliance with law changes	Successfully interpret, write policy for, and implement new laws resulting from the 2023 and 2024 legislative sessions

2025 BUDGET DETAIL

Dept: 1220 - Human Resources

Detail of Expenditures	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	2025 BUDGET
PERSONAL SERVICES					
Regular Pay	178,922	197,145	233,142	247,250	259,250
Overtime Pay	-	-	-	-	-
Part-time Pay	20,235	19,059	-	-	-
PERA	14,937	16,224	17,500	18,550	19,450
FICA	11,708	12,936	13,980	15,350	16,050
Medicare	2,738	3,025	3,269	3,600	3,750
Insurance	23,532	25,008	26,485	27,650	28,950
Workers Comp	879	997	1,048	1,050	1,350
TOTAL PERSONAL SERVICES	**252,951**	**274,395**	**295,424**	**313,450**	**328,800**
SUPPLIES					
Office Supplies	6,948	3,130	4,011	9,200	9,200
TOTAL SUPPLIES	**6,948**	**3,130**	**4,011**	**9,200**	**9,200**
SERVICES & CHARGES					
Professional Services	6,055	6,311	2,240	6,300	16,400
Telephone	90	450	360	350	350
Postage	150	135	203	300	300
Conferences/Schools	805	-	795	4,200	3,900
Software Services	76,925	82,642	92,381	90,000	94,500
Dues/Subscriptions	545	579	930	850	1,000
IT Equipment Charge		-	1,900	1,900	1,900
TOTAL SERVICES & CHARGES	**84,570**	**90,117**	**98,809**	**103,900**	**118,350**
TOTAL HUMAN RESOURCES	**344,469**	**367,643**	**398,244**	**426,550**	**456,350**
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Performance Measures & Goals for 2025

Division:	Information Technology
Completed by:	Seth Calvin
Date:	May 31, 2024

Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Estimated	2024 YTD	2025 Projected
Physical Servers	11	11	11	11	11	11
Virtual Servers	44	31	32	32	33	33
Computers	267	264	282	270	262	260
Desk Phones	305	310	105	94	94	94
Cell Phones	80	87	89	95	95	95
Data Cards	53	41	36	45	41	41
Security Cameras	140	121	163	130	174	180
Wireless Access Points	44	50	51	60	56	60
Support Tickets	908	910	1060	880	765	1100

Division Goal	Goal Objective/Task
Improve security processes	Secure our data and systems against malicious intent.
Maintain network reliability	Trained staff, updated systems, system redundancy
Ensure network security/recovery	Policy updates, business continuity, disaster recovery, incident response
Create staff efficiencies through technology and improve customer/user experience	Research and implement new technology and systems to meet service needs. Migrate files to the cloud.

2025 BUDGET DETAIL

Dept: 1350 - Information Technology

Detail of Expenditures	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	2025 BUDGET
PERSONAL SERVICES					
Regular Pay	251,171	266,865	282,444	309,650	326,000
Overtime Pay	-	50	26	-	
PERA	18,838	20,019	20,329	23,250	24,450
FICA	15,240	16,123	16,896	19,200	20,200
Medicare	3,564	3,771	3,952	4,500	4,750
Insurance	46,490	51,486	51,733	55,800	58,600
Workers Comp	1,087	1,227	1,291	1,300	1,750
TOTAL PERSONAL SERVICES	**336,390**	**359,541**	**376,671**	**413,700**	**435,750**
SUPPLIES					
Operating Supplies	17,882	14,273	19,605	10,000	25,000
TOTAL SUPPLIES	**17,882**	**14,273**	**19,605**	**10,000**	**25,000**
SERVICES & CHARGES					
Professional Services	1,083	5,254	61,639	45,000	15,000
Telephone	947	1,956	3,589	1,900	1,900
Travel, Conferences/Schools	5,314	5,376	9,969	9,000	9,000
Equipment/Software Maint	93,032	118,356	115,156	223,700	251,800
IT Equipment Charge	-	-	4,000	4,000	4,150
TOTAL SERVICES & CHARGES	**100,376**	**130,942**	**194,353**	**283,600**	**281,850**
CAPITAL OUTLAY					
Lease Expenditure	**-**	**123,152**	**26,387**	**-**	-
DEBT SERVICE					
Copiers Lease	**-**	**24,188**	**-**	**24,200**	26,400
TOTAL INFORMATION TECHNOLOGY	**454,648**	**652,096**	**617,016**	**731,500**	**769,000**
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Performance Measures & Goals for 2025

Division:	Police
Completed by:	Captain McKernan & Captain Gacke
Date:	05/20/2024

Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Estimated	2024 YTD	2025 Projected
Initial Complaint Reports (ICRS)	25,449	23,982	24,314	23,776	8,731	24,320
Number of Crashes in the City of Elk River	720	739	735	600	241	550
Social Media Followers	11,000	11,468	12,752	14,000	13,264	15,000
Neighborhood Watch Groups	30	Program Pause	0	25	1	30
Night to Unite Participants	33	3	33	40	TBD in August	60

Division Goal	Goal Objective/Task
Reduce crashes in the City of Elk River	Increase enforcement of traffic offenses that are contributing factors to crashes through TZD, Safe Roads funding, and use of the grant funded public safety vehicle.
Enhance community engagement and communication through social media	Increase transparency by improving messaging and maintaining an active, informative, and engaging social media presence.
Reduce the occurance of criminal activities and foster a safer community through crime prevention programs	Fully staff and train the crime prevention unit. Re-implement existing programs that have been paused and start new programs for the community.
Improve inter-agency communication and efficiency	Coordinate and collaborate with Sherburne County on the implementation of new RMS system, Oracle.
Maintain patrol staffing consistent with workload	Expand recruitment and retention efforts and tactics.
Increase officer wellness	Encourage participation in department and city-wide wellness programs (ie. WIP, Check up from the neck up).
Maintain compliance with the POST Board and legislative requirements	Ensure all officers receive comprehensive, up-to-date, and legally mandated training that promotes the highest level of professionalism.

