



City Council Work Session
Tuesday, November 21, 2023 at 6:00 PM
Public Meeting Room

AGENDA

1. Call to Order

2. Items for Discussion

- A. Review Utility Billing Appeal
- B. Budget Work Session #7 - Final Review All Funds/Levies/Fees
- C. Provide Direction on a Draft City Loan Policy for the Rehabilitation of Commercial Properties
- D. 2024 Snow and Ice Control Guidelines Review
- E. Consider Elimination of the Tourism Commission

3. Future Discussion

4. Adjournment

(The Council may meet as a group for dinner)

Please contact the City Administrator's Office if you need special accommodations while attending this meeting



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH:
FROM: Tim Murray, City Administrator
MEETING DATE: November 21, 2023
SUBJECT: Review Utility Billing Appeal

Discussion:

At the October 24, 2023 City Council meeting, an item to deny an appeal on retroactive storm water utility billing charges (\$8,877.91) was tabled and referred back to a future Work Session. The customer had appealed the charges, which was reviewed at the October 17, 2023 Work Session with the Council (the Council did not support a reduction or elimination of the charges). Additionally, the proposed payment plan (should the City deny the appeal) that was provided to the customer (+\$246.61/month for 36 months) is also being appealed.

In addition to discussing these appeals, I would also request the Council consider whether or not any revisions to the utility billing policy should be explored to address these or similar circumstances in the future, as well as the handling of appeals.

Attachments:

1. Correspondence - Budde Utility Billing Appeal
2. Utility Billing Policy 2022-12-13
3. Summary of Utility Billing Adjustments (2021-2023)

From: [Chuck Budde](#)
To: [Jeanne Schmuck](#)
Cc: [Tim Murray](#)
Subject: Re: Doc Oct 06, 2023, 1_03
Date: Thursday, November 2, 2023 12:44:36 PM

Good afternoon,
I was just checking in. Were you able to find how many \$9000 and above mistakes there were? You thought maybe that would be possible. Let me know.
Thank you
Chuck Budde

Sent from my iPhone

On Oct 24, 2023, at 4:29 PM, Jeanne Schmuck <jschmuck@ci.faribault.mn.us> wrote:

During our conversation the first time we talked your complaint was about the bill and I explained the policy and indicated that you could make a payment plan. You then indicated you were disputing the charge you would be receiving on a monthly basis going forward was too high and that you didn't think the previous owner was paying such a RLE charge. I indicated that they did have a similar RLE charge but the calculation was a bit different. After that you want to discuss how the RLE was calculated and I stated that Mark's information was in the letter provided to you by Ann Remold and you told me you would call him and discuss the calculation. At that point I sent Mark an email letting him know that you were wanting clarification on the calculation and that you would be calling him.

It was brought to my attention later that a dispute of the back bill was part of your conversation with Mark and Tim as well.
It was not intentionally omitted to defend anything and I apologize if that was your interpretation.

From: Chuck Budde
Sent: Tuesday, October 24, 2023 3:17 PM
To: Jeanne Schmuck <jschmuck@ci.faribault.mn.us>
Subject: Re: Doc Oct 06, 2023, 1_03

Just for fairness. When I talked to you the first time you never mentioned there was an appeal process. I then emailed with Tim and he made me aware of the process. This to me is omitting information intentionally to defend your policy.
Thank you for listening.
Chuck Budde
Sent from my iPhone

On Oct 24, 2023, at 2:34 PM, Jeanne Schmuck <jschmuck@ci.faribault.mn.us> wrote:

I have listened to every thing you have said. I am to uphold the Policy that Council has approved to ensure consistency is made throughout the City and bring any appeals forward. I will bring this forward to the next Council Work Session. I will send you the link when it is available.
Let me know if you need anything else.
Thanks.

From: Chuck Budde
Sent: Tuesday, October 24, 2023 2:06 PM
To: Jeanne Schmuck <jschmuck@ci.faribault.mn.us>
Subject: Re: Doc Oct 06, 2023, 1_03

Jeanne,
I'm not sure what you want me to say but appears you're not interested into looking into anything that doesn't support your position.
Sad
From the information you've given me. I can only appeal the repay agreement so that's what I'll do.
Thank you
Chuck Budde

Sent from my iPhone

On Oct 24, 2023, at 1:48 PM, Jeanne Schmuck <jschmuck@ci.faribault.mn.us> wrote:

Chuck, the City Policy is to go back three years even though the State Statute allows for 6 years.
Mark, I sent the map and calculation you provided Utility Billing to Chuck this morning.

From: Mark DuChene <mduchene@ci.faribault.mn.us>
Sent: Tuesday, October 24, 2023 12:57 PM
To: Chuck Budde ; Jeanne Schmuck <jschmuck@ci.faribault.mn.us>
Cc: Tim Murray <tmurray@ci.faribault.mn.us>
Subject: RE: Doc Oct 06, 2023, 1_03

All – I did get a chance to look at this briefly yesterday before I left for the day. No adjustments were made to the RLE's for the property with PID 18.25.3.75.001. What was changed is that it was noticed that parcels 18.25.4.50.005 and 18.25.4.50.006 weren't previously being charged for stormwater fees and should have been as they have improvements on them. This is the difference between the RLE's for the previous owner and Chuck.

I will send a map when I get back to the office.

<image001.jpg>

MARK DUCHENE, PE
Director of Engineering
OFFICE | 507-333-0360

EMAIL | mduchene@ci.faribault.mn.us
WEB | www.faribault.org
ADDRESS | 1200 Belview Trail, Faribault, MN 55021

From: Chuck Budde
Sent: Tuesday, October 24, 2023 12:34 PM
To: Jeanne Schmuck <jschmuck@ci.faribault.mn.us>
Cc: Tim Murray <tmurray@ci.faribault.mn.us>; Mark DuChene <mduchene@ci.faribault.mn.us>
Subject: Re: Doc Oct 06, 2023, 1_03

I did talk to Mark yesterday.
Why is my RLE different than the previous owners? He was going to reconfirm with me but he's out the next two days for sure and maybe the rest of the week.
That was one of my questions in my last email? If the previous RLE was wrong, from what I understand you can go back 6 years.
Chuck Budde

Sent from my iPhone

On Oct 24, 2023, at 12:02 PM, Jeanne Schmuck <jschmuck@ci.faribault.mn.us> wrote:

Chuck, the Council requested action to be prepared to deny the appeal for the recovery billing of the \$8,877.91. That is on tonight's Council Consent Agenda and will be the final action on the original appeal. Your previous email and my reply was in regards to appealing the Payment Plan with the duration of the back billing up to three years. Your proposal of a Payment Plan of \$50/month for 14.8 years is what I denied and you asked if you could further appeal. According to the City Policy a duration up to three years would be the \$246.61/month for three years. This is an interest free Payment Plan with no fines or penalties. Assessment of property was part of the conversation when you asked what the City would do if you just didn't pay your bill. Assessment is the City's collection process of all uncollectible utility bills.

Below you are also questioning the accuracy of the RLE calculation. Attached is the City Engineers calculation of RLEs. He has affirmed that the calculation is correct and the RLEs you are being billed for are correct. I know you have spoken to him before but if you have further questions regarding the calculation you could certainly discuss it further with him. I have included him on this email and his phone number is 507/33-0360.

The City has Special Assessments that have a duration of 10-15 years but they are interest bearing. There are also Petitions and Waivers for various things that the City will Assess for 1-3 year and those are also interest bearing. I do not know if the Council would consider an option of extending the duration out side of the parameters of the Policy and extend the duration with an interest amount similar to these examples.

If you would like to request a further appeal of the Payment Plan I could take it to the next Council work session as I indicated in my previous email and phone conversation.
Just let me know.
Thanks.

From: Chuck Budde
Sent: Monday, October 23, 2023 1:22 PM
To: Jeanne Schmuck <jschmuck@ci.faribault.mn.us>
Cc: Tim Murray <tmurray@ci.faribault.mn.us>
Subject: Re: Doc Oct 06, 2023, 1_03

While I understand that you're adhering to your policy. I don't believe the policy was or should be written to expect someone that receives a letter in the mail for \$9000 and expect payment or we'll assess your property. The previous property owners RLE was only 30 now mine is 40. Was that an error? How can it be determined which errors are enforced and which ones aren't?
Think if we had a world that can go back 3 years with everything and expect payment?
This is my position and would like a further appeal.
Thanks again
Chuck Budde

Sent from my iPhone

On Oct 23, 2023, at 11:36 AM, Chuck Budde wrote:

Sent from my iPhone

On Oct 23, 2023, at 11:03 AM, Jeanne Schmuck <jschmuck@ci.faribault.mn.us> wrote:

I understand it is difficult but the Policy is the duration of the correction up to three years. The appeal process would be the same as the last. But we would recommend denial as it is in accordance with our policy which is the basis for denial of your last appeal.
Please let me know how you would like to proceed. Either the Payment Plan or Appeal.
Thanks.

From: Chuck Budde
Sent: Monday, October 23, 2023 10:34 AM
To: Jeanne Schmuck <jschmuck@ci.faribault.mn.us>
Cc: Tim Murray <tmurray@ci.faribault.mn.us>
Subject: Re: Doc Oct 06, 2023, 1_03

Just checking.

Is there another appeal process? Put yourself in my shoes. Adding a \$600 a month payment doesn't fit into Everyone's budget. Let me know. Thank you.

Chuck Budde

Sent from my iPhone

On Oct 23, 2023, at 10:17 AM, Jeanne Schmuck <jschmuck@ci.faribault.mn.us> wrote:

Chuck, City Policy allows for a payment plan for bill corrections. It is noted in section 2.6 of the policy attached.

2.6 PAYMENT PLANS FOR BILL CORRECTIONS

Payment plans and contracts are available for bill corrections. Payment schedules may be given for the length of time the error occurred, up to a three-year payment schedule. If a contract is agreed upon, penalties will not apply to the contract amount.

The minimum amount of additional payments would be \$246.61/ month (\$8,877.91/36).

If you agree to this Payment Plan please let me know and we will set it up in our system so as no penalties apply as long as the Plan is maintained current.

If you have any questions please let me know.

Thanks.,

From: Chuck Budde

Sent: Monday, October 23, 2023 9:36 AM

To: Jeanne Schmuck <jschmuck@ci.faribault.mn.us>

Cc: Tim Murray <tmurray@ci.faribault.mn.us>

Subject: Re: Doc Oct 06, 2023, 1_03

Thank you for your response.

I will continue to pay the \$300 as I did last month and will start paying an extra \$50.00 a month.

Thank you

Chuck Budde

Sent from my iPhone

On Oct 20, 2023, at 9:50 AM, Jeanne Schmuck <jschmuck@ci.faribault.mn.us> wrote:

Just to let you know that Tuesday night Council provided direction to prepare an action item to deny your appeal as the charges were made in accordance with City Policy. This will be listed as a consent agenda item on October 24th.

If you need to make a payment arrangement or have any questions please let us know.

Thanks.

From: Jeanne Schmuck

Sent: Monday, October 16, 2023 9:09 AM

To: Chuck Budde

Cc: Tim Murray <tmurray@ci.faribault.mn.us>

Subject: RE: Doc Oct 06, 2023, 1_03

Thank you. This will be discussed at the City Council Work Session tomorrow at 6pm.

The packet information can be found on the [City website here](#).

Please let me know if you have any questions.

<image001.jpg>

JEANNE SCHMUCK

Finance Director

OFFICE | 507-333-0345

EMAIL | JSchmuck@ci.faribault.mn.us

WEB | www.faribault.org

ADDRESS | 208 1st Avenue NW, Faribault, MN 55021

From: Chuck Budde

Sent: Monday, October 16, 2023 8:31 AM

To: Jeanne Schmuck <jschmuck@ci.faribault.mn.us>

Cc: Tim Murray <tmurray@ci.faribault.mn.us>

Subject: Re: Doc Oct 06, 2023, 1_03

Good Morning,

This letter is in referencing the storm water fees and appealing the arrears charges.
I bought the property approximately 3 1/2 years ago.
I'm currently trying to pay for the property to expect someone to add a \$600 a month payment is a little more than an inconvenience. With my last water bill I did start paying the current charges but I don't believe adding the arrears charges in this amount is reasonable.
Thank you
Chuck Budde

Faribault Mn 55021

Sent from my iPhone

On Oct 9, 2023, at 12:51 PM, Jeanne Schmuck
<jschmuck@ci.faribault.mn.us> wrote:

Chuck an appeal would need to be submitted in writing to me including what you are appealing and the basis of the appeal. Attached is the City Utility Billing Policy. The basis for the bill is in section 2.5, the payment plan option I discussed with you is in section 2.6 and the appeal process begins on page 6 section 9. If you have any questions please let me know.
Thanks.

<image001.jpg>

JEANNE SCHMUCK
Finance Director

OFFICE | 507-333-0345

EMAIL | jschmuck@ci.faribault.mn.us

WEB | www.faribault.org

ADDRESS | 208 1st Avenue NW, Faribault, MN 55021

September 6, 2023

Charles Budde
[REDACTED]
Faribault, MN 55021

RE: Utility Billing – Stormwater Fees
 Service Address: [REDACTED]
 Account #: 009535-002

Dear Mr. Budde:

During an internal audit it was discovered that the above referenced account has been undercharged for storm water charges since the account was requested to be put into your name as of June 1, 2019.

Storm water charges appear on your monthly utility bill along with water and sewer charges. Storm water is charged for one residential lot equivalent (RLE) per 3,500 square feet of impervious surface. The above referenced property has 40.63 RLE's and the property has only been charged for one RLE.

Per Minnesota State Statute, the City is allowed to seek recovery for mistakes in billing for the last six years. However, it is the City's practice to seek recovery for three years. The three year calculation results in Account #009535-002 having been undercharged by \$8,877.91.

In summary, the utility bill that you will receive dated September 2023, will include an adjustment for additional storm water charges. The charge will appear on your billing statement as an additional billing under the "Bill Summary" portion of your bill as shown below.



BILL SUMMARY	
Previous Balance	0.00
Payments Received	0.00
Adjustments	0.00
Additional Billing	0.00
Current Charges	0.00

Going forward, Account #009535-002 will reflect a monthly charge of \$296.43 for stormwater fees.

We apologize for any inconvenience this may have caused. If this causes a hardship in any way and the city can assist with a payment arrangement please let us know. The utility billing department can be contacted at (507) 333-0392 or by e-mail at utilitybilling@ci.faribault.mn.us with any questions. Should you have any questions regarding specifics of how the storm water RLE or impervious surface was calculated please contact the City Engineer, Mark Duchene, at (507) 333-0360.

Sincerely,

Ann Remold
Assistant Finance Director

From: Jeanne Schmuck
Sent: Tuesday, September 19, 2023 10:18 AM
To: Tim Murray <tmurray@ci.faribault.mn.us>
Cc: Mark DuChene <mduchene@ci.faribault.mn.us>
Subject: RE: Utility bill

Mark has recalculated and documented. We have this attached to the parcel in utility billing. This was not requested to be shared but we certainly would if requested. We brought several items last year to Council for discussion of back billing similar to this and Council agreed and set our policy to back bill three years. There were several back charges and some back charges much more than this was back during those discussions.

From: Tim Murray <tmurray@ci.faribault.mn.us>
Sent: Tuesday, September 19, 2023 8:20 AM
To: Jeanne Schmuck <jschmuck@ci.faribault.mn.us>
Cc: Mark DuChene <mduchene@ci.faribault.mn.us>
Subject: RE: Utility bill

OK, thanks.

The correct RLEs should be calculated/documented, shared with Chuck, and used for future billing. However, I do not believe we should be imposing back charges, as that appears to be City staff error. I view that as different than a malfunctioning meter, where someone got a tangible service and were undercharged.

From: Jeanne Schmuck <jschmuck@ci.faribault.mn.us>
Sent: Tuesday, September 19, 2023 8:06 AM
To: Tim Murray <tmurray@ci.faribault.mn.us>
Cc: Mark DuChene <mduchene@ci.faribault.mn.us>
Subject: RE: Utility bill

I called and talked with him. I indicated that he could set up a payment plan if needed. He didn't want that. He wasn't disputing the retro billing he was disputing the charge he would be receiving on a monthly basis going forward. He didn't think the person prior was paying such a RLE charge. When I told him that they were he then wanted to discuss the RLE calculation with Mark and told me he would call him to discuss the calculation. I then shot Mark an email to give him a heads up that he would be called.

From: Tim Murray <tmurray@ci.faribault.mn.us>
Sent: Tuesday, September 19, 2023 7:41 AM
To: Jeanne Schmuck <jschmuck@ci.faribault.mn.us>
Cc: Mark DuChene <mduchene@ci.faribault.mn.us>
Subject: RE: Utility bill

Can I please get an update on where this is at--thanks

From: Tim Murray
Sent: Wednesday, September 13, 2023 12:04 PM
To: Jeanne Schmuck <jschmuck@ci.faribault.mn.us>
Cc: Mark DuChene <mduchene@ci.faribault.mn.us>
Subject: FW: Utility bill

Please follow up with Chuck and let him know what all his options are (including appealing the billing to the Council). I assume this is the former Schrader Auction property. Thanks, Tim

From [REDACTED]
Sent: Wednesday, September 13, 2023 9:20 AM
To: Tim Murray <tmurray@ci.faribault.mn.us>
Subject: Utility bill

Good Morning Tim,
I got this in the mail and something doesn't seem right at least in my eyes. Can you take a look and give me a call at your convenience?
Thank you
Chuck Budde
[REDACTED]



CityOf Faribault

September 6, 2023

Charles Budde

Faribault, MN 55021

RE: Utility Billing – Stormwater Fees

Service Address:

Account #: 009535-002

Dear Mr. Budde:

During an internal audit it was discovered that the above referenced account has been undercharged for storm water charges since the account was requested to be put into your name as of June 1, 2019.

Storm water charges appear on your monthly utility bill along with water and sewer charges. Storm water is charged for one residential lot equivalent (RLE) per 3,500 square feet of impervious surface. The above referenced property has 40.63 RLE's and the property has only been charged for one RLE.

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Current Charges	0.00

Going forward, Account #009535-002 will reflect a monthly charge of \$296.43 for stormwater fees.

We apologize for any inconvenience this may have caused. If this causes a hardship in any way and the city can assist with a payment arrangement please let us know. The utility billing department can be contacted at (507) 333-0392 or by e-mail at utilitybilling@ci.faribault.mn.us with any questions. Should you have any questions regarding specifics of how the storm water RLE or impervious surface was calculated please contact the City Engineer, Mark Duchene, at (507) 333-0360.

Sincerely,

Ann Remold

Assistant Finance Director



Printed on recycled paper

City Hall ★ 208 First Avenue N.W. ★ Faribault, Minnesota 55021-5180 ★ Phone (507) 334-2222 ★ Fax (507) 333-0399

— AN EQUAL OPPORTUNITY EMPLOYER —

Sent from my iPhone

From: [Jeanne Schmuck](#)
To: [REDACTED]
Cc: [Tim Murray](#)
Subject: RE: Doc Oct 06, 2023, 1_03
Date: Monday, October 9, 2023 12:51:00 PM
Attachments: [Utility Billing Policy.pdf](#)

Chuck an appeal would need to be submitted in writing to me including what you are appealing and the basis of the appeal. Attached is the City Utility Billing Policy. The basis for the bill is in section 2.5, the payment plan option I discussed with you is in section 2.6 and the appeal process begins on page 6 section 9. If you have any questions please let me know. Thanks.



JEANNE SCHMUCK
Finance Director

OFFICE | 507-333-0345
EMAIL | JSchmuck@ci.faribault.mn.us
WEB | www.faribault.org
ADDRESS | 208 1st Avenue NW, Faribault, MN 55021

From: Tim Murray <tmurray@ci.faribault.mn.us>
Sent: Monday, October 9, 2023 12:33 PM
To: Jeanne Schmuck <jschmuck@ci.faribault.mn.us>
Subject: FW: Doc Oct 06, 2023, 1_03

Jeanne - Please prepare an item for the 10/17 Work Session addressing Mr. Budde's appeal to the back billing. Be sure to include as much background on the billing is needed to layout the circumstances, as well as the policy you previously cited. Thanks, Tim

From: [REDACTED]
Sent: Monday, October 9, 2023 11:02 AM
To: Tim Murray <tmurray@ci.faribault.mn.us>
Subject: Re: Doc Oct 06, 2023, 1_03

Thanks Tim,
I would like to appeal. Let me know what I need to do. Thanks for your help.
Chuck

Sent from my iPhone

On Oct 9, 2023, at 8:50 AM, Tim Murray <tmurray@ci.faribault.mn.us> wrote:

Chuck
Unfortunately I don't have the authority to trump policy set by Council. You do, however, have every right to appeal the charges to Council.
Assuming you want to appeal it (please let me know), I will direct Finance to put on the next Work Session (10/17) for consideration.
Tim

From: [REDACTED]
Sent: Friday, October 6, 2023 1:10 PM
To: Tim Murray <tmurray@ci.faribault.mn.us>
Subject: Doc Oct 06, 2023, 1_03

Hi Tim,

Needless to say I haven't gotten far. An apology for a \$9000 mistake/ bill certainly doesn't seem right to me. Also saying I wasn't the only one doesn't make me feel better either. To be honest I'm not real interested in paying for mistakes in billing. I certainly can't go back nor should the City. I paid the \$296.43. Any ideas?
Thanks again for your help.
Chuck Budde


Sent from my iPhone



UTILITY BILLING POLICY
Adopted: December 13, 2022

CITY OF FARIBAULT UTILITY BILLING POLICY

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UTILITY BILLING POLICY

The City of Faribault has developed this Utility Billing Policy to define reasonable regulation to operate successful Municipal Utilities and to enforce the collection of charges. Regulations of the Municipal Utilities are set by ordinance, City Code Chapter 28 Water and Sewers.

1 APPLY FOR UTILITY SERVICES

When moving in or out of the Faribault billing area, customers are required to notify the City of Faribault Utility Billing Division. The City of Faribault provides and bills for; water, sewer, and storm water utilities. The service area encompasses all of the City of Faribault. Applications are taken over the phone at 507-334-0392, via fax at 507-333-0399, email at UtilityBilling@ci.faribault.mn.us with application for service form available on line at www.ci.faribault.mn.us. We require three (3) day prior notification. The date of notification will be used as the final date if notification occurs after the move.

REQUIRED INFORMATION

Name, address, and phone number are required. Information is accepted from either the seller or buyer of a property; and also, from either the tenant or landlord in a lease situation. Information from a title company will also be accepted.

1.1 TRANSFER NAME AFTER ACCOUNT SET UP

It is advised to put all names of adult parties responsible on the utility account. If one party moves out, that party can submit a written request for their name to be removed from the bill.

2 BILLING

The City of Faribault bills all services on a monthly basis near the 10th of each month. The usage period is for the prior month. Bills are due upon receipt and will be assessed a late payment fee on the first business day following the 5th of every month. Bills and late payment fees are calculated according to the City's Fee Schedule adopted by City Council annually in accordance with City Ordinance.

2.1 CITY'S FEE SCHEDULE

All rates are approved by City Council and can be found in the City's Fee Schedule. This document can be found on the City's website at www.ci.faribault.mn.us. A copy may also be obtained at City Hall or emailed/faxed upon request.

2.2 BILL CALCULATION

Water meters are read on a monthly basis. Readings are obtained from the City's Automatic Meter Reading (AMR) system. When meter readings are not available, or a zero or substantially reduced reading is received, an estimate will be generated for the billing. Estimations are calculated using the average of the two previous months and one year ago consumption.

2.3 BUDGET BILLING

Budget billing is available to customers after twelve-months of billing and on-time payment history. Budget amounts are adjusted annually for all customers on the May bill. While on budget billing, customers must pay the budget amount shown on the bill. Paying amounts other than the budget amount may result in removal from the program.

2.4 E-STATEMENTS

Customers may sign up for e-statements through the City's on-line pay application system. E-mails will be sent to the customer notifying them that a billing statement is available on this system. To enroll, customers need to have received one utility bill. When enrolling the account number and the account name must be entered exactly as they appear on the bill. Customers may also opt out of paper bills when enrolling in e-statements.

2.5 BILL CORRECTIONS

If a bill is in error, the City of Faribault will correct the account for the period of time the error occurred, up to three years retroactively from the date of discovery.

2.6 PAYMENT PLANS FOR BILL CORRECTIONS

Payment plans and contracts are available for bill corrections. Payment schedules may be given for the length of time the error occurred, up to a three-year payment schedule. If a contract is agreed upon, penalties will not apply to the contract amount.

2.7 CREDIT REFUNDS

Credits due to billing corrections may be refunded upon request. The refund is processed through the City of Faribault Accounts Payable Division and approved by the City Council. This process may take up to four weeks. Interest will be calculated at the rate the City's operating bank account earned for the month refunded.

2.8 LATE PAYMENT FEE

The late payment fee amount is set by the City Council, and found in the City's Fee schedule. This document can be found on the City's website at www.ci.faribault.mn.us. The date the late payment fee will be added to the account and the amount of the fee is clearly noted on the Utility Bill. One late payment fee per calendar year may be waived, by City of Faribault Utility Billing Staff, upon request.

3 WATER, WATER CONNECTION FEE, SEWER AND STORM UTILITIES

Water fixed and consumption rates, state water lead surcharge, sewer fixed and flow charges, and storm water are charged monthly, as well as any applicable taxes. The rates are approved by the City Council and found in the City's Fee Schedule. This document can be found on the City's website at www.ci.faribault.mn.us.

3.1 WATER METERS

Meters are supplied and remain the property of the City of Faribault. Ordinance 2004-25 states that the meter remain under the City's control. Access to the meter is to be granted to the City of Faribault upon request for inspections and repairs. Denial of access could result in legal action. Billing is done in gallon measurements.

3.2 WATER LEAD SURCHARGE

This is a state mandated fee which is used to ensure that water utilities remain in compliance with the Safe Drinking Water Act, established in 1993. The fee is billed monthly to all water customers. The revenue collected is forwarded to the State of Minnesota.

3.3 SEWER CALCULATION

The sewer rate is based on water consumption. Sewer rates are approved by the City Council and found in the City's Fee Schedule. This document can be found on the City's website at www.ci.faribault.mn.us.

A sewer rate that is affected by an unusual water event (one-month excessive usage due to leaking pipe, etc.) may require a manual calculation, this may be done, upon request. Evidence that the problem was temporary and has been resolved is required. Such requests need to be made in accordance with the Appeal Process in Section 9.

3.4 STORM WATER UTILITY

Storm Water Utility is a fee to maintain the storm sewer. Properties are charged a monthly fee. All property within the city limits shall be charged and the owner of said property shall pay the fee amounts by multiplying the current storm water utility fee as outlined in the City's Fee Schedule by the property's RLE units as determined by City Ordinance. The City's Fee Schedule and City Ordinance can be found on the City's website at www.ci.faribault.mn.us. This document can be found on the City's website at www.ci.faribault.mn.us.

4 PAYMENTS

Bills are sent around the 10th of each month and are due by the fifth of the subsequent month.

4.1 ACCEPTABLE PAYMENT METHODS

We accept cash, check, money order, and credit or debit card (Visa or MasterCard).

4.2 WHERE PAYMENTS ARE ACCEPTED

On-line: www.ci.faribault.mn.us using checking account, credit/debit cards
Direct Debit ACH Complete form on City's website at www.ci.faribault.mn.us.
(See Section 4.3)

Over the Phone (IVR) Call: 1-507-412-5983 - A free service using a credit or debit card
(Visa or Master Card)

Drop Boxes: Drive up in north side of parking lot (silver box)

Mail to: City of Faribault, 208 1st Avenue NW, Faribault, MN 55021

In person: City Hall (Finance Counter-2nd floor)
208 1st Avenue NW
Faribault, MN 55021

Monday through Friday – 8:00 A.M. – 4:30 P.M.*

*Summer hours begin the first Monday after Memorial Day and end the Friday before Labor Day. Summer hours are Monday-Thursday 7:00 A.M. – 4:30 P.M. and Friday 7:00 A.M. – 12:00 P.M. noon.

4.3 DIRECT DEBIT ACH

Customers may elect to have their bill withdrawn automatically from their checking, or savings account each month. Customers who elect to use their checking accounts need to fill out the City's Authorization Form found on the City's website at www.ci.faribault.mn.us and provide a voided check.

4.4 CREDIT BALANCES

Credits due to overpayment can be refunded upon request. Refund checks are processed through the City of Faribault Accounts Payable Division and approved by the City Council. This process can take up to four weeks.

4.5 RETURNED PAYMENTS

Payments returned to the City from the banking industry for any reason will be assessed a Return Payment Fee, approved by the City Council and listed in the City's Fee Schedule. This document can be found on the City's website at www.ci.faribault.mn.us. The Utility Account will be adjusted

accordingly. Notification will be mailed to the customer within five business days of notification to the City that a payment has been returned.

4.7 PAYMENT ARRANGEMENTS

City of Faribault Utility Billing Division will assist customers in payment arrangements. Customers who received a Disconnection Notice will be protected from disconnection if payment arrangements are made and agreed upon with Staff prior to the disconnection date. Arrangements are restricted to at least 50% of the delinquent balance being paid prior to the disconnection date, with the remaining delinquent balance being paid within 10 business days following. Formal payment arrangements will be documented on the customer's account and tracked by Staff. Unpaid balances will continue to accrue penalties at the rate approved by the City Council and listed in the City's Fees Schedule. This document can be found on the City's website at www.ci.faribault.mn.us. Failed arrangements will result in disconnection of water without written notification. Customers are advised of this when the arrangement is approved by Staff.

5 WATER DISCONNECTIONS

Water can be disconnected upon the request of the customer. A fee, approved by the City Council and found in the City's Fee Schedule, will be charged. This document can be found on the City's website at www.ci.faribault.mn.us. Properties with disconnected services that have possession of the meter or not will continue to be billed the monthly fee. If the building has been razed and the meter has been removed and returned to the City of Faribault there will be no monthly base fee.

5.1 PAST DUE BALANCE DISCONNECTIONS

Accounts that are past due 60 days or more plus a penalty amount from the previous bill, will receive a Disconnection Notice. The Disconnection Notice will clearly state the payment due date, the disconnection date, and the amount required to avoid disconnection. Phone notifications are sent out, approximately one week prior to the disconnection date, to all customers that have provided a current phone number. Customers that have not paid the balance due on their Disconnection Notice, or called to make payment arrangements that are approved by Faribault Utility Billing Staff by the due date on the Disconnection Notice, will be disconnected on or after the disconnection date. A Water Disconnection Processing Fee will be applied immediately on the scheduled date of disconnection to the account in accordance with the City's Fee Schedule. This document can be found on the City's website at www.ci.faribault.mn.us. To have water reinstated, the full delinquent balance on the account, plus a Water Disconnection Processing Fee approved by the City Council and found in the City's Fee Schedule must be paid in full.

5.2 DISCONNECTION EXEMPTIONS

The City of Faribault does not disconnect commercial properties as to not interrupt business operation.

5.3 NON-SUFFICIENT FUNDS

A payment returned to the City of Faribault to avoid disconnection, or to restore water after a disconnection, will result in disconnection without notification. A Returned Payment Fee and a Water Disconnection Processing Fee will be added to the account balance and will need to be paid in full before service will be reconnected. The Return Payment Fee and Water Disconnection Processing Fee are approved by the City Council and found in the City's Fee Schedule. This document can be found on the City's website at www.ci.faribault.mn.us.

5.4 FAILED ARRANGEMENTS

When making a payment arrangement with the City of Faribault Utility Billing Division, customers will be advised that arrangements that fail are subject to disconnection without notification. Accounts with a failed arrangement can be denied future arrangement plans for two years.

5.5 OTHER CONDITIONS

Safety is always the City's first priority. Meter tampering and hazardous conditions can result in loss of water. In addition, any unsafe condition, as deemed by the Faribault Water Department will result in disconnection of water. A Water Meter/System Tampering Fee will be added to the account balance and will need to be paid in full before service will be reconnected. The Water Meter/System Tampering Fee is approved by the City Council and found in the City's Fee Schedule. This document can be found on the City's website at www.ci.faribault.mn.us.

5.6 RECONNECTING SERVICE

Water will be reconnected Monday through Friday, 8:00 A.M. – 4:30 P.M. (Summer hours begin the first Monday after Memorial Day and end the Friday before Labor Day. Summer hours are Monday-Thursday 7:00 A.M. – 4:30 P.M. and Friday 7:00 A.M. – 12:00 P.M. noon) on the date the payment is received. For safety reasons, a responsible party may need to be on site when water is reconnected.

6 CANCELLING SERVICE

Customers are required to notify the City that they are moving out of their property. We require a three (3) day prior notification. The date of notification will be used as the final date if notification occurs after the move.

A final bill will be generated after the final reading is obtained. Final bills are due 25 days after the mailing. Late payment fees would apply.

The City's Utility Billing Division will begin the Assessment Process on a quarterly basis. For detailed information on the City's Assessment Process, see Section 7.

6.1 REFUNDS

After an account is final billed, if there is a credit (or overpayment) on the account, a refund check will automatically be generated, and mailed to the forwarding address provided by the customer. Interest will be calculated at the rate the City's operating bank account earned for the month refunded. The refund is processed through the City of Faribault Accounts Payable Division and approved by the City Council. This process can take up to four weeks. If a credit is due to a payment made by another party such as a title company the credit is refunded to the party as appropriate.

6.2 REFUND CHECKS RETURNED DUE TO A BAD FORWARDING ADDRESS

If a refund check is returned in the mail, the account will be noted that the check was returned. The check is then held with the City's Accounts Payable Division, and forwarded to the State of Minnesota in accordance with the Unclaimed Property regulations.

7 ASSESSMENT PROCESS

All accounts that are 60 days past due or discontinuation of service process is not applicable and have a water, sewer, or storm water utility charge balance will begin the Assessment Process.

7.1 QUARTERLY ASSESSMENTS

The main assessment process is in accordance with Minn. Stat. 282.07. Letters are sent to all owners of properties with a past due balance of 60 days or more for both active and final billed accounts. All properties left with an unpaid balance will have an assessment placed with the County, and an additional 10% penalty or \$25, whichever is greater, will be added. Assessments can be paid, without interest, until Certified by City Council each quarter, 30 days following the Resolution date.

8 MISCELLANEOUS

8.1 ACCOUNT BALANCE REQUESTS

All requests for utility account balances can be made by calling (507/333-0392) or emailing (UtilityBilling@ci.faribault.mn.us) the Faribault Utility Billing Division. This will not be a certified assessment search. For a certified Special Assessment Search an Assessment Search Form must be completed. There is a fee for this information, approved by the City Council and found in the City's Fee Schedule. This document can be found on the City's website at www.ci.faribault.mn.us. Once the form and fee are received, the Finance Department will record Deferred, Levied, and Pending Assessments, and Miscellaneous Accounts Receivable items, along with any Utility Balances on the form. The Finance Department will also record any unpaid utilities on the form. In neither the inquiry or Certified Special Assessment Search will the City of Faribault provide estimated amounts of unbilled charges.

8.2 FORECLOSURE

In the event of a foreclosure, the account will remain in the current occupant's name until the bank comes forward to claim the property. That property owner is responsible for the utility charges up to the date the bank takes full position of the property. Subsequent bills remain in that customer's name until the bank comes forward, but those bills are no longer the customer's responsibility to pay. Because the foreclosure process is so complex, and ownership can change banks rapidly, the account will not be taken out of that customer's name until after the foreclosure date. Banks will be responsible for all charges after the foreclosure date.

8.3 METER TESTING

If a customer feels their meter is not working properly, they can request a meter test. If the meter passes the test and is found to be accurate within the range of minus three percent (-3%) to plus one and one-half percent (+1.5%), the customer will be charged a Meter Test Fee, as approved by the City Council and found in the City's Fee Schedule. This document can be found on the City's website at www.ci.faribault.mn.us. If the meter does not pass the meter test within the range noted above, charges will be adjusted to the account for the period of time that the meter is assumed to be inaccurate, as determined by the City, not to exceed two (2) billing periods according to Ordinance 2004-25.

8.4 DATA PRIVACY

Water, sewer, and storm water utility account information is considered public data.

9 APPEALS

Customers have a right to appeal billings and/or disconnections. Appeals need to be done in writing, within 5 business days of the date of the bill or disconnection notice. Service will not be disconnected until the appeal is resolved. Utility Billing Staff will review appeals. Utility Staff will work with customers in establishing an amicable payment arrangement for balances due in

accordance with Section 4.47. Additional requests would first be analyzed by the Finance Director, further appeal would go to the City Administrator, and if satisfaction cannot be met, then final decision would be brought to City Council. All decisions will be returned to the customer in writing.

10 CONTACT INFORMATION

Finance Department

Email: UtilityBilling@ci.faribault.mn.us

Or call: 507/333-0392

City of Faribault

208 1st Avenue NW

Faribault, MN 55021

City of Faribault
2023 Adjustments to Utility Accounts for Prior Years

		<i>601</i>	<i>602</i>	<i>603</i>		
		<i>37111</i>	<i>37211</i>	<i>37171</i>	<i>Total</i>	
016467-000	6/29/2023		\$855.73		\$855.73	Customer Not Billed for Sewer
023093-000	8/8/2023			551.86	551.86	Customer Not Billed for Storm
009535-002	9/7/2023			8,877.91	8,877.91	Customer Not Billed for Storm Bill in Appeal
013007-000	9/5/2023			306.91	306.91	Customer Not Billed for Storm
013008-000	9/5/2023			141.13	141.13	Customer Not Billed for Storm
017470-084	10/9/2023	403.12		2,811.82	3,214.94	Customer Not Billed for Storm
		<u>\$403.12</u>	<u>\$855.73</u>	<u>\$12,689.63</u>	<u>\$13,948.48</u>	

City of Faribault
2022 Adjustments to Utility Accounts for Prior Years

		<i>601</i>	<i>602</i>	<i>603</i>		
		<i>37111</i>	<i>37211</i>	<i>37171</i>	<i>Total</i>	
023734-000	08/2022			\$1,045.36	\$1,045.36	Storm Water Not Charged Correctly
022772-000	08/2022			4,606.84	4,606.84	Storm Water Not Charged Correctly
022773-000	08/2022			4,211.72	4,211.72	Storm Water Not Charged Correctly
022845-000	08/2022			4,317.31	4,317.31	Storm Water Not Charged Correctly
022853-000	08/2022			935.05	935.05	Storm Water Not Charged Correctly
020597-002	08/2022			2,368.96	2,368.96	Storm Water Not Charged Correctly
022978-000	08/2022			223.02	223.02	Storm Water Not Charged Correctly
018309-002	08/2022			629.92	629.92	Storm Water Not Charged Correctly
022406-000	08/2022			189.76	189.76	Storm Water Not Charged Correctly
009267-002	08/2022			1,431.93	1,431.93	Storm Water Not Charged Correctly
022413-000	08/2022			3,957.39	3,957.39	Storm Water Not Charged Correctly
022413-001	08/2022			2,611.52	2,611.52	Storm Water Not Charged Correctly
022416-000	08/2022			4,135.42	4,135.42	Storm Water Not Charged Correctly
		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$30,664.17</u>	<u>30,664.17</u>	
023326-000	09/2022			1,841.16	\$1,841.16	Storm Water Not Charged Correctly
022817-001	07/2022			167.14	\$167.14	Storm Water Not Charged Correctly
021450-001	07/2022			265.73	265.73	Storm Water Not Charged Correctly
017247-000	07/2022			283.12	283.12	Storm Water Not Charged Correctly
	07/2022			1,721.34	1,721.34	Storm Water Not Charged Correctly
	07/2022			437.89	437.89	Storm Water Not Charged Correctly
024645-001	07/2022			890.78	890.78	Storm Water Not Charged Correctly
		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$3,766.00</u>	<u>3,766.00</u>	
005083-008	6/2022		\$	107.67	\$107.67	Storm Water Not Charged Correctly
008015-032	6/2022			348.93	348.93	Storm Water Not Charged Correctly
008435-016	6/2022			823.86	823.86	Storm Water Not Charged Correctly
009463-004	6/2022			3,100.17	3,100.17	Storm Water Not Charged Correctly
010218-020	6/2022			7.12	7.12	Storm Water Not Charged Correctly
015756-001	6/2022			295.99	295.99	Storm Water Not Charged Correctly
016983-001	6/2022			15.85	15.85	Storm Water Not Charged Correctly
017470-075	6/2022			63.24	63.24	Storm Water Not Charged Correctly
017642-004	6/2022			482.03	482.03	Storm Water Not Charged Correctly
018492-001	6/2022			251.33	251.33	Storm Water Not Charged Correctly
021450-001	6/2022			250.70	250.70	Storm Water Not Charged Correctly
022233-000	6/2022			3,123.60	3,123.60	Storm Water Not Charged Correctly
022619-002	6/2022			63.24	63.24	Storm Water Not Charged Correctly
022767-001	6/2022			132.73	132.73	Storm Water Not Charged Correctly
023326-001	6/2022			1,841.16	1,841.16	Storm Water Not Charged Correctly

023443-001	6/2022	119.01	119.01	Storm Water Not Charged Correctly
023458-000	6/2022	2,216.41	2,216.41	Storm Water Not Charged Correctly
023921-000	6/2022	443.21	443.21	Storm Water Not Charged Correctly
024134-000	6/2022	5,266.20	5,266.20	Storm Water Not Charged Correctly
024271-000	6/2022	186.14	186.14	Storm Water Not Charged Correctly
024271-002	6/2022	44.47	44.47	Storm Water Not Charged Correctly
024288-000	6/2022	15.85	15.85	Storm Water Not Charged Correctly
024288-001	6/2022	15.85	15.85	Storm Water Not Charged Correctly
024296-000	6/2022	819.24	819.24	Storm Water Not Charged Correctly
024297-000	6/2022	435.24	435.24	Storm Water Not Charged Correctly
024381-002	6/2022	145.94	145.94	Storm Water Not Charged Correctly
024426-000	6/2022	233.41	233.41	Storm Water Not Charged Correctly
024480-000	6/2022	79.72	79.72	Storm Water Not Charged Correctly
024482-000	6/2022	873.35	873.35	Storm Water Not Charged Correctly
024573-000	6/2022	80.06	80.06	Storm Water Not Charged Correctly
024645-001	6/2022	1,073.20	1,073.20	Storm Water Not Charged Correctly
024679-000	6/2022	43.26	43.26	Storm Water Not Charged Correctly
024681-000	6/2022	8.26	8.26	Storm Water Not Charged Correctly
024723-001	6/2022	153.23	153.23	Storm Water Not Charged Correctly
024725-000	6/2022	99.79	99.79	Storm Water Not Charged Correctly
024748-001	6/2022	30.69	30.69	Storm Water Not Charged Correctly
024805-000	6/2022	71.54	71.54	Storm Water Not Charged Correctly
024829-000	6/2022	1,580.26	1,580.26	Storm Water Not Charged Correctly
024873-000	6/2022	88.81	88.81	Storm Water Not Charged Correctly
024907-000	6/2022	55.90	55.90	Storm Water Not Charged Correctly

\$0.00	\$0.00	\$ 25,086.66	25,086.66
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0022454-001	6/2022	2,472.16	\$2,472.16	Storm Water Not Charged Correctly
009282-000	6/2022	10,063.00	\$10,063.00	Storm Water Not Charged Correctly

005238-001	10/2022	\$ 938.77	\$938.77	Water Only Customers, Sewer Added
010155-001	10/2022	1,036.58	1,036.58	Water Only Customers, Sewer Added
010585-000	10/2022	602.20	602.20	Water Only Customers, Sewer Added
011693-000	10/2022	1,019.05	1,019.05	Water Only Customers, Sewer Added
018427-000	10/2022	851.43	851.43	Water Only Customers, Sewer Added
021308-000	10/2022	1,508.92	1,508.92	Water Only Customers, Sewer Added
021618-000	10/2022	847.71	847.71	Water Only Customers, Sewer Added
021627-000	10/2022	1,230.48	1,230.48	Water Only Customers, Sewer Added
022262-000	10/2022	737.41	737.41	Water Only Customers, Sewer Added
022376-000	10/2022	558.37	558.37	Water Only Customers, Sewer Added

\$0.00	\$ 9,330.92	\$ -	9,330.92
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023139-000	9/2022	\$1,820.00	\$1,820.00	Meter Base Charges Not Charged
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TOTAL 2022 ADJUSTMENTS	\$1,820.00	\$9,330.92	\$72,051.99	\$ 85,044.07
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City of Faribault
2021 Adjustments to Utility Accounts for Prior Years

		<i>601</i>	<i>602</i>	<i>603</i>	
		<i>37111</i>	<i>37211</i>	<i>37171</i>	<i>Total</i>
008321-018	10/2022			2,290.42	\$2,290.42
022345-002	10/2022			6,203.68	6,203.68
024360-000	10/2022			218.26	218.26

TOTAL 2021 ADJUSTMENTS	\$0.00	\$0.00	\$8,712.36	\$ 8,712.36
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TOTAL 2021-2023 YTD ADJUSTMENTS	\$ 107,704.91
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Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Jeanne Schmuck, Finance Director
MEETING DATE: November 21, 2023
SUBJECT: Budget Work Session #7 - Final Review All Funds/Levies/Fees

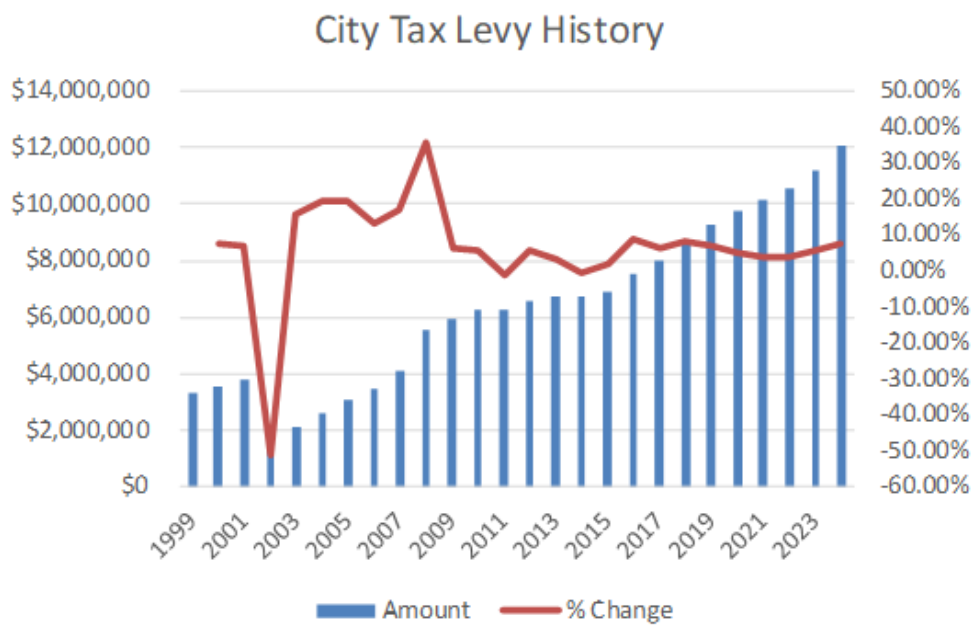
Discussion:

This budget work session provides the final review for the proposed 2024 Budget and tax levy, with the final action on the budget and related documents to be taken at the December 12, 2023 regular Council meeting. All of these items have been previously reviewed at one or more budget work sessions. The following are highlights and summaries of the final budget being recommended for 2024.

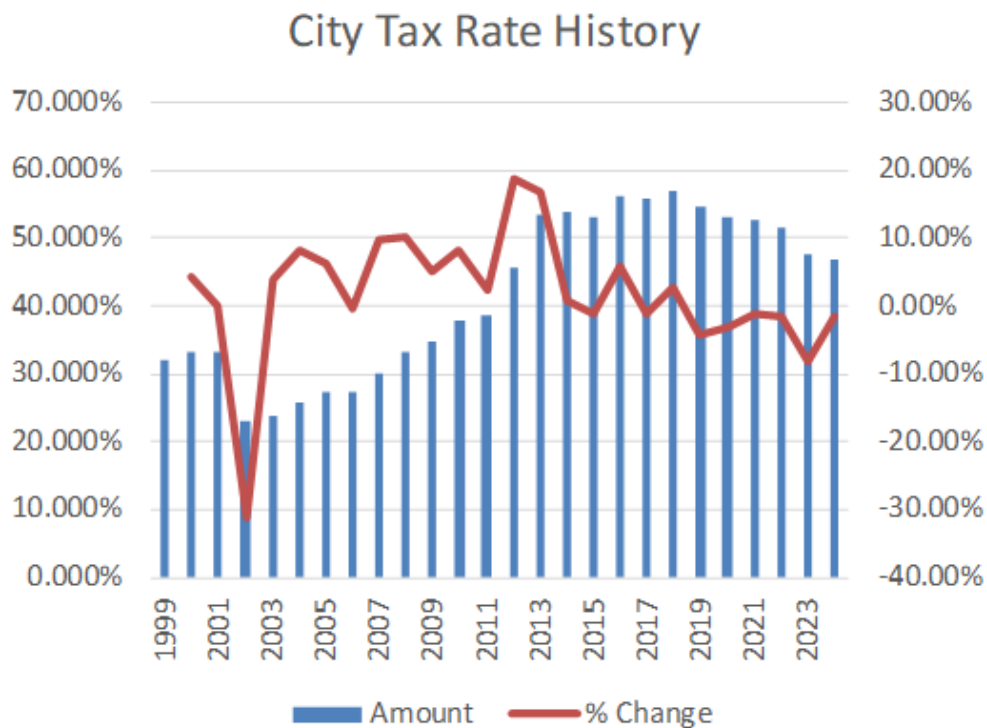
2024 BUDGET, LEVY & TAX RATES

Proposed Property Tax Levies and Rates:

The preliminary levy was set at the September 12, 2023 City Council meeting upon the adoption of Resolution 2023-163, which also set December 12, 2023 as the public meeting date for the purpose of discussing the proposed levy. The preliminary levy amount was certified to Rice County—the final levy may be less, but cannot exceed, the preliminary levy amount, which was \$12,242,233. This was \$1,057,901 over the levy amount for 2023, an increase of 9.46%. Based upon the final amount proposed for the 2024 budget, the final levy has decreased \$209,628 from the preliminary levy, to \$12,032,605, or a 7.58% increase in the tax levy. The City's tax levy history follows:



The City's Net Tax Capacity of \$25,784,783 is an increase of \$2,211,239, or 9.38%. New construction is \$306,251 of this growth. With the increase in the City's Net Tax Capacity and levy increase of 7.58%, the estimated 2024 tax rate decreases from 47.444% to 46.666% (-1.64%). This is the sixth consecutive year the tax rate has decreased.



These changes will impact residential customers as follows:

Estimated Change for Tax Levy Increase of 7.58% - Residential (Homestead)			
	2023 (Actual)	2024 (Estimated)	Change
Market Value of \$225,100*	\$987.32	\$971.11	(\$16.21)
- w/10% Increase in EMV		\$1,085.70	\$98.38
- w/20% Increase in EMV		\$1,200.19	\$212.87
Market Value of \$250,000	\$1,116.37	\$1,098.04	(\$18.33)
- w/10% Increase in EMV		\$1,225.02	\$108.65
- w/20% Increase in EMV		\$1,352.18	\$235.81
Market Value of \$350,000	\$1,633.51	\$1,606.69	(\$26.82)
- w/10% Increase in EMV		\$1,784.54	\$151.03
- w/20% Increase in EMV		\$1,962.57	\$329.06
* 2023 Median Market Value			

Because there is an anticipated decrease in the tax rate, this would project an overall savings in property tax if there was not any change in market value, but as we discussed in previous budget work sessions, the City's median value home increased 9.0%, which equates to a \$99.16 increase if there were no adjustments to the 2023 levy amounts.

Similarly, the impact on commercial/industrial customers is estimated to be:

Estimated Change for Tax Levy Increase of 7.58% - Commercial/Industrial			
	2023 (Actual)	2024 (Estimated)	Change
Market Value of \$250,000	\$2,016.39	\$1,983.28	(\$33.10)
- w/2.5% Increase in EMV		\$2,041.62	\$25.23
- w/5% Increase in EMV		\$2,099.95	\$83.56
Market Value of \$1,000,000	\$9,133.05	\$8,983.11	(\$149.94)
- w/2.5% Increase in EMV		\$9,216.44	\$83.39
- w/5% Increase in EMV		\$9,449.77	\$316.72
Market Value of \$5,000,000	\$47,088.59	\$46,315.54	(\$773.05)
- w/2.5% Increase in EMV		\$47,482.17	\$393.58
- w/5% Increase in EMV		\$48,648.81	\$1,560.22

As a reminder, the following funds are supported at least in part by the general tax levy:

- General Fund (101)
- Special PERA (101)
- Tax Abatements (239)
- Community Development Fund (240)
- Debt Service Funds (300s)

General Fund (101):

In addition to the general tax levy, the other primary revenue source for the General Fund is Local Government Aid (LGA). For 2024, our certified LGA amount had an increase of \$869,384, or 14.25%, over the 2023

amount (\$6,102,837 to \$6,972,221). This has been appropriated to cover the General Fund portion of a new ERP System, and add reserves to the Fund balance to ensure compliance with the City's Fund Balance Policy.

Special Revenue Funds (200s):

The Airport Fund's (225) primary revenue sources are land leases for privately owned hangar sites, building rents for City-owned hangar space, and federal and state funds. The final year that the Airport Fund was supported by the tax levy was 2022.

Hangar and land rental rates will continue to be examined and adjusted to provide operational funding. Recent increases in the availability of federal funding have the potential to assist with the completion of large capital projects. March 2023 was the final payment on a ten-year interest-free loan and this fund is now seeing a positive impact on the fund balance. Within the attached details there are swings within intergovernmental revenues which are affiliated with various grants received for capital projects within various years.

The Tax Abatement Fund (239) is fully supported by \$409,651 of the tax levy. This consists of estimates of \$158,973 for Daiken Applied Americas, Inc., \$162,746 for Sage Electrochromics, Inc., \$7,919 for SteinAir Inc., \$78,194 for Trystar, LLC and \$1,819 for TruVue, Inc.

The Community Development Fund (240) receives \$66,149, of the operating levy. This fund is budgeted at \$382,695, which is a decrease of \$297,455 due to significant operational changes.

Special Revenue Funds are to be self-supporting. In 2018, the Council added Property Tax levy support for the 2019 budget. The years of 2022 through 2025 are projected to reduce this amount by \$66,151 each year. Additional funding sources are going to need to be sought after or reductions in expenditures are needed to support the operations of this fund.

Enterprise Funds:

Enterprise Funds include the Water, Sewer, and Storm Water funds. Included within these budgets are capital expenses to fund the utility portion of street projects, and other utility infrastructure projects. These improvement projects are detailed in the 2024-2028 Capital Improvement Plan. The Enterprise Funds reflect increases in personnel costs related to COLA, wage steps, and health insurance benefits. All utility rates were analyzed in conjunction with the Long-Term Financial Management Plan. The Water Fund has planned increases in the base rates and consumption rates included in the 2024 Fee Schedule. The water rates have a projected need to increase the base fee and the consumption rate by 4.0%, or \$1.52 per month for average residential

customer. The City's sewer consumer volume rates had a 0% increase from 2020 through 2022 and the base rate has remained the same for many years. Based on the analysis from the Long-Term Financial Management Plan, it is proposed that the base rate and the consumer volume rate increase by 2%, or \$0.64/ month. These rates continue to remain low in comparison to neighboring communities. Based on an analysis with the Long-Term Financial Management Plan, Storm Water RLE rates are proposed to increase by 17.0%, or \$1.27/month. The 2024 rate would be \$8.75/RLE. These increases are needed to assist with the cost of additional regulations for water quality for storm water systems imposed by the State of Minnesota.

2024-2028 CAPITAL IMPROVEMENT PLAN

The Council reviewed the draft 2024-2028 Capital Improvement Plan (CIP) at the September 19th Council work session. The changes to the CIP reflect Council discussion of the need to finance capital activity through bonding. Also, the IT E 24-01 camera project changes the Council authorized on November 14th are reflected in the CIP. The 2024 budget reflects \$24,366,878 in capital activity funded through various funds and revenue sources, all of which are detailed in the 2024-2028 Capital Improvement Plan.

2024 Fee Schedule

Attached is the 2024 Fee Schedule review at the Council work session on July 18th. The only changes from the July 18th discussion are the implementation of the utility rate changes based on analysis from the Long-Term Financial Management Plan that was discussed in detail on September 5th.

2024 Franchise Fees:

The gas and electric/water and sewer franchise fee allocation distributes revenues to the Capital Project funds and the cable franchise fees are designated to the General Fund (101). All other allocations are in alignment with the 2023 designation.

City Council Action on the 2024 Budget:

The following actions will take place at the December 12, 2023 City Council meeting to approve the 2023 budget, tax levies, and related documents:

- Hold Public Budget Meeting (Truth-in-Taxation)
- Adopt 2024 Property Tax Levy
- Adopt 2024 Budget & Establish Fund Appropriations
- Adopt HRA 2024 Property Tax Levy
- Adopt EDA 2024 Property Tax Levy
- Approve 2024 Fee Schedule
- Approve 2024-2028 Capital Improvement Plan

- Approve 2024 Franchise Fee Distribution

Attachments:

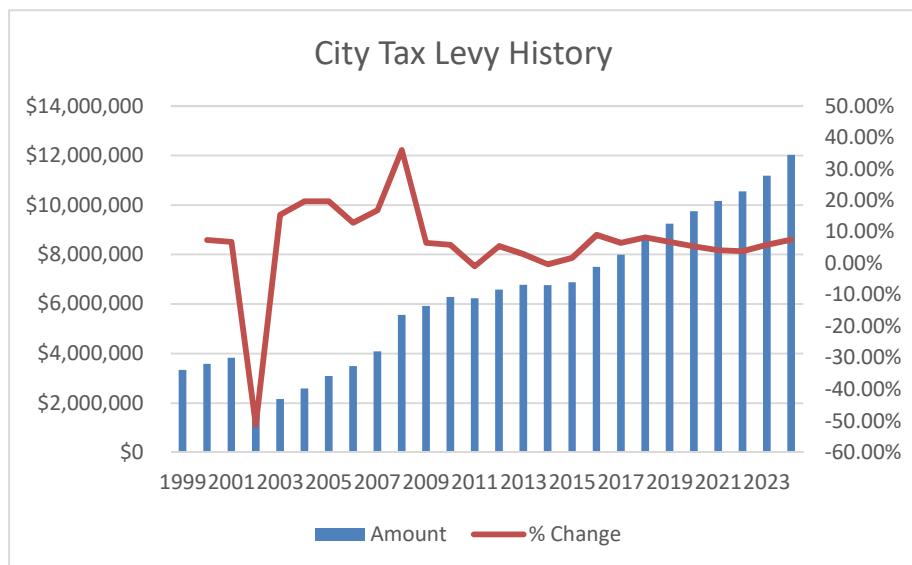
1. 2024 Property Tax Levy
2. Property Tax Levy History
3. Property Tax Rate History
4. 2024 Budget Book
5. 2024 - 2028 Capital Improvement Plan
6. 2024 Fee Schedule
7. 2024 Fee Schedule-Red Lined
8. 2024 Franchise Fee Distribution
9. 2024 Budget Work Session 7 Presentation

**CITY OF FARIBAULT
2024 Tax Levy**

MARKET AND TAX CAPACITY VALUES						
Tax Years Payable	2020	2021	2022	2023	2024	Change
Taxable Market Value	1,474,959,900	1,554,252,000	1,661,037,400	1,952,217,600	2,156,897,200	10.48%
Tax Capacity:						
Gross Tax Capacity	18,540,886	19,538,157	20,686,820	23,879,474	26,301,092	10.14%
Less: Captured Tax Increment	(187,152)	(208,810)	(254,980)	(305,930)	(516,309)	68.77%
Net Tax Capacity	18,353,734	19,329,347	20,431,840	23,573,544	25,784,783	9.38%
Operating Tax Levies						
General (101)	6,538,071	8,134,852	8,675,211	9,255,408	10,220,851	965,443
Airport (225)	30,000	20,000	10,000	-	-	-
Buckham Memorial Library (224)	907,426	-	-	-	-	-
Street Improvement Fund (401)	500,000	-	-	-	-	-
Park Improvement Fund (404)	100,000	-	-	-	-	-
Capital Replacement Fund (431)	150,000	-	-	-	-	-
Public Facilities Fund (437)	150,000	-	-	-	-	-
Community Development (240)	164,602	264,602	198,451	132,300	66,149	(66,151)
Tax Abatement Projects (240)	130,008	354,939	426,275	401,976	409,651	7,675
Property Tax Levy	8,670,107	8,774,393	9,309,937	9,789,684	10,696,651	906,967
Special PERA Levy (101)	12,544	12,544	12,544	12,544	12,544	-
Bond Principal & Interest (300's)	1,070,000	1,375,329	1,236,597	1,382,104	1,323,410	(58,694)
Net Tax Levy (Actual Levy)	9,752,651	10,162,266	10,559,078	11,184,332	12,032,605	7.58%
Special Tax Levies						
HRA (280)	251,907	295,900	309,820	328,850	380,253	51,403
EDA (290)	246,869	289,982	303,623	322,273	372,648	50,375
Total Tax Rate Special Levies	0.0272	0.0303	0.0300	0.0276	0.0292	0.0572
Net Tax Levy - All City Levies	10,251,427	10,748,148	11,172,521	11,835,455	12,785,506	
Local Government Aid (LGA)	5,900,287	5,988,340	6,029,788	6,102,837	6,972,221	14.25%
Local Government Aid Change	282,683	88,053	41,448	114,497	869,384	

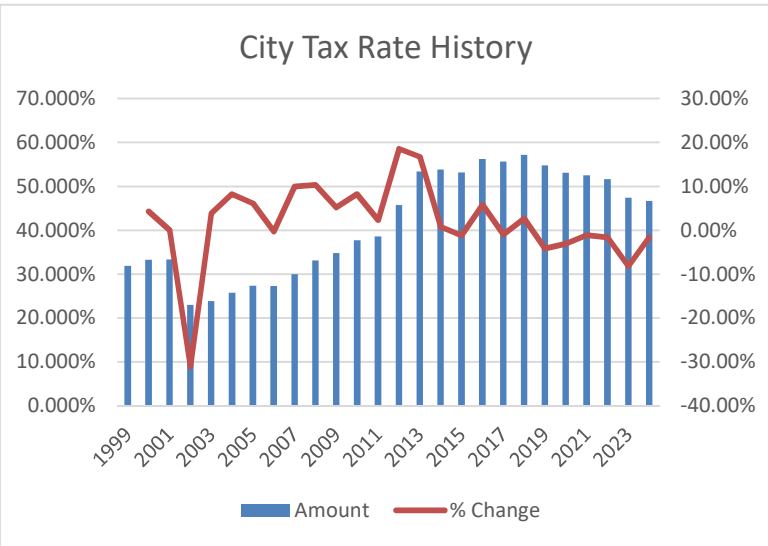
CITY OF FARIBAULT
Property Tax Levy
1999 - 2024

Year	Amount	% Change	Levy Amount Change
1999	\$3,340,857		
2000	\$3,588,986	7.43%	\$ 248,129
2001	\$3,833,922	6.82%	\$ 244,936
2002	\$1,870,390	-51.21%	\$ (1,963,532)
2003	\$2,159,574	15.46%	\$ 289,184
2004	\$2,586,705	19.78%	\$ 427,131
2005	\$3,097,046	19.73%	\$ 510,341
2006	\$3,499,656	13.00%	\$ 402,610
2007	\$4,091,580	16.91%	\$ 591,924
2008	\$5,566,255	36.04%	\$ 1,474,675
2009	\$5,929,257	6.52%	\$ 363,002
2010	\$6,284,984	6.00%	\$ 355,727
2011	\$6,231,469	-0.85%	\$ (53,515)
2012	\$6,577,969	5.56%	\$ 346,500
2013	\$6,775,308	3.00%	\$ 197,339
2014	\$6,758,722	-0.24%	\$ (16,586)
2015	\$6,880,685	1.80%	\$ 121,963
2016	\$7,503,833	9.06%	\$ 623,148
2017	\$7,999,280	6.60%	\$ 495,447
2018	\$8,658,704	8.24%	\$ 659,424
2019	\$9,250,896	6.84%	\$ 592,192
2020	\$9,752,651	5.42%	\$ 501,755
2021	\$10,162,266	4.20%	\$ 409,615
2022	\$10,559,078	3.90%	\$ 396,812
2023	\$11,184,332	5.92%	\$ 625,254
2024	\$12,032,605	7.58%	\$ 848,273



CITY OF FARIBAULT
Property Tax Rate
1999 - 2024

Year	Amount	% Change	Rate Change
1999	31.930%		
2000	33.310%	4.32%	0.01380
2001	33.340%	0.09%	0.00030
2002	22.978%	-31.08%	(0.10362)
2003	23.838%	3.74%	0.00860
2004	25.805%	8.25%	0.01967
2005	27.389%	6.14%	0.01584
2006	27.311%	-0.28%	(0.00078)
2007	30.026%	9.94%	0.02715
2008	33.134%	10.35%	0.03108
2009	34.843%	5.16%	0.01709
2010	37.697%	8.19%	0.02854
2011	38.566%	2.31%	0.00869
2012	45.727%	18.57%	0.07161
2013	53.390%	16.76%	0.07663
2014	53.814%	0.79%	0.00424
2015	53.168%	-1.20%	(0.00646)
2016	56.253%	5.80%	0.03085
2017	55.696%	-0.99%	(0.00557)
2018	57.182%	2.67%	0.01486
2019	54.803%	-4.16%	(0.02379)
2020	53.137%	-3.04%	(0.01666)
2021	52.547%	-1.11%	(0.00590)
2022	51.680%	-1.65%	(0.00867)
2023	47.444%	-8.20%	(0.04236)
2024	46.666%	-1.64%	(0.00778)





2024 BUDGET

CITY OF FARIBAULT
ANNUAL BUDGET
FOR FISCAL YEAR BEGINNING
JANUARY 1, 2024

DIRECTORY OF OFFICIALS
(Upon Adoption)

Kevin F. Voracek	Mayor
Sara Caron	Councilmember
Royal Ross	Councilmember
Tom Spooner	Councilmember
Peter van Sluis	Councilmember
Adama Youhn Doumbouya	Councilmember
Chuck Thiele	Councilmember

Timothy C. Murray, City Administrator

Jeanne Schmuck, Finance Director

David Wanberg, Director of Community & Economic Development

Kevin Bushard, Director of Human Resources

John Sherwin, Chief of Police

Mark DuChene, City Engineer

Travis Block, Public Works Director

Paul Peanasky, Parks & Recreation Director

Dustin Dienst, Director of Fire and Code Services

Delane James, Library Director

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FARIBAULT COMMUNITY VISION

SMALL TOWN PRIDE. BIG CITY OPPORTUNITY.

Faribault is one of America's best small communities.

*A place where all people find opportunities to succeed, grow, and prosper.
We celebrate our unique strengths in education, business, industry, medical,
nature, recreation, leisure, and the arts – and we are proud of our historic
downtown and iconic institutions.*

*As a community we embrace the future and plan for positive change through our
commitment to innovation and excellence, making
Faribault an outstanding place to live, work, grow, invest, and visit.*

COMMUNITY VALUES

SENSE OF COMMUNITY

We value a strong sense of community and belonging. We believe in being a friendly, respectful, safe, inclusive, and welcoming community that celebrates strong connections among all people.

Faribault will be a community that residents from a wide range of backgrounds, ages and cultures call home. We will strive to provide a friendly, respectful, and inclusive environment that creates a strong sense of unity and togetherness. People will come to Faribault and stay in Faribault.



SENSE OF PLACE

We value and respect our historic character, iconic institutions, rich traditions, and natural amenities that give Faribault its unique sense of place.

Faribault will be a community known for its unique and iconic surroundings. In 25 years, we will have continued to cultivate our rich history through preservation of our distinctive buildings, our downtown, our institutions, and cultural traditions. We will also enhance our unique natural amenities to attract and retain our distinctiveness.



OPPORTUNITY

We value the opportunities that all people have for growth and enrichment in our community, including opportunities for high-quality education, decent jobs, good housing, quality healthcare, and access to nature, leisure, and the arts.

In 25 years, Faribault will have a diversified economy that provides residents with expanded opportunities to work and to meet their personal, educational, recreational, and cultural needs. A mix of industrial, commercial, and retail redevelopment will provide the tax base needed to support high quality services and amenities.



INNOVATION

We value and encourage creativity, flexibility, and openness to new ideas and positive change in all sectors of our community, including business, industry, education, and government.

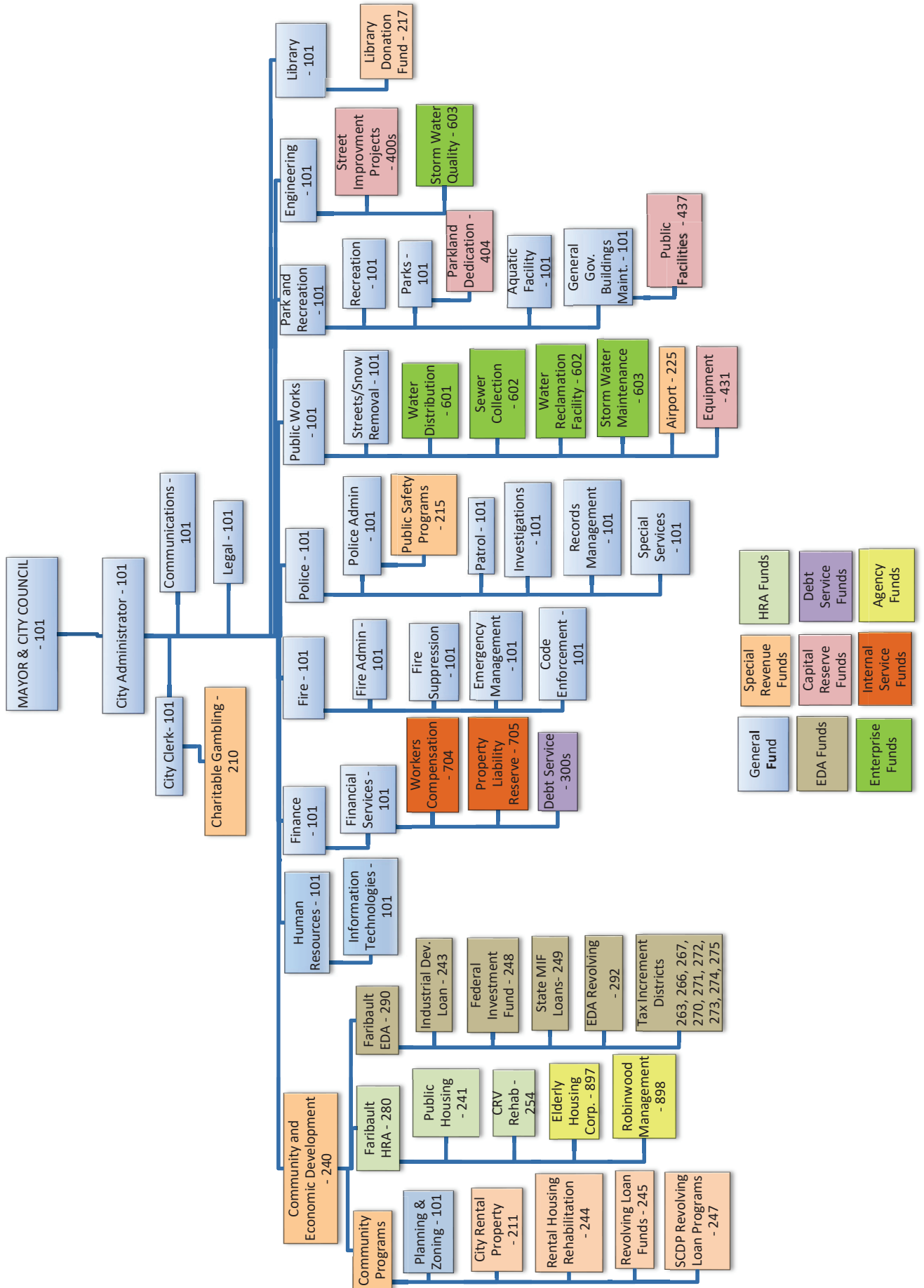
Faribault will be known for its creativity, thought, and leadership in business, education, and government. We will foster a culture where new ideas can flourish, and will regularly demonstrate our innovative spirit through advances in our educational sector, unique new businesses, and our cutting edge government service.

EXCELLENCE

We value excellence and strive for it in everything we do. We believe if it is worth doing, it is worth doing to the best of our ability.

Faribault will be a community known for its commitment to excellence. We will demonstrate in all sectors of our community the attention to detail and quality necessary to achieve great outcomes and a highly livable and thriving community.





CITY OF FARIBAULT

RESOLUTION #2023-XXX ADOPT 2024 PROPERTY TAX LEVY

THE CITY OF FARIBAULT RESOLVES:

Section 1: That there is hereby levied on the taxable property of the City of Faribault, Rice County, Minnesota for the fiscal year 2024 for the following funds:

General Levy	\$10,220,851
PERA – Special Levy	\$ 12,544
Community Development	\$ 66,149
Debt Service	\$ 1,323,410
Tax Abatement	<u>\$ 409,651</u>
Total Levy	\$12,032,605

Section 2: That the City Administrator is hereby authorized, empowered and directed to file a certified copy of this resolution with the Rice County Auditor pursuant to applicable statutes.

Date Adopted: December 12, 2023

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Timothy C. Murray, City Administrator

Exhibit A



2024 Property Tax Levy Certification

	2024
OPERATING LEVY:	
General Fund	\$ 10,220,851
Community Development	\$ 66,149
Special PERA Levy	\$ 12,544
	\$ 10,299,544
DEBT SERVICE LEVY:	
G.O. Crossover Refunding Bonds 2021B-2012A-2006B	\$ 553,613
G.O. Crossover Refunding Bonds 2021B-2012A-2008A	\$ 393,435
G.O. Refunding Improvement Bonds, 2021B-2014A	\$ 117,401
G.O. Crossover Refunding Bonds 2015A-2007A	\$ 182,976
G.O. Improvement Bonds, 2015A	\$ 75,985
	\$ 1,323,410
TAX ABATEMENT LEVY:	
Sage Electrochromics, Inc.	\$ 162,746
Steinair, Inc.	\$ 7,919
Daikin Corp.	\$ 158,973
Trystar, LLC.	\$ 78,194
Tru Vue, Inc.	\$ 1,819
	\$ 409,651
Total City Levy	
	\$ 12,032,605

CITY OF FARIBAULT

RESOLUTION #2023-XXX **ADOPT 2024 BUDGET AND FUND APPROPRIATIONS**

WHEREAS, the City Council has met specifically for the purpose of discussion on the 2024 budget; and

WHEREAS, estimated December 31, 2023, fund balances are sufficient to meet approved expenditures for fiscal year 2023.

NOW THEREFORE BE IT RESOLVED,

Section 1: That the City of Faribault 2024 budget is hereby approved in accordance with State Statute and Faribault Municipal Charter as follows:

General	\$20,874,705
Airport	\$ 460,532
Community Development	\$ 884,596
Housing and Redevelopment Authority	\$ 896,824
Economic Development Authority	\$ 1,730,419
Other Special Revenue Funds	\$ 184,350

Section 2: That the following financial plan for fiscal year 2024 is hereby approved for expenditures in each of the funds as follows:

Debt Service	\$ 1,495,993
Capital Projects	\$15,473,468
Enterprise	\$20,725,623
Internal Service	\$ 130,000

Section 3: Maximum appropriations may be increased if and when additional revenues are anticipated or received.

Date Adopted: December 12, 2023

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Timothy C. Murray, City Administrator

CITY OF FARIBAULT

RESOLUTION #2023-XXX ADOPT 2024 HRA PROPERTY TAX LEVY

WHEREAS, the Housing and Redevelopment Authority of the City of Faribault (the "HRA") may request the establishment of a special benefit tax pursuant to Minnesota Statute 469.033 Subdivision 6; and

WHEREAS, the Faribault Housing and Redevelopment Authority did by Resolution 2023-14 on November 13, 2023, levy a special tax on taxable property of the City of Faribault, Rice County, Minnesota in the amount of \$380,253 for 2024; and

WHEREAS, Minnesota Statute 469.033 Subdivision 6 requires the consent, by resolution, of the governing body of the municipality to levy said tax.

NOW, THEREFORE BE IT RESOLVED, that pursuant to Minnesota Statutes 469.033 Subdivision 6, the special benefit tax as determined by the Faribault Housing and Redevelopment Authority is hereby approved for collection in 2024 in the amount of \$380,253.

Date Adopted: December 12, 2023

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Timothy C. Murray, City Administrator

CITY OF FARIBAULT

RESOLUTION #2023-XXX ADOPT 2024 EDA PROPERTY TAX LEVY

WHEREAS, the City of Faribault may levy a tax in any year for the benefit of the activities of the Economic Development Authority pursuant to Minnesota Statutes 469.107, Subdivision 1; and

WHEREAS, the Faribault Economic Development Authority did by Resolution 2023-12 on October 19, 2023, levy a special tax on taxable property of the City of Faribault, Rice County, Minnesota in the amount of \$372,648 for 2024; and

WHEREAS, Minnesota Statutes 469.107, Subdivision 1 requires the consent, by resolution, of the governing body of the municipality to levy said tax.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Faribault hereby gives final approval for the collection of a levy for the benefit of economic development activities within the community in fiscal year 2024 in an amount of \$372,648.

Date Adopted: December 12, 2023

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Timothy C. Murray, City Administrator



December 12, 2023

Mayor Voracek and
Members of the City Council

Dear Mayor and City Council:

2024 BUDGET OVERVIEW

The budget summaries enclosed within this document include budgets for the General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds, Enterprise Funds, and Internal Services Funds for the City of Faribault. The Council held several budget work sessions over the past several months to discuss 2024 budget priorities.

The 2024 budget includes a net tax levy certification for taxes payable in 2024 in the amount of \$12,032,605. This amount is an increase of \$848,273 over last year's certified net tax levy which equates to a 7.58% increase in the tax levy (of which approximately 13.85% is absorbed by new construction and growth). The 2024 levy is estimated to result in a decrease for the average homeowners' taxes in 2024 of \$16.21 (for no change in assessed value). The median residential property value is estimated at \$225,100. The City's tax base value is expected to increase approximately 9.38% which indicates positive economic growth of the City. This would equate to a decrease in the estimated City Tax Rate from 47.444 to 46.666 which is a decrease of 0.778 or 1.64% in the estimated tax rate.

