



124 North Broadway, Crookston, MN 56716
218 281-1232 Fax 218 281-5609

September 7, 2023

NOTICE OF MEETING

A member or members of the Crookston City Council may participate by telephone or other electronic means. If you would like to watch live, please like and subscribe on our YouTube Channel at: <https://www.youtube.com/c/CityofCrookstonChannel>

For quorum purposes, if you are unable to attend, please call Tina at 281-1232. Thank you.

WAYS & MEANS COMMITTEE MEETING

Monday, September 11, 2023
Immediately Following the City Council Meeting
City Hall Council Chambers

AGENDA:

1. Airport Budget Discussion
2. Administration/Legal/Election Budget Discussions
3. Finance/Audit Budget Discussions

Mayor/Council: **Stainbrook, Jerde, Fischer, Briggs, Cavalier, Kresl, Klatt, Hibma, Menard**

Staff: **Reynolds, Carlson, Hefta, Heldstab, Kirschbaum, Palm, Passa, Selzler, Solberg, Rystad**

Other: Clauson, Holten, **Miller**

Media: KROX, Crookston Daily Times, City Website

AIRPORT BUDGET

CITY OF CROOKSTON
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2023

229-AIRPORT
 NON DEPARTMENTAL

	2021 ACTUAL	2022 ACTUAL	2023		2024		BUDGET WORKSPACE
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	PROPOSED BUDGET	
<u>REVENUES</u>							
<u>TAXES</u>							
229-30000-1010 PROPERTY TAXES: CURRENT	100,826	24,770	24,653	411	0	24,653	
SUBTOTAL TAXES	100,826	24,770	24,653	411	0	24,653	
<u>INTERGOVERNMENT REVENUE</u>							
229-30000-3180 FED GRANTS-FMHA	114,091	(17,800)	135,000	0	0	135,000	
229-30000-3422 STATE GRANTS: OTHER	0	45,325	0	0	0	0	
229-30000-3424 MAINTENANCE:STATE	50,823	61,317	40,374	0	0	40,374	
SUBTOTAL INTERGOVERNMENT REVENUE	164,914	88,842	175,374	0	0	175,374	
<u>CHARGES FOR SERVICE</u>							
229-30000-4920 JET FUEL	2,321	2,136	1,500	1,038	0	1,500	
229-30000-4951 REFUNDS & REIMBURSEMENTS	135	0	0	(25)	0	0	
SUBTOTAL CHARGES FOR SERVICE	2,456	2,136	1,500	1,013	0	1,500	
<u>MISCELLANEOUS REVENUES</u>							
229-30000-6208 INTEREST ON INVESTMENTS	6	90	0	24	0	0	
229-30000-6213 ALLOCATED INTEREST	494	(3,180)	0	0	0	0	
229-30000-6220 RENT-AIRPORT SHOP	7,300	6,700	7,200	3,100	0	7,920	
229-30000-6221 RENT: STORAGE UNITS	5,969	3,455	6,000	475	0	4,000	
229-30000-6222 RENT: FARMLAND	45,590	45,590	45,590	27,790	0	45,590	
229-30000-6224 HANGAR RENTAL-GARAGE RENT	50,489	52,121	50,000	18,705	0	50,000	
SUBTOTAL MISCELLANEOUS REVENUES	109,847	104,776	108,790	50,094	0	107,510	
<u>OTHER FINANCING SOURCES</u>							
229-30000-9202 TRNSFR FROM OTHER	299,933	0	0	0	0	0	
SUBTOTAL OTHER FINANCING SOURCES	299,933	0	0	0	0	0	
 TOTAL REVENUE - NON DEPARTMENTAL	 677,977	 220,524	 310,317	 51,518	 0	 309,037	
 REVENUE OVER/(UNDER) EXPENDITURES	 677,977	 220,524	 310,317	 51,518	 0	 309,037	