2025 BUDGET DETAIL

Dept: 2110-2190 Police

Detail of Expenditures	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	2025 BUDGET
PERSONAL SERVICES					
Regular Pay	3,860,211	4,029,905	4,355,677	4,564,200	4,861,800
Overtime Pay	219,550	211,610	202,348	187,500	187,500
Part-time Pay	45,218	45,500	36,187	66,450	69,000
PERA	666,424	686,364	740,804	777,950	826,850
FICA	32,228	35,035	35,751	45,400	47,950
Medicare	58,223	59,512	63,476	69,900	74,250
Insurance	419,824	495,043	494,536	550,850	597,050
Workers Comp	117,757	176,603	241,855	230,950	293,050
Unemployment Benefits	-	6,989	-	-	-
TOTAL PERSONAL SERVICES	**5,419,435**	**5,746,561**	**6,170,634**	**6,493,200**	**6,957,450**
SUPPLIES					
Office Supplies	6,342	4,327	5,811	7,500	7,500
Fuels & Lubes	60,859	76,328	76,484	85,000	89,150
Uniform Allowance	79,926	52,409	45,209	57,500	67,950
Operating Supplies	118,529	164,463	114,570	127,100	113,300
Equipment Parts	32,913	23,090	21,776	31,300	26,800
TOTAL SUPPLIES	**298,569**	**320,617**	**263,850**	**308,400**	**304,700**
SERVICES & CHARGES					
Professional Services	12,519	24,377	29,531	11,000	25,550
Telephone/Communications	35,516	32,193	33,563	41,900	45,650
Postage	1,727	2,768	1,277	1,500	1,500
Travel, Conferences/Schools	50,686	55,657	69,396	76,500	96,300
Insurance	61,840	74,464	85,657	94,000	105,000
Utilities	82,231	122,827	114,227	126,500	126,500
Building Maint	43,018	47,665	50,518	51,300	56,300
Equipment/Software Maint	166,226	108,025	93,238	97,100	98,600
Contractual Services	14,345	19,486	10,512	15,500	15,500
Dues/Subscriptions	19,070	19,152	18,092	30,000	42,100
Taxes & Licenses	303	312	251	350	350
Misc - TZD Grant Distribution	25,684	25,568	29,076	-	-
Equipment Replacement Charge	88,500	95,100	102,000	110,050	118,950
IT Equipment Charge			31,400	31,400	30,800
TOTAL SERVICES & CHARGES	**601,665**	**627,594**	**668,738**	**687,100**	**763,100**
CAPITAL OUTLAY	**18,543**	**134,091**	**3,830**	**-**	**-**
DEBT SERVICE		**80,607**	**83,358**	**89,700**	**83,500**
TOTAL CAPITAL OUTLAY & DEBT $	**18,543**	**214,698**	**87,188**	**89,700**	**83,500**
TOTAL POLICE	**6,338,212**	**6,909,470**	**7,190,410**	**7,578,400**	**8,108,750**
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Performance Measures & Goals for 2025

Division:	Facilities Maintenance
Completed by:	Gary Lore
Date:	May 22, 2024

Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Estimated	2024 YTD	2025 Projected
Facilities Maintained	11	11	11	11	11	11
Square feet cleaned daily	180,000	180,000	180,000	180,000	180,000	180,000
Work order requests	2179 + pm's	269	569	500	184	500
PM Work order completion rate	23%	100%	100%	100%	50%	100%

Division Goal	Goal Objective/Task
Maintain clean and safe facilities	Planning and positioning
Improve building operations and efficiency	Keeping up with and implementing new technologies
Continue to complete PM's on schedule	Planning, prioritizing, staffing

2025 BUDGET DETAIL

Dept: 1600 - Facilities Maintenance

Detail of Expenditures	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	2025 BUDGET
PERSONAL SERVICES					
Regular Pay	470,606	523,177	613,253	656,700	695,700
Overtime Pay	6,957	3,985	2,784	8,000	8,000
Part-time Pay	3,906	100	20,280	4,550	4,700
PERA	35,820	39,537	46,203	49,850	52,800
FICA	29,646	32,895	38,922	41,500	43,900
Medicare	6,913	7,693	9,103	9,700	10,250
Insurance	62,869	66,557	87,373	93,750	98,100
Workers Comp	19,618	24,448	25,949	28,300	36,350
Unemployment Benefits	-	700	603		
TOTAL PERSONAL SERVICES	**636,335**	**699,092**	**844,470**	**892,350**	**949,800**
SUPPLIES					
Fuels & Lubes	2,745	5,623	6,959	5,200	7,000
Uniform Allowance	2,547	3,670	3,597	3,600	3,600
Operating Supplies	27,855	21,869	30,095	25,500	34,750
TOTAL SUPPLIES	**33,147**	**31,162**	**40,651**	**34,300**	**45,350**
SERVICES & CHARGES					
Telephone	12,052	14,307	11,662	14,550	14,550
Conferences/Schools	520	845	3,066	3,000	3,000
Insurance	5,738	7,822	8,711	10,200	10,500
Utilities	69,059	102,932	84,007	75,100	89,600
Building Maint	43,533	34,447	35,897	35,450	36,100
Equipment/Software Maint	7,073	30,203	16,716	10,300	10,300
Fleet Equipment Charge	4,800	5,100	6,000	6,500	7,050
IT Equipment Charge		-	3,500	3,500	4,150
TOTAL SERVICES & CHARGES	**142,775**	**195,656**	**169,559**	**158,600**	**175,250**
TOTAL FACILITIES MAINTENANCE	**812,257**	**925,910**	**1,054,680**	**1,085,250**	**1,170,400**
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Performance Measures & Goals for 2025

Division:	Park Maintenance
Completed by:	Tim Sevcik
Date:	22MAY2024

Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Estimated	2024 YTD	2025 Projected
Athletic Fields	17	17	17	17	17	17
Sport Court Surfaces	9	13	13	13	13	13
Playgrounds	18	18	18	18	18	18
Miles of Sidewalks	24.1	24.1	24.1	24.1	24.1	24.1
Miles of Bitumunous Trails	29	30.1	30.1	30.1	30.5	33.6
EAB Tree Removals	0	0	0	50	0	100
Miles of Grass Trails	12	12	12	12.2	12.2	12.2
Acres of Park Property	1,392	1,392	1,392	1,392	1,392	1,392

Division Goal	Goal Objective/Task
Maintain a safe park and recreation system.	Conduct preventative maintenance and safety inspection program utilizing certified inspectors. Conduct park inspections 2 times per week to included inspection of playgrounds, shelters, electrical infrastructure, trails, etc.
EAB Management	Conduct EAB infested tree removal of ash trees within city parks and assist the Street Division with tree removals of publicly owned ash trees in public road ROWs in accordance with the city's EAB Management Plan. Evaluate park tree canopy and develop a plan for replacement of trees as a result of EAB management.
Maximize life expectancy of park amenities and maintain the highest level of aesthetics.	Conduct preventative maintenance and weekly inspections of park amenities to include splash pads, pickleball courts, picnic shelters, and restroom buildings. Develop schedules for weekend and evening maintenance support for facility reservations and splash pad maintenance.
Utilize techniques described in the Field Maintenance Guide for maintenance of athletic fields.	Maintain athletic fields to the standards outlined through the Baseball Tomorrow Fund. Enhance playability and safety of fields by conducting maintenance on turf/ag-lime transition areas. Reconstruct pitching mounds on YAC 5 and 6. Edge all ballfields once per season, conduct weekly irrigation inspections, drag fields daily, and aerate and topdress to reduce compaction.

