

CITY OF FALCON HEIGHTS
City Council Workshop
City Hall
2077 West Larpenteur Avenue

AGENDA
August 19, 2020
6:30 P.M.

- A. CALL TO ORDER:
- B. ROLL CALL: ANDREWS ___ GUSTAFSON ___ LEEHY ___
MIAZGA ___ WEHYEE ___

STAFF PRESENT: THONGVANH ___
- C. PRESENTATIONS:
- D. POLICY ITEMS:
 - 1. Council Process and Procedures
 - 2. CARES Act Funding
 - 3. Proposed 2021 Budget - General Fund
- E. INFORMATION/ANNOUNCEMENTS
- F. ADJOURNMENT:

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	August 19, 2020
Agenda Item	Policy G1
Attachment	Support Documents
Submitted By	Sack Thongvanh, City Administrator

Item	Council Process and Procedures
Background	<p>LMC Executive Director Dave Unmacht will walk us through some exercises to help us answer the following four questions listed below.</p> <ul style="list-style-type: none"> a. Your role in city government b. The city's reputation c. What you want to achieve as a council d. How do you work together?
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> o Rules of Procedure Examples <ul style="list-style-type: none"> ▪ City of Rochester ▪ City of Minnetonka ▪ City of Woodbury ▪ City of Lake Elmo
Action(s) Requested	Staff is looking for direction to draft Council process and procedures.

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CITY COUNCIL RULES OF PROCEDURE

Updated April 2003

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PURPOSE

The purpose of these rules is to provide guidelines for the conduct of the public business by or on behalf of the City Council. Non-compliance with or violation of any provision will not affect the validity of any action taken, unless otherwise specifically provided by law.

1. MEETINGS

1.1 Regular Meetings

The city council of the City of Minnetonka will hold meetings in the council chambers of the community center, 14600 Minnetonka Boulevard, Minnetonka, Minnesota, according to a schedule adopted annually by resolution no later than the first official meeting held in each year. No meeting will be held on a legal holiday, but a regular meeting may be held at the same hour on the next succeeding day that is not a holiday.

1.2 Adjourned Meetings

Any meeting may be adjourned to a time, place and date certain, but not beyond the next regular meeting. Once adjourned, the meeting may not be reconvened.

1.3 Special Meetings

Special meetings may be called by the mayor or any three members of the council, upon at least three days written notice to each member of the council. Notice must be delivered in person or electronically or faxed to each member.

1.4 Emergency Meetings

Emergency meetings may only be called by the mayor or any three members of the council upon at least four hours notice to each member of the council either in writing or by telephone.

1.5 Study Sessions

Members of the council will meet in study sessions according to the annual meeting schedule adopted by the council.

1.6 Notice of Meetings

Notice of all regular meetings, regular study sessions, and special and emergency meetings must be consistently posted in a location designated by the city clerk.

1.7 Cancellation of Meetings

Meetings may be canceled by the mayor because of insufficient agenda items, lack of a quorum, inclement weather, and/or other similar reasons. Except for inclement weather and other emergency situations, council members must be notified in writing

delivered to their homes, by electronic message, or by telephone at least four hours in advance. The mayor may not cancel two or more consecutive meetings without the concurrence of a majority of the full council, except in situations of inclement weather or other emergency.

1.8 Quorum

A majority of the council, excluding vacant seats, is sufficient to do business. A majority is more than half. For the purposes of these rules, a vacant seat is a position on the council that is currently unfilled; it does not mean a seat whose incumbent is merely absent.

1.9 Meetings to be Public

Study sessions and all regular, adjourned, special or emergency city council meetings must be open to the public, except that the council may hold executive sessions from which the public is excluded when permitted by state law. A decision to hold a closed session must be made upon a motion to that effect, approved by at least a majority of the council.

2. ORDER OF BUSINESS

2.1 Agenda

The order of business of each meeting will be as contained in the agenda prepared by the city manager. The agenda will be a listing of subject which will be taken up for consideration in the following order:

- Call to Order
- Pledge of Allegiance
- Roll Call
- Approval of Agenda
- Approval of Minutes
- Special Matters
- Report from the City Manager
- Citizens Wishing to Discuss Matters not on the Agenda
- Bids and Purchases
- Consent Agenda
- Introduction of Ordinances
- Public Hearings and Related Matters
- Other Business
- Appointments
- Adjournment

2.2 Items Out of Order

With majority consent of the council, the mayor may at any time allow an item to be considered out of the regular agenda order.

2.3 Delivery of the Agenda

The agenda will ordinarily be delivered in person or electronically to council members each Friday before the Monday meeting to which it pertains.

The agenda and all supporting material not of a confidential nature will also be available to the general public at the time it is delivered to the city council.

2.4 Roll Call

Before proceeding with the business of the council, the city clerk or designee will call the roll of the council members and record their attendance in the minutes. The order of roll call will rotate with each council member being called first every sixth meeting. The mayor will always be called last.

Council members will be noted in the minutes as being excused if they advised the city manager within a reasonable time in advance of their impending absence.

2.5 Public Hearings

Generally, public hearings will be conducted in the following order:

- Introduction of item
- Staff report and recommendation
- Questions of staff by council
- Opening of the hearing by the mayor
- Comments by applicant
- Comments by the audience
- Closing of the hearing
- Questions by council
- Discussion by council
- Action by council

2.6 Public Comments

Questions or comments from the public will be limited to the subject under consideration. Depending upon the extent of the agenda and the number of persons desiring to speak on an issue, the mayor may limit the time available for public comment.

Any person may address the council on any subject pertaining to city business not listed on the agenda during the time set aside for those comments. The mayor may limit the time available to each person addressing the Council.

2.7 Consent Agenda

Routine and non-controversial items will be placed on the consent agenda. These items may be approved by one blanket motion upon unanimous consent. A council member or member of the audience may request that an item be withdrawn for separate consideration. However, a council member may abstain from voting on, or vote against, any consent agenda item without requesting its removal. Abstentions will be recorded in the minutes.

2.8 Introduction of Ordinances

An ordinance must be considered by the city council at two regular meetings before adoption. At the first meeting, the ordinance is introduced. The city council may discuss and/or refer the ordinance to an advisory board for review and public comment. The ordinance will be placed on a second regular meeting agenda for adoption.

2.9 Agenda Amendments

Once the city manager has formalized and transmitted the agenda to the city council along with accompanying material, no items will be added or deleted before the council meeting. A majority of the council may amend the agenda during "Approval of the Agenda," except that an item may not be added to the agenda of a special or emergency meeting if the item was not included in the notice for the meeting.

2.10 Deadline for Agenda Items

No item will be placed on a city council agenda unless the request has been made to the city manager by the second Friday preceding the meeting at which consideration is requested. The city manager may choose not to schedule items for a particular meeting when, in his or her opinion, other business to be considered at that meeting will likely consume the available time.

2.11 Presentation by Members of the Council

The mayor or a council member may bring before the council any new business under the "Report from the City Manager" portion of the agenda. Formal action on these matters will be deferred until a subsequent council meeting.

3. PRESIDING OFFICER

3.1 Presiding Officer

The mayor is the presiding officer at all meetings of the council. In the absence of the mayor, the acting mayor will preside. In the absence of both the mayor and acting mayor, the alternate acting mayor will preside. At its first regular meeting in January, the council, by a majority vote, will designate an acting mayor and an alternate acting mayor. A reference to the mayor in these rules also means the acting mayor, the alternate acting mayor, or other council member if the person is serving as the presiding officer in place of the mayor.

3.2 Call to Order

The Mayor will call the council meeting to order. In the absence of the mayor, the acting mayor, and the alternate acting mayor, the meeting will be called to order by the city manager who will immediately call for the selection of a temporary presiding officer.

3.3 Participation of Mayor

The mayor may move, second, and debate from the chair, subject only to the same limitations of debate imposed on all Council members. He or she is not deprived of any rights and privileges of a council member by reason of acting as presiding officer. However, the mayor is primarily responsible for the conduct of the meeting. If he or she desires to personally engage in extended debate on questions before the council, he or she should consider turning the chair over to another member.

3.4 Question to be Stated

The mayor must verbally restate each question immediately prior to calling for the vote, upon request from any council member. Following the vote, the mayor will verbally announce whether the question carried or was defeated. The mayor will also publicly state the effect of the vote for the benefit of the audience before proceeding to the next item of business.

3.5 Maintenance of Order

The mayor is responsible for the maintenance of order and decorum at all times. No person is allowed to speak who has not first been recognized by the mayor. All questions and remarks must be addressed to the mayor, or through the mayor to the appropriate council member, staff member, citizen, or representative.

3.6 Powers

The mayor has the following powers:

- (a) to rule motions in or out of order, including any motion obviously offered for obstructive or dilatory purposes;
- (b) to determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
- (c) to entertain and answer questions of parliamentary law or procedure;
- (d) to call a brief recess at any time; and
- (e) to adjourn in an emergency.

A decision under (a), (b), or (c) may be appealed to the council upon motion of any member. This motion is in order only immediately after the challenged decision is announced. The member making the motion need not be recognized by the mayor, and the motion may not be ruled out of order if it is made timely.

4. RULES, DECORUM, AND ORDER

4.1 Points of Order

The mayor will determine all points of order subject to the right of any member to appeal to the council. If any appeal is taken, the question will be, "Should the decision of the mayor be sustained?" A majority vote will govern and conclusively determine the question of order.

4.2 Decorum and Order – Council Members

- a) A council member desiring to speak must address the mayor and upon recognition, must address only the question under debate.
- b) A council member desiring to question the staff must address the question to the city manager or city attorney, in appropriate cases, who will respond to the inquiry or designate a staff member to do so.
- c) A council member, once recognized, may be interrupted while speaking only if called to order by the mayor, a point of order is raised by another council member, or the speaker chooses to yield to questions from another council member.
- d) A council member called to order while speaking must cease speaking immediately until the question of order is determined. If ruled to be in order, he or she may proceed. If ruled to be not in order, he or she must remain silent or alter his or her remarks so as to comply with rules of the council.

- e) Council members must accord courtesy to each other, to city employees and to the public appearing before the council and must refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities.
- f) A council member may move to require the mayor to enforce the rules. Upon the affirmative vote of a majority of the council, the mayor must do so.

4.3 Decorum and Order – Employees

Staff members must observe the same rules of procedure and decorum applicable to members of the council. The city manager must ensure that they observe such decorum. Any staff member, including the city manager, desiring to address the council or members of the public must first be recognized by the mayor. All remarks must be addressed to or through the mayor.

4.4 Decorum and Order – Public

Members of the public attending council meetings must observe the same rules of order and decorum applicable to the council. The mayor may order the removal of any person who makes inappropriate remarks or who becomes boisterous while addressing the council and bar that person from further audience with the council.

4.5 Enforcement of Decorum

The city manager must carry out the orders and instruction of the mayor for maintaining order and decorum in the council chambers.

4.6 Personal Privilege

The right of a member to address the council on a question of personal privilege is limited to cases in which his or her integrity, character, or motives are questioned or impugned.

4.7 Conflict of Interest

Any council member prevented from voting because of a conflict of interest, must refrain from debate and voting. That council member may choose to leave the council chambers during debate and voting on the Issue.

4.8 Limitation of Debate

A council member normally should speak only once on a subject until every other member choosing to speak has done so.

4.9 Dissents and Protests

A council member has the right to express dissent from or to protest any action of the council. A council member wishing to have the dissent or protest entered in the minutes should state so with language such as “I would like the minutes to show that I am opposed to this action for the following reasons:”

4.10 Procedures in Absence of Rules

In the absence of a rule to govern a point or procedure, Robert’s Rules of Order, Newly Revised, should be used as a guide.

4.11 Rulings of Mayor Final Unless Overruled

The mayor will decide all questions or interpretation of these rules, point of order or other questions of procedure, requiring ruling. Unless overridden or suspended by a majority vote of the Council members present and voting, a ruling is final and binding for purposes of the matter under consideration.

4.12 Amendment of Rules

These rules may be amended at any regular meeting or at a special meeting that includes amendment of the rules as one of the stated items to be considered. Adoption of an amendment requires an affirmative vote equal to at least two-thirds of all the actual membership of the council, excluding vacant seats.

5. ADDRESSING THE COUNCIL

5.1 Manner of Addressing the Council

A member of the public desiring to address the council must proceed to the podium and wait to be recognized by the mayor. After being recognized, he or she must state his or her name and address for the record.

All remarks and questions must be addressed to the mayor and not to an individual council member, staff member or other person. During a public hearing, all remarks must be limited to the subject under consideration. No person may enter into any discussion without being recognized by the mayor.

5.2 Addressing the Council after Motion is Made

After a motion has been made, or after a public hearing has been closed, no person may address the council without first securing permission from the mayor.

5.3 Limitations Regarding Public Comments and Reports

The mayor may limit or rule out of order a speaker who addresses the council on a topic that is currently before, or about to be submitted for consideration by, a city

commission, board or other agency. If an appeal procedure is or was available, the mayor may not allow oral communication to the council outside that procedure. This rule is intended to ensure that a matter follows the appropriate process and that discussion takes place in the proper forum.

5.4 Written Correspondence

The city manager is authorized to open and attend to all mail addressed to the mayor or council not marked "personal" and that appears to relate to city business. All administrative business in those communications that does not require council action may be disposed of between council meetings. A copy of any communication to the council must be sent to each council member weekly. Correspondence to the mayor or individual members not of general interest to the council should be forwarded to the person addressed.

A communication delivered to city hall relating to a matter pending, or to be brought before city council, must be included in the agenda packet for the meeting at which the item is to be considered. Letters of appeal from administrative or commission decisions must be processed under applicable ordinance provisions.

6. MOTIONS

6.1 Motions Out of Order

A member may make only one motion at a time. A substantive motion is out of order while another substantive motion is pending.

6.2 Division of Question

If the question contains two or more propositions, the mayor may, and upon request of a member must, divide the same.

6.3 Withdrawal of Motions

A motion may not be withdrawn by the mover without the consent of the person seconding it.

6.4 Precedence of Motions

When a motion is before the council, only procedural motions may be considered, in order of priority listed below. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority vote of the full council for adoption.

6.5 Motion to Adjourn (not debatable)

A motion to adjourn is in order at any time except:

- a) when made as an interruption of a member while speaking;

- b) when discussion has ended, and vote on a motion is pending; and
- c) while a vote is being taken.

6.6 Motion to Fix Hour of Adjournment

Unless otherwise agreed by at least a majority of the council, all meetings and study sessions of the council must be adjourned by 12:00 a.m. A motion to set a different, specific time at which to adjourn, is not debatable and not subject to amendment except by unanimous vote.

6.7 Motion to Suspend the Rules

A motion to suspend provisions of these rules may be approved only by a vote equal to at least two-thirds of the actual membership of the council, excluding any vacant seats.

6.8 Motion to Table

A motion to table is not debatable and precludes all amendments or debate of the subject under consideration. If the motion prevails, the matter may be “taken from the table” at any time prior to the end of the next regular meeting, unless the motion is to either table indefinitely or to a date certain. If the motion is to table indefinitely, the matter may not be rescheduled without at least majority approval of the council.

6.9 Motion to Limit or Terminate Discussion

A motion to limit or terminate discussion may be used to limit or close debate on, or prohibit further amendment to, the pending motion. It is not debatable. If the motion fails, debate must be reopened; if the motion passes, a vote must be taken on the pending motion.

6.10 Motion to Amend

A motion to amend is debatable only as to amendment. A motion to amend an amendment is in order, but a motion to amend an amendment to an amendment is not in order. An amendment modifying the intention of a motion is in order, but an amendment relating to a different matter is not in order. A substitute motion on the same subject is acceptable, and voted on before a vote on the amendment. Amendments must be voted first, then the main motion as amended.

6.11 Motion to Continue

Motions to continue to a definite time are amendable and debatable as to propriety and time set.

6.12 Motion to Reconsider

A motion to reconsider action already taken must be made by a member who voted with the prevailing side, which is the majority side except that in the case of a tie, the “no’s” prevail. The motion must be at the meeting during which the original vote was taken, including any continuation of that meeting. The motion cannot interrupt deliberation on a pending matter, but is in order at any time before final adjournment. If a motion to reconsider is adopted, the prior action taken by the council is rescinded, and the matter is returned to the status that it had immediately before the prior vote was taken. The motion previously voted upon will once again be pending.

6.13 Motion to Rescind or Repeal

A motion to rescind or repeal action previously taken is appropriate when the time for reconsideration has expired. A motion is not in order if rescission or repeal of an action is forbidden by law. If a motion to rescind or repeal fails, no motion to rescind or repeal the same action is in order until 12 months have elapsed after the failed motion.

7. VOTING PROCEDURE

7.1 Voting Procedure

The vote on each motion will be taken by roll call and entered in the minutes. The order of voting will be rotated each meeting with the mayor voting last. The clerk will call the names of members seated. Members will respond "yes," "no," or "abstain."

7.2 Failure to Vote

Every council member must vote unless disqualified for cause.

7.3 Adoption by Majority Vote

Unless state laws, city ordinances, or these rules require a larger number of votes, council motions must be adopted by a majority of all members of the council then holding office who are able to vote on the matter, whether or not they are in attendance.

7.4 Failure to Achieve Required Votes

A matter that fails to achieve the required number of votes for passage, including a tie vote, is deemed denied. The council members voting in opposition must state their reasons for the record. A matter is not deemed denied if the council continues the matter to another council meeting, by a motion adopted by the same number of votes needed for passage of the matter.

CITY OF ROCHESTER

RULES OF PROCEDURE AND CODE OF CONDUCT OF CITY COUNCIL

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ARTICLE 1: Rules of Procedure

Rule 1. Meetings

- A. **Regular Meeting.** Regular meetings of the city council shall be held at 7:00 p.m. on the first and third Monday of every month in the city council chambers unless otherwise noticed. If the first or third Monday falls on a city holiday or Christmas Eve or New Year's Eve, the regular meeting shall be held at 7:00 p.m. on the next Wednesday.
- B. **Work Session Meetings.** Work session meetings may be scheduled by the city council as needed. Beginning January 1, 2019, Work session meeting shall be held in council chambers.
- C. **Special Meetings.** A special meeting, or any change in the time or location of a regular meeting, may only be called by the mayor, council president or any two council members by notifying the city clerk. The city clerk shall notify each member of the council and notice the meeting pursuant to state and municipal law.
- D. **Quorum.** Four council members shall be a quorum for the transaction of business, but in the absence of a quorum, the members present may adjourn the meeting to a later date.
- E. **Telephonic Attendance at Meetings.** Any member of council may attend a meeting telephonically subject to the following conditions.
 - 1. The presiding officer, chief legal counsel, or chief administrative officer for the affected governing body determines that an in-person meeting is not practical or prudent because of a health pandemic or an emergency declared;
 - 2. All members of the city council participating in the meeting, wherever their physical location, can hear one another and can hear all discussion and testimony;
 - 3. Members of the public present at the regular meeting location of the body can hear all discussion and testimony and all votes of the members of the body, unless attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration;
 - 4. At least one member of the body, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless unfeasible due to the health pandemic or emergency declaration; and
 - 5. All votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.

Rule 2. Presiding Officer

- A. **Conduct of Meeting.** The presiding officer at all meetings of the council shall be the councilmember-at-large, also known as the council president, and, in the council president's absence, the presiding officer shall rotate as follows: ward one councilmember January and July, ward two councilmember February and August, ward three councilmember March and September, ward four councilmember April and October, ward five councilmember May and November, ward six councilmember June and December. . The presiding officer shall conduct the business and deliberations of the council under these rules. Specifically the presiding officer shall:

1. Preserve order and decorum in the council chambers;
 2. Observe and enforce all rules adopted by the council for its government;
 3. Decide all questions on order, in accordance with these rules;
 4. Recognize members of the council in the order in which they request the floor. No member shall be recognized and given the floor to speak on the same matter more than once until after all other members of the council have had an opportunity to be recognized and be heard.
 5. Retain the authority during public comment to determine whether a speaker's remarks fail to comply with these rules or exceed the scope of the designated forum. The presiding officer shall have the authority to suspend such person's right to speak, subject to the council's right to overrule such decision.
- B. Duties of the council president. The council president serves as the presiding officer of the city council.
- C. Absence of Mayor. In the absence of the mayor the council president shall be the acting mayor and shall have all powers of the mayor, except the power to veto.

Rule 3. Remarks and Debate

- A. Speaking to the Motion. Council member remarks are limited to a total of eight minutes on each agenda item. Council members may forfeit their time to speak to another council member, this can be done without a vote. For purposes of this section asking questions of staff members, applicants or the public are not included in the number and time of speaking limitations.
- B. Interruption. No member of the council shall interrupt or argue with any other member while such member has the floor.
- Courtesy. Members of the council are reminded, in the discussion, comments, or debate of any matter or issue, shall be courteous in their language and demeanor and shall not engage in disorderly behavior, or make personal comments, derogatory remarks or insinuations in respect to any other member of the council, staff or public.
- C. Discipline. If a member of the council violates these rules, the presiding officer shall call such member to order, in which case such member shall be silent except to explain or continue in order. Any other member of the council may, under a point of order, call the presiding officer or other member to order. Additional discipline may include, but is not limited to, a verbal admonition, public reprimand, and expulsion from the meeting at which the conduct is occurring.
- D. Challenge. Any member of the council shall have the right to challenge any action or ruling of the presiding officer, or member, in which case the decision of the majority of the members of the council present, including the presiding officer, shall govern.
- E. City Staff. The city administrator and city attorney or their designees shall have the right to enter into a discussion of any matter coming before the city council. Other city staff may enter into a discussion through the city administrator or designee or when asked a direct question by a member of the council.

Rule 4. Order of Business

A. Order of Business. The order of business shall be as follows:

1. Pledge of Allegiance
2. Open Comment Period
3. Call to Order/Roll Call
4. City Administrator Report
5. Mayor Report
6. Order of Agenda
7. Consent Agenda
8. Reports and Recommendations
9. Public Hearings
10. Council Initiated Actions
11. Ordinance Readings
12. Tabled Items
13. Other Business
14. Adjournment

B. Consent Agenda. All matters listed under consent agenda are considered to be routine by the city council and will be voted by one motion. There will not be separate discussion of these items. City staff shall have discretion on what items are placed on the consent agenda.