CITY OF CROOKSTON
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2023

229-AIRPORT
 AIRPORT EXPENSE

	2021 ACTUAL	2022 ACTUAL	2023		2024		BUDGET WORKSPACE
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	PROPOSED BUDGET	
<u>EXPENDITURES</u>							
229-49810-0101 SALARIES: REGULAR	17,306	17,306	18,449	12,240	0	18,911	
229-49810-0104 SALARIES: TEMPORARY	2,214	3,618	7,426	1,715	0	10,000	
229-49810-0122 FICA CONTRIBUTIONS	1,210	1,297	1,604	770	0	1,800	
229-49810-0125 MEDICARE CONTRIBUTIONS	283	303	375	180	0	420	
229-49810-0126 PERA COORDINATED	1,298	1,298	1,941	803	0	2,170	
229-49810-0200 OFFICE SUPPLIES	143	102	500	0	0	500	
229-49810-0211 LAUNDRY	802	726	1,000	428	0	800	
229-49810-0212 GASOLINE - OIL	1,862	5,904	5,600	1,934	0	5,000	
229-49810-0213 JANITOR SUPPLIES	1,214	1,035	1,500	309	0	1,200	
229-49810-0217 MISC SUPPLIES	2,263	2,417	6,500	146	0	5,000	
229-49810-0221 REPAIRS: EQUIPMENT	2,651	3,233	9,000	10,780	0	9,000	
229-49810-0222 BUILDING REPAIRS & MAINTENANCE	12,534	17,840	10,000	4,448	0	7,500	
229-49810-0227 HANGAR REPAIRS & MAINTENANCE	75	3,465	10,000	585	0	7,500	
229-49810-0303 CONTRACTUAL	0	0	1,250	0	0	0	
229-49810-0312 PROFESSIONAL FEES	306	40	2,500	0	0	1,000	
229-49810-0331 TRAVEL/TRAINING EXPENSE	0	0	750	0	0	0	
229-49810-0352 LEGAL PUBLICATION NOTICES	0	0	750	0	0	750	
229-49810-0361 LIABILITY INSURANCE	27,369	15,539	26,956	1,462	0	18,780	
229-49810-0364 WORKER'S COMPENSATION	1,579	1,146	1,773	83	0	1,175	
229-49810-0380 UTILITIES	28,171	25,009	42,000	17,099	0	30,000	
229-49810-0384 SANITATION SERVICE	2,014	2,683	2,000	1,243	0	2,000	
229-49810-0405 RUNWAY MOWING-MARKING-MAINTENANCE	12,925	15,146	16,000	3,660	0	16,000	
229-49810-0406 NAV AID-MAINTENANCE	0	0	400	0	0	0	
229-49810-0407 SNOW REMOVAL - CONTRACT	2,543	9,908	6,500	5,588	0	6,500	
229-49810-0433 SUBSCRIPTIONS & DUES	550	594	1,000	602	0	1,000	
229-49810-0437 CENTRAL GARAGE CHARGES	0	0	500	0	0	0	
229-49810-0439 REAL ESTATE TAXES	32,280	35,810	33,650	33,302	0	33,650	
229-49810-0520 BUILDINGS & STRUCTURES	0	0	50,000	0	0	50,000	
229-49810-0530 OTHER IMPROVEMENTS	77,061	152,167	51,000	18,735	0	50,400	
229-49810-0580 OTHER EQUIPMENT	0	0	60,000	0	0	0	
TOTAL EXPENDITURES - AIRPORT EXPENSES	228,653	316,586	370,924	116,113	0	281,056	

49810-0520 BUILDINGS & STRUCTURES NEXT YEAR NOTES:
 \$50,000 Resheet Hangar

49810-0530 OTHER IMPROVEMENTS NEXT YEAR NOTES:
 \$14,000 Crack Sealing Program
 \$36,400 6-Unit T-Hangar Build in 2025

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CITY OF CROOKSTON
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2023

229-AIRPORT
 AIRPORT EXPENSE

	2021 ACTUAL	2022 ACTUAL	2023			2024	
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	PROPOSED BUDGET	BUDGET WORKSPACE
FUND TOTAL REVENUES	677,977	220,524	310,317	51,518	0	309,037	
FUND TOTAL EXPENDITURES	<u>228,653</u>	<u>316,586</u>	<u>370,924</u>	<u>116,113</u>	<u>0</u>	<u>281,056</u>	
REVENUE OVER/(UNDER) EXPENDITURES	<u>449,323</u>	<u>(96,062)</u>	<u>(60,607)</u>	<u>(64,595)</u>	<u>0</u>	<u>27,981</u>	