2025 BUDGET DETAIL

Dept: 5110 - Park Maintenance

Detail of Expenditures	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	2025 BUDGET
PERSONAL SERVICES					
Regular Pay	471,001	666,974	527,000	651,600	685,850
Overtime Pay	4,000	8,295	30,429	9,000	9,000
Part Time Pay	82,983	54,726	63,328	116,000	116,000
PERA	34,868	42,612	47,508	49,550	52,100
FICA	34,151	43,276	35,861	48,150	50,250
Medicare	7,954	10,121	8,387	11,250	11,750
Insurance	88,590	112,573	135,273	141,050	156,700
Workers Comp	20,821	26,114	32,271	34,050	42,550
Unemployment Compensation	-	4,830	537	-	-
TOTAL PERSONAL SERVICES	**744,368**	**969,521**	**880,594**	**1,060,650**	**1,124,200**
SUPPLIES					
Fuels & Lubes	21,857	31,009	32,529	38,200	37,200
Uniform Allowance	6,013	6,770	5,793	6,550	6,550
Operating Supplies	120,773	160,881	153,772	167,150	164,150
Equipment Parts	40,072	35,603	38,804	40,000	40,000
TOTAL SUPPLIES	**188,715**	**234,263**	**230,898**	**251,900**	**247,900**
SERVICES & CHARGES					
Telephone	1,552	1,235	1,770	1,400	1,600
Postage	-	-	214	-	-
Conferences/Schools	3,045	2,047	4,210	9,050	8,950
Property/Auto Insurance	46,653	42,749	26,423	19,000	30,600
Utilities	149,197	140,750	179,373	160,000	181,000
Building Maint.	5,347	21,410	6,270	15,000	12,000
Equipment Maint.	43,203	21,192	15,615	48,000	36,000
Contractual Services	37,260	37,991	116,133	67,850	72,850
Equipment Rental	28,012	29,401	18,103	26,000	19,000
Equipment Replacement Charge	63,500	71,800	77,000	83,150	89,800
IT Equipment Charge			1,700	1,700	1,050
TOTAL SERVICES & CHARGES	**377,769**	**368,575**	**446,811**	**431,150**	**452,850**
TOTAL PARK MAINTENANCE	**1,310,852**	**1,572,359**	**1,558,303**	**1,743,700**	**1,824,950**
	^	^	^	^	^

Performance Measures & Goals for 2025

Division:	Streets
Completed by:	Tim Sevcik
Date:	22MAY2024

Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Estimated	2024 YTD	2025 Projected
Centerline Miles of Bitumunous Roadway	157	159	161	163	161	163
Crack Seal Miles	22	16	18	20	12	20
Street Sweeping	2.5	2.5	2.5	2	1	2
EAB Tree Removals	0	0	0	200	0	250
ROW Maintenance Mowing	2	2	2	2	1	2
Parking Lots	20	21	21	21	21	21

Division Goal	Goal Objective/Task
Snow and Ice Control	Meet / exceed approved timelines for snow removal. Continue to reduce road salt usage while maintaining safe winter driving surfaces through utilization of new equipment and applying BMPs for chemical application. Develop a plan of action for future liquid deicing equipment.
EAB Management	Conduct EAB infested tree removal of publicly owned ash trees from road rights-of-way utilizing a systematic approach in accordance with the city's EAB Management Plan. Provide public notice to residents utilizing social media outlets, the city website, and door-knockers in affected areas. Assist the public in answering questions relating to EAB management on privately owned trees.
Utilize BMPs to extend pavement life	Crack seal, pothole repair, mill and overlay, reclamation, and other procedures to maintain bituminous roadways, parking lots, and trails to a 70% standard utilizing the Paser scoring system.
Sign Maintenance	Continue to inspect and replace regulatory signage throughout the city. Update citywide signage for consistency. Maintain railroad quiet zone delineators to BNSF standard.

2025 BUDGET DETAIL

Dept: 3120 - Street Maintenance

Detail of Expenditures	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	2025 BUDGET
PERSONAL SERVICES					
Regular Pay	558,021	502,727	530,221	618,400	620,000
Overtime Pay	2,406	2,429	3,828	3,000	3,000
Part-time Pay	66,251	57,456	64,106	82,400	87,500
PERA	46,535	41,850	44,296	51,550	52,050
FICA	36,763	33,372	35,446	43,650	44,050
Medicare	8,473	7,805	8,290	10,200	10,300
Insurance	116,578	97,177	91,498	114,050	126,950
Workers Comp	32,468	29,997	32,078	34,800	43,150
TOTAL PERSONAL SERVICES	**867,495**	**772,813**	**809,763**	**958,050**	**987,000**
SUPPLIES					
Office Supplies	2,054	1,390	652	1,500	1,500
Fuels/Lubes	43,180	68,677	98,232	117,000	97,000
Uniform Allowance	5,252	5,186	5,584	5,950	5,950
Operating Supplies	122,995	86,346	129,761	102,300	121,000
Equipment Parts	59,246	80,549	75,503	75,000	75,000
Street Signs	49,615	22,109	11,205	39,000	31,000
TOTAL SUPPLIES	**282,342**	**264,257**	**320,937**	**340,750**	**331,450**
SERVICES & CHARGES					
Professional Services	201	-	-	300	-
Telephone	3,801	3,689	3,874	700	700
Postage	215	128	426	350	350
Conferences/Schools	2,026	270	9,297	3,500	8,500
Property/Auto Insurance	18,352	19,104	18,070	22,000	21,150
Utilities	79,161	94,489	92,038	84,000	95,000
Building Maint.	45,785	44,881	39,379	43,000	43,000
Equipment Maint.	3,903	8,756	66,969	10,000	10,000
Contractual Services	34,229	43,001	19,014	109,000	97,300
Equipment Rental	7,325	3,254	98	6,500	6,500
Dues and Subscriptions	-	-	26	-	-
Licenses	45	689	551	500	500
Fleet Equipment Charge	127,200	136,200	146,000	157,700	170,400
IT Equipment Charge			5,800	5,800	5,450
TOTAL SERVICES & CHARGES	**322,243**	**354,461**	**401,542**	**443,350**	**458,850**
TOTAL STREET MAINTENANCE	**1,472,080**	**1,391,531**	**1,532,242**	**1,742,150**	**1,777,300**
	^	^	^	^	^