Any council member may have any item removed from the consent agenda for separate consideration without a second or a vote before voting has finished on the consent agenda.

Rule 5. Motions

- A. Making a Motion. For an item to be brought to the floor a council member shall make a motion. Items shall be brought to the floor in the order of the agenda.
- B. Seconding a Motion. All motions must receive a second for action, except for a call for nominations, withdrawing a motion, a request for a roll call vote, and a point of order. If a second is made, the presiding officer will state the names of the respective council members making and seconding the motion. If a motion does not receive a second, it dies.
- C. Amending a Motion. Any council member may move to amend a pending motion. No more than two amendments may be made to a pending motion. The last amendment made shall be voted on first.
- D. Postpone to a Certain Date. This motion is used to delay consideration of an item until a specified date.
- E. Postpone Indefinitely (Table). This motion is used to delay consideration of an item until an unspecified date.
- F. Point of Order. Any council member may raise a point of order at any time. A point of order means that the council member is asking for a ruling on whether the rules of procedure are being followed. The point of order shall first be made to the presiding officer for a ruling. The member may appeal the presiding officer's ruling to the council, which may affirm or overrule the presiding officer's ruling by a majority vote of the council

members present. A point of order directed to the presiding officer or council does not require a second and is not subject to amendment.

- G. Reconsideration. No motion to reconsider a vote shall be in order except by a council member who voted on the prevailing side during the same or next meeting. Any member of the council shall have the right to change their vote at any time before final action is taken.
- H. Discussion on the Motion. Council may discuss a pending motion only after the motion has been moved and seconded.
- I. Calling the Previous Question. Any council member may call a vote on the motion (Calling the "Previous Question"). If a council member calls the question, the presiding officer shall allow the council members that have not spoken to the motion one chance to speak. The presiding officer shall then call for a vote, after which a vote shall take place.
- J. Approval or Denial. If a motion is made to approve any application or other action where the council has a quasi-judicial matter before it, and the council does not approve the motion, one of the council members voting no shall make a motion to deny the application, citing at least one legal reason for the denial. A council member may ask the city attorney or other staff to assist them in stating the reasons for denial.
- K. No Opposition. If the presiding officers determines there is no opposition to a motion, the presiding officer may ask if there is any objection to the proposed action. If there is none, the presiding officer shall announce the result. In this situation the action shall be done by unanimous consent.

Precedence of Motions

- A. Precedence of Motions. When a question is under consideration, no motion shall be entertained except as follows, such motions having precedence in order as stated:
 - 1. To adjourn. (Not debatable.)
 - 2. To remove an item from the agenda.
 - 3. To lay on the table.
 - 4. To call the question.
 - 5. To postpone to a date certain.
 - 6. To amend.
 - 7. To substitute.
 - 8. To postpone indefinitely.
 - 9. Main motion.
 - 10. Motion to reconsider.

Rule 6. Suspension of Rules

No rule shall be suspended except by a two thirds vote of the council members present at the meeting. A motion to suspend a rule is not debatable. Vote on the motion to suspend may be by voice vote of the council, unless a member requests a roll call.

Rule 7. Ordinances

Reading of ordinances shall be deemed sufficient by the reading of a brief synopsis of the title of the ordinance. A full reading shall not be required unless requested by any council member and a majority vote of the council members present.

Rule 8. Robert's Rules of Order

Any questions of practice or procedure not provided for by these rules shall be governed by Robert's Rules of Order (newest revision).

Rule 9. Amending these Rules

Amendments to these rules shall be made by a resolution and shall require a two thirds super-majority vote by the council members present.

ARTICLE 2: Code of Conduct

CHAPTER 1. Roles and Responsibilities

1.01. Whole Council

The council as a whole is a policy making board and as such, it is not the duty of the council to administer the day to day operations of the city. Many items will come before council as required by city ordinance, but many issues are more discretionary in nature. It is important that the council and the city staff work together to differentiate between administrative duties which are relevant to staff, and those decisions which are of a policy-making nature and should come before council. All council members, including those serving as presiding officer, have equal votes. No council member has more power than any other council member, and all should be treated with equal respect.

1.02. Council President

In addition to Section 1.01, the council president presides over official council meetings.

1.03. Boards & Commissions Liaisons/Elections/Seating at Rostrum

1.03(A). The selection of liaison positions by council members to city boards and commissions and the selection of seating of council members at the rostrum are handled at the first meeting when a new council is seated. Council shall select the seating of council members at the rostrum prior to the selection of liaison positions by council members to city boards and commissions.

1.03(B). The selection of council members to liaison positions to city boards and commissions shall be by rotation of council members beginning with those council members with the most consecutive years of service as a council member then reverse the order for the next rotation until all liaison positions to all city boards and commissions have been filled. The priority of those members with equal years of consecutive service shall be determined by the lower number ward. Council members previously appointed to a board or committee because of their title by resolution, ordinance or state law may continue to serve on the board or committee.

1.03(C). The seating of council members at the dais shall be by council ward number. The council president shall be in the middle. The seat furthest to the right of the council president shall be the ward one representative with the ward two representative next.

1.03(D). A council liaison to a city board or commission should serve in an advisory capacity and as a point person to keep the council informed of the activities of the board or commission. The liaison should not attempt to influence the votes of city board and commission members and should only vote if the liaison is an official voting member. The position of an official voting member shall be identified in the introductory documents provided to the council member in the orientation material.

CHAPTER 2. Internal Council Conduct

It should be generally understood that the council exists to work in the interest of the public. The council should strive to work as a team in achieving the best outcome for the community. The council should conduct business in a civil, efficient and cooperative manner with other members of council and city staff. It is incumbent upon council members to listen to one another and give full opportunity for all viewpoints to be heard. All disagreements should be handled in a civil fashion.

2.01. City Staff and the Public

2.01(A). Public decision-making must be fair and impartial and shall not be discriminatory on the basis of those protected classes, outlined in federal, state, and city laws and ordinances. It is the policy of the City of Rochester that its elected officials and advisory board members conduct business and operate in a manner that is free from illegal discrimination on the basis of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, being a member of a local human rights commission, receiving public assistance and familial status, both internally and in the relationships of the elected officials and advisory board members with their constituencies.

2.02. Recording and Broadcasting Meetings

2.02(A). All regular business meetings and special business meetings of the city council are public meetings under the provisions of the Minnesota Statutes. Executive sessions of those meetings may exclude the public from attendance, provided that the statutory mandates are met in announcing the meetings and conformance with the requirements during the meetings has occurred. Minutes of all meetings of the city council are required to be made and retained by the city clerk. Minutes of regular business meetings and special business meetings, excluding the executive sessions, will be made available to the public following approval of the minutes by the council. Each of the council meetings is to be recorded, and the minutes are created from those recordings.

2.02(B). In addition to the recordings of the regular business meetings, there is a broadcast of the meetings, and a recording of those broadcasts. The broadcasts are transmitted in real time on the Public Access Channel over the cable television network provided in the city, and beyond. In addition to the live broadcast on the cable channel, a video recording of each meeting is made available to the public through the city's internet website. Each entire meeting is recorded as hereinafter specified.

2.02(B)(i). Regular Business Meetings and Special Business Meetings. Regular business meetings and special business meetings, including emergency meetings, shall be recorded from the opening of the meeting to adjournment. An interruption of the recording may occur during a recess to executive session. Further business may be conducted by the council following the executive session. The broadcast recording will follow the same time frame of recording.

2.02(B)(ii). Emergency Meetings. Audio recording of special meetings shall be made by the city staff unless such is not available due to emergency conditions. In the instance that recording is not available, written minutes of the meeting shall be made by the city clerk, or other available staff members.

2.02(B)(iii). Executive Sessions. Executive sessions of any council meeting shall be audio recorded by the city clerk, regardless of whether the clerk remains for the session or not. The recording shall be sealed by the city clerk and retained in the city clerk's records. Such recording shall be unsealed only upon receipt of a valid court order requiring the recordings to be unsealed. The order received shall be retained by the city clerk together with the recording.

2.02(B)(iv). Regular business meetings and work session meetings will be available to the public via video streaming.

2.03. Placing Items on the Business Meeting Agenda

2.03(A). Generally, the business agenda for each meeting will be generated by city administration, with the items being suggested by staff.

2.03(B). A council member may request an item be considered on a future agenda by submitting a council initiated action form to city administration, along with a second to the proposal by another council member. In order to allow sufficient time for council to review and city staff to research the matter, the request should be submitted at least ten days prior to the meeting for which the item is requested to be placed on the agenda. The requesting council member shall submit to the clerk within the ten day period all written material for submission to the council.

2.03(C). The mayor may request an item be considered on a future agenda by submitting a request to city administration at least ten days prior to the meeting for which the item is requested to be placed on the agenda under reports and recommendations. The mayor shall submit to the clerk within the ten day period all written material for submission to the council.

2.03(D). Any board or commission of the city may request an item be considered on a future agenda, under reports and recommendations, by majority vote of the board or commission. The staff person advising the board or commission shall work with the city administration to place the item on the agenda and shall submit all written material to the clerk at least ten days prior to the meeting.

2.04. Requesting Work Session

A council member may suggest an item or topic be presented in a work session meeting to acquire information. Such item shall be scheduled for a work session meeting provided a second to the proposal is received from another council member.

2.05. Travel Policy & Expenditure Guidelines

Council members shall be subject to the same travel policies and expenditure guidelines as city employees. .

CHAPTER 3. Council Conduct with City Staff

3.01. Direction to Staff for Projects

Direction is given to the city staff to pursue items that generally impact the public policy of the city by determining that there is little or no opposition during a work session, or through a direct binding majority vote of the body at a special or regular business meeting. Once direction is given to the city administrator in one of these ways, that individual shall determine who shall carry out the duty, or advise the council if the city needs additional city staffing to carry out the task. City staff, including the direct employees of the council (which are the administrator and attorney), are under no obligation to pursue items for only one council person. If a council member wishes to ask the city staff to work on an issue, they must have either received the consent of the council by determining that there is little or no opposition during a meeting or have a second on a motion to introduce legislation.

3.02. Requests for Information on Non-Agenda Items

City staff is hired to carry out the day to day business of operating the city. Council should keep this in mind when requesting information or asking to perform these functions. Generally, all interactions with staff members should flow through the city administrator. If a council member is asking for information from city staff that will require more than thirty minutes of city staff time to collect or research a problem, or prepare a response the request will need to be approved by city council to ensure that city staff resources are allocated in accordance with overall council priorities.

3.03. Interaction with Staff

It is not appropriate for council members to admonish city staff when disagreeing with the information brought forth for presentation to the governing body. Concerns should be taken up with the city administrator, and if there is deemed to be an issue that needs to be addressed by the whole council, it will be brought forth. In any event, there shall be no personal attacks on city staff.

CHAPTER 4. Council Conduct with the Public

4.01. Public Meetings

Making the public feel welcome is an important part of the democratic process. Handouts for the public on council meeting procedures, and guidelines for addressing city council, are outlined in Appendix A and B and shall be followed at all times. Recognizing that the actions of each council member impact the public perception of the whole council, council members shall strive to treat the public with respect.

4.02. Disruption of Public Meetings

Any member of the public will be allowed to appear and speak before the city council during the open comment period and during public hearings, subject to time limitations addressed in Appendix A, unless the member of the public disrupts or otherwise impedes the orderly conduct of any council meeting, hearing, or other proceeding of the council such as using threatening or obscene language, personal defamatory statements, indecent or threatening behavior, or violent actions. If, after receiving a warning from the presiding officer, a person persists in such conduct or otherwise disrupting the meeting, the presiding officer, pursuant to the rules adopted by council, may expel and direct the member of the public to leave the meeting. Any council member may appeal the order of the presiding officer and upon a majority vote of the council such order of the presiding officer may be set aside. Such vote is undebatable. Such person may be readmitted at a future meeting as long as there are not further disturbances or disruptions by such person at that public meeting. Nothing herein shall limit or restrain negative, positive or neutral comment about the manner in which an individual employee, officer, official or council member carries out the council member's duties in public office or employment.

4.02(A). To observe the order and decorum of city council meetings, the volume on all electronic devices including but not limited to cellular telephones, pagers or computers should be turned off or set to vibrate.

4.03. Written Public Comment

Interested parties, or their authorized representatives, may address the council through written communication with regard to any matter concerning city business or over which the council has control, or by addressing the city clerk, who shall distribute the written communication to council members. Written communication may also be submitted to the city council through electronic correspondence.

APPENDIX A

CITY OF ROCHESTER, MN COUNCIL MEETING PROCEDURES

WELCOME TO A MEETING OF THE ROCHESTER CITY COUNCIL

The city council welcomes you to this meeting and invites you to participate in matters before the council. When meeting in the Council Chamber, members of the council are seated at the rostrum and each has a nameplate for recognition. City staff members are seated on the side of the rostrum. The council meets the first and third Monday of each month at 7:00 p.m. in the Council Chamber and holds work session meetings as needed, typically every Monday at 3:30p.m., as well as other meeting dates when required.

AGENDA FOR COUNCIL MEETINGS

Meeting agendas are available just prior to, or during the meeting, and are placed near the door to the Council Chamber. Copies may be picked up in the city clerk's office without charge or downloaded from the city's website.

COPIES OF AGENDA ITEMS

Agenda items may be downloaded from the city's website. Any writings distributed during a public meeting will also be available for public inspection at the meeting if prepared by city staff or a council member, or after the meeting if prepared by someone else.

PUBLIC PARTICIPATION

The council welcomes suggestions and comments which help meet the needs of the city and improve its operation, and also welcome questions which may clarify its responsibilities or its decisions. Set forth below are procedures for addressing the council. You may stand or raise your hand until recognized by the presiding officer. Please step to the lectern and microphone when addressing the council.

IDENTITY OF SPEAKERS

The presiding officer will ask each speaker to write the speaker's name on a sign-up sheet so they are correctly recorded in the minutes. The presiding officer will ask each speaker to state the speaker's name to introduce themselves before speaking.

SPECIAL PRESENTATIONS

Special presentations which include slides, films, etc., will be scheduled prior to the beginning of a council meeting. Arrangements must be made in advance with city administration at least one week prior to a meeting in order that the presentation may be noted on the agenda and advance notice provided to members of the council, news media and other interested persons. Special presentations during the course of a meeting will only be allowed with the prior approval of the council. Special presentations shall be limited to fifteen minutes in length.

WRITTEN MATERIAL

Any person providing written or other material to city council at a meeting shall provide the material to the city clerk, who will then disseminate the material to council members and staff as necessary and retain a copy for the official city records.

DISABILITY ACCOMMODATION

City council meetings are open to the public. Requests for accommodations from persons with disabilities must be made to the city administrator's office at least 24 hours in advance of a meeting. The city administrator's office may be reached at 507-328-2000. Anyone who has difficulty hearing the proceedings of a meeting may be provided with a portable listening device by requesting one from the city administrator's office. The device works directly from the public address system, and the listener can hear all speakers who are using a microphone. Anyone who is hearing impaired and requires the services of an interpreter to observe or participate in a meeting should contact the city administration office within seven days prior to the date of the meeting.

MICROPHONES

City council meetings are recorded and/or televised when held in the council chamber. In order for the audience to receive a clear audio signal, it is essential that members of the audience use the lectern microphone when addressing the council.

TIME LIMITS

The open comment section of the agenda is limited to 15 minutes and each speaker is limited to four minutes. The City Clerk shall place a sign-up sheet outside of the Council chambers and speakers will be asked to speak in the order they signed up to speak. If a speaker addresses the council during open comment period at the first meeting of the month, and wishes to speak at the second meeting of the month, that speaker shall be allowed to speak after the speakers who had not spoken at the prior meeting and their time shall be limited to two minutes.

For all open comments, the presiding officer shall monitor a timer. The timer will display a green light to start. The timer will change to yellow when the speaker has one minute left. The timer will display read when the speaker's time has expired.

Public hearings will start with the applicant presentation for up to ten minutes. Other speakers are allowed to speak once during the public hearing for five minutes. The applicant is provided a five minute rebuttal after all other members of the public have spoken.

ELECTRONIC DEVICES

To observe the order and decorum of city council meetings, the volume on all electronic devices including but not limited to cellular telephones, pagers or computers should be turned off or set to vibrate.

EXECUTIVE SESSION

A description of the items, if any, to be discussed in executive session will be listed on the agenda.

MINUTES


Official minutes of council meetings are prepared and kept by the city clerk and are reviewed and approved by the city council (usually at the next regular meeting). Copies of approved minutes are available at the city clerk's office or on the city's website.

APPENDIX B

GUIDELINES FOR ADDRESSING THE COUNCIL

1. Persons attending a city council meeting may address the council during the period of time specified on the agenda.
2. Presentations concerning agenda items will be heard only upon approval by the presiding officer.
3. An individual wishing to address the council should approach the lectern; wait to be acknowledged by the presiding officer to speak, and clearly state the speaker's name before making general remarks.
4. All remarks should be directed to the presiding officer. The presiding officer may wish to refer any questions to the proper council member or to city staff.
5. Productive public comments should not include threatening or obscene language, personal defamatory statements, or any disorderly conduct that impedes, disrupts or disturbs the orderly conduct of any meeting, hearing or other proceeding.
6. Large groups are encouraged to express their views through a single spokesperson rather than individually. Individuals should observe the time limit when speaking. The council may vote to suspend the rules and allow more time for a public comment upon a 2/3 vote.
7. Comment cards may be used for items when extensive public participation is anticipated. Individuals who wish to give comments should submit a completed card to the city clerk. The presiding officer will call the person forward when it is the speaker's turn to speak. If a person does not want to speak, a written statement can be submitted on a comment card.
8. To maintain order, applause or other unnecessary disturbances are not allowed unless permission is given by the presiding officer.
9. Petitions should be presented to the city clerk.
10. Members of the audience are encouraged to speak before the council during the designated times but they cannot make motions or otherwise participate in the meeting

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 COUNCIL DIRECTIVE	Adopted: 2001 Revised: 6-13-12, 5-13-15, 11-30-16, 8-22-18	Number: CD-COUNCIL-2.5
	Mayor:	City Administrator:
	For: City Council and Commissions	
	Subject: City Council and Advisory Commission Roles and Guidelines	

PURPOSE

The purpose of the document is to outline the main roles, duties, and authority of the City Council (Council) and Advisory Commissions (Commissions). This document also establishes general guidelines for decorum of the governing bodies such as proper procedure during meetings, best practices to represent Council and the community, and other state and local laws that apply.

POLICY

A. City Council Role and Authority

The five-member City Council is the chief governing body of the City whose responsibility it is to see that the City is properly exercising its functions, fulfilling the duties law imposes, overseeing the organization's financial affairs and selecting the City Administrator, and not exercising powers which it does not legally possess.

The City Council, as a body, has the following major areas of authority and responsibility. These are:

1. Selecting the City Administrator
2. Focus on policy and outcomes ensuring that the strategic direction leads the city to the desired outcome
3. Setting and interpreting rules governing its own proceedings,
4. Exercising all the statutory powers of cities,
5. Legislating for the City,
6. Directing the enforcement of City ordinances,
7. Appointing or hiring non-seasonal or non-temporary personnel,
8. Overseeing the City's financial operations and adopting the annual budget,
9. Appointing members of the boards, commissions, committees, chairs and task forces conducting the City's inner and regional governmental affairs,
10. Protecting the general health, welfare and safety of the City and its inhabitants
11. Serving as the Economic Development Authority (EDA) and the Housing and Redevelopment Authority (HRA), and
12. Providing community leadership and vision

The most important single responsibility of individual Council Members is participation and voting at City Council meetings and workshops. As individuals, Council Members have no individual administrative authority; they cannot direct staff or otherwise supervise City employees unless the Council specifically directs them to do so. Staff's respective duties are to Council as an entity. No one Council Member has any right to privileged information, or the direction of staff analysis, research or action apart from the group. As a Council, however, Council Members should devote their official time to issues of basic policy and to acting as liaisons between the City and the general public. Council Members should be concerned, not only with the conduct of current affairs, but also with the future development and welfare of the City.

B. Affirmation of Expectations

The Council seeks to establish commonly held expectations and to clarify roles and procedures to further Council and staff effectiveness. These various initiatives are to not suppress the dynamic engagement which is so valuable to policy development. The Council is committed to a set of behavioral expectations, intended to create a high level of trust, creativity, and productivity. These include:

1. Staying focused on top priority and strategic goals, rather than becoming reactive,
2. Engaging in proactive, on-going communication which avoids unnecessary surprises,
3. Seeking common ground and coming together, avoiding the fueling of controversy or anxiety,
4. Focusing on others' actions and avoiding speculation about their intentions,
5. Building trust by being transparent, ethical, and acting with integrity,
6. Engaging in and encouraging direct communication,
7. Maintain confidentiality of all closed session materials and discussion,
8. Assuming good intentions and asking about intent, and
9. Respecting all citizens and all members
10. Read packets ahead of time and, when possible, provide the City Administrator advance notice about questions for staff before the meeting
11. Participate in all issues, not just select matters of personal interest
12. Voting after council discussion
13. Debate and disagree, without fighting and with keeping it to the issue at hand
14. Remember that council makes policy and sets direction, and staff manages the operations and implements Council actions

There are also expected activity levels of Council Members in addition to attending additional meetings, training, activities and events as part of the fulfillment of their duties. Some of these are:

1. City Council Orientation: Setting the information foundation of a Council Member is important. Therefore, for each new Council Member, a detailed orientation plan should be completed and fulfilled within the first year of office.
2. City Council Meetings: Council Members are expected to be present and on time at all noticed meetings of the City Council. Absences from Council meetings should be identified as soon in

advance as possible and communicated to the City Administrator to assure a quorum and necessary voting numbers are present for any given action before the Council.

3. Council Liaison: Each Council Member will be assigned meetings through the year that they are expected to attend on behalf of the City Council. Information from these meetings that might be of interest to the other Council Members should be reported at the end of the monthly City Council workshop meetings under “Mayor and City Council Comments and Commission Liaison Updates.”
4. Additional Meetings: There are a number of meetings outside the normal meeting schedule that it is important for Council Members to attend. Some of them are:
 - City Council/Advisory Commission Kick-off event
 - Groundbreaking and grand openings of City facilities
 - Joint meetings with other public entities
 - One-on-one meetings with the City Administrator as established
 - Development Tour
 - Emergency Management Training

C. Advisory Commission Role and Authority

Advisory Commissions have a primary role to advise the City Council in the creation and evolution of City policies and procedures. In particular instances, governing bodies may facilitate public participation in order to fully develop a recommendation to the City Council.