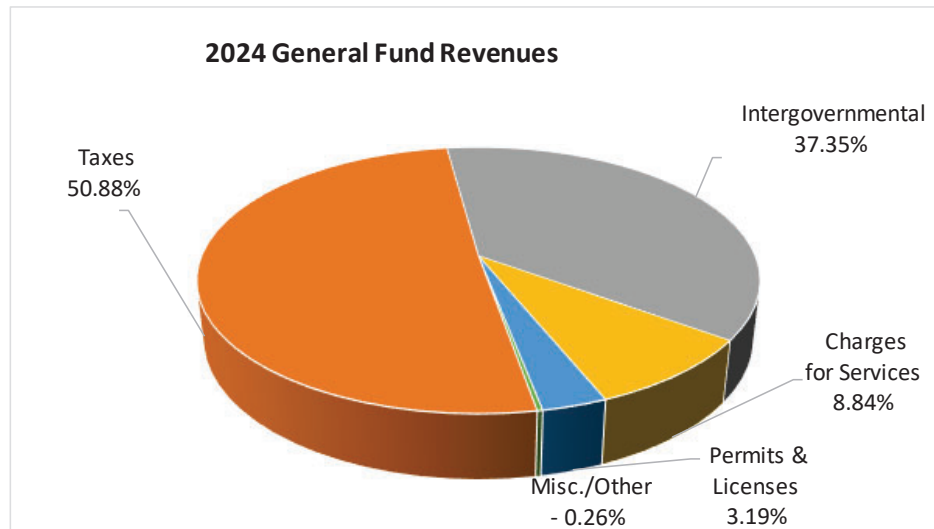
The Faribault HRA's tax levy for taxes payable in 2024 is \$380,253 which is an increase of \$51,403 or 15.63%. The Economic Development Authority's tax levy for taxes payable in 2024 is \$372,648 which is an increase of \$50,375 or 15.63%.

General Fund

GENERAL FUND REVENUES

The General Fund reflects a projected revenue stream of \$20,874,705 which reflects an increase of \$1,267,485 or 6.46% over the projected 2023 revenue stream. The 2024 General Fund Budget is funded primarily from ad valorem taxes (property taxes in proportion to the value) and Local Government Aid (LGA). The budgeted amount for LGA increased by \$869,384, to \$6,972,221 from \$6,102,837 in the 2023 budget.

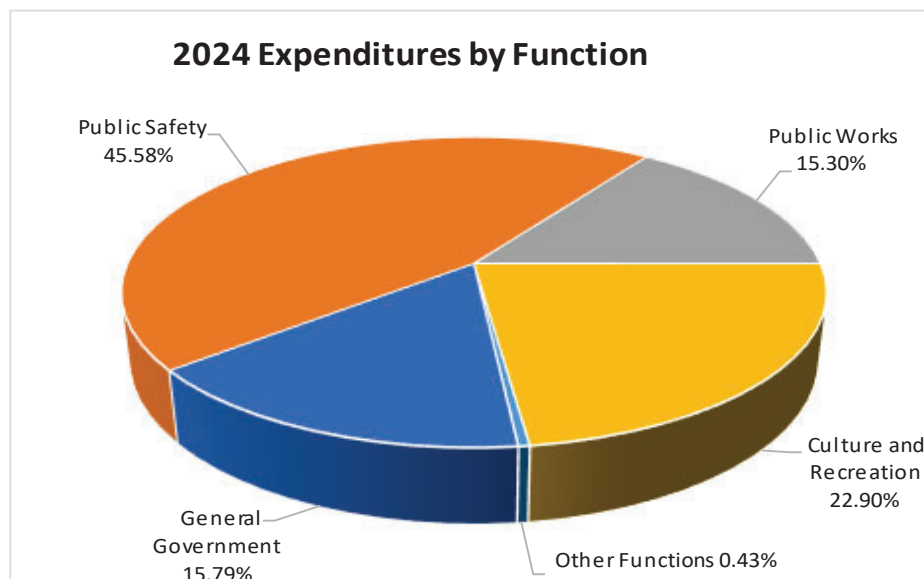
The following chart shows the General Fund revenue amounts by category, as a percentage of total revenue.



GENERAL FUND EXPENDITURES

The General Fund operating expenditures are expected to increase by \$1,245,733 (6.35%) in 2024 to \$20,874,705. The majority of the increase is based on personnel costs associated with cost of living adjustments and health insurance premium increases. The amount required for funding COLA and benefits for personnel changes is estimated at approximately \$689,373 within the General Fund. An increase in both Library and Park & Recreation part-time and seasonal staff are included in the 2024 increase. A new full-time fire fighter position is being also included but will be funded in 2024 & 2025 with the Public Safety Aid allocated to the City from the State in the 2023 budget.

The following chart shows the General Fund Expenditures by Function. Public Safety accounts for the largest portion of the budget or 45.58%, having a \$569,208 increase. Culture and Recreation is now 22.9% of the General Fund budget which includes a 3.95% increase, or \$181,789. Public Works is 15.30% of the General Funds budget, with an increase of \$131,033 in the 2024 budget.



Special Revenue Funds

Special Revenue Funds include City, Housing and Rehabilitation Authority (HRA), and Economic Development Authority (EDA) funds. City special revenue funds include Charitable Gambling, Public Safety Programs, Airport, Library Donations, City Rental Property, Community and Economic Development Administration, Rental Housing Rehabilitation, and SCDP Revolving Loan funds. The HRA special revenue funds include the HRA, Public Housing, and CRV Rehabilitation Program funds. The EDA special revenue funds include Industrial Development Revolving Loan, Federal Investment Revolving Loan, Minnesota Investment Revolving Loan, EDA, and EDA Revolving Loan funds along with several Tax Increment funds. The budgets for the majority of these funds remain stable. The Community and Economic Development Administration fund will receive property tax revenue in 2024 in the amount of \$66,149 to supplement program revenues and provide additional operating revenue. Tax abatements are also supported with property tax revenue of \$409,651. The general property tax levy support for Community and Economic Development Administration is being phased out over the next year. Community and Economic Development Administration has made some significant changes with administration of Public Housing and Robinwood Manor.

Debt Service Funds

Debt Service Funds are established to account for the collection of ad valorem taxes and special assessments and the payment of principal and interest of general long-term debt. The tax levy for debt service for taxes payable in 2024 decreased by \$58,694 due to defeasance of debt.

Capital Project Funds

Capital Project Funds include the Street Improvement Projects Fund, Park Improvement Fund, Capital Replacement Fund, and Facility Maintenance Fund. Budgeted expenditures for these funds are detailed and included in the 2024-2028 Capital Improvement Plan. Expenditures for the Capital Replacement Fund are generated by franchise tax, grants, and fund balance. Expenditures for the Public Facility Projects Fund are funded with franchise tax, and transfers from the Enterprise Funds and General Fund's fund balance. The Capital Improvement Plan has been structured for all of these funds to reflect a relatively level amount of annual expenditures.

Enterprise Funds

Enterprise Funds include the Water, Sewer, and Storm Water funds. Included within these budgets are capital expenses to fund the utility portion of street projects, and other utility infrastructure projects. These improvement projects are detailed in the 2024-2028 Capital Improvement Plan. The Enterprise Funds reflect increases in personnel costs related to COLA, wage steps, and health insurance benefits. The Water Fund has planned increases in the base rates and consumption rates included in 2024. The water rates have a projected need to increase the base fee by 6.0%, or \$0.80 per month for residential customers, and the consumption rate by 6.0%, or \$1.52 per month for the average residential customer. Based on the analysis from the Long-Term Financial Management Plan, it is proposed that the base sewer rate increase by 2%, or \$0.20 per month. The consumer volume rate is proposed to increase 2%, or \$0.44/ month. These rates continue to remain low in comparison to neighboring communities. The following budget also includes a 0% increase in the Water and Sewer Availability Charges. Based on an analysis with the Long-Term Financial Management Plan, Storm Water rates are to increase 17%, or \$1.27/month. The 2024 rate would

be \$8.75/RLE. These increases are needed to assist with the cost of additional regulations for water quality for storm water systems imposed by the State of Minnesota.

Internal Service Funds

Internal Service Funds include Workers Compensation and Property Liability. The City became fully-insured for workers compensation with the League of Minnesota Cities in 2014. The existing internal service fund is maintained to offset future costs of an outstanding claim that was open under the self-insured plan. The City has coverage for property and liability insurance with the League of Minnesota Cities Insurance Trust and uses the internal service fund to pay for deductibles and claims. The amount budgeted represents the expected claims and deductible expense for 2024.

SUMMARY

The City Charter under Sections 7.04 and 7.06 provides for the preparation and passage of the annual budget. The Charter requires the City Administrator to submit to the City Council an annual budget, which is a complete financial plan for all City funds and activities for the fiscal year. The City Council is responsible for review, revision and adoption of the budget and tax levy.

The 2024 Budget is a credit to the resourcefulness and dedication of the City's Leadership Team. We look forward to working with the Mayor and City Council and City Employees in carrying out the Community Vision 2040 and the work plan of this budget document.

Respectfully submitted,



Jeanne Schmuck
Finance Director

**CITY OF FARIBAULT
2024 Tax Levy**

MARKET AND TAX CAPACITY VALUES						
Tax Years Payable	2020	2021	2022	2023	2024	Change
Taxable Market Value	1,474,959,900	1,554,252,000	1,661,037,400	1,952,217,600	2,156,897,200	10.48%
Tax Capacity:						
Gross Tax Capacity	18,540,886	19,538,157	20,686,820	23,879,474	26,301,092	10.14%
Less: Captured Tax Increment	(187,152)	(208,810)	(254,980)	(305,930)	(516,309)	68.77%
Net Tax Capacity	18,353,734	19,329,347	20,431,840	23,573,544	25,784,783	9.38%
Operating Tax Levies						
General (101)	6,538,071	8,134,852	8,675,211	9,255,408	10,220,851	965,443
Airport (225)	30,000	20,000	10,000	-	-	-
Buckham Memorial Library (224)	907,426	-	-	-	-	-
Street Improvement Fund (401)	500,000	-	-	-	-	-
Park Improvement Fund (404)	100,000	-	-	-	-	-
Capital Replacement Fund (431)	150,000	-	-	-	-	-
Public Facilities Fund (437)	150,000	-	-	-	-	-
Community Development (240)	164,602	264,602	198,451	132,300	66,149	(66,151)
Tax Abatement Projects (240)	130,008	354,939	426,275	401,976	409,651	7,675
Property Tax Levy	8,670,107	8,774,393	9,309,937	9,789,684	10,696,651	906,967
Special PERA Levy (101)	12,544	12,544	12,544	12,544	12,544	-
Bond Principal & Interest (300's)	1,070,000	1,375,329	1,236,597	1,382,104	1,323,410	(58,694)
Net Tax Levy (Actual Levy)	9,752,651	10,162,266	10,559,078	11,184,332	12,032,605	7.58%
Special Tax Levies						
HRA (280)	251,907	295,900	309,820	328,850	380,253	51,403
EDA (290)	246,869	289,982	303,623	322,273	372,648	50,375
Total Tax Rate Special Levies	0.0272	0.0303	0.0300	0.0276	0.0292	0.0572
Net Tax Levy - All City Levies	10,251,427	10,748,148	11,172,521	11,835,455	12,785,506	
Local Government Aid (LGA)	5,900,287	5,988,340	6,029,788	6,102,837	6,972,221	14.25%
Local Government Aid Change	282,683	88,053	41,448	114,497	869,384	

**SUMMARY OF REVENUES BY FUND
2024 ADOPTED BUDGET**

<u>FUND</u>	<u>2021 ACTUAL</u>	<u>2022 ACTUAL</u>	<u>2023 ADOPTED</u>	<u>2024 ADOPTED</u>	<u>Change</u>
General Fund (101)	\$ 18,988,728	\$ 20,083,221	\$ 19,607,220	\$ 20,874,705	\$ 1,267,485
Special Revenue Funds:					
Charitable Gambling Fund (210)	\$ 51,122	\$ 39,444	\$ 34,860	\$ 41,290	\$ 6,430
Public Safety Programs Fund (215)	24,404	(2,508)	3,640	960	(2,680)
Library Donations Fund (217)	2,700,000	252,199	-	11,160	-
Airport Fund (225)	187,180	450,030	170,129	413,140	243,011
<i>Community Development</i>					
City Rental Property Fund (211)	12,782	8,178	14,390	16,570	2,180
Tax Abatement Fund (239)	355,727	410,914	401,976	409,651	7,675
Community Development Fund (240)	548,720	749,793	530,383	171,087	(359,296)
Rental Housing Rehabilitation Fund (244)	(1,173)	(10,468)	2,600	4,380	1,780
SCDP Revolving Loan Programs Fund (247)	665	3,688	6,310	14,559	8,249
<i>Faribault HRA</i>					
Public Housing Fund (241)	675,352	238,565	639,300	637,620	(1,680)
CRV Rehabilitation Program Fund (254)	(292)	(3,166)	750	1,320	570
Faribault HRA Fund (280)	478,387	408,050	383,543	460,423	76,880
<i>Faribault EDA</i>					
Industrial Development Loan Fund (243)	1,342	(11,261)	5,700	7,631	1,931
Federal MIF Loan Fund (248)	(3,887)	(34,690)	9,000	14,510	5,510
Minnesota Investment Fund (249)	(87)	(780)	200	320	120
Faribault EDA Fund (290)	594,496	1,543,590	332,256	396,611	64,355
Economic Development Revolving Loan Fund (292)	(1,645)	(20,973)	5,480	9,214	3,734
Tax Increment Funds (263-275)	207,291	173,779	297,684	351,253	53,569
Total Special Revenue Funds	\$ 5,830,383	\$ 4,194,386	\$ 2,838,201	\$ 2,961,699	\$ 123,498
Debt Service Funds (344-360)	6,732,607	2,302,012	1,691,384	1,660,091	(31,293)
Capital Projects Funds:					
Street Improvement Projects Fund (401)	1,618,065	3,037,140	5,532,087	3,276,082	(2,256,005)
Park Improvements Fund (404)	827,836	262,730	861,400	9,768,702	8,907,302
Capital Replacement Fund (431)	1,295,133	326,304	218,400	1,652,628	1,434,228
Public Facility Projects Fund (437)	202,698	2,138,104	312,500	659,806	347,306
Total Capital Projects Funds	3,943,732	5,764,277	6,924,387	15,357,218	8,432,831
Enterprise Funds:					
Water Fund (601)	3,804,580	5,196,324	4,152,361	4,437,757	285,396
Sewer Fund (602)	8,090,996	6,121,671	6,871,691	7,194,965	323,274
Storm Water Fund (603)	1,285,087	1,605,725	1,541,076	1,805,661	264,585
Total Enterprise Funds	13,180,663	12,923,720	12,565,128	13,438,383	873,255

**SUMMARY OF REVENUES BY FUND
2024 ADOPTED BUDGET**

<u>FUND</u>	<u>2021 ACTUAL</u>	<u>2022 ACTUAL</u>	<u>2023 ADOPTED</u>	<u>2024 ADOPTED</u>	<u>Change</u>
Internal Service Funds:					
Worker's Compensation Fund (704)	48,004	21,480	3,400	6,600	3,200
Property/Liability Trust Fund (705)	105,328	30,098	42,200	43,790	1,590
Total Internal Service Funds	153,332	51,578	45,600	50,390	4,790
Agency Funds:					
Elderly Housing Corporation Fund (897)	(2,866)	(25,583)	6,400	4,390	(2,010)
Robinwood Manor Fund (898)	483,398	466,983	493,684	500,864	7,180
Total Internal Service Funds	480,532	441,401	500,084	505,254	5,170
TOTAL ALL FUNDS	49,309,977	45,760,595	44,172,004	54,847,740	10,675,736

**SUMMARY OF EXPENDITURES BY FUND
2024 ADOPTED BUDGET**

<u>FUND</u>	<u>2021 ACTUAL</u>	<u>2022 ACTUAL</u>	<u>2023 ADOPTED</u>	<u>2024 ADOPTED</u>	<u>Change</u>
General Fund (101)					
General Government					
Council	\$ 644,605	\$ 455,855	\$ 408,342	\$ 550,827	\$ 142,485
City Administration	281,773	293,502	313,108	342,933	29,825
Communications	-	-	150	104,496	104,346
Elections	1,620	38,080	1,810	44,310	42,500
Financial Administration	483,070	438,440	487,215	524,303	37,088
Information Technology	219,467	219,919	235,612	431,304	195,692
Legal Services	231,410	242,618	277,230	262,100	(15,130)
Human Resources	257,573	319,287	351,306	365,906	14,600
Planning and Zoning	407,173	455,009	503,112	490,690	(12,422)
City Hall Maintenance	182,790	171,165	170,632	179,330	8,698
Total General Government	\$ 2,709,481	\$ 2,633,875	\$ 2,748,517	\$ 3,296,199	\$ 547,682
Public Safety					
Police Administration	\$ 1,061,118	\$ 1,125,366	\$ 1,158,831	\$ 1,223,480	\$ 64,649
Police Criminal Investigation	995,407	1,063,811	1,147,230	1,239,037	91,807
Police Uniform Patrol	3,260,829	3,277,805	3,580,249	3,762,268	182,019
Police Records	463,241	347,753	339,579	381,885	42,306
Police Community Services	249,594	246,791	325,001	352,202	27,201
Fire Administration	269,030	286,602	304,098	327,627	23,529
Fire Suppression	1,370,315	1,470,568	1,490,446	1,722,877	232,431
Fire Emergency Management	3,538	5,678	6,050	6,250	200
Code Enforcement/Inspection	510,522	569,660	594,634	499,700	(94,934)
Total Public Safety	\$ 8,183,594	\$ 8,394,034	\$ 8,946,118	\$ 9,515,326	\$ 569,208
Public Works					
Public Works Administration	\$ 105,764	\$ 105,223	\$ 120,455	\$ 134,294	\$ 13,839
Street Maintenance	1,402,791	1,539,837	1,537,187	1,643,304	106,117
Ice and Snow Removal	118,371	142,688	125,000	131,000	6,000
Equipment Maintenance	294,804	317,087	286,936	299,873	12,937
Street Lighting	251,087	301,624	314,500	324,400	9,900
Traffic Signs and Signals	38,880	46,090	44,410	45,630	1,220
Engineering	556,596	588,026	634,115	615,135	(18,980)
Total Public Works	\$ 2,768,292	\$ 3,040,575	\$ 3,062,603	\$ 3,193,636	\$ 131,033
Culture and Recreation					
Community Center Administration	\$ 660,333	\$ 655,476	\$ 689,934	\$ 733,165	\$ 43,231
Community Center Building	492,656	588,005	607,178	597,518	(9,660)
Aquatic Center	312,744	369,672	363,222	384,866	21,644
Washington Recreation Center	47,100	73,664	72,504	73,429	925
Soccer Complex	38,298	35,468	31,681	31,857	176
Adult Programs	135,362	160,860	165,484	165,797	313
Youth Programs	129,655	121,068	151,161	151,337	176
Parks & Trail Maintenance	1,078,050	1,107,141	1,196,282	1,274,838	78,556
Library	1,135,629	1,170,396	1,319,832	1,366,260	46,428
Total Culture and Recreation	\$ 4,029,826	\$ 4,281,750	\$ 4,597,278	\$ 4,779,067	\$ 181,789
Other Functions					
Miscellaneous Unallocated, Transfers	\$ 1,755,848	\$ 949,789	\$ 264,456	\$ 80,477	\$ (183,979)
Transit	-	-	10,000	10,000	-
Total Other Functions	\$ 1,755,848	\$ 949,789	\$ 274,456	\$ 90,477	\$ (183,979)
Total General Fund (101)	\$ 19,447,041	\$ 19,300,022	\$ 19,628,972	\$ 20,874,705	\$ 1,245,733

**SUMMARY OF EXPENDITURES BY FUND
2024 ADOPTED BUDGET**

<u>FUND</u>	<u>2021 ACTUAL</u>	<u>2022 ACTUAL</u>	<u>2023 ADOPTED</u>	<u>2024 ADOPTED</u>	<u>Change</u>
Special Revenue Funds:					
Charitable Gambling Fund (210)	\$ 32,815	\$ 61,715	\$ 32,250	\$ 30,850	\$ (1,400)
Public Safety Programs Fund (215)	55,161	4,720	1,000	3,500	2,500
Library Donation Fund (217)	-	-	-	150,000	150,000
Airport Fund (225)	228,705	500,870	242,727	460,532	217,805
<i>Community Development</i>					
City Rental Property Fund (211)	\$ 7,481	\$ 5,954	\$ 8,263	\$ 8,250	\$ (13)
Tax Abatement Fund (239)	355,427	410,914	401,976	409,651	7,675
Community Development Fund (240)	755,842	1,291,718	680,150	382,695	(297,455)
Rental Housing Rehabilitation Fund (244)	-	-	100,000	-	(100,000)
SCDP Revolving Loan Fund (247)	-	-	84,000	84,000	-
<i>Faribault HRA</i>					
Public Housing Fund (241)	\$ 432,703	\$ 383,894	\$ 552,962	\$ 474,185	\$ (78,777)
CRV Rehabilitation Fund (254)	-	-	-	-	-
Faribault HRA Fund (280)	278,177	587,996	951,268	422,639	(528,629)
<i>Faribault EDA</i>					
Industrial Development Loan Fund (243)	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -
Federal MIF Loan Fund (248)	-	-	-	-	-
Minnesota Investment Fund (249)	-	-	-	-	-
Faribault EDA Fund (290)	164,073	1,233,570	1,170,791	1,170,611	(180)
Economic Development Revolving Loan Fund (292)	-	-	100,000	100,000	-
Tax Increment Funds (263-275)	189,047	209,461	388,731	359,808	(28,923)
Total Special Revenue Funds	\$ 2,499,429	\$ 4,690,813	\$ 4,814,118	\$ 4,156,721	\$ (657,397)
Debt Service Funds (344-360)	\$ 2,849,859	\$ 7,292,165	\$ 1,549,693	\$ 1,495,993	\$ (53,700)
Capital Projects Funds:					
Street Improvement Projects Fund (401)	\$ 4,434,739	\$ 4,148,651	\$ 7,960,126	\$ 4,416,700	\$ (3,543,426)
Park Improvement Fund (404)	935,972	791,996	1,584,055	9,095,000	7,510,945
Capital Replacement Fund (431)	422,098	1,559,016	2,347,433	1,905,768	(441,665)
Public Facilities Fund (437)	421,704	3,689,779	1,427,487	56,000	(1,371,487)
Total Capital Projects Funds	\$ 6,214,513	\$ 10,189,442	\$ 13,319,101	\$ 15,473,468	\$ 2,154,367
Enterprise Funds:					
Water Utility Fund (601)	\$ 2,520,507	\$ 3,037,864	\$ 9,360,784	\$ 7,969,752	\$ (1,391,032)
Sewer Utility Fund (602)	5,244,300	5,756,076	10,908,231	10,072,759	(835,472)
Stormwater Utility Fund (603)	821,390	793,549	3,954,259	2,683,112	(1,271,147)
Total Enterprise Funds	\$ 8,586,196	\$ 9,587,488	\$ 24,223,274	\$ 20,725,623	\$ (3,497,651)
Internal Service Funds:					
Worker's Compensation Fund (704)	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ -
Property/Liability Trust Fund (705)	98,616	49,474	100,000	100,000	-
Total Internal Service Funds	\$ 98,616	\$ 49,474	\$ 130,000	\$ 130,000	\$ -

**SUMMARY OF EXPENDITURES BY FUND
2024 ADOPTED BUDGET**

<u>FUND</u>	<u>2021 ACTUAL</u>	<u>2022 ACTUAL</u>	<u>2023 ADOPTED</u>	<u>2024 ADOPTED</u>	<u>Change</u>
Agency Funds:					
Elderly Housing Fund (897)	\$ -	\$ -	\$ -	\$ -	\$ -
Robinwood Manor Fund (898)	314,792	362,941	440,446	490,583	50,137
Total Agency Funds	\$ 314,792	\$ 362,941	\$ 440,446	\$ 490,583	\$ 50,137
TOTAL ALL FUNDS	\$ 40,010,446	\$ 51,472,345	\$ 64,105,604	\$ 63,347,093	\$ (758,511)

GENERAL FUND

The General Fund accounts for all revenues and expenditures of a governmental unit which are not accounted for in other funds. It is usually the largest and most important accounting activity for state and local governments, normally receiving a greater variety and number of taxes and revenues than any other fund. Specifically, it receives such revenues as general property taxes, license and permits, fines and penalties, rents, charges for current services, state grants and aids, and interest earnings. In turn the General Fund also finances a larger range of activities than any other fund.

ADMINISTRATION

COUNCIL (41110)

Department Description/Services

This activity provides the City Council with legislative control over matters of policy, as established by City Charter. The Council exercises budgetary control through the adoption of an annual budget certified by major funds. The Council appoints various citizen boards, commissions, and committees to render advice on legislative and policy related matters and provides general direction to the operating departments through the City Administrator.

2024 Budget Goals & Objectives

- Provide direction for the development and conducting of a Community Survey to be completed utilizing consultant services.
- Provide direction for labor negotiations to complete new compensation agreements with the various labor groups (current 3-year agreements expire at the end of 2024).
- Discuss the role of the City with the development of affordable housing within the community and identify any actions to be taken.
- Support continued implementation of the Comprehensive Plan; Downtown Master Plan; Parks, Trails, and Open Space Plan; and Community Vision/Strategic Plan.
- Attend training opportunities related to municipal governing.
- Consider and adopt revisions to the City Charter and Code of Ordinances as deemed appropriate.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
City Council Meetings	35	39	35	35
Council Work Session/Committee Meetings	30	26	30	30
Ordinances/Resolutions Adopted	298	310	290	275

Budget Summary

Increases in salaries for the Mayor and Councilmembers were previously approved for 2023 and 2024 upon the passage of Ordinance 2022-29. The large increase in Other Svcs & Charges in 2024 is due to the budgeting for a Community Survey (\$50,000) along with financial assistance payments (per 5-year agreements executed in 2023) with River Bend Nature Center (\$60,000) and the Faribault Foundation (\$50,000).

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$68,814	\$68,811	\$79,313	\$81,834
Supplies	\$1,003	\$3,363	\$1,750	\$1,800
Other Svcs & Charges	\$574,789	\$383,681	\$327,279	\$467,193
Total	\$644,605	\$455,855	\$408,342	\$550,827

ADMINISTRATION

CITY ADMINISTRATION (41320)

Department Description/Services

This activity provides the administrative direction for the City and its departments as provided by the City Charter and the Code of Ordinances. City Administrator serves as chief administrative officer for the City, ensuring that the Charter, ordinances, resolutions, and policies of the City Council are enforced and implemented. Moreover, the City Administrator is responsible for managing the overall operations of all City departments. Administration's responsibilities also include:

- Coordinate City Council activities including preparation of Council and Committee agenda packets and meeting minutes. Administer personnel policies/programs, (including compensation practices, labor relations, and contract negotiations), with the authority to hire, suspend, or terminate employees subordinate to administration and department directors subject to Council review and approval.
- Coordinate the recruitment and appointment of members to advisory boards and commissions.
- Manage official records and documents of the City, including agreements and contracts.
- Administer of licensing processes and procedures.
- Oversee the execution of City elections.

2024 Budget Goals & Objectives

- Replacement of the City Administrator due to planned retirement.
- Gather Council direction and coordinate with Human Resources Director for labor negotiations sessions to complete new compensation agreements with the various labor groups (current 3-year agreements expire at the end of 2024).
- Work with City Council, Department Heads, and Communications Manager to develop and conduct a Community Survey, including securing the services of a consultant/consulting firm.
- Develop and implement policies in response to 2023 legislative session outcomes, including legalization of recreational cannabis, paid family leave, and affordable housing support.
- Continue to lead efforts to finalize design, bid, begin construction, and secure State funding and/or private funds for the Downtown (North Viaduct Area) Park project.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Licenses Processed	128	157	135	165
Council Meetings & Agendas	35	39	35	35
Council Work Session/Committee Meetings	40	26	40	26
Leadership Team Meetings	26	27	26	26
Ordinances/Resolutions Adopted	280	310	260	275

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
City Administrator	1.00	1.00	1.00	1.00	1.00
City Clerk	0.00	0.00	1.00	1.00	1.00
Assistant to the City Administrator	1.00	1.00	0.00	0.00	0.00
Total Full-Time Employees	2.00	2.00	2.00	2.00	2.00

Budget Summary

No staffing changes are proposed for 2024. Organizational changes in 2023 included the separation of Human Resources from Administration to a separate department and the transfer of Communications activities and staff to Administration.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$269,130	\$279,229	\$295,243	\$311,886
Supplies	\$3,274	\$2,660	\$5,100	\$15,450
Other Svcs & Charges	\$9,368	\$11,613	\$12,765	\$15,597
Total	\$281,773	\$293,502	\$313,108	\$342,933

ADMINISTRATION

COMMUNICATIONS (41350)

Department Description/Services

Responsible for all aspects of the City's internal and external communication activities in conformity with the City, community, and departmental goals and objectives. Maximizes the impact of outgoing City communications regarding a wide range of programs, services, issues, and policies by leveraging existing technology, tools, and media outlets in order to achieve a better-informed public and internal organization. Assists with the planning, leadership, operations, and administration of the branding, marketing, and communications of the City, while providing accurate, effective, informative, and timely public information to internal staff, the news media, residents, and businesses that furthers the City's commitment and vision for informative and responsive government. Works to plan, develop, and disseminate information designed to provide awareness of City programs, services, accomplishments, and other pertinent information.

2024 Budget Goals & Objectives

- Finalize and implement City's Strategic Communications and Engagement Plan and Crisis Communications Plan.
- Continue to assist department heads and staff with communications training, strategies, and activities.
- Prepare and publish quarterly newsletters for community distribution.
- Summarize City Council agenda items for public and staff.
- Increase community outreach related to new and on-going City matters.
- Work with the Community and Economic Development Administration Department on the creation of various industrial/ commercial/residential development marketing materials.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Press Releases Issued	n/a	n/a	10	15
News Flash Items (on City Website)	142	107	120	120
Followers to City Social Media sites	n/a	n/a	23,000	24,000
Unique City Website Users*	102,152	726,899*	102,000*	100,000*
Newsletters Distributed	n/a	n/a	12	16

*Google Analytics made changes to the way it tracks users on our webpage in 2022, and additional changes are being made in 2023 as the City converts to a new Google Analytics 4.

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
Communications Manager	0.00	0.00	0.00	1.00	1.00
Total Full-Time Employees	0.00	0.00	0.00	1.00	1.00

Budget Summary

This was a newly created Division (and budget) under Administration in 2023. Expenses under Other Svcs & Charges include City website and social media related costs.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$0	\$0	\$0	\$97,896
Supplies	\$0	\$0	\$150	\$1,400
Other Svcs & Charges	\$0	\$0	\$0	\$5,200
Total	\$0	\$0	\$150	\$104,496

ADMINISTRATION

ELECTIONS (41410)

Department Description/Services

This activity provides for the preparation of any and all elections including organizing of the polling places, election judges, and vote tabulation.

2024 Budget Goals & Objectives

- Conduct safe and efficient elections.
- Implement election judge software in partnership with Rice County to provide election and training transparency.
- Provide outreach via our website, social media, and local media regarding elections and election security.
- Implement changes or revisions imposed by legislature regarding conduct of local elections.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Special Primary Election Registered Voters (May)	0	11,439	0	0
Special Primary Ballots Collected	0	835	0	0
Presidential Primary Registered Voters	0	0	0	11,600
Presidential Primary Ballots Collected	0	0	0	2,000
Primary Election Registered Voters	0	11,533	0	11,600
Primary Ballots Collected	0	2,619	0	2,700
General Election Registered Voters	0	11,498	0	11,600
General Ballots Collected	0	7,363	0	10,000

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
Election Judges	70.00	0.00	60.00	0.00	60.00
Total Part-Time Employees	70.00	0.00	60.00	0.00	60.00

Budget Summary

There are three scheduled elections for 2024. Expenses include annual equipment lease costs payable to Rice County (Poll Pads, Automarks, and DS200s) as well as election judge pay and supplies. In 2023, the Minnesota State Legislature allocated money to pay for election expenses. These dollars will be split between Rice County and the City of Faribault in accordance with the statute.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$0	\$31,792	\$0	\$32,000
Supplies	\$710	\$3,522	\$0	\$4,250
Other Svcs & Charges	\$910	\$2,766	\$1,810	\$8,060
Total	\$1,620	\$38,080	\$1,810	\$44,310

FINANCIAL ADMINISTRATION

FINANCE ADMINISTRATION (41510)

Department Description/Services

This activity directs the City's financial affairs pursuant to generally accepted accounting standards. This includes initiation of financial plans, review and implementation of internal controls, safeguarding assets and accounting of financial transactions, including: accounts receivable, accounts payable, investment management, debt management and accounting control as well as facilitating the annual preparation of the Annual Comprehensive Financial Report, Long Term Financial Plan, budget documents and Capital Improvement Plan.

- Accounts payable
- Accounts receivable
- Cash receipting
- Project accounting
- Implementation of financial controls
- Integrated financial services software and internal reporting
- Budget preparation
- Capital Improvement Plan
- Grant administration
- Cash and investment management
- Utility billing
- Utility rate analysis
- Audit and Annual Comprehensive Financial Report
- Long-range financial planning
- Debt service analysis, bond issues and payments
- Tax Increment Financing
- Tax levy administration
- Special assessments
- Asset management
- Insurance and risk management
- Banking relations
- Mandated state and federal reporting

2024 Budget Goals & Objectives

- Integrate the Long-Term Financial Planning tool into decision making processes.
- Cross-train on utilization of the Long-Term Financial Management Plan.
- Implement the core financials, cashiering, and utility billing modules of a new Enterprise Resource Planning (ERP) system.
- Establish procedures to fully utilize the new ERP system.
- Update documented procedures in accordance with the new ERP system.
- Define and document internal controls with the new ERP system.
- Monitor and improve the new franchise fee rebate program initiated in 2023.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Total Budget	\$47,074,424	\$52,392,185	\$58,354,758	\$63,347,093
Total Payroll Cost	\$16,109,702	\$16,489,248	\$17,568,913	\$17,990,089
Tax Levy	\$10,162,266	\$10,559,078	\$11,184,332	\$12,032,605
Levy increase (decrease)	7.97%	3.90%	5.92%	7.58%
Tax Capacity	\$19,329,347	\$20,431,840	\$23,573,544	\$25,784,783
Utility Customers	7,554	7,554	7,595	7,595
Cash & Investments – Year End	\$56,051,433	\$49,016,587	\$45,000,000	\$45,000,000

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
Finance Director	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	0.00	0.00	0.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00	0.00	0.00
Senior Accountant	0.00	1.00	1.00	1.00	1.00
Account Technician	2.00	2.00	2.00	2.00	2.00
Payroll Benefit Specialist	0.50	0.50	0.00	0.00	0.00
Administrative Assistant II	1.70	1.00	1.00	1.00	1.00
Total Full-Time Employees	6.20	6.50	5.00	5.00	6.00
Total Part-Time Employees	0.00	0.00	1.00	1.00	0.00

Budget Summary

The Finance 2024 budget remains stable in accordance with the direction of the City Administrator. The part-time Account Technician was adjusted mid-year 2023 to full-time. The employee benefit of tuition reimbursement is being increased as it is being utilized. Personnel costs are adjusted in accordance with the Collective Bargaining Agreements and the Non-Union Resolution passed by City Council in 2022 and 2023. In 2023, a one-time additional \$5,000 for professional services was added to scan permanent records for retention.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$406,872	\$373,673	\$400,277	\$439,183
Supplies	\$3,126	\$5,232	\$5,650	\$6,852
Other Svcs & Charges	\$73,072	\$59,535	\$81,288	\$78,268
Total	\$483,070	\$438,440	\$487,215	\$524,303

HUMAN RESOURCES

INFORMATION TECHNOLOGY (41580)

Department Description/Services

This activity provides for the operation and general maintenance of the City's information technology systems. It directs the City's information technology to generally accepted standards. This includes computer security, server maintenance and upgrades, standardized hardware and software, use of electronic mail and virus protection. This department also manages cellular phones and door access software and hardware.

2024 Budget Goals & Objectives

- Transition staff and domain to MS 365.
- Install new door access and camera systems for all facilities.
- Work with consultant to begin implementation of items necessary for the 2025 BCA compliance audit.
- Install new server(s) and technology required for public facilities.
- Work with departments to determine need, cost, maintenance and installation with all new technologies.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Number of Personal Computers	190	249	249	249
Number of Mobile Devices (Phones & Tablets)	130	125	130	132
Support Help Desk Tickets	750	1,285	1,300	1,350
Physical Servers	8	8	9	10
Virtual Servers	18	18	19	20

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
IT Coordinator	1.00	1.00	1.00	1.00	1.00
IT Technician	1.00	1.00	1.00	1.00	1.00
Total Full-Time Employees	2.00	2.00	2.00	2.00	2.00

Budget Summary

Staffing levels are projected to remain relatively consistent for 2024. With various projects being completed in 2024 the IT budget will be significantly higher for the move to MS 365, BCA audit, camera and door access project (\$45,000). The budget also includes \$150,000 to support those projects with contract services.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$164,703	\$167,943	\$181,182	\$177,419
Supplies	\$1,103	\$8,449	\$9,650	\$6,365
Other Svcs & Charges	\$53,660	\$43,526	\$44,780	\$247,520
Total	\$219,467	\$219,919	\$235,612	\$431,304

ADMINISTRATION

LEGAL SERVICES (41610)

Department Description/Services

This activity directs the overall legal services for the City, including the issuance of legal opinions, preparation of ordinances, resolutions, contracts and agreements, and the conduct of civil litigation. In addition, this account group provides prosecution of misdemeanor criminal violations, preparation of complaints, processing of evidence, and the trial work associated with prosecution. Legal services are provided by two private law firms, one for criminal prosecution and the other for civil matters.

2024 Budget Goals & Objectives

- Adopt ordinance(s) for the implementation of administrative offenses citations to improve compliance with enforcement actions imposed on nuisance violations, property maintenance issues, and other code related matters.
- Provide input/guidance on revisions to the City Charter and Code of Ordinances.
- Ensure that incurred legal expenses are reimbursed when appropriate through charges to developers, tax increment financing proceeds, etc.
- Provide training to City Council, Boards and Commissions, and/or Leadership Team on the Open Meeting Law, Conflicts of Interest, and specific topics identified for discussion.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Criminal				
Case Files Opened	793	799	1,000	1,000
Case Files Closed	373	738	600	700
Jury Trials (to completion)	1	2	2	2
Scheduled Court Appearances	1,700+/-	3,020	1,800+/-	2,000
Civil				
General (Hours)	922.4	1,154.75	1,000	1,000
EDA (Hours)	17.0	57.50	60	60
HRA (Hours)	53.4	184.65	60	100

Budget Summary

Contracts with both of the law firms representing the City are in place for 2023 through 2025. Criminal services (contracted with Eckberg-Lammers) are on a flat fee basis for the year, while civil services (Kennedy & Graven) are billed hourly under their contract. Larger actions brought against the City are typically defended by the League of Minnesota Cities through the City's insurance coverage.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Other Svcs & Charges	\$231,410	\$242,618	\$277,230	\$262,100
Total	\$231,410	\$242,618	\$277,230	\$262,100

HUMAN RESOURCES

HUMAN RESOURCES (41800)

Department Description/Services

This department is under the general supervision of the Human Resources Director and performs a wide variety of public-sector human resources administrative duties.

- Responsible for labor and employee relations, job classification and compensation, pay equity, employee benefits, personnel policy administration, contract negotiations, and workers compensation.
- Process biweekly payroll and maintain employee records.
- Supervise information technology.
- Administer Safety Program and Employee Assistance Program.

2024 Budget Goals & Objectives

- Negotiate all collective bargaining agreements for 2025 and beyond.
- Implement Sick and Safe legislation.
- Develop, train and assist as needed for the new City Administrator and other positions as needed.
- Implement new payroll and HRIS system.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Full-time Employees Hired	15	15	16	15
Permanent Part-time Employees Hired	2	8	10	6
Promotions	4	1	8	6
Labor Contracts	5	5	5	5
Other Employee Groups	3	3	3	3

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
Human Resources Director	0.00	0.00	0.00	1.00	1.00
Human Resources Assistant	0.00	0.00	0.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	0.00	0.00
Payroll Benefit Specialist	0.50	0.50	1.00	0.00	0.00
Total Full-Time Employees	1.50	1.50	2.00	2.00	2.00

Budget Summary

Staffing levels have remained the same for this budget cycle. Interview and selection were done for a new ERP software system including payroll and HRIS system in 2023, for implementation in 2024. Several items of legislation were passed in 2023 that were implemented or will be phased in between 2023 and 2025 that affect the City and its employees. Reclassification of various positions, new positions, and department reorganizations will be done as needed for 2024.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$225,793	\$253,347	\$275,134	\$292,025
Supplies	\$1,670	\$2,294	\$9,100	\$4,900
Other Svcs & Charges	\$30,110	\$63,646	\$67,072	\$68,981
Total	\$257,573	\$319,287	\$351,306	\$365,906

COMMUNITY & ECONOMIC DEVELOPMENT

PLANNING AND ZONING (41910)

Department Description/Services

The Planning and Zoning Division prepares long-range plans and processes current planning and zoning applications. Specific responsibilities of the Planning and Zoning Division include the following:

- Provide liaison and support to the Planning Commission, the Development Review Committee, the Airport Zoning Board, and ad hoc committees.
- Interpret and administer the Unified Development Ordinance (UDO) and other land use-related provisions of the City Code.
- Amend and update the UDO to be consistent with the Comprehensive Plan and City Council direction.
- Review development applications and permits for zoning compliance.
- Coordinate the development review and approval process.
- Enforce zoning violations.
- Conduct land use studies and develop small area plans.
- Coordinate and administer the City's Comprehensive Plan and planning processes.
- Assist with administrative projects as requested.

2024 Budget Goals & Objectives

- Continue to implement the Journey to 2040 Comprehensive Plan.
- Amend the City's Official Zoning Map.
- Update the City's UDO.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Planning Commission Applications	50	55	55	55
Admin Reviews and Site Plans	200	211	215	215
Policy Recommendation & Interpretations	50	50	60	50
Number of Planning Commission Meetings and Work Sessions	50	24	48	36

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
City Planner	1.00	1.00	1.00	1.00	1.00
Planning Coordinator	1.00	1.00	1.00	1.00	1.00
Community Development Coordinator	0.00	0.00	0.00	1.00	1.00
Total Full-Time Employees	2.00	2.00	2.00	3.00	3.00

Budget Summary

The budget includes tools and resources necessary for the Planning and Zoning Division to efficiently and effectively do its work. The budget includes software, continuing education, professional services for specialized projects or contract planning services, and a summer internship program. Due to an internal promotion and hiring of a new City Planner, personnel costs have decreased.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$380,655	\$423,097	\$458,245	\$436,251
Supplies	\$406	\$1,289	\$1,600	\$1,200
Other Svcs & Charges	\$26,112	\$30,624	\$43,267	\$53,239
Total	\$407,173	\$455,009	\$503,112	\$490,690

PARKS AND RECREATION

CITY HALL MAINTENANCE (41940)

Department Description/Services

This activity provides for the operation and general maintenance of City Hall. This budget also provides general telephone communications and office copy duplication for City Hall.

2024 Budget Goals & Objectives

- Maintain floors and facilities.
- Maintain lawns and landscaping.
- Attend staff trainings and custodial trainings.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Rooftop Units Maintained (City Wide)	26	26	26	26
Boilers Maintained (City Wide)	11	11	11	11

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
Maintenance Engineer	1.00	1.00	1.00	1.00	1.00
Total Full-Time Employees	1.00	1.00	1.00	1.00	1.00

Budget Summary

This budget is used for general maintenance of City Hall, paper for City Hall and some IT equipment.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$99,108	\$78,542	\$68,265	\$72,339
Supplies	\$10,731	\$13,604	\$13,250	\$16,050
Other Svcs & Charges	\$72,952	\$79,019	\$89,117	\$90,941
Total	\$182,790	\$171,165	\$170,632	\$179,330

POLICE DEPARTMENT

POLICE ADMINISTRATION (42110)

Department Description/Services

Police Administration provides vision, overall leadership, and functional direction of the department. The command staff consists of the Chief, two division Captains, a Sergeant, and a department Administrative Assistant. Together they coordinate the daily operations of the Patrol, Investigations, Community Services, and Records Divisions. Administration networks with various community entities, markets the agency, creates shared partnerships, manages daily operations, and responds to all public safety related issues or concerns.

2024 Goals & Objectives

The department is looking at several primary goals related to equipment and technology acquisition to stay modernized and up-to-date. In addition, the department is looking to support a variety of wellness and community engagement initiatives with funds allocated by the legislature under the Public Safety Aid Package:

- Replace our .45 cal Smith and Wesson handguns. A team of officers test fired a variety of makes/models and recommended the next generation 9 mm Smith and Wesson. The smaller frame of the 9 mm is better suited for all officers, the recoil is less, and proficiency improves without a significant loss of ballistic integrity. The department is able to sell our existing firearms, but there is considerable expense in new holsters, magazines, and optical sites.
- Acquire non-lethal and less-lethal weapons to equip every squad car.
- Explore the use of additional technology to enhance our data driven crime reduction and mapping strategy.
- Solidify the Officer Wellness fund through Public Safety Aid monies. To date, the wellness funds utilized by the department have been allocated from public donations. This is not sustainable or reliable in the long term. Boosting wellness funds will allow for more comprehensive screening, such as through the Sigma Tactical Health cardiac program (cardiac issues are the leading cause of death for officers).
- A dedicated funding source for department community engagement activities such as the “Safe Summer Kickoff”. While grant funds and local sponsors will always be accepted for such events, the on-going success of our engagement efforts can be solidified through department allocation.

Department Statistics

Department-wide Employees & Vehicles	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Total FT and (2) PT Employees	46	43	43	43
Sworn Officers	35	35	35	35
Records and CSO Staff (2 PT)	10.5	8	8	8
Reserve Officers (Volunteers)	16	6	6	0
Police Explorers (Volunteers)	18	10	10	18
Vehicles	25	25	25 (20 owned/5 Leased)	25 (14 owned/11 leased)

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
Chief of Police	1.00	1.00	1.00	1.00	1.00
Captain	3.00	3.00	3.00	2.00	2.00
Sergeant	0.00	0.00	0.00	1.00	1.00
Administrative Assistant II	1.00	1.00	1.00	1.00	1.00
Total Full-Time Employees	5.00	5.00	5.00	5.00	5.00

Budget Summary

The Public Safety Aid Package has presented the department and City with a one-time opportunity to purchase and acquire needed equipment and fund wellness/community initiatives. In addition to what's mentioned, the department plans to itemize needs and offset traditional capital or equipment purchases with state funds in 2024.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$862,190	\$888,907	\$881,205	\$931,398
Supplies	\$26,404	\$24,891	\$34,275	\$33,590
Other Svcs & Charges	\$172,524	\$211,568	\$243,351	\$258,492
Total	\$1,061,118	\$1,125,366	\$1,158,831	\$1,223,480

POLICE DEPARTMENT

CRIMINAL INVESTIGATION (42121)

Department Description/Services

This activity provides for the investigation and processing of complaints related to all levels of criminal activity. Investigations include person crimes, property crimes, computer forensic investigations, and social service issues involving child and adult protection cases. School Resource Officers are assigned to both Faribault Middle and High School. This area also covers contributions to the Cannon River Drug and Violent Offenders Task Force housed out of the Faribault Police facility.

2024 Budget Goals & Objectives

- Continue to support and assist the Community Based Coordinator from Rice County who assists officers and provides services to individuals experiencing mental health or chemical health crisis. Continue the partnership with Rice County Social Services in investigating a high volume of adult and child protection cases.
- Upgrade surveillance and monitoring equipment, to include replacement of an obsolete portable alarm system to assist local business and residents with criminal deterrence.
- Provide advanced trainings, to include criminal financial investigation and crime scene processing to detectives to enhance and improve case investigation for successful prosecution.
- Expand our forensic extraction platforms to help investigations locate, process and utilize data from mobile and computing devices to assure successful identification of parties involved in criminal activity.
- Continue to provide effective school liaison services to the Faribault High School, Middle School and Elementary Schools. Provide consistent communication between the schools and police to create a safer environment for all students.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Part I Crime Most Serious	440	526	430	460
Part II Crimes	654	593	610	600
Percentage Solved (Part I & II)	36%	46%	44%	45%
Youth Liaison Cases	250	356	245	300
Drug Task Force Cases	260	154	320	270
Investigative Cases Handled	425	304	400	385

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
Sergeant	1.00	1.00	1.00	1.00	1.00
Police Officer	6.00	6.00	6.00	6.00	6.00
Total Full-Time Employees	7.00	7.00	7.00	7.00	7.00

Budget Summary

The 2024 increase in the department’s Investigations budget is reflective of our vehicle leasing arrangement with Enterprise Fleet Services and the shifting of associated costs from the Capital Improvement Plan to operational.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$927,226	\$982,253	\$1,042,325	\$1,108,795
Supplies	\$22,368	\$35,285	\$38,150	\$42,173
Other Svcs & Charges	\$45,812	\$46,273	\$66,755	\$88,069
Total	\$995,407	\$1,063,811	\$1,147,230	\$1,239,037

POLICE DEPARTMENT

UNIFORM PATROL (42123)

Department Description/Services

Police Patrol provides for the use of uniform patrol personnel in squad cars, bicycles, and on foot to perform functions throughout the City of Faribault. The basic function of this unit is to ensure the safety of the citizens of Faribault, protect property, prevent crime, and ensure traffic law compliance. Additionally, this unit is actively involved in Community Policing Projects.

2024 Budget Goals & Objectives

Patrol is looking to update some of our current equipment utilizing monies from the Public Safety Aid Package along with additional technology provided by AXON who currently supports our body cameras and squad cameras.

- New squad cameras will be installed in all patrol vehicles that will support the capability of (LPR) license plate reader technology that officers will be alerted when a stolen vehicle passes by or when there's a wanted vehicle entered into NCIC nationwide.
- Bike patrol is a great tool for officers to utilize in the summer months for events and routine patrol. Being able to move through the city covertly helps officers encounter active crimes occurring within the city. We plan on adding an additional E-Bike to our fleet.
- The department has partnered with Enterprise Fleet Services to provide the department with police vehicles. In 2024, we are looking to update four of our patrol vehicles to provide officers with necessary updated equipment.
- Better utilize and allocate officers to "hot spots" of criminal activity in the community by utilizing crime mapping technologies.
- Utilize AXON technologies to further reduce the amount of time officers spend in the office, thus increasing their presence in the community.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimate
Calls-For-Service	28,973	30,500	31,115	31,200
DWI's	120	125	130	135
Citations Issued	2,887	2,890	2,900	2,950

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
Sergeant	4.00	4.00	4.00	4.00	4.00
Police Officer	20.00	20.00	20.00	20.00	20.00
Police Reserve Officers (Part-Time)	24.00	24.00	24.00	24.00	24.00
Total Full-Time Employees	24.00	24.00	24.00	24.00	24.00
Total Part-Time Employees	24.00	24.00	24.00	24.00	24.00

Budget Summary

Increases in the Uniform Patrol budget are reflective of the department’s vehicle lease arrangement with Enterprise Fleet Services and the purchase of new equipment such as non-lethal pepper ball launchers.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$2,867,006	\$2,898,489	\$3,105,224	\$3,125,509
Supplies	\$134,262	\$165,334	\$179,450	\$292,655
Other Svcs & Charges	\$259,561	\$213,983	\$295,575	\$344,104
Total	\$3,260,829	\$3,277,805	\$3,580,249	\$3,762,268

POLICE DEPARTMENT

RECORDS (42124)

Department Description/Services

This activity provides for the maintenance of all records necessary for the operation of the Police Department and meets all state mandated reporting guidelines. The Records Department processes reports to be reviewed and charged by attorney offices and prepares data using proper data practices for release to other agencies and the public. The Records staff works effectively with officers, detectives, CRDVOTF, police administration, attorneys, and the public, and provides clerical support and evidence services for the Police Department.

2024 Budget Goals & Objectives

- Continue to seek training opportunities for staff to increase knowledge and abilities.
- Prepare for future turnover by developing staff.
- Continue to find ways to assist with Body Worn Camera data and processes.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
FPD Calls for Service	28,973	24,754	33,000	29,000
Reports processed	4,311	4,131	4,600	4,200
Drugs Disposed of (lbs) – Evidence Tech	1,085	1,164	1,150	1,130
Evidence Processed	2,792	2,692	2,900	2,600

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
Records Specialist (Full-Time)	3.00	3.00	3.00	2.00	2.00
Police Records Supervisor	1.00	1.00	1.00	1.00	1.00
Property Evidence Technician	1.00	1.00	1.00	1.00	1.00
Records Specialist (Part-Time)	1.00	1.00	0.00	0.00	0.00
Total Full-Time Employees	5.00	5.00	5.00	4.00	4.00
Total Part-Time Employees	1.00	1.00	0.00	0.00	0.00

Budget Summary

There are no significant increases in the Records budget.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$450,920	\$336,974	\$321,278	\$365,278
Supplies	\$2,250	\$4,759	\$7,000	\$4,800
Other Svcs & Charges	\$10,071	\$6,021	\$11,301	\$11,807
Total	\$463,241	\$347,753	\$339,579	\$381,885

POLICE DEPARTMENT

COMMUNITY SERVICES (42700)

Department Description/Services

This activity provides for the protection of citizens and property from domestic animals, wildlife and vermin, in addition to the investigation of animal abuse and neglect complaints. The Community Services Officers (CSO) division contracts with Muddy Paws for animal services. This CSO division also provides for the enforcement of nuisance violations including: under-maintained sidewalks, unsightly yards, junked vehicles, noxious weeds, and enforcement of the Crime Free Multi-Housing ordinance and associated programs.

2024 Budget Goals & Objectives

- Obtain a second speed trailer due to the increase in traffic complaints/requests.
- Seek out more efficient ways to adopt out unclaimed animals.
- Replace steel trailer in need of repair with lightweight 8 x 10-aluminum trailer.
- Develop additional strategies to assist pet owners in identifying lost or missing pets.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Animal Complaints	1,150	668	1,480	1,332
Nuisance Complaints	5,260	3,094	7,200	6,480
Parking Tickets Issued	850	558	1,100	990
Animals Impounded	195	93	235	212
Animals Claimed	102	70	120	108
Animal Boarding Days	325	327	625	563
Other	2,950	2,748	3,500	3,850

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
CSO Supervisor	1.00	1.00	1.00	1.00	1.00
Community Services Officer II	1.00	1.00	1.00	1.00	1.00
Community Services Officer II (Part-Time)	2.00	2.00	2.00	2.00	2.00
Total Full-Time Employees	2.00	2.00	2.00	2.00	2.00
Total Part-Time Employees	2.00	2.00	2.00	2.00	2.00

Budget Summary

The 2024 increase in the department’s Community Services budget is reflective of the vehicle leasing arrangement with Enterprise and the shifting of associated costs from Capital Improvement Plan to operational.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$222,326	\$209,227	\$266,506	\$284,976
Supplies	\$11,674	\$12,271	\$32,550	\$24,250
Other Svcs & Charges	\$15,593	\$25,292	\$25,945	\$42,976
Total	\$249,594	\$246,791	\$325,001	\$352,202

FIRE AND CODE SERVICES

FIRE ADMINISTRATION (42210)

Department Description/Services

The Director of Fire and Code Services serves as the chief administrator for the Fire and Code Services Department and reports to the City Administrator. The Director of Fire and Code Services is responsible for managing the overall operations of the Fire and Code Services Department, the development and maintenance of the City's Multi-Hazard Plan, and serves as coordinator for all City of Faribault safety training, record keeping and program coordination. Administration's responsibilities also include:

- Strategic planning for the department.
- Financial management of the Fire and Codes Department budgets.
- Grant research, writing, and administration.
- Management of staff issues.
- Coordination and administration of community relations events and programs.
- Ensure the efficient daily operations of the Fire and Code Services Department.

2024 Budget Goals & Objectives

- Continue to promote firefighter health and well-being through training and safety equipment purchases.
- Work with staff to develop a plan for additional full-time firefighters in the future.
- Hire more paid-on call firefighters.
- Search and apply for grants to off-set equipment and training needs.
- Identify the location of a new fire station based on response times for the community.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Grants Applied For	4	5	5	6
Processed Data Requests	31	34	43	50

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
Director of Fire & Code Services	1.00	1.00	1.00	1.00	1.00
Administrative Assistant II (Part-Time)	0.30	1.00	1.00	1.00	1.00
Fire/Property Maintenance Inspector	0.50	0.50	0.00	0.00	0.00
Total Full-Time Employees	1.80	1.50	1.00	1.00	1.00
Total Part-Time Employees	0.00	1.00	1.00	1.00	1.00

Budget Summary

Increases to this budget reflect cost of living adjustment (COLA), step increases, inflation and parts and supplies costs as they have increased dramatically.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$222,807	\$232,285	\$244,775	\$256,902
Supplies	\$8,677	\$7,296	\$6,750	\$13,400
Other Svcs & Charges	\$37,546	\$47,021	\$52,573	\$57,325
Total	\$269,030	\$286,602	\$304,098	\$327,627

FIRE AND CODE SERVICES

FIRE SUPPRESSION (42220)

Department Description/Services

The City of Faribault utilizes a combination fire suppression division with one Director of Fire and Code Services, three Fire Captains, and seven full-time Firefighters and is authorized to have twenty-seven Paid On-Call (POC) firefighters. Under the direction of the Director of Fire and Code Services, the primary services provided by the Fire Suppression division are:

- Fire Operations – Fire operations provides fire protection, emergency medical service delivery, technical rescue, and hazardous material emergency responses. The fire suppression division currently utilizes two engines, one aerial/engine combination truck, one heavy duty rescue/engine with technical rescue capabilities, (i.e. swift water, trench, confined space and high-level rescue), one Rural Fire Association tender, two pick-up trucks, two Technical Rescue Trailers, one Rescue Boat, one All-Terrain Vehicle and an Emergency Response/Rehab trailer.
- Fire Prevention – Fire prevention includes incident pre-plan programs, fire cause determination, internal safety investigations, citizen safety awareness programs, public fire education programs, public information services and the coordination of community relations events.
- Fire & Rescue Training – Fire training encompasses the coordination of fire suppression and rescue training and employee professional development of all fire suppression personnel.
- Fire Inspections – Fire inspections involve site visits to and education of owners/operators of commercial facilities within the City. The purpose of the inspection is to ensure commercial and industrial facilities meet International Fire Code.

2024 Budget Goals & Objectives

- Continue to educate staff utilizing the skills, experience, and knowledge of the existing staff.
- Maintain quality equipment through budgeting, replacement schedules, and in-house maintenance programs.
- Adjust response model along with the first responder partners in the ever-changing emergency response climate.
- Take delivery of a new rescue apparatus that will support the change to the response model.
- Continue the process of training the full-time staff up to technician level in trench rescue, confined space rescue, and rope rescue.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Fires & Alarms	248	242	260	260
Medical Calls	1,972	1,882	2,300	2,500
Rescue Calls	179	124	200	210
Additional Calls	704	718	775	780
Total Calls	3,103	2,966	3,300	3,750
Average Calls Per Day	8.5	8.1	9.5	10.3
Training Data (total hours trained)	2,500	2,193	2,500	2,300
Public Education Contacts	2,000	2,000	4,000	2,500
Burning Permits Issued	75	88	90	95

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
Captain	3.00	3.00	3.00	3.00	3.00
Firefighter	6.00	6.00	6.00	6.00	7.00
Firefighter Paid-On-Call (Part-Time)	24.00	24.00	24.00	24.00	27.00
Total Full-Time Employees	9.00	9.00	9.00	9.00	10.00
Total Part-Time Employees	24.00	24.00	24.00	24.00	27.00

Budget Summary

Increases made to this budget were in response to the increased cost of supplies and equipment. Most of the necessary equipment (personal protective equipment (PPE) for example) saw double digit percentage increases in their cost. Also, an increase in the overtime budget is needed to keep up with increases in wages due to step and cost of living adjustment (COLA) increases. An additional firefighter is added in 2024 and will be funded in 2024 and 2025 by the Public Safety Aid received through the 2023 Legislative session.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$1,266,032	\$1,312,695	\$1,364,264	\$1,571,686
Supplies	\$77,319	\$102,688	\$91,800	\$110,450
Other Svcs & Charges	\$26,965	\$55,185	\$34,382	\$40,741
Total	\$1,370,315	\$1,470,568	\$1,490,446	\$1,722,877

FIRE AND CODE SERVICES

EMERGENCY MANAGEMENT (42500)

Department Description/Services

The Director of Fire and Code Services is the Emergency Management Director for the City of Faribault and is responsible for developing, coordinating, and maintaining the City's Multi-Hazard Plan, assisting all public and private facilities with their Emergency Action Plans, and coordinating all City safety programs.

2024 Budget Goals & Objectives

- Hold another CERT training academy to increase the number of volunteers on the team.
- Continue to educate both full-time and part-time firefighters on the Multi-Hazard Plan to ensure they are prepared to act in their assigned roles.
- Work with private schools in the community to develop active shooter and reunification plans.
- Continue to promote participation in the City's Emergency Notification System, Everbridge.
- Upgrade technology in the Emergency Operations Center (EOC).
- Bolster our cache of N-95 masks.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Number of Outdoor Warning Sirens	9	9	10	10
Citizens enrolled in the Everbridge	1,992	10,805	11,100	11,500

Budget Summary

This budget is utilized for whole community training and outreach, EOC support, expenses associated with maintaining the City's Multi-Hazard Plan, outdoor warning siren maintenance and the Everbridge Emergency Notification System.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Supplies	\$142	\$404	\$400	\$500
Other Svcs & Charges	\$3,396	\$5,274	\$5,650	\$5,750
Total	\$3,538	\$5,678	\$6,050	\$6,250

FIRE AND CODE SERVICES

CODE ENFORCEMENT/INSPECTION (42400)

Department Description/Services

The Code Enforcement/Inspection Division provides enforcement of property maintenance codes, plans review and inspection of all new construction, alteration, and/or repair projects within the City by a state-licensed Building Official, and administration of the Rental Housing Licensing and inspections program. The purpose of these inspections is to protect property owners and ensure compliance with the current MN State Building Code, Property Maintenance Code, Electrical Code, and their related appendices and local ordinances. The Code division services include:

- Building permit administration and plan review.
- Building code enforcement and inspections.
- Electrical code enforcement and inspections.
- Mechanical code enforcement and inspections.
- Plumbing code enforcement and inspections.
- Property maintenance code enforcement and inspections.
- Time of Sale inspections for manufactured homes.
- Rental housing licensing and inspections.
- Sign inspections.

2024 Budget Goals & Objectives

- Continue streamlining the permit process through the online permitting system.
- Research and implement licensing module to streamline the rental licensing program.
- Train new staff and encourage existing staff to attend trainings to further their knowledge in building and property maintenance codes.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Plans Reviewed	265	310	300	280
Permits Issued	1,281	1,909	1,300	1,300
Online Permits Issued	471(Partial Year)	1,348	1,200	1,400
Field Inspections	2,837	3,608	3,000	3,000
Licensed Properties Inspected / Units	433/2,601	920/2,100	394/1,343	360/1,080

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
Building Official	1.00	1.00	1.00	1.00	1.00
Building Inspector I	1.00	1.00	1.00	1.00	0.00
Building Inspector II	0.00	0.00	0.00	1.00	1.00
Rental Housing Technician	1.00	1.00	1.00	0.00	0.00
Administrative Assistant I	0.00	0.00	0.00	0.00	1.00
Building Permit Technician	0.00	0.00	1.00	0.00	0.00
Property Maintenance/Fire Code Inspector	0.50	0.50	0.00	1.00	1.00
Total Full-Time Employees	3.50	3.50	4.00	4.00	4.00
Total Part-Time Employees	0.00	0.00	0.00	0.00	0.00

Budget Summary

Budget projections for permit revenue is based on construction industry trends. Primary expenses include personnel costs which have decreased due to departmental restructuring.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$415,096	\$436,185	\$459,879	\$373,155
Supplies	\$2,552	\$9,868	\$8,100	\$6,950
Other Svcs & Charges	\$92,874	\$123,607	\$126,655	\$119,595
Total	\$510,522	\$569,660	\$594,634	\$499,700

PUBLIC WORKS

PUBLIC WORKS ADMINISTRATION (43110)

Department Description/Services

This department provides for the administrative direction of public works services including the Streets Division, Utilities Division, Water Reclamation Facility, Right-of-Way, and Airport in the Public Works Department, along with administrative staff.

The Director oversees the budgets for the various divisions in the department, working with the respective superintendent with the following duties:

- Prepare and submit annual budget and capital improvement plan documents for consideration by Administration and the City Council.
- Provide information and recommendations to the City Council, Administration, and other departments as necessary regarding the operations of the Public Works Department.
- Prepare, submit, and present various documents to the City Council for action, and to Administration and other departments in support of other City operations. Ensure City and department policies, standards, and other governing documents (employee handbook, collective bargaining agreement, etc.) are being followed by assigned staff.
- Provide direction on establishing departmental goals and objectives, and identifying and ensuring the necessary resources are available to meet those goals and objectives.

2024 Budget Goals & Objectives

- Continue implementation of the asset management software to improve efficiency of department.
- Conduct a review of equipment maintenance staffing.
- Continue onboarding for new staff.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Right-of-Way Permits	75	107	75	100
Work Orders	475	487	500	500

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
Director of Public Works	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	0.00	0.00	0.00	1.00	1.00
Administrative Assistant II	1.00	1.00	1.00	0.00	0.00
Total Full-Time Employees	2.00	2.00	2.00	2.00	2.00

Budget Summary

The implementation of asset management software will improve tracking operational and lifecycle costs for City assets. The software will also be able to help with identifying operational efficiencies that will be a benefit for future budget planning. The continued optimization of this software will be necessary to meet the changing needs of the department. Upgrading the Administrative Assistant II position to Administrative Coordinator resulted in higher personnel costs in 2023.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$101,297	\$101,502	\$111,620	\$124,231
Supplies	\$533	\$53	\$1,060	\$550
Other Svcs & Charges	\$3,934	\$3,668	\$7,775	\$9,513
Total	\$105,764	\$105,223	\$120,455	\$134,294

PUBLIC WORKS

STREET MAINTENANCE (43121)

Department Description/Services

This activity provides for maintenance of City streets, including patching, crack filling, seal coating, tree trimming, mowing of road sides, and street sweeping. In addition, this budget includes the Street Division employee and equipment costs for ice and snow removal from City streets (as well as state and county highways covered under maintenance agreements) along with traffic control signals/signage. The Public Works and Parks Maintenance building operational costs are also included in this budget.

2024 Budget Goals & Objectives

- Implementation of assessment management program features into work flow process to increase efficiencies.
- Replacement of service truck.
- Evaluate seal coating program.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Total Miles of Local Streets	114.4	114.4	115	115
Seal Coating Blocks	85	78	65	60
Street Sweeping (Hours)	2,500	1,796	2,000	1,800
Gravel Maintenance (Hours)	400	175	400	400
Bituminous Material (Tons)	1,000	894	1,100	1,200

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
Superintendent	1.00	1.00	1.00	1.00	1.00
Foreperson	1.00	1.00	1.00	1.00	1.00
Heavy Equipment Operator	4.00	4.00	4.00	4.00	4.00
Light Equipment Operator	3.00	3.00	3.00	3.00	3.00
Total Full-Time Employees	9.00	9.00	9.00	9.00	9.00

Budget Summary

The rising cost of materials (bituminous mix, cold patch, seal coat oil) continue to impact the budget, often resulting in decreased amounts of maintenance activities such as seal coating. Aging infrastructure will have a role in developing future budgets and determining service levels. The continued implementation of new technology and methods will assist in mitigating cost increases.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$895,929	\$926,704	\$967,673	\$1,022,432
Supplies	\$337,150	\$389,274	\$366,000	\$418,050
Other Svcs & Charges	\$169,711	\$223,859	\$203,514	\$202,822
Total	\$1,402,791	\$1,539,837	\$1,537,187	\$1,643,304

PUBLIC WORKS

ICE & SNOW REMOVAL (43125)

Department Description/Services

This activity provides for materials and outside services for ice and snow removal on City streets, alleys, trails, and parking lots including the cost of deicer, sand, and the contract hauling of snow from the public right-of-way. It does not include any employee costs or equipment for removal of ice and snow, which are included in the street maintenance budget.

2024 Budget Goals & Objectives

- Continue to adjust chemical application equipment to optimize efficiency.
- Apply salt only with no sand where practical.
- Increase the use of untreated salt when conditions allow.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Snow Removal (Inches)	60	58	55	50

Budget Summary

Annual snowfall amounts have the most significant impact on the budget. The average snowfall is approximately 44", with the winter of 2022-2023 being slightly above average. Climate trends along with the rising cost of salt will have significant roles in future planning. Implementing current technology may provide some relief in providing efficiencies yielding cost savings. The use of treated salt in areas has improved efficiency. Converting to straight salt from sand/salt mixture where applicable has resulted in reduced spring street sweeping costs.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Supplies	\$85,461	\$100,393	\$85,000	\$91,000
Other Svcs & Charges	\$32,910	\$42,296	\$40,000	\$40,000
Total	\$118,371	\$142,688	\$125,000	\$131,000

PUBLIC WORKS

EQUIPMENT MAINTENANCE (43126)

Department Description/Services

The Equipment Maintenance Division provides maintenance services for the City's vehicle fleet (limited fire) and equipment in order to provide safe and efficient operations. In addition, this division provides for maintenance and operation of the City fleet fueling system located at the Public Works & Park facility.

The department performs routine repair and maintenance of trucks, cars, heavy and light equipment, and various pieces of capital equipment. The department also provides in-house welding and metal fabrication services.

2024 Budget Goals & Objectives

- Replace the F550 service truck.
- Use asset management software module for fleet maintenance.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Work Orders	775	770	775	800

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
Foreperson	1.00	1.00	1.00	1.00	1.00
Mechanic	2.00	2.00	2.00	2.00	2.00
Total Full-Time Employees	3.00	3.00	3.00	3.00	3.00

Budget Summary

The budget for equipment maintenance should remain fairly consistent from year to year. However, aging equipment and inflationary price increases of parts could have a significant impact on the budget. Leasing options for vehicles was reviewed in 2023 and determined to not be beneficial due to the configuration of vehicles in the fleet.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$267,183	\$275,655	\$254,612	\$266,567
Supplies	\$20,968	\$31,242	\$23,750	\$23,200
Other Svcs & Charges	\$6,653	\$10,190	\$8,574	\$10,106
Total	\$294,804	\$317,087	\$286,936	\$299,873

PUBLIC WORKS

STREET LIGHTING (43160)

Department Description/Services

This activity provides for the operation and maintenance of street lighting and traffic signals. The department coordinates repairs and maintenance of street lights and traffic control devices with a contract electrical service provider.

2024 Budget Goals & Objectives

- Convert lighting in the downtown to LED.
- Update street light inventory.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Traffic Signals	13	13	13	13
Street Light Outage Reports	12	11	12	10

Budget Summary

A main influence on the street light budget is the cost of electricity and the repair/maintenance of aging systems. The use of LED fixtures has decreased the monthly electricity use as well as being more reliable and having fewer outages reported. The City currently operates and maintains multiple lighting and signal systems along state and county highways per past agreements, some of which will be replaced in 2024.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Supplies	\$175	\$283	\$500	\$400
Other Svcs & Charges	\$250,911	\$301,342	\$314,000	\$324,000
Total	\$251,087	\$301,624	\$314,500	\$324,400

PUBLIC WORKS

TRAFFIC SIGNS & SIGNALS (43170)

Department Description/Services

This activity provides for the maintenance and repair of traffic control signage, signals, and pavement markings. The department is responsible for replacing/repairing signs, updating sign inventory, maintaining traffic control devices and striping roadways and City parking lots.

2024 Budget Goals & Objectives

- Coordinate as necessary with MnDOT on signal upgrades at TH21/Lyndale Ave. & 7th St. NW, TH60 & Western Ave., 3rd St. NE & 1st Ave. NE and 30th Ave., NW & TH60.
- Update street sign data base in asset management software.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Sign Maintenance (Hours)	800	780	800	850
Street Signs Replaced	175	375	200	225
Street Signs Repaired	100	130	100	100

Budget Summary

The budget remains fairly stable. Implementation of asset management software will create a detailed sign inventory used to assist with developing replacement schedules. This data will assist with maximizing sign lifecycles and future budget planning.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Supplies	\$24,199	\$32,645	\$29,250	\$26,050
Other Svcs & Charges	\$14,681	\$13,445	\$15,160	\$19,580
Total	\$38,880	\$46,090	\$44,410	\$45,630

ENGINEERING

ENGINEERING (43190)

Department Description/Services

The Department of Engineering Services is a staff service department, which is defined as a department organized to provide for the internal support necessary for the basic operation of the City organization and the function of other City departments. Revenues to support this department are generated from service charges to various capital improvement projects (similar to an engineering consulting firm). Department staff are located at the Public Works & Parks Maintenance building. The Department of Engineering Services provides for:

- Civil-engineering-related services, including design engineering and project management for the construction of public improvements.
- Project-inspection-related services, including field inspection of the construction of public improvements and maintenance of public works records for public facilities and infrastructure.
- Long-range transportation and public utilities infrastructure planning in conjunction with the Public Works and Community and Economic Development departments.

2024 Budget Goals & Objectives

- Delivery of infrastructure improvements identified in the adopted 2024 Budget and Capital Improvement Plan including the Westwood Drive reconstruction project.
- Oversee construction of Northern Link Trail & CPRR Underpass Connection to North Alexander Park and the Cannon River View Trail.
- Collaborate with Rice County on the interchange study and plans for a future CSAH 9/I-35 interchange and identify funding sources.
- Update 10-year capital improvement plan for street and infrastructure improvements utilizing the City's Long-Term Financial Management Plan.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Contracts Let	9	11	12	10
Construction Amount	\$7.5M	\$6.9M	\$12.0M	\$10.1M

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
Director of Engineering/City Engineer	1.00	1.00	1.00	1.00	1.00
Engineering Supervisor	1.00	1.00	1.00	1.00	1.00
Engineering Technician III	2.00	2.00	3.00	3.00	2.00
Engineering Technician I	0.00	0.00	0.00	0.00	1.00
GIS Coordinator	1.00	1.00	1.00	1.00	1.00
Total Full-Time Employees	5.00	5.00	6.00	6.00	6.00

Budget Summary

The 2024 Engineering budget is reflective of a very typical construction year. Planned large projects for 2024 include the Northern Link Trail Connection and Cannon River View Trail projects which both have state and/or federal funding sources tied to them as well as the planned Westwood Drive reconstruction project from 8th Street SW to Highland Place. Personnel costs decreased with a retirement and restructuring of the department.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$524,973	\$550,500	\$589,072	\$556,759
Supplies	\$4,318	\$9,572	\$8,350	\$8,550
Other Svcs & Charges	\$27,305	\$27,954	\$36,693	\$49,826
Total	\$556,596	\$588,026	\$634,115	\$615,135

PARKS AND RECREATION

COMMUNITY CENTER ADMINISTRATION (45110)

Department Description/Services

This activity provides for the general planning and administration associated with the delivery of recreation programs including: aquatics, special leisure programs, athletic and sports programs, community events, and enrichment. It also includes administration of parks maintenance, picnic shelters and facility reservations at numerous facilities. This activity also oversees building maintenance in City facilities. Enrichment classes for youth and adult, music programs, and teen activities are also included within this department.

2024 Budget Goals & Objectives

- Plan for future community center.
- Plan for Downtown (viaduct area) Park.
- Begin implementing the new facility study completed in 2023.

Department Statistics

Community Center Admin	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Picnic Shelter Reservations	358	325	350	350
All Around Passes	355	492	360	400
Insurance Rebates	512	485	535	550
Enrichment Classes	120	110	120	120

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
Director	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	0.00	0.00	0.00	1.00	1.00
Administrative Assistant II	1.00	1.00	1.00	0.00	0.00
Administrative Assistant I	0.00	0.00	0.00	1.00	1.00
Communications Coordinator	1.00	1.00	1.00	0.00	0.00
Recreation Coordinator (Part-Time)	1.00	1.00	1.00	1.00	1.00
Receptionists (Part-Time)	2.00	2.00	2.00	2.00	2.00
Total Full-Time Employees	4.00	4.00	4.00	4.00	4.00
Total Part-Time Employees	3.00	3.00	3.00	3.00	3.00

Budget Summary

This budget covers administration of the Parks and Recreation Department. The budget remains stable.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$573,008	\$548,119	\$571,894	\$601,152
Supplies	\$18,542	\$31,387	\$37,250	\$40,450
Other Svcs & Charges	\$68,783	\$75,970	\$80,790	\$91,563
Total	\$660,333	\$655,476	\$689,934	\$733,165

PARKS AND RECREATION

COMMUNITY CENTER BUILDING (45122)

Department Description/Services

This activity provides for the operation and general maintenance of the Community Center building and indoor swimming pool. It also provides for the operation and programming of the Armed Forces Reserve Center (AFRC). Department services provided include:

- Aquatics, athletic services, sports services, community events, building maintenance.
- This activity covers all aquatic programs at the indoor pool. Open swim, lap swim, water exercise, swim lessons, pool rentals, and special events.
- Department programs and community rentals are done at the Armed Forces Reserve Center (AFRC).
- Maintenance expense of utilities and cleaning for Buckham West are part of this budget.