2025 BUDGET DETAIL

Dept: 3130 - Snow Removal

Detail of Expenditures	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	2025 BUDGET
PERSONAL SERVICES					
Regular Pay	124,806	131,240	109,429	141,750	140,000
Overtime Pay	42,611	52,888	41,031	50,000	50,000
Part-time Pay	6,454	-	-	-	-
PERA	12,748	13,810	11,285	14,400	14,250
FICA	10,539	11,416	9,329	11,900	11,800
Medicare	2,437	2,670	5,364	2,800	2,750
Insurance	13,553	19,703	14,431	22,800	25,400
Workers Comp	4,410	7,880	9,718	9,500	9,400
TOTAL PERSONAL SERVICES	**217,558**	**239,607**	**200,587**	**253,150**	**253,600**
SUPPLIES					
Operating Supplies	119,149	126,675	137,886	158,000	123,000
TOTAL SUPPLIES	**119,149**	**126,675**	**137,886**	**158,000**	**123,000**
TOTAL SNOW REMOVAL	**336,707**	**366,282**	**338,473**	**411,150**	**376,600**
	^	^	^	^	^

Performance Measures & Goals for 2025

Division:	Equipment Services
Completed by:	Tim Sevcik
Date:	22MAY2024

Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Estimated	2024 YTD	2025 Projected
Scheduled Services	846	918	912	925	332	925
Vehicle Repairs	312	379	257	350	126	325

Division Goal	Goal Objective/Task
Maintain 95% fleet operational rate	Conduct routine preventative maintenance and equipment inspections.
	Conduct non-mission critical repairs in conjunction with scheduled services.
	Meet repair time standards as outlined in manufacturer specifications, outsource repairs with estimated labor over 40 hours.
Utilize technology to enhance service time and facilitate tracking of services	Conduct ongoing training and utilization of the ManagerPlus Lightning Software to enhance tracking of labor required for services.
	Upgrade and update vehicle scan tools for diagnosis of vehicle deficiencies to reduce equipment down time.
Minimize equipment failures through preventative maintenance	Conduct routine services within 90-110% life based on manufacturer recommended intervals.
	Conduct thorough inspections of all vehicles/equipment during routine services, identify and repair any deficiencies.
	Conduct, at a minimum, annual inspections on all equipment to include annual DOT inspections on all primary movers and trailers.

2025 BUDGET DETAIL

Dept: 3150 - Equipment Services

Detail of Expenditures	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	2025 BUDGET
PERSONAL SERVICES					
Regular Pay	140,111	211,642	221,121	243,450	253,150
Overtime Pay	24	2,013	1,505	1,000	1,000
PERA	10,513	16,024	16,700	18,350	19,050
FICA	8,211	12,353	12,524	15,150	15,750
Medicare	1,902	2,889	2,929	3,550	3,700
Insurance	36,696	52,894	53,909	57,500	60,400
Workers Comp	4,149	6,034	5,945	6,200	8,000
TOTAL PERSONAL SERVICES	**201,606**	**303,849**	**314,633**	**345,200**	**361,050**
SUPPLIES					
Fuels & Lubes	7,539	8,765	7,063	9,000	9,000
Uniform Allowance	1,250	1,932	2,064	2,000	2,000
Operating Supplies	30,974	16,132	28,298	17,100	26,200
Equipment Parts	4,438	5,656	1,614	4,500	4,500
TOTAL SUPPLIES	**44,201**	**32,485**	**39,039**	**32,600**	**41,700**
SERVICES & CHARGES					
Telephone	-	296	296	300	300
Travel, Conferences/Schools	336	2,074	570	2,000	1,500
Equipment Maint	6,857	14,527	4,373	8,000	8,000
Software Subscriptions	-	56	3,117	7,500	13,300
IT Equipment Charge		-	1,700	1,700	1,600
TOTAL SERVICES & CHARGES	**7,193**	**16,953**	**10,056**	**19,500**	**24,700**
TOTAL EQUIPMENT SERVICES	**253,000**	**353,287**	**363,728**	**397,300**	**427,450**
	^	^	^	^	^

Performance Measures & Goals for 2025

Division:	Wastewater Treatment
Completed by:	Matt Stevens
Date:	

Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Estimated	2024 YTD	2025 Projected
Flow Rate (MGD)	1.31	1.35	1.35	1.35	1.32	1.36
Tons of Biosolids landfilled	2,600	2,850	3,335	3,500	1,163	3,700
Total gallons of leachate treated	12,673,074	12,604,243	13,339,132	13,100,000	5,430,836	13,500,000
# of pump station call outs	94	88	105	100	31	100
# of pump stations	23	23	23	24	24	24
# of plant and collection call outs	26	23	37	40	17	40

Division Goal	Goal Objective/Task
Meet all the requirements that are given to us by the MPCA, and maintain an efficient plant and collection system	Preventative maintenance program:
	● Inspect 24 lift stations weekly
	● Clean 24 lift station 2 times/year and exercise valves
	● Annual lift station inspection
	● Ongoing inspection of sanitary sewer system
	● Jet 50% of city sewer lines/year