City staff members are available to provide general assistance to Advisory Commissions. Advisory Commissions are not involved in the administration or operation of City departments. Commissions may not conduct major studies, or establish official policy without the approval of the City Council.

Despite Commissions’ differing tasks, all share some basic responsibilities. Members need to stay informed on subjects of interest to their specific commission. Conscientious attendance is also a fundamental responsibility, as irregular attendance lessens one’s ability to study all aspect of items under consideration.

D. Non-Participation in Administration

The City Council has an important oversight and fiduciary responsibility and must develop processes to ensure accountability. Central to an understanding of the role of Council Members is a confirmation of an appropriate relationship with staff. Members of the Council shall refrain from becoming directly involved in the administrative activities of the City and shall not intrude into those areas that are exclusively the responsibility of staff. Individual Council Members may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the Council as a whole. Neither an individual Council member nor any Commission member shall give direction or orders to any staff member.

The Council shall work with City staff through the City Administrator or his / her designee. The City Administrator may choose to establish formal or informal norms for routine Council or Commissioner staff interaction.

E. Agendas

Council and Commission agendas shall be established by the City Administrator or his / her designee. Future agenda items requested by a Council Member or Commission Member shall be discussed during a regular and/or workshop meeting and will be determined by the majority of the Council or Commission.

In order to focus the Council meetings on consideration of policy issues and to maintain an open forum for public discussion, questions which focus on the policy aspects of agenda items should be at the Council meeting rather than administrative details. Any clarifications or technical questions that can be readily answered should be handled before the meeting. Council Members are encouraged to submit their questions on agenda items to the City Administrator as far in advance of the meeting as possible so that staff can be prepared to respond at the Council meeting.

F. Communication

1. **E-mails:** All e-mails sent through the City server shall be saved per the City's data retention policies. Each Council Member shall be assigned a unique City e-mail address for City-related e-mail communication. It is strongly advised for Council Members to exclusively use this address for their City business e-mails. Use of personal email for City business could create government data to their personal account subjecting them to retention laws and possibility of discovery if the City receives a data request.

Council Member e-mail communications should be directed either to the City Administrator or to a department head, copying the City Administrator. General electronic communications related to the specific functions of the City Clerk (i.e. scheduling of meetings, record retention, data practices, research, etc.) and the Communications Coordinator (i.e. composing of various items such as articles for the newsletter, press releases, and general correspondence) following positions, may be directly e-mailed, copying the City Administrator.

Council Member communication may not copy more than one other Council Member in their correspondence, nor should e-mail messages be forwarded on from one member to another so as to create a "walking quorum." E-mails to Council Members from the public should be done through the council@woodburymn.gov, which will be shared with all members of the Council.

Advisory Commission members will not receive a City e-mail address. Commissioners should direct all their communications to their Commission staff liaison.

2. Written correspondence: The City Clerk or assigned staff shall open up incoming mail for the Mayor, Council Member and Commission Members (unless it is labeled personal and confidential) and disseminate these materials. The City Clerk or assigned staff is authorized to provide copies of Council Members' correspondence to pertinent staff members. General correspondence addressed to Council Members shall be opened and distributed to all Council Members as appropriate.
3. Text messages/social media correspondence: All electronic communications from Council to staff or from Council to the public should utilize a City issued address.
4. The City logo, insignia and brand can only be used for City business and not for political or personal purposes.
5. Prior to interviews with the press, Council Members will inform the City Administrator or designee to coordinate message points.
6. Speaking for the City: When Council Members are requested to speak to groups or are asked for the City Council's position on an issue (verbal or written), the response should reflect the position of the City Council as a whole. A Council member may clarify his/her vote on a matter by stating, for example, "While I voted against X, the City Council voted in support of it." When representing the City at meetings or other venues, it is important that those in attendance gain an understanding of the City Council's position rather than that of an individual member.

G. General Meeting Guidelines

During meetings, members shall preserve order and decorum and shall obey the rules of the governing body. Governing bodies are expected to conduct meetings implementing Robert's Rules of Order (11th edition). Discussions shall be conducted in an orderly fashion. Private conversation between members during meetings is inappropriate. Members also should not privately communicate with any member of the public, including other governing body members and staff via electronic means during a public meeting. As much as possible, or practical, members should provide City staff questions in advance of a meeting that may entail research and preparation for items on the forthcoming agenda.

A member once recognized, shall not be interrupted while speaking unless called to order by the chair, or the speaker chooses to yield to questions from another member. All members shall accord the utmost courtesy to each other, to City employees and to the public appearing before the body. Members shall also refrain at all times from rude and derogatory remarks. Members shall confine their remarks to the issues before the body and shall not attempt to revisit or reopen issues already addressed and settled with one exception: a member of the prevailing side on an issue may move for formal reconsideration of that issue.

Citizens and staff attending meetings shall also observe the same rules of propriety, decorum and good conduct applicable to Council/Commission Members. Any person making personal,

impertinent, or slanderous remarks or anyone who becomes boisterous while addressing the body or while attending the meeting shall be asked by the Mayor/Chairperson to conduct themselves properly, and if they fail to do so shall be asked to leave the room.

If the governing body conducts public hearings, members shall not express their views on a proposal until after a public hearing is closed. Members' comments and questions shall not suggest a position. After a public hearing is closed, members shall be invited to discuss their views on the proposal. Members shall apply City Council and Advisory Commission Guidelines and Practices to achieve win-win solutions whenever possible.

Outside of deliberations, it is a member's responsibility to present views and recommendations representing the governing body as a whole. Members expressing views not represented by the majority of the body shall identify them as such.

Public statements shall not include promises that may be construed to be binding on the City, governing body or staff. When making a public statement, members shall indicate that Commission actions are recommendations and that final action will be taken by the City Council. Additionally, members of a governing body shall follow the guidelines on electronic communications CD-COUNCIL-2.7.

Public officials and representatives on governing bodies shall follow Minnesota State Statute 10A.07 Conflicts of Interest and Minnesota State Statute 10A.09 Statements of Economic Interest.

The success or failure of a governing body's efforts may be dependent upon the degree of cooperation evident among the individual members of the body; therefore, members shall work to establish a good relationship with each other.

Each member shall keep in mind these important points:

- Show respect for another's viewpoint.
- Allow others adequate time to fully present their views before making comments.
- Be open and honest.
- Make new members feel welcome and help them become acquainted with their duties.
- Comments are confined to the current issue or policy, not to the person who made other comments
- Refrain from speaking a second time until everyone has spoken a first time
- No verbal attacks of other members
- No side conversations
- Pay attention (avoid use of any personal technology devices)
- Speak directly and openly to one another
- Support Council decisions

Members shall not vote on, nor participate in the discussion of, issues in regard to which the member has a conflict of interest. Conflict of interest is generally defined as having a personal financial

interest in the outcome. Further information can be obtained from the City Attorney by contacting the City Administrator.

Members are also expected to consider issues in terms of the good of the City as a whole and should, as much as possible, be perceived as considering issues on this basis. To this end, members are requested to publicly disclose any relationships to parties involved in an issue or possible perceived conflicts which might be viewed as impacting their ability to objectively consider an issue before them.

H. Requests for Information/Analysis

City Council requests for information should be made through the City Administrator, according to protocol for channeling communications. Any request that requires a significant amount of staff time to research a problem or prepare a response may be referred to the full Council for direction to ensure that staff resources are allocated in accordance with overall Council priorities.

Commission requests for information will be made to the designated Commission staff liaison. Requests requiring a significant amount of staff time to research a problem or prepare a response may be referred to the full Commission for direction to ensure that staff resources are allocated in accordance with overall Commission priorities as directed by the Council.

I. Conflicts of Interest

State laws regarding ethics and conflicts of interest are some of the most important for Council Members to be aware of and follow. Essentially, these laws prohibit any Council Member from voting on any question that is brought before the Council in which he/she is personally involved, or has an incompatible occupational or financial interest. Due to both the complexity of these laws and the significant consequences if violated, it is highly suggested that Council Members discuss with the City Attorney potential conflicts who shall consult the City Administrator.

J. Discrimination

The City of Woodbury does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in the admission or access to, or treatment or employment in, its programs, activities, or services. Members of a governing body must adhere to this City policy as well as City policies regarding non-discrimination, harassment or inappropriate behavior.

K. Gifts

All local officials in the State of Minnesota, including appointed commissioners, are required to adhere to Minnesota Statute 471.895.

Non-adherence to these guidelines may be subject to review by the City Council.

Council Directive
CD-COUNCIL-2.5
City Council and Advisory Commission Roles and Guidelines
Page 8 of 8

Resolution Adopting CD-COUNCIL-2.5 Council Roles and Guidelines

Resolution No. 12-79
Resolution No. 15-91
Resolution No. 16-193
Resolution No. 18-136

During the July City Council workshop, staff shared the guidelines used by the City of Lake Elmo for setting the agenda for City Council meetings. The guidelines are below with modifications suggested to fit Falcon Heights.

§ 31.04 ORDER OF BUSINESS AT REGULAR MEETINGS.

(A) *Order established.* Each meeting of the Council shall convene at the time and place appointed for the meeting. Council business shall be conducted in the order determined by the Council at its first annual meeting or as thereafter amended by the majority vote of the Council.

(1) *Order of business.* The standard order of business for Council meetings shall be the following:

- (a) Call to Order/Pledge of Allegiance;
- (b) Approval of agenda;
- (c) Approval of minutes from past meeting(s);
- (d) Public comment;
- (e) Presentations;
- (f) Consent agenda;
- (g) Regular agenda;
- (h) *Report of the Council.* Council reports will not be part of the order of business for meetings falling 3 months before a local election;
- (i) Reports from city staff; and
- (j) Adjourn.

(B) *Agenda.* An agenda will be prepared for all regular Council meetings by the staff or recommendation of the Council at a work session. Members of the public wishing to place an item on the agenda must do so by contacting city staff or Council Members, or by speaking during the public comment period. No member of the general public may add any items to the agenda.

(1) *Special meetings.* When a special meeting is called pursuant to applicable law, the agenda for the special meeting must be included in the request for the meeting and in the publication of the notice of the meeting pursuant to M.S. § 13D.04, Subd. 2.

(2) *Agenda procedures.* Any staff member, the Mayor or 2 Council Members wishing to add an item to any agenda pursuant to this section shall do so by complying with the following:

(a) All requests from Council to place an item on the posted agenda must be received by the City Clerk/Administrator by 10:00 a.m. 11 days prior to the next Council work session meeting. For a regularly scheduled Tuesday work session, the deadline for agenda items would be 10:00 a.m. on the Friday preceding packet completion. All requests from the Mayor or Council must first be reviewed at a Council work session before being placed on the agenda of a regular meeting.

(b) All requests to place an item on the posted agenda must be on the form prescribed by the City Clerk/Administrator. The form shall be completed with the goal of clearly describing the subject matter to be considered by the Council and any action requested or required. Supporting information may be attached to the form as necessary.

(c) All requests to place an item on the posted agenda by city staff or Council Members must be reviewed by the City Clerk/Administrator or their designee prior to being included in the agenda.

(d) The agenda, along with all related information materials, will be provided to all City Council Members and the City Attorney at least 4 days prior to the Council meeting for which it

applies. For a regularly scheduled Tuesday meeting, the packet will be provided by 5:00 p.m. the Thursday preceding.

(C) *Consent agenda.* A consent agenda may be used to improve the efficiency of meetings. The consent agenda allows the Council to consider several items at 1 time. Only 1 motion is necessary to approve all items on the consent agenda.

(1) Items that require findings of fact or an explanation of Council actions, such as land use matters and the consideration of licensing requests, should not be placed on the consent agenda.

(2) An item on the consent agenda may be removed from such agenda for full consideration by the Council upon request made by any Member of the Council. Items removed from the consent agenda will be placed on the regular agenda for discussion and consideration.

(D) *Presentation, discussion and agenda item decisions.* The following is the order of business for presenting and discussing items on Council agendas:

(1) Introduction of item;

(2) Report by staff or other presenter;

(3) Questions from Council Members to the presenter in a round robin manner. The presiding officer will facilitate the round robin process by asking each individual Council Member for 1 question and allowing for a response to the individual question. Then the presiding officer will ask the next Council Member, in sequence, until all Council Members have asked and received responses to a question. No Council Member shall take more than 3 minutes to ask a question or comment on an item which is being presented before another Council Member has a turn to question and comment on the same item;

(4) Receive questions/comments from the applicant/requesting party to the Council, and allow each Council Member to respond in the round robin process;

(5) Allow questions from Council Members to the applicant/requesting party, if applicable, using the round robin process;

(6) Allow questions/comments from the public to Council Members. Each member of the public shall state his or her comments in 6 minutes. Council shall not interrupt or interact until all public comments are completed;

(7) At the conclusion of the round robin process, the presiding officer calls for a motion or discussion among the Council. Discussion on any presentation shall be kept to a minimum, and each Council Member shall only speak twice on the issue. This action is not an indication that the motion on the table is the motion that will be approved in its current form. It is purely for discussion purposes;

(8) Discussion among Council Members using the round robin process with each Member speaking no more than twice on a motion;

(9) Action by the Council on the motion.

(E) *Meeting schedule.*

(1) Each meeting of the Council shall convene at the time and place appointed. All public hearings shall commence at the advertised time.

(2) Council business shall be conducted in the order of the prepared agenda, unless an alteration is approved by a majority of the Council.

(3) The last item on the agenda will be commenced no later than 12:00 a.m.

(4) If all business has not been completed by 12:00 a.m., the meeting shall be continued to another date and time following the notice provisions contained herein.

(F) *Public participation and comment at Council meetings.* Council meetings are the forum for the Council to conduct the city's business. While Council meetings are open to the public

pursuant to the Minnesota Open Meeting Law, they are not a forum for public expression. As such, members of the public are not allowed to participate in Council discussion and debate without a specific invitation and/or formal recognition by the presiding officer. Members of the public shall not applaud, engage in conversation, or engage in other behavior through words or actions that may disrupt the proceedings of the Council.

(G) Members of the public shall follow the direction of the presiding officer. Members of the public who do not follow the direction of the presiding officer will be warned that further disruptive conduct will result in removal from the meeting. After such warning, if the conduct continues, the presiding officer may ask the member of the public to leave the meeting room. If the member of the public refuses to follow the direction of the presiding officer, the presiding officer may direct the sergeant-at-arms to remove the person through any lawful means. In emergency situations, or where the conduct is an egregious threat to the safety of the public or the Council, a warning is not necessary before the sergeant-at-arms is directed to remove the person.

(H) *Public comment period.* A limited forum for members of the public to speak with the Council is provided on each agenda. Public comments during the public comment period are subject to the following limitations:

(1) Speakers must be recognized by the presiding officer before speaking and are limited to 6 minutes for comment;

(2) When multiple speakers appear to speak on the same topic, comments should not be repetitive. The presiding officer may request speakers to appoint a spokesperson;

(3) The presiding officer may place a time limit on the public comment period if necessary to allow for the conduct of city business. If there is not sufficient time at the meeting to hear all public comments, the comment period may be deferred to the next regular Council meeting or at a continued meeting;

(4) Speakers must sign up prior to speaking and provide their name, address, and a brief summary of the subject matter which they wish to address. The sign-up sheet will be available at the start of the City Council meeting;

(5) Speakers must direct their remarks toward the presiding officer;

(6) Speakers shall not use obscene, profane, insulting, or threatening language, nor conduct themselves in a threatening, loud, or boisterous manner that disrupts the conduct of the meeting or the security of the public;

(7) Speakers are required to follow the direction of the presiding officer; and

(8) The Council will generally not respond at the same meeting where an issue is initially raised by a member of the public. Generally, the matter will be referred to staff for further research and possible report or action at a future Council meeting. If Council responds, Council shall not interrupt or interact until all public comments are completed.

(I) *Public hearings.* Public hearings are sometimes required by law to allow the public to offer input on Council decisions. Unlike public comment periods, public hearings allow the public to speak on a matter currently before the Council. When public hearings are required by law, notice shall be provided as required by state statute. Public hearings shall be commenced at the time advertised in any notice required by law.

(1) *General procedure/or public hearings.* The order of business for all public hearings conducted by the Council shall be:

(a) Opening comments by the presiding officer announcing the purpose of the public hearing;

- (b) The presiding officer opens the public hearing portion of the meeting;
- (c) Staff presentation, if any (i.e., Administrator/Clerk, Attorney, Engineer, etc.);
- (d) Developer/other presentation, if any;
- (e) Public comment (all individual comments limited to 6-minute maximum);
- (f) The Clerk/Administrator shall make note of any submitted written testimony; and
- (g) The presiding officer formally closes the public hearing portion of the meeting.

(2) Speakers who wish to address the Council at a public hearing must follow the same rules as contained herein for public comment periods. The presiding officer may allow more time, where appropriate.

(3) Speakers may also provide written comments to the Council before or at the meeting. Written comments shall be noted and provided to the Council and to anyone else as required by law.

(4) The presiding officer may continue the hearing, if necessary, following the procedures for continuing a meeting contained in this section.

(5) Council shall not interrupt or interact until all public comments are completed. (1997 Code, § 200.01) (Am. Ord. 97-201, passed 11-20-2007; Am. Ord. 08-133, passed 4-5-2016; Am. Ord. 08-143, passed 7-5-2016; Am. Ord. 08-150, passed 8-16-2016; Am. Ord. 08-164, passed 1-3-2017)



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	August 19, 2020
Agenda Item	Policy D2
Attachment	Support Documents
Submitted By	Sack Thongvanh, City Administrator

Item	Coronavirus Relief Fund
Background	<p>The CARES Act established the \$150 billion Coronavirus Relief Fund. The CARES ACT requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that qualify.</p> <p>The City of Falcon Heights has been allocated \$412,789. The City will need to submit a certification form for fund distribution from the State by September 15th. If the funds have not been requested by September 15th, unused/unclaimed funds will be available for the State to use.</p> <p>CARES ACT Funding Reporting Requirements Webinar: https://www.lmc.org/learning-events/previous-events/recorded-webinars/wegotthis-series-cares-act-reporting-requirements/</p> <p>The City will be required to submit an expenditure report every month to Minnesota Management and Budget (MMB) COVID-19 Response Accountability Office.</p> <p>To qualify, expenses must satisfy three distinct elements:</p> <p>(1) Necessary expenditures incurred due to the public health emergency with respect to COVID-19. An expenditure is reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending Coronavirus Relief Fund payments. Expenditures must be used for actions taken to respond to the public health emergency, including expenditures incurred to respond directly to the emergency, as well as expenditures incurred to respond to second order effects, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.</p> <p>(2) Costs not accounted for in the city’s budget most recently approved as of March 27, 2020.</p> <p>(3) Performance or delivery must occur during the covered period, but payment of funds need not be made during that time (though it is generally expected that this will take place within 90 days of a cost being incurred). For cities, the covered period is March 1, 2020, to Nov. 15, 2020.</p> <p>Below are some common themes provided by League of MN Cities (LMC) of how cities plan to use the funds include:</p>

	<ul style="list-style-type: none"> • Payroll (public safety, administration devoted to pandemic management, administrative leave, and unemployment) • Building and sanitation expenses (HVAC sanitation system, hand sanitizer, sprayers for sanitizing at parks, hand-free door pulls) • Elections (pens for each voters, plexiglass dividers, additional sanitation employee) • Business subsidies (EDA, county partnerships) • Telework subsidies (laptops, tablets, web cameras) • City attorney costs (unbudgeted for COVID-19 related advice) • Meeting room technology (AV system) <p>Resources: https://www.lmc.org/resources/covid-19-resources/</p>
Budget Impact	Budget impact has not been determined.
Attachment(s)	<ul style="list-style-type: none"> • Coronavirus Relief Fund Certification Form • Relief Fund Amounts <ul style="list-style-type: none"> ○ Cities ○ Counties
Action(s) Requested	Staff looking for direction on how to proceed.