2024 Budget Goals & Objectives

- Promote use of AFRC.
- Promote use of community center.
- Work with custodians on training programs.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Facility Rentals - Gym, Peterson Room	1,103	1,702	1,700	1,700
Indoor Pool Uses	650	1,704	1,700	1,700
Fitness Room Passes	223	340	365	365
Water Exercise Participants	11,670	12,184	13,000	13,000
Swim Lesson Participants	453	602	700	700
Lap Swim Participants	7,326	5,843	7,000	7,000

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
Light Custodian (Full-Time)	2.00	2.00	2.00	2.00	2.00
Light Custodian (Part-Time)	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00	1.00	0.00
Recreation Superintendent	0.00	0.00	0.00	0.00	1.00
Fitness Coordinator (Part-Time)	1.00	1.00	1.00	1.00	1.00
Receptionist (Part-Time)	0.00	0.00	0.00	1.00	1.00
Total Full-Time Employees	3.00	3.00	3.00	3.00	3.00
Total Part-Time Employees	2.00	2.00	2.00	3.00	3.00

*Aquatics Supervisor ¼ Outdoor Aquatic Center ¾ CC Bldg Indoor Pool.

Budget Summary

This budget reflects building maintenance and utilities as well as cost for the indoor pool and Armed Forces Reserve Center.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$311,596	\$356,075	\$394,428	\$384,468
Supplies	\$35,001	\$47,732	\$46,000	\$46,300
Other Svcs & Charges	\$146,059	\$184,198	\$166,750	\$166,750
Total	\$492,656	\$588,005	\$607,178	\$597,518

PARKS AND RECREATION

AQUATIC CENTER (45125)

Department Description/Services

This activity provides for the operation and general maintenance of recreational facilities for the outdoor swimming pool. The activity covers all aquatic programs at the outdoor pool. Open swim, lap swim, water exercise, swim lessons, pool rentals, and special events.

2024 Budget Goals & Objectives

- Utilize a different pre-season special event in place of the Muddy Mile.
- Establish new recruiting and hiring techniques.
- Partner with two community organizations for special program opportunities.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Attendance	24,824	23,170	26,000	26,000
Days of Operation	78	79	80	80
Daily Admissions	17,428	16,718	17,000	17,250
Scholarships Awarded	\$1,072	\$1,600	\$3,000	\$3,000
Season Passes Sold	658	604	725	700

Budget Summary

This budget covers all aspects of operating the aquatic center. It also includes ¼ cost of Recreation Superintendent personnel costs.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$188,326	\$229,427	\$250,162	\$257,965
Supplies	\$67,022	\$73,828	\$64,550	\$63,550
Other Svcs & Charges	\$57,396	\$66,417	\$48,510	\$63,351
Total	\$312,744	\$369,672	\$363,222	\$384,866

PARKS AND RECREATION

WASHINGTON RECREATION CENTER (45126)

Department Description/Services

This activity provides for the operation and general maintenance of Washington Recreation Center. The facility is for departmental programs, community groups, and private individuals to rent the classrooms and/or the gym.

2024 Budget Goals & Objectives

- Promote facility for reservations.
- Review equipment for Capital Improvement Plan.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Hours of Operation per Week	26	26	26	30
Classroom Reservations	175	264	200	225
Gymnasium Reservations	263	559	250	300

Budget Summary

This budget is used for the operation of the Washington Recreation Center. The budget remains consistent.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$12,587	\$24,032	\$25,425	\$26,437
Supplies	\$2,931	\$3,344	\$2,800	\$2,800
Other Svcs & Charges	\$31,582	\$46,288	\$44,279	\$44,192
Total	\$47,100	\$73,664	\$72,504	\$73,429

PARKS AND RECREATION

SOCCER COMPLEX (45127)

Department Description/Services

This activity provides for the operation and general maintenance of the Soccer Complex. The City of Faribault is the fiscal agent for the soccer complex. The School District is a co-owner of the property. The Soccer Association, School District, and several other groups play soccer games at the facility. There are also a large number of drop in players that use the facility on a daily basis. Keeping up with the maintenance is the biggest issue.

2024 Budget Goals & Objectives

- Promote soccer complex to outside soccer groups.
- Review complex improvements with School District and Soccer Association.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Traveling Home Games & Home Tournaments	35	32	29	32
School District Home Games, FHS & FMS	40	40	40	40
Fall Soccer Participation	0	125	130	130
Little Feet Summer Participation	205	208	225	225

Budget Summary

This budget covers all expenses for the Soccer Complex. The City, School District, and Soccer Association share equally in all expenses of the facility.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Supplies	\$3,100	\$4,976	\$4,850	\$4,850
Other Svcs & Charges	\$35,198	\$30,492	\$26,831	\$27,007
Total	\$38,298	\$35,468	\$31,681	\$31,857

PARKS AND RECREATION

ADULT PROGRAMS (45130)

Department Description/Services

This activity provides for the delivery of adult programs. This account group includes programs such as adult basketball, softball, volleyball, golf leagues, group exercise, outdoor ice rinks, the Faribault Ice Arena, and other general athletic programs. This budget also includes concerts in the park and outdoor movies.

2024 Budget Goals & Objectives

- Improve communication regarding the outdoor ice rink warming house availability.
- Stabilize adult sport participation.
- Add two new young adult leagues.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Days Open at Outdoor Ice Rink	67	61	65	70
Adult Softball	51	31	55	55
Tournaments - Softball	5	5	6	6
Adult Volleyball Teams	65	48	75	75
Number of Games - Volleyball	322	315	325	330
Skating Hours – Faribault Ice Arena	125	125	125	125
Free Hours – Charitable Gambling – Faribault Ice Arena	18	18	18	18
Concerts in the Park	12	11	11	12
Outdoor Movies	6	5	5	4

Budget Summary

The increase in personnel costs is due to seasonal employee wage adjustments.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$54,836	\$82,635	\$85,984	\$87,297
Supplies	\$11,205	\$14,521	\$17,000	\$16,000
Other Svcs & Charges	\$69,321	\$63,704	\$62,500	\$62,500
Total	\$135,362	\$160,860	\$165,484	\$165,797

PARKS AND RECREATION

YOUTH PROGRAMS (45140)

Department Description/Services

This activity provides for the delivery of youth athletic leagues. This activity includes programs such as baseball, cub football, flag football, volleyball, and other general athletic programs. This activity also provides for delivery of recreational leisure programs for youth which are primarily non-athletic in nature. This activity includes special events, fun centers, and teen activities.

The services provided are all youth programs. We strive to find new programs, eliminate programs that are no longer viable and find ways to include minority populations. Services also included are youth programs including fitness, leisure services, sports services, and community events.

2024 Budget Goals & Objectives

- Establish a new special event in place the Frostival.
- Partner with aquatics for a summer camp.
- Partner with two community organizations for special program opportunities.

Department Statistics

Youth Programs # of Participants	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Cub Football	107	86	125	115
Flag Football	65	38	65	60
Youth Sports	655	716	650	675
Youth Baseball & Clinic	80	76	100	85
Fun Center (Ages 7-11)	189	183	200	175
Preschool – Early Elementary (Age 5-7)	95	86	110	100
Pet Parade	500	250	500	500
Father Daughter Dance	0	0	125	130

Budget Summary

This budget is used for youth programs and youth sports. The budget remains stable.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$91,987	\$97,174	\$118,111	\$117,287
Supplies	\$22,677	\$18,097	\$21,600	\$22,600
Other Svcs & Charges	\$14,990	\$5,797	\$11,450	\$11,450
Total	\$129,655	\$121,068	\$151,161	\$151,337

PARKS AND RECREATION

PARKS & TRAIL MAINTENANCE (45200)

Department Description/Services

This activity provides for the maintenance of parks, trails, and other public grounds owned by the City. Included is planting of trees and shrubs. The Parks and Trail Maintenance department responsibilities also include fertilizing and mowing of grass and maintenance of ball fields, general playgrounds, and picnic facilities. Winter duties include flooding and maintenance of outdoor ice rinks, plowing of public parking lots, sidewalks, City facilities, and the River Bend Nature Center, as well as to assist with public events.

This program, along with all of the parks maintenance projects, also supports recreation programs with facility maintenance, community events, picnic shelters, and building maintenance.

2024 Budget Goals & Objectives

- Develop new potential park by County Detention Center.
- Remove ash trees that pose a safety threat.
- Review CIP and prioritize improvements.
- Make trail improvements.
- Work on development of new downtown (viaduct area) park.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Parks Maintained	47	47	47	48
Acres of Parkland Maintained	403	403	403	405
Ball Field Aggregate – Tons	150	150	150	150
Shelters Maintained	12	13	13	13
Aerated Turf Acres	67	72	70	70
Outdoor Ice Rinks Maintained	4	4	4	4
Turf Maintenance Mow – Hours	1,712	1,638	1,800	1,800
Special Events – Hours	455	364	400	400

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
Superintendent	1.00	1.00	1.00	1.00	1.00
Foreperson	1.00	1.00	1.00	1.00	1.00
Light Equipment Operator	4.00	4.00	4.00	4.00	4.00
Light Equipment Operator (Part-Time)	0.00	0.00	0.00	1.00	1.00
Total Full-Time Employees	6.00	6.00	6.00	6.00	6.00
Total Part-Time Employees	0.00	0.00	0.00	1.00	1.00

Budget Summary

Personnel costs reflect an increase due to the hiring of a part-time Light Equipment Operator in 2023. Other services and charges increased due to pickleball fences and park sign replacements being budgeted.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$669,819	\$714,090	\$798,279	\$801,064
Supplies	\$172,909	\$161,404	\$163,600	\$179,300
Other Svcs & Charges	\$235,321	\$231,647	\$234,403	\$294,474
Total	\$1,078,050	\$1,107,141	\$1,196,282	\$1,274,838

LIBRARY

LIBRARY (45500)

Department Description/Services

Buckham Memorial Library strives to educate, inform, enrich, and empower every person in our community by creating and promoting easy access to a vast array of ideas and information, and by supporting an informed citizenry, life-long education, and love of reading. An ambitious team of professional librarians, trained technicians, and support staff are dedicated to helping our customers obtain the information and services they need.

- Circulation Services
- Interlibrary Loan Services
- Reference and Information Services
- Technology and Internet Services
- Digital Services
- Adult Education and Enrichment Services
- Children's and Youth Education and Enrichment Services
- Outreach Services
- Technical Services

2024 Budget Goals & Objectives

- Create and adopt a library vision statement.
- Conduct a usability audit and create a usability plan to help foster welcoming indoor and outdoor library spaces.
- Audit the library's virtual presence from the user's point of view.
- Research the demographics of likely makers, maker programs and equipment of interest.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Total Library Circulation (# Items)	92,181	108,950	115,000	122,500
Physical Circulation-Faribault City	43,017	60,273	65,000	70,000
Physical Circulation-Rural Rice County	19,173	22,036	23,000	24,000
Physical Circulation-Other	8,986	6,880	7,000	8,000
Digital Circulation	21,005	19,761	20,000	20,500
Interlibrary Loan (# Items)	23,795	24,459	25,000	25,500
Reference Questions	8,858	10,523	11,000	12,000
Internet Use (# People)	2,782	5,081	6,000	6,200
Public Wireless Use (# Sessions)	4,963	7,866	8,000	8,500
Program Attendance (# People)	20,932	121,622*	22,000	22,500
Visits	52,502	84,206	90,000	100,000
Active Borrowers	14,818	11,523**	12,000	13,000
New Borrowers	471	1,105	1,100	1,200

*Several of the Library's Storytime Videos on YouTube and Facebook went viral in 2022.

**SELCO purges borrowers from the system if they do not check out library materials in 18 months. Also purged were borrowers whose cards had stayed in the system because they had fines on their accounts. When the fines were forgiven when the library went fine free, if patrons had not used their card in 18 months, their cards were deleted.

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
Library Director	1.00	1.00	1.00	1.00	1.00
Librarian/Program Coordinator	2.00	2.00	2.00	2.00	2.00
Library Technician	2.00	2.00	2.00	2.00	2.00
Library Technician (Part-Time)	2.00	2.00	2.00	2.00	2.00
Receptionist (Part-Time)	5.00	5.00	5.00	5.00	5.00
Circulation Desk Aid (Part-Time)	4.00	4.00	4.00	4.00	4.00
Page (Part-Time)	4.00	4.00	4.00	4.00	4.00
Mending Aide (Part-Time)	1.00	1.00	1.00	1.00	1.00
Total Full-Time Employees	5.00	5.00	5.00	5.00	5.00
Total Part-Time Employees	16.00	16.00	16.00	16.00	16.00

Budget Summary

The library will increase its capacity to provide services that support patrons' efforts to access and successfully use information and emerging technologies. In order to recruit and retain employees in the current labor market, the Page, Circulation Desk Aide and the Mending Aide positions' wages will increase by \$1 per hour in 2024. The library will expand library services based on evolving needs and promote educational equity within the community.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Personnel Services	\$824,788	\$845,837	\$922,452	\$983,172
Supplies	\$135,826	\$119,481	\$147,950	\$147,200
Other Svcs & Charges	\$175,016	\$205,078	\$249,430	\$235,888
Capital Outlay	\$0	\$0	\$0	\$0
Total	\$1,135,629	\$1,170,396	\$1,319,832	\$1,366,260

FINANCIAL ADMINISTRATION

MISCELLANEOUS/UNALLOCATED (49200)

Department Description/Services

This activity provides for the administration of miscellaneous accounts not established in the previous activities.

Budget Summary

This budget includes \$161 final annexation payment to Cannon City Township, \$316 first of two annexation payments to Wells Township, a \$40,000 reserve for open enrollment changes in health insurance, and a \$40,000 contingency. The 2023 budget included the fifth of five payments to Wells Township for annexation of property in the amount of \$40,000. Contingency was reduced in 2022 as the Fund Balance Policy changed to capture the need for Compensated Absences. Tax abatements were moved to a special revenue fund administered by Community and Economic Development Administration in 2022 as well.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Other Svcs & Charges	\$1,755,848	\$949,789	\$264,456	\$80,477
Total	\$1,755,848	\$949,789	\$264,456	\$80,477

ADMINISTRATION

TRANSIT (49801)

Department Description/Services

This activity provides for the City’s obligation for the transit system operated by Hiawathaland Transit.

Budget Summary

The City-operated transit system was discontinued as of December 31, 2011 with operations transferred to Hiawathaland Transit. Other Services & Charges includes an annual contribution for the future purchase of a new bus per the agreement with Hiawathaland Transit. The contributions are restricted in fund balance until such purchase occurs.

Expenditures by Use

Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Other Svcs & Charges	\$0	\$0	\$10,000	\$10,000
Total	\$0	\$0	\$10,000	\$10,000

SPECIAL REVENUE FUNDS

Special Revenue funds are established for specific revenues or sources that are designated for financing particular functions or activities as required by federal regulations, state statute, City Charter provisions, local ordinances, or specific grant agreements.

ADMINISTRATION

CHARITABLE GAMBLING FUND (210)

Fund Description/Services

This fund was established to provide accounting of transactions of the Charitable Gambling Advisory Board (CGAB). In accordance with the City Code of Ordinances, Sec. 14-99(b), each organization within the City, which is licensed by the State to conduct lawful gambling, shall contribute five (5) percent of its net profits, as defined by Minnesota Statutes, Section 349.213, to the City Charitable Gambling Fund. Board members recommend the use of these monies to the City Council for final approval to fund worthwhile community projects according to established guidelines.

2024 Budget Goals & Objectives

- Update the website to include more information about requesting funds.
- Create an on-line request form.

Fund Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Premise License Permits	21	17	20	17
Temporary Licenses Processed	17	18	20	20
Board Meetings	4	4	4	4
Applications for Funds	8	10	8	8

Budget Summary

Expenditures for 2024 include continued funding for the 4th of July fireworks display and other miscellaneous projects and programs, based upon recommendations from the Charitable Gambling Advisory Board to the City Council.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Taxes	\$51,437	\$42,791	\$34,000	\$40,000
Miscellaneous Revenue	-\$315	-\$3,347	\$860	\$1,290
Total	\$51,122	\$39,444	\$34,860	\$41,290
Other Svcs & Charges	\$32,815	\$61,715	\$32,250	\$30,850
Total	\$32,815	\$61,715	\$32,250	\$30,850

POLICE DEPARTMENT

PUBLIC SAFETY PROGRAMS FUND (215)

Department Description

This budget consists of Criminal and DUI forfeitures and seizures. These seizures continue to build annually and are only used on special occasions to assist law enforcement with combatting drivers involved in operating vehicles under the influence of drugs and alcohol. Funds are typically utilized to purchase items used for traffic control safety projects, special enforcement traffic vehicles, preliminary breath test (PBT) portable devices, Radar and Lidar speed detection devices, and special traffic enforcement projects often shared with mutual aid agencies with a focus on traffic safety. The program takes in revenue through the sale of forfeited and seized vehicles and property along with cash seizures related to criminal activity. There are strict requirements for distribution of forfeited assets that require the department to distribute proceeds to various entities under Statutes 609.5315 and 169A.63 (DWI). Seizures associated with drug activity are seized through the Cannon River Drug and Violent Offender Task Force and are not placed within this City fund.

2024 Budget Goals & Objectives

- Statutory changes at the state-level have greatly reduced and limited the number of forfeitures and seizures eligible to be processed by the department; however, we will continue to focus enforcement efforts on traffic safety and DWI enforcement.
- Because of fund limitations, the goal for 2024 (and beyond) is to preserve an emergency balance for must-have, unexpected, and unanticipated equipment replacement.

Budget Summary

This fund is forecasted to continue to deplete over time. Beyond 2025, equipment purchased through the fund will likely need to be supplemented through the use of operational funds.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Court Fines	\$6,128	\$0	\$2,700	\$0
Forfeited & Seized Assets	\$18,554	\$60	\$0	\$0
Miscellaneous Revenue	-\$279	-\$2,568	\$940	\$960
Total	\$24,404	-\$2,508	\$3,640	\$960
Supplies	\$0	\$4,357	\$0	\$2,500
Other Svcs & Charges	\$628	\$363	\$1,000	\$1,000
Capital Outlay	\$54,534	\$0	\$0	\$0
Total	\$55,161	\$4,720	\$1,000	\$3,500

LIBRARY

LIBRARY DONATION FUND (217)

Fund Description/Services

The City of Faribault received a substantial donation from the Estate of Robert L. Crandall for the benefit of Buckham Memorial Library and the use of those funds is undesignated. The bequest funds were accepted via Resolution 2021-218 on October 12, 2021. The Library Advisory Board and Staff worked together to create the Library Donations Fund Spending Policy to ensure that these gift funds and other donations made to the library going forward are used to make a positive and lasting impact for the citizens of Faribault. The City Council approved the Library Donations Fund Spending Policy via Resolution 2023-017 on January 24, 2023.

Fund assets are invested in accordance with the City’s Investment Policy. Three specified allocations have been created and are set up as follows: Permanent Endowment Allocation, Library Upgrade Allocation and Makerspace Incubator Allocation. According to the policy mentioned above, distributions from the Library Donations Fund shall be made to meet the supplemental needs of the library to fulfill its mission but in an amount that permits the Permanent Endowment Allocation to be maintained in perpetuity. Distributions from the Library Upgrade Allocation and the Makerspace Incubator Allocation will be made by the Library Director, with input from the Library Advisory Board following approval from the City Council through the budgetary processes.

2024 Budget Goals & Objectives

- Upgrade the technology of the Great Hall including a built-in sound system, a hearing loop system, a visual/projection system and other accessibility upgrades.
- Install acoustic treatments, lighting, shades and other amenities to improve user and audience experience in the Great Hall.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Board & Staff makerspace tours	--	1	1	2
Board/Finance Committee planning discussions	2	8	6	4
Discussions and updates with City Council	1	2	1	1

Budget Summary

In 2024, \$150,000 from the Library Upgrade Allocation of the Library Donations Fund will be used to upgrade technology and user experience amenities in the Great Hall making programming, events, and meetings in that space more accessible and enjoyable for all users.

Revenue/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Miscellaneous Revenue	\$2,700,000	\$252,199	\$0	\$11,160
Total	\$2,700,000	\$252,199	\$0	\$11,160
Supplies	\$0	\$0	\$0	\$0
Other Svcs & Charges	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$150,000
Total	\$0	\$0	\$0	\$150,000

PUBLIC WORKS

AIRPORT FUND (225)

Fund Description/Services

The Airport operates as a Special Revenue Fund (225). The primary revenue sources for this fund are land leases (privately owned hangar sites), building rents (City-owned hangar space), and federal and state funds. The Airport budget reflects the costs for operating and maintaining the Airport, including supplies, other services and charges, and capital outlay.

This activity provides for the operation, maintenance, and improvement of the Faribault Municipal Airport. The City uses contract services for a Fixed Base Operator (Quality Aviation, since 2000), who provides day-to-day management and maintenance services for the Airport.

2024 Budget Goals & Objectives

- Replacement of the Automated Weather Observation System (AWOS).
- Adjust hangar and land rent rates to ensure there is adequate operational funding available.
- Secure one additional private hangar build.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Hangar Leases	25	25	25	25
Land Leases	36	36	37	37
Agricultural Leases (Acres)	68.8	68.8	68.8	68.8
Available Hangar Sites	8	8	7	7

Staffing Levels

There are no City employees assigned directly to the Airport budget. The City contracts with Quality Aviation to provide services as the Airport Manager and Fixed Base Operator. Overall direction and oversight of the Airport are the responsibility of the Public Works Director, with support from the Public Works Department Administrative Coordinator. In addition, a 7-member (appointed volunteers) Airport Advisory Board provides recommendations on the operation and management of the airport.

Budget Summary

The Airport budget can vary significantly from year to year depending upon large capital improvement projects. The budget relies heavily on outside funding from the Minnesota Department of Transportation (MnDOT) and the Federal Aviation Administration (FAA) to complete these projects as well as funding for a significant portion of the maintenance and operation expenses. The completion of the Airfield Lighting Improvement project in 2023 will lead to lower energy consumption and decreased annual maintenance costs. In 2023, the Airport ceased receiving operating levy support. The budget reflects a management fee for city employees. Hangar and land rental rates are proposed to increase 5% in 2024 to provide adequate operational funding.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Taxes	\$19,856	\$9,937	\$0	\$0
Intergovernmental	\$45,081	\$336,586	\$31,590	\$259,636
Rents	\$119,048	\$137,298	\$132,739	\$141,624
Miscellaneous Revenue	\$3,195	-\$33,789	\$5,800	\$11,880
Operating Transfers	\$0	\$0	\$0	\$0
Total	\$187,180	\$450,030	\$170,129	\$413,140
Supplies	\$7,528	\$5,622	\$5,500	\$7,900
Other Svcs & Charges	\$178,820	\$179,407	\$123,667	\$127,632
Capital Outlay	\$42,356	\$315,841	\$113,560	\$325,000
Total	\$228,705	\$500,870	\$242,727	\$460,532

COMMUNITY & ECONOMIC DEVELOPMENT

CITY RENTAL PROPERTY FUND (211)

Fund Description/Services

Fund 211 includes the revenues and expenditures related to the City-owned single-family residence at 16 1st Street SE – the only residential rental property owned by the City. Community and Economic Development staff manage the property. The City intends to remove the existing residence once the current tenant ends their lease.

2024 Budget Goals & Objectives

- Manage and maintain the residence, but avoid any unnecessary improvements given the City intends to remove the residence once the current tenant ends their lease.

Fund Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Number of Units	1	1	1	1
Occupancy Percent	100%	100%	100%	100%

Budget Summary

The budget includes management fees, utility expenses, and minimal property maintenance expenses associated with property management responsibilities.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Miscellaneous Revenue	\$12,782	\$8,178	\$14,390	\$16,570
Total	\$12,782	\$8,178	\$14,390	\$16,570
Supplies	\$0	\$0	\$500	\$500
Other Svcs & Charges	\$7,481	\$5,954	\$7,763	\$7,750
Total	\$7,481	\$5,954	\$8,263	\$8,250

COMMUNITY & ECONOMIC DEVELOPMENT

TAX ABATEMENT FUND (239)

Department Description/Services

Tax abatement is a development tool to provide an attractive financial incentive for quality development within the City. Tax abatement is a business subsidy that can utilize all local taxing authority to provide a package that is custom tailored to the site and business needs to assist with a financial gap within a project. It may be used to capture some or all of the taxes it imposes on a parcel of property. It can apply those captured proceeds to specific, designated uses, so long as the benefits at least equal the costs to the City, and it is in the public interest as defined by the statute.

2024 Budget Goals & Objectives

- Utilize tax abatement to support development and investment in the Community.
- To utilize all or a portion of local property tax revenues to assist with commercial or housing development.
- Determine the structure of the duration and amount of the abatement as it deems appropriate.
- Work with other jurisdictions to coordinate all captured capacity to be remitted.

Fund Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Mill City	\$38,940	\$27,049	\$0	\$0
Sage Electrochronics, Inc.	\$164,046	\$166,182	\$166,943	\$162,746
SteinAir, Inc	\$6,759	\$8,561	\$8,110	\$7,919
Daiken Applied Americas, Inc.	\$122,366	\$154,811	\$158,209	\$158,973
Trystar, LLC	\$23,316	\$54,312	\$61,056	\$78,194
TruVue, Inc.	\$0	\$0	\$0	\$1,819

Budget Summary

The budget is based on projections of tax abatement payment utilizing the current market values and the details of the various agreements with the individual organizations. The tax levy is established to match the abatement anticipated captured amounts to be remitted. This will be adjusted annually as the budget is based on estimates and the actual expenditures remitted are based on the actual captured amounts.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Taxes	\$355,727	\$410,914	\$401,976	\$409,651
Total	\$355,727	\$410,914	\$401,976	\$409,651
Tax Abatements	\$355,427	\$410,914	\$401,976	\$409,651
Total	\$355,427	\$410,914	\$401,976	\$409,651

COMMUNITY & ECONOMIC DEVELOPMENT

COMMUNITY AND ECONOMIC DEVELOPMENT ADMINISTRATION FUND (240)

Fund Description/Services

Fund 240 supports the Community and Economic Development (CED) Department efforts to address issues and opportunities related to economic development, community development, housing, heritage preservation, and the natural environment. CED staff serve as liaisons and provide administrative support to the Faribault Housing and Redevelopment Authority (HRA), the Faribault Economic Development Authority (EDA), the Elderly Housing Corporation, the Heritage Preservation Commission (HPC), and the Environmental Commission. This fund supports the following services:

- General department leadership, organization, and support;
- Department personnel management;
- Budget management;
- Interdepartmental coordination; and
- Community relations.

2024 Budget Goals & Objectives

- Monitor the costs and benefits of using a property management firm to manage the HRA's housing and make adjustments as necessary.
- Ensure staff have adequate training, equipment, and software to conduct their work efficiently and professionally.

Fund Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Number of Agendas Administered (DRC, PC, HRA, EDA, HPC – does not include City Council or City Council Work Sessions)	75	62	70	70
Property Management Applications	100	100	100	100
Work Orders Processed	619	694	750	750
Housing Units Rehabbed	4	0	0	2
Design Reviews Conducted	15	10	10	10

* PC meetings reflected in Planning and Zoning (41910)

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
Director	1.00	1.00	1.00	1.00	1.00
Community Development Coordinator	1.00	1.00	1.00	0.00	1.00
Department Specialist	1.00	1.00	1.00	1.00	0.00
Administrative Assistant II/Department Secretary	1.00	1.00	0.00	0.00	0.00
Administrative Assistant II	1.00	1.00	1.00	1.00	1.00
Maintenance Specialist	1.00	1.00	1.00	1.00	0.00
Economic Development Coordinator	1.00	1.00	1.00	1.00	1.00
Housing Coordinator	0.00	0.00	0.00	1.00	0.00
Total Full-Time Employees	7.00	7.00	6.00	6.00	4.00

Budget Summary

This fund primarily covers staffing expenses to administer and manage the HRA's housing, economic development, historic preservation, community development, sustainability, and special project activities. In 2022 and 2023, there was a pass through grant for the Farmer Seed project. The 2024 budget reflects outsourcing some work associated with the HRA's housing, which CED staff will monitor for its effect on the budget. Personnel costs decreased due to restructuring of the department.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Taxes	\$264,335	\$211,543	\$132,300	\$66,149
Intergovernmental	\$0	\$258,280	\$0	\$103,798
Charges for Services	\$290,263	\$296,376	\$386,113	\$1,140
Miscellaneous Revenue	-\$5,878	-\$16,407	\$11,970	\$0
Total	\$548,720	\$749,793	\$530,383	\$171,087
Personnel Services	\$521,695	\$507,940	\$644,766	\$348,966
Supplies	\$7,179	\$25,557	\$6,250	\$3,900
Other Svcs & Charges	\$34,653	\$291,560	\$29,134	\$29,829
Operating Transfers	\$192,314	\$466,660	\$0	\$0
Total	\$755,842	\$1,291,718	\$680,150	\$382,695

COMMUNITY & ECONOMIC DEVELOPMENT

RENTAL HOUSING REHABILITATION FUND (244)

Fund Description/Services

This fund provides for the administration and management of a rental rehabilitation program administered by the Faribault Housing and Redevelopment Authority (HRA).

2024 Budget Goals & Objectives

- Reaffirm or refine the Rental Housing Rehabilitation program guidelines and develop an implementation plan.

Fund Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Loans Administered	0	0	0	0
Projects Completed	0	0	0	0

Budget Summary

The 2024 budget does not anticipate expenditures for housing rehabilitation in 2024.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Miscellaneous Revenue	-\$1,173	-\$10,468	\$2,600	\$4,380
Total	-\$1,173	-\$10,468	\$2,600	\$4,380
Other Svcs & Charges	\$0	\$0	\$100,000	\$0
Total	\$0	\$0	\$100,000	\$0

COMMUNITY & ECONOMIC DEVELOPMENT

SCDP REVOLVING LOAN FUND (247)

Fund Description/Services

The Minnesota Department of Employment and Economic Development (DEED) awarded the City of Faribault a \$459,738 Small Cities Development Program (SCDP) grant in 2009. In 2017, the grant had a balance of roughly \$445,000, and the US Department of Housing and Urban Development (HUD), which provided the SCDP funding, directed that the City spend down its grant. On February 26, 2019, the City Council approved Resolution 2019-037, which approved the City's revised spending plan for the SCDP funds, pending DEED approval. The revised spending plan identified the City would spend the funds in 2018 and 2019 on the following projects related to the removal of blight:

- Signage, including wayfinding, banners, and parking lot signs;
- Landscaping, including public parking lot landscaping and streetscape improvements on 1st Avenue NW; and
- Public realm improvements, including benches, public art, and security cameras.

As of July 2023, the City spent most of the original fund. However, the fund had \$84,000 remaining for streetscape and parking lot improvements. The City intends to close out the 2019 spending plan and adopt a new spending plan to spend down the remaining funds.

2024 Budget Goals & Objectives

- Work with DEED to close out the 2019 spending plan.
- Work with the City Council and DEED to create, adopt, and implement a new spending plan to spend the remaining funds.

Fund Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Loans Administered	0	0	0	0
Projects Completed	0	0	0	2

Budget Summary

The City will work with DEED to create and adopt a new spending plan and implement the plan in 2024.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Miscellaneous Revenue	\$665	\$3,688	\$6,310	\$14,559
Total	\$665	\$3,688	\$6,310	\$14,559
Other Svcs & Charges	\$0	\$0	\$84,000	\$84,000
Total	\$0	\$0	\$84,000	\$84,000

HOUSING & REDEVELOPMENT AUTHORITY

PUBLIC HOUSING FUND (241)

Fund Description/Services

In 2023, the Faribault Housing and Redevelopment Authority (HRA) repositioned its 49 public housing units to a Rental Assistance Demonstration (RAD)/Section 18 Blend. Starting in 2024, Fund 241 will no longer receive operating or capital fund disbursements from Housing and Urban Development (HUD). Instead, the fund will collect and retain rents to cover all administrative and capital expenses for housing management. Traditionally, Community and Economic Development (CED) staff managed the 49 housing units covered by Fund 241 on behalf of the HRA. However, due to CED staffing changes in 2023, the HRA contracted with Cornerstone Management Services to manage the 49 housing units.

2024 Budget Goals & Objectives

- Monitor the costs and benefits of using a property management firm to manage the HRA's housing and make adjustments as necessary.
- Initiate discussions with the HRA, HUD, qualified nonprofit organizations, and others to determine the costs and benefits associated with transferring ownership and management of the HRA's 49 housing units to a nonprofit organization or other entity that will guarantee the housing units will continue to serve income-qualified tenants in perpetuity.
- Promptly fill units vacated by tenants to help ensure the financial health of the fund and that residents in need can move into the housing as quickly as possible.
- Conduct a facilities study to budget for future capital improvements and maintenance costs, including cost-effective energy efficiency improvements.

Fund Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Rental Units	49	49	49	49
Occupancy Percent	99%	99%	95%	99%
Unit Turnovers	10	10	10	10
Moved on to Market-Rate Housing	2	2	2	2

Budget Summary

The HRA's repositioning of its 49 public housing units to a RAD/Section 18 Blend required significant consultant and legal fees in 2022 and 2023, which reduced the fund's balance. There are many uncertainties with this fund. There is a limited track record to analyze the impact of having a property management firm instead of City Staff. However, starting in 2024, the fund's balance should improve. Nevertheless, staff must closely monitor the activity in this fund, and make adjustments as necessary.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Intergovernmental	\$402,074	\$1,620	\$0	\$0
Miscellaneous Revenue	\$273,278	\$236,945	\$639,300	\$637,620
Total	\$675,352	\$238,565	\$639,300	\$637,620
Supplies	\$40,034	\$23,731	\$23,000	\$23,000
Other Svcs & Charges	\$392,669	\$360,163	\$529,962	\$451,185
Total	\$432,703	\$383,894	\$552,962	\$474,185

HOUSING & REDEVELOPMENT AUTHORITY

CRV REHABILITATION PROGRAM FUND (254)

Fund Description/Services

Fund 254 administers and manages a down payment assistance program to assist mobile homeowners in upgrading their mobile homes. The Minnesota Housing Finance Agency (MHFA) provided funds in 2002, 2004, and 2008 in connection with a Community Revitalization Fund (CRV) agreement. However, the agreement has expired. The Faribault Housing and Redevelopment Authority (HRA) and the MHFA must renew their agreement before the HRA can access the remaining funds. In 2023, the HRA entered into an agreement with Healthy Community Initiative (HCI) to fund HCI mobile home coordinator for 2023 and 2024. The HRA will strive to execute a new agreement with MHFA in light of the mobile home coordinator's efforts.

2024 Budget Goals & Objectives

- Determine the viability of accessing the fund to help mobile homeowners upgrade their mobile homes.
- Renew the HRA's agreement with MHFA to utilize these funds.

Fund Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Loans Administered	0	0	0	5
Projects Completed	0	0	0	5

Budget Summary

The 2024 budget remains unchanged from 2023. The HRA must renew its agreement with MHFA before the HRA can use these funds. Community and Economic Development staff will work with MHFA to analyze the status of the fund and to develop a plan to use the funds, if feasible. If the HRA can access and administer the fund, the HRA may be able to administer five loans/projects in 2024.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Miscellaneous Revenue	-\$292	-\$3,166	\$750	\$1,320
Total	-\$292	-\$3,166	\$750	\$1,320
Other Svcs & Charges	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0

HOUSING & REDEVELOPMENT AUTHORITY

HOUSING & REDEVELOPMENT AUTHORITY FUND (280)

Fund Description/Services

Fund 280 supports the Faribault Housing and Redevelopment Authority's (HRA's) efforts to manage the HRA's housing, promote homeownership, rehabilitate housing, acquire land for redevelopment, prepare housing studies, and conduct other HRA activities.

2024 Budget Goals & Objectives

- Renew efforts to promote homeownership, housing, development, and programs to improve housing stock.

Fund Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Number of Meetings	11	12	12	12
Resolutions	8	10	10	10
Programs Administered	7	7	11	10

Budget Summary

Staffing resources have posed a need to reevaluate services versus needs. This will be an on going process through 2024.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Taxes	\$297,671	\$311,674	\$328,850	\$380,253
Intergovernmental	\$39	\$31	\$0	\$0
Charges for Services	\$127,877	\$128,574	\$45,250	\$45,250
Miscellaneous Revenue	\$52,800	-\$32,229	\$9,443	\$34,920
Sale of Capital Assets	\$0	\$0	\$0	\$0
Total	\$478,387	\$408,050	\$383,543	\$460,423
Other Svcs & Charges	\$278,177	\$544,628	\$911,268	\$422,639
Capital Outlay	\$0	\$43,368	\$40,000	\$0
Total	\$278,177	\$587,996	\$951,268	\$422,639

ECONOMIC DEVELOPMENT AUTHORITY

INDUSTRIAL DEVELOPMENT REVOLVING LOAN FUND (243)

Fund Description/Services

This program provides installment loans for industrial development-related projects that add quality jobs and increase the local tax base. Eligible use of funds includes land/building acquisition, new construction or rehabilitation, purchase of equipment/machinery, and site improvements. Eligible properties must be in an industrial park or industrial zoning district.

2024 Budget Goals & Objectives

- Identify eligible projects, and disburse funds to promote economic development.

Fund Statistics

	2021 Actual	2022 Actual	2023 Estimated	2024 Estimated
Loans Administered	5	0	0	2
New Loans	1	0	0	2
Jobs Created/Retained	210	0	0	50

Budget Summary

The program provides loans to support industrial development.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Miscellaneous Revenue	\$1,342	-\$11,261	\$5,700	\$7,631
Total	\$1,342	-\$11,261	\$5,700	\$7,631
Other Svcs & Charges	\$0	\$0	\$100,000	\$100,000
Total	\$0	\$0	\$100,000	\$100,000

ECONOMIC DEVELOPMENT AUTHORITY

FEDERAL INVESTMENT REVOLVING LOAN FUND (248)

Fund Description/Services

The federal government provides funding, and the State of Minnesota distributes funds associated with this fund. In the past, the Faribault Economic Development Authority (EDA) successfully applied for Federal Investment Funds to support specific business growth and expansion projects. The EDA provided low-interest industrial development loans to support private efforts to expand and recruit industries that create jobs and increase the property tax base. Reuse of program funds are governed by federal rules and regulations, which include federal LMI and prevailing wage. While there are a number of eligible uses for the funds, industries are not interested in accessing the program due to the added costs that the federal rules add to an overall project both short- and long-term.

2024 Budget Goals & Objectives

- Continue to explore ways to use the fund. If necessary, work with the State of Minnesota to transfer these funds to another fund, increasing the likelihood of deploying the funds to support federal objectives.

Fund Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Loans Administered	3	3	3	3
New Loans	0	0	0	0
Jobs Created/Retained	0	0	0	0

Budget Summary

There is no new activity in this fund. Once a process is identified and approval is obtained, the funds will be marketed and disbursed for eligible uses.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Miscellaneous Revenue	-\$3,887	-\$34,690	\$9,000	\$14,510
Total	-\$3,887	-\$34,690	\$9,000	\$14,510
Loans	\$0	\$0	\$0	\$0
Other Svcs & Charges	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0

ECONOMIC DEVELOPMENT AUTHORITY

MINNESOTA INVESTMENT REVOLVING LOAN FUND (249)

Fund Description/Services

This program is funded through State of Minnesota economic development grants provided to the City. The City uses the awards for low-interest industrial development loans in support of private efforts to establish new, expansion of, or relocation of industries. Wage and job creation are required with new loans. Eligible use of funds includes: land acquisition, purchase of equipment, and site improvements. The Faribault Economic Development Authority (EDA) retains a percentage of the loan payments as a local revolving loan fund for industrial development in the City. All loans must meet the State of Minnesota's reuse policy.

In 2018, the City took advantage of the one-time exception offered by the State of Minnesota, to return 20-percent of the fund balance, retaining 80-percent of the funds with no reuse requirements – making \$638,165 available for other EDA programming. This fund is being replenished through loan payments.

2024 Budget Goals & Objectives

- Continue to allow the program funds to grow through the repayment of loans. As the fund replenishes, the fund balance will be used for eligible projects.

Fund Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Loans Administered	12	12	12	12
New Loans	0	0	0	0
Jobs Created/Retained through the award of MIF funds	20	20	20	20

Budget Summary

There is no new activity in the fund.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Miscellaneous Revenue	-\$87	-\$780	\$200	\$320
Total	-\$87	-\$780	\$200	\$320
Other Svcs & Charges	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0

ECONOMIC DEVELOPMENT AUTHORITY

ECONOMIC DEVELOPMENT AUTHORITY ADMINISTRATION FUND (290)

Fund Description/Services

Fund 290 supports the activities of the Faribault Economic Development Authority (EDA), including industrial development and redevelopment, business recruitment and retention, commercial rehabilitation, marketing, workforce development, and tax increment financing administration. The Community and Economic Development Department administers the EDA's activities and, in coordination with the EDA, provides the following services:

- Develop and implement the annual EDA Economic Development Work Plan;
- Develop and administer the EDA's economic development programs;
- Market economic development opportunities;
- Administer industrial and commercial development financial assistance programs;
- Develop and administer the Downtown Revitalization Program; and
- Develop, recruit, and support business and workforce development.

2024 Budget Goals & Objectives

- Continue to implement budgeted downtown revitalization efforts, including managing a \$500,000 pass-through loan from the City to Faribo Downtown Central.
- Continue to support partner organizations assisting with the implementation of economic development goals in the community (SMIF, MMP, Chamber of Commerce).
- Implement the Highway 60 West Gateway Corridor Master Plan, which the EDA expects to complete in 2023.
- Focus on the retention and expansion of existing businesses and industries while strategically pursuing new industries that the EDA has prioritized.
- Reestablish the City's Sustainable Industries Cohort as a means to retain and recruit businesses and industries.
- Continue to identify and address significant barriers that prevent businesses and industries from locating in Faribault.

Fund Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Number of Meetings*	14	13	14	14
Resolutions	30	19	20	20
Business Assistance Programs Awards	15	20	20	20

*Includes regular EDA meetings and Committee meetings.

Budget Summary

This budget focuses on implementing the EDA's Work Plan. The 2024 budget strives to prioritize the EDA's efforts and funds to retain and recruit businesses and industries while ensuring the long-term viability of the fund.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Taxes	\$291,724	\$305,443	\$322,273	\$372,648
Intergovernmental	\$38	\$750,030	\$0	\$0
Charges for Services	\$6,396	\$3,199	\$2,500	\$2,500
Miscellaneous Revenue	\$6,447	\$18,258	\$7,483	\$21,463
Transfer In	\$289,892	\$466,660	\$0	\$0
Total	\$594,496	\$1,543,590	\$332,256	\$396,611
Supplies	\$12	\$78	\$250	\$250
Other Svcs & Charges	\$164,061	\$1,233,492	\$1,170,541	\$1,170,361
Transfer Out	\$0	\$0	\$0	\$0
Total	\$164,073	\$1,233,570	\$1,170,791	\$1,170,611

ECONOMIC DEVELOPMENT AUTHORITY

ECONOMIC DEVELOPMENT AUTHORITY REVOLVING LOAN FUND (292)

Fund Description/Services

Fund 292 offers payable and forgivable loans for eligible economic development projects. Originally, the program limited funding to projects within a primary transportation corridor that would visually enhance the property and the community. In 2012, the Economic Development Authority expanded the use of funds for low-interest loans for facade improvements in the Downtown Business District. In 2021, the Economic Development Authority authorized and funded the Economic Development Incentive Program (EDIP). Currently, the fund provides the following:

- Loans and grants for site improvements in a primary transportation corridor that visually enhance the property and community;
- Microloans for façade improvements in the Downtown Business District; and
- Economic development incentives for targeted industries.

2024 Budget Goals & Objectives

- Continue to use funds to support visual enhancements along primary transportation corridors and support the retention, growth, and attraction of targeted industries.
- Limit the number of small awards to reduce administration costs and ensure sufficient funds are available for significant projects.
- Balance the forgivable loan awards with the need to maintain the long-term viability of the fund.

Fund Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Loans Administered	21	21	20	20
New Loans	5	2	4	4

Budget Summary

This fund provides funds to help retain and recruit businesses and industries. The 2024 budget strives to prioritize how the EDA distributes funding in a manner that ensures the long-term viability of the fund.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Miscellaneous Revenue	-\$1,645	-\$20,973	\$5,480	\$9,214
Total	-\$1,645	-\$20,973	\$5,480	\$9,214
Other Svcs & Charges	\$0	\$0	\$100,000	\$100,000
Total	\$0	\$0	\$100,000	\$100,000

ECONOMIC DEVELOPMENT AUTHORITY

TAX INCREMENT FINANCING DISTRICT FUNDS (263-275)

Fund Description/Services

This component unit activity is the Faribault Economic Development Authority's tax increment project fund. This account group includes the management of tax increment projects which have been approved for funding and the disbursement of tax increments for the service of debt and pay-as-you-go payments on previously approved projects. In addition, this account group may provide legal services, consultant services, and administrative costs associated with processing tax increment financing requests.

2024 Budget Goals & Objectives

Continue implementation of active Tax Increment Finance (TIF) districts and the implementation of new districts to support city-wide housing needs and economic development objectives.

Fund Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
TIF Districts Maintained	7	8	10	12
TIF Projects Maintained	7	8	10	12

Budget Summary

The budget reflects taxes collected and disbursed per TIF pay-as-you-go obligations, plus management services to administer the districts.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Tax Increment	\$207,291	\$173,779	\$297,684	\$351,253
Total	\$207,291	\$173,779	\$297,684	\$351,253
Other Svcs & Charges	\$189,047	\$209,461	\$388,731	\$359,808
Total	\$189,047	\$209,461	\$388,731	\$359,808

DEBT SERVICE FUNDS

Debt Service funds are used to account for the accumulation of resources for and the payment of principal, interest, and related costs on long-term general obligation debt of governmental funds.

FINANCIAL ADMINISTRATION

DEBT SERVICE FUNDS (344-360)

Description/Services

These funds are used for the collection of ad valorem taxes and revenues from other sources for the payment of principal, interest, and fiscal agent fees of general obligation bonds and special assessment bonds.

- Collection of property tax revenue.
- Recording/tracking of special assessments for deferred special assessment revenue and collection of special assessments pledged to support debt service.

2024 Budget Goals & Objectives

- Update projected repayments and reserve requirements to maturity on each outstanding bond issue.
- Continue to monitor the debt levy and project future levies as needed.
- Create and report on an annual debt report.

Fund Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Total Outstanding Debt	\$34,073,945	\$25,736,269	\$22,729,653	\$19,690,862
Total General Obligation Debt	\$13,120,000	\$6,120,000	\$5,100,000	\$4,045,000
Total GO Special Assessment Debt	\$1,840,000	\$1,640,000	\$1,430,000	\$1,225,000
Total GO Revenue Debt	\$19,053,945	\$17,946,269	\$16,199,653	\$14,420,862
Total GO Equipment Certificates	\$600,000	\$30,000	\$0	\$0

Budget Summary

The current year budget was designed to account for the annual principal and interest payments and fiscal agent fees in accordance with the bond covenants.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Taxes	\$261,871	\$1,237,094	\$1,382,104	\$1,323,410
Miscellaneous Revenue	\$29,924	-\$11,978	\$284,280	\$311,681
Transfer In	\$6,440,812	\$1,076,896	\$25,000	\$25,000
Total	\$6,732,607	\$2,302,012	\$1,691,384	\$1,660,091
Other Svcs & Charges	\$81,299	\$2,366	\$0	\$0
Debt Service	\$2,768,560	\$6,770,041	\$1,549,693	\$1,495,993
Transfer Out	\$0	\$519,757	\$0	\$0
Total	\$2,849,859	\$7,292,165	\$1,549,693	\$1,495,993

CAPITAL PROJECT FUNDS

Capital Project Funds are used to report major capital acquisitions and construction separate from ongoing operating activities.

ENGINEERING

STREET IMPROVEMENT PROJECTS FUND (401)

Fund Description/Services

The Street Improvement Projects Fund (401) provides the City's cost share on street reconstruction, overlay, and sidewalk projects, as well as other miscellaneous projects as approved. Individual project funds are established for significant roadway improvement projects, using Funds 450-499. The City's goal is to program street improvements using a 50-60-year life cycle, wherein streets are reconstructed after 50-60 years, with overlays at about years 20-25 and 35-40. Multiple funding sources are needed to sustain this program.

The City receives an annual allocation from the State of Minnesota for use on the City's Municipal State Aid (MSA) street system. These monies come from constitutionally dedicated taxes on motor fuels and vehicles, and a statutorily dedicated portion of the revenue from the state motor vehicle sales tax. MSA construction funds are used for the construction, reconstruction, and overlay of streets designated on the City's MSA system as well as any cooperative construction projects with the State of Minnesota or Rice County. FHWA funding as well as other potential State funding is available on a competitive basis, for which the City is required to submit applications for specific projects.

2024 Budget Goals & Objectives

- Construct local infrastructure improvement projects and provide City share of funding for projects identified in the 2024 Capital Improvement Plan and Adopted Budgets (Funds 401 & 450-499)
 - ~ Local and/or MSA Street Reconstruction Projects
 - ~ Local and/or MSA Street Overlays and Sidewalks
 - ~ Downtown Area Parking Lot and Alley Improvements
 - ~ Other Miscellaneous Projects as designated.

Budget Summary

Revenue sources for 2024 include \$1,536,000 of the franchise fees collected on gas and electric utilities; \$79,820 of the MSA maintenance allotment; \$275,000 of Federal CIP Grant; \$280,000 construction revenue, and special assessments (from previous years) to benefiting properties in accordance with the Community Management Plan and Minnesota Statutes Chapter 429; and the use of unallocated/excess fund balance as required. Replacement of municipal utilities as part of street improvement projects are paid for from the respective utility fund (Water-601, Sanitary Sewer-602, and Storm Sewer-603).

The City has been successful in receiving federal aid and state funds in the past to assist with the funding of a number of projects, and needs to continue to pursue those opportunities when appropriate, as well as other grant funding programs that become available.

Principal payment of the MSA bonds issued in 2021 is a transferred expenditure totaling \$164,000.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Taxes/Franchise Fees	\$407,388	\$1,470,848	\$1,700,000	\$1,536,000
Intergovernmental	\$100,000	\$73,795	\$3,540,520	\$1,321,076
Miscellaneous Revenue	\$848,535	\$493,000	\$291,567	\$255,006
Other Sources/Transfer In	\$262,141	\$999,496	\$0	\$164,000
Total	\$1,618,065	\$3,037,140	\$5,532,087	\$3,276,082
Other Svcs & Charges	\$199,675	\$145,458	\$248,836	\$100,000
Capital Outlay	\$4,235,064	\$4,003,193	\$7,711,290	\$4,316,700
Total	\$4,434,739	\$4,148,651	\$7,960,126	\$4,416,700

PARKS AND RECREATION

PARK IMPROVEMENT FUND (404)

Fund Description/Services

This activity provides for major facilities and equipment improvements for City park facilities. Fees are received from the parkland dedication requirements based on development. These fees are dedicated for the purpose of park improvements. A portion of the utility franchise fees collected by the City are also allocated to this fund for park improvements. Facilities and equipment improvements include:

- Park Buildings
- Playgrounds
- Athletic Fields
- Recreational Trails
- Parkland Site Improvements

2024 Budget Goals & Objectives

- Install additional playground equipment at North Alexander Park.
- Construction of Northern Links Trail.
- Start construction of downtown (viaduct area) park.
- Seal coat and maintain a section of Straight River Trail (Prairie to Spring Park).

Fund Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Parkland Dedication Fees	\$32,757	\$10,453	\$50,000	\$50,000

Budget Summary

This budget is used for new park construction projects. General maintenance is not allowed out of Parkland Dedication funds. North Alexander Park is scheduled for a playground replacement in 2024. A downtown (viaduct area) park improvement is scheduled in 2024 and detailed in the 2024-2028 Capital Improvement Plan.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Taxes/Franchise Fees	\$259,076	\$251,571	\$551,500	\$630,000
Miscellaneous Revenue	\$30,315	\$11,159	\$59,900	\$52,702
Other Sources/Transfer In	\$538,446	\$0	\$250,000	\$9,086,000
Total	\$827,836	\$262,730	\$861,400	\$9,768,702
Other Svcs & Charges	\$55,909	\$205,770	\$0	\$0
Capital Outlay	\$880,062	\$586,227	\$1,584,055	\$9,095,000
Total	\$935,972	\$791,996	\$1,584,055	\$9,095,000

FINANCIAL ADMINISTRATION

CAPITAL REPLACEMENT FUND (431)

Fund Description/Services

This fund accounts for the replacement of major capital items for General Fund departments. This fund was developed in order to eliminate fluctuations in departmental operating budgets from year to year due to capital outlay purchases. Capital items with a cost of \$5,000 or more are budgeted in this fund.

2024 Budget Goals & Objectives

- Provide for the replacement of equipment as identified in the five-year Capital Improvement Plan.
- Provide for project financing as identified in the five-year Capital Improvement Plan.

Budget Summary

The Capital Improvement Plan has been prepared and adopted with the corresponding budget. Detail information on capital expenditures can be found in the 2024-2028 Capital Improvement Plan.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Proposed
Taxes/Franchise Fees	\$76,944	\$75,097	\$75,000	\$884,607
Miscellaneous Revenue	-\$10,817	-\$32,524	\$143,400	\$135
Other Sources/Transfer In	\$1,229,007	\$283,731	\$0	\$767,886
Total	\$1,295,133	\$326,304	\$218,400	\$1,652,628
Capital Outlay	\$422,098	\$1,559,016	\$2,347,433	\$1,905,768
Total	\$422,098	\$1,559,016	\$2,347,433	\$1,905,768

FINANCIAL ADMINISTRATION

PUBLIC FACILITIES FUND (437)

Fund Description/Services

This fund accounts for the maintenance of City buildings and other improvements such as parking lots of General Fund departments. This fund was developed in order to eliminate fluctuations in departmental operating budgets from year to year due to capital outlay purchases.

2024 Budget Goals & Objectives

- Prioritize improvements from the facility maintenance studies.
- Continue researching renewable energy options for potential energy cost savings.

Budget Summary

This budget is used for facility improvements for all City facilities. This budget has continuous fluctuation based on the activities within the five-year Capital Improvement Plan.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Taxes/Franchise Fees	\$163,387	\$162,069	\$262,000	\$162,000
Intergovernmental	\$0	\$210,669	\$0	\$0
Miscellaneous Revenue	\$14,311	\$23,499	\$25,500	\$44,840
Other Sources/Transfer In	\$25,000	\$1,741,867	\$25,000	\$452,966
Total	\$202,698	\$2,138,104	\$312,500	\$659,806
Other Svcs & Charges	\$87,393	\$1,560,119	\$0	\$16,000
Capital Outlay	\$334,312	\$2,129,660	\$1,427,487	\$40,000
Total	\$421,704	\$3,689,779	\$1,427,487	\$56,000

ENTERPRISE FUNDS

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent is that the costs (expenses, including depreciation) of providing goods or services to the general public are financed or recovered primarily through user charges.

PUBLIC WORKS

WATER UTILITY FUND (601)

Fund Description/Services

This fund provides for the operation of the water system so that a continuous quality supply of water is furnished to customers at a reasonable cost. The water supply is maintained at proper pressure levels and bacteria free. Metering devices are also maintained to account for usage.

The primary services provided by this fund are production, treatment, and distribution of potable water for the residents, businesses, and institutions in the City of Faribault. Water is pumped from five municipal wells. The distribution system also provides the general fire protection system (hydrants) for the City. This division works closely with the engineering division on municipal utility improvement projects, and is also responsible for City utility locates under the Gopher State One Call system.

2024 Budget Goals & Objectives

- Upgrade the antenna and receiver for AMI meter reading system.
- Continue phase two of the rehabilitation of the 2 million-gallon reservoir.
- Complete phase two of the water meter radio replacement project.

Fund Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Miles of Water Mains	142	142	142.4	142.8
Water Pumped (Billion Gallons)	1.35	1.35	1.35	1.35
Water Main Breaks Repaired	15	21	14	14
Water Meters (New installs)	45	39	50	25
Hydrants Replaced/Repaired	20	17	20	20
Valves Exercised	56	187	75	150

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
Foreperson	1.00	1.00	1.00	1.00	1.00
Water/Sewer Operator	2.00	2.00	2.00	2.00	2.00
Total Full-Time Employees	3.00	3.00	3.00	3.00	3.00

*Superintendent is split 50/50 between Water and Sewer Collections (listed under Sewer).

Budget Summary

In 2023, the water fund saw increases to the annual base rate and consumption rate increase of 4%. The increases were necessary to cover the debt service for the construction of the Water Treatment Plant funded by a 20-year (\$10M) low-interest (1%) loan from the Public Facilities Authority. Per the Long-Term Financial Management Plan (LTFMP) increases for 2024 are purposed to be 6% to keep pace with inflation. Water meter radios replacements will continue in 2024 as the second year of a three-year project to ensure compatibility with the upgraded software reading system. Continued evaluation of the water distribution system will be necessary to ensure that changing service demands are met. The five-year Capital Improvement Plan contains details for upcoming system improvements.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Intergovernmental	\$2,125	\$1,263,230	\$0	\$0
Charges for Services	\$3,722,553	\$4,007,342	\$4,034,661	\$4,248,227
Miscellaneous Revenue	\$79,903	-\$74,248	\$117,700	\$189,530
Operating Transfers	\$0	\$0	\$0	\$0
Total	\$3,804,580	\$5,196,324	\$4,152,361	\$4,437,757
Personnel Services	\$509,783	\$655,792	\$578,649	\$617,228
Supplies	\$333,436	\$416,617	\$377,100	\$833,900
Other Svcs & Charges	\$1,490,941	\$1,787,673	\$1,818,741	\$1,763,460
Capital Outlay	\$13,838	\$0	\$5,907,078	\$4,074,000
Other Uses	\$172,509	\$177,783	\$679,216	\$681,164
Total	\$2,520,507	\$3,037,864	\$9,360,784	\$7,969,752

PUBLIC WORKS

SEWER UTILITY FUND (602-49450)

Department Description/Services

This activity provides that all City sanitary sewer mains are inspected and cleaned to assure proper operation. The sanitary sewer collection system is comprised of sewer mains and lift stations which transport wastewater to the Water Reclamation Facility.

Under the direction of the Utilities Superintendent, the primary services provided by this division are:

- The collection and conveyance of wastewater from properties to the Water Reclamation Facility for treatment.
- Maintenance of the system includes systematic cleaning of the lines, along with preventative maintenance of the twelve lift stations.

This division works closely with the Engineering Department on municipal utility improvement projects, and is also responsible for City utility locates under the Gopher State One Call system.

2024 Budget Goals & Objectives

- Continue to gather and enter infrastructure data into the asset management software to assist with future capital project planning.
- Collaborate with Engineering on sewer lining projects.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Total Miles of Sewer	130	130	130.3	130.5
Miles of Sewer Mains Cleaned	50	50	50	50
Number of Lift Stations	11	11	12	12
Sewer Backups	12	8	10	10

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
Superintendent	1.00	1.00	1.00	1.00	1.00
Foreperson	0.00	0.00	0.00	0.00	1.00
Water/Sewer Operator	3.50	3.50	3.50	3.50	2.50
Total Full-Time Employees	4.50	4.50	4.50	4.50	4.50

*Superintendent is split between Water and Sewer Collection.

WATER RECLAMATION FACILITY (602-49480)

Department Description/Service

This activity provides for the operation of the Water Reclamation Facility (WRF) which collects and treats all wastewater from the collection system. The system maintaining treatment units including screening, grit removal, clarifiers, filters, UV disinfection, activated sludge system, sludge pumps, and anaerobic digesters. Also included is the disposal (land application) of biosolids (sludge) from the treatment process.

Under the direction of the WRF Superintendent, the primary services provided by this division are:

- Receive and treat all municipal wastewater, in compliance with the facility's discharge permit.
- Meet limits for Biological Oxygen Demand (BOD) Removal, Total Suspended Solids (TSS) Removal, and a 1 mg/l Phosphorus Limit, along with other permit limits.
- Collect, treat, and dispose of bio-solids (sludge) resulting from the treatment process.
- Maintain compliance with permit requirements for land application of the bio-solids.
- Manage the Significant Industrial User (SIU) discharge contracts for major industries within the City, including permit compliance and calculation of charges.
- Manage the seasonal yard waste site that is located at the facility.

2024 Budget Goals & Objectives

- Replace influent wastewater pump.
- Prioritize future treatment improvements identified from master planning process.

Department Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Gallons of Wastewater Treated (Billions)	1.5	1.1	1.5	1.5
Average Daily Flow (MGD)	4.5	3.7	4.5	4.5
Average BOD Removal %	98	98.6	98	98
Average TSS Removal %	90	94.8	90	90

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
Superintendent	1.00	1.00	1.00	1.00	1.00
Foreperson	1.00	1.00	1.00	1.00	1.00
Treatment Plant Operator	4.00	4.00	4.00	4.00	4.00
Total Full-Time Employees	6.00	6.00	6.00	6.00	6.00

Budget Summary

The sewer collection department maintains the sanitary sewer system. Inspecting the condition of the system to collect data will be important for future planning of capital improvements. Aging infrastructure will continue to have significant impacts on the budget.

The Water Reclamation Facility will continue to see budget increases for chemicals used to remove phosphorous along with increased maintenance costs on aging equipment. Large capital projects will be present in future budget cycles as identified by the treatment alternatives analysis conducted in 2023. The projects will replace aging equipment to maintain MPCA permit compliance as well as allow for future growth. The NPDES permit expires in 2024. New environmental regulations could impact future budgets.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Intergovernmental	\$1,723,878	\$21,268	\$0	\$0
Charges for Services	\$6,340,546	\$6,647,499	\$6,695,691	\$6,885,375
Miscellaneous Revenue	\$26,572	-\$547,097	\$176,000	\$309,590
Other Sources	\$0	\$0	\$0	\$0
Total	\$8,090,996	\$6,121,671	\$6,871,691	\$7,194,965
Sewer				
Personnel Services	\$373,762	\$722,797	\$533,411	\$551,760
Supplies	\$61,964	\$70,836	\$71,375	\$67,850
Other Svcs & Charges	\$728,609	\$820,601	\$828,532	\$811,329
Capital Outlay	\$47,645	\$2,247	\$3,488,206	\$2,444,500
Other Uses	\$105,000	\$105,000	\$105,000	\$114,337
Total	\$1,316,981	\$1,721,482	\$5,026,524	\$3,989,776
Water Reclamation Facility				
Personnel Services	\$954,701	\$998,154	\$1,004,730	\$1,041,568
Supplies	\$393,159	\$350,462	\$412,100	\$426,650
Other Svcs & Charges	\$2,181,837	\$2,319,078	\$2,400,556	\$2,399,823
Capital Outlay	\$0	\$0	\$462,377	\$613,000
Debt Service	\$292,622	\$261,899	\$1,496,944	\$1,496,942
Other Uses	\$105,000	\$105,000	\$105,000	\$105,000
Total	\$3,927,319	\$4,034,594	\$5,881,707	\$6,082,983

PUBLIC WORKS

STORMWATER UTILITY FUND (603)

Department Description/Services

This activity provides for the operation, maintenance and repair of the stormwater conveyance system, and implementation of the city-wide Stormwater Pollution Prevention Program (SWPPP) for compliance with the NPDES Municipal Separate Storm Sewer System (MS4) permit program, which authorized the City to discharge stormwater runoff. Infrastructure and stormwater facilities are properly maintained to manage, convey, and treat stormwater runoff. In addition, infrastructure improvements are constructed and repaired as may be deemed necessary.

Primary services include:

- Implement the City SWPPP for compliance with the MS4 permit.
- Implement a land disturbance permit and enforcement program to ensure development and re-development projects (private and public) comply with the City's pollution prevention and stormwater management requirements.
- Evaluate technical plans and documents and provides site plan review for public and private projects.
- Implement an illicit discharge detection and elimination (IDDE) and enforcement program to locate and eliminate illegal discharges and connections to the City's stormwater drainage system.
- Implement a public education and outreach program and municipal stormwater pollution prevention/good housekeeping program.
- Seek and obtain Federal and State funding that may be available for the completion of stormwater capital improvement projects.
- Inspect, maintain, and repair the stormwater drainage system, including structural stormwater practices (e.g. ponds, underground storage and filtration systems).
- Ensure the City complies with applicable stormwater regulations.

2024 Budget Goals & Objectives

- Implement measures from stormwater pond survey.
- Inspect public stormwater infrastructure to identify future improvement needs.

Fund Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Infrastructure Maintenance: Repair, Debris Removal, Inspections (Hours)	1,500	1,494	1,450	1,450
Permit Program Implementation & Enforcement (Number of Inspections)	1,000	939	1,000	1000
Land Disturbance Permits Issued	25	41	30	35
Total Miles of Storm Sewer Pipe	88	88.82	89	89
Storm Sewer Structures: Catch Basins, Manholes, Inlets, Outlets	3,990	4,100	4,105	4,110
Structural Stormwater Facilities (Public)	37	37	37	38

Staffing Levels

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
Engineering Technician III	1.00	1.00	0.00	0.00	0.00
Water/Sewer Operator	0.50	0.50	0.50	0.50	0.50
Total Full-Time Employees	1.50	1.50	0.50	0.50	0.50

Budget Summary

Compliance with the MS4 Permit will continue to be one of the largest challenges the stormwater fund will face. Results from the 2023 stormwater pond inventory will identify large scale improvement projects such as dredging public stormwater ponds.

Future regulatory trends will influence operation and maintenance costs. A recent rate study indicates that rates will need to increase 17.5% in the years 2024-2028 to ensure that adequate revenue is being captured to operate the system.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Intergovernmental	\$0	\$0	\$0	\$0
Charges for Services	\$1,138,076	\$1,399,095	\$1,467,909	\$1,677,484
Miscellaneous Revenue	\$147,012	\$206,630	\$73,167	\$123,177
Other Sources	\$0	\$0	\$0	\$5,000
Total	\$1,285,087	\$1,605,725	\$1,541,076	\$1,805,661
Personnel Services	\$229,629	\$271,006	\$258,625	\$243,204
Supplies	\$29,581	\$26,380	\$37,550	\$27,250
Other Svcs & Charges	\$527,155	\$496,164	\$541,884	\$557,290
Capital Outlay	\$35,025	\$0	\$3,116,200	\$1,854,500
Other Uses	\$0	\$0	\$0	\$868
Total	\$821,390	\$793,549	\$3,954,259	\$2,683,112

INTERNAL SERVICE FUNDS

Internal Service Funds provide centralized services primarily to other funds, departments or agencies of the City of Faribault. These services are provided on a cost reimbursement basis and are recovered through fees and charges.

FINANCIAL ADMINISTRATION

WORKER'S COMPENSATION FUND (704)

Fund Description/Services

This fund provided for self-insurance of employee's workers compensation claims and related administrative expenses. In 2013, the City moved from self-insurance to a full-insured plan through the League of Minnesota Cities Insurance Trust. The budget includes an estimated number of claims and administrative expenses for run-out claims preceding the move from self-insured to fully-insured. This fund will be closed upon finalizing the handful of old pre-existing worker's compensation claims.

Budget Summary

Other Services and Charges cover medical claims, indemnity claims, and professional services for the handling of open claims. The City receives Worker's Compensation coverage through the League of Minnesota Cities insurance Trust. The 2024 budget reflects a minimal amount expensed for run-out claims and revenue generated from interest earnings. Premiums will be expensed from the fund and/or department insured.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Miscellaneous Revenue	\$0	\$0	\$0	\$0
Other Sources	\$48,004	\$21,480	\$3,400	\$6,600
Total	\$48,004	\$21,480	\$3,400	\$6,600
Other Svcs & Charges	\$0	\$0	\$30,000	\$30,000
Other Uses	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$30,000	\$30,000

FINANCIAL ADMINISTRATION

PROPERTY LIABILITY FUND (705)

Description/Services

City insurance coverage is provided through the League of Minnesota Cities Insurance Trust. Currently, the coverage has a \$50,000 deductible.

- Coordinate property/liability insurance
- Risk Management

Budget Summary

Deductibles or claims under \$50,000 are paid from this fund. Miscellaneous revenues reflect the annual dividend paid by the League of Minnesota Cities Insurance Trust Fund. Annual premiums are paid directly from the individual funds and/or department with claims as an expense to the internal service fund and paid from this fund along with the deductible.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Charges for Services	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$105,328	\$30,098	\$42,200	\$43,790
Total	\$105,328	\$30,098	\$42,200	\$43,790
Other Svcs & Charges	\$98,616	\$49,474	\$100,000	\$100,000
Other Uses	\$0	\$0	\$0	\$0
Total	\$98,616	\$49,474	\$100,000	\$100,000

AGENCY FUNDS

Agency Funds are used to account for assets held by the City as an agent for private organizations and for the various funds of other governmental units, most notably the Elderly Housing Corporation and Robinwood Manor.

COMMUNITY & ECONOMIC DEVELOPMENT

ELDERLY HOUSING CORPORATION FUND (897)

Fund Description/Services

Fund 897 supports the mission of the Elderly Housing Corporation (EHC) to provide affordable housing at Robinwood Manor – a 51-unit apartment building owned by EHC for income-qualified elderly and disabled tenants. EHC contracts property management services with the Faribault Housing and Redevelopment Authority (HRA). Traditionally, Community and Economic Development (CED) staff managed Robinwood Manor on behalf of EHC. However, due to CED staffing changes in 2023, the HRA contracted with Cornerstone Management Services to manage Robinwood Manor. Also, in 2022-23, four of five EHC board members resigned and were replaced by HRA commissioners. Consequently, the EHC and the HRA are discussing dissolving the EHC and transferring Robinwood Manor to the HRA or a nonprofit organization. However, no changes have occurred.

2024 Budget Goals & Objectives

- Continue to coordinate with the EHC on the management of Robinwood Manor.

Fund Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Number of Units	51	51	51	51
Occupancy Percent	99%	94%	90%	98%
Unit Turnovers	5	6	6	6

Budget Summary

This fund includes interest on investments. Robinwood's management expenses are included in Fund 898.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Miscellaneous Revenue	-\$2,866	-\$25,583	\$6,400	\$4,390
Total	-\$2,866	-\$25,583	\$6,400	\$4,390
Other Svcs & Charges	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0

COMMUNITY & ECONOMIC DEVELOPMENT

ROBINWOOD MANOR FUND (898)

Fund Description/Services

Robinwood Manor Apartments is a 51-unit apartment building located at 1324 Prairie Avenue that provides subsidized rental units for individuals 62 years of age or older and/or disabled persons. Rents are based upon thirty percent (30%) of the residents' adjusted annual income. The complex is owned by the Elderly Housing Corporation (EHC) with management services provided by the Faribault Housing and Redevelopment Authority (HRA). In 2023, the EHC and HRA authorized a property management firm to manage Robinwood instead of Community and Economic Development staff.

2024 Budget Goals & Objectives

- Monitor the costs and benefits of using a property management firm to manage Robinwood and make adjustments as necessary.
- Initiate discussions with the EHC, HRA, HUD, qualified nonprofit organizations, and others to determine the costs and benefits of transferring ownership and management of Robinwood to another entity that will guarantee that Robinwood will continue to serve elderly low-income and/or disabled persons.
- Promptly fill vacant units to ensure the financial health of this fund.

Fund Statistics

	2021 Actual	2022 Actual	2023 Projected	2024 Estimated
Number of Units	51	51	51	51
Occupancy Percent	99%	98%	95%	99%
Unit Turnovers	5	8	8	8

Budget Summary

Robinwood Manor, as a housing facility, remains stable. However, there is a limited track record to determine the impact of having a property management firm manage the facility. CED staff, on behalf of the EHC and HRA, must closely monitor this fund – particularly as it relates to property management fees – and make adjustments as necessary.

Revenues/Expenditures by Use

Revenues\Expenditures	2021 Actuals	2022 Actuals	2023 Adopted	2024 Adopted
Intergovernmental	\$297,583	\$295,684	\$239,842	\$239,842
Miscellaneous Revenue	\$185,815	\$171,299	\$253,842	\$261,022
Total	\$483,398	\$466,983	\$493,684	\$500,864
Supplies	\$13,755	\$14,814	\$23,000	\$23,000
Other Svcs & Charges	\$301,037	\$348,126	\$417,446	\$467,583
Total	\$314,792	\$362,941	\$440,446	\$490,583

SUPPORTING DATA

The following data provides information for the number of personnel employed by the City of Faribault, a summary of wages and benefits, retirement, health insurance, and additional employee benefits.