*** END OF REPORT ***

CITY OF CROOKSTON		
Five Year Capital Improvement Plan		
Airport Funded		
2024	ITEM	AMOUNT
1	6-UNIT T-HANGER (BUILD IN 2025) TOTAL PROJECT COST: \$1,912,000	\$1,720,800
		\$1,720,800
2025	ITEM	AMOUNT
		\$0
		\$0
2026	ITEM	AMOUNT
1	SNOW REMOVAL EQUIPMENT TOTAL PROJECT \$328,111	\$295,300
		\$295,300
2027	ITEM	AMOUNT
		\$0
		\$0
2028	ITEM	AMOUNT
1	CRACK SEAL HANGAR AREA	\$54,000
2	DRAINAGE MAINT.	\$5,400
3	TAXILANE PAVEMENT WIDENING	\$157,500
		\$216,900
	5 Year Total	\$2,233,000.00

CITY OF CROOKSTON

Five Year Capital Improvement Plan

Airport Local Match

2024	ITEM	AMOUNT
1	RESHEET HANGAR	\$50,000
2	CRACK SEALING PROGRAM	\$14,000
3	6-UNIT T-HANGER (BUILD IN 2025) TOTAL PROJECT COST: \$1,912,000	\$36,400
		\$100,400
2025	ITEM	AMOUNT
1	RESHEET HANGAR	\$50,000
2	REPLACE WIND CONE FOUNDATION	\$15,000
		\$65,000
2026	ITEM	AMOUNT
1	RESHEET HANGAR	\$50,000
2	SNOW REMOVAL EQUIPMENT TOTAL PROJECT \$328,111	\$16,406
		\$66,406
2027	ITEM	AMOUNT
		\$0
		\$0
2028	ITEM	AMOUNT
1	CRACK SEAL HANGAR AREA	\$3,000
2	DRAINAGE MAINT.	\$300
3	TAXILANE PAVEMENT WIDENING	\$8,750
		\$12,050
	5 Year Total	\$243,856.00

**ADMINISTRATION/
LEGAL/ELECTION
BUDGET**

CITY OF CROOKSTON
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2023

101-GENERAL FUND
 CITY ADMINISTRATOR

	2021 ACTUAL	2022 ACTUAL	2023		2024		BUDGET WORKSPACE
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	PROPOSED BUDGET	
<u>EXPENDITURES</u>							
101-41320-0101 SALARIES: REGULAR	162,935	201,652	260,183	156,862	0	310,857	
101-41320-0102 SALARIES: OVERTIME -REGUL	0	910	0	257	0	0	
101-41320-0104 SALARIES: TEMPORARY	0	0	0	0	0	0	
101-41320-0110 SALARIES - MISC	0	0	0	0	0	0	
101-41320-0111 SEVERANCE PAY	0	4,330	0	0	0	0	
101-41320-0112 SICK LEAVE	0	0	0	0	0	0	
101-41320-0113 VACATION PAY	0	0	0	0	0	0	
101-41320-0119 MOVING EXPENSE	1,193	0	0	0	0	2,000	
101-41320-0121 PERA CONTRIBUTIONS BASIC	0	0	0	0	0	0	
101-41320-0122 FICA CONTRIBUTIONS	9,637	12,202	16,131	9,831	0	16,960	
101-41320-0125 MEDICARE CONTRIBUTIONS	2,254	2,854	3,773	2,299	0	3,967	
101-41320-0126 PERA COORDINATED	12,181	7,920	9,389	6,234	0	11,820	
101-41320-0127 PERA POLICE & FIRE	0	0	0	0	0	0	
101-41320-0129 PENSION EXPENSE	0	0	0	0	0	0	
101-41320-0131 HEALTH INSURANCE-EBC	25,996	22,380	26,232	12,435	0	42,558	
101-41320-0133 SECURITY LIFE INSURANCE	132	108	156	76	0	211	
101-41320-0134 UNITED WAY	0	0	0	0	0	0	
101-41320-0142 UNEMPLOYMENT BENEFIT PAYM	0	0	0	0	0	0	
101-41320-0200 OFFICE SUPPLIES	333	356	1,000	93	0	1,000	
101-41320-0202 DUPLICATING & COPY SUPPLI	0	0	0	0	0	0	
101-41320-0207 TRAINING SUPPLIES	0	0	0	0	0	0	
101-41320-0217 MISC SUPPLIES	358	1,128	750	419	0	750	
101-41320-0243 SAFETY/WELLNESS EXPENSE	674	69	1,000	0	0	0	
101-41320-0312 PROFESSIONAL FEES	24,307	16,830	15,000	2,292	0	265,000	
101-41320-0321 COMMUNICATIONS	1,308	928	1,550	478	0	1,550	
101-41320-0331 TRAVEL/TRAINING EXPENSE	4,978	20	7,500	3,020	0	7,800	
101-41320-0334 MILEAGE	0	0	300	0	0	0	
101-41320-0341 EMPLOYMENT ADVERTISEMENT	2,919	4,139	3,000	842	0	3,000	
101-41320-0352 LEGAL PUBLICATION NOTICES	0	0	0	3,847	0	6,000	
101-41320-0354 PUBLIC INFORMATION	3,680	9,580	7,500	3,520	0	7,500	
101-41320-0360 EMPLOYEE LIABILITY INSURA	0	0	0	0	0	0	
101-41320-0361 LIABILITY INSURANCE	1,071	2,570	1,910	289	0	3,705	
101-41320-0364 WORKER'S COMPENSATION	1,046	1,248	1,435	90	0	1,595	
101-41320-0417 CLOTHING ALLOWANCE	300	303	100	0	0	200	
101-41320-0433 SUBSCRIPTIONS & DUES	1,494	879	2,000	679	0	2,000	
101-41320-0570 OFFICE EQUIP & FURNISHING	0	565	500	0	0	500	
101-41320-0580 OTHER EQUIPMENT	0	0	0	0	0	0	
101-41320-0591 COUNCIL APPROVED BUDGET I	2,695	0	0	0	0	0	
TOTAL EXPENDITURES - CITY ADMINISTR	259,488	290,971	359,409	203,561	0	688,973	