2025 BUDGET DETAIL

Fund: Waste Water Treatment Plant

Detail of Revenues/Expenditures	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	2025 BUDGET
REVENUES:					
Sewer Customer Charges	2,346,690	2,441,729	2,581,293	2,630,000	2,745,000
Leachate Disposal Fee	168,010	177,367	189,121	180,000	195,000
Interest Income	(67,639)	(999,746)	515,308	125,000	135,000
Misc. Revenue	2,325	14,636	3,663	1,000	1,500
Sewer Connection Fee	1,227,369	1,789,641	840,480	1,000,000	1,000,000
Disposal of Assets	(108,514)	-	-	-	-
Capital Contributions	720,408	2,700,332	1,641,841	-	-
TOTAL REVENUES	**4,288,649**	**6,123,959**	**5,771,706**	**3,936,000**	**4,076,500**
	^	^	^	^	^
EXPENDITURES:					
PERSONAL SERVICES					
Regular Pay	480,433	514,822	542,825	579,800	603,400
Overtime Pay	27,860	28,262	36,635	39,300	40,900
Part-time Pay	-	1,184	-	9,600	9,600
PERA	38,133	40,732	43,473	46,400	48,350
FICA	29,149	31,155	32,767	39,000	40,550
Other Retirement Contributions	(32,056)	66,584	33,954	-	-
Medicare	6,783	7,286	7,663	9,100	9,500
Insurance	96,940	109,009	117,810	123,500	129,500
Workers Comp	15,483	15,943	16,325	16,800	20,900
TOTAL PERSONAL SERVICES	**662,725**	**814,977**	**831,452**	**863,500**	**902,700**
SUPPLIES					
Office Supplies	77	177	-	300	4,400
Fuels & Lubes	6,887	12,579	11,587	17,500	14,000
Operating Supplies	234,950	285,798	296,137	306,800	316,500
TOTAL SUPPLIES	**241,914**	**298,554**	**307,724**	**324,600**	**334,900**
SERVICES & CHARGES					
Audit Fees	6,182	5,233	5,951	6,750	6,900
Legal Fees	32,560	31,040	37,728	30,000	-
Engineering Dept Services	-	-	-	1,000	5,000
Professional Services	36,380	34,857	52,711	34,500	44,500
Telephone/Communications	6,483	6,079	5,994	7,350	5,850
Postage	146	70	113	300	300
Conferences/Schools	1,690	10,011	1,769	4,500	3,700
Insurance	22,672	28,744	32,647	36,500	37,950
Publishing	-	-	138	-	-
Waste Disposal	14,160	3,139	1,742	13,000	-
Utilities	365,497	414,474	419,053	448,100	460,600
Equipment Maint	168,248	138,920	78,981	140,760	158,460
Contractual Services	205,473	208,351	255,482	235,000	264,000
Uniform Rental	6,914	7,267	7,375	7,500	7,500
Depreciation	1,640,094	1,641,444	1,705,514	1,705,000	1,710,000
Amortization	-	-	5,427	-	5,450
Dues/Subscriptions	300	576	420	550	550
Taxes & Licenses	6,066	6,285	5,946	6,600	6,600
TOTAL SERVICES & CHARGES	**2,512,865**	**2,536,490**	**2,616,991**	**2,677,410**	**2,717,360**
CAPITAL OUTLAY					
Other Improvements - Street Project					150,000
Equipment:			134,413		
Chopper pumps				30,000	-
Sewer line rapid assessment tool				-	140,000
Hiperline high performance sewer lining				-	-
Arc flash safety lift station panel				53,000	53,000
2 KSB heavy duty dry pit grit pumps				56,000	-
Aerzen D98S hybrid blower replacement				34,000	-
TOTAL CAPITAL OUTLAY	**-**	**-**	**134,413**	**173,000**	**343,000**
DEBT SERVICE	325,999	107,372	83,907	602,800	608,150
TRANSFER OUT - General Fund	160,000	165,000	170,000	175,000	180,000
TOTAL EXPENDITURES	**3,903,503**	**3,922,393**	**4,144,487**	**4,816,310**	**5,086,110**
	^	^	^	^	^
CHANGE IN NET POSITION	**385,146**	**2,201,566**	**1,627,219**	**(880,310)**	**(1,009,610)**
CASH BALANCE - BEGINNING				**9,748,622**	**10,573,312**
CASH BALANCE - ENDING				**10,573,312**	**11,279,152**

Performance Measures & Goals for 2025

Division:	Engineering
Completed by:	Justin Femrite
Date:	May 21, 2024

Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Estimated	2024 YTD	2025 Projected
Active Public Engineering Projects	17	12	14	15	15	9
Active Private Development Projects	8	10	4	6	6	4
Total Projects	25	22	18	21	21	13

Division Goal	Goal Objective/Task
Responsibly Grow	Continue planning for utility service extension in new urban service target areas
Community Engagement	Work with internal and external team members to establish downtown revitalization goals.

2025 BUDGET DETAIL

Dept: 3300 - Engineering

Detail of Expenditures	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	2025 BUDGET
PERSONAL SERVICES					
Regular Pay	315,288	324,218	348,930	362,900	270,350
Overtime Pay	-	-	-	-	-
PERA	23,647	24,316	26,170	27,200	20,300
FICA	19,495	20,282	21,636	22,500	16,750
Medicare	4,596	4,779	5,060	5,250	3,950
Insurance	18,690	17,676	42,198	44,300	28,350
Workers Comp	1,126	1,405	1,934	1,950	1,600
TOTAL PERSONAL SERVICES	**382,842**	**392,676**	**445,928**	**464,100**	**341,300**
SUPPLIES					
Office Supplies	179	310	251	200	250
Fuels	499	562	430	750	550
Operating Supplies	1,687	2,663	484	2,000	2,000
TOTAL SUPPLIES	**2,365**	**3,535**	**1,165**	**2,950**	**2,800**
SERVICES & CHARGES					
Engineering Fees	1,472	17,348	4,220	5,000	-
Professional Services	54	2,016	57	2,000	5,500
Telephone	889	887	730	700	700
Postage	28	38	277	50	250
Conferences/Schools	475	3,093	956	2,150	3,650
Car Allowance	4,800	4,800	4,800	4,800	4,800
Insurance	119	128	136	150	150
Equipment Maint.	1,221	73	103	1,000	1,000
Fleet Equipment Charge	1,900	2,200	3,000	3,250	3,500
IT Equipment Charge		-	3,000	3,000	1,900
TOTAL SERVICES & CHARGES	**10,958**	**30,583**	**17,279**	**22,100**	**21,450**
TOTAL ENGINEERING	**396,165**	**426,794**	**464,372**	**489,150**	**365,550**
	^	^	^	^	^

Performance Measures & Goals for 2025

Division:	Storm Water
Completed by:	Ryan Sandhoefner
Date:	May 21, 2024

Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Estimated	2024 YTD	2025 Projected
Active Stormwater Projects Reviewed	12	10	6	8	3	4
Completed Stormwater Projects	6	6	4	5	1	2
Water Quality Inspections	265	275	280	270	115	275
Active Site Inspections in Compliance	70%	70%	70%	70%	70%	70%
Stormwater Basin Cleaned	1	0	0	6	0	1
Stormwater Basin % Performance:						
<70% - Considerable Maintenance	5	6	6	4	4	3
70-80% - Notable Maintenance	23	23	24	19	19	19
80-90% - Some Maintenance	92	92	92	90	90	90
>90% - Little to No Maintenance	228	230	230	236	236	240
Permit Application Reviews	349	351	352	355	355	359

Division Goal	Goal Objective/Task
Maintain Municipal Separate Storm Sewer System (MS4) Permit	Ensure compliance to protect and improve water quality and continue Stormwater Program Guide updates and implementation
TMDL Waste Load Reduction	Construct stormwater management projects that reduce nutrients entering Lake Orono
Asset Management	Electronically track all stormwater assets, conditions and track potential illicit discharges
Permit compliance	Ensure that all construction site obtain required permits and continue to improve active inspection compliance with the city building department.
Apply for water quality grants	Reduce the financial impact on the stormwater fund for future projects that reduce nutrient loading to Lake Orono.
Review permit applications	Ensure that all city water resource protection ordinances are considered in the preliminary planning stages before building permits are issued