Coronavirus Relief Fund Amounts - Cities

COUNTY	CITY	TOTAL
AITKIN	AITKIN CITY	\$159,947
AITKIN	HILL CITY CITY	\$46,862
AITKIN	MCGRATH CITY	\$0
AITKIN	MCGREGOR CITY	\$28,705
AITKIN	PALISADE CITY	\$0
AITKIN	TAMARACK CITY	\$0
ANOKA	ANOKA CITY	\$1,399,295
ANOKA	BETHEL CITY	\$38,047
ANOKA	ANDOVER CITY	\$2,465,736
ANOKA	CENTERVILLE CITY	\$304,902
ANOKA	COLUMBIA HEIGHTS CITY	\$1,570,091
ANOKA	CIRCLE PINES CITY	\$382,427
ANOKA	NOWTHEN CITY	\$358,469
ANOKA	FRIDLEY CITY	\$2,171,608
ANOKA	LEXINGTON CITY	\$158,893
ANOKA	COON RAPIDS CITY	\$4,814,167
ANOKA	RAMSEY CITY	\$2,038,029
ANOKA	LINO LAKES CITY	\$1,608,289
ANOKA	EAST BETHEL CITY	\$906,268
ANOKA	HILLTOP CITY	\$59,820
ANOKA	ST. FRANCIS CITY	\$593,079
ANOKA	HAM LAKE CITY	\$1,235,128
ANOKA	OAK GROVE CITY	\$654,632
ANOKA	COLUMBUS CITY	\$297,594
ANOKA	BLAINE CITY	\$5,022,709
ANOKA	SPRING LAKE PARK CITY	\$482,931
BECKER	AUDUBON CITY	\$40,081
BECKER	CALLAWAY CITY	\$17,404
BECKER	DETROIT LAKES CITY	\$713,849
BECKER	FRAZEE CITY	\$105,853
BECKER	LAKE PARK CITY	\$60,574
BECKER	OGEMA CITY	\$0
BECKER	WOLF LAKE CITY	\$0
BELTRAMI	BEMIDJI CITY	\$1,164,911
BELTRAMI	BLACKDUCK CITY	\$63,286
BELTRAMI	FUNKLEY CITY	\$0
BELTRAMI	KELLIHER CITY	\$19,513
BELTRAMI	SOLWAY CITY	\$0
BELTRAMI	TENSTRIKE CITY	\$15,897
BELTRAMI	TURTLE RIVER CITY	\$0
BELTRAMI	WILTON CITY	\$18,383
BENTON	FOLEY CITY	\$205,830
BENTON	GILMAN CITY	\$17,705
BENTON	RICE CITY	\$101,785

COUNTY	CITY	TOTAL
BENTON	SAUK RAPIDS CITY	\$1,051,298
BIG STONE	BARRY CITY	\$0
BIG STONE	BEARDSLEY CITY	\$16,273
BIG STONE	CLINTON CITY	\$31,568
BIG STONE	CORRELL CITY	\$0
BIG STONE	GRACEVILLE CITY	\$42,567
BIG STONE	JOHNSON CITY	\$0
BIG STONE	ODESSA CITY	\$0
BIG STONE	ORTONVILLE CITY	\$136,818
BLUE EARTH	AMBOY CITY	\$38,424
BLUE EARTH	EAGLE LAKE CITY	\$236,342
BLUE EARTH	GOOD THUNDER CITY	\$39,855
BLUE EARTH	LAKE CRYSTAL CITY	\$191,741
BLUE EARTH	MADISON LAKE CITY	\$91,614
BLUE EARTH	MANKATO CITY	\$3,282,650
BLUE EARTH	MAPLETON CITY	\$130,715
BLUE EARTH	ST. CLAIR CITY	\$62,683
BLUE EARTH	VERNON CENTER CITY	\$22,828
BLUE EARTH	PEMBERTON CITY	\$17,102
BLUE EARTH	SKYLINE CITY	\$21,020
BROWN	COBDEN CITY	\$0
BROWN	EVAN CITY	\$0
BROWN	HANSKA CITY	\$27,801
BROWN	NEW ULM CITY	\$1,028,018
BROWN	SLEEPY EYE CITY	\$260,979
BROWN	SPRINGFIELD CITY	\$154,523
BROWN	COMFREY CITY	\$26,595
CARLTON	BARNUM CITY	\$45,581
CARLTON	CARLTON CITY	\$73,758
CARLTON	CLOQUET CITY	\$930,226
CARLTON	CROMWELL CITY	\$18,082
CARLTON	KETTLE RIVER CITY	\$0
CARLTON	MOOSE LAKE CITY	\$210,501
CARLTON	SCANLON CITY	\$74,738
CARLTON	WRENSHALL CITY	\$31,492
CARLTON	WRIGHT CITY	\$0
CARVER	CARVER CITY	\$356,133
CARVER	CHASKA CITY	\$2,081,049
CARVER	COLOGNE CITY	\$138,701
CARVER	HAMBURG CITY	\$38,650
CARVER	MAYER CITY	\$172,906
CARVER	NEW GERMANY CITY	\$34,280
CARVER	NORWOOD YOUNG AMERICA CITY	\$288,779
CARVER	VICTORIA CITY	\$747,225
CARVER	WACONIA CITY	\$988,766
CARVER	WATERTOWN CITY	\$350,634

COUNTY	CITY	TOTAL
CARVER	CHANHASSEN CITY	\$1,978,887
CASS	BACKUS CITY	\$18,835
CASS	BENA CITY	\$0
CASS	BOY RIVER CITY	\$0
CASS	EAST GULL LAKE CITY	\$77,902
CASS	CASS LAKE CITY	\$57,259
CASS	FEDERAL DAM CITY	\$0
CASS	HACKENSACK CITY	\$24,260
CASS	LONGVILLE CITY	\$0
CASS	LAKE SHORE CITY	\$80,388
CASS	PILLAGER CITY	\$36,841
CASS	PINE RIVER CITY	\$71,121
CASS	REMER CITY	\$30,437
CASS	WALKER CITY	\$69,765
CASS	CHICKAMAW BEACH CITY	\$0
CHIPPEWA	CLARA CITY CITY	\$99,298
CHIPPEWA	MAYNARD CITY	\$26,294
CHIPPEWA	MILAN CITY	\$26,294
CHIPPEWA	MONTEVIDEO CITY	\$398,324
CHIPPEWA	WATSON CITY	\$0
CHISAGO	CENTER CITY CITY	\$46,862
CHISAGO	CHISAGO CITY CITY	\$407,892
CHISAGO	HARRIS CITY	\$87,244
CHISAGO	LINDSTROM CITY	\$351,462
CHISAGO	NORTH BRANCH CITY	\$808,100
CHISAGO	RUSH CITY CITY	\$233,103
CHISAGO	SHAFER CITY	\$81,895
CHISAGO	STACY CITY	\$114,819
CHISAGO	TAYLORS FALLS CITY	\$77,148
CHISAGO	WYOMING CITY	\$605,510
CLAY	BARNESVILLE CITY	\$200,857
CLAY	COMSTOCK CITY	\$0
CLAY	DILWORTH CITY	\$340,086
CLAY	FELTON CITY	\$0
CLAY	GEORGETOWN CITY	\$0
CLAY	GLYNDON CITY	\$105,778
CLAY	HAWLEY CITY	\$168,461
CLAY	HITTERDAL CITY	\$0
CLAY	MOORHEAD CITY	\$3,278,959
CLAY	SABIN CITY	\$41,739
CLAY	ULEN CITY	\$41,739
CLEARWATER	BAGLEY CITY	\$107,059
CLEARWATER	CLEARBROOK CITY	\$39,177
CLEARWATER	GONVICK CITY	\$21,623
CLEARWATER	LEONARD CITY	\$0
CLEARWATER	SHEVLIN CITY	\$0

COUNTY	CITY	TOTAL
COOK	GRAND MARAIS CITY	\$106,230
COTTONWOOD	BINGHAM LAKE CITY	\$0
COTTONWOOD	JEFFERS CITY	\$26,294
COTTONWOOD	MOUNTAIN LAKE CITY	\$158,817
COTTONWOOD	STORDEN CITY	\$15,294
COTTONWOOD	WESTBROOK CITY	\$53,492
COTTONWOOD	WINDOM CITY	\$341,969
CROW WING	BAXTER CITY	\$638,735
CROW WING	BRAINERD CITY	\$1,034,572
CROW WING	CROSBY CITY	\$177,803
CROW WING	CUYUNA CITY	\$25,691
CROW WING	DEERWOOD CITY	\$40,307
CROW WING	FIFTY LAKES CITY	\$30,513
CROW WING	FORT RIPLEY CITY	\$0
CROW WING	GARRISON CITY	\$16,198
CROW WING	IRONTON CITY	\$43,095
CROW WING	JENKINS CITY	\$34,430
CROW WING	MANHATTAN BEACH CITY	\$0
CROW WING	NISSWA CITY	\$155,879
CROW WING	BREEZY POINT CITY	\$187,221
CROW WING	PEQUOT LAKES CITY	\$176,748
CROW WING	RIVERTON CITY	\$0
CROW WING	TROMMALD CITY	\$0
CROW WING	EMILY CITY	\$64,567
CROW WING	CROSSLAKE CITY	\$171,399
DAKOTA	COATES CITY	\$0
DAKOTA	FARMINGTON CITY	\$1,723,785
DAKOTA	HAMPTON CITY	\$53,190
DAKOTA	INVER GROVE HEIGHTS CITY	\$2,665,614
DAKOTA	LAKEVILLE CITY	\$4,846,940
DAKOTA	MENDOTA CITY	\$15,520
DAKOTA	NEW TRIER CITY	\$0
DAKOTA	RANDOLPH CITY	\$35,410
DAKOTA	ROSEMOUNT CITY	\$1,833,933
DAKOTA	SOUTH ST. PAUL CITY	\$1,572,954
DAKOTA	VERMILLION CITY	\$33,074
DAKOTA	WEST ST. PAUL CITY	\$1,586,138
DAKOTA	LILYDALE CITY	\$71,347
DAKOTA	MIESVILLE CITY	\$0
DAKOTA	MENDOTA HEIGHTS CITY	\$858,276
DAKOTA	SUNFISH LAKE CITY	\$38,876
DAKOTA	BURNSVILLE CITY	\$4,720,595
DAKOTA	APPLE VALLEY CITY	\$4,025,355
DAKOTA	EAGAN CITY	\$5,149,281
DAKOTA	HASTINGS CITY	\$1,743,298
DODGE	CLAREMONT CITY	\$40,307

COUNTY	CITY	TOTAL
DODGE	DODGE CENTER CITY	\$208,240
DODGE	HAYFIELD CITY	\$101,107
DODGE	KASSON CITY	\$490,013
DODGE	MANTORVILLE CITY	\$92,066
DODGE	WEST CONCORD CITY	\$58,464
DOUGLAS	ALEXANDRIA CITY	\$1,051,072
DOUGLAS	BRANDON CITY	\$37,293
DOUGLAS	CARLOS CITY	\$37,595
DOUGLAS	EVANSVILLE CITY	\$45,430
DOUGLAS	FORADA CITY	\$0
DOUGLAS	GARFIELD CITY	\$27,198
DOUGLAS	KENSINGTON CITY	\$21,623
DOUGLAS	MILLERVILLE CITY	\$0
DOUGLAS	MILTONA CITY	\$32,622
DOUGLAS	NELSON CITY	\$0
DOUGLAS	OSAKIS CITY	\$134,407
FARIBAULT	BLUE EARTH CITY	\$241,390
FARIBAULT	BRICELYN CITY	\$26,068
FARIBAULT	DELAVAN CITY	\$0
FARIBAULT	EASTON CITY	\$0
FARIBAULT	ELMORE CITY	\$43,999
FARIBAULT	FROST CITY	\$0
FARIBAULT	KIESTER CITY	\$35,636
FARIBAULT	WALTERS CITY	\$0
FARIBAULT	WELLS CITY	\$168,988
FARIBAULT	WINNEBAGO CITY	\$100,429
FARIBAULT	MINNESOTA LAKE CITY	\$49,875
FILLMORE	CANTON CITY	\$26,294
FILLMORE	FOUNTAIN CITY	\$31,417
FILLMORE	HARMONY CITY	\$77,299
FILLMORE	LANESBORO CITY	\$57,560
FILLMORE	MABEL CITY	\$58,087
FILLMORE	OSTRANDER CITY	\$18,835
FILLMORE	PETERSON CITY	\$0
FILLMORE	PRESTON CITY	\$100,127
FILLMORE	RUSHFORD CITY	\$133,352
FILLMORE	SPRING VALLEY CITY	\$188,727
FILLMORE	WHALAN CITY	\$0
FILLMORE	WYKOFF CITY	\$33,300
FILLMORE	RUSHFORD VILLAGE CITY	\$63,361
FILLMORE	CHATFIELD CITY	\$217,055
FREEBORN	ALBERT LEA CITY	\$1,368,556
FREEBORN	ALDEN CITY	\$47,012
FREEBORN	CLARKS GROVE CITY	\$51,156
FREEBORN	CONGER CITY	\$0
FREEBORN	EMMONS CITY	\$27,499

COUNTY	CITY	TOTAL
FREEBORN	FREEBORN CITY	\$20,869
FREEBORN	GENEVA CITY	\$39,930
FREEBORN	GLENVILLE CITY	\$44,827
FREEBORN	HARTLAND CITY	\$23,205
FREEBORN	HAYWARD CITY	\$18,910
FREEBORN	HOLLANDALE CITY	\$21,924
FREEBORN	MANCHESTER CITY	\$0
FREEBORN	MYRTLE CITY	\$0
FREEBORN	TWIN LAKES CITY	\$0
GOODHUE	CANNON FALLS CITY	\$310,327
GOODHUE	GOODHUE CITY	\$87,771
GOODHUE	KENYON CITY	\$138,325
GOODHUE	RED WING CITY	\$1,244,772
GOODHUE	WANAMINGO CITY	\$82,648
GOODHUE	ZUMBROTA CITY	\$260,903
GOODHUE	BELLECHESTER CITY	\$0
GOODHUE	DENNISON CITY	\$16,047
GOODHUE	PINE ISLAND CITY	\$257,664
GRANT	ASHBY CITY	\$33,752
GRANT	BARRETT CITY	\$31,191
GRANT	ELBOW LAKE CITY	\$88,299
GRANT	HERMAN CITY	\$32,622
GRANT	HOFFMAN CITY	\$49,423
GRANT	NORCROSS CITY	\$0
GRANT	WENDELL CITY	\$0
HENNEPIN	BROOKLYN CENTER CITY	\$2,433,415
HENNEPIN	CHAMPLIN CITY	\$1,802,666
HENNEPIN	CRYSTAL CITY	\$1,754,449
HENNEPIN	DEEPHAVEN CITY	\$292,170
HENNEPIN	EDINA CITY	\$3,958,001
HENNEPIN	EXCELSIOR CITY	\$174,865
HENNEPIN	GOLDEN VALLEY CITY	\$1,625,843
HENNEPIN	HOPKINS CITY	\$1,485,183
HENNEPIN	LONG LAKE CITY	\$136,743
HENNEPIN	LORETTO CITY	\$49,800
HENNEPIN	MAPLE PLAIN CITY	\$140,434
HENNEPIN	MINNETONKA BEACH CITY	\$42,266
HENNEPIN	MOUND CITY	\$704,205
HENNEPIN	OSSEO CITY	\$205,604
HENNEPIN	RICHFIELD CITY	\$2,745,098
HENNEPIN	ROBBINSDALE CITY	\$1,113,228
HENNEPIN	ROGERS CITY	\$978,745
HENNEPIN	ST. BONIFACIUS CITY	\$175,392
HENNEPIN	ST. LOUIS PARK CITY	\$3,684,892
HENNEPIN	SPRING PARK CITY	\$127,626
HENNEPIN	TONKA BAY CITY	\$116,777

COUNTY	CITY	TOTAL
HENNEPIN	WAYZATA CITY	\$355,531
HENNEPIN	MEDICINE LAKE CITY	\$29,232
HENNEPIN	WOODLAND CITY	\$35,184
HENNEPIN	BLOOMINGTON CITY	\$6,754,556
HENNEPIN	NEW HOPE CITY	\$1,641,664
HENNEPIN	MAPLE GROVE CITY	\$5,040,489
HENNEPIN	MEDINA CITY	\$500,711
HENNEPIN	ORONO CITY	\$610,407
HENNEPIN	PLYMOUTH CITY	\$5,902,985
HENNEPIN	BROOKLYN PARK CITY	\$6,153,717
HENNEPIN	GREENWOOD CITY	\$53,190
HENNEPIN	MINNETONKA CITY	\$4,046,751
HENNEPIN	SHOREWOOD CITY	\$579,593
HENNEPIN	INDEPENDENCE CITY	\$283,505
HENNEPIN	GREENFIELD CITY	\$218,788
HENNEPIN	CORCORAN CITY	\$439,309
HENNEPIN	MINNETRISTA CITY	\$579,517
HENNEPIN	EDEN PRAIRIE CITY	\$4,780,791
HENNEPIN	DAYTON CITY	\$457,466
HENNEPIN	MINNEAPOLIS CITY	\$32,282,020
HENNEPIN	ST. ANTHONY CITY	\$683,110
HOUSTON	BROWNSVILLE CITY	\$36,841
HOUSTON	CALEDONIA CITY	\$212,761
HOUSTON	EITZEN CITY	\$18,232
HOUSTON	HOKAH CITY	\$40,985
HOUSTON	HOUSTON CITY	\$72,854
HOUSTON	SPRING GROVE CITY	\$97,264
HOUSTON	LA CRESCENT CITY	\$389,434
HUBBARD	AKELEY CITY	\$33,978
HUBBARD	LAPORTE CITY	\$0
HUBBARD	NEVIS CITY	\$31,342
HUBBARD	PARK RAPIDS CITY	\$311,607
ISANTI	CAMBRIDGE CITY	\$676,330
ISANTI	ISANTI CITY	\$454,377
ISANTI	BRAHAM CITY	\$135,914
ITASCA	BIGFORK CITY	\$33,074
ITASCA	BOVEY CITY	\$59,971
ITASCA	CALUMET CITY	\$26,218
ITASCA	COHASSET CITY	\$206,282
ITASCA	COLERAINE CITY	\$146,687
ITASCA	DEER RIVER CITY	\$69,690
ITASCA	EFFIE CITY	\$0
ITASCA	GRAND RAPIDS CITY	\$858,276
ITASCA	KEEWATIN CITY	\$77,826
ITASCA	LA PRAIRIE CITY	\$49,122
ITASCA	MARBLE CITY	\$50,779

COUNTY	CITY	TOTAL
ITASCA	NASHWAIK CITY	\$72,477
ITASCA	SQUAW LAKE CITY	\$0
ITASCA	TACONITE CITY	\$47,841
ITASCA	WARBA CITY	\$0
ITASCA	ZEMPLE CITY	\$0
JACKSON	ALPHA CITY	\$0
JACKSON	HERON LAKE CITY	\$50,629
JACKSON	JACKSON CITY	\$256,684
JACKSON	LAKEFIELD CITY	\$128,681
JACKSON	OKABENA CITY	\$15,219
JACKSON	WILDER CITY	\$0
KANABEC	GRASSTON CITY	\$0
KANABEC	MORA CITY	\$271,074
KANABEC	OGILVIE CITY	\$26,972
KANABEC	QUAMBA CITY	\$0
KANDIYOHI	ATWATER CITY	\$84,908
KANDIYOHI	BLOMKEST CITY	\$0
KANDIYOHI	KANDIYOHI CITY	\$35,937
KANDIYOHI	LAKE LILLIAN CITY	\$17,253
KANDIYOHI	NEW LONDON CITY	\$104,723
KANDIYOHI	PENNOCK CITY	\$38,650
KANDIYOHI	PRINSBURG CITY	\$37,745
KANDIYOHI	RAYMOND CITY	\$57,334
KANDIYOHI	REGAL CITY	\$0
KANDIYOHI	SPICER CITY	\$91,689
KANDIYOHI	SUNBURG CITY	\$0
KANDIYOHI	WILLMAR CITY	\$1,514,038
KITTSOON	LAKE BRONSON CITY	\$16,198
KITTSOON	DONALDSON CITY	\$0
KITTSOON	HALLOCK CITY	\$69,840
KITTSOON	HALMA CITY	\$0
KITTSOON	HUMBOLDT CITY	\$0
KITTSOON	KARLSTAD CITY	\$56,731
KITTSOON	KENNEDY CITY	\$0
KITTSOON	LANCASTER CITY	\$24,862
KITTSOON	ST. VINCENT CITY	\$0
KOOCHICHING	BIG FALLS CITY	\$15,821
KOOCHICHING	INTERNATIONAL FALLS CITY	\$462,439
KOOCHICHING	LITTLEFORK CITY	\$46,410
KOOCHICHING	MIZPAH CITY	\$0
KOOCHICHING	NORTHOME CITY	\$0
KOOCHICHING	RANIER CITY	\$44,225
LAC QUI PARLE	BELLINGHAM CITY	\$0
LAC QUI PARLE	BOYD CITY	\$0
LAC QUI PARLE	DAWSON CITY	\$109,620
LAC QUI PARLE	LOUISBURG CITY	\$0

COUNTY	CITY	TOTAL
LAC QUI PARLE	MADISON CITY	\$109,921
LAC QUI PARLE	MARIETTA CITY	\$0
LAC QUI PARLE	NASSAU CITY	\$0
LAKE	BEAVER BAY CITY	\$0
LAKE	TWO HARBORS CITY	\$274,088
LAKE	SILVER BAY CITY	\$137,345
LAKE OF THE WOODS	BAUDETTE CITY	\$80,539
LAKE OF THE WOODS	WILLIAMS CITY	\$0
LE SUEUR	CLEVELAND CITY	\$55,375
LE SUEUR	HEIDELBERG CITY	\$0
LE SUEUR	KASOTA CITY	\$51,156
LE SUEUR	KILKENNY CITY	\$0
LE SUEUR	LE CENTER CITY	\$190,159
LE SUEUR	LE SUEUR CITY	\$308,217
LE SUEUR	MONTGOMERY CITY	\$231,973
LE SUEUR	WATERVILLE CITY	\$142,694
LE SUEUR	ELYSIAN CITY	\$53,642
LINCOLN	ARCO CITY	\$0
LINCOLN	HENDRICKS CITY	\$53,416
LINCOLN	IVANHOE CITY	\$41,136
LINCOLN	LAKE BENTON CITY	\$50,629
LINCOLN	TYLER CITY	\$84,306
LYON	BALATON CITY	\$47,464
LYON	COTTONWOOD CITY	\$93,196
LYON	FLORENCE CITY	\$0
LYON	GARVIN CITY	\$0
LYON	GHENT CITY	\$27,349
LYON	LYND CITY	\$34,958
LYON	MARSHALL CITY	\$1,038,415
LYON	MINNEOTA CITY	\$104,120
LYON	RUSSELL CITY	\$24,787
LYON	TAUNTON CITY	\$0
LYON	TRACY CITY	\$159,947
MCLEOD	BISCAY CITY	\$0
MCLEOD	BROWNTON CITY	\$54,019
MCLEOD	GLENCOE CITY	\$415,878
MCLEOD	HUTCHINSON CITY	\$1,074,352
MCLEOD	LESTER PRAIRIE CITY	\$128,455
MCLEOD	PLATO CITY	\$22,753
MCLEOD	SILVER LAKE CITY	\$60,423
MCLEOD	STEWART CITY	\$40,985
MCLEOD	WINSTED CITY	\$172,454
MAHNOMEN	BEJOU CITY	\$0
MAHNOMEN	MAHNOMEN CITY	\$92,518
MAHNOMEN	WAUBUN CITY	\$30,663
MARSHALL	ALVARADO CITY	\$27,575