41320-0101 SALARIES: REGULAR NEXT YEAR NOTES:
 \$27,500 HR Coordinator
 \$35,000 New City Administrator Overlap

CITY OF CROOKSTON
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2023

101-GENERAL FUND
 CITY ADMINISTRATOR

		2023			2024			
2021	2022	CURRENT	Y-T-D	PROJECTED	PROPOSED	BUDGET		
ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET		WORKSPACE	
41320-0119	MOVING EXPENSE	NEXT YEAR NOTES: New City Administrator						
41320-0131	HEALTH INSURANCE-EBC	NEXT YEAR NOTES: Benefits increased to include HR Coordinator & New City Administrator						
41320-0133	SECURITY LIFE INSURANCE	NEXT YEAR NOTES: Benefits increased to include HR Coordinator & New City Administrator						
41320-0243	SAFETY/WELLNESS EXPENSE	NEXT YEAR NOTES: INCENTIVE PROGRAM THAT IS NO LONGER ACTIVE						
41320-0312	PROFESSIONAL FEES	NEXT YEAR NOTES: \$15,000 Dept Allocation for Professional Services \$50,000 New Administrator Search Firm Fees \$7,000 Moved 101-41130-0312 Orindance & Proceedings \$28,000 Moved 101-41550-0312 Tax Assessment Billing \$165,000 Moved 101-41610-0312 Legal Fees						
41320-0321	COMMUNICATIONS	NEXT YEAR NOTES: Internet and Long-Distance						
41320-0334	MILEAGE	NEXT YEAR NOTES: Moved to 101-41320-0331 Travel/Training						
41320-0352	LEGAL PUBLICATION NOTICES	NEXT YEAR NOTES: Expenses moved from Finance Department						
41320-0354	PUBLIC INFORMATION	PERMANENT NOTES: Sponsorships						

CITY OF CROOKSTON
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2023

101-GENERAL FUND
 ORDINANCE & PROCEEDINGS

	2021 ACTUAL	2022 ACTUAL	2023			2024	
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	PROPOSED BUDGET	BUDGET WORKSPACE

EXPENDITURES

101-41130-0312 PROFESSIONAL FEES	6,405	0	7,000	0	0	0	
101-41130-0352 LEGAL PUBLICATION OF NOTI	0	0	2,000	0	0	0	
101-41130-0353 PRINTING & ADVERTISING	0	0	0	0	0	0	
101-41130-0591 COUNCIL APPROVED BUDGET I	0	0	0	0	0	0	
TOTAL EXPENDITURES - ORDINANCE & PR	6,405	0	9,000	0	0	0	