2025 BUDGET DETAIL

Fund: Storm Water

Detail of Revenues/Expenditures	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	2025 BUDGET
REVENUES:					
Storm Water Charges	585,637	608,796	633,969	630,000	675,000
Interest Income	(12,724)	(191,635)	85,586	25,000	30,000
Misc. Revenue	413	305	271,922	-	-
Capital Contributions	579,978	872,439	487,524	-	-
TOTAL REVENUES	**1,153,304**	**1,289,905**	**1,479,001**	**655,000**	**705,000**
EXPENDITURES:					
PERSONAL SERVICES					
Other Retirement Contributions	(50,179)	-	-	-	-
TOTAL PERSONAL SERVICES	**(50,179)**	**-**	**-**	**-**	**-**
SUPPLIES					
Operating Supplies	133	2,075	757	1,000	1,000
TOTAL SUPPLIES	**133**	**2,075**	**757**	**1,000**	**1,000**
SERVICES & CHARGES					
Audit Fees	2,061	1,744	1,984	2,250	2,300
Professional Services	11,252	13,633	10,570	14,000	13,000
Telephone	270	330	300	350	350
Travel, Conferences/Schools	3,000	3,000	-	500	500
Equip/Software Maint.	-	-	-	20,000	20,000
Contractual Services	177,096	162,636	470,915	415,000	265,000
Depreciation	467,397	478,502	494,793	495,000	500,000
Dues/Subscriptions	1,500	1,500	1,650	1,500	1,800
TOTAL SERVICES & CHARGES	**662,576**	**661,345**	**980,212**	**948,600**	**802,950**
CAPITAL OUTLAY					
2025 Street Project					150,000
TRANSFER OUT - General Fund	121,000	135,000	135,000	175,000	125,000
TOTAL EXPENDITURES	**733,530**	**798,420**	**1,115,969**	**1,124,600**	**1,078,950**
CHANGE IN NET POSITION	**419,774**	**491,485**	**363,032**	**(469,600)**	**(373,950)**
	^	^	^	^	^
CASH BALANCE - BEGINNING				**2,110,686**	**2,136,086**
CASH BALANCE - ENDING				**2,136,086**	**2,262,136**

Performance Measures & Goals for 2025

Division:	Liquor
Completed by:	Joe Audette
Date:	

Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Estimated	2024 YTD	2025 Projected
Customer Count	291,287	285,953	267,312	275,000	153,684	290,000
Avg. Sale per Customer	$29.64	$29.68	$29.80	$29.00	$29.05	$29.00
Gross Profit %	29%	28%	28%	28%	28%	28%
Labor Costs as % of Sales	11.59%	11.62%	13.12%	12.91%	13.48%	12.45%
# of Deliveries	685	318	326	350	244	1,000
					6/30/2024	

Division Goal	Goal Objective/Task
Promote community value of liquor operations	Promote a unified "message" paired with liquor transfers and a better knowledge of where consumer dollars go. We also do community projects.
Improve number of delivery sales and items offered	Set up eCommerce site with City Hive. Get Northbound online with new delivery.
Recruit and retain staff	Explore new strategies to recruit and retain liquor store employees.

2025 BUDGET SHEET

Fund: Liquor

Detail of Revenues/Expenses	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	2025 BUDGET
REVENUES:					
Sales	8,613,070	8,528,136	7,973,422	8,161,000	8,640,000
Cost of Sales	(6,234,978)	(6,191,509)	(5,762,668)	(6,028,000)	(6,235,750)
GROSS PROFIT	**2,378,092**	**2,336,627**	**2,210,754**	**2,133,000**	**2,404,250**
Other Revenue					
Interest	(67,485)	(489,851)	329,636	125,000	135,000
Delivery Fee	3,424	1,970	1,660	5,000	5,000
Misc. Revenue	4,146	1,263	3,812	4,000	4,000
Transfer In	-	-	-	-	-
TOTAL LIQUOR REVENUE	**2,318,177**	**1,850,009**	**2,545,862**	**2,267,000**	**2,548,250**
EXPENDITURES:					
PERSONAL SERVICES					
Regular Pay	548,842	533,642	581,818	627,800	626,750
Overtime Pay	-	8	395	-	-
Part-time Pay	237,506	264,863	278,385	191,100	290,000
PERA	58,962	56,928	60,472	61,400	68,800
FICA	47,552	48,675	51,958	50,800	56,850
Other Retirement Contributions	(22,464)	44,571	47,442	-	-
Medicare	11,112	11,384	12,152	11,850	13,300
Insurance	101,247	94,855	104,880	108,100	98,150
Workers Comp	18,083	30,090	20,190	19,450	24,150
Unemployment Compensation	-	1,126	767	-	-
TOTAL PERSONAL SERVICES	**1,000,840**	**1,086,142**	**1,158,459**	**1,070,500**	**1,178,000**
SUPPLIES					
Fuel & Lubes	703	957	833	1,500	2,000
Uniform Allowance	3,273	3,772	4,137	3,600	4,500
Operating Supplies	17,143	18,701	33,119	23,000	25,000
TOTAL SUPPLIES	**21,119**	**23,430**	**38,089**	**28,100**	**31,500**
SERVICES & CHARGES					
Audit Fees	10,304	8,722	9,918	11,300	11,500
Telephone	3,122	3,083	3,312	3,900	4,300
Conferences/Schools	-	530	959	2,000	4,000
Advertising/Marketing	5,511	5,396	6,527	19,000	20,000
Insurance	18,265	18,656	18,730	21,150	19,650
Utilities	62,930	72,675	72,604	64,500	69,500
Maintenance/Software	44,786	104,793	95,956	54,600	77,200
Depreciation	94,939	93,815	57,675	100,000	70,000
Amortization	-	-	4,175	-	4,200
Dues/Subscriptions	6,176	6,200	6,225	6,000	6,300
Taxes & Licenses	573	459	940	500	500
Credit Card Fees	180,150	167,247	144,472	173,000	180,000
Miscellaneous	-	-	13	-	-
TOTAL SERVICES & CHARGES	**426,756**	**481,576**	**421,506**	**455,950**	**467,150**
OTHER FINANCING SOURCES					
Disposal of Assets	-	-	(4,150)	-	-
CAPITAL OUTLAY	-	-	-	91,000	-
DEBT SERVICE	-	344	461		500
TRANSFERS OUT					
General Fund	500,000	750,000	1,000,000	1,000,000	750,000
Park Improvement Fund	250,000	250,000	250,000	250,000	250,000
SCBA Funding	251,394	-	-		
TOTAL LIQUOR EXPENDITURES	**2,450,109**	**2,591,492**	**2,872,665**	**2,895,550**	**2,677,150**
CHANGE IN NET POSITION	**(131,932)**	**(741,483)**	**(326,803)**	**(628,550)**	**(128,900)**
	^	^	^	^	^
CASH BALANCE - BEGINNING		**4,727,923**	**4,560,789**	**3,872,307**	**3,343,757**
CASH BALANCE - ENDING		**4,560,789**	**3,872,307**	**3,343,757**	**3,289,057**