COUNTY	CITY	TOTAL
MARSHALL	ARGYLE CITY	\$48,971
MARSHALL	GRYGLA CITY	\$17,253
MARSHALL	HOLT CITY	\$0
MARSHALL	MIDDLE RIVER CITY	\$23,280
MARSHALL	NEWFOLDEN CITY	\$28,554
MARSHALL	OSLO CITY	\$22,753
MARSHALL	STEPHEN CITY	\$50,327
MARSHALL	STRANDQUIST CITY	\$0
MARSHALL	VIKING CITY	\$0
MARSHALL	WARREN CITY	\$120,243
MARTIN	CEYLON CITY	\$25,465
MARTIN	DUNNELL CITY	\$0
MARTIN	FAIRMONT CITY	\$776,532
MARTIN	GRANADA CITY	\$20,493
MARTIN	NORTHROP CITY	\$15,671
MARTIN	SHERBURN CITY	\$79,333
MARTIN	TRUMAN CITY	\$79,710
MARTIN	WELCOME CITY	\$48,745
MARTIN	TRIMONT CITY	\$53,416
MEEKER	CEDAR MILLS CITY	\$0
MEEKER	COSMOS CITY	\$34,129
MEEKER	DARWIN CITY	\$26,746
MEEKER	DASSEL CITY	\$110,750
MEEKER	GROVE CITY CITY	\$46,711
MEEKER	LITCHFIELD CITY	\$509,526
MEEKER	WATKINS CITY	\$72,025
MEEKER	KINGSTON CITY	\$0
MEEKER	EDEN VALLEY CITY	\$78,655
MILLE LACS	BOCK CITY	\$0
MILLE LACS	FORESTON CITY	\$39,780
MILLE LACS	ISLE CITY	\$58,690
MILLE LACS	MILACA CITY	\$218,110
MILLE LACS	ONAMIA CITY	\$64,793
MILLE LACS	PEASE CITY	\$17,630
MILLE LACS	WAHKON CITY	\$16,650
MILLE LACS	PRINCETON CITY	\$358,243
MORRISON	BOWLUS CITY	\$21,623
MORRISON	BUCKMAN CITY	\$22,527
MORRISON	ELMDALE CITY	\$0
MORRISON	FLENSBURG CITY	\$17,027
MORRISON	GENOLA CITY	\$0
MORRISON	HARDING CITY	\$0
MORRISON	HILLMAN CITY	\$0
MORRISON	LASTRUP CITY	\$0
MORRISON	LITTLE FALLS CITY	\$673,090
MORRISON	PIERZ CITY	\$104,572

COUNTY	CITY	TOTAL
MORRISON	RANDALL CITY	\$47,389
MORRISON	ROYALTON CITY	\$94,100
MORRISON	SOBIESKI CITY	\$0
MORRISON	SWANVILLE CITY	\$26,218
MORRISON	UPSALA CITY	\$32,321
MORRISON	MOTLEY CITY	\$49,649
MOWER	ADAMS CITY	\$60,122
MOWER	AUSTIN CITY	\$1,927,882
MOWER	BROWNSDALE CITY	\$51,457
MOWER	DEXTER CITY	\$25,691
MOWER	ELKTON CITY	\$0
MOWER	GRAND MEADOW CITY	\$91,237
MOWER	LE ROY CITY	\$71,950
MOWER	LYLE CITY	\$41,136
MOWER	ROSE CREEK CITY	\$29,985
MOWER	SARGEANT CITY	\$0
MOWER	TAOPI CITY	\$0
MOWER	WALTHAM CITY	\$0
MOWER	MAPLEVIEW CITY	\$0
MOWER	RACINE CITY	\$33,602
MURRAY	AVOCA CITY	\$0
MURRAY	CHANDLER CITY	\$19,212
MURRAY	CURRIE CITY	\$16,801
MURRAY	DOVRAY CITY	\$0
MURRAY	FULDA CITY	\$95,833
MURRAY	HADLEY CITY	\$0
MURRAY	IONA CITY	\$0
MURRAY	LAKE WILSON CITY	\$18,157
MURRAY	SLAYTON CITY	\$158,215
NICOLLET	COURTLAND CITY	\$50,177
NICOLLET	LAFAYETTE CITY	\$36,465
NICOLLET	NICOLLET CITY	\$85,888
NICOLLET	ST. PETER CITY	\$901,597
NICOLLET	NORTH MANKATO CITY	\$1,059,209
NOBLES	ADRIAN CITY	\$94,627
NOBLES	BIGELOW CITY	\$17,630
NOBLES	BREWSTER CITY	\$36,239
NOBLES	DUNDEE CITY	\$0
NOBLES	ELLSWORTH CITY	\$35,184
NOBLES	KINBRAE CITY	\$0
NOBLES	LISMORE CITY	\$17,328
NOBLES	ROUND LAKE CITY	\$28,253
NOBLES	RUSHMORE CITY	\$25,465
NOBLES	WILMONT CITY	\$25,691
NOBLES	WORTHINGTON CITY	\$1,017,847
NORMAN	ADA CITY	\$125,969

COUNTY	CITY	TOTAL
NORMAN	BORUP CITY	\$0
NORMAN	GARY CITY	\$15,219
NORMAN	HALSTAD CITY	\$43,773
NORMAN	HENDRUM CITY	\$21,698
NORMAN	PERLEY CITY	\$0
NORMAN	SHELLY CITY	\$0
NORMAN	TWIN VALLEY CITY	\$60,046
OLMSTED	BYRON CITY	\$434,713
OLMSTED	DOVER CITY	\$57,183
OLMSTED	EYOTA CITY	\$148,646
OLMSTED	ROCHESTER CITY	\$8,848,261
OLMSTED	STEWARTVILLE CITY	\$469,897
OLMSTED	ORONOCO CITY	\$113,236
OTTER TAIL	BATTLE LAKE CITY	\$70,518
OTTER TAIL	BLUFFTON CITY	\$16,273
OTTER TAIL	CLITHERALL CITY	\$0
OTTER TAIL	DALTON CITY	\$18,835
OTTER TAIL	DEER CREEK CITY	\$24,486
OTTER TAIL	DENT CITY	\$0
OTTER TAIL	ELIZABETH CITY	\$0
OTTER TAIL	ERHARD CITY	\$0
OTTER TAIL	FERGUS FALLS CITY	\$1,035,703
OTTER TAIL	HENNING CITY	\$62,156
OTTER TAIL	NEW YORK MILLS CITY	\$92,367
OTTER TAIL	OTTERTAIL CITY	\$48,218
OTTER TAIL	PARKERS PRAIRIE CITY	\$77,148
OTTER TAIL	PELICAN RAPIDS CITY	\$190,234
OTTER TAIL	PERHAM CITY	\$255,253
OTTER TAIL	RICHVILLE CITY	\$0
OTTER TAIL	UNDERWOOD CITY	\$27,122
OTTER TAIL	VERGAS CITY	\$27,349
OTTER TAIL	VINING CITY	\$0
OTTER TAIL	URBANK CITY	\$0
PENNINGTON	GOODRIDGE CITY	\$0
PENNINGTON	ST. HILAIRE CITY	\$20,342
PENNINGTON	THIEF RIVER FALLS CITY	\$673,542
PINE	ASKOV CITY	\$26,294
PINE	BROOK PARK CITY	\$0
PINE	BRUNO CITY	\$0
PINE	DENHAM CITY	\$0
PINE	FINLAYSON CITY	\$23,054
PINE	HENRIETTE CITY	\$0
PINE	HINCKLEY CITY	\$143,297
PINE	KERRICK CITY	\$0
PINE	PINE CITY CITY	\$245,685
PINE	RUTLEDGE CITY	\$16,801

COUNTY	CITY	TOTAL
PINE	SANDSTONE CITY	\$202,289
PINE	STURGEON LAKE CITY	\$32,170
PINE	WILLOW RIVER CITY	\$29,759
PINE	ROCK CREEK CITY	\$123,106
PIPESTONE	EDGERTON CITY	\$84,532
PIPESTONE	HATFIELD CITY	\$0
PIPESTONE	HOLLAND CITY	\$0
PIPESTONE	IHLEN CITY	\$0
PIPESTONE	PIPESTONE CITY	\$312,662
PIPESTONE	RUTHTON CITY	\$15,972
PIPESTONE	TROSKY CITY	\$0
PIPESTONE	WOODSTOCK CITY	\$0
PIPESTONE	JASPER CITY	\$44,827
POLK	BELTRAMI CITY	\$0
POLK	CLIMAX CITY	\$20,116
POLK	CROOKSTON CITY	\$604,304
POLK	EAST GRAND FORKS CITY	\$668,645
POLK	ERSKINE CITY	\$37,067
POLK	FERTILE CITY	\$63,889
POLK	FISHER CITY	\$32,321
POLK	FOSSTON CITY	\$112,182
POLK	GULLY CITY	\$0
POLK	LENGBY CITY	\$0
POLK	MCINTOSH CITY	\$46,108
POLK	MENTOR CITY	\$0
POLK	NIELSVILLE CITY	\$0
POLK	TRAIL CITY	\$0
POLK	WINGER CITY	\$16,198
POPE	CYRUS CITY	\$21,773
POPE	FARWELL CITY	\$0
POPE	GLENWOOD CITY	\$193,850
POPE	LONG BEACH CITY	\$26,068
POPE	LOWRY CITY	\$23,355
POPE	SEDAN CITY	\$0
POPE	STARBUCK CITY	\$97,189
POPE	VILLARD CITY	\$19,136
POPE	WESTPORT CITY	\$0
RAMSEY	NEW BRIGHTON CITY	\$1,741,791
RAMSEY	NORTH ST. PAUL CITY	\$916,062
RAMSEY	ROSEVILLE CITY	\$2,732,742
RAMSEY	FALCON HEIGHTS CITY	\$412,789
RAMSEY	LAUDERDALE CITY	\$181,419
RAMSEY	ARDEN HILLS CITY	\$745,040
RAMSEY	LITTLE CANADA CITY	\$782,484
RAMSEY	NORTH OAKS CITY	\$399,605
RAMSEY	MAPLEWOOD CITY	\$3,067,102

COUNTY	CITY	TOTAL
RAMSEY	SHOREVIEW CITY	\$1,995,010
RAMSEY	VADNAIS HEIGHTS CITY	\$994,341
RAMSEY	MOUNDS VIEW CITY	\$1,004,135
RAMSEY	GEM LAKE CITY	\$34,204
RAMSEY	ST. PAUL CITY	\$23,582,254
RAMSEY	WHITE BEAR LAKE CITY	\$1,918,012
RED LAKE	BROOKS CITY	\$0
RED LAKE	OKLEE CITY	\$32,246
RED LAKE	PLUMMER CITY	\$22,451
RED LAKE	RED LAKE FALLS CITY	\$104,045
REDWOOD	BELVIEW CITY	\$27,273
REDWOOD	CLEMENTS CITY	\$0
REDWOOD	DELHI CITY	\$0
REDWOOD	LAMBERTON CITY	\$60,197
REDWOOD	LUCAN CITY	\$0
REDWOOD	MILROY CITY	\$18,534
REDWOOD	MORGAN CITY	\$65,094
REDWOOD	REDWOOD FALLS CITY	\$394,482
REDWOOD	REVERE CITY	\$0
REDWOOD	SANBORN CITY	\$23,657
REDWOOD	SEAFORTH CITY	\$0
REDWOOD	VESTA CITY	\$22,376
REDWOOD	WABASSO CITY	\$52,211
REDWOOD	WALNUT GROVE CITY	\$61,628
REDWOOD	WANDA CITY	\$0
RENVILLE	BIRD ISLAND CITY	\$74,512
RENVILLE	BUFFALO LAKE CITY	\$50,779
RENVILLE	DANUBE CITY	\$34,732
RENVILLE	FAIRFAX CITY	\$86,792
RENVILLE	FRANKLIN CITY	\$35,711
RENVILLE	HECTOR CITY	\$81,066
RENVILLE	MORTON CITY	\$27,951
RENVILLE	OLIVIA CITY	\$183,755
RENVILLE	RENVILLE CITY	\$92,442
RENVILLE	SACRED HEART CITY	\$37,971
RICE	DUNDAS CITY	\$118,360
RICE	FARIBAULT CITY	\$1,799,427
RICE	LONSDALE CITY	\$311,005
RICE	MORRISTOWN CITY	\$74,964
RICE	NERSTRAND CITY	\$23,280
RICE	NORTHFIELD CITY	\$1,538,900
ROCK	BEAVER CREEK CITY	\$21,547
ROCK	HARDWICK CITY	\$0
ROCK	HILLS CITY	\$50,327
ROCK	KENNETH CITY	\$0
ROCK	LUVERNE CITY	\$355,983

COUNTY	CITY	TOTAL
ROCK	MAGNOLIA CITY	\$15,746
ROCK	STEEN CITY	\$0
ROSEAU	BADGER CITY	\$27,273
ROSEAU	GREENBUSH CITY	\$53,718
ROSEAU	ROSEAU CITY	\$209,069
ROSEAU	STRATHCONA CITY	\$0
ROSEAU	WARROAD CITY	\$138,475
ROSEAU	ROOSEVELT CITY	\$0
ST. LOUIS	AURORA CITY	\$125,818
ST. LOUIS	BIWABIK CITY	\$74,964
ST. LOUIS	BROOKSTON CITY	\$0
ST. LOUIS	BUHL CITY	\$73,833
ST. LOUIS	CHISHOLM CITY	\$371,955
ST. LOUIS	COOK CITY	\$41,211
ST. LOUIS	ELY CITY	\$256,910
ST. LOUIS	EVELETH CITY	\$271,903
ST. LOUIS	FLOODWOOD CITY	\$39,026
ST. LOUIS	GILBERT CITY	\$134,482
ST. LOUIS	HERMANTOWN CITY	\$733,136
ST. LOUIS	HIBBING CITY	\$1,232,039
ST. LOUIS	IRON JUNCTION CITY	\$0
ST. LOUIS	KINNEY CITY	\$0
ST. LOUIS	LEONIDAS CITY	\$0
ST. LOUIS	MCKINLEY CITY	\$0
ST. LOUIS	MEADOWLANDS CITY	\$0
ST. LOUIS	MOUNTAIN IRON CITY	\$217,959
ST. LOUIS	ORR CITY	\$21,773
ST. LOUIS	PROCTOR CITY	\$231,370
ST. LOUIS	RICE LAKE CITY	\$309,121
ST. LOUIS	TOWER CITY	\$36,992
ST. LOUIS	VIRGINIA CITY	\$635,796
ST. LOUIS	WINTON CITY	\$0
ST. LOUIS	HOYT LAKES CITY	\$148,797
ST. LOUIS	BABBITT CITY	\$109,545
ST. LOUIS	DULUTH CITY	\$6,570,650
SCOTT	BELLE PLAINE CITY	\$558,121
SCOTT	JORDAN CITY	\$463,719
SCOTT	ELKO NEW MARKET CITY	\$359,298
SCOTT	PRIOR LAKE CITY	\$1,969,018
SCOTT	SAVAGE CITY	\$2,366,212
SCOTT	SHAKOPEE CITY	\$3,127,073
SCOTT	NEW PRAGUE CITY	\$606,941
SHERBURNE	BECKER CITY	\$365,852
SHERBURNE	BIG LAKE CITY	\$863,098
SHERBURNE	CLEAR LAKE CITY	\$46,636
SHERBURNE	ELK RIVER CITY	\$1,875,294

COUNTY	CITY	TOTAL
SHERBURNE	ZIMMERMAN CITY	\$432,001
SIBLEY	ARLINGTON CITY	\$168,009
SIBLEY	GAYLORD CITY	\$171,926
SIBLEY	GIBBON CITY	\$58,539
SIBLEY	GREEN ISLE CITY	\$42,718
SIBLEY	HENDERSON CITY	\$69,690
SIBLEY	NEW AUBURN CITY	\$33,602
SIBLEY	WINTHROP CITY	\$106,380
STEARNS	ALBANY CITY	\$204,323
STEARNS	AVON CITY	\$123,483
STEARNS	BELGRADE CITY	\$57,409
STEARNS	BROOTEN CITY	\$56,279
STEARNS	COLD SPRING CITY	\$316,504
STEARNS	ELROSA CITY	\$16,273
STEARNS	FREEMONT CITY	\$51,608
STEARNS	GREENWALD CITY	\$17,931
STEARNS	HOLDINGFORD CITY	\$54,019
STEARNS	KIMBALL CITY	\$59,896
STEARNS	LAKE HENRY CITY	\$0
STEARNS	MEIRE GROVE CITY	\$0
STEARNS	MELROSE CITY	\$276,197
STEARNS	NEW MUNICH CITY	\$24,109
STEARNS	PAYNESVILLE CITY	\$189,330
STEARNS	RICHMOND CITY	\$111,353
STEARNS	ROCKVILLE CITY	\$193,624
STEARNS	ROSCOE CITY	\$0
STEARNS	ST. ANTHONY CITY	\$0
STEARNS	ST. JOSEPH CITY	\$551,340
STEARNS	ST. MARTIN CITY	\$25,691
STEARNS	ST. ROSA CITY	\$0
STEARNS	ST. STEPHEN CITY	\$66,375
STEARNS	SAUK CENTRE CITY	\$343,100
STEARNS	SPRING HILL CITY	\$0
STEARNS	WAITE PARK CITY	\$585,921
STEARNS	ST. AUGUSTA CITY	\$268,437
STEARNS	SARTELL CITY	\$1,412,931
STEARNS	ST. CLOUD CITY	\$5,138,356
STEELE	ELLENDALE CITY	\$50,629
STEELE	MEDFORD CITY	\$96,737
STEELE	OWATONNA CITY	\$1,965,401
STEELE	BLOOMING PRAIRIE CITY	\$150,078
STEVENS	ALBERTA CITY	\$0
STEVENS	CHOKIO CITY	\$29,307
STEVENS	DONNELLY CITY	\$16,876
STEVENS	HANCOCK CITY	\$57,485
STEVENS	MORRIS CITY	\$410,755

COUNTY	CITY	TOTAL
SWIFT	APPLETON CITY	\$102,161
SWIFT	BENSON CITY	\$237,774
SWIFT	CLONTARF CITY	\$0
SWIFT	DANVERS CITY	\$0
SWIFT	DE GRAFF CITY	\$0
SWIFT	HOLLOWAY CITY	\$0
SWIFT	KERKHOVEN CITY	\$55,902
SWIFT	MURDOCK CITY	\$20,267
TODD	BERTHA CITY	\$36,615
TODD	BROWERVILLE CITY	\$59,443
TODD	BURTRUM CITY	\$0
TODD	CLARISSA CITY	\$49,951
TODD	EAGLE BEND CITY	\$39,102
TODD	GREY EAGLE CITY	\$25,239
TODD	HEWITT CITY	\$19,136
TODD	LONG PRAIRIE CITY	\$254,273
TODD	WEST UNION CITY	\$0
TODD	STAPLES CITY	\$223,911
TRAVERSE	BROWNS VALLEY CITY	\$42,115
TRAVERSE	DUMONT CITY	\$0
TRAVERSE	TINTAH CITY	\$0
TRAVERSE	WHEATON CITY	\$102,915
WABASHA	ELGIN CITY	\$83,025
WABASHA	HAMMOND CITY	\$0
WABASHA	KELLOGG CITY	\$33,903
WABASHA	MAZEPPA CITY	\$65,998
WABASHA	MILLVILLE CITY	\$0
WABASHA	PLAINVIEW CITY	\$255,177
WABASHA	WABASHA CITY	\$189,481
WABASHA	ZUMBRO FALLS CITY	\$15,369
WABASHA	LAKE CITY CITY	\$390,187
WABASHA	MINNEISKA CITY	\$0
WADENA	ALDRICH CITY	\$0
WADENA	MENAHGA CITY	\$101,031
WADENA	NIMROD CITY	\$0
WADENA	SEBEKA CITY	\$52,135
WADENA	VERNDALE CITY	\$43,773
WADENA	WADENA CITY	\$312,662
WASECA	JANESVILLE CITY	\$174,940
WASECA	NEW RICHLAND CITY	\$90,785
WASECA	WALDORF CITY	\$16,952
WASECA	WASECA CITY	\$680,097
WASHINGTON	AFTON CITY	\$227,829
WASHINGTON	BAYPORT CITY	\$293,300
WASHINGTON	BIRCHWOOD VILLAGE CITY	\$65,998
WASHINGTON	SCANDIA CITY	\$311,080

COUNTY	CITY	TOTAL
WASHINGTON	DELLWOOD CITY	\$85,511
WASHINGTON	FOREST LAKE CITY	\$1,551,859
WASHINGTON	HUGO CITY	\$1,148,713
WASHINGTON	LAKE ELMO CITY	\$792,655
WASHINGTON	LAKELAND SHORES CITY	\$24,109
WASHINGTON	MAHTOMEDI CITY	\$605,736
WASHINGTON	MARINE ON ST. CROIX CITY	\$53,567
WASHINGTON	NEWPORT CITY	\$277,101
WASHINGTON	ST. PAUL PARK CITY	\$420,474
WASHINGTON	LANDFALL CITY	\$57,409
WASHINGTON	STILLWATER CITY	\$1,500,401
WASHINGTON	WILLERNIE CITY	\$40,834
WASHINGTON	OAK PARK HEIGHTS CITY	\$361,709
WASHINGTON	ST. MARYS POINT CITY	\$27,725
WASHINGTON	LAKELAND CITY	\$136,441
WASHINGTON	LAKE ST. CROIX BEACH CITY	\$79,032
WASHINGTON	PINE SPRINGS CITY	\$31,191
WASHINGTON	COTTAGE GROVE CITY	\$2,813,281
WASHINGTON	WOODBURY CITY	\$5,337,104
WASHINGTON	OAKDALE CITY	\$2,133,259
WASHINGTON	GRANT CITY	\$309,272
WATONWAN	BUTTERFIELD CITY	\$43,095
WATONWAN	DARFUR CITY	\$0
WATONWAN	LA SALLE CITY	\$0
WATONWAN	LEWISVILLE CITY	\$18,308
WATONWAN	MADELIA CITY	\$173,433
WATONWAN	ODIN CITY	\$0
WATONWAN	ST. JAMES CITY	\$342,421
WATONWAN	ORMSBY CITY	\$0
WILKIN	BRECKENRIDGE CITY	\$248,472
WILKIN	CAMPBELL CITY	\$0
WILKIN	DORAN CITY	\$0
WILKIN	FOXHOME CITY	\$0
WILKIN	KENT CITY	\$0
WILKIN	NASHUA CITY	\$0
WILKIN	WOLVERTON CITY	\$0
WILKIN	ROTHSAY CITY	\$36,465
WINONA	ALTURA CITY	\$35,109
WINONA	DAKOTA CITY	\$22,753
WINONA	ELBA CITY	\$0
WINONA	GOODVIEW CITY	\$314,018
WINONA	LEWISTON CITY	\$114,743
WINONA	MINNESOTA CITY CITY	\$0
WINONA	ROLLINGSTONE CITY	\$49,197
WINONA	ST. CHARLES CITY	\$289,156
WINONA	STOCKTON CITY	\$54,320