**PERSONNEL COMPARISONS
(2020 - 2024 ADOPTED BUDGETS)**

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
<u>ADMINISTRATION</u>					
ADMINISTRATION (41320)					
City Administrator	1.00	1.00	1.00	1.00	1.00
City Clerk	0.00	0.00	1.00	1.00	1.00
Assistant to the City Administrator	1.00	1.00	0.00	0.00	0.00
Total Full-Time Employees	2.00	2.00	2.00	2.00	2.00
COMMUNICATIONS (41350)					
Communications Manager	0.00	0.00	0.00	1.00	1.00
Total Full-Time Employees	0.00	0.00	0.00	1.00	1.00
HUMAN RESOURCES (41800)					
Human Resources Director	0.00	0.00	0.00	1.00	1.00
Human Resources Assistant	0.00	0.00	0.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	0.00	0.00
Payroll Benefit Specialist	0.50	0.50	1.00	0.00	0.00
Total Full-Time Employees	1.50	1.50	2.00	2.00	2.00
INFORMATION TECHNOLOGY (41580)					
IT Coordinator	1.00	1.00	1.00	1.00	1.00
IT Technician	1.00	1.00	1.00	1.00	1.00
Total Full-Time Employees	2.00	2.00	2.00	2.00	2.00
ELECTIONS (41410)					
Election Judges	70.00	0.00	60.00	0.00	60.00
Total Part-Time Employees	70.00	0.00	60.00	0.00	60.00
TOTAL EMPLOYEES SUPERVISED	75.50	5.50	66.00	6.00	67.00

**PERSONNEL COMPARISONS
(2020 - 2024 ADOPTED BUDGETS)**

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
<u>FINANCE</u>					
FINANCIAL ADMINISTRATION (41510)					
Finance Director	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	0.00	0.00	0.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00	0.00	0.00
Senior Accountant	0.00	1.00	1.00	1.00	1.00
Account Technician	2.00	2.00	2.00	2.00	2.00
Payroll Benefit Specialist	0.50	0.50	0.00	0.00	0.00
Administrative Assistant II	1.70	1.00	1.00	1.00	1.00
Total Full-Time Employees	6.20	6.50	5.00	5.00	6.00
Total Part-Time Employees	0.00	0.00	1.00	1.00	0.00
TOTAL EMPLOYEES SUPERVISED	6.20	6.50	6.00	6.00	6.00
<u>COMMUNITY DEVELOPMENT</u>					
PLANNING AND ZONING (41910)					
City Planner	1.00	1.00	1.00	1.00	1.00
Planning Coordinator	1.00	1.00	1.00	1.00	1.00
Community Development Coordinator	0.00	0.00	0.00	1.00	1.00
Total Full-Time Employees	2.00	2.00	2.00	3.00	3.00
COMMUNITY DEVELOPMENT (240)					
Director	1.00	1.00	1.00	1.00	1.00
Community Development Coordinator	1.00	1.00	1.00	0.00	1.00
Department Specialist	1.00	1.00	1.00	1.00	0.00
Administrative Assistant II/Department Secretary	1.00	1.00	0.00	0.00	0.00
Administrative Assistant II	1.00	1.00	1.00	1.00	1.00
Maintenance Specialist	1.00	1.00	1.00	1.00	0.00
Economic Development Coordinator	1.00	1.00	1.00	1.00	1.00
Housing Coordinator	0.00	0.00	0.00	1.00	0.00
Total Full-Time Employees	7.00	7.00	6.00	6.00	4.00
TOTAL EMPLOYEES SUPERVISED	9.00	9.00	8.00	9.00	7.00

**PERSONNEL COMPARISONS
(2020 - 2024 ADOPTED BUDGETS)**

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
<u>POLICE</u>					
POLICE ADMINISTRATION (42110)					
Chief of Police	1.00	1.00	1.00	1.00	1.00
Captain	3.00	3.00	3.00	2.00	2.00
Sergeant	0.00	0.00	0.00	1.00	1.00
Administrative Assistant II	1.00	1.00	1.00	1.00	1.00
Total Full-Time Employees	5.00	5.00	5.00	5.00	5.00
CRIMINAL INVESTIGATION (42121)					
Sergeant	1.00	1.00	1.00	1.00	1.00
Police Officer	6.00	6.00	6.00	6.00	6.00
Total Full-Time Employees	7.00	7.00	7.00	7.00	7.00
UNIFORM PATROL (42123)					
Sergeant	4.00	4.00	4.00	4.00	4.00
Police Officer	20.00	20.00	20.00	20.00	20.00
Police Reserve Officers (Part-Time)	24.00	24.00	24.00	24.00	24.00
Total Full-Time Employees	24.00	24.00	24.00	24.00	24.00
Total Part-Time Employees	24.00	24.00	24.00	24.00	24.00
RECORDS (42124)					
Records Specialist (Full-Time)	3.00	3.00	3.00	2.00	2.00
Police Records Supervisor	1.00	1.00	1.00	1.00	1.00
Property Evidence Technician	1.00	1.00	1.00	1.00	1.00
Records Specialist (Part-Time)	1.00	1.00	0.00	0.00	0.00
Total Full-Time Employees	5.00	5.00	5.00	4.00	4.00
Total Part-Time Employees	1.00	1.00	0.00	0.00	0.00
COMMUNITY SERVICES (42700)					
CSO Supervisor	1.00	1.00	1.00	1.00	1.00
Community Services Officer II	1.00	1.00	1.00	1.00	1.00
Community Services Officer II (Part-Time)	2.00	2.00	2.00	2.00	2.00
Total Full-Time Employees	2.00	2.00	2.00	2.00	2.00
Total Part-Time Employees	2.00	2.00	2.00	2.00	2.00
TOTAL EMPLOYEES SUPERVISED	70.00	70.00	69.00	68.00	68.00

**PERSONNEL COMPARISONS
(2020 - 2024 ADOPTED BUDGETS)**

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
<u>FIRE</u>					
FIRE ADMINISTRATION (42210)					
Director of Fire & Code Services	1.00	1.00	1.00	1.00	1.00
Administrative Assistant II (Part-Time)	0.30	1.00	1.00	1.00	1.00
Fire/Property Maintenance Inspector	0.50	0.50	0.00	0.00	0.00
Total Full-Time Employees	1.80	1.50	1.00	1.00	1.00
Total Part-Time Employees	0.00	1.00	1.00	1.00	1.00
FIRE SUPPRESSION (42220)					
Captain	3.00	3.00	3.00	3.00	3.00
Firefighter	6.00	6.00	6.00	6.00	7.00
Firefighter Paid-On-Call (Part-Time)	24.00	24.00	24.00	24.00	27.00
Total Full-Time Employees	9.00	9.00	9.00	9.00	10.00
Total Part-Time Employees	24.00	24.00	24.00	24.00	27.00
BUILDING CODE (42400)					
Building Official	1.00	1.00	1.00	1.00	1.00
Building Inspector I	1.00	1.00	1.00	1.00	0.00
Building Inspector II	0.00	0.00	0.00	1.00	1.00
Rental Housing Technician	1.00	1.00	1.00	0.00	0.00
Administrative Assistant I	0.00	0.00	0.00	0.00	1.00
Building Permit Technician	0.00	0.00	1.00	0.00	0.00
Property Maintenance/Fire Code Inspector	0.50	0.50	0.00	1.00	1.00
Total Full-Time Employees	3.50	3.50	4.00	4.00	4.00
Total Part-Time Employees	0.00	0.00	0.00	0.00	0.00
TOTAL EMPLOYEES SUPERVISED	38.30	39.00	39.00	39.00	43.00

**PERSONNEL COMPARISONS
(2020 - 2024 ADOPTED BUDGETS)**

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
<u>ENGINEERING</u>					
ENGINEERING (43190)					
Director of Engineering/City Engineer	1.00	1.00	1.00	1.00	1.00
Engineering Supervisor	1.00	1.00	1.00	1.00	1.00
Engineering Technician III	2.00	2.00	3.00	3.00	2.00
Engineering Technician I	0.00	0.00	0.00	0.00	1.00
GIS Coordinator	1.00	1.00	1.00	1.00	1.00
Total Full-Time Employees	5.00	5.00	6.00	6.00	6.00
Total Part-Time Employees	0.00	0.00	0.00	0.00	0.00
TOTAL EMPLOYEES SUPERVISED	5.00	5.00	6.00	6.00	6.00
<u>PARKS AND RECREATION</u>					
GENERAL GOVERNMENT BUILDING MAINTENANCE (41940)					
Maintenance Engineer	1.00	1.00	1.00	1.00	1.00
Total Full-Time Employees	1.00	1.00	1.00	1.00	1.00
RECREATION ADMINISTRATION (45110 & 45124)					
Director	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	0.00	0.00	0.00	1.00	1.00
Administrative Assistant II	1.00	1.00	1.00	0.00	0.00
Administrative Assistant I	0.00	0.00	0.00	1.00	1.00
Communications Coordinator	1.00	1.00	1.00	0.00	0.00
Recreation Coordinator (Part-Time)	1.00	1.00	1.00	1.00	1.00
Receptionists (Part-Time)	2.00	2.00	2.00	2.00	2.00
Total Full-Time Employees	4.00	4.00	4.00	4.00	4.00
Total Part-Time Employees	3.00	3.00	3.00	3.00	3.00
COMMUNITY CENTER-BUILDING (45122)					
Light Custodian (Full-Time)	2.00	2.00	2.00	2.00	2.00
Light Custodian (Part-Time)	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00	1.00	0.00
Recreation Superintendent	0.00	0.00	0.00	0.00	1.00
Fitness Coordinator (Part-Time)	1.00	1.00	1.00	1.00	1.00
Receptionist (Part-Time)	0.00	0.00	0.00	1.00	1.00
Total Full-Time Employees	3.00	3.00	3.00	3.00	3.00
Total Part-Time Employees	2.00	2.00	2.00	3.00	3.00

**PERSONNEL COMPARISONS
(2020 - 2024 ADOPTED BUDGETS)**

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
PARKS (45200)					
Superintendent	1.00	1.00	1.00	1.00	1.00
Foreperson	1.00	1.00	1.00	1.00	1.00
Light Equipment Operator	4.00	4.00	4.00	4.00	4.00
Light Equipment Operator (Part-Time)	0.00	0.00	0.00	1.00	1.00
Total Full-Time Employees	6.00	6.00	6.00	6.00	6.00
Total Part-Time Employees	0.00	0.00	0.00	1.00	1.00
TOTAL EMPLOYEES SUPERVISED	19.00	19.00	19.00	21.00	21.00
LIBRARY					
LIBRARY (45500)					
Library Director	1.00	1.00	1.00	1.00	1.00
Librarian/Program Coordinator	2.00	2.00	2.00	2.00	2.00
Library Technician	2.00	2.00	2.00	2.00	2.00
Library Technician (Part-Time)	2.00	2.00	2.00	2.00	2.00
Receptionist (Part-Time)	5.00	5.00	5.00	5.00	5.00
Circulation Desk Aid (Part-Time)	4.00	4.00	4.00	4.00	4.00
Page (Part-Time)	4.00	4.00	4.00	4.00	4.00
Mending Aide (Part-Time)	1.00	1.00	1.00	1.00	1.00
Total Full-Time Employees	5.00	5.00	5.00	5.00	5.00
Total Part-Time Employees	16.00	16.00	16.00	16.00	16.00
TOTAL EMPLOYEES SUPERVISED	21.00	21.00	21.00	21.00	21.00

**PERSONNEL COMPARISONS
(2020 - 2024 ADOPTED BUDGETS)**

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
<u>PUBLIC WORKS</u>					
PUBLIC WORKS ADMINISTRATION (43110)					
Director of Public Works	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	0.00	0.00	0.00	1.00	1.00
Administrative Assistant II	1.00	1.00	1.00	0.00	0.00
Total Full-Time Employees	2.00	2.00	2.00	2.00	2.00
STREET MAINTENANCE (43121)					
Superintendent	1.00	1.00	1.00	1.00	1.00
Foreperson	1.00	1.00	1.00	1.00	1.00
Heavy Equipment Operator	4.00	4.00	4.00	4.00	4.00
Light Equipment Operator	3.00	3.00	3.00	3.00	3.00
Total Full-Time Employees	9.00	9.00	9.00	9.00	9.00
EQUIPMENT MAINTENANCE (43126)					
Foreperson	1.00	1.00	1.00	1.00	1.00
Mechanic	2.00	2.00	2.00	2.00	2.00
Total Full-Time Employees	3.00	3.00	3.00	3.00	3.00
TOTAL EMPLOYEES SUPERVISED	14.00	14.00	14.00	14.00	14.00

**PERSONNEL COMPARISONS
(2020 - 2024 ADOPTED BUDGETS)**

Position	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted
<u>UTILITIES</u>					
WATER DISTRIBUTION (601-49430)					
Foreperson	1.00	1.00	1.00	1.00	1.00
Water/Sewer Operator	2.00	2.00	2.00	2.00	2.00
Total Full-Time Employees	3.00	3.00	3.00	3.00	3.00
SEWER COLLECTION (602-49450)					
Superintendent	1.00	1.00	1.00	1.00	1.00
Foreperson	0.00	0.00	0.00	0.00	1.00
Water/Sewer Operator	3.50	3.50	3.50	3.50	2.50
Total Full-Time Employees	4.50	4.50	4.50	4.50	4.50
TREATMENT PLANT (602-49480)					
Superintendent	1.00	1.00	1.00	1.00	1.00
Foreperson	1.00	1.00	1.00	1.00	1.00
Treatment Plant Operator	4.00	4.00	4.00	4.00	4.00
Total Full-Time Employees	6.00	6.00	6.00	6.00	6.00
STORM WATER (603-49500)					
Engineering Technician III	1.00	1.00	0.00	0.00	0.00
Water/Sewer Operator	0.50	0.50	0.50	0.50	0.50
Total Full-Time Employees	1.50	1.50	0.50	0.50	0.50
TOTAL EMPLOYEES SUPERVISED	15.00	15.00	14.00	14.00	14.00
<u>GRAND TOTALS</u>					
TOTAL PERMANENT FULL-TIME	130.00	130.00	128.00	129.00	130.00
TOTAL PERMANENT PART-TIME	72.00	73.00	73.00	75.00	77.00
TOTAL PERMANENT EMPLOYEES	202.00	203.00	201.00	204.00	207.00

**CITY OF FARIBAULT
2024 BUDGET
PERSONNEL SERVICES TRENDS AND ASSUMPTIONS**

Current union contract agreements are in effect through December 31, 2024 for Minnesota Teamsters Public and Law Enforcement Union 320, Supervisory Unit , Law Enforcement Labor Services, Inc. 357, Minnesota Public Employee Association, International Union of Operating Engineers Local 70, and Faribault Firefighters Local #665.

SUMMARY OF WAGES & BENEFITS (For the Years 2018 Through 2024)							
	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Revised 2023	Adopted 2024
WAGES							
Full-Time Employees	8,609,516	9,228,844	10,080,005	10,234,494	10,133,036	10,964,774	11,022,310
Part-Time Employees	479,451	489,658	444,107	570,408	578,502	686,980	656,190
Temporary Employees	652,974	682,537	353,311	552,603	707,197	750,341	782,369
Overtime	258,948	262,914	221,690	252,155	336,381	248,647	261,523
Severance Pay	147,820	97,263	49,030	119,160	312,464	0	0
Holiday	110,571	106,378	122,246	116,858	125,009	136,465	167,218
Vacation Buyback	23,362	18,361	24,835	18,554	20,326	20,751	21,818
Sick Leave Buyback	66,418	58,204	72,486	66,006	65,219	89,505	84,036
Other Pay	104,773	109,356	114,238	111,690	119,930	70,857	176,588
Total Wages	10,453,833	11,053,515	11,481,948	12,041,928	12,398,064	12,968,320	13,172,052
% Increase/Decrease	4.5%	5.7%	3.9%	4.9%	3.0%	4.6%	1.6%
BENEFITS							
PERA	1,028,417	1,123,395	1,236,383	1,267,380	1,270,721	1,342,443	1,369,502
FICA/Medicare	534,523	569,308	581,032	620,204	635,240	710,584	719,746
Health Insurance/H S A	1,115,321	1,470,451	1,636,874	1,673,602	1,598,225	1,891,889	1,916,906
Dental Insurance	0	0	0	0	0	29,095	40,454
Life Insurance	23,431	25,057	26,235	26,232	25,311	28,739	28,714
Disability Insurance	19,605	17,871	19,581	20,086	19,446	22,733	23,133
Unemployment	820	2,359	4,602	17,812	9,914	0	0
Workers Compensation	351,669	390,430	353,191	442,458	532,328	559,205	719,582
Total Benefits	3,073,786	3,598,871	3,857,899	4,067,775	4,091,184	4,584,688	4,818,037
% Increase/Decrease	5.4%	17.1%	7.2%	5.4%	0.6%	12.1%	5.1%
TOTAL WAGES/BENEFITS	13,527,619	14,652,386	15,339,846	16,109,703	16,489,248	17,553,008	17,990,089
% Increase/Decrease	4.9%	8.3%	4.7%	5.0%	2.4%	6.5%	2.5%

PUBLIC EMPLOYEES RETIREMENT ASSOCIATION

	<u>Coordinated Plan</u>	<u>Police & Fire Plan</u>
January 1, 2012	7.25%	14.40%
January 1, 2013	7.25%	14.40%
January 1, 2014	7.25%	15.30%
January 1, 2015	7.50%	16.20%
January 1, 2016	7.50%	16.20%
January 1, 2017	7.50%	16.20%
January 1, 2018	7.50%	16.20%
January 1, 2019	7.50%	16.95%
January 1, 2020	7.50%	17.70%
January 1, 2021	7.50%	17.70%
January 1, 2022	7.50%	17.70%
January 1, 2023	7.50%	17.70%

SOCIAL SECURITY/MEDICARE

The City contributes 7.65% for employees covered under both Social Security and Medicare and 1.45% for Medicare only qualified employees. Social Security and Medicare rates have not changed since 1990.

HEALTH INSURANCE

Health insurance rates have been rising steadily for the last few years. The City elected to solicit quotes for 2024 for a new health insurance carrier. Blue Cross and Blue Shield was selected as the carrier for 2024. The City offers two high deductible health plans that employees can choose from. In addition, for 2024, there will be two different networks offered for employees to choose from which will be the AWARE network and a High Value Network. The High Value Network will offer lower premiums, but is more restrictive on which providers are in the network.

	<u>Employee</u>	<u>Employer</u>
Family Coverage (\$2,000 Non-Embedded HSA) Aware Network	\$894.58	\$2,304.83
Family Coverage (\$3,500 Embedded HSA) Aware Network	\$513.50	\$2,343.94
Employee +1 Coverage (\$2,000 Non-Embedded HSA) Aware Network	\$481.80	\$1,617.49
Employee +1 Coverage (\$3,500 Embedded HSA) Aware Network	\$243.14	\$1,631.77
Employee Coverage (\$2,000 Non-Embedded HSA) Aware Network	\$179.14	\$820.63
Employee Coverage (\$3,500 Embedded HSA) Aware Network	\$71.04	\$821.57
Family Coverage (\$2,000 Non-Embedded HSA) High Value Network	\$714.60	\$1,837.58
Family Coverage (\$3,500 Embedded HSA) High Value Network	\$410.26	\$1,868.96
Employee +1 Coverage (\$2,000 Non-Embedded HSA) High Value Network	\$385.16	\$1,289.45
Employee +1 Coverage (\$3,500 Embedded HSA) High Value Network	\$194.42	\$1,301.09
Employee Coverage (\$2,000 Non-Embedded HSA) High Value Network	\$143.54	\$653.98
Employee Coverage (\$3,500 Embedded HSA) High Value Network	\$56.98	\$655.25

HEALTH INSURANCE - CITY CONTRIBUTION

	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Revised</u>	<u>2024 Adopted</u>
General Fund	\$855,540	\$1,103,978	\$1,256,030	\$1,329,164	\$1,270,264	\$1,481,632	\$1,575,988
Other Funds	\$259,781	\$366,473	\$380,844	\$344,438	\$327,961	\$410,257	\$340,918
Total	\$1,115,321	\$1,470,451	\$1,636,874	\$1,673,602	\$1,598,225	\$1,891,889	\$1,916,906

The City contributes \$688 annually to a Health Savings Account (HSA) for each employee who elects to carry health insurance. Health Savings Plan (HSA) contributions are included in health insurance amounts reported above.

DENTAL INSURANCE

Dental insurance has been provided at employee cost since 2014. The City began contributing towards dental insurance in 2023. The dental insurance provider for 2024 is Principal Insurance.

	<u>Employee</u>	<u>Employer</u>
Family Coverage	\$77.59	\$51.73
Employee + 1	\$31.61	\$47.41
Employee	\$6.33	\$25.32

DENTAL INSURANCE - CITY CONTRIBUTION

	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Revised</u>	<u>2024 Adopted</u>
General Fund	\$0	\$0	\$0	\$0	\$0	\$29,069	\$32,989
Other Funds	\$0	\$0	\$0	\$0	\$0	\$26	\$7,465
Total	\$0	\$0	\$0	\$0	\$0	\$29,095	\$40,454

LIFE INSURANCE

The City provided \$40,000 of term life insurance coverage for all union employees through 2016. Effective in 2017 the City began providing \$100,000 of term life insurance coverage for all union employees. Non-union employees receive twice their salary in term life insurance coverage. The provider for life insurance for 2024 will be Madison National Life Insurance Company. Rates have remained fairly stable and are at \$0.119 per \$1,000 of covered payroll in 2024.

DISABILITY INSURANCE

Long Term Disability insurance is provided to all employees. Employees must have been absent from work for a period of 90 days to become eligible for the benefit. The provider for disability insurance will be Madison National Life Insurance Company. The 2024 rate remained the same at \$0.002 per \$1 of covered payroll.



CAPITAL IMPROVEMENT PLAN 2024 – 2028

CITY OF FARIBAULT
CAPITAL IMPROVEMENT PLAN
2024 - 2028

DIRECTORY OF OFFICIALS

Kevin F. Voracek	Mayor
Sara Caron	Councilmember
Royal Ross	Councilmember
Tom Spooner	Councilmember
Peter van Sluis	Councilmember
Adama Youhn Doumbouya	Councilmember
Chuck Thiele	Councilmember

Timothy Murray, City Administrator

Jeanne Schmuck, Finance Director

David Wanberg, Director of Community &
Economic Development

Kevin Bushard, Director of Human Resources

John Sherwin, Chief of Police

Mark DuChene, City Engineer

Travis Block, Public Works Director

Paul Peanasky, Parks & Recreation Director

Dustin Dienst, Director of Fire & Code Services

Delane James, Library Director

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December 12, 2023

Mayor Voracek and City Council Members
City of Faribault
208 NW 1st Avenue
Faribault, MN 55021

RE: Capital Improvement Plan 2024-2028

Dear Mayor and City Council:

The City Council and its staff have been entrusted with the responsibility for ensuring that the infrastructure of the community is kept in an appropriate state of repair, and is improved to meet the needs of growth and development.

The City is charged with proper maintenance of the Community's infrastructure and assets. Our responsibility to the City is to make critical decisions about the priorities for infrastructure maintenance. These decisions must be made not only on the basis of need, but also on the basis of availability of resources, and the long-term impact on the Community.

One of the best approaches to this decision making process is to use long-range planning as a means of identifying needs, available resources, and the significance of the impact. The five-year Capital Improvement Plan (CIP) is a long-range planning tool the City can successfully use in setting the priorities for the Community's infrastructure improvement.

While the physical improvements in the 2024-2028 CIP can be amended as circumstances warrant, the CIP does provide a solid framework for allocating personnel and finances, while coordinating the activities of various departments. The cost estimates used are indeed estimates and can be refined during the budget process, in feasibility studies, and bidding processes.

WHY DEVELOP A CAPITAL IMPROVEMENT PLAN?

A Capital Improvement Plan involves:

1. Identifying major public facilities needed to serve existing developments, or
2. Determining when these improvements should be provided, and
3. Deciding how to finance them.

Programming capital improvements provides one significant way of realizing the City's Comprehensive Plan and Community Management Plan. A CIP does this by developing methods to achieve projects identified, by specifying the timing and/or staging of public facilities to support the sequence of growth proposed in the plan, and assuring the needed public facilities will be available to support existing needs and planning growth.

A CIP is also a way for the City Council to state its recognition of and commitment to future City capital needs by utilizing this method of planning for the City's capital improvements and scheduling the expenditures over a period of several years in order to maximize the use of public funds. It is the means of coordinating the physical development plan with a financial plan. The CIP should be updated each year and extended one year to compensate for the year expired. In this way, a CIP is a current document that is kept responsive to the City's changing conditions and needs.

Carefully planned and prepared, a CIP will enable the City to realize a number of benefits:

- Major improvements can be anticipated in advance rather than overlooked until critically needed. Thus, large expenditures can be budgeted over a period of several years.
- Several community development projects contained in the comprehensive plan stand a better chance of being implemented if they are included in the Capital Improvement Plan (i.e. traffic improvement projects, a total permanent street network, utility system improvements).
- It enables the City Council to focus its attention on the needs of the entire City and to put into perspective pressure from special interest groups and proponents of special projects.
- It enables the City to take a long-range view of needed improvements and determine responsibilities for future development within a context of the whole picture of the City's needs and ability to pay.
- Projects can be scheduled within the City's anticipated ability to finance, and time is available to determine merits of various sources of revenue.
- Capital programming permits better coordination between the various City departments, and facilities coordination with other government agencies.
- Capital planning improves the City's ability to use State and Federal financial assistance programs. Applications can be timed to fit the development schedule.

FINANCIAL PLAN

A critical portion of the CIP is the planned method of finance. Before a CIP is adopted, it is necessary to examine in detail the financial status of the City. The analysis of this status should include the following:

- Revenue sources (past trends, current and future estimates)
- Operating expenses (past trends, current and future estimates)
- Present and pending capital improvement expenditures
- Present bonded indebtedness, terms of retirement, projected debt

- service payments, and statutory limits
- Projection of operating and maintenance costs related to proposed capital improvement projects
- Establishment of fiscal policy to determine whether to issue bonds for capital projects, utilize general revenues, request federal and state aid and establishment of an assessment policy.

When considering the CIP, consideration should be given to the timing of the proposed improvements and all available sources of financing. The following questions should be answered:

1. Is the improvement needed immediately or can it be delayed until some future date without jeopardizing the Community's welfare?
2. Can the Community absorb the cost through existing revenues and develop projects on a pay-as-you-go basis, or will revenue or general obligation bonds be necessary?
3. Are State and Federal aids available as a source of funding?

While a pay-as-you-go policy is considered desirable, most communities find a need to utilize long-term bonding programs for the best timing and sound financing. Actual methods of financing is presented in greater detail in a separate section.

ADOPTION OF PLAN

All City departments have had the opportunity to provide input on the recommended CIP. It is recommended that the City Council review and adopt the new CIP and amend it as desired.

Sincerely,



Jeanne Schmuck
Finance Director

CITY OF FARIBAULT

RESOLUTION #2023-XXX APPROVE 2024-2028 CAPITAL IMPROVEMENT PLAN

WHEREAS, a five-year Capital Improvement Plan has been prepared that takes into consideration the implementation of policies and programs previously established by the City Council, the urgent need and necessity for certain projects, the appropriate sequence of construction of projects in relationship to other projects, and the capital expenditures necessary to carry on a balanced program; and

WHEREAS, the five-year Capital Improvement Plan allows the City to construct improvements in accordance with predetermined priorities that help stabilize tax rates while revealing the source and extent of funds needed in future years; and

WHEREAS, the City Council intends to annually adopt a five-year Capital Improvement Plan after reviewing, amending and extending the plan an additional year; and

WHEREAS, the scheduling of capital improvement projects allows the public to become aware of long-range municipal needs and provides a mechanism for coordination of project both with one another and with the City's long-range comprehensive plan.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Faribault, Minnesota, hereby approves the 2024-2028 Capital Improvement Plan.

Date Adopted: December 12, 2023

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Timothy C. Murray, City Administrator

City of Faribault, Minnesota
Capital Improvement Plan
2024 thru 2028

DEPARTMENT SUMMARY

Department	2024	2025	2026	2027	2028	Total
Airport	325,000	225,000	75,000	1,546,000	300,000	2,471,000
Aquatic Facility	14,200			325,000		339,200
Community Center	10,500	19,500	43,500	75,012,000	12,500	75,098,000
Engineering	7,239,200	3,674,000	2,746,000	3,855,250	3,750,000	21,264,450
Fire	322,559	20,000		50,000	14,380,000	14,772,559
IT	120,019	97,867	58,938	180,834		457,658
Library	190,000	40,000	175,000	1,065,000	162,000	1,632,000
Parks	9,362,000	710,000	131,000	432,500	388,000	11,023,500
Police	84,900					84,900
Sewer Collection	1,509,000	462,075	303,500	312,250	476,000	3,062,825
Stormwater	1,050,500	975,000	1,590,000	2,961,600	1,567,900	8,145,000
Street	510,000	955,000	640,000	500,000	545,000	3,150,000
Water	3,016,000	2,097,000	1,465,000	3,267,000	460,000	10,305,000
Water Reclamation Facility	613,000	50,000	45,000			708,000
TOTAL	24,366,878	9,325,442	7,272,938	89,507,434	22,041,400	152,514,092

City of Faribault, Minnesota
Capital Improvement Plan
2024 thru 2028

FUNDING SOURCE SUMMARY

Source	2024	2025	2026	2027	2028	Total
Airport Fund (225)	97,500	65,500	19,500	74,800	15,000	272,300
Capital Replacement Fund (431)	665,700	74,500	11,500	411,500	163,800	1,327,000
Equipment Certificates					1,300,000	1,300,000
Equipment Certificates (2024)	306,680	382,867				689,547
Equipment Certificates (2026)		263,000	218,938	330,834		812,772
Equipment Certificates (2028)			326,000	77,500	332,000	735,500
FED CRP Grant	275,000					275,000
Federal				450,000		450,000
Federal - FAA				626,400	270,000	896,400
GO Bond	7,000,000					7,000,000
GO Building Bond				75,000,000	13,000,000	88,000,000
Library Donation Fund (217)	150,000			1,000,000		1,150,000
Municipal State Aid	1,100,000	727,000	1,499,000	2,240,750	2,190,000	7,756,750
Other	2,000,000					2,000,000
Park Improvements (404)	95,000	425,000	25,000	139,000	270,000	954,000
Public Facilities Fund (437)	56,000	70,000	125,000	345,000	445,000	1,041,000
Public Safety Aid (431)	382,459	20,000				402,459
Sale of Capital Asset (431)	17,000	75,000	48,000	68,500	61,700	270,200
Sale of Capital Asset (603)	5,000					5,000
Sanitary Sewer Fund (602)	3,066,837	768,575	367,500	586,000	818,000	5,606,912
Special Assessments-Water		495,000				495,000
State - MnDOT - Aeronautics	227,500	157,500	52,500	374,800	15,000	827,300
Storm Water Fund (603)	1,855,368	1,505,000	1,938,000	3,521,600	1,602,900	10,422,868
Street Imp Projects Fund (401)	2,941,700	2,287,000	917,000	723,000	574,000	7,442,700
Water Fund (601)	4,125,134	2,009,500	1,725,000	3,537,750	984,000	12,381,384
GRAND TOTAL	24,366,878	9,325,442	7,272,938	89,507,434	22,041,400	152,514,092

City of Faribault, Minnesota

Capital Improvement Plan

2024 thru 2028

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Airport								
Replacement - Automated Weather Observation System	AIR E 24-01	1	325,000					325,000
Replacement - 1996 Ford Tractor & Mower #6	AIR E 25-01	1		175,000				175,000
Replacement - 2010 Toro 4110-D Mower #1108	AIR E 26-01	2			75,000			75,000
Replacement - 2009 Caterpillar 938H Loader #209	AIR E 27-01	1				350,000		350,000
Master Plan-AGIS	AIR E 27-02	1				350,000		350,000
Airfield Crack Sealing	AIR F 25-01	1		50,000				50,000
Overlay of Runway 12/30	AIR F 27-01	1				500,000		500,000
Perimeter Wildlife Control Fencing	AIR F 27-02	1				346,000		346,000
Mill and Overlay East Taxilane Area	AIR F 28-01	1					300,000	300,000
Airport Total			325,000	225,000	75,000	1,546,000	300,000	2,471,000
Airport Fund (225)			97,500	65,500	19,500	74,800	15,000	272,300
Federal						450,000		450,000
Federal - FAA						626,400	270,000	896,400
Sale of Capital Asset (431)				2,000	3,000	20,000		25,000
State - MnDOT - Aeronautics			227,500	157,500	52,500	374,800	15,000	827,300
Airport Total			325,000	225,000	75,000	1,546,000	300,000	2,471,000
Aquatic Facility								
Replacement - Pool Vacuum	AQU E 24-01	1	6,200					6,200
Replacement - Lily Pad Matting	AQU E 24-02	1	8,000					8,000
Replacement - Aquatic Center Filter	AQU E 27-01	1				325,000		325,000
Aquatic Facility Total			14,200			325,000		339,200
Capital Replacement Fund (431)			14,200			325,000		339,200
Aquatic Facility Total			14,200			325,000		339,200
Community Center								
Replacement - Fitness Room Equipment	COM E 24-01	1	10,500	11,000	11,500	12,000	12,500	57,500
Replacement - Floor Machine	COM E 25-01	1		8,500				8,500
Replacement - Community Center Scoreboards	COM E 26-01	1			17,000			17,000
Replacement - Gymnasium Divider Curtain and Motor	COM E 26-02	2			15,000			15,000
Replacement - Community Center	COM F 27-01	1				75,000,000		75,000,000
Community Center Total			10,500	19,500	43,500	75,012,000	12,500	75,098,000

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
<i>Capital Replacement Fund (431)</i>			10,500	19,500	11,500	12,000	12,500	66,000
<i>Equipment Certificates (2026)</i>					15,000			15,000
<i>Equipment Certificates (2028)</i>					17,000			17,000
<i>GO Building Bond</i>						75,000,000		75,000,000
Community Center Total			10,500	19,500	43,500	75,012,000	12,500	75,098,000

Engineering

2024 - 2028 Bridge & Dam Improvements	BRIDGE	1				200,000		200,000
2024 - 2028 Downtown Area Parking Lot/Alley Imp	DWNTWN	3	175,000	50,000	50,000	50,000	50,000	375,000
Replacement - 2007 Ford Pickup #8	ENG E 24-01	1	45,000					45,000
Replacement - Traffic Counting Equipment	ENG E 25-01	1		10,000				10,000
Replacement - Topcon Station Survey Equipment	ENG E 27-01	1				40,000		40,000
Replacement - 2012 Ford Econoline Van #3	ENG E 27-02	1				40,000		40,000
Replacement - Plotter/Scanner	ENG E 28-01	1					20,000	20,000
Replacement - GPS Surveying Equipment	ENG E 28-02	1					40,000	40,000
2024 - 2028 Street Reconstruction	STCON	1	5,361,000	1,590,000	1,440,000	1,811,250	2,121,000	12,323,250
2024 - 2028 Street Overlays	STOVLY	2	1,160,000	1,922,000	1,190,000	1,640,000	1,274,000	7,186,000
2024 - 2028 Sidewalk/Trail Improvements	SWKTRL	3	498,200	102,000	66,000	74,000	245,000	985,200
Engineering Total			7,239,200	3,674,000	2,746,000	3,855,250	3,750,000	21,264,450

<i>Capital Replacement Fund (431)</i>				10,000		74,500	59,300	143,800
<i>Equipment Certificates (2024)</i>			40,000					40,000
<i>FED CRP Grant</i>			275,000					275,000
<i>Municipal State Aid</i>			1,100,000	727,000	1,499,000	2,240,750	2,190,000	7,756,750
<i>Park Improvements (404)</i>			75,000			14,000	245,000	334,000
<i>Sale of Capital Asset (431)</i>			5,000			5,500	700	11,200
<i>Sanitary Sewer Fund (602)</i>			935,500	195,000	20,000	273,750	323,000	1,747,250
<i>Storm Water Fund (603)</i>			809,000	265,000	50,000	250,000	35,000	1,409,000
<i>Street Imp Projects Fund (401)</i>			2,941,700	2,287,000	917,000	723,000	574,000	7,442,700
<i>Water Fund (601)</i>			1,058,000	190,000	260,000	273,750	323,000	2,104,750
Engineering Total			7,239,200	3,674,000	2,746,000	3,855,250	3,750,000	21,264,450

Fire

Replacement - Fire Chief Squad #2104	FIR E 24-01	1	55,000					55,000
Portable Fire Radios	FIR E 24-02	1	122,900					122,900
Replacement - Utility Task Vehicle (UTV)	FIR E 24-03	1	50,659					50,659
Self-Contained Breathing Apparatus (SCBA) Washer	FIR E 24-04	1	40,000					40,000
Ladder for Pumper #2115	FIR E 24-05	1	8,000					8,000
Replacement - Fire Extinguisher Training Aid	FIR E 24-06	1	13,000					13,000
Replacement - Smartboards and Computers	FIR E 24-07	1	15,000					15,000
Replacement - Trailer #1	FIR E 24-08	2	18,000					18,000
Replacement - Lucas 1 Chest Compression Device	FIR E 25-01	1		20,000				20,000
Replacement - 2008 Spartan Fire Pumper #2115	FIR E 28-01	2					1,300,000	1,300,000
Replacement - 1997 Ford F350 Crew Cab #2130	FIR E 28-02	1					80,000	80,000
Replacement - Fire Station Boiler	FIR F 27-01	1				50,000		50,000
Fire Station #2	FIR F 28-01	2					13,000,000	13,000,000

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Fire Total			322,559	20,000		50,000	14,380,000	14,772,559
<i>Capital Replacement Fund (431)</i>			9,000				80,000	89,000
<i>Equipment Certificates</i>							1,300,000	1,300,000
<i>GO Building Bond</i>							13,000,000	13,000,000
<i>Public Facilities Fund (437)</i>						50,000		50,000
<i>Public Safety Aid (431)</i>			313,559	20,000				333,559
Fire Total			322,559	20,000		50,000	14,380,000	14,772,559

IT								
Replacement - Cameras	IT E 24-01	1	77,215	70,130		124,213		271,558
Replacement - Door Access Panels	IT E 24-02	1	42,804	27,737	58,938	56,621		186,100
IT Total			120,019	97,867	58,938	180,834		457,658

<i>Equipment Certificates (2024)</i>			58,680	97,867				156,547
<i>Equipment Certificates (2026)</i>					58,938	180,834		239,772
<i>Sanitary Sewer Fund (602)</i>			9,337					9,337
<i>Storm Water Fund (603)</i>			868					868
<i>Water Fund (601)</i>			51,134					51,134
IT Total			120,019	97,867	58,938	180,834		457,658

Library								
Upgrade - Great Hall Technology & User Experience	LIB E 24-01	1	150,000					150,000
Replacement - Library Furniture	LIB E 26-01	1			75,000			75,000
Replacement - Library Security Gate System	LIB E 27-01	4				25,000		25,000
Library Makerspace Incubator	LIB E 27-02	1				1,000,000		1,000,000
Replacement - Self-Checkout System	LIB E 28-01	3					12,000	12,000
Replacement - East and South Entry Doors	LIB F 24-01	1	40,000					40,000
Replacement - Library Lower Level Storm Windows	LIB F 25-01	1		40,000				40,000
Upgrade - Library Elevator	LIB F 26-01	2			100,000			100,000
Clean & Restore Great Hall Murals	LIB F 27-01	1				40,000		40,000
Replacement - Library Interior Lighting	LIB F 28-01	3					100,000	100,000
Clean and Seal Library Exterior	LIB F 28-02	2					50,000	50,000
Library Total			190,000	40,000	175,000	1,065,000	162,000	1,632,000

<i>Capital Replacement Fund (431)</i>							12,000	12,000
<i>Equipment Certificates (2026)</i>					75,000			75,000
<i>Equipment Certificates (2028)</i>						25,000		25,000
<i>Library Donation Fund (217)</i>			150,000			1,000,000		1,150,000
<i>Public Facilities Fund (437)</i>			40,000	40,000	100,000	40,000	150,000	370,000
Library Total			190,000	40,000	175,000	1,065,000	162,000	1,632,000

Parks

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Replacement - 2014 Ford F250 Pickup #3	PAR E 24-01	1	65,000					65,000
Replacement - 2003 Downeaster Sander #19	PAR E 24-02	1	7,000					7,000
Replacement - Ice Arena Compressor	PAR E 24-03	1	200,000					200,000
Replacement - 2017 Toolcat #62	PAR E 24-04	1	70,000					70,000
Replacement - Wood Chipper #26	PAR E 25-01	1		70,000				70,000
Replacement - 2012 Ford F550 Dump Truck #2	PAR E 25-02	1		70,000				70,000
Replacement - 2009 Diamond Boom Mower #33	PAR E 25-03	1		55,000				55,000
Zamboni	PAR E 25-04	1		15,000				15,000
Tractor	PAR E 25-05	1		75,000				75,000
Replacement - Park Playground Equipment	PAR E 25-06	1		100,000		100,000		200,000
Replacement - 2014 Bobcat Soil Conditioner #42	PAR E 26-01	1			11,000			11,000
Replacement - 2013 Toro 72" Mower #15	PAR E 26-02	1			70,000			70,000
Replacement - 2012 Ford F550 Bucket Truck #39	PAR E 27-01	1				150,000		150,000
Replacement - 2017 Toolcat Stump Grinder #59	PAR E 27-02	1				10,000		10,000
Replacement - 2019 V Plow #68	PAR E 27-03	1				6,000		6,000
Replacement - 2012 Toro Ball Cart #50	PAR E 27-04	1				30,000		30,000
Replacement - 2000 Toro Aerator #51	PAR E 27-05	2				6,500		6,500
Replacement - Ford F250 Pickup #32	PAR E 28-01	1					40,000	40,000
Replacement - Scoreboards at North Alexander Park	PAR E 28-02	1					78,000	78,000
Replacement - 2019 Bobcat Toolcat #38	PAR E 28-03	1					65,000	65,000
Replacement - 2015 Toro 72" Mower #30	PAR E 28-04	1					30,000	30,000
Replacement - 2018 Toro 4000D Lawn Mower #27	PAR E 28-05	1					70,000	70,000
Replacement - 2008 Towmaster Trailer #40	PAR E 28-06	1					15,000	15,000
Downtown (viaduct area) Park	PAR F 24-01	1	9,000,000					9,000,000
White Sands Parking Lot	PAR F 25-01	1		50,000				50,000
Replacement - N Alexander Park Restrooms/MainBldg	PAR F 25-02	2		250,000				250,000
Replacement - White Sands Trail Head Facility Roof	PAR F 26-01	1			25,000			25,000
Upgrade - Central Park Bandshell	PAR F 27-01	1				105,000		105,000
Bea Duncan Memorial Fountain Renovation	PAR F 28-01	1					30,000	30,000
Fishing Pier Addition	PAR F 28-02	1					35,000	35,000
2024-2028 Trail Improvements/Maintenance	TRAILS	3	20,000	25,000	25,000	25,000	25,000	120,000
Parks Total			9,362,000	710,000	131,000	432,500	388,000	11,023,500

Capital Replacement Fund (431)	207,000							207,000
Equipment Certificates (2024)	135,000	285,000						420,000
Equipment Certificates (2026)					70,000	150,000		220,000
Equipment Certificates (2028)					11,000	52,500	298,000	361,500
GO Bond	7,000,000							7,000,000
Other	2,000,000							2,000,000
Park Improvements (404)	20,000	425,000		25,000	125,000		25,000	620,000
Public Facilities Fund (437)				25,000	105,000		65,000	195,000
Parks Total			9,362,000	710,000	131,000	432,500	388,000	11,023,500

Police								
Patrol Utility Task Vehicle (UTV)	POL E 24-01	1	36,500					36,500
Speed Awareness Monitor (SAM) - Speed Trailer	POL E 24-02	1	10,900					10,900
86" Smartboard	POL E 24-03	1	7,500					7,500

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Sonic Gun Cleaner	POL E 24-04	1	14,000					14,000
Replacement - Police Lower Level Carpet	POL F 24-01	2	16,000					16,000
Police Total			84,900					84,900

Public Facilities Fund (437)			16,000					16,000
Public Safety Aid (431)			68,900					68,900
Police Total			84,900					84,900

Sewer Collection

Glynview Liftstation Generator	SWR E 25-01	1		120,000				120,000
Replacement - Trailer Mount Pressure Washer	SWR E 26-01	1			11,500			11,500
Replacement - 2007 Towmaster Trailer #207	SWR E 27-01	1				12,000		12,000
Replacement - Case Backhoe #25	SWR E 28-01	1					105,000	105,000
Replacement - 2018 Dodge Ram #10	SWR E 28-02	1					60,000	60,000
Replacement - 2016 Ford F550 #01	SWR E 28-03	1					80,000	80,000
Replacement - Liftstation Generator	SWR E 28-04	1					31,000	31,000
2024 - 2028 Sanitary Sewer System Improvements	SWR SYST	1	1,459,000	292,075	242,000	250,250	150,000	2,393,325
Sanitary Sewer Structure Rehabilitation	SWR-REHAB	1	50,000	50,000	50,000	50,000	50,000	250,000
Sewer Collection Total			1,509,000	462,075	303,500	312,250	476,000	3,062,825

Sale of Capital Asset (431)							42,000	42,000
Sanitary Sewer Fund (602)			1,509,000	462,075	303,500	312,250	434,000	3,020,825
Sewer Collection Total			1,509,000	462,075	303,500	312,250	476,000	3,062,825

Stormwater

2024 - 2028 Stormwater Construction Projects	STW CONST	1	855,500	825,000	1,320,000	2,811,600	1,417,900	7,230,000
Replacement - 2005 Ford F150 #105	STW E 24-01	1	45,000					45,000
Replacement - Rover X Sewer Inspection Camera	STW E 26-01	1			120,000			120,000
Structural Stormwater BMP Projects	STW-REHAB	1	150,000	150,000	150,000	150,000	150,000	750,000
Stormwater Total			1,050,500	975,000	1,590,000	2,961,600	1,567,900	8,145,000

Sale of Capital Asset (603)			5,000					5,000
Storm Water Fund (603)			1,045,500	975,000	1,590,000	2,961,600	1,567,900	8,140,000
Stormwater Total			1,050,500	975,000	1,590,000	2,961,600	1,567,900	8,145,000

Street

Replacement - 2008 Ford F550 #307	STR E 24-01	1	85,000					85,000
Replacement - Bobcat Planer #312	STR E 24-02	1	15,000					15,000
Upgrade - LED Street Lights	STR E 24-03	1	410,000					410,000
Replacement - 2008 Ford F250 #407	STR E 25-01	1		50,000				50,000
Replacement - 2010 Int'l Plow Truck #110	STR E 25-02	1		310,000				310,000
Replacement - Elgin Sweeper #115	STR E 25-03	1		290,000				290,000
Replacement - 2007 Sterling L7500 #107	STR E 25-04	1		275,000				275,000
Replacement - 2011 Cat Loader #111	STR E 26-01	1			300,000			300,000

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Replacement - 2005 Sterling Flusher #105	STR E 26-02	1			310,000			310,000
Replacement - 2005 Sellair Compressor #305	STR E 26-03	1			30,000			30,000
Replacement - Tymco Sweeper #217	STR E 27-01	1				350,000		350,000
Replacement - 2013 Int'l Single Axle #413	STR E 28-01	1					280,000	280,000
Replacement - Grayco Sprayer #103	STR E 28-02	2					35,000	35,000
Replacement - Carpet Public Works Building	STR F 25-01	1		30,000				30,000
Replacement - HVAC - Public Works Facility	STR F 27-01	1				150,000	150,000	300,000
Replacement - Salt Storage Shed Roof	STR F 28-01	1					80,000	80,000
Street Total			510,000	955,000	640,000	500,000	545,000	3,150,000

Capital Replacement Fund (431)			425,000	45,000				470,000
Equipment Certificates (2024)			73,000					73,000
Equipment Certificates (2026)				263,000				263,000
Equipment Certificates (2028)					298,000		34,000	332,000
Public Facilities Fund (437)				30,000		150,000	230,000	410,000
Sale of Capital Asset (431)			12,000	60,000	44,000	40,000	19,000	175,000
Sanitary Sewer Fund (602)				68,500			61,000	129,500
Storm Water Fund (603)				265,000	298,000	310,000		873,000
Water Fund (601)				223,500			201,000	424,500
Street Total			510,000	955,000	640,000	500,000	545,000	3,150,000

Water

Replacement - Water Meter Radios	WAT E 24-01	1	466,000	466,000	10,000	10,000	10,000	962,000
Antenna & Receiver	WAT E 24-02	1	55,000					55,000
Replacement - John Deere Mower #21	WAT E 25-01	2		21,000				21,000
Replacement - 2014 Dodge Ram #9	WAT E 25-02	1		40,000				40,000
Replacement - CAT Generator	WAT E 27-01	2				140,000		140,000
Reservoir Rehabilitation	WAT F 24-01	1	925,000	575,000				1,500,000
Replacement - WTP Cold Storage Building	WAT F 24-02	1	175,000					175,000
Reservoir Demolition	WAT F 24-03	1	120,000					120,000
Water Supply Plan Update	WAT F 27-01	1				17,000		17,000
2024 - 2028 Water System Improvements	WATER	1	1,275,000	895,000	1,355,000	3,000,000	450,000	6,975,000
2024 - 2028 Valve & Hydrant Replacement	WATER 01	1		100,000		100,000		200,000
New Drinking Water Supply Well #8	WATER 02	1			100,000			100,000
Water Total			3,016,000	2,097,000	1,465,000	3,267,000	460,000	10,305,000

Sale of Capital Asset (431)				6,000		3,000		9,000
Special Assessments-Water				495,000				495,000
Water Fund (601)			3,016,000	1,596,000	1,465,000	3,264,000	460,000	9,801,000
Water Total			3,016,000	2,097,000	1,465,000	3,267,000	460,000	10,305,000

Water Reclamation Facility

Replacement - Influent Pump	WRF E 24-01	2	83,000					83,000
Clarifier Launder Covers	WRF E 24-02	1	230,000					230,000
Replacement - 2012 Ford Pickup #120	WRF E 25-01	1		50,000				50,000

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Replacement - 15' Rotary Mower	WRF E 26-01	1			15,000			15,000
Replacement - Sludge Lagoon Pump	WRF E 26-02	2			30,000			30,000
Digester Improvements	WRF F 24-01	1	300,000					300,000
Water Reclamation Facility Total			613,000	50,000	45,000			708,000
Sale of Capital Asset (431)				7,000	1,000			8,000
Sanitary Sewer Fund (602)			613,000	43,000	44,000			700,000
Water Reclamation Facility Total			613,000	50,000	45,000			708,000
Grand Total			24,366,878	9,325,442	7,272,938	89,507,434	22,041,400	152,514,092

Capital Equipment

City of Faribault, Minnesota

Capital Improvement Plan

2024 thru 2028

**CAPITAL EQUIPMENT
DEPARTMENT SUMMARY**

Department	2024	2025	2026	2027	2028	Total
Airport	325,000	175,000	75,000	700,000		1,275,000
Aquatic Facility	14,200			325,000		339,200
Community Center	10,500	19,500	43,500	12,000	12,500	98,000
Engineering	45,000	10,000		80,000	60,000	195,000
Fire	322,559	20,000			1,380,000	1,722,559
IT	120,019	97,867	58,938	180,834		457,658
Library	150,000		75,000	1,025,000	12,000	1,262,000
Parks	342,000	385,000	81,000	302,500	298,000	1,408,500
Police	68,900					68,900
Sewer Collection		120,000	11,500	12,000	276,000	419,500
Storm Water	45,000		120,000			165,000
Street	510,000	925,000	640,000	350,000	315,000	2,740,000
Water	521,000	527,000	10,000	150,000	10,000	1,218,000
Water Reclamation Facility	313,000	50,000	45,000			408,000
TOTAL	2,787,178	2,329,367	1,159,938	3,137,334	2,363,500	11,777,317

City of Faribault, Minnesota

Capital Improvement Plan

2024 thru 2028

**CAPITAL EQUIPMENT
FUNDING SOURCE SUMMARY**

Source	2024	2025	2026	2027	2028	Total
Airport Fund (225)	97,500	50,500	19,500	32,500		200,000
Capital Replacement Fund (431)	665,700	74,500	11,500	411,500	163,800	1,327,000
Equipment Certificates					1,300,000	1,300,000
Equipment Certificates (2024)	306,680	382,867				689,547
Equipment Certificates (2026)		263,000	218,938	330,834		812,772
Equipment Certificates (2028)			326,000	77,500	332,000	735,500
Federal - FAA				315,000		315,000
Library Donation Fund (217)	150,000			1,000,000		1,150,000
Park Improvements (404)		100,000		100,000		200,000
Public Safety Aid (431)	382,459	20,000				402,459
Sale of Capital Asset (431)	17,000	75,000	48,000	68,500	61,700	270,200
Sale of Capital Asset (603)	5,000					5,000
Sanitary Sewer Fund (602)	322,337	231,500	55,500	12,000	295,000	916,337
State - MnDOT - Aeronautics	227,500	122,500	52,500	332,500		735,000
Storm Water Fund (603)	40,868	265,000	418,000	310,000		1,033,868
Water Fund (601)	572,134	744,500	10,000	147,000	211,000	1,684,634
GRAND TOTAL	2,787,178	2,329,367	1,159,938	3,137,334	2,363,500	11,777,317

City of Faribault, Minnesota

Capital Improvement Plan

2024 thru 2028

CAPITAL EQUIPMENT

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Airport								
Replacement - Automated Weather Observation System	AIR E 24-01	1	325,000					325,000
Replacement - 1996 Ford Tractor & Mower #6	AIR E 25-01	1		175,000				175,000
Replacement - 2010 Toro 4110-D Mower #1108	AIR E 26-01	2			75,000			75,000
Replacement - 2009 Caterpillar 938H Loader #209	AIR E 27-01	1				350,000		350,000
Master Plan-AGIS	AIR E 27-02	1				350,000		350,000
Airport Total			325,000	175,000	75,000	700,000		1,275,000
<i>Airport Fund (225)</i>			97,500	50,500	19,500	32,500		200,000
<i>Federal - FAA</i>						315,000		315,000
<i>Sale of Capital Asset (431)</i>				2,000	3,000	20,000		25,000
<i>State - MnDOT - Aeronautics</i>			227,500	122,500	52,500	332,500		735,000
Airport Total			325,000	175,000	75,000	700,000		1,275,000
Aquatic Facility								
Replacement - Pool Vacuum	AQU E 24-01	1	6,200					6,200
Replacement - Lily Pad Matting	AQU E 24-02	1	8,000					8,000
Replacement - Aquatic Center Filter	AQU E 27-01	1				325,000		325,000
Aquatic Facility Total			14,200			325,000		339,200
<i>Capital Replacement Fund (431)</i>			14,200			325,000		339,200
Aquatic Facility Total			14,200			325,000		339,200
Community Center								
Replacement - Fitness Room Equipment	COM E 24-01	1	10,500	11,000	11,500	12,000	12,500	57,500
Replacement - Floor Machine	COM E 25-01	1		8,500				8,500
Replacement - Community Center Scoreboards	COM E 26-01	1			17,000			17,000
Replacement - Gymnasium Divider Curtain and Motor	COM E 26-02	2			15,000			15,000
Community Center Total			10,500	19,500	43,500	12,000	12,500	98,000
<i>Capital Replacement Fund (431)</i>			10,500	19,500	11,500	12,000	12,500	66,000
<i>Equipment Certificates (2026)</i>					15,000			15,000
<i>Equipment Certificates (2028)</i>					17,000			17,000
Community Center Total			10,500	19,500	43,500	12,000	12,500	98,000

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Engineering								
Replacement - 2007 Ford Pickup #8	ENG E 24-01	1	45,000					45,000
Replacement - Traffic Counting Equipment	ENG E 25-01	1		10,000				10,000
Replacement - Topcon Station Survey Equipment	ENG E 27-01	1				40,000		40,000
Replacement - 2012 Ford Econoline Van #3	ENG E 27-02	1				40,000		40,000
Replacement - Plotter/Scanner	ENG E 28-01	1					20,000	20,000
Replacement - GPS Surveying Equipment	ENG E 28-02	1					40,000	40,000
Engineering Total			45,000	10,000		80,000	60,000	195,000
<i>Capital Replacement Fund (431)</i>				10,000		74,500	59,300	143,800
<i>Equipment Certificates (2024)</i>			40,000					40,000
<i>Sale of Capital Asset (431)</i>			5,000			5,500	700	11,200
Engineering Total			45,000	10,000		80,000	60,000	195,000
Fire								
Replacement - Fire Chief Squad #2104	FIR E 24-01	1	55,000					55,000
Portable Fire Radios	FIR E 24-02	1	122,900					122,900
Replacement - Utility Task Vehicle (UTV)	FIR E 24-03	1	50,659					50,659
Self-Contained Breathing Apparatus (SCBA) Washer	FIR E 24-04	1	40,000					40,000
Ladder for Pumper #2115	FIR E 24-05	1	8,000					8,000
Replacement - Fire Extinguisher Training Aid	FIR E 24-06	1	13,000					13,000
Replacement - Smartboards and Computers	FIR E 24-07	1	15,000					15,000
Replacement - Trailer #1	FIR E 24-08	2	18,000					18,000
Replacement - Lucas 1 Chest Compression Device	FIR E 25-01	1		20,000				20,000
Replacement - 2008 Spartan Fire Pumper #2115	FIR E 28-01	2					1,300,000	1,300,000
Replacement - 1997 Ford F350 Crew Cab #2130	FIR E 28-02	1					80,000	80,000
Fire Total			322,559	20,000			1,380,000	1,722,559
<i>Capital Replacement Fund (431)</i>			9,000				80,000	89,000
<i>Equipment Certificates</i>							1,300,000	1,300,000
<i>Public Safety Aid (431)</i>			313,559	20,000				333,559
Fire Total			322,559	20,000			1,380,000	1,722,559
IT								
Replacement - Cameras	IT E 24-01	1	77,215	70,130		124,213		271,558
Replacement - Door Access Panels	IT E 24-02	1	42,804	27,737	58,938	56,621		186,100
IT Total			120,019	97,867	58,938	180,834		457,658
<i>Equipment Certificates (2024)</i>			58,680	97,867				156,547
<i>Equipment Certificates (2026)</i>					58,938	180,834		239,772
<i>Sanitary Sewer Fund (602)</i>			9,337					9,337
<i>Storm Water Fund (603)</i>			868					868
<i>Water Fund (601)</i>			51,134					51,134

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
IT Total			120,019	97,867	58,938	180,834		457,658
Library								
Upgrade - Great Hall Technology & User Experience	LIB E 24-01	1	150,000					150,000
Replacement - Library Furniture	LIB E 26-01	1			75,000			75,000
Replacement - Library Security Gate System	LIB E 27-01	4				25,000		25,000
Library Makerspace Incubator	LIB E 27-02	1				1,000,000		1,000,000
Replacement - Self-Checkout System	LIB E 28-01	3					12,000	12,000
Library Total			150,000		75,000	1,025,000	12,000	1,262,000
Capital Replacement Fund (431)							12,000	12,000
Equipment Certificates (2026)					75,000			75,000
Equipment Certificates (2028)						25,000		25,000
Library Donation Fund (217)			150,000			1,000,000		1,150,000
Library Total			150,000		75,000	1,025,000	12,000	1,262,000
Parks								
Replacement - 2014 Ford F250 Pickup #3	PAR E 24-01	1	65,000					65,000
Replacement - 2003 Downeaster Sander #19	PAR E 24-02	1	7,000					7,000
Replacement - Ice Arena Compressor	PAR E 24-03	1	200,000					200,000
Replacement - 2017 Toolcat #62	PAR E 24-04	1	70,000					70,000
Replacement - Wood Chipper #26	PAR E 25-01	1		70,000				70,000
Replacement - 2012 Ford F550 Dump Truck #2	PAR E 25-02	1		70,000				70,000
Replacement - 2009 Diamond Boom Mower #33	PAR E 25-03	1		55,000				55,000
Zamboni	PAR E 25-04	1		15,000				15,000
Tractor	PAR E 25-05	1		75,000				75,000
Replacement - Park Playground Equipment	PAR E 25-06	1		100,000		100,000		200,000
Replacement - 2014 Bobcat Soil Conditioner #42	PAR E 26-01	1			11,000			11,000
Replacement - 2013 Toro 72" Mower #15	PAR E 26-02	1			70,000			70,000
Replacement - 2012 Ford F550 Bucket Truck #39	PAR E 27-01	1				150,000		150,000
Replacement - 2017 Toolcat Stump Grinder #59	PAR E 27-02	1				10,000		10,000
Replacement - 2019 V Plow #68	PAR E 27-03	1				6,000		6,000
Replacement - 2012 Toro Ball Cart #50	PAR E 27-04	1				30,000		30,000
Replacement - 2000 Toro Aerator #51	PAR E 27-05	2				6,500		6,500
Replacement - Ford F250 Pickup #32	PAR E 28-01	1					40,000	40,000
Replacement - Scoreboards at North Alexander Park	PAR E 28-02	1					78,000	78,000
Replacement - 2019 Bobcat Toolcat #38	PAR E 28-03	1					65,000	65,000
Replacement - 2015 Toro 72" Mower #30	PAR E 28-04	1					30,000	30,000
Replacement - 2018 Toro 4000D Lawn Mower #27	PAR E 28-05	1					70,000	70,000
Replacement - 2008 Towmaster Trailer #40	PAR E 28-06	1					15,000	15,000
Parks Total			342,000	385,000	81,000	302,500	298,000	1,408,500
Capital Replacement Fund (431)			207,000					207,000
Equipment Certificates (2024)			135,000	285,000				420,000
Equipment Certificates (2026)					70,000	150,000		220,000
Equipment Certificates (2028)					11,000	52,500	298,000	361,500

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Park Improvements (404)				100,000		100,000		200,000
Parks Total			342,000	385,000	81,000	302,500	298,000	1,408,500
Police								
Patrol Utility Task Vehicle (UTV)	POL E 24-01	1	36,500					36,500
Speed Awareness Monitor (SAM) - Speed Trailer	POL E 24-02	1	10,900					10,900
86" Smartboard	POL E 24-03	1	7,500					7,500
Sonic Gun Cleaner	POL E 24-04	1	14,000					14,000
Police Total			68,900					68,900
Public Safety Aid (431)			68,900					68,900
Police Total			68,900					68,900
Sewer Collection								
Glynview Liftstation Generator	SWR E 25-01	1		120,000				120,000
Replacement - Trailer Mount Pressure Washer	SWR E 26-01	1			11,500			11,500
Replacement - 2007 Towmaster Trailer #207	SWR E 27-01	1				12,000		12,000
Replacement - Case Backhoe #25	SWR E 28-01	1					105,000	105,000
Replacement - 2018 Dodge Ram #10	SWR E 28-02	1					60,000	60,000
Replacement - 2016 Ford F550 #01	SWR E 28-03	1					80,000	80,000
Replacement - Liftstation Generator	SWR E 28-04	1					31,000	31,000
Sewer Collection Total				120,000	11,500	12,000	276,000	419,500
Sale of Capital Asset (431)							42,000	42,000
Sanitary Sewer Fund (602)				120,000	11,500	12,000	234,000	377,500
Sewer Collection Total				120,000	11,500	12,000	276,000	419,500
Stormwater								
Replacement - 2005 Ford F150 #105	STW E 24-01	1	45,000					45,000
Replacement - Rover X Sewer Inspection Camera	STW E 26-01	1			120,000			120,000
Stormwater Total			45,000		120,000			165,000
Sale of Capital Asset (603)			5,000					5,000
Storm Water Fund (603)			40,000		120,000			160,000
Stormwater Total			45,000		120,000			165,000
Street								
Replacement - 2008 Ford F550 #307	STR E 24-01	1	85,000					85,000
Replacement - Bobcat Planer #312	STR E 24-02	1	15,000					15,000
Upgrade - LED Street Lights	STR E 24-03	1	410,000					410,000
Replacement - 2008 Ford F250 #407	STR E 25-01	1		50,000				50,000
Replacement - 2010 Int'l Plow Truck #110	STR E 25-02	1		310,000				310,000
Replacement - Elgin Sweeper #115	STR E 25-03	1		290,000				290,000

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Replacement - 2007 Sterling L7500 #107	STR E 25-04	1		275,000				275,000
Replacement - 2011 Cat Loader #111	STR E 26-01	1			300,000			300,000
Replacement - 2005 Sterling Flusher #105	STR E 26-02	1			310,000			310,000
Replacement - 2005 Sellair Compressor #305	STR E 26-03	1			30,000			30,000
Replacement - Tymco Sweeper #217	STR E 27-01	1				350,000		350,000
Replacement - 2013 Int'l Single Axle #413	STR E 28-01	1					280,000	280,000
Replacement - Grayco Sprayer #103	STR E 28-02	2					35,000	35,000
Street Total			510,000	925,000	640,000	350,000	315,000	2,740,000

Capital Replacement Fund (431)			425,000	45,000				470,000
Equipment Certificates (2024)			73,000					73,000
Equipment Certificates (2026)				263,000				263,000
Equipment Certificates (2028)					298,000		34,000	332,000
Sale of Capital Asset (431)			12,000	60,000	44,000	40,000	19,000	175,000
Sanitary Sewer Fund (602)				68,500			61,000	129,500
Storm Water Fund (603)				265,000	298,000	310,000		873,000
Water Fund (601)				223,500			201,000	424,500
Street Total			510,000	925,000	640,000	350,000	315,000	2,740,000

Water								
Replacement - Water Meter Radios	WAT E 24-01	1	466,000	466,000	10,000	10,000	10,000	962,000
Antenna & Receiver	WAT E 24-02	1	55,000					55,000
Replacement - John Deere Mower #21	WAT E 25-01	2		21,000				21,000
Replacement - 2014 Dodge Ram #9	WAT E 25-02	1		40,000				40,000
Replacement - CAT Generator	WAT E 27-01	2				140,000		140,000
Water Total			521,000	527,000	10,000	150,000	10,000	1,218,000

Sale of Capital Asset (431)				6,000		3,000		9,000
Water Fund (601)			521,000	521,000	10,000	147,000	10,000	1,209,000
Water Total			521,000	527,000	10,000	150,000	10,000	1,218,000

Water Reclamation Facility								
Replacement - Influent Pump	WRF E 24-01	2	83,000					83,000
Clarifier Launder Covers	WRF E 24-02	1	230,000					230,000
Replacement - 2012 Ford Pickup #120	WRF E 25-01	1		50,000				50,000
Replacement - 15' Rotary Mower	WRF E 26-01	1			15,000			15,000
Replacement - Sludge Lagoon Pump	WRF E 26-02	2			30,000			30,000
Water Reclamation Facility Total			313,000	50,000	45,000			408,000

Sale of Capital Asset (431)				7,000	1,000			8,000
Sanitary Sewer Fund (602)			313,000	43,000	44,000			400,000
Water Reclamation Facility Total			313,000	50,000	45,000			408,000

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Grand Total			2,787,178	2,329,367	1,159,938	3,137,334	2,363,500	11,777,317

Project #

AIR E 24-01

Project Name

Replacement - Automated Weather Observation System

Capital Asset # 60010

Unit #

Department Airport

Contact Public Works Director

Type Equipment

Useful Life 10 years

Category Equipment-Miscellaneous

Priority 1 High

Description

Replacement of the Automated Weather Observation System (AWOS).

Justification

The AWOS provides weather data for pilots to plan flight operations. The current system is no longer supported by MNDOT.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	325,000					325,000
Total	325,000					325,000

Funding Sources	2024	2025	2026	2027	2028	Total
Airport Fund (225)	97,500					97,500
State - MnDOT - Aeronautics	227,500					227,500
Total	325,000					325,000

Project #

AIR E 25-01

Project Name

Replacement - 1996 Ford Tractor & Mower #6

Capital Asset #

Unit # 6

Department Airport

Contact Public Works Director

Type Equipment

Useful Life 15 years

Category Equipment-Machinery/Vehicle

Priority 1 High

Description

1996 Ford Tractor & Mower - Unit #6
Serial Number: D201733

Acquisition Date: 6/1/1996

Hours: 6,543 as of 6/22/2023

Justification

The tractor and mower are used to mow the grass runway and the grass adjacent to the 12/30 runway at the airport.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment		175,000				175,000
Total		175,000				175,000

Funding Sources	2024	2025	2026	2027	2028	Total
Airport Fund (225)		50,500				50,500
Sale of Capital Asset (431)		2,000				2,000
State - MnDOT - Aeronautics		122,500				122,500
Total		175,000				175,000

Project #	AIR E 26-01
Project Name	Replacement - 2010 Toro 4110-D Mower #1108

Capital Asset # 21949
Unit # 1108

Department Airport
Contact Public Works Director
Type Equipment
Useful Life 10 years
Category Equipment-Machinery/Vehicle
Priority 2 Medium

Description

2010 Toro 4110-D Mower - Unit #1108

Acquisition date: 1/2010

Hours: 737 as of 7/17/2023

Justification

The mower is used to mow the airfield at the airport.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment			75,000			75,000
Total			75,000			75,000

Funding Sources	2024	2025	2026	2027	2028	Total
Airport Fund (225)			19,500			19,500
Sale of Capital Asset (431)			3,000			3,000
State - MnDOT - Aeronautics			52,500			52,500
Total			75,000			75,000

Project #	AIR E 27-01
Project Name	Replacement - 2009 Caterpillar 938H Loader #209

Capital Asset # 21885
Unit # 209

Department Airport
Contact Public Works Director
Type Equipment
Useful Life 15 years
Category Equipment-Machinery/Vehicle
Priority 1 High

Description

2009 Caterpillar 938H Loader - Unit #209

Acquisition date: 12/2009

Hours: 2,568 as of 6/28/2023

Justification

The loader will be at the end of its useful life cycle and will need to be replaced to ensure reliable service delivery.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment				350,000		350,000
Total				350,000		350,000

Funding Sources	2024	2025	2026	2027	2028	Total
Airport Fund (225)				15,000		15,000
Sale of Capital Asset (431)				20,000		20,000
State - MnDOT - Aeronautics				315,000		315,000
Total				350,000		350,000

Project #	AIR E 27-02
Project Name	Master Plan-AGIS

Department	Airport
Contact	Public Works Director
Type	Improvement
Useful Life	10 years
Category	Equipment-Miscellaneous
Priority	1 High

Capital Asset #

Unit #

Description

Master Plan Airport Geospacial Information Systems (AGIS).

Justification

To provide the FAA with data to develop satellite-based approach procedures and to better utilize and manage the National Airspace System.

Expenditures	2024	2025	2026	2027	2028	Total
Site Improvement				350,000		350,000
Total				350,000		350,000

Funding Sources	2024	2025	2026	2027	2028	Total
Airport Fund (225)				17,500		17,500
Federal - FAA				315,000		315,000
State - MnDOT - Aeronautics				17,500		17,500
Total				350,000		350,000

Project #	AQU E 24-01
Project Name	Replacement - Pool Vacuum

Department	Aquatic Facility
Contact	Parks & Recreation Director
Type	Equipment
Useful Life	15 years
Category	Equipment-Miscellaneous
Priority	1 High

Capital Asset #

Unit #

Description

Replacement of the pool vacuum at the Aquatic Center.

Justification

Current vacuum is 11 years old and no longer works.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	6,200					6,200
Total	6,200					6,200

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Replacement Fund (431)	6,200					6,200
Total	6,200					6,200

Project #

AQU E 24-02

Project Name

Replacement - Lily Pad Matting

Department

Aquatic Facility

Contact

Parks & Recreation Director

Type

Equipment

Useful Life

15 years

Category

Equipment-Miscellaneous

Priority

1 High

Capital Asset #

Unit #

Description

Replacement of the safety matting for the lily pad at the Aquatic Center.

Justification

The current mats are original and are currently falling apart.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	8,000					8,000
Total	8,000					8,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Replacement Fund (431)	8,000					8,000
Total	8,000					8,000

Project #

AQU E 27-01

Project Name

Replacement - Aquatic Center Filter

Department

Aquatic Facility

Contact

Parks & Recreation Director

Type

Equipment

Useful Life

25 years

Category

Equipment-Miscellaneous

Priority

1 High

Capital Asset #

Unit #

Description

Replacement of the Aquatic Center filter.

Justification

Current filters will be 25 years old in 2027 and they will need to be replaced or rebuilt to stay in compliance with disinfection standards.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment				325,000		325,000
Total				325,000		325,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Replacement Fund (431)				325,000		325,000
Total				325,000		325,000

Project #

COM E 24-01

Project Name

Replacement - Fitness Room Equipment

Department

Community Center

Contact

Parks & Recreation Director

Type

Equipment

Useful Life

4 years

Category

Equipment-Miscellaneous

Priority

1 High

Description

Replacement of the cardio equipment should be done annually and strength equipment should be replaced every ten (10) years.

Justification

Annual replacement of cardio equipment is needed to keep our members coming and using the facility.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	10,500	11,000	11,500	12,000	12,500	57,500
Total	10,500	11,000	11,500	12,000	12,500	57,500

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Replacement Fund (431)	10,500	11,000	11,500	12,000	12,500	57,500
Total	10,500	11,000	11,500	12,000	12,500	57,500

Project #

COM E 25-01

Project Name

Replacement - Floor Machine

Department

Community Center

Contact

Parks & Recreation Director

Type

Equipment

Useful Life

5 years

Category

Equipment-Miscellaneous

Priority

1 High

Description

Replacement of the floor machine.

Justification

Major impact on the appearance of the facility. This unit is used sometimes two (2) times per day and is worn out after five (5) years. It was replaced in 2020 and is scheduled for replacement in 2025.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment		8,500				8,500
Total		8,500				8,500

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Replacement Fund (431)		8,500				8,500
Total		8,500				8,500

Project #

COM E 26-01

Project Name

Replacement - Community Center Scoreboards

Department

Community Center

Contact

Parks & Recreation Director

Type

Equipment

Useful Life

10 years

Category

Equipment-Miscellaneous

Priority

1 High

Description

Replacement of the scoreboards in the gymnasium of the Community Center.

Justification

The current scoreboards in gym will be 15 years old and are well past typical life. The scoreboards continue to be in good working order.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment			17,000			17,000
Total			17,000			17,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2028)			17,000			17,000
Total			17,000			17,000

Project #

COM E 26-02

Project Name

Replacement - Gymnasium Divider Curtain and Motor

Department

Community Center

Contact

Parks & Recreation Director

Type

Equipment

Useful Life

6 years

Category

Equipment-Miscellaneous

Priority

2 Medium

Description

Replacement of the gymnasium divider curtain and motor.

Justification

This curtain is used to separate the gym into two (2) separate halves to allow for more use. It is also a safety feature for adult volleyball as it keeps the balls on their side of the gym and does not disrupt other courts.

Only the curtain was replaced in 1999; the 20 year old motor was not replaced. Typically both the curtain and motor are replaced at the same time as a new curtain requires a new style of motor.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment			15,000			15,000
Total			15,000			15,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2026)			15,000			15,000
Total			15,000			15,000

Project #	ENG E 24-01
Project Name	Replacement - 2007 Ford Pickup #8

Capital Asset # 21145
Unit # 8

Department Engineering
Contact City Engineer
Type Vehicle
Useful Life 12 years
Category Equipment-Machinery/Vehicle
Priority 1 High

Description

2007 Ford Half Ton Pickup - Unit #8
Acquisition Date: 5/3/2007
Mileage: 26,310 as of 6/15/2023

Justification

Truck is used by Engineering Technicians.

Expenditures	2024	2025	2026	2027	2028	Total
Vehicle	45,000					45,000
Total	45,000					45,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2024)	40,000					40,000
Sale of Capital Asset (431)	5,000					5,000
Total	45,000					45,000

Project #	ENG E 25-01
Project Name	Replacement - Traffic Counting Equipment

Capital Asset # 23335
Unit #

Department Engineering
Contact City Engineer
Type Equipment
Useful Life 7 years
Category Equipment-Miscellaneous
Priority 1 High

Description

Replacement of the traffic counting equipment.

Justification

This equipment is used to count vehicles, pedestrians, and bicyclists at intersections and on roads. It is used to evaluate intersection control changes and street designs.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment		10,000				10,000
Total		10,000				10,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Replacement Fund (431)		10,000				10,000
Total		10,000				10,000

Project #	ENG E 27-01
Project Name	Replacement - Topcon Station Survey Equipment

Department	Engineering
Contact	City Engineer
Type	Equipment
Useful Life	15 years
Category	Equipment-Miscellaneous
Priority	1 High

Capital Asset #

Unit #

Description

Replacement of the Topcon Total Station survey equipment.

Justification

This piece of equipment is vital to the Engineering Department services as it is used to survey and stake projects where the department's GPS units will not work due to buildings, tree coverage, or where better accuracy is needed.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment				40,000		40,000
Total				40,000		40,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Replacement Fund (431)				39,500		39,500
Sale of Capital Asset (431)				500		500
Total				40,000		40,000

Project #	ENG E 27-02
Project Name	Replacement - 2012 Ford Econoline Van #3

Department	Engineering
Contact	City Engineer
Type	Vehicle
Useful Life	15 years
Category	Equipment-Machinery/Vehicle
Priority	1 High

Capital Asset # 22293

Unit # 3

Description

2012 Ford Econoline Van - Unit #3

Acquisition Date: 2012

Mileage: 50,769 as of 8/23/2023

Justification

Van is main surveying vehicle for Engineering Technicians. Replacement of this vehicle will save fuel and long-term maintenance costs.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment				40,000		40,000
Total				40,000		40,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Replacement Fund (431)				35,000		35,000
Sale of Capital Asset (431)				5,000		5,000
Total				40,000		40,000

Project #	ENG E 28-01
Project Name	Replacement - Plotter/Scanner

Department	Engineering
Contact	City Engineer
Type	Equipment
Useful Life	10 years
Category	Equipment-Miscellaneous
Priority	1 High

Capital Asset #	
Unit #	

Description

Replacement of the 2019 Cannon large scale color plotter/scanner.

Justification

This is the City's main large scale color plotter and scanner. It is used by all City departments to print large size plans and graphics, and is also used to scan large size plans and documents.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment					20,000	20,000
Total					20,000	20,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Replacement Fund (431)					19,800	19,800
Sale of Capital Asset (431)					200	200
Total					20,000	20,000

Project #	ENG E 28-02
Project Name	Replacement - GPS Surveying Equipment

Department	Engineering
Contact	City Engineer
Type	Equipment
Useful Life	7 years
Category	Equipment-Miscellaneous
Priority	1 High

Capital Asset #	
Unit #	

Description

Replacement of the GPS Surveying Equipment.

Justification

This piece of equipment is vital to the Engineering Department services as it is used to survey and stake projects on a daily basis.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment					40,000	40,000
Total					40,000	40,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Replacement Fund (431)					39,500	39,500
Sale of Capital Asset (431)					500	500
Total					40,000	40,000

Project #

FIR E 24-01

Project Name

Replacement - Fire Chief Squad #2104

Capital Asset # 22920

Unit # 2104

Department Fire

Contact Director Fire & Code Services

Type Vehicle

Useful Life 10 years

Category Equipment-Machinery/Vehicle

Priority 1 High

Description

2014 Ford Explorer - Unit #2104

Serial Number: 4335

Acquisition Date: 4/3/2014

Mileage: 93,791 as of 6/29/2023

Justification

This vehicle is scheduled to have a ten (10) year useful life. It will be close to 100,000 miles by 2024 and will still have some resale value in 2024. This vehicle is used by the Chief to attend meetings, trainings, respond to calls, and perform everyday tasks necessary to the position.

Expenditures	2024	2025	2026	2027	2028	Total
Vehicle	55,000					55,000
Total	55,000					55,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Safety Aid (431)	55,000					55,000
Total	55,000					55,000

Project #

FIR E 24-02

Project Name

Portable Fire Radios

Capital Asset #

Unit #

Department Fire

Contact Director Fire & Code Services

Type Equipment

Useful Life 10 years

Category Equipment-Miscellaneous

Priority 1 High

Description

(17) Motorola APX 6000XE hand-held portable radios.

Justification

There is a shortfall in the quantity of radios that the department currently has on hand. Adding these hand-held radios will help with the speed and efficiency of emergency response.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	122,900					122,900
Total	122,900					122,900

Funding Sources	2024	2025	2026	2027	2028	Total
Public Safety Aid (431)	122,900					122,900
Total	122,900					122,900

Project #

FIR E 24-03

Project Name

Replacement - Utility Task Vehicle (UTV)

Capital Asset #

22294

Unit #

Description

2012 Polaris Ranger UTV

Acquisition Date: 8/13/2012

Mileage: 957 as of 7/17/2023

Justification

The ability to safely, efficiently, and quickly respond to any type of rescue or fire scenario imaginable is a priority to the Faribault Fire Department. Having a UTV available covers most scenarios that have been confronted over the years. Not only having a UTV, but having a reliable and up-to-date piece of equipment is important.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	50,659					50,659
Total	50,659					50,659

Funding Sources	2024	2025	2026	2027	2028	Total
Public Safety Aid (431)	50,659					50,659
Total	50,659					50,659

Project #

FIR E 24-04

Project Name

Self-Contained Breathing Apparatus (SCBA) Washer

Capital Asset #

Unit #

Description

This piece of equipment washes the entire self-contained breathing apparatus (SCBA), along with other pieces of equipment.

Justification

This piece of equipment is another step toward lowering firefighters exposure to cancer causing agents. Presently, SCBA gear is washed with a hose and scrubbing brush by hand. The washer has been proven to remove carcinogens from the SCBA gear.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	40,000					40,000
Total	40,000					40,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Safety Aid (431)	40,000					40,000
Total	40,000					40,000

Department

Fire

Contact

Director Fire & Code Services

Type

Equipment

Useful Life

10 years

Category

Equipment-Machinery/Vehicle

Priority

1 High

Department

Fire

Contact

Director Fire & Code Services

Type

Equipment

Useful Life

20 years

Category

Equipment-Miscellaneous

Priority

1 High

Project #

FIR E 24-05

Project Name

Ladder for Pumper #2115

Capital Asset #

Unit # 2115

Department

Fire

Contact

Director Fire & Code Services

Type

Equipment

Useful Life

20 years

Category

Equipment-Miscellaneous

Priority

1 High

Description

This ladder attaches to the back of pumper #2115 and allows access to the bed of the truck.

Justification

This ladder is an addition onto the existing pumper truck that currently has vertical steps that the firefighters utilize to access the bed of the truck. This ladder creates a much safer condition.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	8,000					8,000
Total	8,000					8,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Safety Aid (431)	8,000					8,000
Total	8,000					8,000

Project #

FIR E 24-06

Project Name

Replacement - Fire Extinguisher Training Aid

Capital Asset #

Unit #

Department

Fire

Contact

Director Fire & Code Services

Type

Equipment

Useful Life

20 years

Category

Equipment-Miscellaneous

Priority

1 High

Description

This piece of equipment allows the Fire Department to safely train people on the proper use of fire extinguishers.

Justification

The Fire Department currently has a training aid that is 14+ years old. It is not reliable and advances in technology have made the new training aid more reliable. The Fire Department trains hundreds of people a year with this piece of equipment.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	13,000					13,000
Total	13,000					13,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Safety Aid (431)	13,000					13,000
Total	13,000					13,000

Project #

FIR E 24-07

Project Name

Replacement - Smartboards and Computers

Department

Fire

Contact

Director Fire & Code Services

Type

Equipment

Useful Life

5 years

Category

Equipment-Miscellaneous

Priority

1 High

Description

Two (2) 86" Smartboards and computers for the Fire Station and the Emergency Operations Center (EOC).

Justification

The 86" Smartboard has a high-definition display, interactive features, easy to assemble and disassemble, and no safety fences required. The Fire Department would like to update the smartboard(s) at the Fire Station and at the EOC.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	15,000					15,000
Total	15,000					15,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Safety Aid (431)	15,000					15,000
Total	15,000					15,000

Project #

FIR E 24-08

Project Name

Replacement - Trailer #1

Department

Fire

Contact

Director Fire & Code Services

Type

Equipment

Useful Life

20 years

Category

Equipment-Machinery/Vehicle

Priority

2 Medium

Description

2003 United Trailer - Serial #3841 - Unit #TRT1

Acquisition Date: 7/10/2003

Justification

This trailer, which stores the technical rescue equipment, was acquired with a Homeland Security Grant. This trailer was in the CIP for 2023 for replacement but did not anticipate the price increase that trailers have experienced. This larger trailer will allow the Fire Department to go from three (3) trailers down to two (2).