41130-0312 PROFESSIONAL FEES NEXT YEAR NOTES:
 Moved to City Administrator

41130-0352 LEGAL PUBLICATION OF NOTI NEXT YEAR NOTES:
 Moved to City Administrator

41130-0353 PRINTING & ADVERTISING NEXT YEAR NOTES:
 Moved to City Administrator

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CITY OF CROOKSTON
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2023

101-GENERAL FUND
PROFESSIONAL FEES

	2021 ACTUAL	2022 ACTUAL	2023			2024	
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	PROPOSED BUDGET	BUDGET WORKSPACE

EXPENDITURES

101-41550-0312 PROFESSIONAL FEES	86,372	27,640	50,000	34,962	0	0	
101-41550-0720 TRANSFER TO OTHER FUNDS	155,000	10,000	25,000	0	0	0	
TOTAL EXPENDITURES - PROFESSIONAL F	241,372	37,640	75,000	34,962	0	0	

41550-0312 PROFESSIONAL FEES NEXT YEAR NOTES:
Moved to City Administrator

41550-0720 TRANSFER TO OTHER FUNDS NEXT YEAR NOTES:
Moved to City Administrator

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CITY OF CROOKSTON
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2023

101-GENERAL FUND
 LEGAL EXPENSE

			2023			2024	
	2021 ACTUAL	2022 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	PROPOSED BUDGET	BUDGET WORKSPACE
<u>EXPENDITURES</u>							
101-41610-0200 OFFICE SUPPLIES	0	0	0	0	0	0	
101-41610-0310 SUBSTITUTE ATTORNEY	14,457	7,938	10,000	1,829	0	0	
101-41610-0312 PROFESSIONAL FEES	192,533	123,323	165,000	76,773	0	0	
101-41610-0331 TRAVEL/TRAINING EXPENSE	0	300	2,000	0	0	0	
TOTAL EXPENDITURES - LEGAL EXPENSE	206,990	131,561	177,000	78,602	0	0	
41610-0310	SUBSTITUTE ATTORNEY	NEXT YEAR NOTES: Moved to City Administrator					
41610-0312	PROFESSIONAL FEES	NEXT YEAR NOTES: Moved to City Administrator					
41610-0331	TRAVEL/TRAINING EXPENSE	NEXT YEAR NOTES: No Longer Budgeting for this line item.					
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CITY OF CROOKSTON
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2023

101-GENERAL FUND
 ELECTIONS

	2023						2024
	2021 ACTUAL	2022 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	PROPOSED BUDGET	BUDGET WORKSPACE
<u>REVENUES</u>							
<u>CHARGES FOR SERVICE</u>							
101-31410-4108 ELECTION FILING FEE	0	16	0	0	0	0	
SUBTOTAL CHARGES FOR SERVICE	0	16	0	0	0	0	
TOTAL REVENUE - ELECTIONS	0	16	0	0	0	0	
<u>EXPENDITURES</u>							
101-41410-0101 SALARIES: REGULAR	0	0	200	0	0	0	
101-41410-0102 SALARIES: OVERTIME -REGUL	0	388	600	817	0	0	
101-41410-0104 SALARIES: TEMPORARY	0	24	0	0	0	28,392	
101-41410-0110 SALARIES - MISC	0	0	0	0	0	0	
101-41410-0111 SEVERANCE PAY	0	0	0	0	0	0	
101-41410-0112 SICK LEAVE	0	0	0	0	0	0	
101-41410-0113 VACATION PAY	0	0	0	0	0	0	
101-41410-0121 PERA CONTRIBUTIONS BASIC	0	0	0	0	0	0	
101-41410-0122 FICA CONTRIBUTIONS	0	22	50	47	0	1,761	
101-41410-0125 MEDICARE CONTRIBUTIONS	0	5	12	11	0	412	
101-41410-0126 PERA COORDINATED	0	29	60	61	0	0	
101-41410-0127 PERA POLICE & FIRE	0	0	0	0	0	0	
101-41410-0131 HEALTH INSURANCE-EBC	0	83	125	40	0	0	
101-41410-0133 SECURITY LIFE INSURANCE	0	1	2	1	0	0	
101-41410-0134 UNITED WAY	0	0	0	0	0	0	
101-41410-0200 OFFICE SUPPLIES	0	111	400	297	0	500	
101-41410-0208 OFFICE EXPENSE - POSTAGE	0	3,877	3,700	0	0	700	
101-41410-0217 MISC SUPPLIES	0	159	8,000	4,198	0	7,500	
101-41410-0303 CONTRACTUAL	0	0	0	0	0	9,228	
101-41410-0305 ELECTION JUDGE PAY	0	11,325	0	2,424	0	0	
101-41410-0312 PROFESSIONAL SERVICES	9,228	0	10,000	363	0	0	
101-41410-0331 TRAINING	0	0	0	0	0	400	
101-41410-0334 MILEAGE	0	0	0	0	0	0	
101-41410-0352 LEGAL PUBLICATION NOTICE(38)	61	0	0	0	210	
101-41410-0360 EMPLOYEE LIABILITY INSURA	0	0	0	0	0	0	
101-41410-0361 LIABILITY INSURANCE	0	0	0	0	0	0	
101-41410-0364 WORKER'S COMPENSATION	108	84	200	5	0	210	
101-41410-0412 HALL RENTAL	0	400	800	0	0	800	
101-41410-0437 CENTRAL GARAGE CHARGES	0	0	0	0	0	0	
101-41410-0570 VOTER TABULATOR	0	0	0	0	0	0	
TOTAL EXPENDITURES - ELECTIONS	9,298	16,571	24,149	8,264	0	50,113	