COUNTY	CITY	TOTAL
WINONA	UTICA CITY	\$20,342
WINONA	WINONA CITY	\$2,049,782
WRIGHT	ALBERTVILLE CITY	\$563,922
WRIGHT	ANNANDALE CITY	\$254,198
WRIGHT	BUFFALO CITY	\$1,241,532
WRIGHT	COKATO CITY	\$208,090
WRIGHT	DELANO CITY	\$466,130
WRIGHT	HOWARD LAKE CITY	\$156,858
WRIGHT	MAPLE LAKE CITY	\$163,036
WRIGHT	MONTICELLO CITY	\$1,038,339
WRIGHT	MONTROSE CITY	\$244,630
WRIGHT	ST. MICHAEL CITY	\$1,343,694
WRIGHT	SOUTH HAVEN CITY	\$0
WRIGHT	WAVERLY CITY	\$115,120
WRIGHT	OTSEGO CITY	\$1,305,119
WRIGHT	CLEARWATER CITY	\$135,311
WRIGHT	HANOVER CITY	\$261,883
WRIGHT	ROCKFORD CITY	\$330,744
YELLOW MEDICINE	CANBY CITY	\$129,811
YELLOW MEDICINE	CLARKFIELD CITY	\$61,176
YELLOW MEDICINE	ECHO CITY	\$19,438
YELLOW MEDICINE	HANLEY FALLS CITY	\$20,719
YELLOW MEDICINE	HAZEL RUN CITY	\$0
YELLOW MEDICINE	PORTER CITY	\$0
YELLOW MEDICINE	ST. LEO CITY	\$0
YELLOW MEDICINE	WOOD LAKE CITY	\$31,417
YELLOW MEDICINE	GRANITE FALLS CITY	\$208,090

Coronavirus Relief Fund Amounts - Counties

COUNTY	BASE DISTRIBUTION	SUPPLEMENTAL DISTRIBUTION	TOTAL
AITKIN	\$1,927,829	\$79,679	\$2,007,508
ANOKA	\$43,399,327	\$0	\$43,399,327
BECKER	\$4,174,377	\$43,256	\$4,217,633
BELTRAMI	\$5,679,917	\$206,910	\$5,886,827
BENTON	\$4,905,923	\$0	\$4,905,923
BIG STONE	\$606,388	\$45,813	\$652,201
BLUE EARTH	\$8,220,805	\$9,575	\$8,230,380
BROWN	\$3,071,356	\$12,112	\$3,083,468
CARLTON	\$4,356,657	\$72,277	\$4,428,934
CARVER	\$12,851,792	\$0	\$12,851,792
CASS	\$3,574,052	\$118,390	\$3,692,442
CHIPPEWA	\$1,451,087	\$49,965	\$1,501,052
CHISAGO	\$6,786,091	\$0	\$6,786,091
CLAY	\$7,757,282	\$86,161	\$7,843,443
CLEARWATER	\$1,069,062	\$41,072	\$1,110,134
COOK	\$653,687	\$76,400	\$730,087
COTTONWOOD	\$1,369,588	\$62,419	\$1,432,007
CROW WING	\$7,880,015	\$181,617	\$8,061,632
DAKOTA	\$51,974,505	\$31,568	\$52,006,073
DODGE	\$2,527,669	\$4,975	\$2,532,644
DOUGLAS	\$4,613,523	\$34,128	\$4,647,651
FARIBAULT	\$1,655,319	\$81,530	\$1,736,849
FILLMORE	\$2,554,471	\$24,388	\$2,578,859
FREEBORN	\$3,698,362	\$27,725	\$3,726,087
GOODHUE	\$5,644,262	\$12,808	\$5,657,070
GRANT	\$724,634	\$49,454	\$774,088
HOUSTON	\$2,262,920	\$3,325	\$2,266,245
HUBBARD	\$2,589,278	\$27,688	\$2,616,966
ISANTI	\$4,842,859	\$0	\$4,842,859
ITASCA	\$5,480,658	\$245,147	\$5,725,805
JACKSON	\$1,204,772	\$61,556	\$1,266,328
KANABEC	\$1,966,274	\$26,071	\$1,992,345
KANDIYOHI	\$5,205,722	\$30,070	\$5,235,792
KITTSOON	\$516,643	\$67,939	\$584,582
KOOCHICHING	\$1,531,737	\$138,503	\$1,670,240
LAC QUI PARLE	\$807,952	\$101,160	\$909,112
LAKE	\$1,284,330	\$73,811	\$1,358,141
LAKE OF THE WOODS	\$460,976	\$77,035	\$538,011
LE SUEUR	\$3,448,166	\$19,814	\$3,467,980
LINCOLN	\$688,736	\$51,476	\$740,212
LYON	\$3,116,835	\$49,752	\$3,166,587
MCLEOD	\$4,361,023	\$7,760	\$4,368,783
MAHNOMEN	\$670,180	\$42,357	\$712,537
MARSHALL	\$1,138,069	\$101,492	\$1,239,561

COUNTY	BASE DISTRIBUTION	SUPPLEMENTAL DISTRIBUTION	TOTAL
MARTIN	\$2,403,965	\$38,330	\$2,442,295
MEEKER	\$2,809,882	\$14,918	\$2,824,800
MILLE LACS	\$3,162,921	\$11,537	\$3,174,458
MORRISON	\$4,025,326	\$58,414	\$4,083,740
MOWER	\$4,853,168	\$51,974	\$4,905,142
MURRAY	\$1,005,756	\$82,708	\$1,088,464
NICOLLET	\$4,146,361	\$6,300	\$4,152,661
NOBLES	\$2,670,655	\$37,077	\$2,707,732
NORMAN	\$790,488	\$81,802	\$872,290
OLMSTED	\$19,094,680	\$0	\$19,094,680
OTTER TAIL	\$7,123,242	\$83,106	\$7,206,348
PENNINGTON	\$1,731,360	\$52,798	\$1,784,158
PINE	\$3,576,478	\$54,116	\$3,630,594
PIPESTONE	\$1,103,627	\$54,923	\$1,158,550
POLK	\$3,835,648	\$149,601	\$3,985,249
POPE	\$1,339,633	\$53,202	\$1,392,835
RED LAKE	\$482,806	\$48,296	\$531,102
REDWOOD	\$1,849,727	\$122,320	\$1,972,047
RENVILLE	\$1,779,628	\$71,950	\$1,851,578
RICE	\$8,048,470	\$0	\$8,048,470
ROCK	\$1,144,255	\$44,396	\$1,188,651
ROSEAU	\$1,857,125	\$63,207	\$1,920,332
ST. LOUIS	\$24,287,183	\$255,211	\$24,542,394
SCOTT	\$17,719,998	\$0	\$17,719,998
SHERBURNE	\$11,667,880	\$0	\$11,667,880
SIBLEY	\$1,821,833	\$0	\$1,821,833
STEARNS	\$19,314,435	\$47,540	\$19,361,975
STEELE	\$4,479,147	\$0	\$4,479,147
STEVENS	\$1,173,968	\$39,988	\$1,213,956
SWIFT	\$1,136,857	\$84,277	\$1,221,134
TODD	\$2,981,853	\$18,232	\$3,000,085
TRAVERSE	\$402,157	\$36,599	\$438,756
WABASHA	\$2,622,508	\$34,711	\$2,657,219
WADENA	\$1,670,478	\$21,615	\$1,692,093
WASECA	\$2,272,501	\$0	\$2,272,501
WASHINGTON	\$31,715,560	\$0	\$31,715,560
WATONWAN	\$1,329,446	\$39,019	\$1,368,465
WILKIN	\$763,200	\$90,139	\$853,339
WINONA	\$6,160,662	\$25,389	\$6,186,051
WRIGHT	\$16,555,611	\$14,315	\$16,569,926
YELLOW MEDICINE	\$1,189,612	\$83,712	\$1,273,324

Date: 06/25/2020 (Updated 6/29/2020)

To: Minnesota Cities, Towns, and Counties

From: Minnesota Department of Revenue and Minnesota Management and Budget

RE: Requirements and Instructions for Local Governments receiving Coronavirus Relief Funds (CRF), CFDA 21.019

Financial Systems

Local governments receiving aid under this distribution must have a MN SWIFT Supplier ID prior to disbursement. Use [this link](#) for registration if you do not currently have a SWIFT Supplier ID. If you already have this ID you do not need to apply for a new one.

Local governments that do not have a federal [Data Universal Number System \(DUNS\) number](#) will need to obtain one and register in the federal [System for Award Management \(SAM\)](#) within 30 days of receipt of CRF funds from the State of Minnesota. This is a required to allow the federal government to track the distribution of federal funds.

FEMA, Workers' Compensation and Local Public Health Costs

Local jurisdictions understand that they are responsible for FEMA nonfederal share, workers compensation, and the costs of supporting its Community Health Board COVID-19 response. Local jurisdictions should not anticipate additional funds for these purposes. Accordingly:

A local government receiving aid under this distribution should use the funds, if necessary, to pay its nonfederal share of federal disaster (FEMA) assistance due to the COVID-19 public health peacetime emergency. According to [U.S. Department of Treasury Guidance](#), CRF may be used to meet the non-federal matching requirements.

A local government receiving aid under this distribution should use the funds, if necessary, to pay for COVID-19 workers' compensation costs expended between April 7, 2020 and December 1, 2020 for employees in job classifications entitled to the presumption established by Laws 2020, chapter 72, section 1. According to [U.S. Department of Treasury Guidance](#), increased workers' compensation costs to the government due to the COVID-19 public health emergency is an eligible expense.

A local government receiving aid under this distribution should use the funds, if necessary, to support its Community Health Board COVID-19 response including for priority activities identified in consultation between the local boards and the Minnesota Department of Health.

Federal Audit Requirements

A local government receiving aid under this distribution is required to obtain a federal single audit if its expenditures of federal funds exceeds \$750,000 in its fiscal year as explained below:

§200.501 Audit requirements.

(a) *Audit required.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

(b) *Single audit.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

(c) *Program-specific audit election.* When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.

(d) *Exemption when Federal awards expended are less than \$750,000.* A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

State Reporting Requirements

Local governments will be required to report expenditures to the state monthly using an online portal.

County Supplemental Appropriations

Cities and towns with populations under 200 are not eligible for a direct allocation from the state. Instead, consistent with the legislative proposal, the home county for these cities and towns will receive supplemental aid to be distributed to those cities and towns. The amount of the county distribution to cities and towns is equal to the lesser of the state supplemental aid for that jurisdiction or the jurisdictions documented allowable costs.

The city supplemental aid to counties is equal to the population of cities under 200 in the county multiplied by \$75.34. The town supplemental aid to counties is equal to the population of towns under 200 in the county multiplied by \$25.

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The City That Soars!

REQUEST FOR CITY COUNCIL ACTION

Meeting Date	August 19, 2020
Agenda Item	Policy D3
Attachment	N/A
Submitted By	Sack Thongvanh, City Administrator

Item	Proposed 2021 Budget - General Fund
Description	<p>We will discuss and review the general funds. Staff waiting for additional information to complete fund allocations.</p> <ul style="list-style-type: none"> • 111 - Legislative • 112 - Administrative • 113 - Finance • 114 - Legal • 115 - Elections • 116 - Communications • 117 - Planning & Inspections • 121 - Emergency Preparedness • 122 - Police • 123 - Prosecution • 124 - Fire Services • 125 - Fire Relief • 131 - City Hall & Grounds • 132 - Street • 133 - Engineering • 134 - Tree Program • 141 - Park Maintenance & Administration • 192 - Contingency
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Budget Sheets
Action(s) Requested	No action required at this time.

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GENERAL FUND REVENUE BUDGET

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL 2018	BUDGET 2019	BUDGET 2020	ESTIMATED 2020	BUDGET 2021	COMMENTS	BUDGET TO BUDGET	BUDGET TO ESTIMATE
<i>PROPERTY TAXES</i>									
30111	CURRENT AD VALOREM TAXES	1,254,584	1,445,972	1,513,488				-100.0%	#DIV/0!
30111	FISCAL DISPARITY	241,618	310,957	396,048				-100.0%	#DIV/0!
30112	DELINQUENT AD VALOREM	6,971	3,849	0				#DIV/0!	#DIV/0!
30113	UNALLOTMENT LEVY/DELINQUENT PENALTY	1,383	14	0				#DIV/0!	#DIV/0!
	<i>TOTAL PROPERTY TAX LEVY</i>	<u>1,504,556</u>	<u>1,760,792</u>	<u>1,909,536</u>	<u>0</u>	<u>0</u>		-100.0%	#DIV/0!
<i>LICENSES & PERMITS</i>									
32110	CONTRACTOR LICENSES	0	71	0		50		#DIV/0!	#DIV/0!
32120	LIQUOR & WINE LICENSES	8,812	12,614	8,500		8,500		0%	#DIV/0!
32130	CIGARETTE & AMUSEMENT LICENSES	500	750	750		750		0%	#DIV/0!
32140	MISCELLANEOUS BUSINESS LICENSES	4,998	9,264	10,000		10,000		0%	#DIV/0!
32150	RENTAL HOUSING LICENSE	3,282	8,056	8,600		8,600		0%	#DIV/0!
32210	BUILDING PERMITS	28,696	70,593	50,000		50,000		0%	#DIV/0!
32212	ROOFING PERMITS	8,508	14,438	9,000		9,000		0%	#DIV/0!
32214	WINDOW/SIDING PERMITS	7,144	11,301	8,000		8,000		0%	#DIV/0!
32216	ZONING	809	5,109	1,000		1,000		0%	#DIV/0!
32220	MECHANICAL PERMITS	6,327	19,029	5,000		5,000		0%	#DIV/0!
32230	PLUMBING PERMITS	2,537	6,536	3,000		3,000		0%	#DIV/0!
32235	SIGN PERMITS	401	180	0		0		#DIV/0!	#DIV/0!
32240	OTHER PERMITS	3,408	9,146	3,000		3,000		0%	#DIV/0!
	<i>TOTAL LICENSES & PERMITS</i>	<u>75,622</u>	<u>167,087</u>	<u>106,850</u>	<u>0</u>	<u>106,900</u>		0%	#DIV/0!
<i>INTERGOVERNMENTAL</i>									
33400	STATE GRANTS & AIDS (LGA)	600,591	603,532	603,532		603,532	Direct deposit excess to 419 (\$75,732) *Not a Transfer For 2021 extra \$29,312 to 419, total to 419 would be (75,732+29312= 105,044)	0%	#DIV/0!
33410	OTHER GRANTS (PERA & TREE DISASTER)	1,707	1,707	1,700	0	0		-100%	#DIV/0!
33411	STATE AID - POLICE	0	116,564	0		0			
33430	MINNESOTA STATE AID - DOT	0	0	0		0		#DIV/0!	#DIV/0!
33440	INSURANCE PREMIUM - FIRE	57,508	59,443	70,000	64,000	50,000		-29%	-22%
33700	CABLE TV FRANCHISE FEES	46,464	44,141	30,000		30,000	Move25% to General Capital	0%	#DIV/0!
	<i>TOTAL INTERGOVERNMENTAL</i>	<u>706,270</u>	<u>825,387</u>	<u>705,232</u>	<u>64,000</u>	<u>683,532</u>		-3%	968%
<i>CHARGES FOR SERVICES</i>									
34101	CITY FACILITY RENTAL	15,040	16,718	15,000		0	Community Building Issues	-100%	#DIV/0!
34120	PLAN CHECK FEES	7,331	38,783	8,500		8,500		0%	#DIV/0!
34140	SPECIAL ASSESSMENT SEARCH	100	500	0		0		#DIV/0!	#DIV/0!
34150	ZONING REVIEW FEES	2,500	1,100	100		500		400%	#DIV/0!
34160	ADMINISTRATIVE FEES	140	145	200		200		0%	#DIV/0!
34170	SALE OF MAPS & COPIES	7	2	7		0		-100%	#DIV/0!
34210	LAUDERDALE - FIRE CONTRACT	32,575	40,605	30,000	30,000	0		-100%	-100%
34215	FIRE RENTAL HOUSING INSPECTIONS	0	0	0		0		#DIV/0!	#DIV/0!
34217	ACCIDENT CLEAN UP	3,515	710	2,800		1,000		-64%	#DIV/0!
34221	FALSE ALARMS - FIRE	180	0	0		0		#DIV/0!	#DIV/0!
34222	FALSE ALARMS - SECURITY	540	2,282	800		500		-38%	#DIV/0!
34223	CONDUIT BONDING	0	0	0		0		#DIV/0!	#DIV/0!
34500	TOBACCO COMPLIANCE	4	0	0		0		#DIV/0!	#DIV/0!
	<i>TOTAL CHARGES FOR SERVICES</i>	<u>61,932</u>	<u>100,846</u>	<u>57,407</u>	<u>30,000</u>	<u>10,700</u>		-81%	-64%
<i>FINES & FORFEITS</i>									
35110	COURT FINES	35,719	28,191	20,000		20,000		0%	#DIV/0!
	<i>TOTAL FINES & FORFEITS</i>	<u>35,719</u>	<u>28,191</u>	<u>20,000</u>	<u>0</u>	<u>20,000</u>		-100%	#DIV/0!
<i>SPECIAL ASSESSMENTS</i>									
36100	SPECIAL ASSESSMENTS	0	0	0	0	0		#DIV/0!	#DIV/0!
	<i>TOTAL SPECIAL ASSESSMENTS</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		#DIV/0!	#DIV/0!
<i>MISCELLANEOUS</i>									
36211	INTEREST ON INVESTMENTS	39,341	53,157	18,000		18,000		0%	#DIV/0!
36213	CHANGE IN FAIR VALUE OF I	724	7,045	0		0		#DIV/0!	#DIV/0!
36400	MISCELLANEOUS	2,628	841	650		650		0%	#DIV/0!
36402	FIRE FIGHTING TNG/EDUC REIMB	3,023	6,006	5,000		3,000			
36404	ST FAIR POLICE SVC	54,458	0	30,000		30,000	Pass Through		
36405	ST ANTHONY POLICE EXPS REIMB	0	0	0		0			
36409	ATTORNEY FEE REIMBURSEMENT	6,982	0	0		0			
36410	TIS PAYMENT	0	0	0		0		#DIV/0!	#DIV/0!
36420	INSURANCE REFUND	2,927	2,656	5,000		3,000		-40%	#DIV/0!
36425	INSURANCE SETTLEMENT	0	0	0		0		#DIV/0!	#DIV/0!
36430	CERT TRAINING	0	0	0		0		#DIV/0!	#DIV/0!
36450	EVENT COMMUNITY SUPPORT	0	0	0		0		#DIV/0!	#DIV/0!
36460	EVENTS REVENUE	0	0	0		0		#DIV/0!	#DIV/0!
36465	5K RUN SPECIAL EVENT	0	0	0		0		#DIV/0!	#DIV/0!
36467	PARENTS NIGHT OUT EVENT	0	0	0		0		#DIV/0!	#DIV/0!
36475	LAWN & YARD CLEANUP FEES	0	0	0		0		#DIV/0!	#DIV/0!
36480	SNOW REMOVAL	0	0	0		0		#DIV/0!	#DIV/0!
	<i>TOTAL MISCELLANEOUS</i>	<u>110,083</u>	<u>69,705</u>	<u>58,650</u>	<u>0</u>	<u>54,650</u>		-7%	#DIV/0!
<i>TOTAL REVENUES</i>									
	<i>OTHER FINANCING SOURCES</i>	<u>2,494,182</u>	<u>2,952,008</u>	<u>2,857,675</u>	<u>94,000</u>	<u>855,782</u>		-70%	810%
39200	TRANSFERS	0	0	0	0	0		#DIV/0!	#DIV/0!
	<i>TOTAL OTHER FINANCING SOURCES</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		#DIV/0!	#DIV/0!
<i>TOTAL REVENUES & OTHER FINANCING SOURCES</i>									
		<u>2,494,182</u>	<u>2,952,008</u>	<u>2,857,675</u>	<u>94,000</u>	<u>855,782</u>		-70.05%	810.41%

LEGISLATIVE EXPENDITURES (111)

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL	ACTUAL	BUDGET	ESTIMATED	BUDGET	BUDGET TO BUDGET	BUDGET TO ESTIMATE
		2018	2019	2020	2020	2021		
<i>COMPENSATION</i>								
60510	MAYOR & CITY COUNCIL	19,250	16,974	19,800	19,800	19,800	0%	0%
64011	PERA CONTRIBUTIONS	915	669	1,000	21,000	1,000		
64012	FICA CONTRIBUTIONS	1,473	1,299	1,515	1,515	1,515	0%	0%
	<i>TOTAL COMPENSATION</i>	<u>21,638</u>	<u>18,941</u>	<u>22,315</u>	<u>42,315</u>	<u>22,315</u>	0%	-47%
<i>MATERIALS & SUPPLIES</i>								
70100	SUPPLIES	137	176	200	200	200	0%	0%
70410	LEGAL NOTICES	956	972	1,600	1,600	1,600	0%	0%
	<i>TOTAL MATERIALS & SUPPLIES</i>	<u>1,093</u>	<u>1,148</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	0%	0%
<i>OTHER SERVICES & CHARGES</i>								
80330	CONSULTANT	0	0	0	0	0	#DIV/0!	#DIV/0!
86100	CONFERENCES/EDUCATION/TRAINING	1,590	6,895	3,000	3,000	3,000	0%	0%
86130	MEETINGS	293	508	500	500	500		
86140	COMMISSIONS/MEMBERSHIPS/ASSOCIATIONS	8,322	8,976	8,990	8,990	8,990	0%	0%
86500	COOPERATIVE SERVICE	9,143	9,399	10,038	10,038	10,038	0%	0%
88000	INSURANCE & BONDS	50	47	50	50	50	0%	0%
	<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>19,398</u>	<u>25,825</u>	<u>22,578</u>	<u>22,578</u>	<u>22,578</u>	0%	0%
111	<i>TOTAL EXPENDITURES</i>	<u><u>42,129</u></u>	<u><u>45,914</u></u>	<u><u>46,693</u></u>	<u><u>66,693</u></u>	<u><u>46,693</u></u>	0%	-30%

ADMINISTRATIVE EXPENDITURES (112)