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	18,000					18,000
Total	18,000					18,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Replacement Fund (431)	9,000					9,000
Public Safety Aid (431)	9,000					9,000
Total	18,000					18,000

Project #

FIR E 25-01

Project Name

Replacement - Lucas 1 Chest Compression Device

Capital Asset #

22328

Unit #

Description

The Lucas 1 is an automatic chest compression device used to deliver chest compressions to pulseless patients.

Justification

This machine delivers highly effective chest compressions to pulseless patients. This machine will be ten (10) years old in 2025 and it is very important to have reliable life saving equipment.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment		20,000				20,000
Total		20,000				20,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Safety Aid (431)		20,000				20,000
Total		20,000				20,000

Project #

FIR E 28-01

Project Name

Replacement - 2008 Spartan Fire Pumper #2115

Capital Asset #

21200

Unit #

2115

Description

2008 Spartan Fire Pumper w/Rosenbauer Engine - Unit #2115
Serial Number: 9061

Acquisition Date: 3/11/2008

Mileage: 31,542 as of 7/17/2023

Justification

The Fire Departments current apparatus 2115 is scheduled to be replaced as it is twenty (20) years old. They are still reliable but to keep them longer than 20 years is risky as water is hard on equipment and once apparatus gets this old they are expensive to fix and maintain.

Expenditures	2024	2025	2026	2027	2028	Total
Vehicle					1,300,000	1,300,000
Total					1,300,000	1,300,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates					1,300,000	1,300,000
Total					1,300,000	1,300,000

Department

Fire

Contact

Director Fire & Code Services

Type

Equipment

Useful Life

10 years

Category

Equipment-Miscellaneous

Priority

1 High

Department

Fire

Contact

Director Fire & Code Services

Type

Equipment

Useful Life

20 years

Category

Equipment-Machinery/Vehicle

Priority

2 Medium

Project #

FIR E 28-02

Project Name

Replacement - 1997 Ford F350 Crew Cab #2130

Capital Asset # 20030

Unit # 2130

Department Fire

Contact Director Fire & Code Services

Type Equipment

Useful Life 20 years

Category Equipment-Machinery/Vehicle

Priority 1 High

Description

1997 Ford F350 4x4 - Unit #2130

Serial # 1FTJW36G5VEC39823

Acquisition Date: 8/29/1997

Mileage: 24,152 as of 10/24/2023

Justification

With the discovery of firefighter cancer rates being twice that of other human beings, ways are being found to minimize the exposure of cancer causing particles to firefighters. This vehicle is key in minimizing exposure. All of the apparatuses are designed for specialized jobs but not one of them has any "spare" room to haul stuff that won't fall onto the road and be damaged or lost. Many times dirty equipment is hauled back in the passenger compartment of a vehicle because that is the only secure place to put it. This exposes firefighters in the passenger compartment to cancer causing particles.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment					80,000	80,000
Total					80,000	80,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Replacement Fund (431)					80,000	80,000
Total					80,000	80,000

Project #

IT E 24-01

Project Name

Replacement - Cameras

Capital Asset #

Unit #

Department IT

Contact Human Resources Director

Type Equipment

Useful Life 10 years

Category Equipment-Miscellaneous

Priority 1 High

Description

Verkada is the sytem that will replace all cameras in the City. Some facilities will be adding some cameras as well as replacing the old.

2024 Public Works Facility

2025 Police Station

2027 Aquatic Center and Community Center

Justification

Replacement of security cameras and installing new cameras in new places are needed in order to have the proper security for City facilities. With all the security needed for the facilities and failures happening this is a must have.

Expenditures	2024	2025	2026	2027	2028	Total
Facility Maintenance	77,215	70,130		124,213		271,558
Total	77,215	70,130		124,213		271,558

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2024)	36,000	70,130				106,130
Equipment Certificates (2026)				124,213		124,213
Sanitary Sewer Fund (602)	6,929					6,929
Storm Water Fund (603)	533					533
Water Fund (601)	33,753					33,753
Total	77,215	70,130		124,213		271,558

Project #

IT E 24-02

Project Name

Replacement - Door Access Panels

Department

IT

Contact

Human Resources Director

Type

Equipment

Useful Life

10 years

Category

Equipment-Miscellaneous

Priority

1 High

Capital Asset #

Unit #

Description

Verkada is the system that will replace all door access systems in the City. Some facilities will be adding some door access and others will be just replacing the old.

2024	Public Works Facility and Water Plant	2026	Police
2025	City Hall	2027	Fire, Community Center, and Library

Justification

The security for the facilities is failing due to door access panels completely not working and parts cannot be found to fix the current system. With all the security needed for the facilities and failures happening these are a must have.

Expenditures	2024	2025	2026	2027	2028	Total
Facility Maintenance	42,804	27,737	58,938	56,621		186,100
Total	42,804	27,737	58,938	56,621		186,100

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2024)	22,680	27,737				50,417
Equipment Certificates (2026)			58,938	56,621		115,559
Sanitary Sewer Fund (602)	2,408					2,408
Storm Water Fund (603)	335					335
Water Fund (601)	17,381					17,381
Total	42,804	27,737	58,938	56,621		186,100

Project #

LIB E 24-01

Project Name

Upgrade - Great Hall Technology & User Experience

Department

Library

Contact

Library Director

Type

Equipment

Useful Life

10 years

Category

Equipment-Miscellaneous

Priority

1 High

Capital Asset #

Unit #

Description

The Great Hall technology will be upgraded by installing a hearing loop system, sound system, projector, motorized screen, acoustic panels, and other equipment to enhance the user and audience experience.

Justification

The acoustics and size of the Great Hall make it difficult to hear and enjoy programming in this room. The technology currently used in this area is old and outdated. These upgrades will help make programming hosted in the Great Hall more accessible.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	150,000					150,000
Total	150,000					150,000

Funding Sources	2024	2025	2026	2027	2028	Total
Library Donation Fund (217)	150,000					150,000
Total	150,000					150,000

Project #

LIB E 26-01

Project Name

Replacement - Library Furniture

Capital Asset #

Unit #

Department

Library

Contact

Library Director

Type

Equipment

Useful Life

10 years

Category

Equipment-Miscellaneous

Priority

1 High

Description

Replacement of the library furnishings used by patrons including upholstered chairs, love seats, wooden tables, and wooden chairs.

Justification

The upholstered furniture was last replaced in 2016. The wooden furniture was purchased in 1994. The furniture will have exceeded its useful life.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment			75,000			75,000
Total			75,000			75,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2026)			75,000			75,000
Total			75,000			75,000

Project #

LIB E 27-01

Project Name

Replacement - Library Security Gate System

Capital Asset #

Unit #

Department

Library

Contact

Library Director

Type

Equipment

Useful Life

25 years

Category

Equipment-Miscellaneous

Priority

4 Future Consideration

Description

Replacement of the security gate system at the main entrance of library.

Justification

The current security gate system dates back to 1995. The gate count feature no longer works and it is prone to false alarms. It has surpassed its useful life.

Expenditures	2024	2025	2026	2027	2028	Total
Site Improvement				25,000		25,000
Total				25,000		25,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2028)				25,000		25,000
Total				25,000		25,000

Project #

LIB E 27-02

Project Name

Library Makerspace Incubator

Department

Library

Contact

Library Director

Type

Equipment

Useful Life

10 years

Category

Equipment-Miscellaneous

Priority

1 High

Capital Asset #

Unit #

Description

With community input and partnerships, the library will equip a makerspace incubator with emerging and innovative technology and tools to be used by makers, entrepreneurs, and community members.

Justification

One third of the original bequest from the Estate of Robert L. Crandall has been designated to be used to equip a makerspace incubator in the current community center should a new community center be built.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment				1,000,000		1,000,000
Total				1,000,000		1,000,000

Funding Sources	2024	2025	2026	2027	2028	Total
Library Donation Fund (217)				1,000,000		1,000,000
Total				1,000,000		1,000,000

Project #

LIB E 28-01

Project Name

Replacement - Self-Checkout System

Department

Library

Contact

Library Director

Type

Equipment

Useful Life

10 years

Category

Equipment-Miscellaneous

Priority

3 Low

Capital Asset # 22292

Unit #

Description

Replacement of the self-checkout system and credit card equipment.

Justification

The self-checkout system was last upgraded in 2018 and will have reached its useful life. This system improves customer service and privacy.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment					12,000	12,000
Total					12,000	12,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Replacement Fund (431)					12,000	12,000
Total					12,000	12,000

Project #	PAR E 24-01
Project Name	Replacement - 2014 Ford F250 Pickup #3

Capital Asset # 22311
Unit # 3

Department Parks
Contact Parks & Recreation Director
Type Vehicle
Useful Life 10 years
Category Equipment-Machinery/Vehicle
Priority 1 High

Description

2014 Ford F250 Pickup - Unit #3 Accessories: Snowblade and Tool Box Acquisition Date: 11/1/2013 Mileage: 28,201 as of 6/21/2023
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Justification

Pickup trucks are used for general park maintenance and snow plowing.

Expenditures	2024	2025	2026	2027	2028	Total
Vehicle	65,000					65,000
Total	65,000					65,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2024)	65,000					65,000
Total	65,000					65,000

Project #	PAR E 24-02
Project Name	Replacement - 2003 Downeaster Sander #19

Capital Asset #
Unit # 19

Department Parks
Contact Parks & Recreation Director
Type Equipment
Useful Life 20 years
Category Equipment-Machinery/Vehicle
Priority 1 High

Description

2003 Downeaster Sander - Unit #19 Serial Number: 5207
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Justification

This is used for sanding parking lots and trails during winter seasons.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	7,000					7,000
Total	7,000					7,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Replacement Fund (431)	7,000					7,000
Total	7,000					7,000

Project #

PAR E 24-03

Project Name

Replacement - Ice Arena Compressor

Department

Parks

Contact

Parks & Recreation Director

Type

Equipment

Useful Life

5 years

Category

Equipment-Miscellaneous

Priority

1 High

Capital Asset #

Unit #

Description

Replacement of the compressors at the ice arena. Request is for 1/3 of the cost from the City, 1/3 of the cost from the School District, and 1/3 cost from the Hockey Association. The Hockey Association will be responsible for the purchase of the compressor.

Justification

The current compressors are 26 years old and use R22 freon. These compressors are no longer available to purchase. In 2022, a compressor required \$40,000 worth of repairs just to keep it running. We need to make the investment to keep the ice arena working for years to come.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	200,000					200,000
Total	200,000					200,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Replacement Fund (431)	200,000					200,000
Total	200,000					200,000

Project #

PAR E 24-04

Project Name

Replacement - 2017 Toolcat #62

Department

Parks

Contact

Parks & Recreation Director

Type

Equipment

Useful Life

7 years

Category

Equipment-Machinery/Vehicle

Priority

1 High

Capital Asset # 23288

Unit # 62

Description

2017 Toolcat - Unit #62

Acquisition Date: 2017

Hours: 2,348 as of 6/21/2023

Justification

This is our most used piece of equipment. Equipment is used daily for park and trail maintenance. The City may send the old Toolcat to River Bend Nature Center.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	70,000					70,000
Total	70,000					70,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2024)	70,000					70,000
Total	70,000					70,000

Project #

PAR E 25-01

Project Name

Replacement - Wood Chipper #26

Department

Parks

Contact

Parks & Recreation Director

Type

Equipment

Useful Life

10 years

Category

Equipment-Machinery/Vehicle

Priority

1 High

Description

2012 Vermeer Wood Chipper - Unit #26

Acquisition Date: 6/22/2012

Hours: 623 as of 6/21/2023

Justification

Used by Parks and Streets Departments to do tree work in parks and boulevards. There will be more use with emerald ash bore removals.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment		70,000				70,000
Total		70,000				70,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2024)		70,000				70,000
Total		70,000				70,000

Project #

PAR E 25-02

Project Name

Replacement - 2012 Ford F550 Dump Truck #2

Department

Parks

Contact

Parks & Recreation Director

Type

Equipment

Useful Life

12 years

Category

Equipment-Machinery/Vehicle

Priority

1 High

Description

2012 Ford F550 Dump Truck - Unit #2

Acquisition Date: 9/5/2012

Mileage: 32,915 as of 6/21/2023

Justification

This pickup truck is used for general park maintenance and snow plowing.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment		70,000				70,000
Total		70,000				70,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2024)		70,000				70,000
Total		70,000				70,000

Project #

PAR E 25-03

Project Name

Replacement - 2009 Diamond Boom Mower #33

Department

Parks

Contact

Parks & Recreation Director

Type

Equipment

Useful Life

8 years

Category

Equipment-Machinery/Vehicle

Priority

1 High

Description

2009 Diamond Boom Mower - Unit #33

Acquisition Date: 12/1/2014

Justification

Used for mowing parks and along roadways.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment		55,000				55,000
Total		55,000				55,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2024)		55,000				55,000
Total		55,000				55,000

Project #

PAR E 25-04

Project Name

Zamboni

Department

Parks

Contact

Parks & Recreation Director

Type

Equipment

Useful Life

20 years

Category

Equipment-Machinery/Vehicle

Priority

1 High

Description

For downtown (viaduct area) park use.

Justification

Used for ice surfacing at the downtown (viaduct area) park.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment		15,000				15,000
Total		15,000				15,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2024)		15,000				15,000
Total		15,000				15,000

Project #

PAR E 25-05

Project Name

Tractor

Capital Asset #

Unit #

Department

Parks

Contact

Parks & Recreation Director

Type

Equipment

Useful Life

25 years

Category

Equipment-Machinery/Vehicle

Priority

1 High

Description

For downtown (viaduct area) park.

Justification

Used to pull zamboni and also used for park maintenance.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment		75,000				75,000
Total		75,000				75,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2024)		75,000				75,000
Total		75,000				75,000

Project #

PAR E 25-06

Project Name

Replacement - Park Playground Equipment

Capital Asset #

Unit #

Department

Parks

Contact

Parks & Recreation Director

Type

Equipment

Useful Life

20 years

Category

Equipment-Miscellaneous

Priority

1 High

Description

Replacement of the playground equipment as follows:

2025 - Forest Park

2027 - Whipple Heights Park

Justification

Regular replacement of playground equipment needs to be done to ensure playground safety.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment		100,000		100,000		200,000
Total		100,000		100,000		200,000

Funding Sources	2024	2025	2026	2027	2028	Total
Park Improvements (404)		100,000		100,000		200,000
Total		100,000		100,000		200,000

Project # PAR E 26-01
Project Name Replacement - 2014 Bobcat Soil Conditioner #42

Capital Asset # 22913
Unit # 42

Department Parks
Contact Parks & Recreation Director
Type Equipment
Useful Life 10 years
Category Equipment-Machinery/Vehicle
Priority 1 High

Description

2014 Bobcat Soil Conditioner - Unit #42

Acquisition Date: 5/2/2014

Justification

This attachment is used regularly prior to seeding or adding sod.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment			11,000			11,000
Total			11,000			11,000
Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2028)			11,000			11,000
Total			11,000			11,000

Project # PAR E 26-02
Project Name Replacement - 2013 Toro 72" Mower #15

Capital Asset # 22930
Unit # 15

Department Parks
Contact Parks & Recreation Director
Type Equipment
Useful Life 10 years
Category Equipment-Machinery/Vehicle
Priority 1 High

Description

2013 Toro 360 72" Mower - Unit #15

Acquisition Date: 2/25/2015

Hours: 50 as of 6/21/2023

Justification

Unit will be three (3) years past its expected life. It is used in small parks.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment			70,000			70,000
Total			70,000			70,000
Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2026)			70,000			70,000
Total			70,000			70,000

Project #	PAR E 27-01
Project Name	Replacement - 2012 Ford F550 Bucket Truck #39

Capital Asset # 23271
Unit # 39

Department Parks
Contact Parks & Recreation Director
Type Vehicle
Useful Life 15 years
Category Equipment-Machinery/Vehicle
Priority 1 High

Description

2012 F550 Bucket Truck - Unit #39
Acquisition Date: 1/31/2012
Mileage: 3,552 as of 6/21/2023

Justification

This is a small garbage truck. It is used to empty trash cans in parks and along trails.

Expenditures	2024	2025	2026	2027	2028	Total
Vehicle				150,000		150,000
Total				150,000		150,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2026)				150,000		150,000
Total				150,000		150,000

Project #	PAR E 27-02
Project Name	Replacement - 2017 Toolcat Stump Grinder #59

Capital Asset #
Unit # 59

Department Parks
Contact Parks & Recreation Director
Type Equipment
Useful Life 10 years
Category Equipment-Miscellaneous
Priority 1 High

Description

2017 Toolcat Stump Grinder - Unit #59
Acquisition Date: 2017

Justification

This attachment is used to remove tree stumps. It is getting very heavy use with emerald ash bore issues.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment				10,000		10,000
Total				10,000		10,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2028)				10,000		10,000
Total				10,000		10,000

Project #	PAR E 27-03
Project Name	Replacement - 2019 V Plow #68

Capital Asset #

Unit # 68

Department	Parks
Contact	Parks & Recreation Director
Type	Equipment
Useful Life	7 years
Category	Equipment-Miscellaneous
Priority	1 High

Description

2019 V Plow - Unit #68

Acquisition Date: 2019

Justification

This attachment is used to plow snow on trails and in parking lots.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment				6,000		6,000
Total				6,000		6,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2028)				6,000		6,000
Total				6,000		6,000

Project #	PAR E 27-04
Project Name	Replacement - 2012 Toro Ball Cart #50

Capital Asset # 22904

Unit # 50

Department	Parks
Contact	Parks & Recreation Director
Type	Equipment
Useful Life	15 years
Category	Equipment-Miscellaneous
Priority	1 High

Description

2012 Toro Workman HDX Utility Ball Cart - Unit #50

Acquisition Date: 11/21/2012

Hours: 547 as of 6/21/2023

Justification

Used in all parks and for snow removal.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment				30,000		30,000
Total				30,000		30,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2028)				30,000		30,000
Total				30,000		30,000

Project #

PAR E 27-05

Project Name

Replacement - 2000 Toro Aerator #51

Department

Parks

Contact

Parks & Recreation Director

Type

Equipment

Useful Life

20 years

Category

Equipment-Machinery/Vehicle

Priority

2 Medium

Capital Asset #

Unit #

51

Description

2000 Toro Aerator - Unit #51

Serial Number: 687

Justification

Used to aerate ballfields throughout entire park system.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment				6,500		6,500
Total				6,500		6,500
Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2028)				6,500		6,500
Total				6,500		6,500

Project #

PAR E 28-01

Project Name

Replacement - Ford F250 Pickup #32

Department

Parks

Contact

Parks & Recreation Director

Type

Vehicle

Useful Life

10 years

Category

Equipment-Machinery/Vehicle

Priority

1 High

Capital Asset #

23308

Unit #

32

Description

2019 Ford F250 Pickup - Unit #32

Acquisition Date: 10/2/2018

Mileage: 12,911 as of 6/21/2023

Justification

Pickup is used for parks maintenance and snow removal.

Expenditures	2024	2025	2026	2027	2028	Total
Vehicle					40,000	40,000
Total					40,000	40,000
Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2028)					40,000	40,000
Total					40,000	40,000

Project #

PAR E 28-02

Project Name

Replacement - Scoreboards at North Alexander Park

Capital Asset #

Unit #

Department	Parks
Contact	Parks & Recreation Director
Type	Equipment
Useful Life	25 years
Category	Equipment-Miscellaneous
Priority	1 High

Description

Replacement of the scoreboards at North Alexander Park.

Justification

Scoreboards are used for softball and baseball games in North Alexander Park. They were purchased in 2001 and are due for replacement.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment					78,000	78,000
Total					78,000	78,000
Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2028)					78,000	78,000
Total					78,000	78,000

Project #

PAR E 28-03

Project Name

Replacement - 2019 Bobcat Toolcat #38

Capital Asset #

23322

Unit #

38

Department	Parks
Contact	Parks & Recreation Director
Type	Equipment
Useful Life	7 years
Category	Equipment-Machinery/Vehicle
Priority	1 High

Description

2019 Bobcat Toolcat - Unit #38

Acquisition Date: 4/3/2019

Hours: 1,462 as of 6/21/2023

Justification

Used in all parks and for snow removal.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment					65,000	65,000
Total					65,000	65,000
Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2028)					65,000	65,000
Total					65,000	65,000

Project #

PAR E 28-04

Project Name

Replacement - 2015 Toro 72" Mower #30

Department

Parks

Contact

Parks & Recreation Director

Type

Equipment

Useful Life

10 years

Category

Equipment-Machinery/Vehicle

Priority

1 High

Description

2015 Toro Groundsmaster 72" Mower - Unit #30

Acquisition Date: 2/25/2015

Hours: 783 as of 6/21/2023

Justification

Used to mow the smaller parks.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment					30,000	30,000
Total					30,000	30,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2028)					30,000	30,000
Total					30,000	30,000

Project #

PAR E 28-05

Project Name

Replacement - 2018 Toro 4000D Lawn Mower #27

Department

Parks

Contact

Parks & Recreation Director

Type

Equipment

Useful Life

10 years

Category

Equipment-Machinery/Vehicle

Priority

1 High

Description

2018 Toro Lawn Mower 4000D - Unit #27

Acquisition Date: 5/1/2018

Hours: 1,514 as of 6/21/2023

Justification

Unit used at North Alexander Park for mowing.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment					70,000	70,000
Total					70,000	70,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2028)					70,000	70,000
Total					70,000	70,000

Project #

PAR E 28-06

Project Name

Replacement - 2008 Towmaster Trailer #40

Capital Asset # 21243
Unit # 40

Department Parks
Contact Parks & Recreation Director
Type Equipment
Useful Life 20 years
Category Equipment-Machinery/Vehicle
Priority 1 High

Description

2008 Towmaster Equipment Trailer - Unit #40
Acquisition Date: 5/12/2008

Justification

Used in all parks for hauling equipment.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment					15,000	15,000
Total					15,000	15,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2028)					15,000	15,000
Total					15,000	15,000

Project #

POL E 24-01

Project Name

Patrol Utility Task Vehicle (UTV)

Capital Asset #
Unit #

Department Police
Contact Chief of Police
Type Equipment
Useful Life 10 years
Category Equipment-Machinery/Vehicle
Priority 1 High

Description

UTV designed to hold up to 4 passengers. UTV will access remote and hard to reach areas of the City in need of law enforcement/rescue services.

Justification

A UTV would be utilized as part of the daily patrol response. The all-terrain aspect of the UTV and ability to drive on City streets will enable better and more visible patrols in the City parks, trails, and areas otherwise inaccessible to patrol vehicles. Response to emergencies in parks/trails will improve as well as higher visibility patrol at community events, parades, and activities.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	36,500					36,500
Total	36,500					36,500

Funding Sources	2024	2025	2026	2027	2028	Total
Public Safety Aid (431)	36,500					36,500
Total	36,500					36,500

Project #

POL E 24-02

Project Name

Speed Awareness Monitor (SAM) - Speed Trailer

Department	Police
Contact	Chief of Police
Type	Equipment
Useful Life	5 years
Category	Equipment-Miscellaneous
Priority	1 High

Capital Asset #

Unit #

Description

Speed Awareness Monitor (SAM) - Speed Trailer

Justification

The Stalkers street Dynamic's SAM trailer features the same radar technology used by over 85% of state law enforcement agencies in the US. Its compact size makes it easy to tow, and its all steel construction makes it durable enough to withstand even the roughest road conditions.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	10,900					10,900
Total	10,900					10,900

Funding Sources	2024	2025	2026	2027	2028	Total
Public Safety Aid (431)	10,900					10,900
Total	10,900					10,900

Project #

POL E 24-03

Project Name

86" Smartboard

Department	Police
Contact	Chief of Police
Type	Equipment
Useful Life	5 years
Category	Equipment-Miscellaneous
Priority	1 High

Capital Asset #

Unit #

Description

86" Smartboard for the Police Department Investigations.

Justification

The 86" Smartboard has a high-definition display, interactive features, easy to assemble and disassemble.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	7,500					7,500
Total	7,500					7,500

Funding Sources	2024	2025	2026	2027	2028	Total
Public Safety Aid (431)	7,500					7,500
Total	7,500					7,500

Project #	POL E 24-04
Project Name	Sonic Gun Cleaner

Department	Police
Contact	Chief of Police
Type	Equipment
Useful Life	7 years
Category	Equipment-Miscellaneous
Priority	1 High

Capital Asset #

Unit #

Description

Sonic gun cleaner capable of cleaning and lubricating multiple department firearms at once.

Justification

Currently, department patrol rifles are maintained and cleaned by designated firearms instructors. Cleaning and properly lubricating each of the department's rifles and handguns is a time consuming task. The sonic cleaner does both without the need for overtime to support the department's equipment needs.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	14,000					14,000
Total	14,000					14,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Safety Aid (431)	14,000					14,000
Total	14,000					14,000

Project #	SWR E 25-01
Project Name	Glynview Liftstation Generator

Department	Sewer Collection
Contact	Public Works Director
Type	Equipment
Useful Life	15 years
Category	Equipment-Miscellaneous
Priority	1 High

Capital Asset #

Unit #

Description

Glynview liftstation generator.

Justification

The installation of a stationary standby generator to ensure power to eliminate sewer backups during power outages.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment		120,000				120,000
Total		120,000				120,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sanitary Sewer Fund (602)		120,000				120,000
Total		120,000				120,000

Project #

SWR E 26-01

Project Name

Replacement - Trailer Mount Pressure Washer

Department

Sewer Collection

Contact

Public Works Director

Type

Equipment

Useful Life

10 years

Category

Equipment-Miscellaneous

Priority

1 High

Description

Replacement of the trailer mounted pressure washer.

Justification

Pressure washer will have reached the end of its useful life and will need to be replaced to be able to continue to use the piece of equipment for lift station and hydrant maintenance.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment			11,500			11,500
Total			11,500			11,500

Funding Sources	2024	2025	2026	2027	2028	Total
Sanitary Sewer Fund (602)			11,500			11,500
Total			11,500			11,500

Project #

SWR E 27-01

Project Name

Replacement - 2007 Towmaster Trailer #207

Department

Sewer Collection

Contact

Public Works Director

Type

Equipment

Useful Life

10 years

Category

Equipment-Machinery/Vehicle

Priority

1 High

Description

2007 Towmaster 16DDB Bobcat Trailer - Unit #207

Justification

Trailer will have reached its useful life and will need to be replaced to provide reliable transportation of equipment.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment				12,000		12,000
Total				12,000		12,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sanitary Sewer Fund (602)				12,000		12,000
Total				12,000		12,000

Project #	SWR E 28-01
Project Name	Replacement - Case Backhoe #25

Capital Asset # 22309
Unit # 25

Department Sewer Collection
Contact Public Works Director
Type Equipment
Useful Life 15 years
Category Equipment-Machinery/Vehicle
Priority 1 High

Description

2013 Case Backhoe - Unit #25
Acquisition Date: 7/30/2013
Hours: 3,091 as of 7/17/2023

Justification

Backhoe will have reached the end of its useful life and will need replacement to ensure reliable performance of utility repairs.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment					105,000	105,000
Total					105,000	105,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sale of Capital Asset (431)					20,000	20,000
Sanitary Sewer Fund (602)					85,000	85,000
Total					105,000	105,000

Project #	SWR E 28-02
Project Name	Replacement - 2018 Dodge Ram #10

Capital Asset # 23311
Unit # 10

Department Sewer Collection
Contact Public Works Director
Type Equipment
Useful Life 10 years
Category Equipment-Machinery/Vehicle
Priority 1 High

Description

2018 Dodge Ram 3500 with Utility Body - Unit #10
Acquisition Date: 7/10/2018
Mileage: 36,112 as of 7/17/2023

Justification

The 2018 Dodge Ram is used for sanitary sewer maintenance.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment					60,000	60,000
Total					60,000	60,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sale of Capital Asset (431)					10,000	10,000
Sanitary Sewer Fund (602)					50,000	50,000
Total					60,000	60,000

Project #	SWR E 28-03
Project Name	Replacement - 2016 Ford F550 #01

Capital Asset # 23112
Unit # 01

Department Sewer Collection
Contact Public Works Director
Type Equipment
Useful Life 12
Category Equipment-Machinery/Vehicle
Priority 1 High

Description

2016 Ford F550 with Utility Body - Unit #01
Acquisition Date: 4/7/2016
Mileage: 39,390 as of 7/17/2023

Justification

Replacement will result in increased operational efficiencies and reduced maintenance costs.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment					80,000	80,000
Total					80,000	80,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sale of Capital Asset (431)					12,000	12,000
Sanitary Sewer Fund (602)					68,000	68,000
Total					80,000	80,000

Project #	SWR E 28-04
Project Name	Replacement - Liftstation Generator

Capital Asset # 20191
Unit #

Department Sewer Collection
Contact Public Works Director
Type Equipment
Useful Life 15 years
Category Equipment-Miscellaneous
Priority 1 High

Description

Olympian Liftstation Generator
Acquisition Date 11/5/2003

Justification

Provides standby power for liftstations.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment					31,000	31,000
Total					31,000	31,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sanitary Sewer Fund (602)					31,000	31,000
Total					31,000	31,000

Project #

STW E 24-01

Project Name

Replacement - 2005 Ford F150 #105

Capital Asset # 20195

Unit # 105

Department

Stormwater

Contact

City Engineer

Type

Vehicle

Useful Life

12 years

Category

Equipment-Machinery/Vehicle

Priority

1 High

Description

2005 Ford F150 - Unit #105

Acquisition Date: 6/14/2005

Mileage: 59,270 as of 6/15/2023

Justification

Truck is used by Engineering Technicians for inspections.

Expenditures	2024	2025	2026	2027	2028	Total
Vehicle	45,000					45,000
Total	45,000					45,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sale of Capital Asset (603)	5,000					5,000
Storm Water Fund (603)	40,000					40,000
Total	45,000					45,000

Project #

STW E 26-01

Project Name

Replacement - Rover X Sewer Inspection Camera

Capital Asset #

Unit #

Department

Stormwater

Contact

Public Works Director

Type

Equipment

Useful Life

10 years

Category

Equipment-Miscellaneous

Priority

1 High

Description

Replacement of Rover X sewer inspection camera.

Justification

The televising equipment is used for the inspection of lines to identify problem areas and to obtain information for maintenance and repair.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment			120,000			120,000
Total			120,000			120,000

Funding Sources	2024	2025	2026	2027	2028	Total
Storm Water Fund (603)			120,000			120,000
Total			120,000			120,000

Project #	STR E 24-01
Project Name	Replacement - 2008 Ford F550 #307

Capital Asset # 21138
Unit # 307

Department Street
Contact Public Works Director
Type Vehicle
Useful Life 12 years
Category Equipment-Machinery/Vehicle
Priority 1 High

Description

2008 Ford F550 - Unit #307
Acquisition Date: 5/9/2007
Mileage: 39,445 as of 6/22/2023

Justification

Truck is used to transport equipment to job sites and snow plowing operations.

Expenditures	2024	2025	2026	2027	2028	Total
Vehicle	85,000					85,000
Total	85,000					85,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2024)	73,000					73,000
Sale of Capital Asset (431)	12,000					12,000
Total	85,000					85,000

Project #	STR E 24-02
Project Name	Replacement - Bobcat Planer #312

Capital Asset # 22901
Unit # 312

Department Street
Contact Public Works Director
Type Equipment
Useful Life 10 years
Category Equipment-Machinery/Vehicle
Priority 1 High

Description

Bobcat planer attachment - Unit #312
Acquisition Date: 9/18/2012

Justification

Planer attachment is used for asphalt repairs.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	15,000					15,000
Total	15,000					15,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Replacement Fund (431)	15,000					15,000
Total	15,000					15,000

Project #	STR E 24-03
Project Name	Upgrade - LED Street Lights

Department	Street
Contact	Public Works Director
Type	Equipment
Useful Life	15 years
Category	Equipment-Miscellaneous
Priority	1 High

Capital Asset #

Unit #

Description

LED street light upgrade.

Justification

The upgrade of City owned street lights to LED to decrease energy use and maintenance costs and increase performance.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	410,000					410,000
Total	410,000					410,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Replacement Fund (431)	410,000					410,000
Total	410,000					410,000

Project #	STR E 25-01
Project Name	Replacement - 2008 Ford F250 #407

Department	Street
Contact	Public Works Director
Type	Vehicle
Useful Life	12 years
Category	Equipment-Machinery/Vehicle
Priority	1 High

Capital Asset # 21075

Unit # 407

Description

2008 Ford F250 - Unit #407

Acquisition Date: 6/25/2007

Mileage: 64,061 as of 7/17/2023

Justification

Truck is used by Street Foreperson to transport equipment to job sites.

Expenditures	2024	2025	2026	2027	2028	Total
Vehicle		50,000				50,000
Total		50,000				50,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Replacement Fund (431)		45,000				45,000
Sale of Capital Asset (431)		5,000				5,000
Total		50,000				50,000

Project #	STR E 25-02
Project Name	Replacement - 2010 Int'l Plow Truck #110

Capital Asset # 21873
Unit # 110

Department Street
Contact Public Works Director
Type Equipment
Useful Life 15 years
Category Equipment-Machinery/Vehicle
Priority 1 High

Description

2010 International Plow Truck - Unit #110

Acquisition Date: 2/9/2010

Mileage: 146,030 as of 7/17/2023

Justification

Truck is used for snow plowing, material transport, and patching of streets.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment		310,000				310,000
Total		310,000				310,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sale of Capital Asset (431)		18,000				18,000
Sanitary Sewer Fund (602)		68,500				68,500
Water Fund (601)		223,500				223,500
Total		310,000				310,000

Project #	STR E 25-03
Project Name	Replacement - Elgin Sweeper #115

Capital Asset # 22329
Unit # 115

Department Street
Contact Public Works Director
Type Equipment
Useful Life 10 years
Category Equipment-Machinery/Vehicle
Priority 1 High

Description

2015 Elgin Sweeper - Unit #115

Acquisition Date: 1/2015

Hours: 4,979 as of 7/17/2023

Justification

Sweeper is used for spring and fall street sweeping. This unit is also used as the main sweeper for milling and patching as well as sealcoat and overlay projects.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment		290,000				290,000
Total		290,000				290,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sale of Capital Asset (431)		25,000				25,000
Storm Water Fund (603)		265,000				265,000
Total		290,000				290,000

Project #	STR E 25-04
Project Name	Replacement - 2007 Sterling L7500 #107

Capital Asset # 21095
Unit # 107

Department Street
Contact Public Works Director
Type Equipment
Useful Life 15 years
Category Equipment-Machinery/Vehicle
Priority 1 High

Description

2007 Sterling L7500 - Unit #107
Acquisition Date: 4/26/2007
Mileage: 124,000 as of 7/12/2023

Justification

Truck is used for snow plowing, material transport, and patching of streets.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment		275,000				275,000
Total		275,000				275,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2026)		263,000				263,000
Sale of Capital Asset (431)		12,000				12,000
Total		275,000				275,000

Project #	STR E 26-01
Project Name	Replacement - 2011 Cat Loader #111

Capital Asset # 22002
Unit # 111

Department Street
Contact Public Works Director
Type Equipment
Useful Life 15 years
Category Equipment-Machinery/Vehicle
Priority 1 High

Description

2011 Caterpillar Front End Loader - Unit #111
Acquisition Date: 5/25/2011
Hours: 4,238 as of 7/17/2023

Justification

Loader is used for material handling and snow plowing operations.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment			300,000			300,000
Total			300,000			300,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2028)			270,000			270,000
Sale of Capital Asset (431)			30,000			30,000
Total			300,000			300,000

Project #	STR E 26-02
Project Name	Replacement - 2005 Sterling Flusher #105

Capital Asset # 20165
Unit # 105

Department Street
Contact Public Works Director
Type Equipment
Useful Life 12 years
Category Equipment-Machinery/Vehicle
Priority 1 High

Description

2005 Sterling Flusher Truck - Unit #105
Acquisition Date: 11/24/2004
Mileage: 51,250 as of 7/17/2023

Justification

Truck is used for flushing City streets and flooding ice rinks.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment			310,000			310,000
Total			310,000			310,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sale of Capital Asset (431)			12,000			12,000
Storm Water Fund (603)			298,000			298,000
Total			310,000			310,000

Project #	STR E 26-03
Project Name	Replacement - 2005 Sellair Compressor #305

Capital Asset # 20876
Unit # 305

Department Street
Contact Public Works Director
Type Equipment
Useful Life 15 years
Category Equipment-Miscellaneous
Priority 1 High

Description

2005 Sellair Compressor - Unit #305
Hours: 790 as of 7/17/2023

Justification

Compressor is used for street maintenance functions.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment			30,000			30,000
Total			30,000			30,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2028)			28,000			28,000
Sale of Capital Asset (431)			2,000			2,000
Total			30,000			30,000

Project #	STR E 27-01
Project Name	Replacement - Tymco Sweeper #217

Capital Asset # 23279
Unit # 217

Department Street
Contact Public Works Director
Type Equipment
Useful Life 10 years
Category Equipment-Machinery/Vehicle
Priority 1 High

Description

Tymco Sweeper - Unit #217

Acquisition Date: 3/6/2017

Hours: 3,818 as of 7/17/2023

Justification

Sweeper is used for spring and fall street sweeping.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment				350,000		350,000
Total				350,000		350,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sale of Capital Asset (431)				40,000		40,000
Storm Water Fund (603)				310,000		310,000
Total				350,000		350,000

Project #	STR E 28-01
Project Name	Replacement - 2013 Int'l Single Axle #413

Capital Asset # 23270
Unit # 413

Department Street
Contact Public Works Director
Type Equipment
Useful Life 15 years
Category Equipment-Machinery/Vehicle
Priority 1 High

Description

2013 International Single Axle Truck - Unit #413

Acquisition Date: 9/7/2012

Mileage: 38,809 as of 7/17/2023

Justification

Truck is used for snow plowing, material transport, and patching of streets.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment					280,000	280,000
Total					280,000	280,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sale of Capital Asset (431)					18,000	18,000
Sanitary Sewer Fund (602)					61,000	61,000
Water Fund (601)					201,000	201,000
Total					280,000	280,000

Project #

STR E 28-02

Project Name

Replacement - Grayco Sprayer #103

Department	Street
Contact	Public Works Director
Type	Equipment
Useful Life	10 years
Category	Equipment-Miscellaneous
Priority	2 Medium

Capital Asset #

Unit # 103

Description

Grayco Paint Sprayer - Unit #103

Aquisition Date: 01/2003

Justification

The paint sprayer is used for pavement marking of parking stalls, crosswalks, etc.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment					35,000	35,000
Total					35,000	35,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Certificates (2028)					34,000	34,000
Sale of Capital Asset (431)					1,000	1,000
Total					35,000	35,000

Project #

WAT E 24-01

Project Name

Replacement - Water Meter Radios

Department	Water
Contact	Public Works Director
Type	Equipment
Useful Life	10 years
Category	Equipment-Miscellaneous
Priority	1 High

Capital Asset #

Unit #

Description

Replacement of water meter radios.

Justification

Replacement of water meter radios that allow for compatibility with recently upgraded Sensus system software.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	466,000	466,000	10,000	10,000	10,000	962,000
Total	466,000	466,000	10,000	10,000	10,000	962,000

Funding Sources	2024	2025	2026	2027	2028	Total
Water Fund (601)	466,000	466,000	10,000	10,000	10,000	962,000
Total	466,000	466,000	10,000	10,000	10,000	962,000

Project #	WAT E 24-02
Project Name	Antenna & Receiver

Capital Asset #
Unit #

Department Water
Contact Public Works Director
Type Equipment
Useful Life 10 years
Category Equipment-Miscellaneous
Priority 1 High

Description

Addition of a second antenna and receiver to the water meter radio read system.

Justification

Improve reception for the radio read system.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	55,000					55,000
Total	55,000					55,000

Funding Sources	2024	2025	2026	2027	2028	Total
Water Fund (601)	55,000					55,000
Total	55,000					55,000

Project #	WAT E 25-01
Project Name	Replacement - John Deere Mower #21

Capital Asset # 22323
Unit # 21

Department Water
Contact Public Works Director
Type Equipment
Useful Life 10 years
Category Equipment-Machinery/Vehicle
Priority 2 Medium

Description

2015 John Deere Z950 Mower - Unit #21

Acquisition Date: 3/9/2015

Hours: 1,344 as of 7/17/2023

Justification

The mower is used at the Water Department and Utility Shop grounds.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment		21,000				21,000
Total		21,000				21,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sale of Capital Asset (431)		1,000				1,000
Water Fund (601)		20,000				20,000
Total		21,000				21,000

Project #	WAT E 25-02
Project Name	Replacement - 2014 Dodge Ram #9

Capital Asset # 22910
Unit # 9

Department Water
Contact Public Works Director
Type Vehicle
Useful Life 10 years
Category Equipment-Machinery/Vehicle
Priority 1 High

Description

2014 Dodge Ram 1500 Pickup - Unit #9
Acquisition Date: 2014
Mileage: 67,272 as of 6/22/2023

Justification

Dodge Ram is used by the Utilities Superintendent.

Expenditures	2024	2025	2026	2027	2028	Total
Vehicle		40,000				40,000
Total		40,000				40,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sale of Capital Asset (431)		5,000				5,000
Water Fund (601)		35,000				35,000
Total		40,000				40,000

Project #	WAT E 27-01
Project Name	Replacement - CAT Generator

Capital Asset #
Unit #

Department Water
Contact Public Works Director
Type Equipment
Useful Life 20 years
Category Equipment-Miscellaneous
Priority 2 Medium

Description

1999 CAT 3306 Generator
Serial Number: 3920
Acquisition Date: 02/08/2003

Justification

Stationary generator to supply back-up power to wells #1 & #3.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment				140,000		140,000
Total				140,000		140,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sale of Capital Asset (431)				3,000		3,000
Water Fund (601)				137,000		137,000
Total				140,000		140,000

Project #

WRF E 24-01

Project Name

Replacement - Influent Pump

Department

Water Reclamation Facility

Contact

Public Works Director

Type

Equipment

Useful Life

15 years

Category

Equipment-Miscellaneous

Priority

2 Medium

Capital Asset #

Unit #

Description

Replacement of influent pump.

Justification

The pump has in excess of 70,000 hours of run time and needs to be replaced.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	83,000					83,000
Total	83,000					83,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sanitary Sewer Fund (602)	83,000					83,000
Total	83,000					83,000

Project #

WRF E 24-02

Project Name

Clarifier Launder Covers

Department

Water Reclamation Facility

Contact

Public Works Director

Type

Equipment

Useful Life

15 years

Category

Equipment-Miscellaneous

Priority

1 High

Capital Asset #

Unit #

Description

Clarifier Launder Covers.

Justification

The launder covers prohibit algae growth to increase treatment efficiency and improve permit compliance.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	230,000					230,000
Total	230,000					230,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sanitary Sewer Fund (602)	230,000					230,000
Total	230,000					230,000

Project #	WRF E 25-01
Project Name	Replacement - 2012 Ford Pickup #120

Capital Asset # 22296
Unit # 120

Department Water Reclamation Facility
Contact Public Works Director
Type Vehicle
Useful Life 12 years
Category Equipment-Machinery/Vehicle
Priority 1 High

Description

2012 Ford Super Duty F250 - Unit #120
Acquisition Date: 5/22/2012
Mileage: 23,617 as of 7/17/2023

Justification

Truck is used by Water Reclamation Facility staff for maintenance functions.

Expenditures	2024	2025	2026	2027	2028	Total
Vehicle		50,000				50,000
Total		50,000				50,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sale of Capital Asset (431)		7,000				7,000
Sanitary Sewer Fund (602)		43,000				43,000
Total		50,000				50,000

Project #	WRF E 26-01
Project Name	Replacement - 15' Rotary Mower

Capital Asset # 3088
Unit #

Department Water Reclamation Facility
Contact Public Works Director
Type Equipment
Useful Life 20 years
Category Equipment-Machinery/Vehicle
Priority 1 High

Description

Woods Batwing Mower
Serial Number: 1013158
Acquisition Date: 04/04/2006

Justification

Mower is used to mow weeds at the Water Reclamation Facility and chop corn stalks before land application of biosolids.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment			15,000			15,000
Total			15,000			15,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sale of Capital Asset (431)			1,000			1,000
Sanitary Sewer Fund (602)			14,000			14,000
Total			15,000			15,000

Project #

WRF E 26-02

Project Name

Replacement - Sludge Lagoon Pump

Department

Water Reclamation Facility

Contact

Public Works Director

Type

Equipment

Useful Life

20 years

Category

Equipment-Machinery/Vehicle

Priority

2 Medium

Capital Asset #

Unit #

Description

Replacement of the Badger lagoon pump 25' long.

Justification

Replacement of sludge lagoon pump for mixing lagoons during land application.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment			30,000			30,000
Total			30,000			30,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sanitary Sewer Fund (602)			30,000			30,000
Total			30,000			30,000

Facilities

City of Faribault, Minnesota
Capital Improvement Plan
2024 thru 2028
FACILITIES
DEPARTMENT SUMMARY

Department	2024	2025	2026	2027	2028	Total
Airport		50,000		846,000	300,000	1,196,000
Community Center				75,000,000		75,000,000
Fire				50,000	13,000,000	13,050,000
Library	40,000	40,000	100,000	40,000	150,000	370,000
Parks	9,020,000	325,000	50,000	130,000	90,000	9,615,000
Police	16,000					16,000
Street		30,000		150,000	230,000	410,000
Water	1,220,000	575,000		17,000		1,812,000
Water Reclamation Facility	300,000					300,000
TOTAL	10,596,000	1,020,000	150,000	76,233,000	13,770,000	101,769,000

City of Faribault, Minnesota

Capital Improvement Plan

2024 thru 2028

**FACILITIES
FUNDING SOURCE SUMMARY**

Source	2024	2025	2026	2027	2028	Total
Airport Fund (225)		15,000		42,300	15,000	72,300
Federal				450,000		450,000
Federal - FAA				311,400	270,000	581,400
GO Bond	7,000,000					7,000,000
GO Building Bond				75,000,000	13,000,000	88,000,000
Other	2,000,000					2,000,000
Park Improvements (404)	20,000	325,000	25,000	25,000	25,000	420,000
Public Facilities Fund (437)	56,000	70,000	125,000	345,000	445,000	1,041,000
Sanitary Sewer Fund (602)	300,000					300,000
State - MnDOT - Aeronautics		35,000		42,300	15,000	92,300
Water Fund (601)	1,220,000	575,000		17,000		1,812,000
GRAND TOTAL	10,596,000	1,020,000	150,000	76,233,000	13,770,000	101,769,000

City of Faribault, Minnesota

Capital Improvement Plan

2024 thru 2028

FACILITIES

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Airport								
Airfield Crack Sealing	AIR F 25-01	1		50,000				50,000
Overlay of Runway 12/30	AIR F 27-01	1				500,000		500,000
Perimeter Wildlife Control Fencing	AIR F 27-02	1				346,000		346,000
Mill and Overlay East Taxi Lane Area	AIR F 28-01	1					300,000	300,000
Airport Total				50,000		846,000	300,000	1,196,000
Airport Fund (225)								
Federal				15,000		42,300	15,000	72,300
Federal - FAA						450,000		450,000
State - MnDOT - Aeronautics						311,400	270,000	581,400
				35,000		42,300	15,000	92,300
Airport Total				50,000		846,000	300,000	1,196,000
Community Center								
Replacement - Community Center	COM F 27-01	1				75,000,000		75,000,000
Community Center Total						75,000,000		75,000,000
GO Building Bond								
Community Center Total						75,000,000		75,000,000
Fire								
Replacement - Fire Station Boiler	FIR F 27-01	1				50,000		50,000
Fire Station #2	FIR F 28-01	2					13,000,000	13,000,000
Fire Total						50,000	13,000,000	13,050,000
GO Building Bond								
Public Facilities Fund (437)							13,000,000	13,000,000
						50,000		50,000
Fire Total						50,000	13,000,000	13,050,000
Library								
Replacement - East and South Entry Doors	LIB F 24-01	1	40,000					40,000
Replacement - Library Lower Level Storm Windows	LIB F 25-01	1		40,000				40,000
Upgrade - Library Elevator	LIB F 26-01	2			100,000			100,000
Clean & Restore Great Hall Murals	LIB F 27-01	1				40,000		40,000
Replacement - Library Interior Lighting	LIB F 28-01	3					100,000	100,000

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Clean and Seal Library Exterior	LIB F 28-02	2					50,000	50,000
Library Total			40,000	40,000	100,000	40,000	150,000	370,000
Public Facilities Fund (437)			40,000	40,000	100,000	40,000	150,000	370,000
Library Total			40,000	40,000	100,000	40,000	150,000	370,000
Parks								
Downtown (viaduct area) Park	PAR F 24-01	1	9,000,000					9,000,000
White Sands Parking Lot	PAR F 25-01	1		50,000				50,000
Replacement - N Alexander Park Restrooms/MainBldg	PAR F 25-02	2		250,000				250,000
Replacement - White Sands Trail Head Facility Roof	PAR F 26-01	1			25,000			25,000
Upgrade - Central Park Bandshell	PAR F 27-01	1				105,000		105,000
Bea Duncan Memorial Fountain Renovation	PAR F 28-01	1					30,000	30,000
Fishing Pier Addition	PAR F 28-02	1					35,000	35,000
2024-2028 Trail Improvements/Maintenance	TRAILS	3	20,000	25,000	25,000	25,000	25,000	120,000
Parks Total			9,020,000	325,000	50,000	130,000	90,000	9,615,000
GO Bond			7,000,000					7,000,000
Other			2,000,000					2,000,000
Park Improvements (404)			20,000	325,000	25,000	25,000	25,000	420,000
Public Facilities Fund (437)					25,000	105,000	65,000	195,000
Parks Total			9,020,000	325,000	50,000	130,000	90,000	9,615,000
Police								
Replacement - Police Lower Level Carpet	POL F 24-01	2	16,000					16,000
Police Total			16,000					16,000
Public Facilities Fund (437)			16,000					16,000
Police Total			16,000					16,000
Street								
Replacement - Carpet Public Works Building	STR F 25-01	1		30,000				30,000
Replacement - HVAC - Public Works Facility	STR F 27-01	1				150,000	150,000	300,000
Replacement - Salt Storage Shed Roof	STR F 28-01	1					80,000	80,000
Street Total				30,000		150,000	230,000	410,000
Public Facilities Fund (437)				30,000		150,000	230,000	410,000
Street Total				30,000		150,000	230,000	410,000
Water								
Reservoir Rehabilitation	WAT F 24-01	1	925,000	575,000				1,500,000
Replacement - WTP Cold Storage Building	WAT F 24-02	1	175,000					175,000

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Reservoir Demolition	WAT F 24-03	1	120,000					120,000
Water Supply Plan Update	WAT F 27-01	1				17,000		17,000
Water Total			1,220,000	575,000		17,000		1,812,000
Water Fund (601)			1,220,000	575,000		17,000		1,812,000
Water Total			1,220,000	575,000		17,000		1,812,000
Water Reclamation Facility								
Digester Improvements	WRF F 24-01	1	300,000					300,000
Water Reclamation Facility Total			300,000					300,000
Sanitary Sewer Fund (602)			300,000					300,000
Water Reclamation Facility Total			300,000					300,000
Grand Total			10,596,000	1,020,000	150,000	76,233,000	13,770,000	101,769,000

Project #

AIR F 25-01

Project Name

Airfield Crack Sealing

Department

Airport

Contact

Public Works Director

Type

Improvement

Useful Life

10 years

Category

Site Improvement

Priority

1 High

Capital Asset #

Unit #

Description

Crack sealing of the airfield pavement.

Justification

Crack sealing to extend pavement life cycle.

Expenditures	2024	2025	2026	2027	2028	Total
Site Improvement		50,000				50,000
Total		50,000				50,000

Funding Sources	2024	2025	2026	2027	2028	Total
Airport Fund (225)		15,000				15,000
State - MnDOT - Aeronautics		35,000				35,000
Total		50,000				50,000

Project #

AIR F 27-01

Project Name

Overlay of Runway 12/30

Department

Airport

Contact

Public Works Director

Type

Improvement

Useful Life

25 years

Category

Site Improvement

Priority

1 High

Capital Asset #

Unit #

Description

Overlay of runway 12/30.

Justification

Overlay of the pavement to extend the useful life cycle of the runway.

Expenditures	2024	2025	2026	2027	2028	Total
Site Improvement				500,000		500,000
Total				500,000		500,000

Funding Sources	2024	2025	2026	2027	2028	Total
Airport Fund (225)				25,000		25,000
Federal				450,000		450,000
State - MnDOT - Aeronautics				25,000		25,000
Total				500,000		500,000

Project #	AIR F 27-02
Project Name	Perimeter Wildlife Control Fencing

Department	Airport
Contact	Public Works Director
Type	Improvement
Useful Life	20 years
Category	Site Improvement
Priority	1 High

Capital Asset #

Unit #

Description

Perimeter wildlife control fencing.

Justification

Perimeter fencing to limit wildlife access to the runway.

Expenditures	2024	2025	2026	2027	2028	Total
Site Improvement				346,000		346,000
Total				346,000		346,000

Funding Sources	2024	2025	2026	2027	2028	Total
Airport Fund (225)				17,300		17,300
Federal - FAA				311,400		311,400
State - MnDOT - Aeronautics				17,300		17,300
Total				346,000		346,000

Project #	AIR F 28-01
Project Name	Mill and Overlay East Taxilane Area

Department	Airport
Contact	Public Works Director
Type	Improvement
Useful Life	15 years
Category	Site Improvement
Priority	1 High

Capital Asset #

Unit #

Description

Mill and overlay east taxilane area.

Justification

To extend the pavement life cycle.

Expenditures	2024	2025	2026	2027	2028	Total
Site Improvement					300,000	300,000
Total					300,000	300,000

Funding Sources	2024	2025	2026	2027	2028	Total
Airport Fund (225)					15,000	15,000
Federal - FAA					270,000	270,000
State - MnDOT - Aeronautics					15,000	15,000
Total					300,000	300,000

Project #

COM F 27-01

Project Name

Replacement - Community Center

Department

Community Center

Contact

Parks & Recreation Director

Type

Building

Useful Life

40 years

Category

Facilities

Priority

1 High

Description

Replacement of the existing Community Center. Current building was built as a YMCA in 1978.

Justification

Current facility does not meet the needs of the community. A larger facility with more basketball and volleyball courts and a modern pool are needed.

Expenditures	2024	2025	2026	2027	2028	Total
Facility Maintenance				75,000,000		75,000,000
Total				75,000,000		75,000,000

Funding Sources	2024	2025	2026	2027	2028	Total
GO Building Bond				75,000,000		75,000,000
Total				75,000,000		75,000,000

Project #

FIR F 27-01

Project Name

Replacement - Fire Station Boiler

Department

Fire

Contact

Director Fire & Code Services

Type

Building

Useful Life

25 years

Category

Facilities

Priority

1 High

Description

The fire station is heated by two (2) boilers.

Justification

The exact age of the current boilers is unknown, but they are close to 30 years old. Not only do they become less reliable with age, but new technology exists which means more efficient boilers are available.

Expenditures	2024	2025	2026	2027	2028	Total
Facility Maintenance				50,000		50,000
Total				50,000		50,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Facilities Fund (437)				50,000		50,000
Total				50,000		50,000

Project #

FIR F 28-01

Project Name

Fire Station #2

Capital Asset #

Unit #

Department

Fire

Contact

Director Fire & Code Services

Type

Building

Useful Life

40 years

Category

Facilities

Priority

2 Medium

Description

Fire Station #2 would be a new building on the north end of the City. It would house both fire apparatus and firefighters with eating and sleeping quarters.

Justification

The Fire Department emergency runs are multiplying. The existing station only has enough room for one (1) more full-time firefighter per shift. If and when the City goes to five (5) firefighter shifts, the City will have to build another station to house that many firefighters. The Fire Departments response time is important as the City stretches its boundaries to the north. Placing a second station to the north will maintain a better response time for citizens living and working on that end of town.

Expenditures	2024	2025	2026	2027	2028	Total
Facility Maintenance					13,000,000	13,000,000
Total					13,000,000	13,000,000

Funding Sources	2024	2025	2026	2027	2028	Total
GO Building Bond					13,000,000	13,000,000
Total					13,000,000	13,000,000

Project #

LIB F 24-01

Project Name

Replacement - East and South Entry Doors

Capital Asset #

Unit #

Department

Library

Contact

Library Director

Type

Building

Useful Life

20 years

Category

Facilities

Priority

1 High

Description

Replacement of the east and south metal entry doors, casings, and hardware.

Justification

The four (4) east and south entry doors are rusting and are no longer hanging properly. Replacement parts for the existing doors are no longer available. The ages of the doors are unknown but are estimated to be at least 30 years old.

Expenditures	2024	2025	2026	2027	2028	Total
Facility Maintenance	40,000					40,000
Total	40,000					40,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Facilities Fund (437)	40,000					40,000
Total	40,000					40,000

Project #LIB F 25-01

Project NameReplacement - Library Lower Level Storm Windows

DepartmentLibrary

ContactLibrary Director

TypeBuilding

Useful Life20 years

CategoryFacilities

Priority1 High

Capital Asset #

Unit #

Description

Replacement of the lower level wood-framed exterior storm windows with energy efficient product.

Justification

Maintain beauty and integrity of historic building.

Expenditures	2024	2025	2026	2027	2028	Total
Facility Maintenance		40,000				40,000
Total		40,000				40,000
Funding Sources	2024	2025	2026	2027	2028	Total
Public Facilities Fund (437)		40,000				40,000
Total		40,000				40,000

Project #LIB F 26-01

Project NameUpgrade - Library Elevator

DepartmentLibrary

ContactLibrary Director

TypeBuilding

Useful Life30 years

CategoryFacilities

Priority2 Medium

Capital Asset #

Unit #

Description

Upgrade of the library elevator.

Justification

The library's elevator was installed in 1994 and is coming to the end of its useful life. To insure the safety of library users and staff, the elevator needs to be upgraded.

Expenditures	2024	2025	2026	2027	2028	Total
Facility Maintenance			100,000			100,000
Total			100,000			100,000
Funding Sources	2024	2025	2026	2027	2028	Total
Public Facilities Fund (437)			100,000			100,000
Total			100,000			100,000

Project #LIB F 27-01

Project NameClean & Restore Great Hall Murals

DepartmentLibrary

ContactLibrary Director

TypeBuilding

Useful Life30 years

CategoryFacilities

Priority1 High

Capital Asset #

Unit #

Description

Professionally clean and restore each of the four (4) oil-on-canvas murals that are original to the building.

Justification

These local antique pieces of art are part of the library's heritage and must be preserved and protected.

Expenditures	2024	2025	2026	2027	2028	Total
Facility Maintenance				40,000		40,000
Total				40,000		40,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Facilities Fund (437)				40,000		40,000
Total				40,000		40,000

Project #LIB F 28-01

Project NameReplacement - Library Interior Lighting

DepartmentLibrary

ContactLibrary Director

TypeBuilding

Useful Life25 years

CategoryFacilities

Priority3 Low

Capital Asset #

Unit #

Description

Replacement of the interior lighting fixtures with energy efficient lighting.

Justification

Improve lighting and update the overall aesthetics of the library.

Expenditures	2024	2025	2026	2027	2028	Total
Facility Maintenance					100,000	100,000
Total					100,000	100,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Facilities Fund (437)					100,000	100,000
Total					100,000	100,000

Project #LIB F 28-02

Project NameClean and Seal Library Exterior

Department	Library
Contact	Library Director
Type	Building
Useful Life	20 years
Category	Facilities
Priority	2 Medium

Capital Asset #

Unit #

Description

Clean and seal the exterior of the library.

Justification

Preserve and protect exterior of the historic building.

Expenditures	2024	2025	2026	2027	2028	Total
Facility Maintenance					50,000	50,000
Total					50,000	50,000
Funding Sources	2024	2025	2026	2027	2028	Total
Public Facilities Fund (437)					50,000	50,000
Total					50,000	50,000

Project #PAR F 24-01

Project NameDowntown (viaduct area) Park

Department	Parks
Contact	City Administrator
Type	Improvement
Useful Life	30 years
Category	Facilities
Priority	1 High

Capital Asset #

Unit #

Description

Development of a new City park located north of the TH 60/Viaduct Bridge in accordance with the approved 2021 Concept Plan developed by the appointed Planning Task Force. Proposed components include a large multi-purpose building; ice skating loop; splashpad; outdoor fitness equipment; murals; gathering area; parking; walkways; and other miscellaneous items.

Justification

Included in the City's adopted Downtown Master Plan and Parks, Trails, and Open Space Master Plan. Will serve as a gathering and recreational space for downtown area residents as well as the entire community and visitors to the City. Construction would be funded with bond proceeds.

Expenditures	2024	2025	2026	2027	2028	Total
Construction	9,000,000					9,000,000
Total	9,000,000					9,000,000
Funding Sources	2024	2025	2026	2027	2028	Total
GO Bond	7,000,000					7,000,000
Other	2,000,000					2,000,000
Total	9,000,000					9,000,000

Project #

PAR F 25-01

Project Name

White Sands Parking Lot

Capital Asset #

Unit #

Description

Pave parking lot at White Sands Dog Park.

Justification

Parking lot is gravel and gets very muddy after rains and in spring.

Expenditures	2024	2025	2026	2027	2028	Total
Site Improvement		50,000				50,000
Total		50,000				50,000

Funding Sources	2024	2025	2026	2027	2028	Total
Park Improvements (404)		50,000				50,000
Total		50,000				50,000

Project #

PAR F 25-02

Project Name

Replacement - N Alexander Park Restrooms/MainBldg

Capital Asset #

Unit #

Description

Remove two (2) existing restroom buildings and reconstruct one (1) maintenance building.

Justification

One (1) of the existing buildings being removed is not ADA compliant; the other building is very old and needs replacement. The restroom would have indoor and outdoor access.

Expenditures	2024	2025	2026	2027	2028	Total
Construction		250,000				250,000
Total		250,000				250,000

Funding Sources	2024	2025	2026	2027	2028	Total
Park Improvements (404)		250,000				250,000
Total		250,000				250,000

Department

Parks

Contact

Parks & Recreation Director

Type

Improvement

Useful Life

20 years

Category

Site Improvement

Priority

1 High

Department

Parks

Contact

Parks & Recreation Director

Type

Building

Useful Life

30 years

Category

Facilities

Priority

2 Medium

Project #

PAR F 26-01

Project Name

Replacement - White Sands Trail Head Facility Roof

Capital Asset #

Unit #

Department	Parks
Contact	Parks & Recreation Director
Type	Building
Useful Life	20 years
Category	Facilities
Priority	1 High

Description

Replacement of the roof with a metal roof. Current roof was installed in 2006.

Justification

Roof will be 20 years old and in need of replacement.

Expenditures	2024	2025	2026	2027	2028	Total
Facility Maintenance			25,000			25,000
Total			25,000			25,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Facilities Fund (437)			25,000			25,000
Total			25,000			25,000

Project #

PAR F 27-01

Project Name

Upgrade - Central Park Bandshell

Capital Asset #

Unit #

Department	Parks
Contact	Parks & Recreation Director
Type	Building
Useful Life	40 years
Category	Facilities
Priority	1 High

Description

Renovations to Central Park bandshell will include a new roof, plaster, electrical upgrades, and a restroom remodel to meet ADA regulations.

Justification

Current facility is nearly 100 years old and needs another major renovation.

Expenditures	2024	2025	2026	2027	2028	Total
Facility Maintenance				105,000		105,000
Total				105,000		105,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Facilities Fund (437)				105,000		105,000
Total				105,000		105,000

Project #

PAR F 28-01

Project Name

Bea Duncan Memorial Fountain Renovation

Department

Parks

Contact

Parks & Recreation Director

Type

Improvement

Useful Life

20 years

Category

Site Improvement

Priority

1 High

Description

Renovations to statues and fountain system are needed. Last renovation done in 2005

Justification

Memorial fountain is in need of renovations to be able to keep it viable.

Expenditures	2024	2025	2026	2027	2028	Total
Site Improvement					30,000	30,000
Total					30,000	30,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Facilities Fund (437)					30,000	30,000
Total					30,000	30,000

Project #

PAR F 28-02

Project Name

Fishing Pier Addition

Department

Parks

Contact

Parks & Recreation Director

Type

Improvement

Useful Life

30 years

Category

Site Improvement

Priority

1 High

Description

Installation of a fishing pier in the park system.

Justification

Currently only pier is at Two Rivers Park.

Expenditures	2024	2025	2026	2027	2028	Total
Site Improvement					35,000	35,000
Total					35,000	35,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Facilities Fund (437)					35,000	35,000
Total					35,000	35,000

Project #

TRAILS

Project Name

2024-2028 Trail Improvements/Maintenance

Capital Asset #

Unit #

Description

TRAIL - 24	Seal coat Prairie Avenue to Spring Park
TRAIL - 25	Seal coat 7th Street NE to 14th Street NE
TRAIL - 26	Seal coat or overlay for trail maintenance - Location TBD
TRAIL - 27	Seal coat or overlay for trail maintenance - Location TBD
TRAIL - 28	Seal coat or overlay for trail maintenance - Location TBD

Justification

Trail maintenance to extend pavement life.

Expenditures	2024	2025	2026	2027	2028	Total
Construction	20,000	25,000	25,000	25,000	25,000	120,000
Total	20,000	25,000	25,000	25,000	25,000	120,000

Funding Sources	2024	2025	2026	2027	2028	Total
Park Improvements (404)	20,000	25,000	25,000	25,000	25,000	120,000
Total	20,000	25,000	25,000	25,000	25,000	120,000

Project #

POL F 24-01

Project Name

Replacement - Police Lower Level Carpet

Capital Asset #

Unit #

Description

Replace 2009 lower level locker room, stairwell, and hallway carpet with square carpet sections to remain pattern constant through the facility.

Justification

The department has been in the police facility since 2009 and has already replaced worn carpet in the main level and upper levels through previous CIP plans to keep the facility looking professional. Carpet in the large EOC lower level was also replaced with funding through the Dispatch Center and CARES Act. Replacement carpet was installed as square panels which increase the ability to repair just a small soiled or damaged area. To remain consistent throughout the facility, some smaller sections in the lower level / locker room still require replacement.

Expenditures	2024	2025	2026	2027	2028	Total
Facility Maintenance	16,000					16,000
Total	16,000					16,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Facilities Fund (437)	16,000					16,000
Total	16,000					16,000

Department

Parks

Contact

Parks & Recreation Director

Type

Improvement

Useful Life

10 years

Category

Site Improvement

Priority

3 Low

Project #

STR F 25-01

Project Name

Replacement - Carpet Public Works Building

Capital Asset #

Unit #

Department

Street

Contact

Public Works Director

Type

Building

Useful Life

10 years

Category

Facilities

Priority

1 High

Description

Replacement of the carpet in Public Works building.

Justification

Carpet will have reached the end of its life cycle and will need replacement.

Expenditures	2024	2025	2026	2027	2028	Total
Facility Maintenance		30,000				30,000
Total		30,000				30,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Facilities Fund (437)		30,000				30,000
Total		30,000				30,000

Project #

STR F 27-01

Project Name

Replacement - HVAC - Public Works Facility

Capital Asset #

Unit #

Department

Street

Contact

Parks & Recreation Director

Type

Building

Useful Life

20 years

Category

Facilities

Priority

1 High

Description

Replacement of the HVAC units on the roof of Public Works facility. Original units installed in 2007.

Justification

Units are in need of replacement.

Expenditures	2024	2025	2026	2027	2028	Total
Facility Maintenance				150,000	150,000	300,000
Total				150,000	150,000	300,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Facilities Fund (437)				150,000	150,000	300,000
Total				150,000	150,000	300,000

Project #

STR F 28-01

Project Name

Replacement - Salt Storage Shed Roof

Department

Street

Contact

Public Works Director

Type

Improvement

Useful Life

15 years

Category

Facilities

Priority

1 High

Capital Asset #

Unit #

Description

Replacement of the salt storage shed roof.

Justification

Salt storage shed stores deicing product. The roof will have reached its useful life and will need replacement.

Expenditures	2024	2025	2026	2027	2028	Total
Facility Maintenance					80,000	80,000
Total					80,000	80,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Facilities Fund (437)					80,000	80,000
Total					80,000	80,000

Project #

WAT F 24-01

Project Name

Reservoir Rehabilitation

Department

Water

Contact

Public Works Director

Type

Improvement

Useful Life

30 years

Category

Site Improvement

Priority

1 High

Capital Asset #

Unit #

Description

Reservoir Rehabilitation

Justification

2024 - Interior - Removal of the inner membrane liner and replace with a coating to prevent leaking.

2025 - Exterior - Rehabilitation of the reservoir to improve structural integrity and aesthetics.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	925,000	575,000				1,500,000
Total	925,000	575,000				1,500,000

Funding Sources	2024	2025	2026	2027	2028	Total
Water Fund (601)	925,000	575,000				1,500,000
Total	925,000	575,000				1,500,000

Project #

WAT F 24-02

Project Name

Replacement - WTP Cold Storage Building

Department

Water

Contact

Public Works Director

Type

Building

Useful Life

30 years

Category

Facilities

Priority

1 High

Capital Asset #

Unit #

Description

Replacement of water treatment plant cold storage building and the addition of material bunkers.

Justification

To use for the storage of pvc pipe, trailers, equipment, and materials.

Expenditures	2024	2025	2026	2027	2028	Total
Site Improvement	175,000					175,000
Total	175,000					175,000
Funding Sources	2024	2025	2026	2027	2028	Total
Water Fund (601)	175,000					175,000
Total	175,000					175,000

Project #

WAT F 24-03

Project Name

Reservoir Demolition

Department

Water

Contact

Public Works Director

Type

Improvement

Useful Life

Category

Facilities

Priority

1 High

Capital Asset #

Unit #

Description

Reservoir Demolition

Justification

The reservoir was part of the old treatment process and is no longer needed for the new filtration plant and needs to be removed.

Expenditures	2024	2025	2026	2027	2028	Total
Facility Maintenance	120,000					120,000
Total	120,000					120,000
Funding Sources	2024	2025	2026	2027	2028	Total
Water Fund (601)	120,000					120,000
Total	120,000					120,000

Project #

WAT F 27-01

Project Name

Water Supply Plan Update

Department

Water

Contact

Public Works Director

Type

Improvement

Useful Life

10 years

Category

Facilities

Priority

1 High

Capital Asset #

Unit #

Description

Water supply plan update.

Justification

Water supply plan update is required by the Department of Natural Resources to identify and plan for future water needs.

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design				17,000		17,000
Total				17,000		17,000

Funding Sources	2024	2025	2026	2027	2028	Total
Water Fund (601)				17,000		17,000
Total				17,000		17,000

Project #

WRF F 24-01

Project Name

Digester Improvements

Department

Water Reclamation Facility

Contact

Public Works Director

Type

Building

Useful Life

15 years

Category

Facilities

Priority

1 High

Capital Asset #

Unit #

Description

Digester Improvements.

Justification

Improvements to the interior of the digester are necessary to ensure that bio-solids can be processed to meet MPCA permit compliance.

Expenditures	2024	2025	2026	2027	2028	Total
Facility Maintenance	300,000					300,000
Total	300,000					300,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sanitary Sewer Fund (602)	300,000					300,000
Total	300,000					300,000

Infrastructure

City of Faribault, Minnesota

Capital Improvement Plan

2024 thru 2028

**INFRASTRUCTURE
DEPARTMENT SUMMARY**

Department	2024	2025	2026	2027	2028	Total
Engineering	7,194,200	3,664,000	2,746,000	3,775,250	3,690,000	21,069,450
Sewer Collection	1,509,000	342,075	292,000	300,250	200,000	2,643,325
Storm Water	1,005,500	975,000	1,470,000	2,961,600	1,567,900	7,980,000
Water	1,275,000	995,000	1,455,000	3,100,000	450,000	7,275,000
TOTAL	10,983,700	5,976,075	5,963,000	10,137,100	5,907,900	38,967,775

City of Faribault, Minnesota
Capital Improvement Plan
2024 thru 2028
INFRASTRUCTURE
FUNDING SOURCE SUMMARY

Source	2024	2025	2026	2027	2028	Total
FED CRP Grant	275,000					275,000
Municipal State Aid	1,100,000	727,000	1,499,000	2,240,750	2,190,000	7,756,750
Park Improvements (404)	75,000			14,000	245,000	334,000
Sanitary Sewer Fund (602)	2,444,500	537,075	312,000	574,000	523,000	4,390,575
Special Assessments-Water		495,000				495,000
Storm Water Fund (603)	1,814,500	1,240,000	1,520,000	3,211,600	1,602,900	9,389,000
Street Imp Projects Fund (401)	2,941,700	2,287,000	917,000	723,000	574,000	7,442,700
Water Fund (601)	2,333,000	690,000	1,715,000	3,373,750	773,000	8,884,750
GRAND TOTAL	10,983,700	5,976,075	5,963,000	10,137,100	5,907,900	38,967,775

City of Faribault, Minnesota

Capital Improvement Plan

2024 thru 2028

**INFRASTRUCTURE
PROJECTS & FUNDING SOURCES BY DEPARTMENT**

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Engineering								
2024 - 2028 Bridge & Dam Improvements	BRIDGE	1				200,000		200,000
2024 - 2028 Downtown Area Parking Lot/Alley Imp	DWNTWN	3	175,000	50,000	50,000	50,000	50,000	375,000
2024 - 2028 Street Reconstruction	STCON	1	5,361,000	1,590,000	1,440,000	1,811,250	2,121,000	12,323,250
2024 - 2028 Street Overlays	STOVLY	2	1,160,000	1,922,000	1,190,000	1,640,000	1,274,000	7,186,000
2024 - 2028 Sidewalk/Trail Improvements	SWKTRL	3	498,200	102,000	66,000	74,000	245,000	985,200
Engineering Total			7,194,200	3,664,000	2,746,000	3,775,250	3,690,000	21,069,450
<i>FED CRP Grant</i>			275,000					275,000
<i>Municipal State Aid</i>			1,100,000	727,000	1,499,000	2,240,750	2,190,000	7,756,750
<i>Park Improvements (404)</i>			75,000			14,000	245,000	334,000
<i>Sanitary Sewer Fund (602)</i>			935,500	195,000	20,000	273,750	323,000	1,747,250
<i>Storm Water Fund (603)</i>			809,000	265,000	50,000	250,000	35,000	1,409,000
<i>Street Imp Projects Fund (401)</i>			2,941,700	2,287,000	917,000	723,000	574,000	7,442,700
<i>Water Fund (601)</i>			1,058,000	190,000	260,000	273,750	323,000	2,104,750
Engineering Total			7,194,200	3,664,000	2,746,000	3,775,250	3,690,000	21,069,450
Sewer Collection								
2024 - 2028 Sanitary Sewer System Improvements	SWR SYST	1	1,459,000	292,075	242,000	250,250	150,000	2,393,325
Sanitary Sewer Structure Rehabilitation	SWR-REHAB	1	50,000	50,000	50,000	50,000	50,000	250,000
Sewer Collection Total			1,509,000	342,075	292,000	300,250	200,000	2,643,325
<i>Sanitary Sewer Fund (602)</i>			1,509,000	342,075	292,000	300,250	200,000	2,643,325
Sewer Collection Total			1,509,000	342,075	292,000	300,250	200,000	2,643,325
Storm Water								
2024 - 2028 Stormwater Construction Projects	STW CONST	1	855,500	825,000	1,320,000	2,811,600	1,417,900	7,230,000
Structural Stormwater BMP Projects	STW-REHAB	1	150,000	150,000	150,000	150,000	150,000	750,000
Storm Water Total			1,005,500	975,000	1,470,000	2,961,600	1,567,900	7,980,000
<i>Storm Water Fund (603)</i>			1,005,500	975,000	1,470,000	2,961,600	1,567,900	7,980,000
Storm Water Total			1,005,500	975,000	1,470,000	2,961,600	1,567,900	7,980,000
Water								
2024 - 2028 Water System Improvements	WATER	1	1,275,000	895,000	1,355,000	3,000,000	450,000	6,975,000

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
2024 - 2028 Valve & Hydrant Replacement	WATER 01	1		100,000		100,000		200,000
New Drinking Water Supply Well #8	WATER 02	1			100,000			100,000
	Water Total		1,275,000	995,000	1,455,000	3,100,000	450,000	7,275,000
<i>Special Assessments-Water</i>				495,000				495,000
<i>Water Fund (601)</i>			1,275,000	500,000	1,455,000	3,100,000	450,000	6,780,000
	Water Total		1,275,000	995,000	1,455,000	3,100,000	450,000	7,275,000
	Grand Total		10,983,700	5,976,075	5,963,000	10,137,100	5,907,900	38,967,775

Project #

BRIDGE

Project Name

2024 - 2028 Bridge & Dam Improvements

Department

Engineering

Contact

City Engineer

Type

Improvement

Useful Life

40 years

Category

Infrastructure

Priority

1 High

Capital Asset #

Unit #

Description

BRG - 27

Remove Cannon River wooden trestle bridges.

DAM - 27

Concrete repairs on Cannon River North Spillway.