41410-0102 SALARIES: OVERTIME -REGULNEXT YEAR NOTES:

2024 All City Clerk hours worked for Election will be recorded under City Administrator fund 101-41320

FINANCE/AUDIT BUDGET

101-GENERAL FUND
 FINANCE DEPARTMENT

	2023						2024
	2021 ACTUAL	2022 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	PROPOSED BUDGET	BUDGET WORKSPACE
<u>REVENUES</u>							
<u>LICENSES & PERMITS</u>							
101-31400-2110 LICENSES: LIQUOR	19,850	16,900	19,000	17,225	0	19,000	
101-31400-2180 LICENSES: BEER	0	0	0	0	0	0	
101-31400-2181 LICENSES: CIGARETTE	700	900	700	700	0	700	
101-31400-2182 LICENSES: OTHER (THEATRE,	815	2,585	815	1,650	0	2,000	
101-31400-2260 DANCE PERMIT	30	60	50	50	0	50	
101-31400-2270 SPECIAL VEHICLE PERMIT	420	460	360	560	0	600	
SUBTOTAL LICENSES & PERMITS	21,815	20,905	20,925	20,185	0	22,350	
<u>CHARGES FOR SERVICE</u>							
101-31400-4107 ASSESSMENT SEARCHES	700	550	400	385	0	400	
101-31400-4112 ADMINISTRATIVE CHARGE (820)	468	0	0	0	0	
101-31400-4405 CONTRACTUAL MOWING	1,052	3,177	500	0	0	500	
SUBTOTAL CHARGES FOR SERVICE	931	4,195	900	385	0	900	
TOTAL REVENUE - FINANCE DEPARTMENT	22,746	25,100	21,825	20,570	0	23,250	