Division Performance Measures & Goals for 2025

Division:	Finance
Completed by:	Ryan Vadnais
Date:	June 4, 2024

Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Estimated	2024 YTD	2025 Projected
City Bond Rating	AA+	AA+	AA+	AA+	AA+	AA+
Avg Rate of Return to Maturity	1.54%	4.92%	4.72%	4.90%	5.14%	4.90%
Accounts payable disbursements	4,575	4,663	4,421	4,550	1,848	4,675
AP ACH vendors	176	~ 205	~280	350	318	400
					6/4/2024	

Division Goal	Goal Objective/Task
Transparency of public finances	Continued participation in ACFR award program
	Provide meaningful and timely financial reports and information to Council and city departments
	Ensure compliance with applicable federal/state laws and GASB auditing standards and reporting requirements
	Administer the reporting requirements of the ARPA funds
Efficient and effective processes	Review effectiveness of internal controls and implement auditor recommendations
	Enhance efficiencies and streamline operations with implementation of new financial software
Sustainable funding	Continue to develop a long-term financial management plan to provide financial sustainability for the city
Employee development	Enhance employee development through conference and workshop attendance along with peer networking opportunities
	Cross training of finance department staff

2025 BUDGET DETAIL

Dept: 1310 - Finance

Detail of Expenditures	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	2025 BUDGET
PERSONAL SERVICES					
Regular Pay	357,127	410,863	450,161	508,150	542,100
Overtime Pay	-	-	31	-	-
Part-time Pay	51,309	35,414	1,125	-	-
PERA	30,417	31,842	31,423	38,100	40,650
FICA	24,832	27,119	27,103	31,500	33,600
Medicare	5,797	6,342	6,339	7,350	7,850
Insurance	41,839	50,084	56,509	63,450	66,350
Workers Comp	1,810	2,044	2,024	2,200	2,800
TOTAL PERSONAL SERVICES	**513,131**	**563,708**	**574,715**	**650,750**	**693,350**
SUPPLIES					
Office Supplies	4,942	3,338	1,538	1,800	1,800
TOTAL SUPPLIES	**4,942**	**3,338**	**1,538**	**1,800**	**1,800**
SERVICES & CHARGES					
Audit Fees	20,605	17,442	19,837	22,500	23,000
Professional Services	58,200	56,657	63,726	59,000	64,000
Telephone	360	180	-	400	400
Postage	1,972	1,460	2,692	2,000	3,000
Conferences/Schools	1,220	1,865	4,188	10,750	8,200
Publishing	208	240	273	250	300
Software Services	3,303	29,735	24,877	25,750	28,200
Dues/Subscriptions	1,144	1,484	1,700	1,600	2,050
Credit Card Fees	14,111	19,342	34,612	21,000	35,000
Bank Fees	1,352	1,467	2,465	1,600	2,750
IT Equipment Charge		-	3,350	3,350	3,950
TOTAL SERVICES & CHARGES	**102,475**	**129,872**	**157,720**	**148,200**	**170,850**
TOTAL FINANCE	**620,548**	**696,918**	**733,973**	**800,750**	**866,000**
	^	^	^	^	^

2025 BUDGET DETAIL

Dept: 1400 - Legal

Detail of Expenditures	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	2025 BUDGET
SERVICES & CHARGES					
Legal Fees	244,402	270,650	288,808	275,000	300,000
Campbell Knutson				95,000	80,000
Hawkins & Baumgartner, P.A. - prosecution				180,000	220,000
TOTAL SERVICES & CHARGES	**244,402**	**270,650**	**288,808**	**275,000**	**300,000**
TOTAL LEGAL	**244,402**	**270,650**	**288,808**	**275,000**	**300,000**

Performance Measures & Goals for 2025

Division:	City Council
Completed by:	Tina Allard
Date:	May 24, 2024

Division Goal	Goal Objective/Task
Draft a Cost Participation Policy	For Trail and Street Improvement Projects
Budget and Sinking Fund for Building Repair	Transition Public Works Facility bond to General Levy
Furniture and Things Event Center	Fully staffed and financially self-sustaining
Fire Station #1	Planning and funding
Downtown Asset Evaluation & Rejuvenation Plan	Traffic, parking, pedestrian crossing studies, Street Improvement Project (and beautification? Downtown Main Street to 169 visioning.

2025 BUDGET DETAIL

Dept: 1110 - City Council

Detail of Expenditures	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	2025 BUDGET
PERSONAL SERVICES					
Part-time Pay	38,500	39,125	38,500	38,500	38,500
PERA	1,225	1,200	850	1,250	1,250
FICA	868	899	1,333	900	900
Medicare	559	558	558	600	600
Workers Comp	57	60	104	50	100
TOTAL PERSONAL SERVICES	**41,209**	**41,842**	**41,345**	**41,300**	**41,350**
SUPPLIES					
Office Supplies	2,362	206	225	600	600
Operating Supplies	-	897	42	-	-
TOTAL SUPPLIES	**2,362**	**1,103**	**267**	**600**	**600**
SERVICES & CHARGES					
Professional Services	3,936	6,292	4,769	9,500	16,800
Communications	1,114	1,263	1,263	1,300	1,300
Postage	92	91	64	100	100
Travel, Conferences/Schools	1,033	1,154	859	1,400	1,800
Publishing	2,830	3,307	5,219	5,200	6,200
Insurance	43,370	52,992	65,506	72,000	80,200
Contractual Services:					
Fireworks	16,500	38,558	39,166	42,000	24,000
Elk RiverFest	22,477	-	-	-	22,000
Dues/Subscriptions	20,706	21,994	23,211	24,550	25,550
Misc - Employee/Volunteer Recognition	5,893	12,137	12,710	13,100	13,400
IT Equipment Charge		-	2,500	2,500	-
TOTAL SERVICES & CHARGES	**117,951**	**137,788**	**155,267**	**171,650**	**191,350**
TOTAL CITY COUNCIL	**161,522**	**180,733**	**196,879**	**213,550**	**233,300**
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Performance Measures & Goals for 2025

Division:	Communications
Completed by:	Tina Allard, City Clerk
Date:	

Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Estimated	2024 YTD	2025 Projected
Total number of productions	69	72	89	100	39	100
YouTube views	9,180	12,600	37,309	30,000	27,153	17,000
YouTube impressions	71,600	92,700	562,167	500,000	489,672	100,000
Facebook followers	n/a	5,269	7,405	8,000	7,499	9,000
Facebook Page Visits	n/a	27,638	53,100	30,000	20,600	50,000
Facebook total reach	n/a	190,141	605,334	425,000	399,313	250,000

Division Goal	Goal Objective/Task
Enhance community awareness of city functions and amenities	Market Furniture and Things Center
	Market Liquor Operations
	Design and execute dedicated communications campaigns across multiple media platforms for city programs and educational campaigns.
Public education	Distribute public service announcements, notices, and educational videos though various media tools.
Unified messaging to build public trust and transparency	Work with departments to ensure the delivery of internal and external communications is united and consistent with the city message, brand, tone, and vision.
Graphic design services	Photography, signage, logo creation, design creation, and brand consistency throughout each program.