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL 2018	ACTUAL 2019	BUDGET 2020	ESTIMATED 2020	BUDGET 2021		BUDGET TO BUDGET	BUDGET TO ESTIMATE
<i>COMPENSATION</i>									
60100	REGULAR SALARIES	133,715	148,599	159,600	154,000	169,000		6%	10%
60520	PART-TIME EMPLOYEES/INCLUSION	0	0	10,000	0	10,000	Intern(s) for Inclusion and Administration	0%	#DIV/0!
64011	PERA CONTRIBUTIONS	9,643	11,077	12,000	12,000	12,700		6%	6%
64012	FICA CONTRIBUTIONS	10,235	11,444	12,250	12,000	13,000		6%	8%
64031	HOSPITALIZATION	27,798	31,295	31,600	27,000	32,900		4%	22%
64032	DENTAL	1,525	1,328	1,500	1,300	1,500		0%	15%
64033	LONG-TERM DISABILITY	313	206	300	320	320		7%	0%
64034	LIFE INSURANCE	281	252	280	310	310		11%	0%
	<i>TOTAL COMPENSATION</i>	<u>183,510</u>	<u>204,200</u>	<u>227,530</u>	<u>206,930</u>	<u>239,730</u>		5%	16%
<i>MATERIALS & SUPPLIES</i>									
70100	SUPPLIES	4,435	4,730	5,500	5,500	5,500		0%	0%
70500	POSTAGE	1,143	4,379	4,000	4,000	4,400		10%	10%
	<i>TOTAL MATERIALS & SUPPLIES</i>	<u>5,578</u>	<u>9,110</u>	<u>9,500</u>	<u>9,500</u>	<u>9,900</u>		4%	4%
<i>OTHER SERVICES & CHARGES</i>									
80330	CONSULTANT	5,600	1,327	10,000	0	0	Continue Strategic Planning	-100%	#DIV/0!
80340	ADMINISTRATIVE SUPPORT	7,115	0	0	0	0		#DIV/0!	#DIV/0!
86010	MILEAGE	527	448	3,000	500	500		-83%	0%
86030	CONFERENCES & SCHOOL	0	0	0	0	0			
86100	CONFERENCES/EDUCATION/ASSOCIATIONS	2,996	3,068	5,500	4,500	5,500		0%	22%
86110	MEMBERSHIPS	20	0	1,500	500	500		-67%	0%
87000	REPAIR OFFICE EQUIPMENT	2,802	720	3,500	3,000	3,500		0%	17%
88000	INSURANCE & BONDS	8,908	18,737	19,000	19,000	19,000		0%	0%
88500	PAYPAL EXPS	1,733	1,650	1,750	1,700	1,900		9%	12%
89000	MISCELLANEOUS	732	2,158	800	950	1,000		25%	5%
	<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>30,433</u>	<u>28,108</u>	<u>45,050</u>	<u>30,150</u>	<u>31,900</u>		-29%	6%
112	<i>TOTAL EXPENDITURES</i>	<u>219,521</u>	<u>241,418</u>	<u>282,080</u>	<u>246,580</u>	<u>281,530</u>		0%	14%
<i>OTHER FINANCING USES</i>									
97000	TRANSFERS TO CAPITAL	22,000	52,000	132,000	132,000	120,000	\$40,000 General Capital (401) & \$80,000 (Fiscal Disparity to Capital (419)	-9%	-9%
	<i>TOTAL OTHER FINANCING USES</i>	<u>22,000</u>	<u>52,000</u>	<u>132,000</u>	<u>132,000</u>	<u>120,000</u>		-9%	-9%
	<i>TOTAL EXPENDITURES & OTHER FINANCING USES</i>	<u>241,521</u>	<u>293,418</u>	<u>414,080</u>	<u>378,580</u>	<u>401,530</u>		-3%	6%

FINANCE EXPENDITURES (113)

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL	ACTUAL	BUDGET	ESTIMATED	BUDGET	BUDGET TO BUDGET	BUDGET TO ESTIMATE
		2018	2019	2020	2020	2021		
<i>COMPENSATION</i>								
60100	REGULAR SALARIES	87,168	87,820	93,300	93,300	96,500	3%	3%
60520	PART-TIME FINANCE INTERN	9,826	4,144	12,750	1,631	5,000	-61%	207%
64011	PERA CONTRIBUTIONS	6,493	6,583	7,000	7,000	7,300	4%	4%
64012	FICA CONTRIBUTIONS	7,373	7,027	8,130	7,600	8,400	3%	11%
64031	HOSPITALIZATION	8,968	8,369	10,300	8,300	11,000	7%	33%
64032	DENTAL	496	424	510	425	520	2%	22%
64033	LONG-TERM DISABILITY	340	278	340	340	340	0%	0%
64034	LIFE INSURANCE	571	555	550	500	500	-9%	0%
	<i>TOTAL COMPENSATION</i>	<u>121,235</u>	<u>115,201</u>	<u>132,880</u>	<u>119,096</u>	<u>129,560</u>	-2%	9%
<i>MATERIALS & SUPPLIES</i>								
70100	SUPPLIES	278	204	1,400	1,400	300	-79%	-79%
	<i>TOTAL MATERIALS & SUPPLIES</i>	<u>278</u>	<u>204</u>	<u>1,400</u>	<u>1,400</u>	<u>300</u>	-79%	-79%
<i>OTHER SERVICES & CHARGES</i>								
80310	AUDIT	9,900	10,125	10,395	10,400	11,000	6%	6%
80330	FINANCIAL CONSULTANT	1,900	50	0	0	0	#DIV/0!	#DIV/0!
80600	SOFTWARE MAINTENANCE	6,448	6,956	7,400	7,400	7,600	3%	3%
86010	MILEAGE	169	225	200	200	250	25%	25%
86100	CONFERENCES/EDUCATION	2,156	(200)	2,500	500	1,200	-52%	140%
86110	MEMBERSHIPS	0	0	240	240	240	0%	0%
88000	INSURANCE & BONDS	698	773	750	696	750	0%	8%
88500	POSTIVE PAY EXP	638	632	600	700	700	17%	0%
89000	MISCELLANEOUS	370	905	500	535	600	20%	12%
	<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>22,279</u>	<u>19,465</u>	<u>22,585</u>	<u>20,671</u>	<u>22,340</u>	-1%	8%
113	<i>TOTAL EXPENDITURES</i>	<u>143,792</u>	<u>134,871</u>	<u>156,865</u>	<u>141,167</u>	<u>152,200</u>	-3%	8%

LEGAL EXPENDITURES (114)

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL	ACTUAL	BUDGET	ESTIMATED	BUDGET	BUDGET TO BUDGET	BUDGET TO ESTIMATE
		2018	2019	2020	2020	2021		
	<i>OTHER SERVICES & CHARGES</i>							
80200	LEGAL FEES	17,170	12,659	15,000	15,000	15,000	0%	0%
80210	ZONING CODE UPDATE	2,864	2,485	3,000	0	1,000	-67%	#DIV/0!
	<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>20,034</u>	<u>15,144</u>	<u>18,000</u>	<u>15,000</u>	<u>16,000</u>	-11%	7%
114	<i>TOTAL EXPENDITURES</i>	<u>20,034</u>	<u>15,144</u>	<u>18,000</u>	<u>15,000</u>	<u>16,000</u>	-11%	7%

ELECTIONS EXPENDITURES (115)

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL	ACTUAL	BUDGET	ESTIMATED	BUDGET	BUDGET TO BUDGET	BUDGET TO ESTIMATE
		2018	2019	2020	2020	2021		
<i>COMPENSATION</i>								
60100	REGULAR SALARIES	0	0	0	0	0	#DIV/0!	#DIV/0!
60520	PART-TIME EMPLOYEES	0	0	0	0	0	#DIV/0!	#DIV/0!
64011	PERA CONTRIBUTIONS	0	0	0	0	0	#DIV/0!	#DIV/0!
64012	FICA CONTRIBUTIONS	0	0	0	0	0	#DIV/0!	#DIV/0!
64031	HOSPITALIZATION	0	0	0	0	0	#DIV/0!	#DIV/0!
64032	DENTAL	0	0	0	0	0	#DIV/0!	#DIV/0!
64033	LONG-TERM DISABILITY	0	0	0	0	0	#DIV/0!	#DIV/0!
64034	LIFE INSURANCE	0	0	0	0	0	#DIV/0!	#DIV/0!
	<i>TOTAL COMPENSATION</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	#DIV/0!	#DIV/0!
<i>MATERIALS & SUPPLIES</i>								
70100	SUPPLIES	691	356	1,000	1,000	500		-50%
70500	POSTAGE	0	0	0	0	0	#DIV/0!	#DIV/0!
	<i>TOTAL MATERIALS & SUPPLIES</i>	<u>691</u>	<u>356</u>	<u>1,000</u>	<u>1,000</u>	<u>500</u>	#DIV/0!	-50%
<i>OTHER SERVICES & CHARGES</i>								
80300	ELECTION CONTRACT	17,903	20,047	20,000	22,576	22,576		13%
80350	ACCUVOTE VOTING SERVICE	2,025	2,141	2,300	2,142	2,142		-7%
80400	CONSULTING	0	0	0	0	0	#DIV/0!	#DIV/0!
86010	MILEAGE	0	0	0	0	0	#DIV/0!	#DIV/0!
87090	REPAIR OTHER EQUIPMENT	0	0	0	0	0	#DIV/0!	#DIV/0!
88000	INSURANCE & BONDS	0	0	0	0	0	#DIV/0!	#DIV/0!
	<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>19,928</u>	<u>22,188</u>	<u>22,300</u>	<u>24,718</u>	<u>24,718</u>		11%
115	<i>TOTAL EXPENDITURES</i>	<u>20,619</u>	<u>22,544</u>	<u>23,300</u>	<u>25,718</u>	<u>25,218</u>		8%
<i>OTHER FINANCING USES</i>								
97000	TRANSFERS TO CAPITAL	0	0	0	0	0	#DIV/0!	#DIV/0!
	<i>TOTAL OTHER FINANCING USES</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	#DIV/0!	#DIV/0!
	<i>TOTAL EXPENDITURES & OTHER FINANCING USES</i>	<u>20,619</u>	<u>22,544</u>	<u>23,300</u>	<u>25,718</u>	<u>25,218</u>		8%

COMMUNICATIONS EXPENDITURES (116)

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL	ACTUAL	BUDGET	ESTIMATED	BUDGET	BUDGET TO BUDGET	BUDGET TO ESTIMATED
		2018	2019	2020	2019	2020		
<i>COMPENSATION</i>								
60100	REGULAR SALARIES	16,667	13,967	15,500	15,600	17,000	10%	9%
60520	PART-TIME EMPLOYEES(Special Events)	1,726	542	1,000	0	1,000	0%	#DIV/0!
64011	PERA CONTRIBUTIONS	1,136	1,048	1,170	1,200	1,300	11%	8%
64012	FICA CONTRIBUTIONS	1,439	1,155	1,420	1,200	1,550	9%	29%
64031	HOSPITALIZATION	380	862	6,050	5,500	6,400	6%	16%
64032	DENTAL	23	36	70	260	260	271%	0%
64033	LONG-TERM DISABILITY	24	20	30	48	50	67%	4%
64034	LIFE INSURANCE	26	37	36	90	90	150%	0%
	<i>TOTAL COMPENSATION</i>	21,421	17,666	25,276	23,898	27,650	9%	16%
<i>MATERIALS & SUPPLIES</i>								
70100	SUPPLIES	51	776	200	910	900	350%	-1%
70420	NEWSLETTERS/INFORMATION	3,454	2,828	3,000	3,000	3,000	0%	0%
70500	POSTAGE	901	728	800	800	800	0%	0%
	<i>TOTAL MATERIALS & SUPPLIES</i>	4,406	4,332	4,000	4,710	4,700	18%	0%
<i>OTHER SERVICES & CHARGES</i>								
85010	TELEPHONE	3,849	4,358	4,600	3,000	3,000	-35%	0%
85050	CABLE TV	13,779	10,622	15,000	1,492	13,000	-13%	771%
85060	WEBSITE	1,272	3,096	3,000	8,200	3,000	0%	-63%
85070	NETWORK/TECHNICAL SUPPORT(I-NET)	20,515	25,269	17,719	23,000	???????	40% of Total IT Cost	#VALUE!
85080	LASERFICHE/FIBER CABLE MAINTENANCE	2,127	4,020	0	0	0	All moved to (85070) Network	#DIV/0!
86010	MILEAGE	0	61	0	0	0		#DIV/0!
86100	COMMISSIONS/MEMBERSHIPS/TRAINING	0	0	0	0	0		#DIV/0!
87090	REPAIR EQUIPMENT	0	0	0	0	0		#DIV/0!
88000	INSURANCE & BONDS	0	0	5	0	0		#DIV/0!
89010	SPECIAL EVENTS	2,733	884	5,000	0	1,000	-100%	#DIV/0!
	<i>TOTAL OTHER SERVICES & CHARGES</i>	44,275	48,311	45,324	35,692	20,000	-80%	-44%
116	<i>TOTAL EXPENDITURES</i>	70,102	70,308	74,600	64,300	52,350	-30%	-19%
<i>OTHER FINANCING USES</i>								
97000	TRANSFERS	0	0	0	0	0	#DIV/0!	#DIV/0!
	<i>TOTAL OTHER FINANCING USES</i>	0	0	0	0	0	#DIV/0!	#DIV/0!
	<i>TOTAL EXPENDITURES & OTHER FINANCING USES</i>	70,102	70,308	74,600	64,300	52,350	-30%	-19%

PLANNING & INSPECTIONS EXPENDITURES (117)

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL 2018	ACTUAL 2019	BUDGET 2020	ESTIMATED 2020	BUDGET 2021	BUDGET TO BUDGET	BUDGET TO ESTIMATE
<i>COMPENSATION</i>								
60100	REGULAR SALARIES	49,912	45,834	49,750	50,800	54,000	9%	6%
60520	PART-TIME FIRE INSPECTOR	4,250	6,453	7,000	5,000	7,000	0%	40%
64011	PERA CONTRIBUTIONS	3,516	3,431	3,750	3,800	4,200	12%	11%
64012	FICA CONTRIBUTIONS	4,198	4,059	4,350	4,100	4,100	-6%	0%
64031	HOSPITALIZATION	6,859	7,803	16,100	15,000	17,050	6%	14%
64032	DENTAL	230	242	220	600	600	173%	0%
64033	LONG-TERM DISABILITY	69	67	75	150	150	100%	0%
64034	LIFE INSURANCE	76	89	100	210	210	110%	0%
	<i>TOTAL COMPENSATION</i>	<u>69,110</u>	<u>67,976</u>	<u>81,345</u>	<u>79,660</u>	<u>87,310</u>	7%	10%
<i>MATERIALS & SUPPLIES</i>								
70100	SUPPLIES	31	36	50	50		-100%	-100%
	<i>TOTAL MATERIALS & SUPPLIES</i>	<u>31</u>	<u>36</u>	<u>50</u>	<u>50</u>	<u>0</u>	-100%	-100%
<i>OTHER SERVICES & CHARGES</i>								
80400	CONSULTING PLANNER	16,674	0	0	0	0	#DIV/0!	#DIV/0!
80500	GIS SUPPORT	936	940	1,100	1,000	1,000	-9%	0%
81210	BUILDING INSPECTORS	43,686	57,341	50,000	50,000	50,000	0%	0%
81220	MECHANICAL INSPECTORS	5,732	4,236	5,000	5,000	5,000	0%	0%
81230	PLUMBING INSPECTORS	2,193	3,940	3,000	3,000	3,000	0%	0%
85015	CELL PHONE	379	600	600	600	600	0%	0%
86010	MILEAGE	8	202	30	80	80	167%	0%
86100	CONFERENCES/EDUCATION/ASSOCIATIONS	81	295	750	300	300	-60%	0%
86110	MEMBERSHIPS	90	113	150	295	300	100%	2%
88000	INSURANCE & BONDS	0	0	0	0	0	#DIV/0!	#DIV/0!
89070	ENERGY AUDIT INCENTEIVE	0	0	2,500	250	2,500	Mark M. Request	900%
89100	ENERGY REBATE PROGRAM	101	0	0	0	200	#DIV/0!	#DIV/0!
	<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>69,880</u>	<u>67,666</u>	<u>63,130</u>	<u>60,525</u>	<u>62,980</u>	0%	4%
117	<i>TOTAL EXPENDITURES</i>	<u>139,021</u>	<u>135,678</u>	<u>144,525</u>	<u>140,235</u>	<u>150,290</u>	4%	7%

EMERGENCY PREPAREDNESS EXPENDITURES (121)

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL 2018	ACTUAL 2019	BUDGET 2020	ESTIMATED 2020	BUDGET 2021	BUDGET TO BUDGET	BUDGET TO ESTIMATE
<i>COMPENSATION</i>								
60100	REGULAR SALARIES	3,316	3,580	3,780	3,950	4,100	8%	4%
60520	PART TIME EMERGENCY MGMT	0	0	1,500	1,500	1,800		
64011	PERA CONTRIBUTIONS	249	265	285	300	320	12%	7%
64012	FICA CONTRIBUTIONS	254	274	445	440	410	-8%	-7%
64031	HOSPITALIZATION	777	802	870	870	900	3%	3%
64032	DENTAL	33	34	40	40	40	0%	0%
64033	LONG-TERM DISABILITY	5	4	6	5	5	-17%	0%
64034	LIFE INSURANCE	2	3	4	5	5	25%	0%
	<i>TOTAL COMPENSATION</i>	<u>4,636</u>	<u>4,962</u>	<u>6,930</u>	<u>7,110</u>	<u>7,580</u>	9%	7%
<i>MATERIALS & SUPPLIES</i>								
70120	SUPPLIES	0	441	1,000	0	1,000	0%	#DIV/0!
	<i>TOTAL MATERIALS & SUPPLIES</i>	<u>0</u>	<u>441</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	0%	#DIV/0!
<i>OTHER SERVICES & CHARGES</i>								
85015	CELL PHONE	124	0	200	100	100	-50%	0%
85020	ELECTRIC	223	76	100	100	100	0%	0%
86100	MILEAGE/CONF/EDU/ASSO	0	0	0	0	0	#DIV/0!	#DIV/0!
86800	RADIO SUBSCRIBER FEE	0	0	0	0	0	#DIV/0!	#DIV/0!
87091	CIVIL DEFENSE SIREN REPAIR	0	0	0	0	0	#DIV/0!	#DIV/0!
88000	INSURANCE & BONDS	0	0	0	0	0	#DIV/0!	#DIV/0!
	<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>347</u>	<u>76</u>	<u>300</u>	<u>0</u>	<u>200</u>	-33%	#DIV/0!
121	<i>TOTAL EXPENDITURES</i>	<u><u>4,983</u></u>	<u><u>5,478</u></u>	<u><u>8,230</u></u>	<u><u>7,110</u></u>	<u><u>8,780</u></u>	7%	23%
<i>OTHER FINANCING USES</i>								
97000	TRANSFERS	0	0	0	0	0	#DIV/0!	#DIV/0!
	<i>TOTAL OTHER FINANCING USES</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	#DIV/0!	#DIV/0!
	<i>TOTAL EXPENDITURES & OTHER FINANCING USES</i>	<u><u>4,983</u></u>	<u><u>5,478</u></u>	<u><u>8,230</u></u>	<u><u>7,110</u></u>	<u><u>8,780</u></u>	7%	23%

POLICE EXPENDITURES (122)

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL	ACTUAL	BUDGET	ESTIMATED	BUDGET	BUDGET TO BUDGET	BUDGET TO ESTIMATE	
		2018	2019	2020	2020	2021			
	<i>OTHER SERVICES & CHARGES</i>								
81000	POLICE SERVICES	1,011,891	1,156,139	1,194,426	1,194,426	1,242,061		4%	
81200	DISPATCH 911	36,681	36,066	39,247	39,427	35,715		-9%	
	<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>1,048,572</u>	<u>1,192,205</u>	<u>1,233,673</u>	<u>1,233,853</u>	<u>1,277,776</u>		4%	
122	<i>TOTAL EXPENDITURES</i>	<u>1,048,572</u>	<u>1,192,205</u>	<u>1,233,673</u>	<u>1,233,853</u>	<u>1,277,776</u>		4%	

2021 Est plus \$30,000 for State Fair

PROSECUTION EXPENDITURES (123)

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL 2018	ACTUAL 2019	BUDGET 2020	ESTIMATED 2020	BUDGET 2021	BUDGET TO BUDGET	BUDGET TO ESTIMATE
	<i>OTHER SERVICES & CHARGES</i>							
80200	LEGAL FEES	30,000	30,000	31,000	31,000	31,000	0%	0%
	<i>TOTAL OTHER SERVICES & CHARGES</i>	30,000	30,000	31,000	31,000	31,000	0%	0%
123	<i>TOTAL EXPENDITURES</i>	30,000	30,000	31,000	31,000	31,000	0%	0%

FIRE SERVICES EXPENDITURES (124)