<u>EXPENDITURES</u>							
101-41400-0101 SALARIES: REGULAR	204,191	208,271	237,745	153,173	0	278,987	
101-41400-0102 SALARIES: OVERTIME -REGUL	0	758	800	0	0	0	
101-41400-0104 SALARIES: TEMPORARY	0	0	0	0	0	0	
101-41400-0110 SALARIES - MISC	0	0	0	0	0	0	
101-41400-0111 SEVERANCE PAY	9,976	1,434	0	6,683	0	0	
101-41400-0112 SICK LEAVE	0	0	0	0	0	0	
101-41400-0113 VACATION PAY	0	0	0	0	0	0	
101-41400-0121 PERA CONTRIBUTIONS BASIC	0	0	0	0	0	0	
101-41400-0122 FICA CONTRIBUTIONS	11,452	11,690	14,740	9,035	0	13,745	
101-41400-0125 MEDICARE CONTRIBUTIONS	2,716	2,734	3,447	2,113	0	3,215	
101-41400-0126 PERA COORDINATED	15,247	15,578	17,831	11,880	0	19,200	
101-41400-0127 PERA POLICE & FIRE	0	0	0	0	0	0	
101-41400-0129 PENSION EXPENSE	0	144	0	0	0	0	
101-41400-0131 HEALTH INSURANCE-EBC	41,344	35,385	52,464	21,620	0	49,484	
101-41400-0133 SECURITY LIFE INSURANCE	208	177	271	123	0	246	
101-41400-0134 UNITED WAY	0	0	0	0	0	0	
101-41400-0142 UNEMPLOYMENT BENEFIT PAYM	0	0	0	0	0	0	
101-41400-0200 OFFICE SUPPLIES	6,388	6,075	6,000	3,568	0	6,000	
101-41400-0217 MISC SUPPLIES	442	25	500	0	0	0	
101-41400-0243 SAFETY EXPENSE	500	76	500	0	0	0	
101-41400-0301 AUDIT SERVICES	0	0	0	0	0	37,000	
101-41400-0312 PROFESSIONAL FEES	0	70	0	87	0	5,000	
101-41400-0321 COMMUNICATIONS	780	880	1,500	699	0	1,200	
101-41400-0331 TRAVEL/TRAINING EXPENSE	4,722	4,938	8,000	4,663	0	8,000	
101-41400-0334 MILEAGE	0	0	200	0	0	200	
101-41400-0352 LEGAL PUBLICATION NOTICES	3,760	5,850	2,200	1,722	0	500	

CITY OF CROOKSTON
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2023

101-GENERAL FUND
 FINANCE DEPARTMENT

			2023			2024	
	2021 ACTUAL	2022 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	PROPOSED BUDGET	BUDGET WORKSPACE
101-41400-0360 EMPLOYEE LIABILITY INSURA	0	0	0	0	0	0	
101-41400-0361 LIABILITY INSURANCE	3,682	4,158	3,499	378	0	4,860	
101-41400-0364 WORKER'S COMPENSATION	1,759	1,627	1,911	92	0	1,567	
101-41400-0404 CONTRACTUAL EQUIP.MAINTEN	10,104	10,841	8,500	8,396	0	11,000	
101-41400-0405 CONTRACTUAL - MOWING	410	3,175	3,000	2,500	0	3,000	
101-41400-0406 SERVICE FEES	888	405	8,400	1,516	0	2,500	
101-41400-0417 CLOTHING ALLOWANCE	227	126	300	0	0	300	
101-41400-0432 UNCOLLECTIBLE CHECKS	0	0	0	0	0	0	
101-41400-0433 SUBSCRIPTIONS & DUES	1,187	366	2,000	1,302	0	2,000	
101-41400-0530 OTHER IMPROVEMENTS	0	0	1,000	0	0	5,000	
101-41400-0570 OFFICE EQUIP & FURNISHING	469	0	0	0	0	2,500	
101-41400-0591 COUNCIL APPROVED BUDGET I	0	0	2,500	0	0	0	
TOTAL EXPENDITURES - FINANCE DEPART	320,451	314,785	377,308	229,551	0	455,504	

41400-0101 SALARIES: REGULAR CURRENT YEAR NOTES:
 2023 - Included HR Coordinator

41400-0101 SALARIES: REGULAR NEXT YEAR NOTES:
 2024
 - HR Coordinator moved to City Administrator
 - Adding accounting support staff position

41400-0331 TRAVEL/TRAINING EXPENSE PERMANENT NOTES:
 INCREASED FOR NEW STAFF SEMINARS AND TRAINING

41400-0530 OTHER IMPROVEMENTS NEXT YEAR NOTES:
 Office reconfiguration for additional accounting support staff

REVENUE OVER/(UNDER) EXPENDITURES	{ 297,704 }	{ 289,685 }	{ 355,483 }	{ 208,981 }	0	{ 432,254 }
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CITY OF CROOKSTON
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2023

101--GENERAL FUND
AUDITING

	2021 ACTUAL	2022 ACTUAL	2023			2024	
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	PROPOSED BUDGET	BUDGET WORKSPACE

EXPENDITURES

101-41580-0301 AUDIT & ACCOUNTING SERVIC	30,775	34,500	37,000	0	0	0	
TOTAL EXPENDITURES - AUDITING	30,775	34,500	37,000	0	0	0	

41580-0301 AUDIT & ACCOUNTING SERVICNEXT YEAR NOTES:

Moved to Finance Department

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