Justification

BRG - 27

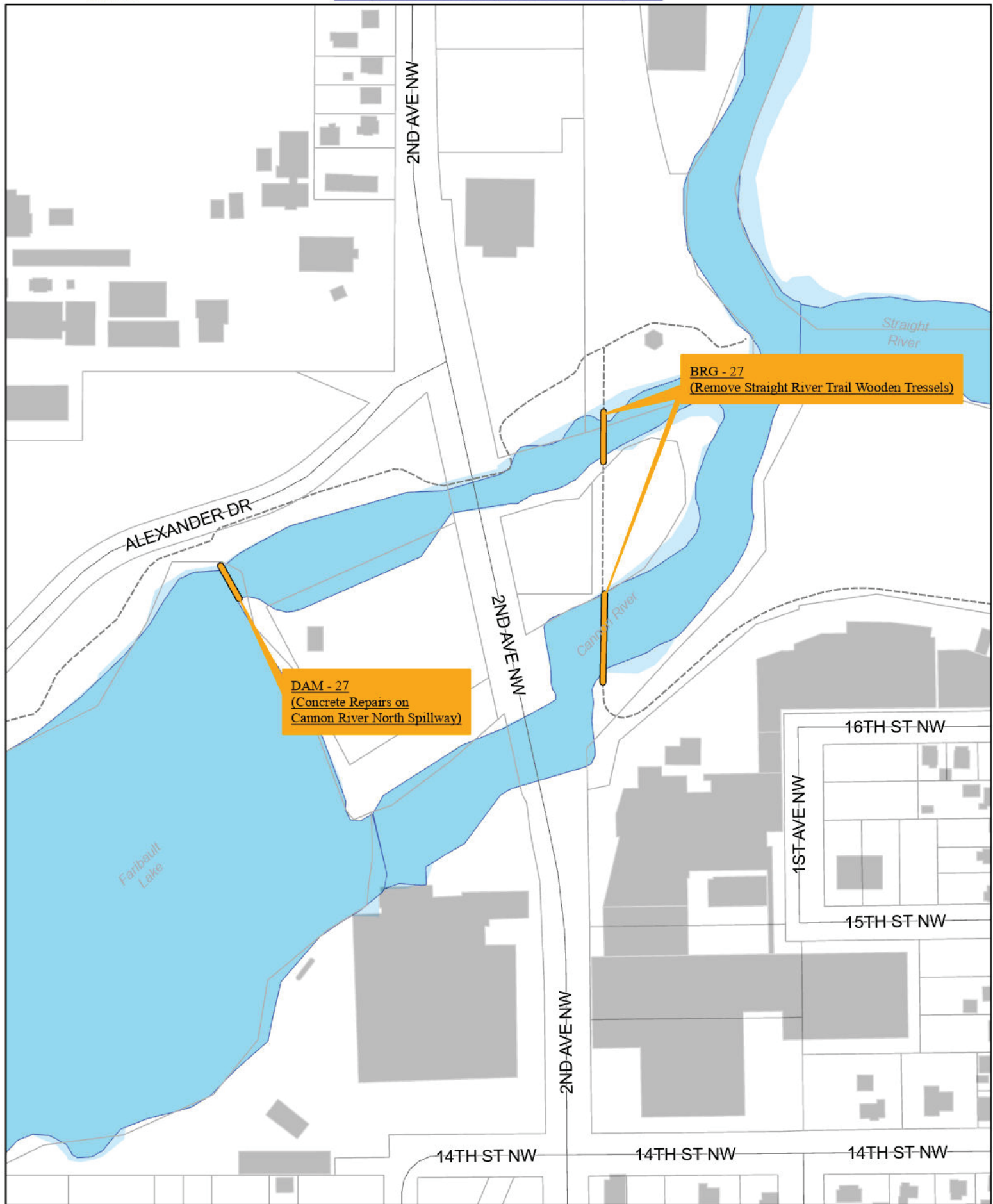
Bridges are becoming functionally obsolete.

DAM - 27

Dam maintenance and preservation on Cannon River North Spillway.

Expenditures	2024	2025	2026	2027	2028	Total
Construction				200,000		200,000
Total				200,000		200,000

Funding Sources	2024	2025	2026	2027	2028	Total
Storm Water Fund (603)				200,000		200,000
Total				200,000		200,000



0 145 290 US Feet

YEAR,TYPE

2027,Bridge

2027,Dam

Project #	DWNTWN
Project Name	2024 - 2028 Downtown Area Parking Lot/Alley Imp

Department	Engineering
Contact	City Engineer
Type	Improvement
Useful Life	20 years
Category	Infrastructure
Priority	3 Low

Capital Asset #

Unit #

Description

Various major improvements to the public parking lots, alleys, and streetscape in the downtown area.

DTWN-24A Annual Miscellaneous Downtown Improvements
(Sidewalk, parking lots, lighting, etc.)

DTWN-24B Riverchase parking lot improvements

DTWN-25A Annual Miscellaneous Downtown Improvements
(Sidewalk, parking lots, lighting, etc.)

DTWN-26A Annual Miscellaneous Downtown Improvements
(Sidewalk, parking lots, lighting, etc.)

DTWN-27A Annual Miscellaneous Downtown Improvements
(Sidewalk, parking lots, lighting, etc.)

DTWN-28A Annual Miscellaneous Downtown Improvements
(Sidewalk, parking lots, lighting, etc.)

Justification

Overlay or reconstruction of aged or failing pavements, alleys, or sidewalks. Replacement of aged or deteriorated streetscape items such as lighting, railings, and trees.

Expenditures	2024	2025	2026	2027	2028	Total
Construction	175,000	50,000	50,000	50,000	50,000	375,000
Total	175,000	50,000	50,000	50,000	50,000	375,000

Funding Sources	2024	2025	2026	2027	2028	Total
Street Imp Projects Fund (401)	175,000	50,000	50,000	50,000	50,000	375,000
Total	175,000	50,000	50,000	50,000	50,000	375,000

Project #	STCON
Project Name	2024 - 2028 Street Reconstruction

Department	Engineering
Contact	City Engineer
Type	Improvement
Useful Life	50 years
Category	Infrastructure
Priority	1 High

Capital Asset #

Unit #

Description

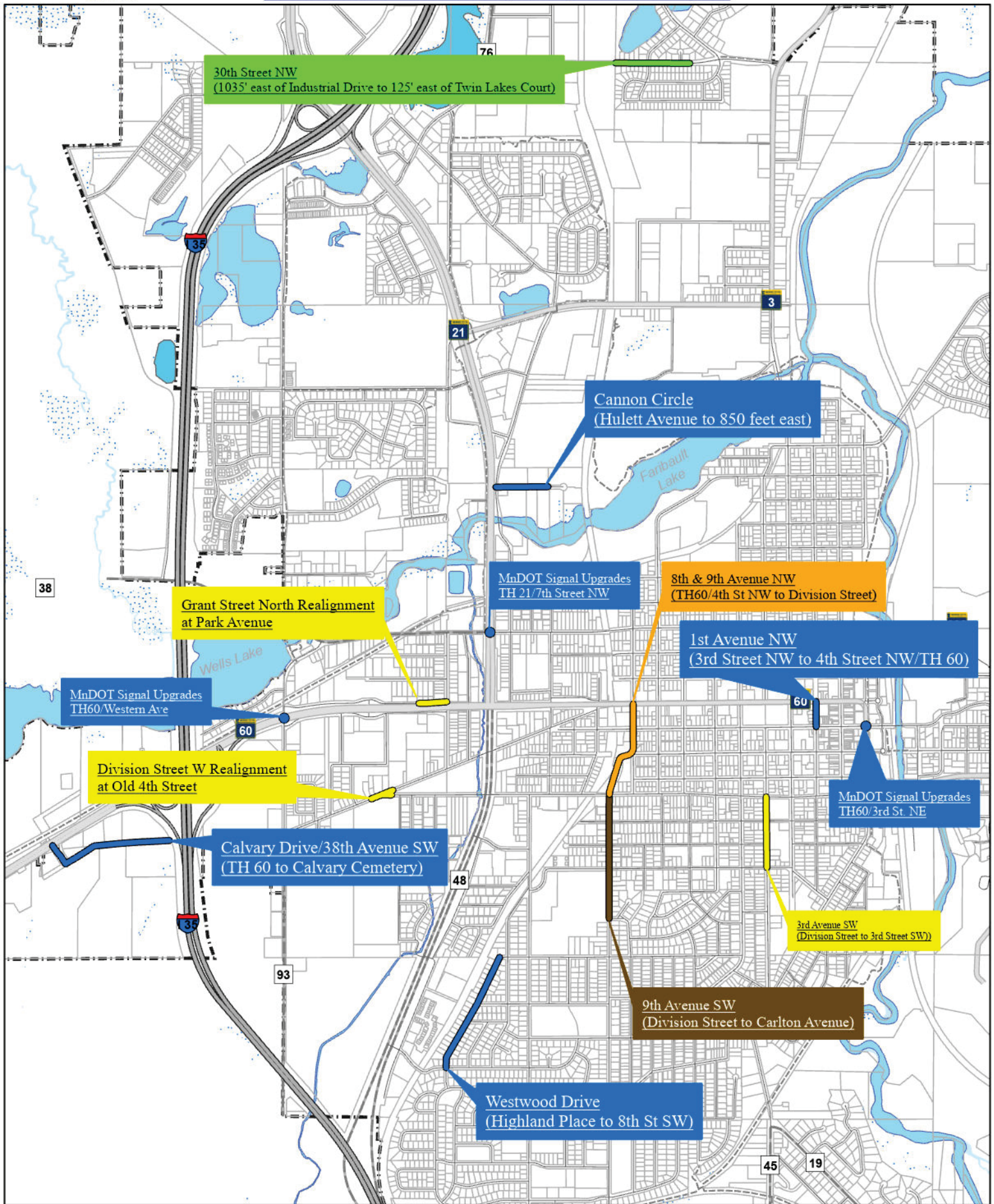
STCON-24	
MnDOT Signal Upgrades	(City portion TH 60/3rd Street NE, TH 60/Western Avenue, TH 21/7th Street NW)
Cannon Circle	(Hulett Avenue to 850' east)
1st Avenue NW	(3rd Street NW to 4th Street NW/TH 60)
Calvary Drive/38th Avenue SW	(TH 60 to Calvary Cemetery)
Westwood Drive	(Highland Place to 8th Street SW)
STCON-25	
3rd Avenue SW	(Division Street to 3rd Street SW)
Grant Street N	(Realignment at Park Avenue)
Division Street W	(Realignment at Old 4th Street)
STCON-26	
30th Street NW	(1,035' east of Industrial Drive to 125' east of Twin Lakes Court)
STCON-27	
8th & 9th Avenue NW	(TH 60/4th Street NW to Division Street)
STCON-28	
9th Avenue SW	(Division Street to Carlton Avenue)

Justification

- 1) Reconstruction of pavements at end of design life (typically 50-60+ years).
- 2) Utility replacements/extensions/upgrades evaluated and undertaken as warranted.
- 3) Geometric improvement of roadways (alignment, widths, turn lanes, etc.).

Expenditures	2024	2025	2026	2027	2028	Total
Construction	5,361,000	1,590,000	1,440,000	1,811,250	2,121,000	12,323,250
Total	5,361,000	1,590,000	1,440,000	1,811,250	2,121,000	12,323,250

Funding Sources	2024	2025	2026	2027	2028	Total
Municipal State Aid	1,100,000		1,200,000	1,293,750	1,515,000	5,108,750
Sanitary Sewer Fund (602)	925,500	180,000		258,750	303,000	1,667,250
Storm Water Fund (603)	784,000	240,000				1,024,000
Street Imp Projects Fund (401)	1,498,500	990,000				2,488,500
Water Fund (601)	1,053,000	180,000	240,000	258,750	303,000	2,034,750
Total	5,361,000	1,590,000	1,440,000	1,811,250	2,121,000	12,323,250



0 1,250 2,500 US Feet

2024
2025

2026
2027

2028
2024

Project #	STOVLY
Project Name	2024 - 2028 Street Overlays

Department	Engineering
Contact	City Engineer
Type	Improvement
Useful Life	15 years
Category	Infrastructure
Priority	2 Medium

Capital Asset #

Unit #

Description

2024 STREETS

Colonial Circle	(6th Street SW to south end)
Conliffe Avenue	(5th Street SW to south end)
6th Street SW	(Faribault Road to Conliffe Avenue)
Hulett Avenue**	(TH 60/4th Street NW to 7th Street NW)**
Franklin Avenue	(7th Street NW to north end)
George L. Street	(Lincoln Avenue NW to Hulett Avenue)
Lincoln Avenue NW	(7th Street NW to north end)
8th Street NW	(Lincoln Avenue NW to east end)
Prairie Avenue	(17th Street SW to 21st Street SW)
21st Street SW	(Prairie Avenue to 9th Avenue SW)
Cornelia Court	(Legacy Drive to end)
Poehler Court	(Legacy Drive to end)
Goldenray Drive	(Legacy Drive to Ivy Way)
Goldenray Circle	(Goldenray Drive to end)
Legacy Drive	(14th Street NE to end)

2025 STREETS

15-1/2th Street NW	(22nd Avenue NW to 25th Avenue NW)
15th Street NW	(22nd Avenue NW to east end)
21st Avenue NW	(Paulis Drive to 16th Street NW)
23rd Avenue NW	(Cornell Drive to 15-1/2 Street NW)
25th Avenue NW**	(Birn Hill Lane to 17th Street NW)**
Cornell Drive	(24th Avenue NW to 25th Avenue NW)
Birn Hill Drive	(200' west of West Hill Street to 198th Street)
Birn Hill Lane	(25th Avenue NW to Birn Hill Drive)
Johnny Ridge Road	(24th Avenue NW to 25th Avenue NW)
24th Avenue NW	(Cornell Drive to 17th Street NW)
Acorn Trail	(30th Street NW to city limits)
Paulis Drive	(Fairway Drive to 21st Avenue NW)
Parlin Circle	(15th Street NW to north end)
Jefferson Place	(Willow Street to Fairview Avenue)
Fairview Avenue	(Garfield Place to Jefferson Place)
Cardinal Avenue**	(30th Street NW to Cardinal Lane)**
Cardinal Lane	(30th Street NW to Cardinal Avenue)
Hulett Avenue**	(7th Street NW to Bradley Road)**
Lincoln Avenue NW	(TH 60 (4th Street NW) to 7th Street NW)
30th Street NW	(TH 21/Lyndale Avenue to Western Avenue)
Western Avenue	(30th Street NW to Village Drive)

2026 STREETS

11th Street NW	(2nd Avenue NW to 4th Avenue NW)
2nd Street NE	(3rd Avenue NE to Shumway Avenue)
3rd Avenue NW	(7th Street NW to 12th Street NW)
5th Avenue NE	(1st Street NE/TH 60 to 3rd Street NE)
5th Avenue NW	(8th Street NW to 9th Street NW)
9th Street NW	(5th Avenue NW to 8th Avenue NW)
6th Avenue NW	(7th Street NW to 9th Street NW)
7th Avenue NW	(4th Street NW/TH 60 to 7th Street NW)
9th Street NW	(Central Avenue to 1st Avenue NW)
Sunbird Drive	(Sunshine Lane to south end)
Hulett Avenue**	(Bradley Road to 20th Street NW (TH 3))**

2027 STREETS

3rd Street SW**	(6th Avenue SW to 9th Avenue SW)**
5th Avenue SW	(3rd Street SW to 4th Street SW)
5th Avenue SW	(8th Street SW to 6th Avenue SW)
5th Avenue SW	(Tyman Place to 8th Street SW)
6th Avenue SW	(Tatepaha Boulevard to 9th Street SW)
6th Avenue SW	(Division Street to 4th Street SW)
7th Avenue SW	(Division Street to 3rd Street SW)
7th Avenue SW	(10th Street SW to 12th Street SW)
8th Avenue SW	(2nd Street SW to 350' S of 3rd Street SW)

8th Avenue SW	(8th Street SW to 9th Street SW)
7th Avenue NW	(7th Street NW to 9th Street NW)
8th Avenue NW	(4th Street NW/TH 60 to 7th Street NW)
8th Avenue NW	(20th Street NW/TH 3 to 24th Street NW)
14th Street NE	(518' NE of Shumway Avenue to 231' SW of Legacy Drive)
1st Avenue NE	(5th Street NE to Central Avenue)
2nd Street NW	(1st Avenue NW to 4th Avenue NW)

2028 STREETS

14th Street NW	(3rd Avenue NW to west end)
2nd Street SW	(3rd Avenue SW to 4th Avenue SW)
3rd Street NW	(2nd Avenue NW to 4th Avenue NW)
4th Avenue NW	(South of 13th Street NW to 13th Street NW)
4th Street SW	(5th Avenue SW to 6th Avenue SW)
8th Street SW	(4th Avenue SW to 9th Avenue SW)
9th Street SW	(6th Avenue SW to 9th Avenue SW)
4th Avenue SW	(4th Avenue SW to 6th Avenue SW)
6th Avenue SW	(9th Street SW to 4th Avenue SW)
13th Street NW	(2nd Avenue NW to west of 4th Avenue NW)
3rd Street SW	(9th Avenue SW to Prairie Avenue SW)
4th Avenue SW	(1st Street SW to 6th Avenue SW)
6th Avenue SW	(4th Avenue SW to 10th Street SW)

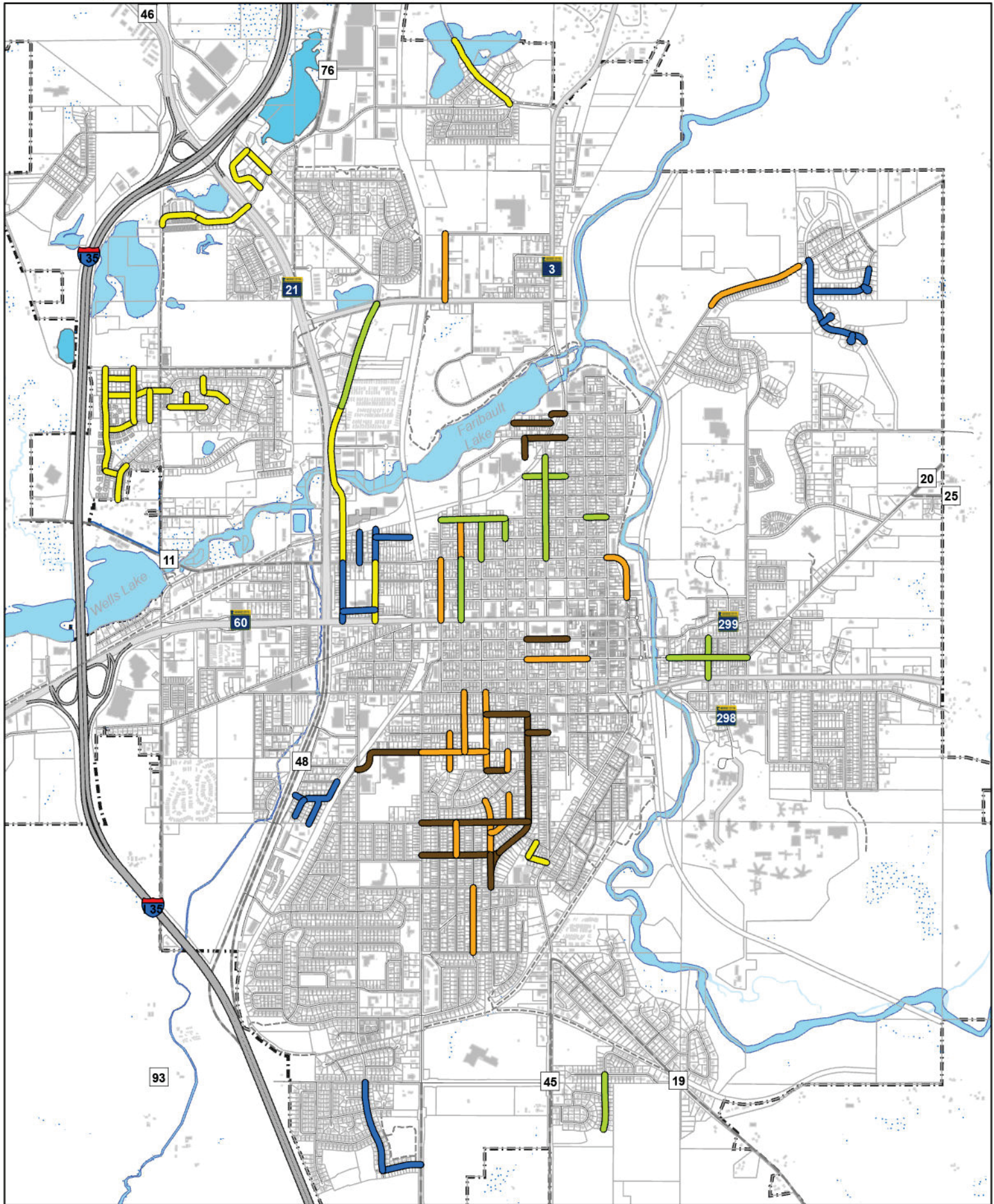
**New concrete sidewalk construction proposed to be done in conjunction with overlay improvements.

Justification

Extend useful life of existing pavement.

Expenditures	2024	2025	2026	2027	2028	Total
Construction	1,160,000	1,922,000	1,190,000	1,640,000	1,274,000	7,186,000
Total	1,160,000	1,922,000	1,190,000	1,640,000	1,274,000	7,186,000

Funding Sources	2024	2025	2026	2027	2028	Total
Municipal State Aid		727,000	233,000	947,000	675,000	2,582,000
Sanitary Sewer Fund (602)	10,000	15,000	20,000	15,000	20,000	80,000
Storm Water Fund (603)	25,000	25,000	50,000	50,000	35,000	185,000
Street Imp Projects Fund (401)	1,120,000	1,145,000	867,000	613,000	524,000	4,269,000
Water Fund (601)	5,000	10,000	20,000	15,000	20,000	70,000
Total	1,160,000	1,922,000	1,190,000	1,640,000	1,274,000	7,186,000



Project #

SWKTRL

Project Name

2024 - 2028 Sidewalk/Trail Improvements

Capital Asset #

Unit #

Department

Engineering

Contact

City Engineer

Type

Improvement

Useful Life

30 years

Category

Infrastructure

Priority

3 Low

Description

SWK-24A**

Westwood Drive (Highland Place to 8th Street SW)**

SWK-24B**

8th Street SW (Westwood Drive to Prairie Avenue)**

SWK-24C

Cannon River View Trail Extension (20th Street NW to 100' north of East View Drive)

SWK-25A**

Hulett Avenue (TH 60 to George L Street)**

SWK-25B**

Cardinal Avenue (Cardinal Lane to 30th Street NW)**

SWK-25C**

25th Avenue NW (15 1/2 Street NW to 17th Street NW)**

TRL-26A**

30th Street NW (Industrial Drive to 1,100 ft east)**

TRL-27A

2nd Avenue NW (old Faribault Foods Trail and wood tressle removal)

TRL-27B**

3rd Street SW (6th Avenue SW to 9th Avenue SW)**

TRL-28A

Teepee Tonka Loop Trail

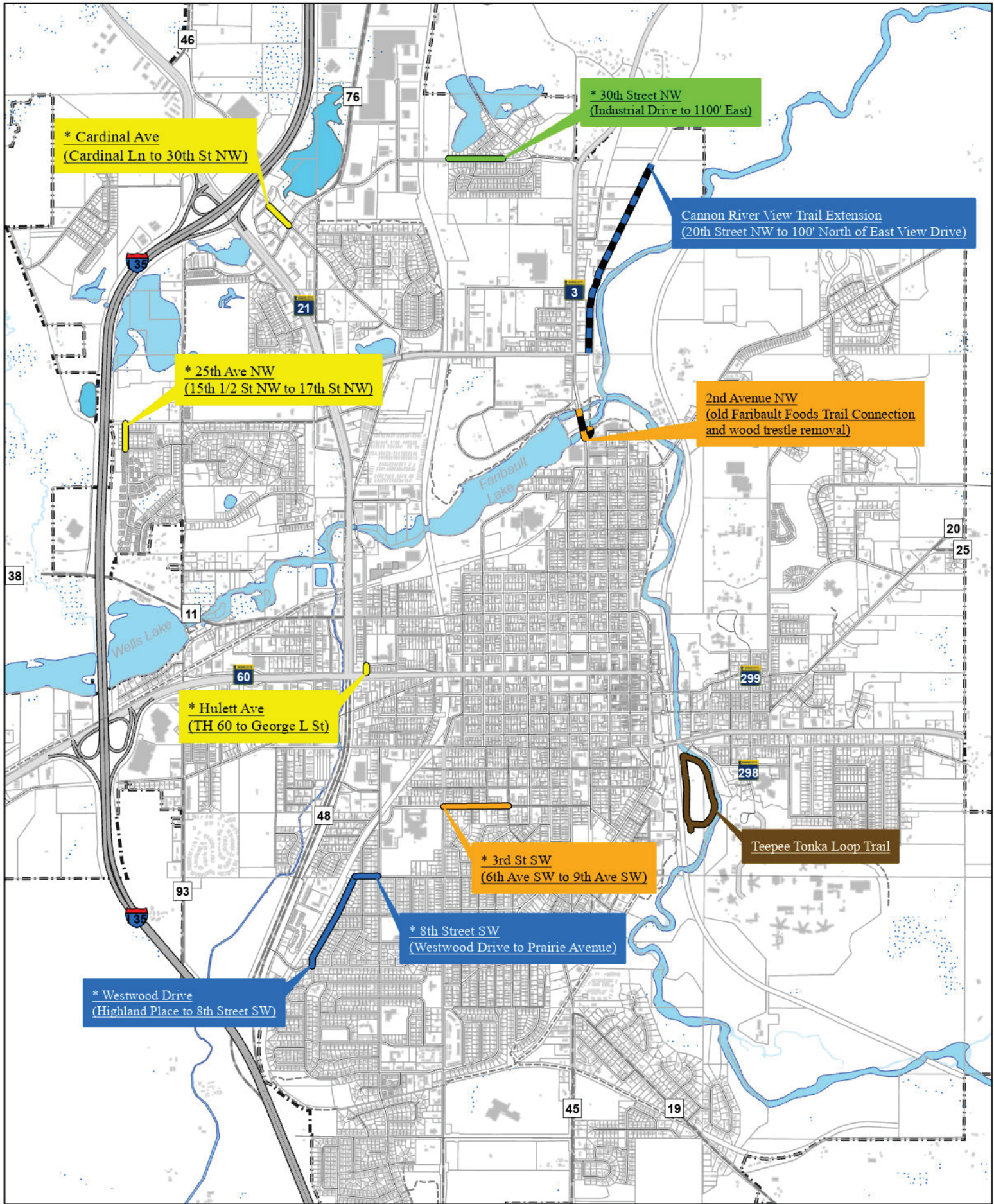
**Construction to be completed in conjunction with street improvement project.

Justification

Installation in accordance with the 2021 Sidewalk & Trail Improvement Plan. Sidewalks will be considered in conjunction with other roadway improvements, but may not be built due to feasibility of construction.

Expenditures	2024	2025	2026	2027	2028	Total
Construction	498,200	102,000	66,000	74,000	245,000	985,200
Total	498,200	102,000	66,000	74,000	245,000	985,200

Funding Sources	2024	2025	2026	2027	2028	Total
FED CRP Grant	275,000					275,000
Municipal State Aid			66,000			66,000
Park Improvements (404)	75,000			14,000	245,000	334,000
Street Imp Projects Fund (401)	148,200	102,000		60,000		310,200
Total	498,200	102,000	66,000	74,000	245,000	985,200



0 1,500 3,000 US Feet

2024
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2026

2027
2028
2024

2027

Project #	SWR SYST
Project Name	2024 - 2028 Sanitary Sewer System Improvements

Department	Sewer Collection
Contact	City Engineer
Type	Improvement
Useful Life	50 years
Category	Infrastructure
Priority	1 High

Capital Asset #

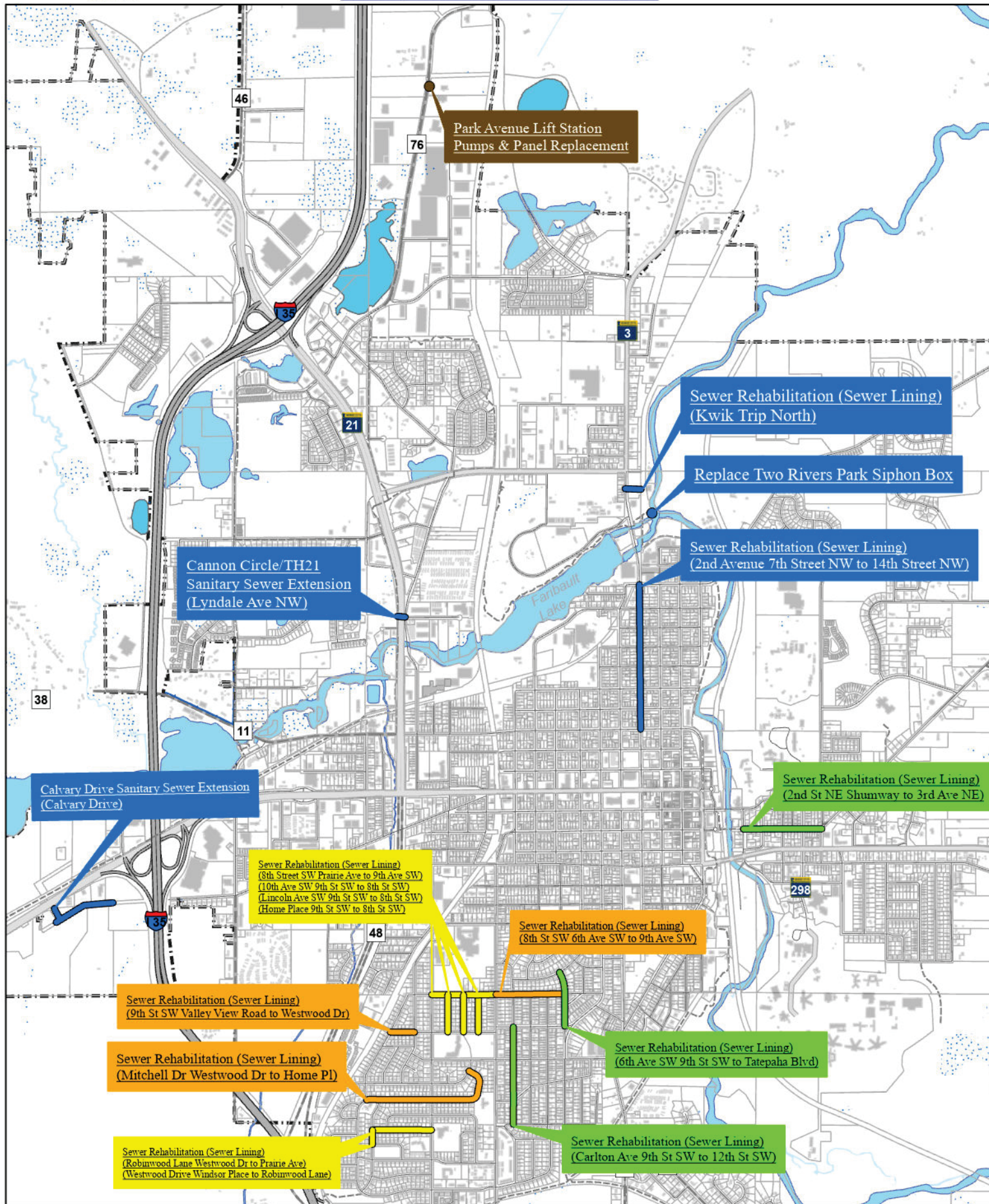
Unit #

Description	
SWR-24A	Replace Two Rivers Park Siphon Box
SWR-24B	Calvary Drive Sanitary Sewer Extension
SWR-24C	Cannon Circle/TH 21 Sanitary Sewer Extension
SWR-24D	Sewer Rehabilitation (Sewer Lining) (2nd Avenue/7th Street NW to 14th Street NW) (Kwik Trip North)
SWR-25	Sewer Rehabilitation (Sewer Lining) (Robinwood Lane/Westwood Drive to Prairie Avenue) (Westwood Drive/Windsor Place to Robinwood Lane) (8th Street SW/Prairie Avenue to 9th Avenue SW) (Lincoln Avenue SW/9th Street SW to 8th Street SW) (Home Place/9th Street SW to 8th Street SW) (10th Avenue SW/9th Street SW to 8th Street SW)
SWR-26	Sewer Rehabilitation (Sewer Lining) (Carlton Avenue/9th Street SW to 12th Street SW) (6th Avenue SW/9th Street SW to Tatepaha Boulevard) (2nd Street NE/Shumway to 3rd Avenue NE)
SWR-27	Sewer Rehabilitation (Sewer Lining) (9th Street SW/Valleyview Road to Westwood Drive) (8th Street SW/6th Avenue SW to 9th Avenue SW) (Mitchell Drive/Westwood Drive to Home Place)
SWR-28	Park Avenue Lift Station Pumps & Panel Replacement

Justification	
SWR-24A	Replacement of infrastructure that has exceeded its useful life.
SWR-24B	Extension of sanitary sewer to serve undeveloped area at intersection of I 35 & TH 60 to support economic development.
SWR-24C	Extension of sanitary sewer to serve undeveloped area on west side of TH 21 to support economic development.
SWR-24D, SWR-25, SWR-26, SWR-27, & SWR-28	Rehabilitation of sewers not scheduled for corresponding road improvements (locations to be determined).

Expenditures	2024	2025	2026	2027	2028	Total
Construction	1,459,000	292,075	242,000	250,250	150,000	2,393,325
Total	1,459,000	292,075	242,000	250,250	150,000	2,393,325

Funding Sources	2024	2025	2026	2027	2028	Total
Sanitary Sewer Fund (602)	1,459,000	292,075	242,000	250,250	150,000	2,393,325
Total	1,459,000	292,075	242,000	250,250	150,000	2,393,325



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2024
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2028

Project #SWR-REHAB

Project NameSanitary Sewer Structure Rehabilitation

Department

Sewer Collection

Contact

Public Works Director

Type

Improvement

Useful Life

3 years

Category

Infrastructure

Priority

1 High

Capital Asset #

Unit #

Description

Contract services to repair structures, manholes, and pipes.

Justification

Extraordinary maintenance.

Expenditures	2024	2025	2026	2027	2028	Total
Facility Maintenance	50,000	50,000	50,000	50,000	50,000	250,000
Total	50,000	50,000	50,000	50,000	50,000	250,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sanitary Sewer Fund (602)	50,000	50,000	50,000	50,000	50,000	250,000
Total	50,000	50,000	50,000	50,000	50,000	250,000

Project #	STW CONST
Project Name	2024 - 2028 Stormwater Construction Projects

Department	Stormwater
Contact	City Engineer
Type	Improvement
Useful Life	40 years
Category	Infrastructure
Priority	1 High

Capital Asset #

Unit #

Description

STM-24A	Division Street east Storm Sewer Replacement
STM-24B	Twin Lakes Storm Sewer Overflow
STM-24C	Sewer Rehabilitation (Sewer Lining) (2nd Avenue/9th Street NW to 14th Street NW)
STM-25A	Mitigation of Culvert Erosion under Matteson Street
STM-25B	7th Street NW Storm Sewer
STM-26A	18th Avenue & Paulis Drive Storm Sewer Basin
STM-27A	Flood Reduction on Division Street and Adjacent Streets Phase I
STM-28A	17th Street SW/Prairie Avenue Street Flooding Reduction
STM-28B	Flood Reduction on Division Street and Adjacent Streets Phase II

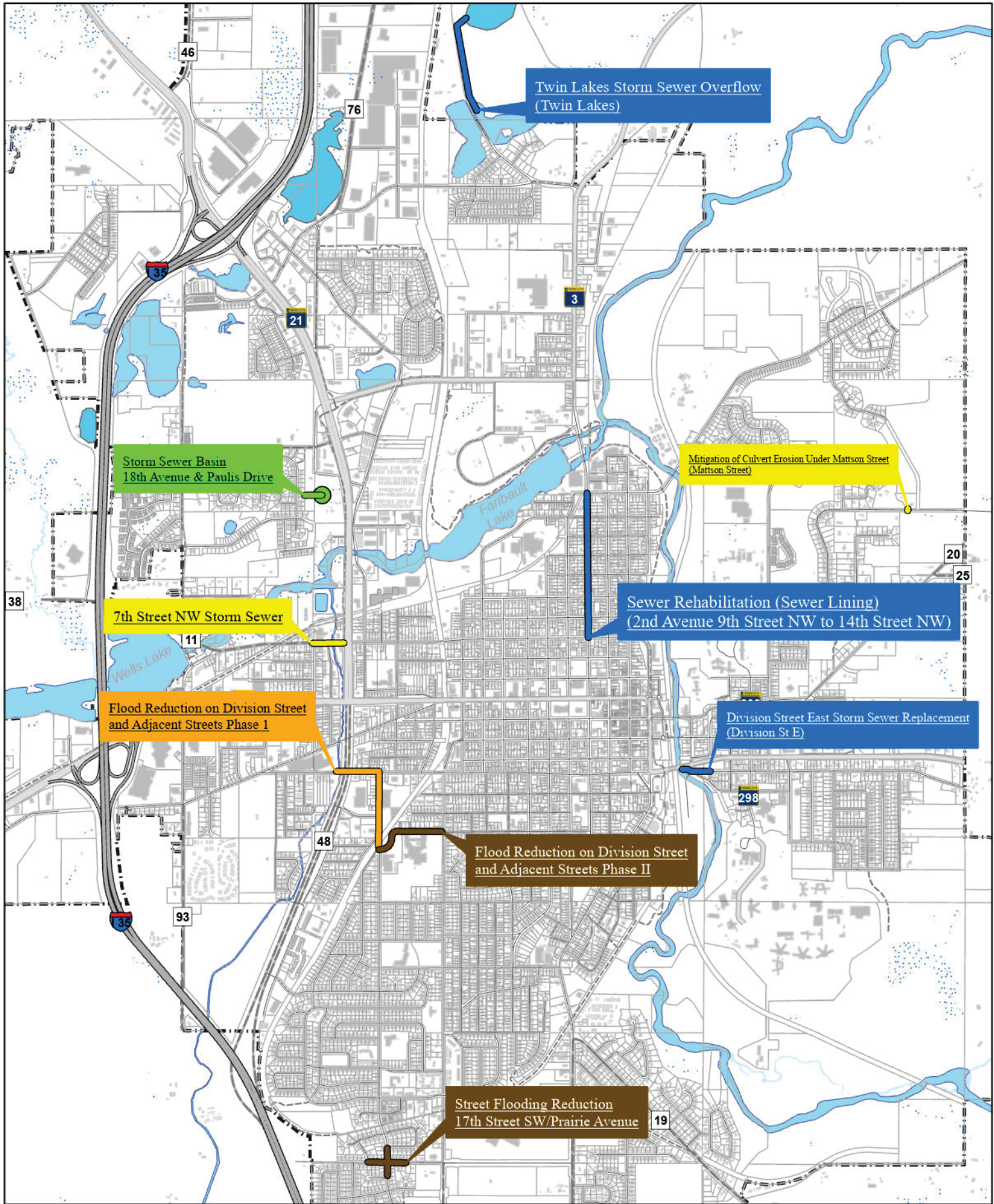
Justification

STM-24A	Increase system capacity (undersized piping in place).
STM-24B*	Provide improved high water level control/replace private system.
STM-24C	Rehabilitation of sewers not scheduled for corresponding road improvements.
STM-25A	Reduce erosion, mitigate future street failure, reduce WLA per MS4 Permit TMDL.
STM-25B*	Increase system capacity (undersized piping in place) and reduce WLA per MS4 Permit TMDL.
STM-26A*	Reduce localized flooding and erosion and provide storm water management for existing development, reduce WLA per MS4 Permit TMDL.
STM-27A*	Reduce localized flooding and erosion and provide storm water management for existing development, reduce WLA per MS4 Permit TMDL.
STM-28A*	Reduce localized street flooding occurrences.
STM-28B*	Reduce localized flooding and erosion and provide storm water management for existing development, reduce WLA per MS4 Permit TMDL.

*Project identified in 2022 SWMP

Expenditures	2024	2025	2026	2027	2028	Total
Construction	855,500	825,000	1,320,000	2,811,600	1,417,900	7,230,000
Total	855,500	825,000	1,320,000	2,811,600	1,417,900	7,230,000

Funding Sources	2024	2025	2026	2027	2028	Total
Storm Water Fund (603)	855,500	825,000	1,320,000	2,811,600	1,417,900	7,230,000
Total	855,500	825,000	1,320,000	2,811,600	1,417,900	7,230,000



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2024
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Project #

STW-REHAB

Project Name

Structural Stormwater BMP Projects

Department

Storm Water

Contact

Public Works Director

Type

Maintenance

Useful Life

40 years

Category

Infrastructure

Priority

1 High

Capital Asset #

Unit #

Description

Structural stormwater BMP Projects

Justification

Structural improvement projects for stormwater BMP's such as pond dredging, infiltration basin restoration, and buffer maintenance.

Expenditures	2024	2025	2026	2027	2028	Total
Site Improvement	150,000	150,000	150,000	150,000	150,000	750,000
Total	150,000	150,000	150,000	150,000	150,000	750,000

Funding Sources	2024	2025	2026	2027	2028	Total
Storm Water Fund (603)	150,000	150,000	150,000	150,000	150,000	750,000
Total	150,000	150,000	150,000	150,000	150,000	750,000

Project #	WATER
Project Name	2024 - 2028 Water System Improvements

Department	Water
Contact	City Engineer
Type	Improvement
Useful Life	50 years
Category	Infrastructure
Priority	1 High

Capital Asset #

Unit #

Description

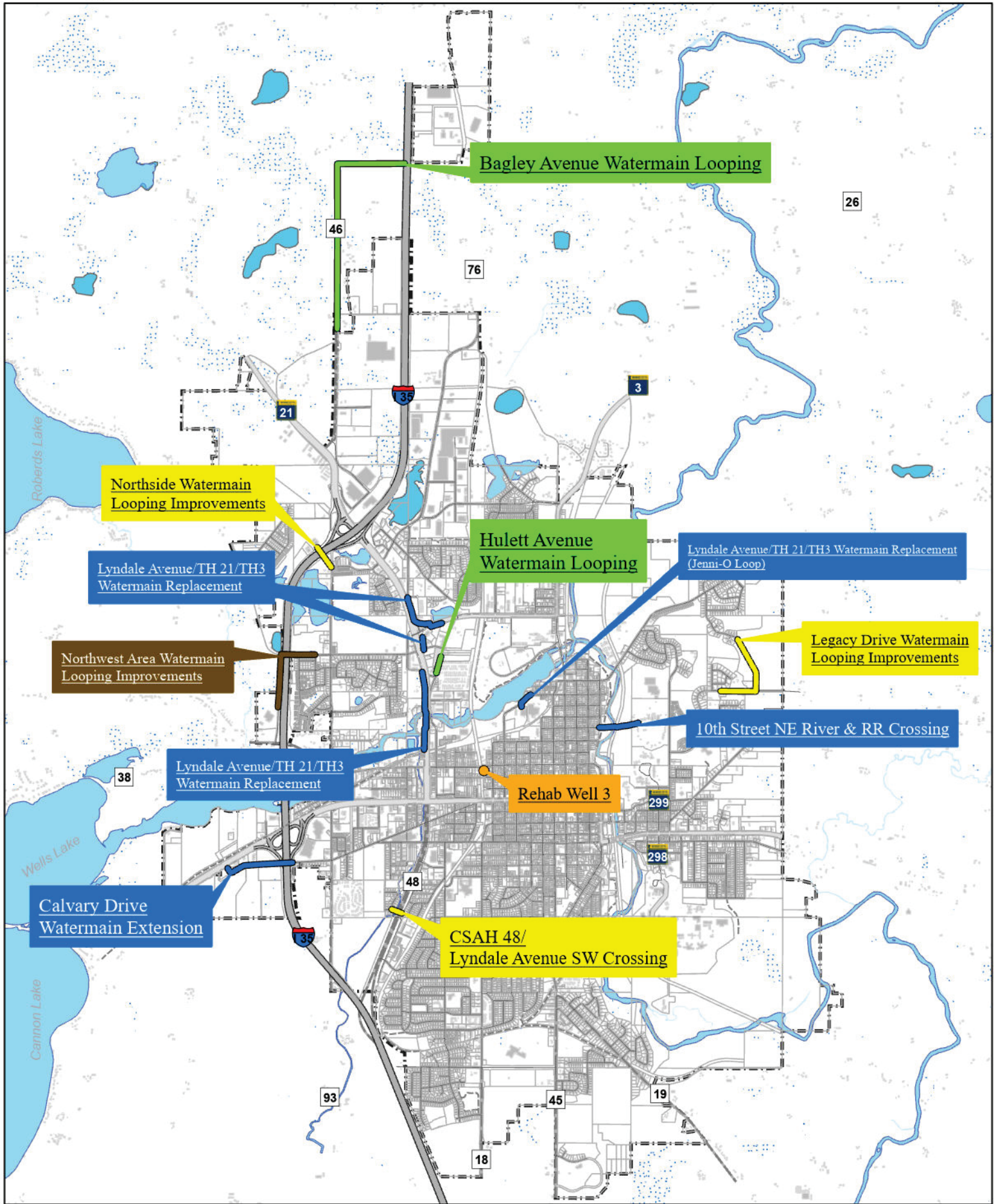
WAT-24A	Lyndale Avenue/TH 21/TH 3 Watermain Replacement (White Sands Trail Head to Bradley Road) (Grandstay Main) (Crossroads Loop) (Jenni-O Loop)
WAT-24B	Calvary Drive Watermain Extension
WAT-25A	Legacy Drive Watermain Looping Improvements (Matteson Street & Poehler Court)
WAT-25B	CSAH 48/Lyndale Avenue SW Crossing (Faribault Road to Ladonna Lane)
WAT-25C	Northside Watermain Looping Improvements (Western Avenue to West Airport Drive)
WAT-26A	Bagley Avenue Watermain Looping
WAT-26B	Hulett Avenue Watermain Looping (Bradley Road to 17th Street NW)
WAT-27	Rehabilitation Well #3 and New Well #8
WAT-28	Northwest Area Watermain Looping Improvements (Belview Trail and 17th Street NW)

Justification

System improvements in accordance with 2021 Comprehensive Water Plan and Journey to 2040 Comprehensive Plan.	
WAT-24A	Replace existing watermain that has exceeded its useful life and/or has a history of breaks
WAT-24B	Eliminate long "dead-end" watermains to provide future growth capacity.
WAT-25A	Improve water pressure and eliminate large number of homes on non-looped main
WAT-25B	Improve system distribution and pressure.
WAT-25C	Improve water pressure and eliminate large number of homes on non-looped main.
WAT-26A	Improve system distribution and pressure. Also provide future growth capacity along I35 corridor.
WAT-26B	Eliminate long "dead-end" watermains to provide future growth capacity.
WAT-27	Increase system pumping capacity and redundancy per 2020 Comprehensive Water System Plan.
WAT-28	Improve water pressure and eliminate large number of homes on non-looped main.

Expenditures	2024	2025	2026	2027	2028	Total
Construction	1,275,000	895,000	1,355,000	3,000,000	450,000	6,975,000
Total	1,275,000	895,000	1,355,000	3,000,000	450,000	6,975,000

Funding Sources	2024	2025	2026	2027	2028	Total
Special Assessments-Water		495,000				495,000
Water Fund (601)	1,275,000	400,000	1,355,000	3,000,000	450,000	6,480,000
Total	1,275,000	895,000	1,355,000	3,000,000	450,000	6,975,000



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2027

Project #	WATER 01
Project Name	2024 - 2028 Valve & Hydrant Replacement

Department	Water
Contact	Public Works Director
Type	Improvement
Useful Life	40 years
Category	Infrastructure
Priority	1 High

Capital Asset #

Unit #

Description

Valve and hydrant replacements.

Justification

Replace valves and hydrants that are not operating properly throughout the system.

Expenditures	2024	2025	2026	2027	2028	Total
Site Improvement		100,000		100,000		200,000
Total		100,000		100,000		200,000

Funding Sources	2024	2025	2026	2027	2028	Total
Water Fund (601)		100,000		100,000		200,000
Total		100,000		100,000		200,000

Project #	WATER 02
Project Name	New Drinking Water Supply Well #8

Department	Water
Contact	Public Works Director
Type	Improvement
Useful Life	40 years
Category	Infrastructure
Priority	1 High

Capital Asset #

Unit #

Description

Addition of new drinking water supply well.

Justification

An additional drinking water well will be necessary to keep up with demand. The well study will be conducted in 2026 with installation of the well occurring in 2027. The 2027 installation cost of the new Well #8 is included in CIP Item WATER 2024 - 2028 Water System Improvements.

Expenditures	2024	2025	2026	2027	2028	Total
Equipment			100,000			100,000
Total			100,000			100,000

Funding Sources	2024	2025	2026	2027	2028	Total
Water Fund (601)			100,000			100,000
Total			100,000			100,000

Financial Analysis

**CITY OF FARIBAULT
STREET IMPROVEMENT FUND PROJECTIONS (401)**

	Projected To 12/31/2023	Projected To 12/31/2024	Projected To 12/31/2025	Projected To 12/31/2026	Projected To 12/31/2027	Projected To 12/31/2028
<u>Revenues</u>						
Franchise Fees (Gas & Electric)	\$ 1,700,000	\$ 1,536,000	\$ 1,536,000	\$ 1,536,000	\$ 1,536,000	\$ 1,536,000
MSA Maintenance	100,000	100,000	100,000	100,000	100,000	100,000
MSA Construction	556,500	1,100,000	727,000	1,499,000	2,240,750	2,190,000
Federal Grants	1,547,000	275,000	-	-	-	-
Other State Grants & Aids	1,500,000	11,256	73,951	83,646	91,738	119,905
Special Assessments - County	265,567	196,816	189,961	183,318	177,907	172,496
County Highway Turnback	565,920	-	-	-	-	-
Interest Earnings	26,000	58,190	-	-	-	57,823
Transfer In-Street Projects (Enterprise Funds)	1,703,900	2,802,500	650,000	330,000	797,500	1,220,000
Transfer in (Other Funds)	400,000	164,000	164,000	164,000	865,985 *	409,000
Total Revenues	\$ 8,364,887	\$ 6,243,762	\$ 3,440,912	\$ 3,895,964	\$ 5,809,880	\$ 5,805,224
<u>Expenses</u>						
Miscellaneous Concrete, Etc.	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Franchise Fee Assessment Reimbursements	50,000	50,000	50,000	50,000	50,000	50,000
Transfer Out to Project Funds	8,992,600	7,194,200	3,664,000	2,746,000	3,775,250	3,690,000
Transfer Out to Debt Service	162,980	165,180	162,280	164,380	161,380	163,380
Riverchase Court (Prior Year Encumbrance)	822,590	-	-	-	-	-
Total Expenses	\$ 10,078,170	\$ 7,459,380	\$ 3,926,280	\$ 3,010,380	\$ 4,036,630	\$ 3,953,380
Revenue Over/Under Expenses	\$ (1,713,283) #	\$ (1,215,618) #	\$ (485,368) #	\$ 885,584	\$ 1,773,250	\$ 1,851,844
Fund Balance January 1	\$ 2,407,511	\$ 694,228	\$ (521,390)	\$ (1,006,758)	\$ (121,174)	\$ 1,652,076
Fund Balance December 31	\$ 694,228	\$ (521,390)	\$ (1,006,758)	\$ (121,174)	\$ 1,652,076	\$ 3,503,920
Proposed Fund Balance	\$ 3,941,444	\$ 2,776,049	\$ 2,168,354	\$ 2,020,027	\$ 1,941,095	
Over/Under Fund Balance	\$ (3,247,216)	\$ (3,297,439)	\$ (3,175,112)	\$ (2,141,201)	\$ (289,019)	

Intentional use of fund balance.

* Transfer from Debt Service Fund 347 (2015A Crossover Refunding).

City of Faribault, Minnesota
Capital Improvement Plan
2024 thru 2028

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Engineering								
2024 - 2028 Bridges & Dams	BRIDGE	1				200,000		200,000
2024 - 2028 Downtown Area Parking Lot/Alley Imp	DWNTWN	3	175,000	50,000	50,000	50,000	50,000	375,000
2024 - 2028 Street Reconstruction	STCON	1	5,361,000	1,590,000	1,440,000	1,811,250	2,121,000	12,323,250
2024 - 2028 Street Overlays	STOVLY	2	1,160,000	1,922,000	1,190,000	1,640,000	1,274,000	7,186,000
2024 - 2028 Sidewalk/Trail Improvements	SWKTRL	3	498,200	102,000	66,000	74,000	245,000	985,200
Engineering Total			7,194,200	3,664,000	2,746,000	3,775,250	3,690,000	21,069,450
<i>FED CRP Grant</i>			275,000					275,000
<i>Municipal State Aid</i>			1,100,000	727,000	1,499,000	2,240,750	2,190,000	7,756,750
<i>Park Improvements (404)</i>			75,000			14,000	245,000	334,000
<i>Sanitary Sewer Fund (602)</i>			935,500	195,000	20,000	273,750	323,000	1,747,250
<i>Storm Water Fund (603)</i>			809,000	265,000	50,000	250,000	35,000	1,409,000
<i>Street Imp Projects Fund (401)</i>			2,941,700	2,287,000	917,000	723,000	574,000	7,442,700
<i>Water Fund (601)</i>			1,058,000	190,000	260,000	273,750	323,000	2,104,750
Engineering Total			7,194,200	3,664,000	2,746,000	3,775,250	3,690,000	21,069,450
Grand Total			7,194,200	3,664,000	2,746,000	3,775,250	3,690,000	21,069,450

**CITY OF FARIBAULT
PARK IMPROVEMENT FUND PROJECTIONS (404)**

	<u>Projected To 12/31/2023</u>	<u>Projected To 12/31/2024</u>	<u>Projected To 12/31/2025</u>	<u>Projected To 12/31/2026</u>	<u>Projected To 12/31/2027</u>	<u>Projected To 12/31/2028</u>
<u>Revenues</u>						
Parkland Dedication Fees	\$ 50,000	\$ 50,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Interest	9,900	2,702	4,232	-	7,950	6,898
Miscellaneous Revenue	-	2,000,000	-	350,000	-	-
Franchise Fees	551,500	630,000	630,000	630,000	630,000	630,000
Transfer from Water/Sewer Funds	250,000	86,000	86,000	86,000	86,000	86,000
Bond Proceeds	-	7,000,000	-	-	-	-
Total Revenues	\$ 861,400	\$ 9,768,702	\$ 735,232	\$ 1,081,000	\$ 738,950	\$ 737,898
<u>Expenses</u>						
Capital Projects - Parks	\$ 995,000	\$ 9,095,000	\$ 425,000	\$ 25,000	\$ 139,000	\$ 270,000
Debt Service	-	630,000	630,000	630,000	630,000	630,000
Prior year Encumbrance Carry over	224,268	-	-	-	-	-
Total Expenses	\$ 1,219,268	\$ 9,725,000	\$ 1,055,000	\$ 655,000	\$ 769,000	\$ 900,000
Revenue Over/Under Expenses	\$ (357,868) #	\$ 43,702	\$ (319,768) #	\$ 426,000	\$ (30,050) #	\$ (162,102) #
Fund Balance January 1	\$ 435,081	\$ 77,213	\$ 120,915	\$ (198,853)	\$ 227,147	\$ 197,097
Fund Balance December 31	\$ 77,213	\$ 120,915	\$ (198,853)	\$ 227,147	\$ 197,097	\$ 34,995

Intentional use of fund balance.

City of Faribault, Minnesota
Capital Improvement Plan
 2024 thru 2028

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	2024	2025	2026	2027	2028	Total
GO Bond								
Downtown (viaduct area) Park	PAR F 24-01	1	7,000,000					7,000,000
GO Bond Total			7,000,000					7,000,000
Other								
Downtown (viaduct area) Park	PAR F 24-01	1	2,000,000					2,000,000
Other Total			2,000,000					2,000,000
Park Improvements (404)								
Replacement - Park Playground Equipment	PAR E 25-06	1		100,000		100,000		200,000
White Sands Parking Lot	PAR F 25-01	1		50,000				50,000
Replacement - N Alexander Park Restrooms/MainBldg	PAR F 25-02	2		250,000				250,000
2024 - 2028 Sidewalk/Trail Improvements	SWKTRL	3	75,000			14,000	245,000	334,000
2024-2028 Trail Improvements/Maintenance	TRAILS	3	20,000	25,000	25,000	25,000	25,000	120,000
Park Improvements (404) Total			95,000	425,000	25,000	139,000	270,000	954,000
GRAND TOTAL			9,095,000	425,000	25,000	139,000	270,000	9,954,000

**CITY OF FARIBAULT
CAPITAL REPLACEMENT FUND PROJECTIONS (431)**

	Projected To 12/31/2023	Projected To 12/31/2024	Projected To 12/31/2025	Projected To 12/31/2026	Projected To 12/31/2027	Projected To 12/31/2028
<u>Revenues</u>						
Rural Fire Association	\$ 112,500	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	75,000	58,000	58,000	58,000	58,000	58,000
Intergovernmental Revenue	-	444,148	800,000	800,000	800,000	800,000
Sale of Capital Asset	-	17,000	75,000	48,000	68,500	61,700
Public Safety Aid	-	382,459	20,000	-	-	-
Miscellaneous Revenue (Interest)	30,900	135	-	5,529	29,334	31,696
Equipment Certificates	-	689,547	-	812,772	-	2,035,500
Transfer from Enterprise Funds	28,442	61,339	-	-	-	-
Total Revenues	\$ 246,842	\$ 1,652,628	\$ 953,000	\$ 1,724,301	\$ 955,834	\$ 2,986,896
<u>Expenses</u>						
Extraordinary Maintenance (Software)	\$ -	\$ 444,148	\$ -	\$ -	\$ -	\$ -
Capital Outlay - Machinery/Vehicles	1,456,750	438,159	593,000	415,000	237,500	1,672,000
Capital Outlay - Miscellaneous	296,442	995,019	222,367	189,438	650,834	185,500
Encumbrances for 2022 CIP Items	613,683	-	-	-	-	-
Total Expenditures	\$ 2,366,875	\$ 1,877,326	\$ 815,367	\$ 604,438	\$ 888,334	\$ 1,857,500
Revenues over/under expenses	\$ (2,120,033) #	\$ (224,698) #	\$ 137,633	\$ 1,119,863	\$ 67,500	\$ 1,129,396
Fund Balance January 1	\$ 1,925,335	\$ (194,698)	\$ (419,396)	\$ (281,763)	\$ 838,100	\$ 905,600
Fund Balance December 31	\$ (194,698)	\$ (419,396)	\$ (281,763)	\$ 838,100	\$ 905,600	\$ 2,034,996

NOTES

Intentional use of fund balance.

City of Faribault, Minnesota

Capital Improvement Plan

2024 thru 2028

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	2024	2025	2026	2027	2028	Total
Capital Replacement Fund (431)								
Replacement - Pool Vacuum	AQU E 24-01	1	6,200					6,200
Replacement - Lily Pad Matting	AQU E 24-02	1	8,000					8,000
Replacement - Aquatic Center Filter	AQU E 27-01	1				325,000		325,000
Replacement - Fitness Room Equipment	COM E 24-01	1	10,500	11,000	11,500	12,000	12,500	57,500
Replacement - Floor Machine	COM E 25-01	1		8,500				8,500
Replacement - Traffic Counting Equipment	ENG E 25-01	1		10,000				10,000
Replacement - Topcon Station Survey Equipment	ENG E 27-01	1				39,500		39,500
Replacement - 2012 Ford Econoline Van #3	ENG E 27-02	1				35,000		35,000
Replacement - Plotter/Scanner	ENG E 28-01	1					19,800	19,800
Replacement - GPS Surveying Equipment	ENG E 28-02	1					39,500	39,500
Replacement - Trailer #1	FIR E 24-08	2	9,000					9,000
Replacement - 1997 Ford F350 Crew Cab #2130	FIR E 28-02	1					80,000	80,000
Replacement - Self-Checkout System	LIB E 28-01	3					12,000	12,000
Replacement - 2003 Downeaster Sander #19	PAR E 24-02	1	7,000					7,000
Replacement - Ice Arena Compressor	PAR E 24-03	1	200,000					200,000
Replacement - Bobcat Planer #312	STR E 24-02	1	15,000					15,000
Upgrade - LED Street Lights	STR E 24-03	1	410,000					410,000
Replacement - 2008 Ford F250 #407	STR E 25-01	1		45,000				45,000
Capital Replacement Fund (431) Total			665,700	74,500	11,500	411,500	163,800	1,327,000
Equipment Certificates								
Replacement - 2008 Spartan Fire Pumper #2115	FIR E 28-01	2					1,300,000	1,300,000
Equipment Certificates Total							1,300,000	1,300,000
Equipment Certificates (2024)								
Replacement - 2007 Ford Pickup #8	ENG E 24-01	1	40,000					40,000
Replacement - Cameras	IT E 24-01	1	36,000	70,130				106,130
Replacement - Door Access Panels	IT E 24-02	1	22,680	27,737				50,417
Replacement - 2014 Ford F250 Pickup #3	PAR E 24-01	1	65,000					65,000
Replacement - 2017 Toolcat #62	PAR E 24-04	1	70,000					70,000
Replacement - Wood Chipper #26	PAR E 25-01	1		70,000				70,000
Replacement - 2012 Ford F550 Dump Truck #2	PAR E 25-02	1		70,000				70,000
Replacement - 2009 Diamond Boom Mower #33	PAR E 25-03	1		55,000				55,000
Zamboni	PAR E 25-04	1		15,000				15,000
Tractor	PAR E 25-05	1		75,000				75,000
Replacement - 2008 Ford F550 #307	STR E 24-01	1	73,000					73,000
Equipment Certificates (2024) Total			306,680	382,867				689,547
Equipment Certificates (2026)								
Replacement - Gymnasium Divider Curtain and Motor	COM E 26-02	2			15,000			15,000

Source	Project #	Priority	2024	2025	2026	2027	2028	Total
Replacement - Cameras	IT E 24-01	1				124,213		124,213
Replacement - Door Access Panels	IT E 24-02	1			58,938	56,621		115,559
Replacement - Library Furniture	LIB E 26-01	1			75,000			75,000
Replacement - 2013 Toro 72" Mower #15	PAR E 26-02	1			70,000			70,000
Replacement - 2012 Ford F550 Bucket Truck #39	PAR E 27-01	1				150,000		150,000
Replacement - 2007 Sterling L7500 #107	STR E 25-04	1		263,000				263,000
Equipment Certificates (2026) Total				263,000	218,938	330,834		812,772

Equipment Certificates (2028)

Replacement - Community Center Scoreboards	COM E 26-01	1			17,000			17,000
Replacement - Library Security Gate System	LIB E 27-01	4				25,000		25,000
Replacement - 2014 Bobcat Soil Conditioner #42	PAR E 26-01	1			11,000			11,000
Replacement - 2017 Toolcat Stump Grinder #59	PAR E 27-02	1				10,000		10,000
Replacement - 2019 V Plow #68	PAR E 27-03	1				6,000		6,000
Replacement - 2012 Toro Ball Cart #50	PAR E 27-04	1				30,000		30,000
Replacement - 2000 Toro Aerator #51	PAR E 27-05	2				6,500		6,500
Replacement - Ford F250 Pickup #32	PAR E 28-01	1					40,000	40,000
Replacement - Scoreboards at North Alexander Park	PAR E 28-02	1					78,000	78,000
Replacement - 2019 Bobcat Toolcat #38	PAR E 28-03	1					65,000	65,000
Replacement - 2015 Toro 72" Mower #30	PAR E 28-04	1					30,000	30,000
Replacement - 2018 Toro 4000D Lawn Mower #27	PAR E 28-05	1					70,000	70,000
Replacement - 2008 Towmaster Trailer #40	PAR E 28-06	1					15,000	15,000
Replacement - 2011 Cat Loader #111	STR E 26-01	1			270,000			270,000
Replacement - 2005 Sellair Compressor #305	STR E 26-03	1			28,000			28,000
Replacement - Grayco Sprayer #103	STR E 28-02	2					34,000	34,000
Equipment Certificates (2028) Total					326,000	77,500	332,000	735,500

Public Safety Aid (431)

Replacement - Fire Chief Squad #2104	FIR E 24-01	1	55,000					55,000
Portable Fire Radios	FIR E 24-02	1	122,900					122,900
Replacement - Utility Task Vehicle (UTV)	FIR E 24-03	1	50,659					50,659
Self-Contained Breathing Apparatus (SCBA) Washer	FIR E 24-04	1	40,000					40,000
Ladder for Pumper #2115	FIR E 24-05	1	8,000					8,000
Replacement - Fire Extinguisher Training Aid	FIR E 24-06	1	13,000					13,000
Replacement - Smartboards and Computers	FIR E 24-07	1	15,000					15,000
Replacement - Trailer #1	FIR E 24-08	2	9,000					9,000
Replacement - Lucas 1 Chest Compression Device	FIR E 25-01	1		20,000				20,000
Patrol Utility Task Vehicle (UTV)	POL E 24-01	1	36,500					36,500
Speed Awareness Monitor (SAM) - Speed Trailer	POL E 24-02	1	10,900					10,900
86" Smartboard	POL E 24-03	1	7,500					7,500
Sonic Gun Cleaner	POL E 24-04	1	14,000					14,000
Public Safety Aid (431) Total			382,459	20,000				402,459

Sale of Capital Asset (431)

Replacement - 1996 Ford Tractor & Mower #6	AIR E 25-01	1		2,000				2,000
Replacement - 2010 Toro 4110-D Mower #1108	AIR E 26-01	2			3,000			3,000
Replacement - 2009 Caterpillar 938H Loader #209	AIR E 27-01	1				20,000		20,000
Replacement - 2007 Ford Pickup #8	ENG E 24-01	1	5,000					5,000
Replacement - Topcon Station Survey Equipment	ENG E 27-01	1				500		500
Replacement - 2012 Ford Econoline Van #3	ENG E 27-02	1				5,000		5,000
Replacement - Plotter/Scanner	ENG E 28-01	1					200	200

Source	Project #	Priority	2024	2025	2026	2027	2028	Total
Replacement - GPS Surveying Equipment	ENG E 28-02	1					500	500
Replacement - 2008 Ford F550 #307	STR E 24-01	1	12,000					12,000
Replacement - 2008 Ford F250 #407	STR E 25-01	1		5,000				5,000
Replacement - 2010 Int'l Plow Truck #110	STR E 25-02	1		18,000				18,000
Replacement - Elgin Sweeper #115	STR E 25-03	1		25,000				25,000
Replacement - 2007 Sterling L7500 #107	STR E 25-04	1		12,000				12,000
Replacement - 2011 Cat Loader #111	STR E 26-01	1			30,000			30,000
Replacement - 2005 Sterling Flusher #105	STR E 26-02	1			12,000			12,000
Replacement - 2005 Sellair Compressor #305	STR E 26-03	1			2,000			2,000
Replacement - Tymco Sweeper #217	STR E 27-01	1				40,000		40,000
Replacement - 2013 Int'l Single Axle #413	STR E 28-01	1					18,000	18,000
Replacement - Grayco Sprayer #103	STR E 28-02	2					1,000	1,000
Replacement - Case Backhoe #25	SWR E 28-01	1					20,000	20,000
Replacement - 2018 Dodge Ram #10	SWR E 28-02	1					10,000	10,000
Replacement - 2016 Ford F550 #01	SWR E 28-03	1					12,000	12,000
Replacement - John Deere Mower #21	WAT E 25-01	2		1,000				1,000
Replacement - 2014 Dodge Ram #9	WAT E 25-02	1		5,000				5,000
Replacement - CAT Generator	WAT E 27-01	2				3,000		3,000
Replacement - 2012 Ford Pickup #120	WRF E 25-01	1		7,000				7,000
Replacement - 15' Rotary Mower	WRF E 26-01	1			1,000			1,000
Sale of Capital Asset (431) Total			17,000	75,000	48,000	68,500	61,700	270,200
GRAND TOTAL			1,371,839	815,367	604,438	888,334	1,857,500	5,537,478

**CITY OF FARIBAULT
PUBLIC FACILITY FUND PROJECTIONS (437)**

	<u>Projected To 12/31/2023</u>	<u>Projected To 12/31/2024</u>	<u>Projected To 12/31/2025</u>	<u>Projected To 12/31/2026</u>	<u>Projected To 12/31/2027</u>	<u>Projected To 12/31/2028</u>
<u>Revenues</u>						
Interest	\$ 25,500	\$ 4,840	542,200	\$ 37,382	\$ 40,860	\$ 36,760
Franchise Fees (Gas & Electric)	262,000	162,000	162,000	162,000	162,000	162,000
Bond Proceeds	-	-	-	-	75,000,000	13,000,000
Sale of Property	142,034	427,966	-	-	-	-
Loss on Sale of Properties	(444,638)	-	-	-	-	-
Transfer from Enterprise Funds	25,000	25,000	25,000	25,000	25,000	25,000
Total Revenues	<u>\$ 9,896</u>	<u>\$ 619,806</u>	<u>\$ 729,200</u>	<u>\$ 224,382</u>	<u>\$ 75,227,860</u>	<u>\$ 13,223,760</u>
<u>Expenses</u>						
Capital Outlay - Facilities	\$ 957,000	\$ 56,000	\$ 70,000	\$ 125,000	\$ 75,345,000	\$ 13,445,000
Miscellaneous Expenses	16,777	-	-	-	-	-
Encumbrances for 2022 CIP Items	48,160	-	-	-	-	-
Total Expenditures	<u>\$ 1,021,937</u>	<u>\$ 56,000</u>	<u>\$ 70,000</u>	<u>\$ 125,000</u>	<u>\$ 75,345,000</u>	<u>\$ 13,445,000</u>
Revenues over/(under) expenses	<u>\$ (1,012,041) #</u>	<u>\$ 563,806</u>	<u>\$ 659,200</u>	<u>\$ 99,382</u>	<u>\$ (117,140) #</u>	<u>\$ (221,240) #</u>
Fund Balance January 1	<u>\$ 857,088</u>	<u>\$ (154,953)</u>	<u>\$ 408,853</u>	<u>\$ 1,068,053</u>	<u>\$ 1,167,435</u>	<u>\$ 1,050,295</u>
Fund Balance December 31	<u>\$ (154,953)</u>	<u>\$ 408,853</u>	<u>\$ 1,068,053</u>	<u>\$ 1,167,435</u>	<u>\$ 1,050,295</u>	<u>\$ 829,055</u>

Intentional use of fund balance.

City of Faribault, Minnesota
Capital Improvement Plan
2024 thru 2028

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	2024	2025	2026	2027	2028	Total
GO Building Bond								
Replacement - Community Center	COM F 27-01	1				75,000,000		75,000,000
Fire Station #2	FIR F 28-01	2					13,000,000	13,000,000
GO Building Bond Total						75,000,000	13,000,000	88,000,000
Public Facilities Fund (437)								
Replacement - Fire Station Boiler	FIR F 27-01	1				50,000		50,000
Replacement - East and South Entry Doors	LIB F 24-01	1	40,000					40,000
Replacement - Library Lower Level Storm Windows	LIB F 25-01	1		40,000				40,000
Upgrade - Library Elevator	LIB F 26-01	2			100,000			100,000
Clean & Restore Great Hall Murals	LIB F 27-01	1				40,000		40,000
Replacement - Library Interior Lighting	LIB F 28-01	3					100,000	100,000
Clean and Seal Library Exterior	LIB F 28-02	2					50,000	50,000
Replacement - White Sands Trail Head Facility Roof	PAR F 26-01	1			25,000			25,000
Upgrade - Central Park Bandshell	PAR F 27-01	1				105,000		105,000
Bea Duncan Memorial Fountain Renovation	PAR F 28-01	1					30,000	30,000
Fishing Pier Addition	PAR F 28-02	1					35,000	35,000
Replacement - Police Lower Level Carpet	POL F 24-01	2	16,000					16,000
Replacement - Carpet Public Works Building	STR F 25-01	1		30,000				30,000
Replacement - HVAC - Public Works Facility	STR F 27-01	1				150,000	150,000	300,000
Replacement - Salt Storage Shed Roof	STR F 28-01	1					80,000	80,000
Public Facilities Fund (437) Total			56,000	70,000	125,000	345,000	445,000	1,041,000
GRAND TOTAL			56,000	70,000	125,000	75,345,000	13,445,000	89,041,000

**CITY OF FARIBAULT
WATER FUND PROJECTIONS (601)**

	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028
Cash Balance January 1	\$ 6,907,087	\$ 5,317,441	\$ 2,912,946	\$ 2,719,256	\$ 3,002,879	\$ 2,064,432
<u>Revenues</u>						
Interest on Investments	\$ 94,000	\$ 165,830	\$ 101,953	\$ 95,174	\$ 105,101	\$ 72,255
Miscellaneous Revenue	47,200	47,200	542,200	47,200	47,200	47,200
Water Service Charge	3,864,161	4,018,727	4,259,851	4,515,442	4,786,369	5,073,551
Connection/Reconnection Fees	25,000	25,000	25,000	25,000	25,000	25,000
Water Access Charges	72,000	130,000	100,000	100,000	100,000	100,000
Penalties	50,000	51,000	51,510	52,025	52,545	53,070
Total Revenues	\$ 4,152,361	\$ 4,437,757	\$ 5,080,514	\$ 4,834,841	\$ 5,116,215	\$ 5,371,076
<u>Expenses</u>						
Personnel Services	\$ 576,482	\$ 617,228	\$ 648,089	\$ 680,494	\$ 714,519	\$ 750,244
Supplies	376,750	833,900	875,595	919,375	597,443	627,316
Other Services & Charges	1,735,077	1,763,460	1,772,277	1,781,139	1,790,044	1,798,995
Debt Service	589,216	540,030	539,430	539,790	539,100	538,370
Transfer Out	113,682	141,134	90,000	90,000	90,000	90,000
Capital Projects						
Facilities	230,000	1,220,000	-	-	-	-
Infrastructure	1,850,000	1,275,000	1,570,000	1,455,000	3,100,000	450,000
Street Reconstruction	807,800	1,058,000	190,000	260,000	273,750	323,000
Equipment & Vehicles	563,000	521,000	744,500	10,000	164,000	211,000
Total Expenses	\$ 6,842,007	\$ 7,969,752	\$ 6,429,892	\$ 5,735,797	\$ 7,268,856	\$ 4,788,925
Revenue Over/Under Expenses	\$ (2,689,646)	\$ (3,531,995)	\$ (1,349,378)	\$ (900,956)	\$ (2,152,642)	\$ 582,151
Balance Sheet Items/Depreciation	\$ 1,100,000	\$ 1,127,500	\$ 1,155,688	\$ 1,184,580	\$ 1,214,194	\$ 1,244,549
Projected Cash & Cash Equivalents	\$ 5,317,441	\$ 2,912,946	\$ 2,719,256	\$ 3,002,879	\$ 2,064,432	\$ 3,891,132

NOTES

- Water Service Charges assume a 6% increase in both base and consumption rates beginning in 2024.
- Personnel (wages and benefits) were adjusted by 5% for 2025 through 2028.
- Supplies and Other Services/Charges were adjusted by 5% for 2025 through 2028.
- Capital Project totals are taken from the 5-year CIP.

City of Faribault, Minnesota

Capital Improvement Plan

2024 thru 2028

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	2024	2025	2026	2027	2028	Total
Special Assessments-Water								
2024 - 2028 Water System Improvements	WATER	1		495,000				495,000
Special Assessments-Water Total				495,000				495,000
Water Fund (601)								
Replacement - Cameras	ITE 24-01	1	33,753					33,753
Replacement - Door Access Panels	ITE 24-02	1	17,381					17,381
2024 - 2028 Street Reconstruction	STCON	1	1,053,000	180,000	240,000	258,750	303,000	2,034,750
2024 - 2028 Street Overlays	STOVLY	2	5,000	10,000	20,000	15,000	20,000	70,000
Replacement - 2010 Int'l Plow Truck #110	STR E 25-02	1		223,500				223,500
Replacement - 2013 Int'l Single Axle #413	STR E 28-01	1					201,000	201,000
Replacement - Water Meter Radios	WAT E 24-01	1	466,000	466,000	10,000	10,000	10,000	962,000
Antenna & Receiver	WAT E 24-02	1	55,000					55,000
Replacement - John Deere Mower #21	WAT E 25-01	2		20,000				20,000
Replacement - 2014 Dodge Ram #9	WAT E 25-02	1		35,000				35,000
Replacement - CAT Generator	WAT E 27-01	2				137,000		137,000
Reservoir Rehabilitation	WAT F 24-01	1	925,000	575,000				1,500,000
Replacement - WTP Cold Storage Building	WAT F 24-02	1	175,000					175,000
Reservoir Demolition	WAT F 24-03	1	120,000					120,000
Water Supply Plan Update	WAT F 27-01	1				17,000		17,000
2024 - 2028 Water System Improvements	WATER	1	1,275,000	400,000	1,355,000	3,000,000	450,000	6,480,000
2024 - 2028 Valve & Hydrant Replacement	WATER 01	1		100,000		100,000		200,000
New Drinking Water Supply Well #8	WATER 02	1			100,000			100,000
Water Fund (601) Total			4,125,134	2,009,500	1,725,000	3,537,750	984,000	12,381,384
GRAND TOTAL			4,125,134	2,504,500	1,725,000	3,537,750	984,000	12,876,384

**CITY OF FARIBAULT
SEWER FUND PROJECTIONS (602)**

	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028
Cash Balance January 1	\$ 12,299,272	\$ 10,172,488	\$ 9,054,194	\$ 10,180,175	\$ 11,818,014	\$ 13,376,974
<u>Revenues</u>						
Interest on Investments	\$ 157,000	\$ 290,590	\$ 316,897	\$ 356,306	\$ 413,630	\$ 468,194
Miscellaneous Revenue	2,000	2,000	2,000	2,000	2,000	2,000
Special Assessments	17,000	17,000	17,000	17,000	17,000	17,000
Sewer Service Charges	3,191,691	3,255,575	3,320,687	3,387,101	3,454,843	3,523,940
Significant Users (SIU)	3,390,000	3,457,800	3,526,956	3,597,495	3,669,445	3,742,834
Sewer Access Charges	72,000	130,000	64,500	154,500	259,500	259,500
Penalties	42,000	42,000	42,420	42,844	43,272	43,705
Total Revenues	\$ 6,871,691	\$ 7,194,965	\$ 7,290,460	\$ 7,557,246	\$ 7,859,691	\$ 8,057,173
<u>Expenses</u>						
Personnel Services	\$ 1,534,856	\$ 1,593,328	\$ 1,672,994	\$ 1,756,644	\$ 1,844,476	\$ 1,936,700
Supplies	483,975	494,500	519,225	545,186	572,446	601,068
Other Services & Charges	3,222,840	3,211,152	3,291,431	3,373,717	3,458,059	3,544,511
Debt Service	1,496,944	1,496,942	1,496,944	1,496,944	1,496,944	1,496,944
Capital Projects						
Facilities	315,000	300,000	-	-	-	-
Infrastructure	2,865,000	1,509,000	462,075	322,000	300,250	200,000
Street Reconstruction	541,100	935,500	195,000	20,000	273,750	323,000
Equipment & Vehicles	49,000	313,000	111,500	25,500	12,000	295,000
Transfer Out	214,760	219,337	210,000	210,000	210,000	210,000
Total Expenses	\$ 10,723,475	\$ 10,072,759	\$ 7,959,169	\$ 7,749,991	\$ 8,167,925	\$ 8,607,223
Revenue Over/Under Expenses	\$ (3,851,784)	\$ (2,877,794)	\$ (668,709)	\$ (192,745)	\$ (308,235)	\$ (550,050)
Balance Sheet Items/Depreciation	\$ 1,725,000	\$ 1,759,500	\$ 1,794,690	\$ 1,830,584	\$ 1,867,195	\$ 1,904,539
Projected Cash & Cash Equivalents	\$ 10,172,488	\$ 9,054,194	\$ 10,180,175	\$ 11,818,014	\$ 13,376,974	\$ 14,731,464

NOTES

- Revenues projected reflect a 2% base rate increase and 2% volume increase in 2024 and forward.
- Personnel (wages and benefits) were adjusted by 5% for 2024 through 2028.
- Supplies and Other Services/Charges were adjusted by 5% for 2024 through 2028.
- Capital Project totals are taken from the 5-year CIP.