2025 BUDGET DETAIL

Dept: 1120 - Communications

Detail of Expenditures	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	2025 BUDGET
PERSONAL SERVICES					
Regular Pay	232,056	261,505	313,724	338,350	362,100
Part-time Pay	15,942	-	-	-	-
PERA	18,360	19,288	23,529	25,400	27,150
FICA	15,336	15,825	19,066	21,000	22,450
Medicare	3,587	3,701	4,459	4,900	5,250
Insurance	26,841	42,837	49,212	51,800	54,400
Workers Comp	993	939	933	1,000	1,450
TOTAL PERSONAL SERVICES	**313,115**	**344,095**	**410,923**	**442,450**	**472,800**
SUPPLIES					
Office Supplies	2,316	4,048	735	5,000	5,000
TOTAL SUPPLIES	**2,316**	**4,048**	**735**	**5,000**	**5,000**
SERVICES & CHARGES					
Professional Services	17,544	17,089	18,316	25,500	25,500
Telephone	480	218	414	350	400
Travel, Conferences/Schools	351	1,247	1,247	7,600	7,600
Dues/Subscriptions	845	1,339	1,800	1,300	1,300
IT Equipment Charge		-	3,100	3,100	2,950
TOTAL SERVICES & CHARGES	**19,220**	**19,893**	**24,877**	**37,850**	**37,750**
TOTAL COMMUNICATIONS	**334,651**	**368,036**	**436,535**	**485,300**	**515,550**
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Performance Measures & Goals for 2025

Division:	Administration
Completed by:	Tina Allard, City Clerk
Date:	

Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Estimated	2024 YTD	2025 Projected
Licenses/permits issued	222	205	231	220	136	222
Scanned pages into digital system	91,100	92,838	62,441	70,000	26,821	70,000
Volume of paper records eliminated	68 cubic feet	41 cubic feet	19	30	23	20
1 cubic foot = 1 banker box						

Division Goal	Goal Objective/Task
Foster trust and transparency	Review and update personnel and operating policies. Ensure fair and equitable processes. Provide effective communication channels. Set and uphold standards and expectations. Identify and provide leadership and management training.
Enhance customer service	Timely responses to resident and elected/appointed official communication. Organization-wide customer service focus and training.
City Council and Commission Support	Prepare meeting agendas/staff reports/minutes for City Council and Commission meetings. Research and provide Council guidance for policy and resident questions.
Maintain/enhance organization-wide morale, professionalism, leadership	Review and update personnel and operating policies. Ensure fair and equitable processes. Provide effective communication channels. Set and uphold standards and expectations. Identify and provide leadership and management training.
Efficient and effective general management of all city operations and intergovernmental relations	Advise City Council on matters affecting operation of city government. Monitoring and responding to citizen concerns. Effective communication and collaboration with other governmental agencies.

2025 BUDGET DETAIL

Dept: 1210 - Administration

Detail of Expenditures	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	2025 BUDGET
PERSONAL SERVICES					
Regular Pay	404,014	456,604	512,646	538,350	566,300
Overtime Pay	83	1,767	22	-	-
Part-time Pay	54,917	4,131	-	-	-
PERA	33,013	34,523	38,453	40,400	42,450
FICA	26,450	27,027	30,220	33,400	35,100
Medicare	6,590	6,739	7,390	7,800	8,200
Insurance	39,814	46,487	55,805	56,450	59,000
Workers Comp	1,941	2,151	2,343	2,350	2,900
TOTAL PERSONAL SERVICES	**566,822**	**579,429**	**646,879**	**678,750**	**713,950**
SUPPLIES					
Office Supplies	5,901	3,594	5,093	6,000	6,000
TOTAL SUPPLIES	**5,901**	**3,594**	**5,093**	**6,000**	**6,000**
SERVICES & CHARGES					
Other Professional Services	-	-	10,216		
Telephone	1,176	1,086	1,075	1,250	1,250
Postage	464	291	653	500	500
Travel, Conferences/Schools	4,271	5,433	5,079	8,200	8,250
Car Allowance	4,800	4,800	4,800	4,800	4,800
Insurance	60	88	116	100	150
Equipment/Software Maint	11,862	10,736	12,266	14,450	14,000
Dues/Subscriptions	2,108	2,361	1,712	2,200	1,950
IT Equipment Charge		-	3,550	3,550	5,150
Debt Service		2,050	513	2,050	-
TOTAL SERVICES & CHARGES	**24,741**	**26,845**	**39,980**	**37,100**	**36,050**
TOTAL ADMINISTRATION	**597,464**	**609,868**	**691,952**	**721,850**	**756,000**
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Performance Measures & Goals for 2025

Division:	Elections
Completed by:	Tina Allard, City Clerk
Date:	May 24, 2024

Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Estimated	2024 YTD	2025 Projected
Number of persons voting in general election	N/A	11,178	N/A	15,000	Not Available	N/A
Registration on election day	N/A	478	N/A	1,100	Not Available	N/A
Registered voter turnout for general election	N/A	65%	N/A	88%	Not Available	N/A
Percentage of absentee (early) voters	N/A	21%	N/A	52%	Not Available	N/A
Election judges hired	N/A	96	N/A	90	Not Available	N/A

Division Goal	Goal Objective/Task
Prepare and coordinate the 2024 general, local, state, and national elections	Ensure legal compliance, security, and equity Conduct fair and impartial elections Ensure equipment works properly and accurately Administer training to election judges

2025 BUDGET DETAIL

Dept: 1230 - Elections

Detail of Expenditures	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	2025 BUDGET
PERSONAL SERVICES					
Part-time Pay - Election Judges	-	25,573	-	53,000	-
TOTAL PERSONAL SERVICES	**-**	**25,573**	**-**	**53,000**	**-**
SUPPLIES					
Operating Supplies	-	4,944	(25)	7,000	-
TOTAL SUPPLIES	**-**	**4,944**	**(25)**	**7,000**	**-**
SERVICES & CHARGES					
Postage	-	132	5	200	-
Travel, Conferences/Schools	-	-	-	200	-
Publishing	-	1,125	-	1,000	-
Equipment Maint.	6,300	6,300	6,300	6,600	6,800
Building Rental	-	3,790	-	7,500	-
TOTAL SERVICES & CHARGES	**6,300**	**11,347**	**6,305**	**15,500**	**6,800**
TOTAL ELECTIONS	**6,300**	**41,864**	**6,280**	**75,500**	**6,800**
	^	^	^	^	^