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL 2018	ACTUAL 2019	BUDGET 2020	ESTIMATED 2020	BUDGET 2021		BUDGET TO BUDGET	BUDGET TO ESTIMATE
<i>COMPENSATION</i>									
60100	REGULAR SALARIES	0	0	0	0	0			
61510	DRILL COMPENSATION	17,913	17,622	18,900	15,500	18,500		-2%	19%
61520	FIRE COMPENSATION	17,216	13,880	18,900	16,200	16,000		-15%	-1%
61525	ADMIN DUTY COMPENSATION/ TNG PREPARATION	16,472	16,212	16,995	3,500	25,000	assuming new PT chief and admin staff		
61530	FIRE HALL CLEANING	1,430	1,327	1,700	2,700	3,000		76%	11%
61540	HAZMAT TNG COMPENSATION	1,082	1,496	2,200	300	1,500		-32%	400%
61547	TRAINING PREPARATION	0	59	0	0	0		#DIV/0!	#DIV/0!
61550	OFFICER COMPENSATION	24,182	13,181	26,250	3,100	23,000	assuming FT admin and tng duties	-12%	642%
64012	FICA CONTRIBUTIONS	5,946	4,874	6,510	3,100	6,000		-8%	94%
64031	HOSPITALIZATION	0	0	0	0	0		#DIV/0!	#DIV/0!
64032	DENTAL	0	0	0	0	0		#DIV/0!	#DIV/0!
64033	LONG-TERM DISABILITY	0	0	0	0	0		#DIV/0!	#DIV/0!
64034	LIFE INSURANCE	0	0	0	0	0		#DIV/0!	#DIV/0!
	<i>TOTAL COMPENSATION</i>	<u>84,241</u>	<u>68,652</u>	<u>91,455</u>	<u>44,400</u>	<u>93,000</u>		2%	109%
<i>MATERIALS & SUPPLIES</i>									
70100	SUPPLIES	5,643	9,638	16,500	10,000	10,000		-39%	0%
70120	TOOLS	1,720	242	500	200	500		0%	150%
70500	POSTAGE	7	0	0	0	3,500	recruitment costs		
74000	MOTOR FUEL & LUBRICANTS	2,349	1,255	2,400	1,100	1,900		-21%	73%
77000	CLOTHING	2,843	257	8,000	1,700	8,000	new hire uniform and current fire fighters	0%	371%
	<i>TOTAL MATERIALS & SUPPLIES</i>	<u>12,562</u>	<u>11,392</u>	<u>27,400</u>	<u>13,000</u>	<u>23,900</u>		-13%	84%
<i>OTHER SERVICES & CHARGES</i>									
80330	FIRE CONSULTANT	0	0	20,000	40,000	0		-100%	-100%
82010	CLEANING/WASTE REMOVAL	0	61	0	0	0		#DIV/0!	#DIV/0!
82011	LINEN CLEANING	1,373	1,446	0	1,500	1,500		#DIV/0!	0%
85015	CELL PHONE	1,356	969	0	950	1,000	chief phone	#DIV/0!	5%
85070	NETWORK/TECHNICAL SUPPORT(I-NET)	13,150	8,423	26,579	18,500	27,000	60% of Total IT Cost	2%	46%
86010	MILEAGE	0	447	0	0	0		#DIV/0!	#DIV/0!
86020	TRAINING	15,605	10,122	18,000	3,000	12,000		-33%	300%
86110	MEMBERSHIPS	1,143	440	1,200	4,100	1,200		0%	-71%
86120	SUBSCRIPTIONS	0	0	0	0	0		#DIV/0!	#DIV/0!
86200	MEDICAL EXAMINATIONS	2,266	2,890	3,000	3,000	3,500		17%	17%
86800	RADIO MESB/FLEET SUPPORT	980	1,514	1,200	800	1,600		33%	100%
87025	HAZMAT EQUIPMENT MAINT	2,097	736	1,400	800	1,500		7%	88%
87029	REPAIR EQUIPMENT/CONTRACT MAINTENANCE	16,432	17,473	18,000	21,000	25,000	hose/ladder/trk testing/maintenance	39%	19%
87092	REPAIR RADIOS	43	755	2,000	0	2,000		0%	#DIV/0!
88000	INSURANCE & BONDS	13,448	12,548	15,000	13,300	15,500		3%	17%
89000	MISCELLANEOUS	0	0	0	0	0		#DIV/0!	#DIV/0!
	<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>67,893</u>	<u>57,824</u>	<u>106,379</u>	<u>106,950</u>	<u>91,800</u>		-14%	-14%
124	<i>TOTAL EXPENDITURES</i>	<u>164,696</u>	<u>137,867</u>	<u>225,234</u>	<u>164,350</u>	<u>208,700</u>		-7%	27%
97000	TRANSFERS	0	0	0	0	0		#DIV/0!	#DIV/0!
	<i>TOTAL OTHER FINANCING USES</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		#DIV/0!	#DIV/0!
	<i>TOTAL EXPENDITURES & OTHER FINANCING USES</i>	<u>164,696</u>	<u>137,867</u>	<u>225,234</u>	<u>164,350</u>	<u>208,700</u>		-7%	27%

FIRE RELIEF (125)

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL 2018	ACTUAL 2019	BUDGET 2020	ESTIMATED 2020	BUDGET 2021	BUDGET TO BUDGET	BUDGET TO ESTIMATE
	<i>COMPENSATION & AID</i>							
64040	MN STATE FIRE AID	57,508	59,443	70,000	60,000	50,000	-29%	-17%
	<i>TOTAL COMPENSATION & AID</i>	57,508	59,443	70,000	60,000	50,000	-29%	-17%
125	<i>TOTAL EXPENDITURES</i>	57,508	59,443	70,000	60,000	50,000	-29%	-17%

CITY HALL & GROUNDS EXPENDITURES (131)

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL	ACTUAL	BUDGET	ESTIMATED	BUDGET	BUDGET TO BUDGET	BUDGET TO ESTIMATE
		2018	2019	2020	2020	2021		
<i>COMPENSATION</i>								
60100	REGULAR SALARIES	16,459	16,793	17,950	18,000	18,600	4%	#REF!
60520	PART-TIME EMPLOYEES	2,000	0	2,000	1,000	2,000	0%	45%
64011	PERA CONTRIBUTIONS	1,234	1,260	1,350	1,400	1,450	7%	#REF!
64012	FICA CONTRIBUTIONS	1,323	1,193	1,600	1,300	1,650	3%	27%
64031	HOSPITALIZATION	3,689	3,828	5,000	4,000	5,100	2%	28%
64032	DENTAL	219	155	190	180	190	0%	6%
64033	LONG-TERM DISABILITY	41	20	0	45	45	#DIV/0!	0%
64034	LIFE INSURANCE	29	28	30	60	60	100%	0%
	<i>TOTAL COMPENSATION</i>	<u>24,994</u>	<u>23,276</u>	<u>28,120</u>	<u>25,985</u>	<u>29,095</u>	3%	12%
<i>MATERIALS & SUPPLIES</i>								
70110	SUPPLIES	11,166	9,389	11,000	10,000	11,000	0%	10%
	<i>TOTAL MATERIALS & SUPPLIES</i>	<u>11,166</u>	<u>9,389</u>	<u>11,000</u>	<u>10,000</u>	<u>11,000</u>	0%	10%
<i>OTHER SERVICES & CHARGES</i>								
82010	WASTE REMOVAL	467	0	500	0	500	0%	#DIV/0!
85010	TELEPHONE	0	0	0	0	0	#DIV/0!	#DIV/0!
85015	CELL PHONE	1,757	2,183	2,030	2,900	2,400	18%	-17%
85020	ELECTRIC	5,800	4,609	6,000	5,000	5,500	-8%	10%
85025	SOLAR GARDEN	8,143	8,876	7,000	7,000	7,000	0%	0%
85030	NATURAL GAS	5,044	5,187	7,000	6,000	6,000	-14%	0%
85040	WATER	1,277	738	1,200	850	900	-25%	6%
85070	SEWER	544	197	120	200	200	67%	0%
86100	CONFERENCES/EDUCATION/ASSOCIATIONS	668	0	600	708	800	33%	13%
87010	CITY HALL GROUNDS/FACILITIES/BLDG. MAINT.	7,627	11,233	6,000	8,000	8,500	42%	6%
87100	PANIC BUTTON SECURITY	378	284	400	500	500	25%	0%
88000	INSURANCE & BONDS	12,154	20,902	16,000	24,087	24,000	50%	0%
89000	MISCELLANEOUS	91	91	100	90	100	0%	11%
	<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>43,950</u>	<u>54,300</u>	<u>46,950</u>	<u>55,335</u>	<u>56,400</u>	20%	2%
131	<i>TOTAL EXPENDITURES</i>	<u>80,110</u>	<u>86,965</u>	<u>86,070</u>	<u>91,320</u>	<u>96,495</u>	12%	6%
<i>OTHER FINANCING USES</i>								
97000	TRANSFERS	0	0	0	0	0	#DIV/0!	#DIV/0!
	<i>TOTAL OTHER FINANCING USES</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	#DIV/0!	#DIV/0!
	<i>TOTAL EXPENDITURES & OTHER FINANCING USES</i>	<u>80,110</u>	<u>86,965</u>	<u>86,070</u>	<u>91,320</u>	<u>96,495</u>	12%	6%

STREET EXPENDITURES (132)

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL	ACTUAL	BUDGET	ESTIMATED	BUDGET	BUDGET TO BUDGET	BUDGET TO ESTIMATE
		2018	2019	2020	2020	2021		
<i>COMPENSATION</i>								
60100	REGULAR SALARIES	45,760	45,964	49,700	49,000	52,000	5%	6%
60520	PART-TIME EMPLOYEES	6,325	1,320	8,000	8,000	8,000	0%	0%
64011	PERA CONTRIBUTIONS	3,431	3,516	3,750	3,800	3,900	4%	3%
64012	FICA CONTRIBUTIONS	3,799	3,489	4,430	4,400	4,600	4%	5%
64031	HOSPITALIZATION	10,003	10,330	12,800	11,000	13,100	2%	19%
64032	DENTAL	439	450	530	480	500	-6%	4%
64033	LONG-TERM DISABILITY	74	54	70	130	130	86%	0%
64034	LIFE INSURANCE	70	69	75	160	160	113%	0%
	<i>TOTAL COMPENSATION</i>	<u>69,901</u>	<u>65,191</u>	<u>79,355</u>	<u>76,970</u>	<u>82,390</u>	4%	7%
<i>MATERIALS & SUPPLIES</i>								
70120	SUPPLIES	5,833	5,645	6,000	5,000	6,000	#DIV/0!	#DIV/0!
74000	MOTOR FUEL & LUBRICANTS	6,984	10,812	7,500	6,000	7,500	0%	20%
75000	BITUMINOUS PATCHING	1,536	934	1,800	9,000	4,000	122%	-56%
75100	STREET SIGNS	1,287	834	400	200	400	0%	100%
77000	CLOTHING	890	360	1,000	900	1,000	0%	11%
	<i>TOTAL MATERIALS & SUPPLIES</i>	<u>16,530</u>	<u>18,585</u>	<u>16,700</u>	<u>21,100</u>	<u>18,900</u>	13%	-10%
<i>OTHER SERVICES & CHARGES</i>								
83030	SNOW REMOVAL	9,450	8,994	30,000	9,000	30,000	#DIV/0!	#DIV/0!
85015	CELL PHONE	105	0	200	0	100	-50%	#DIV/0!
85020	STREET LIGHTING POWER	13	0	0	0	0	#DIV/0!	#DIV/0!
85040	WATER FOR BLVD PLANTS	0	0	0	0	0	#DIV/0!	#DIV/0!
85070	NETWORK/TECHNICL SUPPORT(I-NET)	1,646	584	3,800	4,400	4,400	16%	0%
86100	CONFERENCES/EDUCATION/ASSOCIATIONS	0	694	600	500	500	-17%	0%
86101	MILEAGE	47	594	260	260	260	0%	0%
87000	REPAIR EQUIPMENT	7,599	1,911	7,000	5,000	5,000	-29%	0%
87005	CROSSWALK PAINTING	0	0	200	0	0	-100%	#DIV/0!
87010	BOULEVARD MAINTENANCE	93	426	1,500	900	1,000	-33%	11%
87011	REPAIR PICKUP TRUCK	0	0	0	0	0	#DIV/0!	#DIV/0!
87012	REPAIR TRUCK	0	3,466	0	0	0	#DIV/0!	#DIV/0!
87016	REPAIR JOHN DEERE	0	0	0	0	0	#DIV/0!	#DIV/0!
87500	RENTAL OF EQUIPMENT	0	0	800	0	0	-100%	#DIV/0!
88000	INSURANCE & BONDS	18,297	9,763	12,000	4,400	6,000	-50%	36%
89000	MISCELLANEOUS	230	250	0	0	0	#DIV/0!	#DIV/0!
	<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>37,480</u>	<u>26,682</u>	<u>56,360</u>	<u>24,460</u>	<u>47,260</u>	-16%	93%
132	<i>TOTAL EXPENDITURES</i>	<u>123,911</u>	<u>110,458</u>	<u>152,415</u>	<u>122,530</u>	<u>148,550</u>	-3%	21%
<i>OTHER FINANCING USES</i>								
97000	TRANSFERS	0	0	0	0	0	#DIV/0!	#DIV/0!
	<i>TOTAL OTHER FINANCING USES</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	#DIV/0!	#DIV/0!
	<i>TOTAL EXPENDITURES & OTHER FINANCING USES</i>	<u>123,911</u>	<u>110,458</u>	<u>152,415</u>	<u>122,530</u>	<u>148,550</u>	-3%	21%

ENGINEERING EXPENDITURES (133)

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL	ACTUAL	BUDGET	ESTIMATED	BUDGET	<u>BUDGET TO BUDGET</u>	<u>BUDGET TO ESTIMATE</u>
		2018	2019	2020	2020	2021		
	<i>OTHER SERVICES & CHARGES</i>							
80100	ENGINEERING SERVICES	15,269	9,291	10,000	10,000	10,000	0%	0%
	<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>15,269</u>	<u>9,291</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	0%	0%
133	<i>TOTAL EXPENDITURES</i>	<u><u>15,269</u></u>	<u><u>9,291</u></u>	<u><u>10,000</u></u>	<u><u>10,000</u></u>	<u><u>10,000</u></u>	0%	0%

TREE PROGRAM EXPENDITURES (134)

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL	ACTUAL	BUDGET	ESTIMATED	BUDGET	BUDGET TO BUDGET	BUDGET TO ESTIMATE
		2018	2019	2020	2020	2021		
<i>COMPENSATION</i>								
60100	REGULAR SALARIES	0	0	0	0	0	#DIV/0!	#DIV/0!
60520	PART-TIME EMPLOYEES	0	0	0	0	0	#DIV/0!	#DIV/0!
64011	PERA CONTRIBUTIONS	0	0	0	0	0	#DIV/0!	#DIV/0!
64012	FICA CONTRIBUTIONS	0	0	0	0	0	#DIV/0!	#DIV/0!
64031	HOSPITALIZATION	0	0	0	0	0	#DIV/0!	#DIV/0!
64032	DENTAL	0	0	0	0	0	#DIV/0!	#DIV/0!
64033	LONG-TERM DISABILITY	0	0	0	0	0	#DIV/0!	#DIV/0!
64034	LIFE INSURANCE	0	0	0	0	0	#DIV/0!	#DIV/0!
	<i>TOTAL COMPENSATION</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	#DIV/0!	#DIV/0!
<i>MATERIALS & SUPPLIES</i>								
70110	SUPPLIES	105	0	50	0	50	0%	#DIV/0!
74000	MOTOR FUEL & LUBRICANTS	0	0	0	0	0	#DIV/0!	#DIV/0!
	<i>TOTAL MATERIALS & SUPPLIES</i>	<u>105</u>	<u>0</u>	<u>50</u>	<u>0</u>	<u>50</u>	0%	#DIV/0!
<i>OTHER SERVICES & CHARGES</i>								
80330	FORESTRY CONSULTANT	2,025	1,698	5,000	4,000	5,000	0%	25%
84010	TREE TRIMMING	0	0	17,500	17,500	17,500	0%	0%
84020	TREE REMOVAL	0	0	5,000	5,000	5,000	0%	0%
84030	TREE PLANTING	0	0	5,000	5,000	5,000	0%	0%
84040	STORM DAMAGE	0	0	5,000	5,000	5,000	0%	0%
86010	MILEAGE	0	0	0	0	0	#DIV/0!	#DIV/0!
86100	CONFERENCES/EDUCATION/ASSOCIATIONS	0	0	0	0	0	#DIV/0!	#DIV/0!
88000	INSURANCE & BONDS	0	0	0	0	0	#DIV/0!	#DIV/0!
89000	MISCELLANEOUS	0	0	0	0	0	#DIV/0!	#DIV/0!
	<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>2,025</u>	<u>1,698</u>	<u>37,500</u>	<u>36,500</u>	<u>37,500</u>	0%	3%
134	<i>TOTAL EXPENDITURES</i>	<u>2,130</u>	<u>1,698</u>	<u>37,550</u>	<u>36,500</u>	<u>37,550</u>	0%	3%
<i>OTHER FINANCING USES</i>								
97000	TRANSFERS	0	0	0	0	0	#DIV/0!	#DIV/0!
	<i>TOTAL OTHER FINANCING USES</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	#DIV/0!	#DIV/0!
	<i>TOTAL EXPENDITURES & OTHER FINANCING USES</i>	<u>2,130</u>	<u>1,698</u>	<u>37,550</u>	<u>36,500</u>	<u>37,550</u>	0%	3%

PARK MAINTENANCE & ADMINISTRATION EXPENDITURES (141)

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL	ACTUAL	BUDGET	ESTIMATED	BUDGET	BUDGET TO BUDGET	BUDGET TO ESTIMATE
		2018	2019	2020	2020	2021		
<i>COMPENSATION</i>								
60100	REGULAR SALARIES	33,676	33,602	34,700	35,000	37,000	7%	6%
60520	PART-TIME EMPLOYEES	3,951	10,941	5,000	8,000	8,000	60%	0%
60540	RINK ATTENDENTS-SEASONAL	2,754	1,855	4,000	1,000	2,000	-50%	100%
64011	PERA CONTRIBUTIONS	2,437	2,271	2,600	2,600	2,800	8%	8%
64012	FICA CONTRIBUTIONS	2,989	3,414	3,350	3,400	3,600	7%	6%
64031	HOSPITALIZATION	5,528	4,039	7,100	4,200	7,300	3%	74%
64032	DENTAL	289	187	220	250	280	27%	12%
64033	LONG-TERM DISABILITY	57	40	50	70	70	40%	0%
64034	LIFE INSURANCE	70	63	70	90	90	29%	0%
	<i>TOTAL COMPENSATION</i>	<u>51,751</u>	<u>56,412</u>	<u>57,090</u>	<u>54,610</u>	<u>61,140</u>	7%	12%
<i>MATERIALS & SUPPLIES</i>								
70100	SUPPLIES	4,108	4,320	7,000	4,500	5,000	#DIV/0!	#DIV/0!
74000	MOTOR FUEL & LUBRICANTS	248	0	800	800	800	-29%	11%
	<i>TOTAL MATERIALS & SUPPLIES</i>	<u>4,356</u>	<u>4,320</u>	<u>7,800</u>	<u>5,300</u>	<u>5,800</u>	0%	0%
							-26%	9%
<i>OTHER SERVICES & CHARGES</i>								
82010	WASTE REMOVAL	0	0	0	0	0	#DIV/0!	#DIV/0!
85010	TELEPHONE	0	0	0	0	0	#DIV/0!	#DIV/0!
85011	TELEPHONE - LANDLINE	901	827	1,000	1,000	1,000	#DIV/0!	#DIV/0!
85015	CELL PHONE	163	0	350	0	100	0%	0%
85020	ELECTRIC	4,732	4,058	4,800	4,500	4,500	-71%	#DIV/0!
85030	NATURAL GAS	1,078	1,294	1,200	1,300	1,200	-6%	0%
85040	WATER	4,433	2,280	4,000	2,300	4,000	0%	-8%
85070	SEWER	2,634	0	2,800	0	0	0%	74%
86100	CONFERENCES/EDUCATION/ASSOCIATIONS	0	350	200	200	200	-100%	#DIV/0!
86101	MILEAGE	163	0	0	0	0	0%	0%
86105	TEMPORARY WARMING HOUSE	250	(20)	3,000	300	3,000	#DIV/0!	#DIV/0!
86110	MEMBERSHIPS	0	455	150	150	150	0%	900%
87120	FACILITIES & GROUNDS MAINTENANCE	1,543	8,104	7,000	7,000	7,000	0%	0%
87130	MINI WARMING HOUSE	2,053	1,050	0	0	0	0%	0%
88000	INSURANCE & BONDS	2,835	5,071	6,000	5,300	6,000	#DIV/0!	#DIV/0!
89000	MISCELLANEOUS	33	953	50	0	0	0%	13%
	<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>20,818</u>	<u>24,422</u>	<u>30,550</u>	<u>22,050</u>	<u>27,150</u>	-100%	#DIV/0!
							-11%	23%
141	<i>TOTAL EXPENDITURES</i>	<u>76,925</u>	<u>85,153</u>	<u>95,440</u>	<u>81,960</u>	<u>94,090</u>	#DIV/0!	#DIV/0!
							-1%	15%
<i>OTHER FINANCING USES</i>								
97000	TRANSFERS	26,000	26,000	26,000	26,000	26,000	0%	0%
	<i>TOTAL OTHER FINANCING USES</i>	<u>26,000</u>	<u>26,000</u>	<u>26,000</u>	<u>26,000</u>	<u>26,000</u>	0%	0%
	<i>TOTAL EXPENDITURES & OTHER FINANCING USES</i>	<u>102,925</u>	<u>111,153</u>	<u>121,440</u>	<u>107,960</u>	<u>120,090</u>	-1%	11%

CONTINGENCY EXPENDITURES (192)

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL 2018	ACTUAL 2019	BUDGET 2020	ESTIMATED 2020	BUDGET 2021	BUDGET TO BUDGET	BUDGET TO ESTIMATE
	<i>WAGES, SALARIES, & COMP</i>							
64011	PERA	0	0	0	0	0	#DIV/0!	#DIV/0!
64012	FICA CONTRIBUTION	0	0	0	0	0	#DIV/0!	#DIV/0!
	<i>TOTAL WAGES, SALARIES & COMP</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	#DIV/0!	#DIV/0!
	<i>OTHER SERVICES & CHARGES</i>							
89000	MISCELLANEOUS	3,953	4,961	4,000	3,000	4,000	0%	33%
89010	UNALLOCATED COMPENSATION	0	0	0	0	0	#DIV/0!	#DIV/0!
	<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>3,953</u>	<u>4,961</u>	<u>4,000</u>	<u>3,000</u>	<u>4,000</u>	0%	33%
192	<i>TOTAL EXPENDITURES</i>	<u><u>3,953</u></u>	<u><u>4,961</u></u>	<u><u>4,000</u></u>	<u><u>3,000</u></u>	<u><u>4,000</u></u>	0%	33%
	<i>OTHER FINANCING USES</i>							
97000	TRANSFERS	0	0	0	0	0	#DIV/0!	#DIV/0!
	<i>TOTAL OTHER FINANCING USES</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	#DIV/0!	#DIV/0!
	<i>TOTAL EXPENDITURES & OTHER FINANCING USES</i>	<u><u>3,953</u></u>	<u><u>4,961</u></u>	<u><u>4,000</u></u>	<u><u>3,000</u></u>	<u><u>4,000</u></u>	0%	33%