City of Faribault, Minnesota

Capital Improvement Plan

2024 thru 2028

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	2024	2025	2026	2027	2028	Total
Sanitary Sewer Fund (602)								
Replacement - Cameras	ITE 24-01	1	6,929					6,929
Replacement - Door Access Panels	ITE 24-02	1	2,408					2,408
2024 - 2028 Street Reconstruction	STCON	1	925,500	180,000		258,750	303,000	1,667,250
2024 - 2028 Street Overlays	STOVLY	2	10,000	15,000	20,000	15,000	20,000	80,000
Replacement - 2010 Int'l Plow Truck #110	STR E 25-02	1		68,500				68,500
Replacement - 2013 Int'l Single Axle #413	STR E 28-01	1					61,000	61,000
Glynview Liftstation Generator	SWR E 25-01	1		120,000				120,000
Replacement - Trailer Mount Pressure Washer	SWR E 26-01	1			11,500			11,500
Replacement - 2007 Towmaster Trailer #207	SWR E 27-01	1				12,000		12,000
Replacement - Case Backhoe #25	SWR E 28-01	1					85,000	85,000
Replacement - 2018 Dodge Ram #10	SWR E 28-02	1					50,000	50,000
Replacement - 2016 Ford F550 #01	SWR E 28-03	1					68,000	68,000
Replacement - Liftstation Generator	SWR E 28-04	1					31,000	31,000
2024 - 2028 Sanitary Sewer System Improvements	SWR SYST	1	1,459,000	292,075	242,000	250,250	150,000	2,393,325
Sanitary Sewer Structure Rehabilitation	SWR-REHAB	1	50,000	50,000	50,000	50,000	50,000	250,000
Replacement - Influent Pump	WRF E 24-01	2	83,000					83,000
Clarifier Launder Covers	WRF E 24-02	1	230,000					230,000
Replacement - 2012 Ford Pickup #120	WRF E 25-01	1		43,000				43,000
Replacement - 15' Rotary Mower	WRF E 26-01	1			14,000			14,000
Replacement - Sludge Lagoon Pump	WRF E 26-02	2			30,000			30,000
Digester Improvements	WRF F 24-01	1	300,000					300,000
Sanitary Sewer Fund (602) Total			3,066,837	768,575	367,500	586,000	818,000	5,606,912
GRAND TOTAL			3,066,837	768,575	367,500	586,000	818,000	5,606,912

**CITY OF FARIBAULT
STORM WATER FUND PROJECTIONS (603)**

	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028
Cash Balance January 1	\$ 3,442,321	\$ 1,431,971	\$ 964,520	\$ 1,697,186	\$ 1,791,008	\$ 688,133
<u>Revenues</u>						
Interest on Investments	\$ 37,000	\$ 87,010	\$ 33,758	\$ 59,402	\$ 62,685	\$ 24,085
Storm Water Charges	1,455,384	1,664,959	1,956,327	2,298,684	2,700,954	3,173,621
Penalties	12,525	12,525	12,650	12,777	12,905	13,034
Sale of Capital Assets	-	5,000	-	-	-	-
Special Assessments-Prepaid	2,500	2,500	2,500	2,500	2,500	2,500
Special Assessments-County	33,667	33,667	111,381	111,381	111,381	111,381
Municipal State Aid	-	-	556,000	-	-	-
Total Revenues	\$ 1,541,076	\$ 1,805,661	\$ 2,672,616	\$ 2,484,744	\$ 2,890,425	\$ 3,324,621
<u>Expenses</u>						
Personnel Services	\$ 257,788	\$ 243,204	\$ 255,364	\$ 268,132	\$ 281,539	\$ 295,616
Supplies	39,400	27,250	28,613	30,043	31,545	33,123
Other Services & Charges	538,038	557,290	571,222	585,503	600,140	615,144
Capital Projects						
Infrastructure	2,681,200	1,005,500	975,000	1,470,000	2,961,600	1,567,900
Street Reconstruction	355,000	809,000	265,000	50,000	250,000	35,000
Equipment & Vehicles	80,000	40,000	265,000	418,000	310,000	-
Transfer Out	-	868	-	-	-	-
Total Expenses	\$ 3,951,426	\$ 2,683,112	\$ 2,360,199	\$ 2,821,678	\$ 4,434,825	\$ 2,546,782
Revenue Over/Under Expenses	\$ (2,410,350)	\$ (877,451)	\$ 312,417	\$ (336,935)	\$ (1,544,400)	\$ 777,838
Balance Sheet Items/Depreciation	\$ 400,000	\$ 410,000	\$ 420,250	\$ 430,756	\$ 441,525	\$ 452,563
Projected Cash & Cash Equivalents	\$ 1,431,971	\$ 964,520	\$ 1,697,186	\$ 1,791,008	\$ 688,133	\$ 1,918,535

NOTES

- Storm Water Charges reflect a 17.5% increase beginning in 2024.
- Personnel (wages and benefits) were adjusted by 5% for 2024 through 2028.
- Supplies and Other Services/Charges were adjusted by 5% for 2024 through 2028.
- Capital Project totals are taken from the 5-year CIP.

City of Faribault, Minnesota

Capital Improvement Plan

2024 thru 2028

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	2024	2025	2026	2027	2028	Total
Sale of Capital Asset (603)								
Replacement - 2005 Ford F150 #105	STW E 24-01	1	5,000					5,000
Sale of Capital Asset (603) Total			5,000					5,000
Storm Water Fund (603)								
2024 - 2028 Bridges & Dams	BRIDGE	1				200,000		200,000
Replacement - Cameras	IT E 24-01	1	533					533
Replacement - Door Access Panels	IT E 24-02	1	335					335
2024 - 2028 Street Reconstruction	STCON	1	784,000	240,000				1,024,000
2024 - 2028 Street Overlays	STOVLY	2	25,000	25,000	50,000	50,000	35,000	185,000
Replacement - Elgin Sweeper #115	STR E 25-03	1		265,000				265,000
Replacement - 2005 Sterling Flusher #105	STR E 26-02	1			298,000			298,000
Replacement - Tymco Sweeper #217	STR E 27-01	1				310,000		310,000
2024 - 2028 Stormwater Construction Projects	STW CONST	1	855,500	825,000	1,320,000	2,811,600	1,417,900	7,230,000
Replacement - 2005 Ford F150 #105	STW E 24-01	1	40,000					40,000
Replacement - Rover X Sewer Inspection Camera	STW E 26-01	1			120,000			120,000
Structural Stormwater BMP Projects	STW-REHAB	1	150,000	150,000	150,000	150,000	150,000	750,000
Storm Water Fund (603) Total			1,855,368	1,505,000	1,938,000	3,521,600	1,602,900	10,422,868
GRAND TOTAL			1,860,368	1,505,000	1,938,000	3,521,600	1,602,900	10,427,868



EXHIBIT A - Resolution 2023-XXX
2024 FEES, CHARGES AND UTILITY RATES

2024

CHAPTER 4 - ALCOHOLIC BEVERAGES

Intoxicating		
4-15	On-sale Liquor* (Code Sec 4-15 (a) (2)) (MS 340A.408 Subd. 2)	\$3,896
	Low Volume Liquor (Res. 2009-210)	\$2,000
	Sunday On-Sale (MS 340A.504) (cannot prorate)	\$200
	Theater On-Sale (Ord. 2009-04) (License includes Sundays)	\$500
	Limited Culinary On-Sale (Ord. 2009-05) (License does not include Sundays)	\$300
	Club On Sale** (MS 340A.408 2b)	
	Membership of 200 or less	\$300
	Membership between 201 & 500	\$500
	Membership between 501 & 1,000	\$650
	Membership between 1,001 & 2,000	\$800
	Membership between 2,001 & 4,000	\$1,000
	Membership between 4,001 & 6,000	\$2,000
	Membership of 6,001 or more	\$3,000
	Off-Sale Liquor** (MS 340A.408,Subd.3a(2) & Subd.3c.	\$560; (\$100 refunded if conditions set out in SS met)
	Wine Sale*** (MS 340A.408 2c)	\$1,671
	Theater Wine (Ord. 2009-04)	\$200
	Temporary On-Sale Intoxicating Liquor	
	(City Code Sec 4-15 a. (9) - up to 4 days)	\$35/day
	Consumption & display permits (Setup) ****	
	(MS 340A.414 Subd. 6)	\$300 (plus \$150 State fee)
	One-day consumption and display permit (Setup) *****	
	(MSA 340A.414 Subd. 9) (Limit 10/year)	\$25
Malt Liquor (3.2%)		
	On-Sale License (3.2 Beer) Can pro-rate	
4-15	Annual fee - set by City Code (Sec. 4-15 (a) (1))	\$200
	Theater On-Sale Malt Liquor-3.2% Beer (Ord. 2009-04)	\$100
	Off-Sale License (3.2 Beer) Can pro-rate	
	Annual fee - set by City Code (Sec. 4-15 (a) (1))	\$100
	Temporary On-Sale License (3.2 Beer)	
	City Code Sec. 4-15 (a) (9)	\$50/day up to 7 days
	Address Change Fee for 3.2 Licenses	\$20
Brewery and Taproom		
4-25	Brewer Taproom License (Res. 2014-036)	\$600
	Small Brewer License (Res. 2014-036)	\$200
Micro-Distillery		
4-25	Distiller and Cocktail Room License	\$600
	Small Distiller License	\$200
	Investigation Fee City Code 4-15 (f) (MS 340A. 412, subd 2 limits to \$500)	
	Investigation Fee - In State (Liquor, Wine, Beer)	\$500
	Investigation Fee - Out of State (Liquor, Wine, Beer)	Actual Cost Not to Exceed \$10,000
	Renewal Application late fee	\$100
* Public Hearing required to increase non-state regulated Liquor License Fees according to MS 340A.408 Subd. 3a; fee set by City but subject to limits; fee intended to cover costs of issuing, inspecting, and other directly related costs of enforcement.		
** Off-Sale and Club Licenses are State regulated, fees set by 340A.408.		
*** Wine fee cannot exceed 1/2 On-Sale Liquor Lic fee or \$2,000, whichever is less.		
**** Consumption/Display Permits cannot exceed \$300 by state regulation.		
***** One-day Consumption/Display Permits cannot exceed \$25 by state regulation.		

CHAPTER 5 - AMUSEMENTS

Dances		
5-57	Temporary Public Dance License	\$25
	License transfer fee	\$20

CHAPTER 6 - ANIMALS AND FOWL

Animals		
6-49	Board fee	\$35/day
6-24	Voluntary Disposal of Dog	\$50
6-36	Kennel License	\$150
	Prescribed Grazing & Beekeeping	See Zoning Compliance Certificate

CHAPTER 7 - BUILDINGS AND BUILDING REGULATIONS

Building Permits		
7-16	Uniform Building Code Permit Plan	
	Checking for Commercial Building Plan Review	65% of permit fee
	Residential Plan Check	50% of permit fee
	Reinspection Fee	
	Additional Visits (second reinspection and thereafter)	\$54
	License Verification Fee	\$1
	Special Inspection	\$54
	In Ground Pool	\$120
(BUILDINGS AND BUILDING REGULATIONS CONTINUED)		
	Above Ground Pool	\$60

	Demolition Permit (\$1,500 escrow for land restoration)	\$54
	Building without permit	Double fee
	Solar Installations	\$110
	State Surcharge (per State Statute 326B.148)	\$1 Minimum
	Manufactured Home Set-up	\$112
Rental License		
7-39	Rental Property license fees	
	Single Family	\$110
	Multi-Family	\$110/building + \$20 per unit
	Re-Inspection fee	\$100 (1-3 units), \$50/unit (4+units)
	Rental Compliance Appeal Fee	\$50
	Re-Instatement Fee	\$50
	Delinquent Penalty (Sec 7-39, 1. License Fees, City Ordinances)	15% of the amount of the license fee
7-14	Moving Structures - Moving permit per structure	\$100
	State Surcharge (per State Statute 326B.148)	\$1
Shingling/ Roofing Permit		
	One & Two Family Residences	\$90
	All Other Uses	Valuation x 1997 FS
	State Surcharge (per State Statute 326B.148)	\$1
Siding Permit		
	One & Two Family Residences	\$90
	Window Replace.	\$90
	All Other Uses	Valuation x 1997 FS
	State Surcharge (per State Statute 326B.148)	\$1
7-68	Electrical Permits, Inspections, and Fees	
Residential		
	Temporary Electrical Service	\$55
	Electrical - New Construction	\$210
	Panel Service Charge	\$125
	Lower Level (Basement Finish)	\$100
	One Trip/One Outlet Fee	\$55
	Additional Inspections	\$45
	Pool	\$100
	Hot tub/spa	\$55
	Sub Panel	\$85
	Solar Arrays	\$100
	Service Lateral (Conversion to underground/trench inspection)	\$55
	Off Peak Car Charger	\$55
	State Surcharge (per State Statute 326B.148)	\$1
Commercial		
	Electrical*	Valuation x 1.5% up to \$10,000, 1% above \$10,000
	State Surcharge (per State Statute 326B.148)	Project valuation x 326B.148 Fee Schedule
	*If contract cost x 1.5% is less than \$40 (one trip) or \$70 (two trips) then minimums must be paid.	
	Commercial Fee Minimums:	
	One Trip	\$40 + State Surcharge
	Two Trips	\$70 + State Surcharge
	Annual permit or audit for incidental electrical work done throughout year by master of record employed by a business entity	\$600
	Annual Permit State Surcharge	\$1
Plumbing Permits		
	Residential dwelling	\$99
	Alteration or additional fixtures	\$66
	Apartments/per unit	\$66
	Commercial/Industrial - New	\$155
	Additional plumbing fixture	\$5 each
	State Surcharge (per State Statute 326B.148)	\$1
Mechanical Permits		
	Residential dwelling (per furnace)	\$90
	HVAC Alteration/Change Out	\$54
	Apartments	\$75
	Commercial/Industrial	Valuation x 1997 FS
	State Surcharge (per State Statute 326B.148)	\$1 or Project valuation x 326B.148 Fee Schedule

CHAPTER 10 - FIRE PREVENTION/PROTECTION

Fire prevention-Sprinkler review		
	New construction	\$.015 x value of project
	Existing/retrofit	\$.015 x value of project; minimum of \$54
	State Surcharge (per State Statute 326B.148)	Project valuation x 326B.148 Fee Schedule
Police & Fire Alarm Charges		
False alarm charge		
	Each false alarm in excess of 2	\$58
	Each false alarm in excess of 5	\$112
	Each false alarm in excess of 10	\$224

CHAPTER 11 - GARBAGE AND REFUSE

11-3	License fee	\$70
	Inspection fee for each vehicle (under 2 tons)	\$40
	Inspection fee for each vehicle (over 2 tons)	\$75

CHAPTER 14 - LICENSE AND BUSINESS REGULATIONS

Tobacco		
14-27	License fee (can not be prorated)	\$200
	Name or address change fee	\$20

<u>Salvage Dealers</u>		
14-30	Pawn Shop/Pawnbroker License	\$500
	Pawn transaction fee	\$1.15/transaction
14-45	License fee	\$60
<u>Massage Establishments</u>		
14-56	License fee-Massage therapist (Can Prorate)	\$55
<u>Charitable Gambling</u>		
14-100	Gambling license exemptions	\$45
	(MS 349.213 Subd. 1a) (Gambling license can not exceed \$100 by state regulation.)	
<u>Fireworks</u>		
14-112	Fireworks Display License Fee (Res 2010-162)	\$25
14-116	Fireworks-Sale of (Fee limits set by State Statute 624.20 Subd.1 (d))	
	Retailers selling only fireworks	\$350/yr
	Retailers selling fireworks in addition to other items	\$100/yr
CHAPTER 15 -MOTOR VEHICLES AND TRAFFIC		
15-40	Parking Fine - 18 hr/specialty vehicles/trailers	\$50
15-44	Parking Fine - Snow Emergency Parking	\$50
15-60	Downtown 14-day Residential Parking Permit (Res. 2018-247)	\$100/yr
15-61	Parking Fine - All Other	\$25
15-82	Golf Cart Permits	\$150
	Golf Cart Permits (Physical Disability Qualification)	\$75
	Mini Truck Permits	\$75
CHAPTER 17 - OFFENSES		
17-52.	Repeat Nuisance Calls	
	Petty misdemeanors & misdemeanors offenses	3rd call \$250
		4th call \$350
		5th call \$450
	Gross misdemeanors and felonies	2nd call \$1,000
		3rd call \$2,500
		4th call \$5,000
CHAPTER 18 - PARKS AND RECREATION		
18-10	Keg permit	\$30
18-11	Liquor in parks (Beer)	\$20
CHAPTER 19 - PEDDLERS		
	Peddlers License	\$50 per person
	Transient Merchant Permit	\$50 per person
19-10	Mobile Food Unit (Food Truck) Registration - Annual	\$50
CHAPTER 27 - TAXI		
27-31	License fee	\$65
	Vehicle Fee - per vehicle	\$10 first, \$20 each additional
CHAPTER 28 - WATER, SEWER, & STORM WATER		
<u>Water Rates</u>		
<u>Monthly fixed water service access charge (based on meter size):</u>		
	5/8" - 3/4"	\$13.80
	1"	\$15.10
	1 1/2"	\$25.45
	2"	\$29.15
	3"	\$79.00
	4"	\$91.70
	6"	\$121.40
<u>Consumption:</u>		
<u>Residential/Multi-Family</u>		
	0-12,000 gallons/month	\$0.002131/gal
	12,001-24,000 gallons/month	\$0.002390/gal
	>24,000 gallons/month	\$0.002723/gal
<u>Commercial</u>		
	0-50,000 gallons/month	\$0.002864/gal
	50,001-300,000 gallons/month	\$0.002363/gal
	>300,000 gallons/month	\$0.002644/gal
<u>Industrial</u>		
	0-300,000 gallons/month	\$0.001689/gal
	300,001-500,000 gallons/month	\$0.001942/gal
	>500,000 gallons/month	\$0.002180/gal
<u>Water via Fill Station</u>		\$0.008268/gal
<u>Bulk Water Fob Deposit</u>		\$25.00
<u>Water Meter</u>		City cost rounded up to nearest dollar
<u>Water Meter Testing Fee</u>		\$175
<u>Water Disconnection Processing Fee</u>		\$70
(WATER, SEWER, & STORM WATER CONTINUED)		
<u>Water Irrigation Meter Reshelving Fee</u>		\$70
<u>Water Disconnection/Reconnect Fee for service request</u>		\$70
<u>Water Meter/System Tampering Fee</u>		\$125
<u>Hydrant Connection Fee</u>		\$100
<u>Water Restriction Violation Fines</u>		

1st Offense	Warning
2nd Offense	\$25
3rd Offense	\$50
4th Offense	\$100
5th Offense	Place restrictive device on sprinkler system and outside water tap
Lawn Watering Permit	No Charge
NOTE: Required to register newly sodded or planted lawns with Public Works Department	
Water Availability Charge	
Standard	\$1,500
Non-standard	\$5,665
Late Payment Fee	A penalty of ten percent (10%) of the amount of the consumer's water bill for water supplied by the municipal water system may be imposed on to any such bills that are delinquent.
Service Call Fee (Section 28-82)	\$100
Sewer Rates	
Residential	
Monthly Base Sewerage User Fee (\$/month)	\$10.20
Flow Charge	\$0.003835/gal
There are no sewer charges for a designated irrigation meter.	
Late Payment Fee	A penalty of ten percent (10%) of the amount of the consumer's sewer bill may be imposed on to any such bills that are delinquent.
Significant Industrial User (SIU)	
Monthly Fixed Charge	\$10.20
Flow Charge	*Flow Charge is per individual SIU contract
Surcharge/Credit Coefficients:	
CBOD5	\$0.2705/lb
TSS	\$0.3121/lb
NH3	\$0.0936/lb
TP	\$0.3745/lb
Penalties:	
Daily Limit per SIU contract	\$500.00
Monthly Limit per SIU contract	\$1,000.00
pH	\$100.00/incident
*SIUs who do not renew their contracts within 90 days of the expiration date will automatically and retroactively revert to the residential flow charge, plus any surcharges and penalties as outlined above.	
Sewer Availability Charge	
Standard	\$1,500
Non-standard	\$5,865
Storm Water Rates	
Residential Lot Equivalent (RLE)	\$8.75/RLE
Late Payment Fee	A penalty of ten percent (10%) of the amount of the consumer's storm water bill may be imposed onto any such bills that are delinquent.
Residential Lot Equivalent (RLE) equals 3,500 square feet of impervious surface. Each single family residential property is considered to be one RLE. The Other Developed Properties will be individually assigned a certain number of RLEs based on property size, impervious surface, and calculated storm water run-off.	
Water Availability Charge (WAC) Units & Sewer Availability Charge (SAC) Units	
The City will adopt and use the Met-Council WAC & SAC schedule to determine the units for calculation of fees, excluding residential multifamily. Residential multifamily per unit (duplex, fourplex, apartments, etc.) 2 units=1 WAC/SAC.	https://metro council.org/Wastewater-Water/Publications-And-Resources/Appendix-A-SAC-Criteria-for-Commercial-Properties.aspx
Water Reclamation Facility	
Hauled Waste	\$40.80/1,000 gallons
Hauled Waste - Annual Registration	\$300
ADMINISTRATIVE FEES	
Copy fees (100 pages or fewer)	\$.25/copy; \$.50/2-sided
Special requests from public for information requiring more than 100 pages	Charge hourly wage of lowest paid employee able to retrieve/copy data plus materials and mailing costs.
City Council packet (Available on website)	\$30
Copy of meeting DVD	\$10
Board/Commission packets	
Heritage Preservation Commission	\$20
Faribault HRA	\$25
Faribault EDA	\$25
Planning Commission	\$25
Ad Hoc Committee	\$15
Filing Fee for Mayor's Office & City Council (MS 205.13 Subd.3(b))	\$5
Maps	\$5
Color map (42 x 60)	\$30
Color map (24x36)	\$20
(ADMINISTRATIVE FEES CONTINUED)	
Color map (11x17)	\$5
Color map (8.5x11)	\$2
Custom made maps	\$25-\$50
Project plans and specifications	
Project costs < \$50,000	\$10/set
Project costs < \$50,000 - \$250,000	\$25/set
Project costs > \$250,000 - \$1,000,000	\$50/set

Project costs> \$1,000,000	\$75/set
Residential Lot Inventory (new document-multiple color pages)	\$20
Returned Payment Fee(<i>per MN Statute 604.113</i>)	\$30
Late payment fee charge for monthly recurring accounts receivable with delinquent balances.	A penalty of ten percent (10%) of the amount of the customer's bill may be imposed on to any such bills that are delinquent.
Assessment Searches	
2 day response	\$22
less than 2 day response	\$33
Copies	
Adopted Budget Book	\$30
Capital Improvement Plan	\$50
Annual Comprehensive Financial Report	\$30
City Code Book (Available online)	
Code supplements	Actual cost
New Code Book	\$150
Currency Exchange License application approval	\$110
Airport Hangar Rent (based on 1 year lease-monthly lease add \$15 per month)	
Building 2	\$206/Month
Building 3	\$206/month
Building 4	\$231/month
Building 5 - Heated	\$509/month
Building 5 - Unheated	\$318/month
Private hangar land lease (One time charge of \$100 linear front ft at start of lease)	\$0.1894/mpnth
Glider Trailer Storage Fee	\$275.00/Season
Airport Fuel Flowage Fee	\$0.0593/month
Engineering Fees	
1. Full engineering services - design, bidding, construction management including inter-agency coordination and permits as well as project inspection and staking.	15%
2. Bidding and construction management including inter-agency coordination and permits as well as project inspections and staking.	9%
3. General project administration, overview and limited inspection to insure compliance to City Standards and project acceptance by the City.	5%
Right-Of-Way Management	
1. Registration Fees	\$60
2. Excavation Permit Fees	
A. Hole - Paved Surface	\$90
B. Hole - Unpaved Surface	\$60
C. Hole - Emergency	\$60
D. Trenching or Directional Boring	\$10/100 l.f. + holes
3. Obstruction Permit Fee	\$45 + \$5/day
4. Permit Extension Fee	\$25 + \$10/day
5. Driveway/Second curbcut	\$30
Utility Restoration Administrative Charge	\$300/hr. - 2 hour minimum
Grading Permit Fee	\$50 without recorded Stormwater Operations and Maintenance Agreement \$100 with recorded Stormwater Operations and Maintenance Agreement.

Antenna Tower/Utility Pole Rental

Lease agreements are negotiated pursuant to rates, but subject to circumstances, technology, available space, etc.	
Tenant's leasing space on City elevated tower or monopole.	
1. One to three PCS or Cellular, Community, Repeater, RCC, Multi-User, or Single User Antennas at same elevation.	\$5,500/year
2. Four to nine PCS or Cellular, Community, Repeater, RCC, Multi-User, or Single User Antennas at same elevation.	\$16,500/year
a. Additional antenna	\$1,850/year
3. Additional Fees and Requirements	
a. Microwave or Sat. Dish < 2' additional fee	\$500/year
b. Microwave or Sat. Dish 2-3' additional fee	\$750/year
c. Microwave or Sat. dish > 3' additional fee	\$950/year
d. Small Cell/Can Antenna/Antenna Tower/Utility Pole Rental	Up to \$150 per year rent
(1) Maintenance Fee	\$25 per year
(2) Electrical Service for nodes <= 100 watts	\$73 per radio node
(3) Electrical Service for nodes > 100 watts	\$182 per radio node
e. Limit one coaxial line per antenna, or add per additional coaxial line.	\$950/year
f. Initial consulting fee for review, mapping, study, etc. paid prior to review.	\$2,500
g. Initial landscape and restoration fee paid prior to construction	\$1,500
4. Utility Pole Rental (increase 2% per year)	\$1,948.37

(ADMINISTRATIVE FEES CONTINUED)**Subdivision Fees and Vacation Application Fees**

Minor Subdivision	\$100*
Preliminary plat	\$200+\$10/parcel*
Final plat	\$300+\$15/parcel*
Extend Deadline to Report Approved Plat	\$150
Minor Subdivision/Plat Escrow	\$1,500 - \$10,000
Vacation of street, easement, or other public reservation	\$350*
*Applicant shall pay the County recording fees and all City Attorney and City Consultant Costs.	

Zoning Application Fees

Conditional Use Permit (single-family residential)	\$300*
Conditional Use Permit (all other uses)	\$500*
Conditional Use Permit Amendment (All Uses)	\$300*
Interim Use Permit (All Uses)	\$500*
Interim Use Permit Amendment (All Uses)	\$300*
Ordinance Amendment	\$350*
PUD (Residential)	\$600*
PUD (All other uses; 0-5 acres)	\$750*
PUD (All other uses; 5-20 acres)	\$1,500*
PUD (All other uses; 20+ acres)	\$3,000*
PUD Amendment	\$300*
Rezoning of Property	\$350*
Site Plan Review	\$100
Site Plan Security (may be cash, certified check, performance bond, or irrevocable letter of credit-subject to City approval)	110% of improvements
Site Plan Escrow - for Required Driveway associated with Construction of or Replacement of Garage	\$1,000
Variance (Single-Family Residential)	\$300+\$50 each additional*
Variance (All other uses)	\$350+\$50 each additional*
*Applicant shall pay the County recording fees and all City Attorney and City Consultant Costs.	

Administrative Zoning Permit Fees

Home Occupation Permit (Original Application)	\$40 for first two years
Home Occupation Permit (Renewel)	\$25 for every two years after the first two years
Natural Landscape Permit	No Charge
Sign Permit (Under 100 sq. ft.)	\$60*
Sign Permit (100 sq. ft or more)	\$85*
Sign Permit, Structural Plan Review & Inspection Fee	\$100
Sign Permit, Sign Face Replacement (non-structural) Fee	\$25
Sign Permit (state surcharge for footing or electrical)	\$1
Sign Permit (Penalty for installation without a permit)	Double the Sign Permit
Zoning Certificate	\$25
Zoning Compliance Letter	\$30
Zoning Compliance Letter (Rush within two business days)	\$50
*Plus electrical inspection fees for lighted signs when applicable	
*When there is more than one sign per wall or leased area frontage, each sign is charged seperately	

Other Planning and Zoning Fees

Address change request from property owner	\$200
Annexation Petition	\$200+\$5/acre*
Annexation Escrow	\$10,000*
Comprehensive Plan Amendment	400*
EAW or EIS	300*
EAW or EIS Escrow	\$10,000+
Extension to record documents or start construction	\$150
*Applicant shall pay the County recording fees and all City Attorney and City Consultant Costs.	

Police Department Fees

Pictures (i.e. accident, burglary, etc.)	\$0.25/printed photo
Copies of police reports	\$.25/pg for first 100 pgs
Over 100 copies	Charge hourly wage of lowest paid employee able to retrieve/copy the data plus materials/mailling costs.
Copy of items put onto media file	\$12
Contract Off-Duty Work	\$85 per hour

Library Fees

Micro film copies	\$.15/sheet
Double sided	\$.30/sheet
Meeting Room (Non-profit groups - no charge)	\$30/4 hours
Photo copies	\$.15/sheet
3D Printing	\$0.10/gram of filament
Non-Residential Card Fee (Set by State)	\$40
Replacement cards	\$2
Payment for lost and damaged materials	Replacement cost
Obituary research	\$10/obituary
Headphones	\$1
Flash Drives	\$10

(ADMINISTRATIVE FEES CONTINUED)**Private Activity (Tax Exempt) Bonds Issuance**

Administrative Fee	1/2 of 1% of the face amount of bond
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Point of Sale Inspection

Inspector license	\$113
Inspection fee	
Inspection fee	\$35
Additional visits	\$35

Commercial and Industrial Development Program Application

Application Fee	
Special Program Application Fee	\$150
Industrial Development Loan	\$350
Minnesota Investment Fund	\$350
Economic Development Revolving Fund	\$350
Micro Loan Program	\$100

Tax Abatement Program

Application fee	\$500
Tax Abatement escrow	\$10,000*
* Note: Applicants pay City's legal costs and consultant costs	Balance returned after City costs are recovered*

Tax Increment Financing

Application fee	\$500
Tax Increment Financing escrow	\$20,000*
* Note: Applicants pay City's legal costs and consultant costs	Balance returned after City costs are recovered*

Recreation Center(periodically allows discounts up to 20% on programs for promotional purposes)

Aquatics			
Lap swim punchcard (14 times)	\$50		
Lap swim	\$5		
Open swim-Ages 3 and up	\$4		
Open swim family	\$14		
Open swim punch card	\$48		
3 month lap swim unlimited-Individual	\$85		
Annual lap swim unlimited-Individual (Jan - Dec 31)	\$300		
Pool rental-One hour	\$68		
Birthday Party Rental (Room and Pool)	\$90		
Swim lessons	\$40		
Private swimming lessons			
1 Lesson	\$30		
3 Lessons	\$72		
5 Lessons	\$110		
Semi-Private Lessons per one half hour (2 Students)			
1 Session	\$45		
3 Session	\$120		
5 Session	\$185		
Water Fitness			
14 classes/punchcard	\$50		
Pay each time	\$5		
Fitness Room			
Weight room passes	Individual	Couples	Family (5 Memembrs + \$10/member/month)
3 month	\$78	\$125	\$140
1 month	\$36	\$55	\$62
6 month	\$140	\$235	\$250
12 month	\$255	\$350	\$400
Daily	\$5		
Punchcard (14 Punches)	\$50		
Personal Training	varies		
All Around Pass	Individual	Couples	Family (5 Members + \$10/member/month)
1 month	\$44	\$75	\$82
3 month	\$115	\$195	\$215
6 month	\$215	\$355	\$380
12 month	\$380	\$590	\$630
Aerobics			
Punch Card (14 times)	\$50		
Daily rate	\$5		
Locker Rooms			
Daily lock rental	\$0		
1 Month - Small Locker	\$7		
1 Month - Large Locker	\$8		
2 Months - Small Locker	\$9		
3 Months - Small Locker	\$12		
3 Months - Large Locker	\$14		
4 Months - Small Locker	\$14		
4 Months - Large Locker	\$16		
5 Months - Small Locker	\$18		
5 Months - Large Locker	\$20		

(ADMINISTRATIVE FEES CONTINUED)

6 Months - Small Locker	\$23
6 Months - Large Locker	\$25
<u>Miscellaneous fees and charges</u>	
Noon time adult basketball-Daily fee	\$4
Open Gym	\$4
Open Gym Punchcard (14 Punches)	\$48
Sauna Punchcard (14 punches)	\$48
Sauna Only	\$5
Pickle Ball Punchcard (14 punches)	\$48
Pickleball - Daily	\$5
<u>Youth programs</u>	
Youth Sports (indoor soccer, bitty basketball, youth basketball, floor hockey)	
4 sessions	\$28
6 sessions	\$35
8 sessions	\$42
Flag football	\$42
Cub football	\$52
Summer Ball (includes all youth summer ball programs)	\$40
Baseball	\$50
Hershey track	\$25
Safety Camp	\$50
Youth Camps - 3 1/2 to 8 years	
4 Sessions	\$30
6 Sessions	\$42
Science Camp	\$34
Fun Center	Drop In
2 weeks	Morning
Afternoon	\$34
Full Day	\$42
3 Week	Morning
Afternoon	\$65
Evening	\$46
Tennis	\$58
Youth volleyball	\$92
Spirit Team	\$45
<u>Adult Programs</u>	
TKD (Taekwondo) (10 punchcard)	\$50
20 Punchcard	\$90
40 Punchcard	\$140
3 on 3 basketball	\$185
Racquetball league	\$40
Racquetball	
Daily	\$5 PP/Hr
1 Month	\$32
Punchcard (14 Punches)	\$50
Adult volleyball	\$35/game
Adult volleyball double headers	\$35/game
Beginner golf	\$60
Softball (team fee)	
Plus men 20 games	\$35/game
Plus other leagues 12G	\$35/game
Fall Softball (10 games)	
Team	\$35/game
Teen softball league	\$300
<u>Drop-In Programs</u>	
Ice Arena	
Public skating	
Individual	\$5
Family	\$18
Punchcard (14 Punches)	\$50
Ice skating lessons	negotiable

Faribault Family Aquatic Center

General Admission at Entrance	\$7 w/tax
Active Military Rate	\$5 w/tax
Admission After 5:00 pm	\$5 w/tax
<u>Resident Discount Passes</u>	
10 passes	\$60 + tax
20 passes	\$115 + tax
30 passes	\$150 + tax
<u>Non-Resident Discount Passes</u>	
10 passes	\$60 + tax
<u>Season Passes</u>	
Individual	\$80 + tax
Family (2A, 2Y Plus \$20 any extra immediate family members)	\$175 + tax + addtl members
Preseason sale - 10% discount until May 15 for season tickets and discount tickets	
(ADMINISTRATIVE FEES CONTINUED)	
Pool Rental (Before or After hours) per hour rates	\$300 per hour + tax
Free Day on 3rd Wednesday in June	

Park Shelter Reservation Fee	
Full day	\$55
Entire park (Not North or South Alexander)	\$300
Facility Rent	
Regular Hours	
Class rooms	\$25/hour
Gymnasium	\$40/hour
After or Before hours	
Class rooms	\$40/hour
Gymnasium	\$55/hour
Washington Center	
Hourly rental - full facility	\$70/hour
Community Center (includes 2 hrs pool)	
1 hour	\$85
Over night	\$500
Armory Building	
Class rooms	\$30
Gymnasium - 1 court = 1/2 gym	\$30
Gymnasium - 2 courts = full gym	\$60
Buckham West	
Dining Hall and Activity Room - during regular hours	\$25/hour
Dining Hall and Activity Room - before or after regular hours	\$35/hour
Conference Room - during regular hours	\$50/hour
Conference Room - before or after regular hours	\$65/hour
Commons Area - during regular hours	\$50/hour
Commons Area - before or after regular hours	\$60/hour
Small Offices - during regular hours	\$15/hour
Small Offices - before or after regular hours	\$20/hour
Rental Deposit (Refundable)	\$100
Military Discount (Families)	10%



EXHIBIT A - Resolution 2023-XXX
2024 FEES, CHARGES AND UTILITY RATES

CHAPTER 4 - ALCOHOLIC BEVERAGES		2023	2024
Intoxicating			
4-15	On-sale Liquor* (Code Sec 4-15 (a) (2)) (MS 340A.408 Subd. 2)	\$3,896	\$3,896
	Low Volume Liquor (Res. 2009-210)	\$2,000	\$2,000
	Sunday On-Sale (MS 340A.504) (cannot prorate)	\$200	\$200
	Theater On-Sale (Ord. 2009-04) (License includes Sundays)	\$500	\$500
	Limited Culinary On-Sale (Ord. 2009-05) (License does not include Sundays)	\$300	\$300
	Club On Sale** (MS 340A.408 2b)		
	Membership of 200 or less	\$300	\$300
	Membership between 201 & 500	\$500	\$500
	Membership between 501 & 1,000	\$650	\$650
	Membership between 1,001 & 2,000	\$800	\$800
	Membership between 2,001 & 4,000	\$1,000	\$1,000
	Membership between 4,001 & 6,000	\$2,000	\$2,000
	Membership of 6,001 or more	\$3,000	\$3,000
	Off-Sale Liquor** (MS 340A.408,Subd.3a(2) & Subd.3c.	\$560; (\$100 refunded if conditions set out in SS met)	\$560; (\$100 refunded if conditions set out in SS met)
	Wine Sale*** (MS 340A.408 2c)	\$1,671	\$1,671
	Theater Wine (Ord. 2009-04)	\$200	\$200
	Temporary On-Sale Intoxicating Liquor (City Code Sec 4-15 a. (9) - up to 4 days)	\$35/day	\$35/day
	Consumption & display permits (Setup) ***** (MS 340A.414 Subd. 6)	\$300 (plus \$150 State fee)	\$300 (plus \$150 State fee)
	One-day consumption and display permit (Setup) ***** (MSA 340A.414 Subd. 9) (Limit 10/year)	\$25	\$25
Malt Liquor (3.2%)			
	On-Sale License (3.2 Beer) Can pro-rate		
4-15	Annual fee - set by City Code (Sec. 4-15 (a) (1))	\$200	\$200
	Theater On-Sale Malt Liquor-3.2% Beer (Ord. 2009-04)	\$100	\$100
	Off-Sale License (3.2 Beer) Can pro-rate		
	Annual fee - set by City Code (Sec. 4-15 (a) (1))	\$100	\$100
	Temporary On-Sale License (3.2 Beer) City Code Sec. 4-15 (a) (9)	\$50/day up to 7 days	\$50/day up to 7 days
	Address Change Fee for 3.2 Licenses	\$20	\$20
Brewery and Taproom			
4-25	Brewer Taproom License (Res. 2014-036)	\$600	\$600
	Small Brewer License (Res. 2014-036)	\$200	\$200
Micro-Distillery			
4-25	Distiller and Cocktail Room License	\$600	\$600
	Small Distiller License	\$200	\$200
Investigation Fee City Code 4-15 (f) (MS 340A. 412, subd 2 limits to \$500)			
	Investigation Fee - In State (Liquor, Wine, Beer)	\$500	\$500
	Investigation Fee - Out of State (Liquor, Wine, Beer)	Actual Cost Not to Exceed \$10,000	Actual Cost Not to Exceed \$10,000
	Renewal Application late fee	\$100	\$100
* Public Hearing required to increase non-state regulated Liquor License Fees according to MS 340A.408 Subd. 3a; fee set by City but subject to limits; fee intended to cover costs of issuing, inspecting, and other directly related costs of enforcement.			
** Off-Sale and Club Licenses are State regulated, fees set by 340A.408.			
*** Wine fee cannot exceed 1/2 On-Sale Liquor Lic fee or \$2,000, whichever is less.			
**** Consumption/Display Permits cannot exceed \$300 by state regulation.			
***** One-day Consumption/Display Permits cannot exceed \$25 by state regulation.			
CHAPTER 5 - AMUSEMENTS			
Dances			
5-57	Temporary Public Dance License	\$25	\$25
	License transfer fee	\$20	\$20
CHAPTER 6 - ANIMALS AND FOWL			
Animals			
6-49	Board fee	\$35/day	\$35/day
6-24	Voluntary Disposal of Dog	\$50	\$50
6-36	Kennel License	\$150	\$150
	Prescribed Grazing & Beekeeping	See Zoning Compliance Certificate	See Zoning Compliance Certificate
CHAPTER 7 - BUILDINGS AND BUILDING REGULATIONS			
Building Permits			
7-16	Uniform Building Code Permit Plan		
	Checking for Commercial Building Plan Review	65% of permit fee	65% of permit fee
	Residential Plan Check	50% of permit fee	50% of permit fee
	Reinspection Fee		
	Additional Visits (second reinspection and thereafter)	\$54	\$54
	License Verification Fee		\$1
	Special Inspection	\$54	\$54
	In Ground Pool	\$120	\$120
	Above Ground Pool	\$60	\$60
	Demolition Permit (\$1,500 escrow for land restoration)	\$54	\$54
	Building without permit	Double fee	Double fee
	Solar Installations	\$110	\$110
	State Surcharge (per State Statute 326B.148)	\$1 Minimum	\$1 Minimum
	Manufactured Home Set-up	\$112	\$112
Rental License			
7-39	Rental Property license fees		
	Single Family	\$110	\$110
	Multi-Family	\$110/building + \$20 per unit	\$110/building + \$20 per unit
	Re-Inspection fee	\$100 (1-3 units), \$50/unit (4+units)	\$100 (1-3 units), \$50/unit (4+units)
	Rental Compliance Appeal Fee	\$50	\$50
	Re-Instatement Fee	\$50	\$50
	Delinquent Penalty (Sec 7-39, 1. License Fees, City Ordinances)	15% of the amount of the license fee	15% of the amount of the license fee
7-14	Moving Structures - Moving permit per structure	\$100	\$100
	State Surcharge (per State Statute 326B.148)	\$1	\$1
Shingling/ Roofing Permit			
	One & Two Family Residences	\$90	\$90
	Partial Shingling	\$54	Eliminate not used
	All Other Uses	Valuation x 1997 FS	Valuation x 1997 FS
	State Surcharge (per State Statute 326B.148)	\$1	\$1
Siding Permit			
	One & Two Family Residences	\$90	\$90
	Window Replace.	\$80	\$90 for consistency with similar work in this category
	All Other Uses	Valuation x 1997 FS	Valuation x 1997 FS
(BUILDINGS AND BUILDING REGULATIONS CONTINUED)			
	State Surcharge (per State Statute 326B.148)	\$1	\$1
7-68	Electrical Permits, Inspections, and Fees		
	Residential		

Temporary Electrical Service	\$55	\$55
Electrical - New Construction	\$210	\$210
Panel Service Charge	\$125	\$125
Lower Level (Basement Finish)	\$100	\$100
One Trip/One Outlet Fee	\$55	\$55
Additional Inspections	\$45	\$45
Pool	\$100	\$100
Hot tub/spa	\$55	\$55
Sub Panel	\$85	\$85
Solar Arrays	\$100	\$100
Service Lateral (Conversion to underground/trench inspection)	\$55	\$55
Off Peak Car Charger	\$55	\$55
State Surcharge (per State Statute 326B.148)		
Commercial		
Electrical*	Valuation x 1.5% up to \$10,000, 1% above \$10,000	Valuation x 1.5% up to \$10,000, 1% above \$10,000
State Surcharge (per State Statute 326B.148)	Project valuation x 326B.148 Fee Schedule	Project valuation x 326B.148 Fee Schedule
*If contract cost x 1.5% is less than \$40 (one trip) or \$70 (two trips) then minimums must be paid.		
Commercial Fee Minimums:		
One Trip	\$40 + State Surcharge	\$40 + State Surcharge
Two Trips	\$70 + State Surcharge	\$70 + State Surcharge
Annual permit or audit for incidental electrical work done throughout year by master of record employed by a business entity	\$600	\$600
Annual Permit State Surcharge	\$1	\$1
Plumbing Permits		
License certification fee	\$50/yr	Eliminate, replace above
Residential dwelling	\$99	\$99
Alteration or additional fixtures	\$66	\$66
Apartments/per unit	\$66	\$66
Commercial/Industrial - New	\$155	\$155
Additional plumbing fixture	\$5 each	\$5 each
State Surcharge (per State Statute 326B.148)	\$1	\$1
Mechanical Permits		
Residential dwelling (per furnace)	\$90	\$90
Heating/HVAC Alterations/Change Out	\$54	\$54
Apartments	\$75	\$75
Commercial/Industrial	Valuation x 1997 FS	Valuation x 1997 FS
State Surcharge (per State Statute 326B.148)	\$1 or Project valuation x 326B.148 Fee Schedule	\$1 or Project valuation x 326B.148 Fee Schedule
CHAPTER 10 - FIRE PREVENTION/PROTECTION		
Fire prevention-Sprinkler review		
New construction	\$.015 x value of project	\$.015 x value of project
Existing/retrofit	\$.015 x value of project; minimum of \$54	\$.015 x value of project; minimum of \$54
State Surcharge (per State Statute 326B.148)	Project valuation x 326B.148 Fee Schedule	Project valuation x 326B.148 Fee Schedule
Police & Fire Alarm Charges		
False alarm charge		
Each false alarm in excess of 2	\$58	\$58
Each false alarm in excess of 5	\$112	\$112
Each false alarm in excess of 10	\$224	\$224
CHAPTER 11 - GARBAGE AND REFUSE		
11-3 License fee	\$70	\$70
Inspection fee for each vehicle (under 2 tons)	\$40	\$40
Inspection fee for each vehicle (over 2 tons)	\$75	\$75
CHAPTER 14 - LICENSE AND BUSINESS REGULATIONS		
Tobacco		
14-27 License fee (can not be prorated)	\$200	\$200
Name or address change fee	\$20	\$20
Salvage Dealers		
14-30 Pawn Shop/Pawnbroker License	\$500	\$500
Pawn transaction fee	\$1.15/transaction	\$1.15/transaction
14-45 License fee	\$60	\$60
Massage Establishments		
14-56 License fee-Massage therapist (Can Prorate)	\$55	\$55
Charitable Gambling		
14-100 Gambling license exemptions	\$45	\$45
(MS 349.213 Subd. 1a) (Gambling license can not exceed \$100 by state regulation.)		
Fireworks		
14-112 Fireworks Display License Fee (Res 2010-162)	\$25	\$25
14-116 Fireworks-Sale of (Fee limits set by State Statute 624.20 Subd.1 (d))		
Retailers selling only fireworks	\$350/yr	\$350/yr
Retailers selling fireworks in addition to other items	\$100/yr	\$100/yr
CHAPTER 15-MOTOR VEHICLES AND TRAFFIC		
15-40 Parking Fine - 18 hr/specialty vehicles/trailers	\$50	\$50
15-44 Parking Fine - Snow Emergency Parking	\$50	\$50
15-60 Downtown 14-day Residential Parking Permit (Res. 2018-247)	\$100/yr	\$100/yr
15-61 Parking Fine - All Other	\$25	\$25
15-82 Golf Cart Permits	\$150	\$150
Golf Cart Permits (Physical Disability Qualification)	\$75	\$75
Mini Truck Permits	\$75	\$75
CHAPTER 17 - OFFENSES		
17-52 Repeat Nuisance Calls		
Petty misdemeanors & misdemeanors offenses	3rd call	\$250
	4th call	\$350
	5th call	\$450
Gross misdemeanors and felonies	2nd call	\$1,000
	3rd call	\$2,500
	4th call	\$5,000
CHAPTER 18 - PARKS AND RECREATION		
18-10 Keg permit	\$30	\$30
18-11 Liquor in parks (Beer)	\$20	\$20
CHAPTER 19 - PEDDLERS		
Peddlers License	\$35 per person	\$50 per person
Transient Merchant Permit		\$50 per person
19-10 Mobile Food Unit (Food Truck) Registration - Annual	\$50	\$50
CHAPTER 27 - TAXI		
27-31 License fee	\$65	\$65
Vehicle Fee - per vehicle	\$10 first, \$20 each additional	\$10 first, \$20 each additional
CHAPTER 28 - WATER, SEWER, & STORM WATER		
Water Rates		
Monthly fixed water service access charge (based on meter size):		
	5/8" - 3/4"	\$13.80

1"	\$14.25	\$15.10
1 1/2"	\$24.00	\$25.45
2"	\$27.50	\$29.15
3"	\$74.50	\$79.00
4"	\$86.50	\$91.70
6"	\$114.50	\$121.40
Consumption:		
Residential/Multi-Family		
0-12,000 gallons/month	\$0.002010/gal	\$0.002131/gal
12,001-24,000 gallons/month	\$0.002255/gal	\$0.002390/gal
>24,000 gallons/month	\$0.002569/gal	\$0.002723/gal
Commercial		
0-50,000 gallons/month	\$0.002157/gal	\$0.002864/gal
50,001-300,000 gallons/month	\$0.002229/gal	\$0.002363/gal
>300,000 gallons/month	\$0.002494/gal	\$0.002644/gal
Industrial		
0-300,000 gallons/month	\$0.001593/gal	\$0.001689/gal
300,001-500,000 gallons/month	\$0.001832/gal	\$0.001942/gal
>500,000 gallons/month	\$0.002057/gal	\$0.002180/gal
Water via Fill Station	\$0.007800/gal	\$0.008268/gal
Bulk Water Fob Deposit	\$25.00	\$25.00
Water Meter	City cost rounded up to nearest dollar	City cost rounded up to nearest dollar
Water Meter Testing Fee	\$150	\$125
Water Disconnection Processing Fee	\$65	\$70
Water Irrigation Meter Reshelving Fee	\$65	\$70
Water Disconnection/Reconnect Fee for service request	\$65	\$70
Water Meter/System Tampering Fee	\$100	\$125
Hydrant Connection Fee	\$100	\$100
Water Restriction Violation Fines		
1st Offense	Warning	Warning
2nd Offense	\$25	\$25
3rd Offense	\$50	\$50
4th Offense	\$100	\$100
5th Offense		
Lawn Watering Permit	Place restrictive device on sprinkler system and outside water tap	Place restrictive device on sprinkler system and outside water tap
NOTE: Required to register newly sodded or planted lawns with Public Works Department	No Charge	No Charge
Water Availability Charge		
Standard	\$1,500	\$1,500
Non-standard	\$5,665	\$5,665
Late Payment Fee		
	A penalty of ten (10) percent of the amount of the consumer's water bill for water supplied by the municipal water system may be imposed on to any such bills that are delinquent.	A penalty of ten (10) percent of the amount of the consumer's water bill for water supplied by the municipal water system may be imposed on to any such bills that are delinquent.
Service Call Fee (Section 28-82)	\$100	\$100
Sewer Rates		
Residential		
Monthly Base Sewerage User Fee (\$/month)	\$10.00	\$10.20
Flow Charge	\$0.003682/gal	\$0.003835/gal
There are no sewer charges for a designated irrigation meter.		
Late Payment Fee		
	A penalty of ten percent (10%) of the amount of the consumer's sewer bill may be imposed onto any such bills that are delinquent.	A penalty of ten percent (10%) of the amount of the consumer's sewer bill may be imposed onto any such bills that are delinquent.
Significant Industrial User (SIU)		
Monthly Fixed Charge	\$10.00	\$10.20
Flow Charge	*Flow Charge is per individual SIU contract	*Flow Charge is per individual SIU contract
Surcharge/Credit Coefficients:		
CBOD5	\$0.2652/lb	\$0.2705/lb
TSS	\$0.306/lb	\$0.3121/lb
NH3	\$0.0918/lb	\$0.0936/lb
TP	\$0.3672/lb	\$0.3745/lb
Penalties:		
Daily Limit per SIU contract	\$500.00	\$500.00
Monthly Limit per SIU contract	\$1,000.00	\$1,000.00
pH	\$100.00/incident	\$100.00/incident
*SIUs who do not renew their contracts within 90 days of the expiration date will automatically and retroactively revert to the residential flow charge, plus any surcharges and penalties as outlined above.		
Sewer Availability Charge		
Standard	\$1,500	\$1,500
Non-standard	\$5,865	\$5,865
Storm Water Rates		
Residential Lot Equivalent (RLE)	\$7.48/RLE	\$8.75/RLE
Late Payment Fee	A penalty of ten percent (10%) of the amount of the consumer's storm water bill may be imposed onto any such bills that are delinquent.	A penalty of ten percent (10%) of the amount of the consumer's storm water bill may be imposed onto any such bills that are delinquent.
Residential Lot Equivalent (RLE) equals 3,500 square feet of impervious surface. Each single family residential property is considered to be one RLE. The Other Developed Properties will be individually assigned a certain number of RLEs based on property size, impervious surface, and calculated storm water run-off.		
Water Availability Charge (WAC) Units & Sewer Availability Charge (SAC) Units		
The City will adopt and use the Met-Council WAC & SAC schedule to determine the units for calculation of fees, excluding residential multifamily. Residential multifamily per unit (duplex, fourplex, apartments, etc.) 2 units=1 WAC/SAC.		
Water Reclamation Facility		
Hauled Waste	\$40/1,000 gallons	\$40.80/1,000 gallons
Hauled Waste - Annual Registration	\$300	\$300
ADMINISTRATIVE FEES		
Copy fees (100 pages or fewer)	\$.25/copy; \$.50/2-sided	\$.25/copy; \$.50/2-sided
Special requests from public for information requiring more than 100 pages	Charge hourly wage of lowest paid employee able to retrieve/copy data plus materials and mailing costs.	Charge hourly wage of lowest paid employee able to retrieve/copy data plus materials and mailing costs.
City Council packet (Available on website)	\$30	\$30
Copy of meeting DVD	\$10	\$10
Board/Commission packets		
Heritage Preservation Commission	\$20	\$20
Faribault HRA	\$25	\$25
Faribault EDA	\$25	\$25
(ADMINISTRATIVE FEES CONTINUED)		
Planning Commission	\$25	\$25
Ad Hoc Committee	\$15	\$15
Filing Fee for Mayor's Office & City Council (MS 205.13 Subd.3(b))	\$5	\$5
Maps	\$5	\$5
Color map (42 x 60)	\$30	\$30
Color map (24x36)	\$20	\$20
Color map (11x17)	\$5	\$5
Color map (8.5x11)	\$2	\$2
Custom made maps	\$25-\$50	\$25-\$50
Project plans and specifications		
Project costs < \$50,000	\$10/set	\$10/set

Project costs < \$50,000 - \$250,000	\$25/set	\$25/set
Project costs > \$250,000 - \$1,000,000	\$50/set	\$50/set
Project costs> \$1,000,000	\$75/set	\$75/set
Residential Lot Inventory (new document-multiple color pages)	\$20	\$20
Returned Payment Fee (per MN Statute 604.113)	\$30	\$30
Late payment fee charge for monthly recurring accounts receivable with delinquent balances.	A penalty of ten (10) percent of the amount of the customer's bill may be imposed onto any such bills that are delinquent.	A penalty of ten (10) percent of the amount of the customer's bill may be imposed onto any such bills that are delinquent.
Assessment Searches		
2 day response	\$22	\$22
less than 2 day response	\$33	\$33
Copies		
Adopted Budget Book	\$30	\$30
Capital Improvement Plan	\$50	\$50
Annual Comprehensive Financial Report	\$30	\$30
City Code Book (Available online)		
Code supplements	Actual cost	Actual cost
New Code Book	\$150	\$150
Currency Exchange License application approval	\$110	\$110
Airport Hangar Rent (based on 1 year lease-monthly lease add \$15 per month)		
Building 2	\$196/Month	\$206/Month
Building 3	\$196/month	\$206/month
Building 4	\$220/month	\$231/month
Building 5 - Heated	\$409/month	\$509/month
Building 5 - Unheated	\$303/month	\$318/month
Private hangar land lease (One time charge of \$100 linear front ft at start of lease)	\$0.1804/mpnlt	\$0.1894/mpnlt
Glider Trailer Storage Fee	\$250.00/Season	\$275.00/Season
Airport Fuel Flowage Fee	\$0.0565/month	\$0.0593/month
Engineering Fees		
1. Full engineering services - design, bidding, construction management including inter-agency coordination and permits as well as project inspection and staking.	15%	15%
2. Bidding and construction management including inter-agency coordination and permits as well as project inspections and staking.	9%	9%
3. General project administration, overview and limited inspection to insure compliance to City Standards and project acceptance by the City.	5%	5%
Right-Of-Way Management		
1. Registration Fees	\$60	\$60
2. Excavation Permit Fees		
A. Hole - Paved Surface	\$90	\$90
B. Hole - Unpaved Surface	\$60	\$60
C. Hole - Emergency	\$60	\$60
D. Trenching or Directional Boring	\$10/100 l.f. + holes	\$10/100 l.f. + holes
3. Obstruction Permit Fee	\$45 + \$5/day	\$45 + \$5/day
4. Permit Extension Fee	\$25 + \$10/day	\$25 + \$10/day
5. Driveway/Second curbcut	\$30	\$30
Utility Restoration Administrative Charge	\$300/hr. - 2 hour minimum	\$300/hr. - 2 hour minimum
Grading Permit Fee	\$25 without recorded Stormwater Operations and Maintenance Agreement \$70 with recorded Stormwater Operations and Maintenance Agreement	\$50 without recorded Stormwater Operations and Maintenance Agreement \$100 with recorded Stormwater Operations and Maintenance Agreement

Antenna Tower/Utility Pole Rental

Lease agreements are negotiated pursuant to rates, but subject to circumstances, technology, available space, etc.

Tenant's leasing space on City elevated tower or monopole.

1. One to three PCS or Cellular, Community, Repeater, RCC,

Multi-User, or Single User Antennas at same elevation.

\$5,500/year

\$5,500/year

2. Four to nine PCS or Cellular, Community, Repeater, RCC,

Multi-User, or Single User Antennas at same elevation.

\$16,500/year

\$16,500/year

a. Additional antenna

\$1,850/year

\$1,850/year

3. Additional Fees and Requirements

a. Microwave or Sat. Dish < 2' additional fee

\$500/year

\$500/year

b. Microwave or Sat. Dish 2-3' additional fee

\$750/year

\$750/year

c. Microwave or Sat. dish > 3' additional fee

\$950/year

\$950/year

d. Small Cell/Can Antenna/Antenna Tower/Utility Pole Rental

Up to \$150 per year rent

Up to \$150 per year rent

(1) Maintenance Fee

\$25 per year

\$25 per year

(2) Electrical Service for nodes <= 100 watts

\$73 per radio node

\$73 per radio node

(3) Electrical Service for nodes > 100 watts

\$182 per radio node

\$182 per radio node

e. Limit one coaxial line per antenna, or add per additional coaxial line.

\$950/year

\$950/year

f. Initial consulting fee for review, mapping, study, etc. paid prior to review.

\$2,500

\$2,500

g. Initial landscape and restoration fee paid prior to construction

\$1,500

\$1,500

4. Utility Pole Rental (increase 2% per year)

\$1,910.17

\$1,948.37

Subdivision Fees and Vacation Application Fees

Minor Subdivision	\$100*	\$100*
Preliminary plat	\$200+\$10/parcel*	\$200+\$10/parcel*
Final plat	\$300+\$15/parcel*	\$300+\$15/parcel*
Extend Deadline to Report Approved Plat	\$150	\$150
Minor Subdivision/Plat Escrow	\$1,500 - \$10,000	\$1,500 - \$10,000
Vacation of street, easement, or other public reservation	\$350*	\$350*

*Applicant shall pay the County recording fees and all City Attorney and City Consultant Costs.

Zoning Application Fees

Conditional Use Permit (single-family residential)	\$300*	\$300*
Conditional Use Permit (all other uses)	\$500*	\$500*
Conditional Use Permit Amendment (All Uses)	\$300*	\$300*
Interim Use Permit (All Uses)	\$500*	\$500*
Interim Use Permit Amendment (All Uses)	\$300*	\$300*
Ordinance Amendment	\$350*	\$350*
PUD (Residential)	\$600*	\$600*
PUD (All other uses; 0-5 acres)	\$750*	\$750*
PUD (All other uses; 5-20 acres)	\$1,500*	\$1,500*
PUD (All other uses; 20+ acres)	\$3,000*	\$3,000*
PUD Amendment	\$300*	\$300*
Rezoning of Property	\$350*	\$350*

(ADMINISTRATIVE FEES CONTINUED)

Site Plan Review	\$100	\$100
Site Plan Security (may be cash, certified check, performance bond, or irrevocable letter of credit-subject to approval of the City)	110% of improvements	110% of improvements
Site Plan Escrow - for Required Driveway associated with Construction of or Replacement of Garage	\$1,000	\$1,000
Variance (Single-Family Residential)	\$300+\$50 each additional*	\$300+\$50 each additional*
Variance (All other uses)	\$350+\$50 each additional*	\$350+\$50 each additional*

*Applicant shall pay the County recording fees and all City Attorney and City Consultant Costs.

Administrative Zoning Permit Fees

Home Occupation Permit (Original Application)	\$40 for first two years	\$40 for first two years
Home Occupation Permit (Renewal)	\$25 for every two years after the first two years	\$25 for every two years after the first two years
Natural Landscape Permit	No Charge	No Charge
Sign Permit (Under 100 sq. ft.)	\$60*	\$60*
Sign Permit (100 sq. ft or more)	\$85*	\$85*
Sign Permit, Structural Plan Review & Inspection Fee	\$100	\$100
Sign Permit, Sign Face Replacement (non-structural) Fee	\$25	\$25

Sign Permit (state surcharge for footing or electrical)	\$1	\$1
Sign Permit (Penalty for installation without a permit)	Double the Sign Permit	Double the Sign Permit
Zoning Certificate	\$25	\$25
Zoning Compliance Letter	\$30	\$30
Zoning Compliance Letter (Rush within two business days)	\$50	\$50
*Plus electrical inspection fees for lighted signs when applicable		
*When there is more than one sign per wall or leased area frontage, each sign is charged separately		
Other Planning and Zoning Fees		
Address change request from property owner	\$200	\$200
Annexation Petition	\$200+\$5/acre*	\$200+\$5/acre*
Annexation Escrow	\$10,000*	\$10,000*
Comprehensive Plan Amendment	400*	400*
EAW or EIS	300*	300*
EAW or EIS Escrow	\$10,000+	\$10,000+
Extension to record documents or start construction	\$150	\$150
*Applicant shall pay the County recording fees and all City Attorney and City Consultant Costs.		
Police Department Fees		
Pictures (i.e. accident, burglary, etc.)	\$6/printed photo	\$0.25/printed photo
Copies of police reports	\$.25/pg for first 100 pgs	\$.25/pg for first 100 pgs
Over 100 copies	Charge hourly wage of lowest paid employee able to retrieve/copy the data plus materials/mailling costs.	Charge hourly wage of lowest paid employee able to retrieve/copy the data plus materials/mailling costs.
Copy of items put onto media file	\$12	\$12
Contract Off-Duty Work	\$75 per hour	\$85 per hour
Library Fees		
Micro film copies	\$.15/sheet	\$.15/sheet
Double sided	\$.30/sheet	\$.30/sheet
Meeting Room (Non-profit groups - no charge)	\$30/4 hours	\$30/4 hours
Photo copies	\$.15/sheet	\$.15/sheet
3D Printing	\$0.10/gram of filament	\$0.10/gram of filament
Non-Residential Card Fee (Set by State)	\$40	\$40
Replacement cards	\$2	\$2
Payment for lost and damaged materials	Replacement cost	Replacement cost
Obituary research	\$10/obituary	\$10/obituary
Headphones	\$1	\$1
Flash Drives	\$10	\$10
Private Activity (Tax Exempt) Bonds Issuance		
Administrative Fee	1/2 of 1% of the face amount of bond	1/2 of 1% of the face amount of bond
Point of Sale Inspection		
Inspector license	\$113	\$113
Inspection fee		
Inspection fee	\$35	\$35
Additional visits	\$35	\$35
Commercial and Industrial Development Program Application		
Application Fee		
Special Program Application Fee	\$150	\$150
Industrial Development Loan	\$350	\$350
Minnesota Investment Fund	\$350	\$350
Economic Development Revolving Fund	\$350	\$350
Micro Loan Program	\$100	\$100
Tax Abatement Program		
Application fee	\$500	\$500
Tax Abatement escrow	\$10,000*	\$10,000*
* Note: Applicants pay City's legal costs and consultant costs	Balance returned after City costs are recovered*	Balance returned after City costs are recovered*
Tax Increment Financing		
Application fee	\$500	\$500
Tax Increment Financing escrow	\$20,000*	\$20,000*
* Note: Applicants pay City's legal costs and consultant costs	Balance returned after City costs are recovered*	Balance returned after City costs are recovered*
Recreation Center (periodically allows discounts up to 20% on programs for promotional purposes)		
Aquatics		
Lap swim punchcard (14 times)	\$48	\$50
Lap swim	\$5	\$5
Open swim-Ages 3 and up	\$4	\$4
Open swim family	\$14	\$14
Open swim punch card	\$42	\$48
3 month lap swim unlimited-Individual	\$85	\$85
Annual lap swim unlimited-Individual (Jan - Dec 31)	\$300	\$300
Pool rental-One hour	\$68	\$68
Birthday Party Rental (Room and Pool)	\$87	\$90
Swim lessons	\$38	\$40
Private swimming lessons		
1 Person Lesson	\$30	\$30
3 Person Lessons	\$72	\$72
5 Person Lessons	\$110	\$110
Semi-Private Lessons per one half hour (2 Students)		
1 Session	\$45	\$45
3 Session	\$120	\$120
5 Session	\$185	\$185
Water Fitness		
14 classes/punchcard	\$48	\$50
Pay each time	\$5	\$5
Fitness Room		
Weight room passes	Individual Couples Family (5 Memebres + \$10/member/month)	Individual Couples Family (5 Memebres + \$10/member/month)
3 month	\$78 \$125 \$140	\$78 \$125 \$140
1 month	\$36 \$55 \$62	\$36 \$55 \$62
6 month	\$140 \$235 \$250	\$140 \$235 \$250
12 month	\$255 \$350 \$400	\$255 \$350 \$400
Daily	\$5	\$5
Punchcard (14 Punches)	\$48	\$50
Personal Training	varies	varies
All Around Pass	Individual Couples Family (5 Members + \$10/member/month)	Individual Couples Family (5 Members + \$10/member/month)
1 month	\$42 \$69 \$80	\$44 \$75 \$82
3 month	\$110 \$185 \$155	\$115 \$195 \$215
6 month	\$207 \$344 \$380	\$215 \$355 \$380
12 month	\$370 \$570 \$630	\$380 \$590 \$630
Aerobics	Individual	Individual
Punch Card (14 times)	\$48	\$50
Daily rate	\$5	\$5

Locker Rooms		
Daily lock rental	\$0	\$0
1 Month - Small Locker	\$6	\$7
1 Month - Large Locker	\$7	\$8
2 Months - Small Locker	\$8	\$9
3 Months - Small Locker	\$11	\$12
3 Months - Large Locker	\$13	\$14
4 Months - Small Locker	\$13	\$14
4 Months - Large Locker	\$15	\$16
5 Months - Small Locker	\$17	\$18
5 Months - Large Locker	\$19	\$20
6 Months - Small Locker	\$22	\$23
6 Months - Large Locker	\$24	\$25
Miscellaneous fees and charges		
Noon time adult basketball-Daily fee	\$4	\$4
Open Gym	\$4	\$4
Open Gym Punchcard (14 Punches)	\$44	\$48
Sauna Punchcard (14 punches)	\$48	\$48
Sauna Only	\$5	\$5
Pickle Ball Punchcard (14 punches)	\$44	\$48
Pickleball - Daily	\$4	\$5
Youth programs		
Youth Sports (indoor soccer, bitty basketball, youth basketball, floor hockey)		
4 sessions	\$28	\$28
6 sessions	\$35	\$35
8 sessions	\$42	\$42
Flag football	\$42	\$42
Cub football	\$52	\$52
Summer Ball (includes all youth summer ball programs)	\$40	\$40
Baseball	\$50	\$50
Hershey track	\$25	\$25
Safety Camp	\$42 3-day camp; \$48 4-day camp	\$50
Youth Camps - 3 1/2 to 8 years		
4 Sessions	\$30	\$30
6 Sessions	\$42	\$42
Science Camp	\$34	\$34
Fun Center	\$24	\$10
2 weeks Morning	\$34	\$34
Afternoon	\$42	\$42
Full Day	\$65	\$65
3 Week Morning		\$46
Afternoon		\$58
Evening		\$92
Tennis	\$45	\$45
Youth volleyball	\$38	\$40
Spirit Team	\$32	\$32
Adult Programs		
TKD (Taekwondo) (10 punchcard)	\$40	\$50
20 Punchcard	\$70	\$90
40 Punchcard	\$120	\$140
3 on 3 basketball	\$185	\$185
Racquetball league	\$40	\$40
Racquetball		
Daily	\$5 PP/Hr	\$5 PP/Hr
1 Month	\$32	\$32
Punchcard (14 Punches)	\$48	\$50
Adult volleyball	\$35/game	\$35/game
Adult volleyball double headers	\$35/game	\$35/game
Beginner golf	\$60	\$60
Softball (team fee)		
Plus men 20 games	\$35/game	\$35/game
Plus other leagues 12G	\$35/game	\$35/game
Fall Softball (10 games)		
Team	\$35/game	\$35/game
Teen softball league	\$300	\$300
Drop-In Programs		
Ice Arena		
Public skating		
Individual	\$5	\$5
Family	\$18	\$18
Punchcard (14 Punches)	\$48	\$50
Ice skating lessons	negotiable	negotiable
Faribault Family Aquatic Center		
General Admission at Entrance	\$7 w/tax	\$7 w/tax
Active Military Rate	\$5 w/tax	\$5 w/tax
Admission After 5:00 pm	\$5/tax	\$5/tax
Resident Discount Passes		
10 passes	\$60 + tax	\$60 + tax
20 passes	\$115 + tax	\$115 + tax
30 passes	\$150 + tax	\$150 + tax
Non-Resident Discount Passes		
(ADMINISTRATIVE FEES CONTINUED)		
10 passes	\$60 + tax	\$60 + tax
Season Passes		
Individual	\$80 + tax	\$80 + tax
Family (2A, 2Y Plus \$20 any extra immediate family members)	\$175 + tax + addtl members	\$175 + tax + addtl members
Preseason sale - 10% discount until May 15 for season tickets and discount tickets		
Pool Rental (Before or After hours) per hour rates	\$300 per hour + tax	\$300 per hour + tax
Free Day on 3rd Wednesday in June		
Park Shelter Reservation Fee		
Full day	\$50	\$55
Entire park (Not North or South Alexander)	\$300	\$300
Facility Rent		
Regular Hours		
Class rooms	\$22/hour	\$25/hour
Gymnasium	\$37/hour	\$40/hour
After or Before hours		
Class rooms	\$36/hour	\$40/hour
Gymnasium	\$50/hour	\$55/hour
Washington Center		
Hourly rental - full facility	\$60/hour	\$70/hour
Community Center (includes 2 hrs pool)		

1 hour	\$85	\$85
Over night	\$500	\$500
Armory Building		
Class rooms	\$30	\$30
Gymnasium - 1 court = 1/2 gym	\$30	\$30
Gymnasium - 2 courts = full gym	\$60	\$60
Buckham West		
Dining Hall and Activity Room - during regular hours	\$25/hour	\$25/hour
Dining Hall and Activity Room - before or after regular hours	\$35/hour	\$35/hour
Conference Room - during regular hours	\$50/hour	\$50/hour
Conference Room - before or after regular hours	\$65/hour	\$65/hour
Commons Area - during regular hours	\$50/hour	\$50/hour
Commons Area - before or after regular hours	\$60/hour	\$60/hour
Small Offices - during regular hours	\$15/hour	\$15/hour
Small Offices - before or after regular hours	\$20/hour	\$20/hour
Rental Deposit(Refundable)		\$100
Military Discount (Active & Families)	10%	10%

**CITY OF FARIBAULT
FRANCHISE FEE HISTORY**

	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Budget 2023	Budget 2024 Est.
REVENUE						
Cable Television (General fund & Street Improvement)	\$ 266,877	\$ 250,579	\$ 237,281	\$ 239,270	\$ 225,000	\$ 230,000
Gas & Electric (split below)	\$ 850,933	\$ 940,998	\$ 926,150	\$ 2,010,134	\$ 2,720,000	\$ 2,500,000
Water	\$ 78,858	\$ 94,630	\$ 94,630	\$ 94,630	\$ 94,630	\$ 94,630
Sewer	\$ 171,142	\$ 205,370	\$ 205,370	\$ 205,370	\$ 205,370	\$ 205,370
TOTAL	\$ 1,367,811	\$ 1,491,577	\$ 1,463,431	\$ 2,549,404	\$ 3,245,000	\$ 3,030,000
DESIGNATIONS (Cable Television)						
General Fund - 101	\$ 266,877	\$ 250,579	\$ 217,281	\$ 239,270	\$ 225,000	\$ 230,000
Street Improvement Fund - 401	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -
TOTAL	\$ 266,877	\$ 250,579	\$ 237,281	\$ 239,270	\$ 225,000	\$ 230,000
DESIGNATIONS (Gas & Electric)						
General Fund - 101	\$ 354,000	\$ 405,000			\$ 80,000	\$ 62,500
Street Improvement Fund - 401	\$ 100,000	\$ 75,000	\$ 380,000	\$ 1,470,134	\$ 1,700,000	\$ 1,536,000
Public Facility Projects - 437	\$ 112,000	\$ 87,000	\$ 162,000	\$ 162,000	\$ 262,000	\$ 162,000
Public Works Bond - 349 (old 344 old 342)	\$ 51,500	\$ 51,500	\$ 51,500	\$ 51,500	\$ 51,500	\$ 51,500
Downtown Park Bonds - 350						
Economic Development Projects (240)	\$ 50,000					
Community & Economic Development (240)		\$ 100,000				
Capital Equipment Fund (431)			\$ 75,000	\$ 75,000	\$ 75,000	\$ 58,000
Park Improvements Fund (404)	\$ 183,433	\$ 222,498	\$ 257,650	\$ 251,500	\$ 551,500	\$ 630,000
TOTAL	\$ 850,933	\$ 940,998	\$ 926,150	\$ 2,010,134	\$ 2,720,000	\$ 2,500,000
DESIGNATIONS (Water & Sewer)						
General Fund - 101	\$ 125,000	\$ 200,000				
Street Improvement Fund - 401	\$ 62,500	\$ 50,000	\$ 250,000	\$ 250,000		\$ 164,000
Public Works Bond - 344 (old 342)	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Park Improvements Fund (404)					\$ 250,000	\$ 86,000
Public Facility Projects - 437	\$ 37,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
TOTAL	\$ 250,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
DESIGNATIONS (Overall)						
General Fund - 101	\$ 745,877	\$ 855,579	\$ 217,281	\$ 239,270	\$ 305,000	\$ 292,500
Street Improvement Fund - 401	\$ 162,500	\$ 125,000	\$ 650,000	\$ 1,720,134	\$ 1,700,000	\$ 1,700,000
Public Works Bond - 349 (old 344 old 342)	\$ 76,500	\$ 76,500	\$ 76,500	\$ 76,500	\$ 76,500	\$ 76,500
Downtown Park Bonds - 350						\$ -
Public Facility Projects - 437	\$ 149,500	\$ 112,000	\$ 187,000	\$ 187,000	\$ 287,000	\$ 187,000
Economic Development Projects (240)*	\$ 50,000					
<i>*EDA would no longer pay Cost Allocation charges to Community Development Dept. beginning in 2020</i>						
Community & Economic Development (240)		\$ 100,000				
Capital Equipment Fund (431)			\$ 75,000	\$ 75,000	\$ 75,000	\$ 58,000
Park Improvements Fund (404)	\$ 183,433	\$ 222,498	\$ 257,650	\$ 251,500	\$ 801,500	\$ 716,000
TOTAL	\$ 1,367,810	\$ 1,491,577	\$ 1,463,431	\$ 2,549,404	\$ 3,245,000	\$ 3,030,000

NOTES:

Ordinances 2005-20 and 2005-21 established the electric and gas franchise fees effective January 1, 2006.

Hickory Tech was granted a cable television franchise in 2006.

Greater Minnesota Gas was granted a natural gas franchise in 2018.

10%/year increases on electric and natural gas franchise fees in 2019 and 2020 adopted per Ord. 2018-09

2021 Consolidation of Franchise Fees and Operating Levy

2022 Increase in Electric & Gas Franchise Fee for Street Improvement Fund to eliminate road maintenance special assessments.

2023 Increase in Electric Franchise Fee for Xcel didn't begin January 1, began May 1.

2024 Budget Work Session #7

FINAL REVIEW ALL FUNDS/LEVIES/FEES



NOVEMBER 21, 2023

Budget Overview

All Funds

Tax Levies

Fees/CIP





TAX RATE CHANGE BASED ON FINAL LEVY

	2024	2023	Change	
Net Tax Capacity	\$25,784,783	\$23,879,474	\$2,211,239	9.38%
Levy Amount	\$12,032,605	\$11,184,332	\$848,273	7.58%
Tax Rate	46.666	47.444	(0.778)	(1.64%)

Total Increase in Net Tax Capacity = \$2,211,239
New Construction/Growth Amount= \$306,251 (13.85%)





PRELIMINARY TAX LEVY SUMMARY

Funds Supported by Tax Levy

- General Fund (101)
 - Special PERA Rate Aid
- Debt Service Funds (300's)
- Special Revenue Fund
 - Community & Economic Development Administration Fund (240)
 - Tax Abatements



July 2023

\$12,067,985 Levy

7.9% Increase

August 2023

\$11,966,068 Levy

6.99% Increase

September 2023

\$12,242,233 Levy

9.46% Increase

**Property
Tax
Levy**

November 2023

\$12,032,605 Levy

7.58% Increase





2024 TAX LEVY

Operating Levy:

	<u>Amount</u>	<u>Change</u>
◦ General Fund (101)	\$10,220,851	\$ 965,443
◦ Community & Economic Development Administration (240)	\$ 66,149	<u>(\$ 66,151)</u> \$ 899,292

Miscellaneous Levies:

	<u>Amount</u>	<u>Change</u>
◦ Special PERA	\$ 12,544	NA
◦ Tax Abatements	\$409,651	\$7,675





2024 TAX LEVY

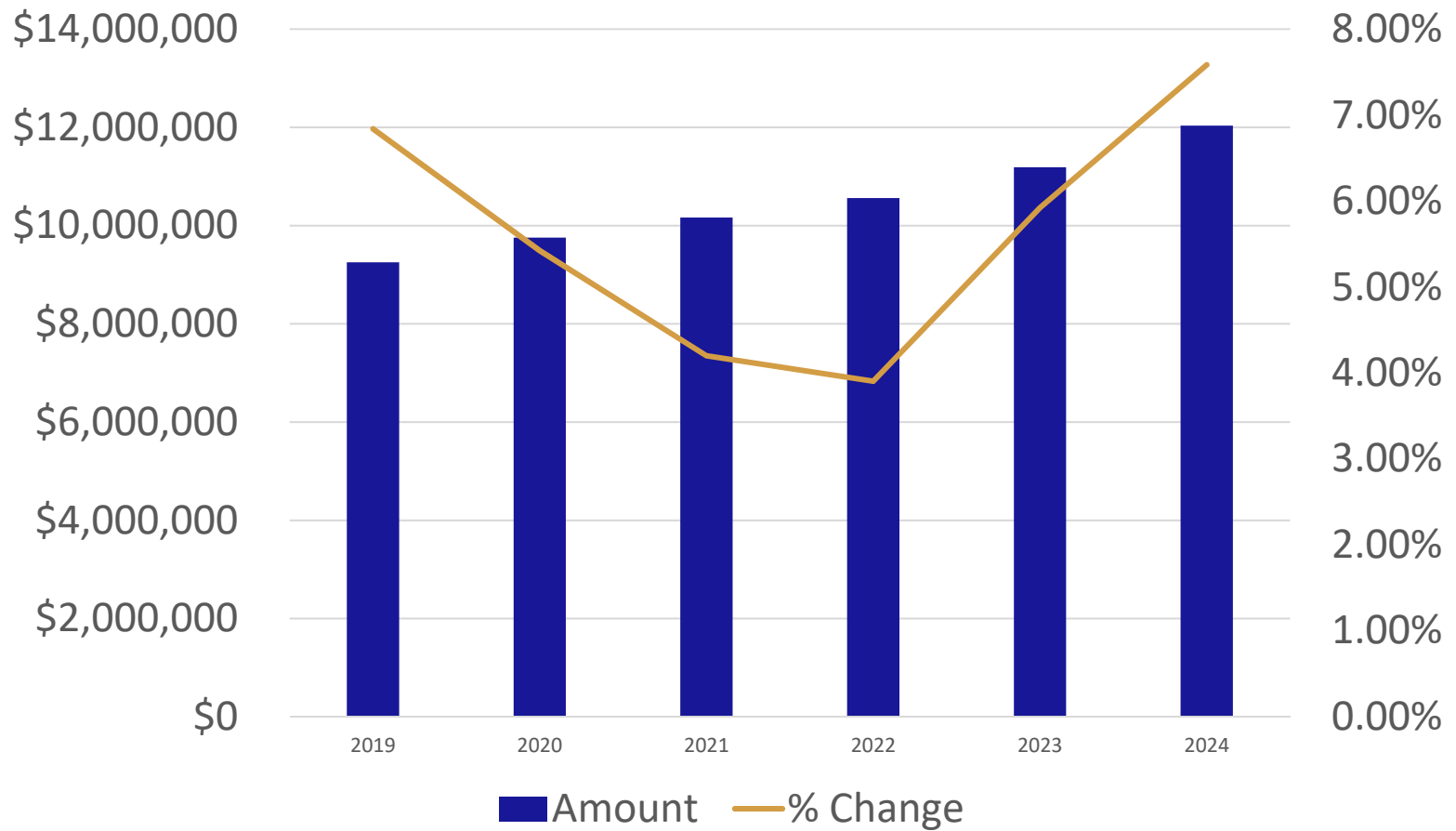
	<u>Amount</u>	<u>Change</u>
<u>Debt Service Levy:</u>	\$1,323,410	(\$58,694)

2024 Property Tax Levy = \$12,032,605

Operating Personnel Costs (Wages & Benefits)	\$392,997
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 **City of
Faribault**
TAX LEVY HISTORY





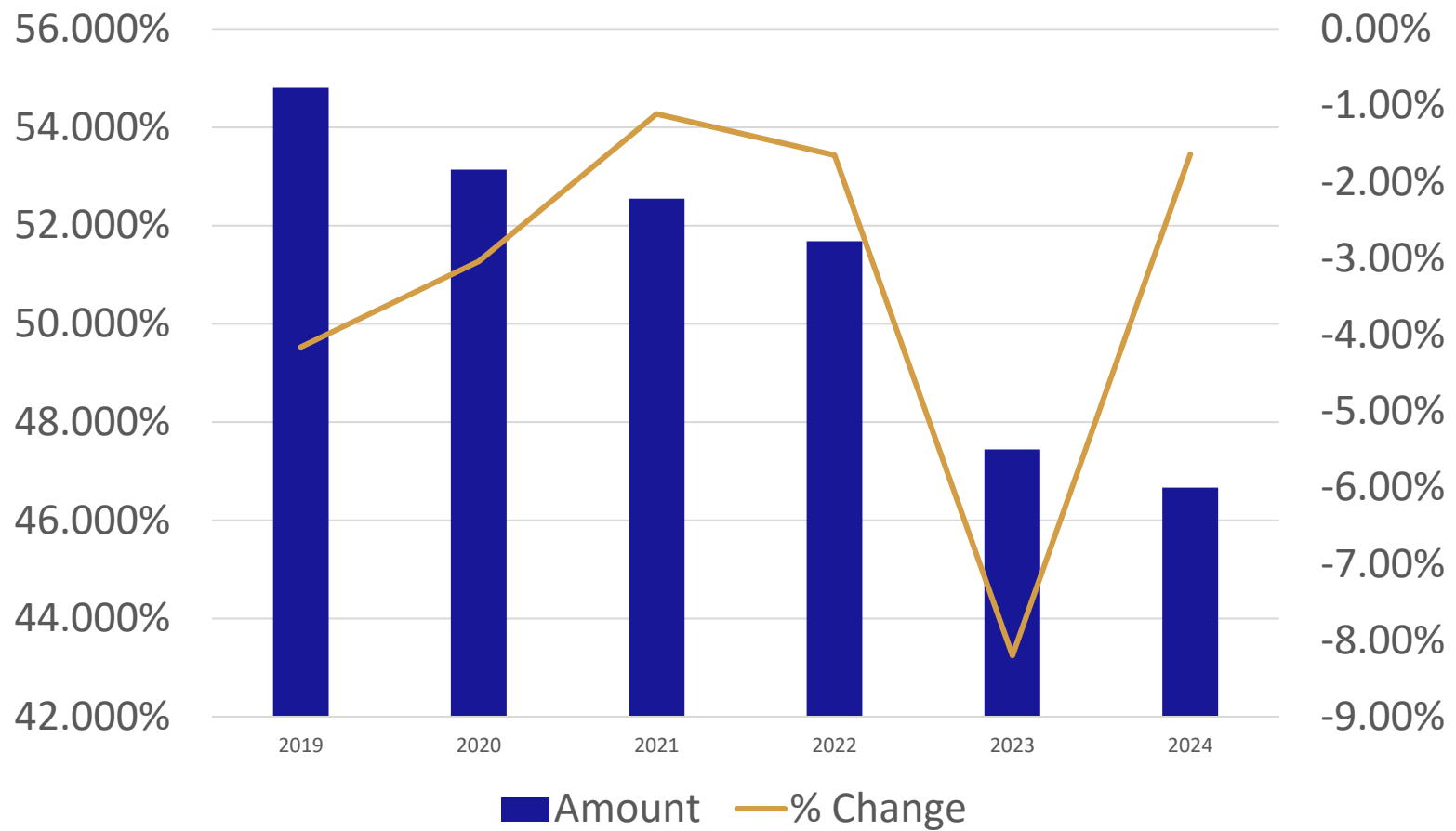
COUNTY LEVY INFORMATION

Taxing Authority	2023 Actual	2024 Proposed	Percent Change
Rice County	\$33,820,031	\$36,165,276	6.9%
City of Dennison	\$171,913	\$190,000	10.5%
City of Dundas	\$1,543,177	\$1,700,333	10.2%
City of Faribault	\$11,184,332	\$12,242,233	9.5%
City of Lonsdale	\$2,875,000	\$2,976,475	3.5%
City of Morristown	\$576,088	\$630,636	9.5%
City of Nerstrand	\$150,000	\$150,000	0.0%
City of Northfield	\$13,403,796	\$14,927,827	11.4%
School District #656 Faribault	\$11,734,054	\$12,255,234	4.4%
School District #659 Northfield	\$21,135,540	\$21,946,253	3.8%
School District #721 New Prague	\$14,270,275	\$12,830,957	-10.1%
School District #763 Medford	\$1,929,846	\$2,033,888	5.4%
School District #829 Waseca	\$5,121,909	\$5,362,975	4.7%
School District #2143 W-E-M	\$3,529,951	\$3,733,739	5.8%
School District #2172 Kenyon-Wanamingo	\$3,503,863	\$3,482,010	-0.6%
School District #2905 Tri-City United	\$7,439,102	\$7,650,311	2.8%





TAX RATE HISTORY





MEDIAN VALUE HOME

2023 Median Value	2024 Median Value	Change
\$206,500	\$225,100	(est.)
\$891.01	\$990.75	\$99.74

Residential Homes Change in Valuation						
Change in Valuation	<0%	0-5%	5-10%	10-15%	15-20%	20%+
Number of Homes	70	572	3,917	1,153	326	146





2024 RESIDENTIAL IMPACT

Estimated Change for Tax Levy

Increase of 7.58% - Residential (Homestead)

	2023 (Actual)	2024 (Estimated)	Change
Market Value of \$225,100*	\$987.32	\$971.11	(\$16.21)
- w/10% Increase in EMV		\$1,085.70	\$98.38
- w/20% Increase in EMV		\$1,200.19	\$212.87
Market Value of \$250,000	\$1,116.37	\$1,098.04	(\$18.33)
- w/10% Increase in EMV		\$1,225.02	\$108.65
- w/20% Increase in EMV		\$1,352.18	\$235.81
Market Value of \$350,000	\$1,633.51	\$1,606.69	(\$26.82)
- w/10% Increase in EMV		\$1,784.54	\$151.03
- w/20% Increase in EMV		\$1,962.57	\$329.06

* 2023 Median Market Value





2024 COMMERCIAL IMPACT

Estimated Change for Tax Levy

Increase of 7.58% - Commercial/Industrial

	2023 (Actual)	2024 (Estimated)	Change
Market Value of \$250,000	\$2,016.39	\$1,983.28	(\$33.10)
- w/2.5% Increase in EMV		\$2,041.62	\$25.23
- w/5% Increase in EMV		\$2,099.95	\$83.56
Market Value of \$1,000,000	\$9,133.05	\$8,983.11	(\$149.94)
- w/2.5% Increase in EMV		\$9,216.44	\$83.39
- w/5% Increase in EMV		\$9,449.77	\$316.72
Market Value of \$5,000,000	\$47,088.59	\$46,315.54	(\$773.05)
- w/2.5% Increase in EMV		\$47,482.17	\$393.58
- w/5% Increase in EMV		\$48,648.81	\$1,560.22





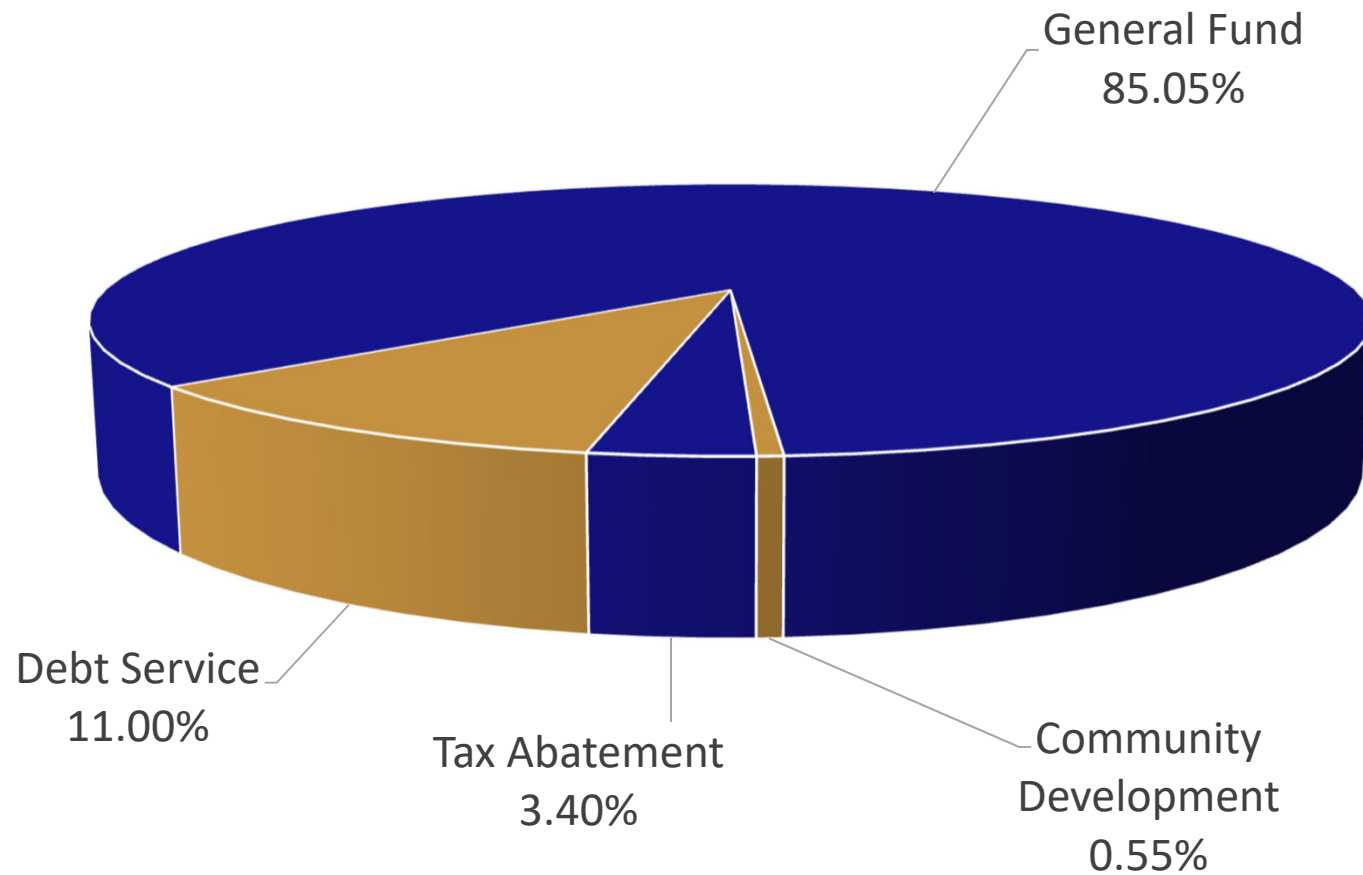
PROPERTY TAX LEVY

Tax Years Payable	2022	2023	2024	Change
General (101)	8,675,211	9,255,408	10,220,851	965,443
Airport (225)	10,000	-	-	-
Community Development (240)	198,451	132,300	66,149	(66,151)
Tax Abatement Projects (240)	426,275	401,976	409,651	7,675
Property Tax Levy	9,309,937	9,789,684	10,696,651	906,967
Special PERA Levy (101)	12,544	12,544	12,544	-
Bond Principal & Interest (300's)	1,236,597	1,382,104	1,323,410	(58,694)
Net Tax Levy (Actual Levy)	10,559,078	11,184,332	12,032,605	7.58%





2024 TAX LEVY





SPECIAL TAXING DISTRICTS

HRA Resolution

Maximum Amount Requested

- 0.0185% x 2,055,421,700
- Property Tax Levy \$380,253
Increase of \$51,403, 15.63%
- HRA Resolution 2023-14

EDA Resolution

Maximum Amount Requested

- 0.01813% x 2,055,421,700
- Property Tax Levy \$372,648
Increase of \$50,375, 15.63%
- EDA Resolution 2023-12





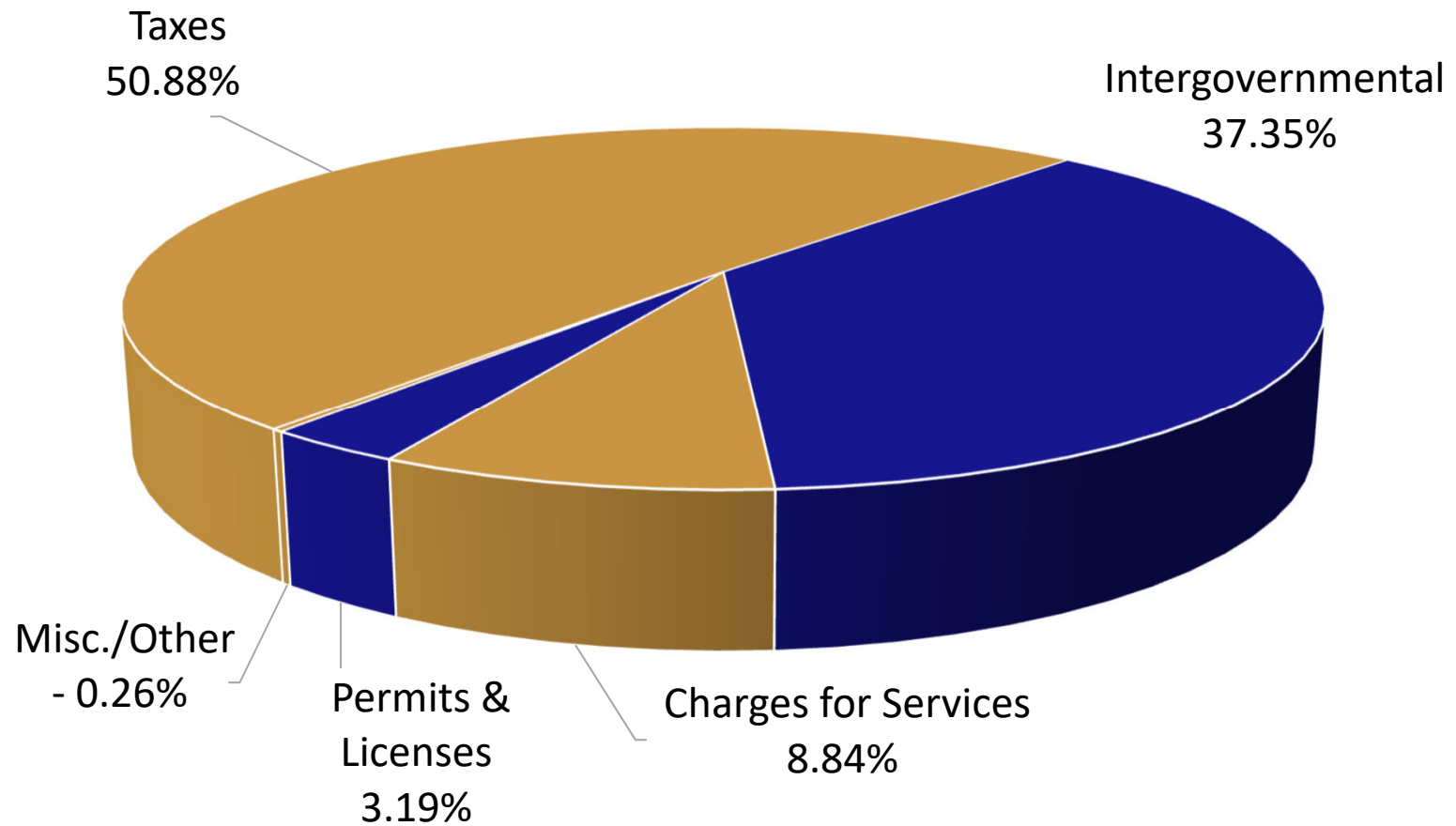
BUDGET DOCUMENT

- General Fund
 - Enterprise Funds
- Special Revenue Funds
 - Internal Service Funds
- Debt Service Funds
 - Agency Funds
- Capital Project Funds



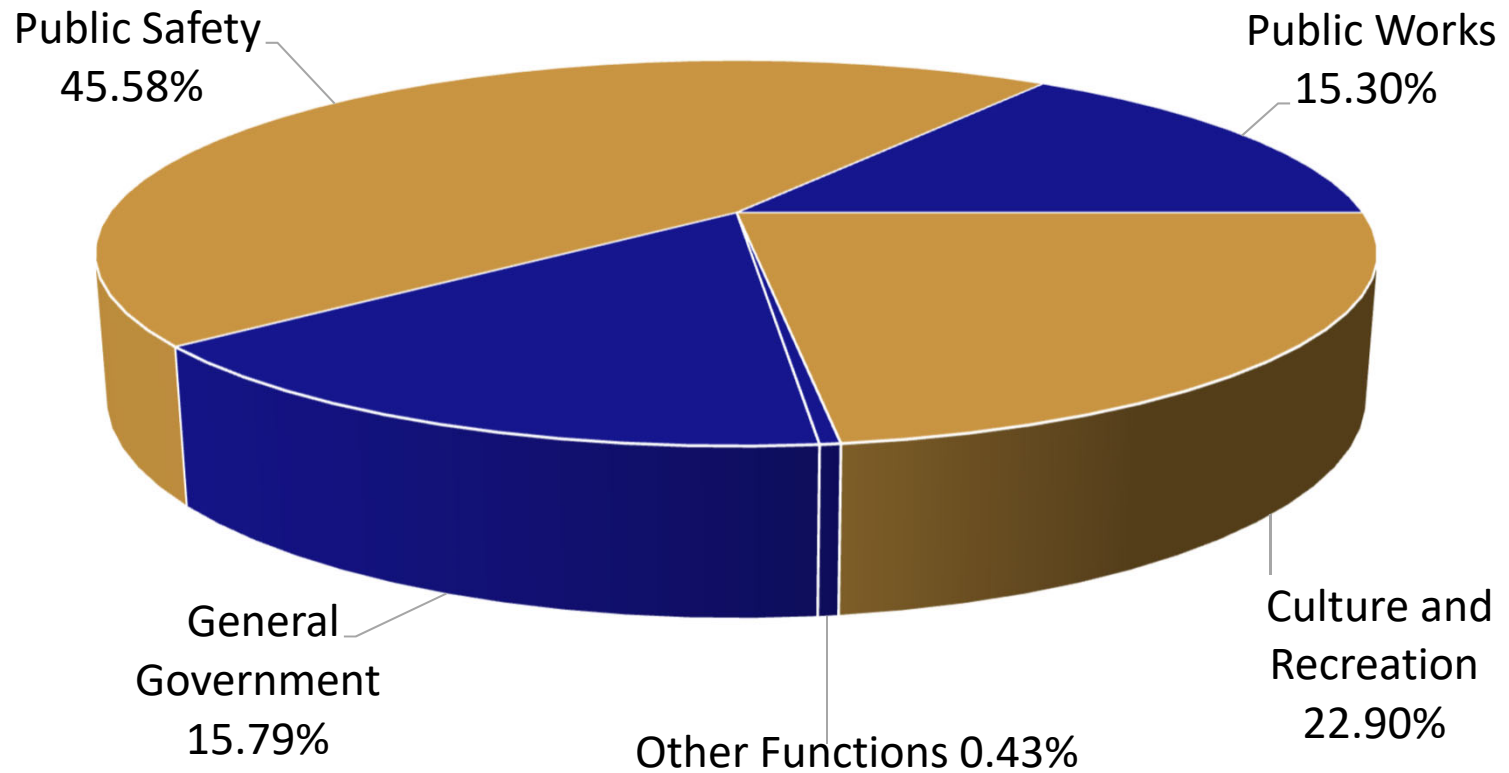


2024 GENERAL FUND REVENUES





2024 GENERAL FUND EXPENDITURES





SPECIAL REVENUE FUNDS

Airport (225)

**Community
Development
Administration (240)**

**Tax Abatements
(239)**

HRA (280)

EDA (290)





ADDITIONAL SPECIAL REVENUE FUNDS

Charitable Gambling (210)

Public Safety Programs (215)

Library Donation (217)

Community Development Funds (211)

HRA Funds (241 & 254)

EDA Funds (243, 248, 249, 292)

**Tax Increment Financing Funds
(263, 266, 267, 270, 271, 272,
273, 274, 275)**





DEBT SERVICE FUNDS

**GO Refunding
Bonds**

Levy

\$1,323,410

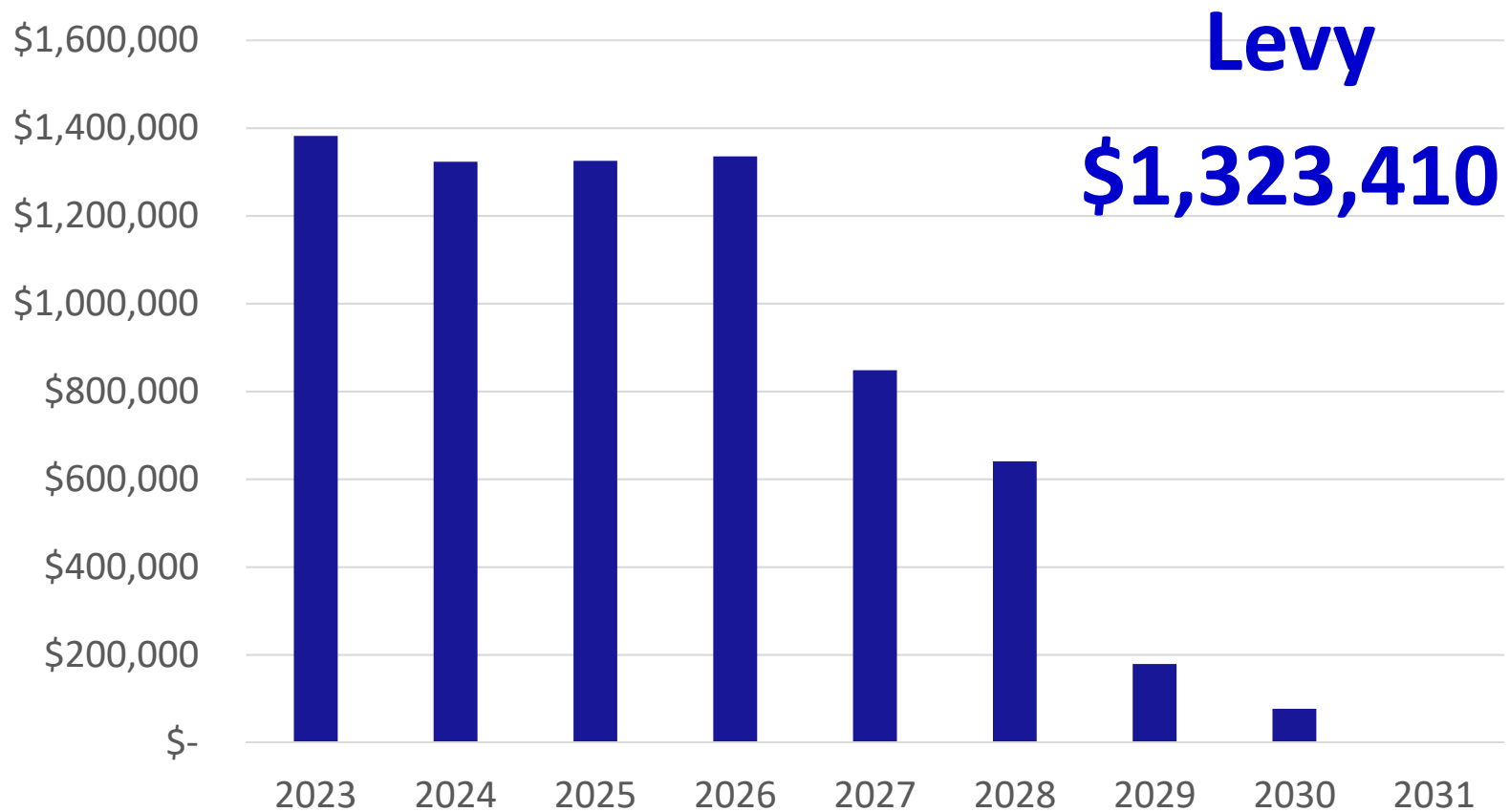
**GO Improvement
Bonds**

**GO Municipal
State Aid Bond**





DEBT SERVICE LEVY



Enterprise Funds Overview

Water (601)

Sewer (602)

Storm Sewer (603)



- Long-Term Financial Management Plan
- Following Year
 - 3 Months Operating Expenses
 - Debt Service
 - Capital Acquisitions
- Reserves for Future Capital Improvements/Acquisitions



WATER (601)

Base Rates

Meter Size	2023 base rate	2024 base rate
5/8"-3/4"	\$13.00	\$13.80
1"	\$14.25	\$15.10
1 1/2"	\$24.00	\$25.45
2"	\$27.50	\$29.15
3"	\$74.50	\$79.00
4"	\$86.50	\$91.70
6"	\$114.50	\$121.40

Consumption Rate

- Tiered Rate Structure
- Three Customer Types
- Keep pace with inflation
- Increased by 6%

WAC 0.0%

The rate increases for average consumption a residential bill by \$1.52 per month/\$18.24 per year





SEWER (602)

Base Rates

Base charges of \$10.20/month
Increase 2%
\$0.20/month

Consumption Rate

Flow rate is \$0.003756/gallon
Increase 2%
\$0.44/month

No sewer charges for a designated irrigation meter

SAC 0.0%

The rate increases for average consumption a residential bill by \$0.64 per month/\$7.68 per year





STORM SEWER (603)

Rate \$8.75/Residential Lot Equivalent
Increase 17%
\$1.27/month

The rate increases a residential bill by \$1.27 per
month/\$15.24 per year



2024-2028 Capital Improvement Plan



- Street Improvement (401)
- Park Improvement (404)
- Capital Equipment (431)
- Public Facilities (437)



FEE SCHEDULE

- License Verification Fee
- Window Replacement
- Peddlers & Transient Merchant Permits
- Water, Sewer, Storm Water
- Hangar Rent & Fuel Flowage
- Utility Pole Rental Annual Increase
- Police Photos & Contract Off-Duty





FRANCHISE FEES

➤ Cable

- \$230,000

➤ Gas & Electric

- \$2,500,000

➤ Water & Sewer

- \$300,000





DECEMBER 12, 2023 CITY COUNCIL MEETING

Hold Public Budget Meeting
(Truth-in-Taxation)

- Approve 2024 Fee Schedule

Adopt 2024 Property Tax Levy

- Approve 2024-2028 CIP

Adopt 2024 Budget & Establish Fund
Appropriations

- Approve 2024 Franchise Fee
Distribution

Adopt EDA 2024 Property Tax Levy

Adopt HRA 2024 Property Tax Levy



Questions?

FINAL REVIEW
ALL
FUNDS/LEVIES/FEES

Budget Work
Session #7





Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: David Wanberg, Community and Economic Development Director
MEETING DATE: November 21, 2023
SUBJECT: Provide Direction on a Draft City Loan Policy for the Rehabilitation of Commercial Properties

Discussion:

Earlier this year, a private investment group requested a \$500,000 loan from the City to help improve downtown buildings. The group requested a five-year loan at five (5) percent interest, with the first year of payments being interest only.

At its August 22, 2023, work session, the City Council expressed its interest in creating a City loan program for commercial rehabilitation projects like the one the private investment group proposed. The City would transfer \$500,000 to the Economic Development Authority (EDA), which would serve as a pass-through for the loan. Rather than the five (5) percent loan requested by the private investment group, the Council stated that the interest rate should be two (2) percent above bond, which is currently seven (7) percent. The Council discussed but did not instruct Staff on whether the City or the EDA (or a combination of the two entities) should receive the interest earnings.

The Council reviewed a preliminary draft of the city loan policy at its August 22 work session. However, Staff would like to finalize the loan policy and have the Council approve it at its November 28 meeting. Staff will refine the attached City loan policy to be consistent with other loan policies through the EDA and HRA. However, the Council should comment on the following high-level questions:

1. Does the City Council view the proposed City loan policy as a one-time program that will remain unfunded after an initial loan is disbursed, or does the Council view this as an ongoing program that it envisions others could submit applications for in the future?
2. Does the Council intend to limit the loan to commercial uses in the Central Business District (CBD)?

The Council should also comment on the following:

1. Should the Applicant be required to provide an application fee (for example, \$300.00) and an escrow (for example, \$3,000.00) to cover City costs?
2. Should the interest earned go to the City or the EDA, or does the Council envision a split between the two entities? If so, what type of split does the Council envision?

Staff will be prepared to respond to questions and comments from the Council. Based on Council direction, Staff will prepare the final City loan policy for Council review and action at its November 28 meeting.

Attachments:

1. Draft City Loan Policy
2. Amortization Schedule



City Loan Policy

Purpose: The City of Faribault will provide assistance to eligible applicants for the rehabilitation of commercial properties via this City Loan Program utilizing City funds through the Faribault Economic Development Authority in accordance with the following guidelines.

ELIGIBLE APPLICANTS

1. The applicant must own the property to be improved.
2. The applicant must have the ability to provide a minimum 10% cash investment in the project.
3. The applicant must have the ability to make monthly loan payments.
4. The applicant must be current with mortgage, real estate taxes, and insurance payments.
5. The applicant must be in compliance with all applicable City of Faribault ordinances and zoning requirements.
6. The applicant must not have defaulted on a publicly funded program within the last five years.

If an applicant has defaulted on a publicly funded program, he/she is indefinitely suspended from eligibility for participation in another publicly funded program. The applicant may appeal the suspension to the City after five years. The following criteria will be used to evaluate the appeal:

- a. Documentation of mitigating factors
- b. Documentation of adequate credit worthiness
- c. Repayment of defaulted loan or satisfactory performance in an ongoing repayment plan

ELIGIBLE PROPERTIES

1. The property must be located in the City of Faribault.
2. The property must not be located within a flood plain.
3. The property must be free of all liens and judgments.

ELIGIBLE IMPROVEMENTS

Eligible improvements must be permanent improvements to correct structural, exterior, and building code violations including, but not limited to:

1. Life safety improvements including the installation of smoke detection and fire suppression systems.
2. Energy efficiency improvements including door and window repair or replacement, furnace replacement, and insulation installation.
3. Deferred maintenance improvements including roof repair or replacement, electrical and plumbing system updating, tuck pointing, pressure washing and paint removal, cornice repair and restoration, and removal of aluminum or other metal awnings.
4. Lead-based paint hazard stabilization.

INELIGIBLE IMPROVEMENTS

1. Improvements not required to bring the property into compliance with or addressed by applicable building code.
2. Non-permanent and leasehold improvements.
3. Exterior improvements not approved by the State Historic Preservation Office (SHPO) or the Heritage Preservation Commission (HPC) as necessary.
4. Refinancing or paying off an existing debt or for the payment of assessments for public improvements.
5. Improvements made prior to the award of the loan and the execution of loan documents.

FINANCIAL ASSISTANCE

The City of Faribault will make available low interest loans (2% above bonding rates) to the EDA as a pass through for applicants who meet the criteria listed above.

Loan funds will be due and payable in full when the initial owner, partnerships, LLC, or corporation sells or otherwise transfers all of his/her/their interest in the property to a party other than the initial owners or fails to meet any of the guidelines established within this document for the maturity date of the loans. The change in name of the LLC or corporation is acceptable and will not trigger repayment as long as one or more of the initial owners retains at least a 50% ownership interest in the LLC or corporation.

APPLICATION PROCEDURE

Application Intake

Eligible applicants will be served on a first-come/first serve basis. Community and Economic Development Staff, on behalf of the Economic Development Authority, will review applications. Incomplete applications will be returned to the applicant.

The EDA is the approving authority for the loans with the property owner. Once the loan package has been approved, the EDA will request funds from the City. Upon approval from the City Council, the EDA will contact the property owner and an appointment scheduled to sign loan documents.

No work may begin on the project until approval is received, loan documents have been executed, and the 'proceed to work' notice has been issued to the contractor. Starting work prior to approval will be grounds for denial.

No changes to the scope of work or the cost of the project will be allowed without the execution of a 'change order' approved by the owner, contractor, and Community and Economic Development Staff. The property owner will be responsible for costs exceeding the approved loan amount.

The project must be initiated within one month of the date the 'proceed to work' notice is issued. The entire project must then be completed within 120 days. Exceptions may be made for weather-related delays.

The contractor will be required to sign a lien waiver for each payment received. The contractor will also be required to provide proof of payment to all subcontractors and material suppliers before final payment is issued.

Inspections will be scheduled at the property owner's request, as required by the Building Official, or as deemed appropriate by Community and Economic Development Staff.

COMPLAINT/APPEAL PROCEDURE

Complaints or appeals concerning issues related to the City Loan program shall be made in writing and addressed to the City of Faribault's Community and Economic Development Department. A written response will be made within 15 working days.

If the applicant is not satisfied with the response, he/she may appeal the decision to the EDA. The EDA's decision will be in writing and made within ten working days following its regularly scheduled monthly meeting. The EDA's decision will be final.

AMENDMENTS

Program amendments may be made from time to time. In this event, the revised guidelines will become effective the date the amendments are approved.

Sewer Fund (602) to EDA for FDC

Loan Details

Loan amount	\$500,000.00
Annual interest rate	7.00%
Loan period in years	5
Start date of loan	9/12/2023

Pmt No.	Payment Date	Beginning Balance	Payment	Principal	Interest	Ending Balance
1	10/12/2023	\$500,000.00	\$2,916.67	\$0.00	\$2,916.67	\$500,000.00
2	11/12/2023	\$500,000.00	\$2,916.67	\$0.00	\$2,916.67	\$500,000.00
3	12/12/2023	\$500,000.00	\$2,916.67	\$0.00	\$2,916.67	\$500,000.00
4	1/12/2024	\$500,000.00	\$2,916.67	\$0.00	\$2,916.67	\$500,000.00
5	2/12/2024	\$500,000.00	\$2,916.67	\$0.00	\$2,916.67	\$500,000.00
6	3/12/2024	\$500,000.00	\$2,916.67	\$0.00	\$2,916.67	\$500,000.00
7	4/12/2024	\$500,000.00	\$2,916.67	\$0.00	\$2,916.67	\$500,000.00
8	5/12/2024	\$500,000.00	\$2,916.67	\$0.00	\$2,916.67	\$500,000.00
9	6/12/2024	\$500,000.00	\$2,916.67	\$0.00	\$2,916.67	\$500,000.00
10	7/12/2024	\$500,000.00	\$2,916.67	\$0.00	\$2,916.67	\$500,000.00
11	8/12/2024	\$500,000.00	\$2,916.67	\$0.00	\$2,916.67	\$500,000.00
12	9/12/2024	\$500,000.00	\$2,916.67	\$0.00	\$2,916.67	\$500,000.00
13	10/12/2024	\$500,000.00	\$11,973.12	\$9,056.45	\$2,916.67	\$490,943.55
14	11/12/2024	\$490,943.55	\$11,973.12	\$9,109.28	\$2,863.84	\$481,834.26
15	12/12/2024	\$481,834.26	\$11,973.12	\$9,162.42	\$2,810.70	\$472,671.84
16	1/12/2025	\$472,671.84	\$11,973.12	\$9,215.87	\$2,757.25	\$463,455.98
17	2/12/2025	\$463,455.98	\$11,973.12	\$9,269.63	\$2,703.49	\$454,186.35
18	3/12/2025	\$454,186.35	\$11,973.12	\$9,323.70	\$2,649.42	\$444,862.65
19	4/12/2025	\$444,862.65	\$11,973.12	\$9,378.09	\$2,595.03	\$435,484.56
20	5/12/2025	\$435,484.56	\$11,973.12	\$9,432.79	\$2,540.33	\$426,051.77
21	6/12/2025	\$426,051.77	\$11,973.12	\$9,487.82	\$2,485.30	\$416,563.95
22	7/12/2025	\$416,563.95	\$11,973.12	\$9,543.16	\$2,429.96	\$407,020.79
23	8/12/2025	\$407,020.79	\$11,973.12	\$9,598.83	\$2,374.29	\$397,421.95
24	9/12/2025	\$397,421.95	\$11,973.12	\$9,654.83	\$2,318.29	\$387,767.13
25	10/12/2025	\$387,767.13	\$11,973.12	\$9,711.15	\$2,261.97	\$378,055.98
26	11/12/2025	\$378,055.98	\$11,973.12	\$9,767.79	\$2,205.33	\$368,288.19
27	12/12/2025	\$368,288.19	\$11,973.12	\$9,824.77	\$2,148.35	\$358,463.42
28	1/12/2026	\$358,463.42	\$11,973.12	\$9,882.08	\$2,091.04	\$348,581.34

Pmt No.	Payment Date	Beginning Balance	Payment	Principal	Interest	Ending Balance
29	2/12/2026	\$348,581.34	\$11,973.12	\$9,939.73	\$2,033.39	\$338,641.61
30	3/12/2026	\$338,641.61	\$11,973.12	\$9,997.71	\$1,975.41	\$328,643.90
31	4/12/2026	\$328,643.90	\$11,973.12	\$10,056.03	\$1,917.09	\$318,587.87
32	5/12/2026	\$318,587.87	\$11,973.12	\$10,114.69	\$1,858.43	\$308,473.17
33	6/12/2026	\$308,473.17	\$11,973.12	\$10,173.69	\$1,799.43	\$298,299.48
34	7/12/2026	\$298,299.48	\$11,973.12	\$10,233.04	\$1,740.08	\$288,066.44
35	8/12/2026	\$288,066.44	\$11,973.12	\$10,292.73	\$1,680.39	\$277,773.71
36	9/12/2026	\$277,773.71	\$11,973.12	\$10,352.77	\$1,620.35	\$267,420.94
37	10/12/2026	\$267,420.94	\$11,973.12	\$10,413.16	\$1,559.96	\$257,007.77
38	11/12/2026	\$257,007.77	\$11,973.12	\$10,473.91	\$1,499.21	\$246,533.86
39	12/12/2026	\$246,533.86	\$11,973.12	\$10,535.01	\$1,438.11	\$235,998.86
40	1/12/2027	\$235,998.86	\$11,973.12	\$10,596.46	\$1,376.66	\$225,402.40
41	2/12/2027	\$225,402.40	\$11,973.12	\$10,658.27	\$1,314.85	\$214,744.13
42	3/12/2027	\$214,744.13	\$11,973.12	\$10,720.45	\$1,252.67	\$204,023.68
43	4/12/2027	\$204,023.68	\$11,973.12	\$10,782.98	\$1,190.14	\$193,240.70
44	5/12/2027	\$193,240.70	\$11,973.12	\$10,845.88	\$1,127.24	\$182,394.81
45	6/12/2027	\$182,394.81	\$11,973.12	\$10,909.15	\$1,063.97	\$171,485.66
46	7/12/2027	\$171,485.66	\$11,973.12	\$10,972.79	\$1,000.33	\$160,512.88
47	8/12/2027	\$160,512.88	\$11,973.12	\$11,036.79	\$936.33	\$149,476.08
48	9/12/2027	\$149,476.08	\$11,973.12	\$11,101.18	\$871.94	\$138,374.91
49	10/12/2027	\$138,374.91	\$11,973.12	\$11,165.93	\$807.19	\$127,208.97
50	11/12/2027	\$127,208.97	\$11,973.12	\$11,231.07	\$742.05	\$115,977.91
51	12/12/2027	\$115,977.91	\$11,973.12	\$11,296.58	\$676.54	\$104,681.32
52	1/12/2028	\$104,681.32	\$11,973.12	\$11,362.48	\$610.64	\$93,318.84
53	2/12/2028	\$93,318.84	\$11,973.12	\$11,428.76	\$544.36	\$81,890.08
54	3/12/2028	\$81,890.08	\$11,973.12	\$11,495.43	\$477.69	\$70,394.66
55	4/12/2028	\$70,394.66	\$11,973.12	\$11,562.48	\$410.64	\$58,832.17
56	5/12/2028	\$58,832.17	\$11,973.12	\$11,629.93	\$343.19	\$47,202.24
57	6/12/2028	\$47,202.24	\$11,973.12	\$11,697.77	\$275.35	\$35,504.47
58	7/12/2028	\$35,504.47	\$11,973.12	\$11,766.01	\$207.11	\$23,738.46
59	8/12/2028	\$23,738.46	\$11,973.12	\$11,834.65	\$138.47	\$11,903.81
60	9/12/2028	\$11,903.81	\$11,973.12	\$11,903.81	\$69.31	\$0.00
				\$500,000.00	\$109,709.76	



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Travis Block, Public Works Director
MEETING DATE: November 21, 2023
SUBJECT: 2024 Snow and Ice Control Guidelines Review

Discussion:

The City annually updates, reviews, and adopts Snow and Ice Control Guidelines. A draft copy of the guidelines for the 2024 snow season is attached for review and discussion. While there are no major changes proposed to the current guidelines, a few items of significance include the following:

- Hauling snow from the downtown area on the first night of a snow event when conditions allow.
- Continuing the transition from sand/salt mix to straight salt for deicing in certain zones.
- In 2021, the payment for a damaged mailbox was increased from \$50.00 to \$65.00 and payment of \$50.00 for a damaged post was added. For 2024, it is recommended to increase the payment for a damaged post to \$65.00 based on feedback from last season.

In addition to the draft guidelines, some of the relevant sections of the City Code and State Statutes that apply to snow removal are attached for reference.

Attachments:

1. 2024 Snow and Ice Control Guidelines Draft
2. Snow Related Ordinances and Statutes



SNOW AND ICE CONTROL GUIDELINES 2024

I. PERSONNEL

All Department of Public Works and Parks and Recreation personnel shall be available for snow and ice control operations. The City may also utilize seasonal personnel and contract services to assist with the snow removal operations. City crews are responsible for snow and ice control operations on approximately 143 miles of roadways within the City, along with alleys, parking lots, and trails/sidewalks.

II. EQUIPMENT

The City of Faribault currently operates and maintains the following equipment for snow and ice control operations:

- 1- truck with reversible plow and sander
- 7- trucks with reversible plow, wing plow and sander
- 2- motor graders with snow-wing
- 4- front-end loaders with plows (includes airport)
- 1- front-end loader w/180hp diesel engine snow blower
- 2- one-ton trucks
- 5- pick-ups with plows
- 3- tractors w/plow and snow blower
- 2- Tool Cat tractors w/snow blower
- 2- Skid loaders

When equipment is disabled, every attempt shall be made to get the equipment repaired and operational as soon possible. This may require the call back of one or both of the equipment services mechanics unless adequate back up equipment is available.

III. PROCEDURES

A. Alert and Call Out

During normal working hours, the Public Works Director or designee shall be responsible for monitoring street and weather conditions and initiation of snow and ice control procedures. After hours, on weekends, and during holidays the Police Department shall notify the Public Works Director or designee when snow and ice conditions warrant crew alert.

A call list is provided to the Police Department for general maintenance items such as sanding, street sign repair, and other minor maintenance activities.

B. Sanding and Salting

It shall be the policy of the City to consider cost, environmental impact of salt usage as well as safety of the motoring public when establishing application rates and locations for application.

Sand and/or salt shall be applied to the street surface in such quantities so as to provide a level of skid resistance that is consistent with standards normally experienced on city streets throughout the state of Minnesota during the snow and ice season. Certain portions of the City are salt only zones (downtown, east and southwest zones). It is recognized that a bare pavement policy is not possible at all times during winter periods in the northern regions of the country.

Pre-wetting of salt and sand/salt mixture will be utilized when temperature and conditions warrant its use. Pretreating of certain street surfaces (bridges, Highway 60, downtown, and hills) will occur when conditions allow. An average winter season uses approximately 500 tons of salt and 2,000 ton of sand.

Streets shall typically be spot sanded to provide skid resistance and traction consistent with area standards. Salt only zones are treated with salt on a calibrated lane mile application method. Sanding and salting occur in accordance with the following priorities:

1. Hills, controlled intersections, bridges, and sharp curves.
2. Arterial and collector streets.
3. School zones.
4. Bus Routes.
5. Commercial and industrial roadways.
6. Residential areas - blanket sanding of general snow pack on residential streets will not be accomplished.

When practical, sanding will be accomplished concurrent with plowing operations, however, not all equipment used in snow removal is capable of sanding. In those cases, or when conditions warrant the first priority shall be snow removal with sanding occurring as appropriate equipment becomes available.

- C. Snowplowing - Snowplowing shall normally begin when accumulation reaches a point where functional traffic flow is inhibited. Certain conditions shall warrant the plowing of arterial and collector “mainline” streets only in advance of the remaining areas. This shall be accomplished with the minimum of one plow truck. Plowing shall continue as long as visibility and operator safety is maintained. Work periods shall not exceed safe limits that operators can continue without rest.

Snow removal operations shall proceed as rapidly as possible in accordance with the following priorities:

1. Arterial and Collector Streets
2. School Zone Streets
3. Residential Streets and Alleys

4. City Parking Lots
5. Pedestrian Trails and Sidewalks
6. Skating Rink Facilities (3, all located at Jefferson School)

For an "average storm" (less than six (6) inches of snow), it shall be the policy of the City to have all streets plowed curb-to-curb within 24 hours after snowfall stops. A "non-average storm" (greater than six inches of snow) shall be plowed curb-to-curb within 24-36 hours based on when snowfall stops. The City is divided into 11 plowing districts. In each district the "main line" or heavily traveled streets are plowed first (Division Street, Willow Street, 2nd Avenue N.W., 7th Street N.W., 9th Avenue S.W., Prairie Avenue, etc.). Plows then disperse to the less traveled residential streets. Sanding at this time is kept to a minimum so plows can open the streets as soon as possible for residential and emergency access. Storms of larger magnitude will take longer depending on severity. Extreme snowfalls may warrant the opening of two lanes initially with full width plowing at a later time.

In the downtown area, the snow is windrowed then blown into trucks (rental trucks are typically used) and taken to the designated snow storage area(s). This activity may be completed on the first or second night of a snow event, depending on the timing and amount of the snow event. Clearing of handicapped curb cuts and pedestrian crosswalks shall be the responsibility of the City. The City plows twenty-seven parking lots, including the Fire Station, City Hall, Buckham Center, Community Center, River Bend Nature Center, and various City-owned parking lots. Upon completion of the downtown area, other City buildings are plowed, such as the Water Pumping Station, Water Reclamation Facility, and various City trails/sidewalks.

It shall be the policy of the City that the opening of driveways will not be the responsibility of the City. Property owners shall be responsible for clearing walkways and sidewalks.

All plow routes are divided into relatively equal areas. After the plowing of collector and arterials, these areas shall be plowed on an alternating basis. Plowing continues until all streets have been plowed. The time to open all lanes takes a minimum of eight to eighteen hours depending on conditions. Plowing speeds shall adjust to match snow and road conditions and shall at all times be lower than the legal speed limits.

Snow removal in cul-de-sacs shall be placed in appropriate areas of the curb line. These piles shall be removed by the City crews when conditions warrant.

D. Snow Hauling

The City of Faribault routinely removes snow from the following streets (primarily the downtown area):

Central Avenue	-	Division Street to 7 th Street N.W.
1 st Avenue N.E.	-	Division Street to 5 th Street N.E.
1 st Avenue N.W.	-	1 st Street N.W. to 7 th Street N.W.
2 nd Avenue N.W.	-	2 nd Street N.W. to 7 th Street N.W.

Division Street	-	3 rd Avenue W. to 1 st Avenue E.
2 nd Street N.W./N.E.	-	3 rd Avenue N.W to 1 st Avenue N.E.
3 rd Street N.W./N.E.	-	4 th Avenue N.W. to 3 rd Avenue N.E.
Ravine Street	-	3 rd Avenue N.E. to 6 th Avenue N.E.
4 th Street N.W./N.E.	-	Railroad tracks to Heritage Place
5 th Street N.W./N.E.	-	3 rd Avenue N.W. to 1 st Avenue N.E.
6 th Street N.W.	-	2 nd Avenue N.W. to Central Avenue
1 st Street N.W./N.E.	-	1 st Avenue N.W. to 1 st Avenue N.E.
1 st Street S.E.	-	100 Block (behind Buckham Center)
Park Place S.E.	-	Division Street to Willow Street
Glynview Trail	-	Willow Street to Buckingham Path
T.H. 60/Viaduct Bridge		

The Public Works Director or designee shall be responsible for contacting the Police Department in order to coordinate snow removal and hauling operations with law enforcement's tagging and towing duties.

Late spring and early fall snowfalls may be left on roadways if melting is determined eminent or if substantial damage will be caused to the pavement structure. Clearing of intersection snow banks will be accomplished when needed on collectors, arterials and near schools. Ongoing snow and ice control efforts require the use of City owned right-of-ways and easements for storage of plowed snow. Depending upon the volume of snow, storage within right-of-way could create sight obstruction at intersections, because it is impossible financially and practically to remove all snow from intersection corners.

Rental trucks are seasonally bid and utilized for snow hauling operations. The City is responsible for truck loading equipment and snow dumping sites. Four to eight rented trucks are used to haul snow from downtown.

Snow hauling shall begin at 2:00 a.m. or one hour following the beginning of snow removal operations starting on the first or second night following plowing operations. Hauling will continue for as many nights as is necessary.

In the downtown, snow shall be pulled off the sidewalk and away from the curb and placed in windrows near the center of the street. From this point, the windrows will be picked up and hauled away.

Snow pickup shall be accomplished using such personnel, equipment and methods appropriate to maintaining a reasonable and safe passage of vehicles and pedestrians at all times. The Public Works Director, Chief of Police, or their designees, may restrict traffic and parking as emergency conditions may dictate.

E. Snowplowing Alleys

It shall be the policy of the City that all alleys will be opened in the aforementioned priority to provide functional traffic movement.

F. Vehicles Parked on Streets (“Snowbirds”)

The City Code of Ordinances prohibits parking on any City street between November 1st and April 1st, between the hours of 1:00 a.m. and 8:00 a.m. when a snow emergency has been announced and before the street has been cleared curb-to-curb, whichever is later. Vehicles parked in violation of the ordinance between 1:00 a.m. and 8:00 a.m. are subject to a citation and may be towed. Tagging/towing is most often administered in the downtown area, but is applicable city wide. Snow emergencies are announced on KDHL, FCTV, Faribault Daily News, the City web page, Notify Me, Everbridge, Snow Emergency Hotline, Social Media and Hwy 60 Billboard (and other notification methods as are available). Additionally, the City has two blue lights installed in the downtown area, one at Central Avenue and Division Street, and the other at Central Avenue and 4th Street N. These blue lights flash when activated, indicating a snow emergency has been announced for that evening. The Faribault Police Department may ticket and/or tow any vehicles in violation during this time.

G. Sidewalk Snow Removal

It is the responsibility of property owners to clean and maintain public sidewalks adjacent to their property in accordance with City Code Section 25-41. The City of Faribault is responsible for those sidewalks adjacent to City-owned properties, and along roadways where the City has accepted maintenance responsibility (typically where sidewalk is located along the back of curb or has been designated a “trail” for maintenance purposes, such as along Western Avenue/17th Street N.W.).

The City of Faribault shall also assist business owners located on Central Avenue by cleaning intersection pedestrian ramps after completion of the snow plowing and/or removal operations. It is the intent of this section to provide multiple responsibilities of maintenance in order to provide safe and convenient access to Central Avenue businesses after periods of snowfall. In event citizens observe sidewalks, for which the City is not responsible, that are not being maintained in a timely manner, complaints should be filed with the Faribault Police Department for follow-up and remedy.

H. Trail Snow Removal

The following standards are adopted for providing winter maintenance to designated city trails. The City maintains approximately 6.7 miles of trails.

1. The designated trails are normally plowed when there is measurable snowfall.
2. Snow removal should commence approximately 18 hours from the end of any snowfall with an accumulated depth exceeding two inches. The designated trails should be cleared approximately 48 hours after the commencement of snow removal.
3. The designated trails should be cleared as thoroughly as possible but need not be cleared of all ice and snow nor need they be maintained to bare pavement.
4. Chemical agents and sand might be used in the snow removal process.
5. Snow removal should normally be done by park maintenance employees.

6. Snow removal may be conducted on a 24-hour a day basis, which may result in snow removal equipment being operated in residential areas during the evening and early morning hours.
7. In the event of equipment failure, extreme snowfall, or other unanticipated events, such as park maintenance employees assisting street employees in snow removal from streets, deviation from these standards may be appropriate.

I. Fire Hydrants

Fire hydrants are critical to minimize the potential losses involved in any fire. After major snow build-up in boulevards, the Public Works Department and Fire Department will attempt to maintain clear access to critical hydrants as personnel availability allows. Residents are encouraged to assist the City by clearing hydrants near their property. If possible, they should be cleared five feet on each side to allow Fire Department access.

J. Complaints

It shall be the policy of the City that complaints concerning snow and ice removal be handled in the following manner:

1. Public Works office staff shall receive and record complaints.
2. Slippery street complaints are immediately phoned or radioed to the Street Superintendent (or designee) for possible action.
3. All other complaints shall be recorded and work orders given to the Street Superintendent and/or Foreperson for investigation and action.
4. The Public Works Department shall investigate all complaints, respond to caller, and record action on work order.

K. Property Damage

It is recognized by the City that on occasion private property is damaged during snow and ice control operations. Where this happens, it shall be the policy of the City to handle damages in the following manner:

1. Mailboxes - Where mailboxes are placed adjacent to the street it shall be the policy of the City that snow be plowed as close as practicable to the curb to allow for passage of traffic and mail delivery. It shall be the responsibility of the property owner to keep piled snow away from mailboxes so mail can be delivered.

Where damage to the mailbox occurs, the Street Superintendent (or designee) shall investigate such damage. If it is determined that the weight of the snow caused the damage, the City will not assume responsibility for repair of the mailbox. Where evidence indicates that physical contact between the plow and the mailbox occurred, the City will provide a payment of \$65.00 to the property owner for repair or replacement. Where evidence indicates that physical contact between the plow and the post occurred, the City will provide a payment of \$65.00 for a damaged post. Failure of the property

owner to upgrade the mailbox to City standards shall relieve the City from any future liability for damage to the property owners' mailbox resulting from snow removal operations.

2. Boulevard Sod - It shall be the policy of the City that sod damaged during snow removal operations, in locations where curb and gutter is in place, will be repaired the following spring by the Public Works and/or Parks Department using black dirt and grass seed.
3. Curbs - Concrete curbs will not be replaced unless the curb back is broken.
4. Driveway Ramps - Damage caused by the City to driveway ramps/fillets installed in the gutter section of curbing, unless authorized by the Public Works Director, will not be repaired by the City (typically where mountable curb is in place). Such ramps/fillets are generally prohibited due to the obstruction of drainage flow within the curb and gutter, addressed under Section 25-27 of the City Code of Ordinances.
5. Boulevard Intrusions – City Code prohibits intrusions in boulevards on public right-of-way (R.O.W.) without City approval. This includes structures and items such as landscape boulders, posts and fences, improperly positioned mailboxes, masonry structures, timbers, stakes, lawn sprinkler systems and other substantial objects or loose materials within the street R.O.W. These intrusions can damage snowplow equipment or become damaged by the weight of snow or equipment contact. Intruding items in the boulevard (R.O.W.) are not replaced or repaired by the City if damaged.
6. Garbage/Recycling Containers – Efficient snow plowing requires that garbage and recycling containers be accessible for pick-up and placed off street to allow snow removal. The container(s) may have to be placed in the driveway to meet both of these requirements. It is the responsibility of the resident to see that the container(s) is not in the way of the street or sidewalk snowplow and is also in a spot accessible to the garbage and recycling truck(s).

IV. ADMINISTRATION

1. Applicable Ordinances and Statutes

City Code of Ordinances

- Section 15-43 Authority to install temporary traffic restrictions.
- Section 15-44 Leaving vehicles unattended on streets after snow accumulation; removal of vehicles; costs; etc.
- Section 25-41 Occupant's, owner's duty to keep abutting sidewalk clean; penalties.
- Section 25-42 Removing snow from private property to certain streets, parking lots prohibited.

State Statutes

- MS 160.21 Snow Removal
- MS 160.215 Snow Removal; Salt and Chemicals Restricted
- MS 160.2715 Right-of-Way Use; Misdemeanors

2. Council Review

The City Council shall annually review and adopt by resolution the City's Snow and Ice Control Guidelines.

DRAFT

Sec. 15-43. - Authority to install temporary traffic restrictions.

The city administrator, upon recommendation of the city engineer, may authorize and direct the city engineer to immediately install such temporary traffic restrictions in the city which might be necessitated by heavy snows, continuous parking of vehicles on narrow streets, burned-out buildings, public works improvements and other emergencies, with the duration of such restrictions not to exceed a period of sixty (60) consecutive days.

(Code 1971, § 16-39; Ord. No. 80-15, § 6, 6-10-80; Ord. No. 83-16, § 1, 9-27-83)

Sec. 15-44. - Leaving vehicles unattended on streets after snow accumulation; removal of vehicles; costs; etc.

(a) No person shall park or leave standing unattended any vehicle upon any street between November 1 and April 1, between the hours of 1:00 a.m. and 8:00 a.m. when a snow emergency has been declared, and before the street has been plowed curb to curb, whichever occurs later.

(b) Vehicles parked in violation of this section shall be cited and may be removed to the nearest city impound lot, if the vehicle is a hazard to the safe removal of snow. If the vehicle is removed the expense of such removal and storage shall be paid by the owner, before the vehicle is released to the owner.

(c) No person shall park or leave standing unattended any vehicle upon Central Avenue, between Fifth Street Northwest and First Street Northwest, between the hours of 2:00 a.m. and 5:00 a.m. This prohibition shall be applied twelve (12) months of the year.

(Code 1971, § 16-40; Ord. No. 82-01, § 1, 1-26-82; Ord. No. 83-16, § 1, 9-27-83; Ord. No. 2002-28, § 1, 11-26-02; Ord. No. 2003-27, § 1, 10-25-03)

Sec. 25-41. - Occupant's, owner's duty to keep abutting sidewalk clean; penalties.

(a) The occupant of each tenement or building in the city fronting upon any street, and the owner of any unoccupied lot or building fronting as aforesaid, shall clean the sidewalk in front of such tenement, building or unoccupied lot, as the case may be, of snow and ice each day, and cause the same to be kept clear of snow and ice.

(b) If such occupant or owner fails or refuses to remove the snow and ice within twenty-four (24) hours after being notified by the city, the occupant or owner shall be guilty of a misdemeanor.

(Code 1971, § 25-49)

State Law reference— Authority of city council in statutory city to require the owners or occupants of buildings and the owners of vacant lots to remove any snow, ice, dirt or rubbish from the sidewalks adjacent thereto, M.S. § 412.221, subd. 6.

Sec. 25-42. - Removing snow from private property to certain streets, parking lots prohibited.

(a) No person or corporation shall cause snow to be removed from private property and deposited on a public street or parking lot from which the street department customarily hauls snow to other areas, or shall deposit such snow from private property on any such street or lot in a manner which obstructs or interferes with traffic.

(b) No property owner shall deposit snow from his premises anywhere on a public street or municipal parking lot except:

(1) On the boulevard area between the curb and the sidewalk, or

(2) If there is no curb, between the travelled road and the sidewalk, or

(3) If there is no curb or sidewalk, on the boulevard area of the owner's property, but not encroaching on the travelled area, or

(4) If there is curb but no sidewalk, then on the boulevard area of the owner's property.

It is the intention of this section to prohibit, and it does prohibit, depositing snow from the property owner's premises on a parking lot, or across the street from his premises, or in front of the premises of other property owners in the city, rather than in the boulevard area in front of his own property. Where a common driveway serves more than one property, it shall be lawful to deposit snow therefrom in front of any one or more of the properties so sharing, under the above limitations.

(c) The term "property owner" as used in this section shall include tenants or other occupants of a particular piece of land who have the responsibility or part of the responsibility for removal of snow therefrom and also shall include corporations and associations.

(Code 1971, § 25-50; Ord. No. 2010-12, § 1, 7-27-10)

MINNESOTA STATUTE

160.21 SNOW REMOVAL.

Subdivision 1. **Agreements.** Road authorities, including road authorities of cities, may contract with each other for the construction and maintenance of, or removal of snow from, any or all highways under their supervision. Such road authorities may also contract with any agency or political subdivision of the state, including but not limited to school districts and public sanitariums, for the removal of snow from publicly owned lands thereof.

Subd. 2. **Removal from private property.** The road authority of any county or town may remove snow from private property upon payment of not less than the cost thereof when such snow removal does not unduly delay or interfere with the removal of snow from public highways under its jurisdiction.

Subd. 3. **Disposition of money.** All money received for snow removal shall be paid into the respective funds provided by law, or set aside, for highway or street purposes.

Subd. 4. **Emergency snow removal.** Any road authority including road authorities of cities may remove snow from any road or highway in cases of emergency.

Subd. 5. **Deemed employees of hiring authority.** All persons while engaged in snow removal or other work as provided in this section shall be deemed for all purposes the employees of the road authority hiring them.

Subd. 6. **Uncompleted subdivisions.** (a) A road authority, including a statutory or home rule charter city, may remove snow from unopened or private roads in uncompleted subdivisions containing five or more lots, upon adoption of an annual resolution finding that the subdivision developer, due to general insolvency or pending foreclosure, is unable to maintain the roads and that public safety may be jeopardized if the access of school buses, public works vehicles, or authorized emergency vehicles, as defined in section 169.011, subdivision 3, is obstructed. Snow removal activities are limited to streets reasonably necessary for access by these buses or vehicles.

(b) Snow removal under this subdivision does not constitute: (1) acceptance of the road from the developer by the road authority for public use; (2) the opening of the road to public use; nor (3) a use, repair, or maintenance of the road sufficient for the purposes of dedication of roads under section 160.05.

(c) The road authority may impose a reasonable and proportionate charge on all properties within the subdivision for services provided under this subdivision. These charges, if unpaid, may constitute a lien upon the properties within the subdivision and may be collected as a special assessment as provided by section 429.101 or by charter.

(d) Where a road has been maintained pursuant to this subdivision, the road authority with jurisdiction over the road, and its officers and employees, are exempt from liability for any tort claim for injury to person or property arising from plowing, maintaining, or otherwise working on the road and from traveling on the Official Publication of the State of Minnesota Revisor of Statutes 1 MINNESOTA STATUTES 2023 160.21 road and related to its maintenance or condition. This paragraph does not apply to a claim for injury that is affirmatively caused by a negligent act of the road authority or its officers and employees.

History: 1959 c 500 art 1 s 21; 1973 c 123 art 5 s 7; 2010 c 279 s 1; 2010 c 385 s 3; 2013 c 127 s 1; 2014 c 297 s 1

160.215 SNOW REMOVAL; SALT AND CHEMICALS RESTRICTED.

In order to:

- (1) minimize the harmful or corrosive effects of salt or other chemicals upon vehicles, roadways, and vegetation;
- (2) reduce the pollution of waters; and
- (3) reduce the driving hazards resulting from chemicals on windshields; road authorities, including road authorities of cities, responsible for the maintenance of highways or streets during periods when snow and ice are prevalent, shall utilize such salt or other chemicals only at such places as upon hills, at intersections, or upon high-speed or arterial roadways where vehicle traction is particularly critical, and only if, in the opinion of the road authorities, removal of snow and ice or reduction of hazardous conditions by blading, plowing, sanding, including chemicals needed for free flow of sand, or natural elements cannot be accomplished within a reasonable time. History: 1971 c 622 s 1; 1973 c 123 art 5 s 7

160.2715 RIGHT-OF-WAY USE; MISDEMEANORS.

(a) Except for the actions of the road authorities, their agents, employees, contractors, and utilities

in carrying out their duties imposed by law or contract, and except as herein provided, it shall be unlawful

to:

- (1) obstruct any highway or deposit snow or ice thereon;
- (2) plow or perform any other detrimental operation within the road right-of-way except in the preparation of the land for planting permanent vegetative cover or as authorized under section 160.232;



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH:
FROM: Tim Murray, City Administrator
MEETING DATE: November 21, 2023
SUBJECT: Consider Elimination of the Tourism Commission

Discussion:

When discussing boards and commissions earlier this year, the Council was supportive of eliminating the Council-appointed Tourism Commission, and instead having the Faribault Area Chamber of Commerce and Tourism (the "Chamber") establish an internal board or committee that would advise and provide direction on the use of lodging tax funds for promoting the city. The Tourism Commission was originally established upon the passage of Ordinance 2014-14--the attached ordinance essentially reverses that, removing the requirement for a Tourism Commission.

In addition, a new 5-year agreement has been drafted and is attached for review. This is very similar to the previous 5-year agreement, but establishes the requirement for the Chamber to have an internal tourism board or committee, which would include one appointed member of the City Council. It also corrects the language on the amount of lodging tax funds that are remitted to the Chamber.

Attachments:

1. Ordinance 2023-23 Amending Article V of Chapter 14 of the Faribault City Code of Ordinances (First Reading)
2. 2024-2028 - Professional Agency Services Agreement (DRAFT)

CITY OF FARIBAULT
ORDINANCE 2023-23

**AMENDING ARTICLE V OF CHAPTER 14 OF THE FARIBAULT CITY CODE OF
ORDINANCES**

THE CITY OF FARIBAULT ORDAINS that Article V of Chapter 14 of the City Code of Ordinances shall be amended by the deletion of the ~~stricken~~ language and the addition of the underlined language as follows:

Section 1. Sec. 14-91. through Sec. 14-96., Article V., Chapter 14 are amended as follows:

Sec. 14-91. Examine records.

The city administrator and those persons acting on behalf of the city administrator authorized in writing by the city administrator may examine the books, papers and records of any operator in order to verify the accuracy of any return made, or if no return was made, to ascertain the tax as provided in this article. Every such operator is directed and required to give to the said city administrator, or to his or her duly authorized agent or employee, the means, facilities and opportunity for such examinations and investigations as are hereby authorized.

Sec. 14-92. Contract with state.

Pursuant to Minnesota Statutes, Section 469.190, subdivision 7, the city administrator is authorized to confer with the Minnesota Commissioner of Revenue to the end that an agreement between the city and the commissioner of revenue may be entered into for the purpose of providing for the administration and collection of the taxes imposed by this article. Such an agreement shall not become effective until presented to the council for its approval and when so approved the tax imposed by this article shall be collected and administered pursuant to the terms of said agreement.

Sec. 14-93. Violations.

Any person who shall willfully fail to make a return required by this article; or who shall fail to pay the tax after written demand for payment, or who shall fail to remit the taxes collected or any penalty or interest imposed by this article after written demand for such payment, or who shall refuse to permit the city administrator or any duly authorized agents or employees to examine the books, records and papers under his or her

control, or who shall willfully make any incomplete, false or fraudulent return shall be guilty of a misdemeanor.

Sec. 14-94. Agency.

The city may enter into a separate agreement with an agency or more than one agency for purposes of marketing and promoting the city as a tourist or convention center using lodging tax proceeds. Any agency shall equally promote and market all sectors of the city; preferential treatment for certain sectors or subsets is prohibited.

Sec. 14-95. Distribution of proceeds.

The gross proceeds from the lodging tax pursuant to this article shall be used in accordance with Minnesota Statutes, Section 469.190, as the same may be amended from time to time, to fund the agency for the purpose of marketing and promoting the city as a tourist or convention center.

~~Sec. 14-95.1. Tourism commission.~~

~~—A tourism commission for the city is hereby established. The tourism commission shall consist of seven (7) voting members. The members of the tourism commission shall be appointed by the city council upon the recommendation of the city's general affairs committee and shall represent the following sectors of the community:~~

- ~~(1) One city council representative;~~
- ~~(2) One member from the lodging industry;~~
- ~~(3) Four (4) members representing community assets (these members may be from the lodging industry, restaurants, attractions, retail, history, arts and culture, community festivals, parks and recreation or an applicant with pertinent marketing or tourism related expertise, or as otherwise determined by the city);~~
- ~~(4) One representative from the agency.~~

~~—All members of the tourism commission, except any city council member which shall be appointed on an annual term, shall have terms of three (3) years expiring on January 31, with such terms to be staggered for the members as set forth in the city council's appointing resolution for~~

~~terms of one, two (2) or three (3) years respectively, from the date of their appointment. Members shall hold their offices until their successors are appointed and qualified. Any member may be removed by a majority vote of the city council. Every appointed member of the tourism commission shall, before entering upon the discharge of his or her duties, take an oath that he or she will faithfully discharge the duties of his or her office. Any vacancy on the tourism commission during a term of office shall be filled by the city council for the unexpired portion of the term.~~

~~—The tourism commission shall hold at least six (6) meetings per year, which shall include a meeting in January and one planning session. The commission shall set an annual meeting schedule for the upcoming year at their final meeting of the current year—meetings shall be held on a day and time within the month that is consistent throughout the year. The tourism commission may reschedule a meeting with a minimum three-day notice to all members.~~

~~—The tourism commission shall elect a chairperson from among its appointed members for a term of one year; and the tourist commission may create and fill such other offices as it may determine. All members of the tourism commission shall serve without compensation. On or before November 30 of each year, the tourism commission shall submit to the city council a report during the preceding year. The tourism commission shall keep a record of its transactions and findings, which record shall be a public record.~~

~~Sec. 14-95.2. Tourism commission obligations.~~

~~—The tourism commission shall advise the agency as hereinafter established on the appropriation of funds collected pursuant to this article for the purpose of marketing and promoting the city as a tourist and convention center. The tourism commission may revise its obligations from time to time with approval by the city council.~~

Sec. 14-95.31. Contributions.

As authorized in this article, the city council may establish a tourism commission, which shall advise the agency on the appropriation of proceeds collected pursuant to this article for the purpose of marketing and promoting the city as a tourist or convention center. The city council, by resolution, may designate up to one hundred (100) percent of the proceeds collected from this tax to the agency for the purpose of marketing and promoting the city as a tourist or convention center.

- (1) *Annual budget.* The agency shall submit a preliminary annual budget for the next calendar year to the ~~tourism commission~~city ~~by August 31 of each year, and a final annual budget for the next calendar year to the tourism commission for approval~~ by October ~~31~~15 of each year. The agency shall submit the ~~approved~~final budget for the next calendar year to the city council by November 30 of each year. The ~~approved~~final budget shall identify the uses for the requested funds out of the lodging tax proceeds. The annual budget shall be audited on a biannual basis using an agreed-upon procedure approved by the city administrator. The cost of the audit shall be paid for by the agency.
- (2) ~~Monthly~~Quarterly *reports.* The agency receiving lodging tax proceeds shall submit to the ~~tourism commission~~city a ~~monthly~~quarterly report detailing (1) list of bills/expense report, (2) budget to actual statement, and (3) current fund balance.
- (3) *Dedicated funds.* All lodging tax proceeds allocated to the agency shall be placed in a dedicated accounting fund by the agency.

Sec. 14-9~~5~~46. Appeals.

- (a) Any operator aggrieved by any notice, order or determination made by the city administrator under this article may file a petition for review of such notice, order or determination, detailing the operator's reasons for contesting the notice, order or determination. The petition shall contain the name of the petitioner, the petitioner's address and the location of the lodging subject to the order notice or determination.
- (b) The petition for review shall be filed with the city administrator within ten (10) days after the notice, order or determination for which review is sought has been mailed or served upon the person requesting review.
- (c) Upon receipt of the petition, the city administrator, or his or her designee, shall set a date for a hearing and give the petitioner at least five (5) days prior written notice of the date, time and place of the hearing.

- (d) At the hearing, the petitioner shall be given an opportunity to show cause why the notice, order or determination shall be modified or withdrawn. The petitioner may be represented by counsel of the petitioner's choosing at the petitioner's own expense.
- (e) The hearing shall be conducted by the city administrator or his or her designee, provided only that the person conducting the hearing shall not have participated in the drafting of the order, notice or determination for which review is sought.
- (f) The person conducting the hearing shall make written findings of fact and conclusions based upon the applicable sections of this article and the evidence presented. The person conducting the hearing may affirm, reverse or modify the notice, order or determination made by the city administrator. The decision shall be mailed by certified mail to the petitioner at the address stated in the petition.
- (g) Any decision rendered by the city administrator pursuant to this subdivision may be appealed to the city council. A petitioner seeking to appeal a decision must file a written notice of appeal with the city administrator within ten (10) days after the decision has been mailed to the petitioner. The matter will thereupon be placed on the city council agenda as soon as is practical. The city council shall then review the findings of fact and conclusions to determine whether they were correct. Upon a determination by the city council that findings and conclusions were incorrect, the council may modify, reverse or affirm the decision of the city administrator or his or her designee upon the same standards as set forth in subsection (f).

Sec. 14-96.1. Nonpublic data.

- (a) Data, other than basic taxpayer identification data, collected from taxpayers under this article are nonpublic data pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes, Section 13.495. No city officer or employee shall provide or otherwise make known in any manner any data disclosed in any return required by this article or any information concerning the affairs of the person making the return acquired from such person's records, officers, or employees while performing an examination or audit, except in connection with a proceeding involving taxes due under this article from the person making such return. Nothing contained in this subsection, unless otherwise provided by law, shall be construed to prohibit the city administrator from publishing statistics so classified

that do not disclose the identity of particular returns and the contents thereof.

- (b) Notwithstanding subsection (a) of this section, the city may enter into an agreement providing for the administration and collection of the tax imposed by this article by the state department of taxation and its officers and agents.

Section 2. This ordinance shall take effect and be in force after its passage and publication in accordance with Section 3.05 of the City Charter.

First Reading: November 28, 2023

Second Reading: December 12, 2023

Publication Date: December 16, 2023

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Timothy C. Murray, City Administrator

AGREEMENT FOR PROFESSIONAL AGENCY SERVICES

BETWEEN: City of Faribault, Minnesota

AND: Faribault Area Chamber of Commerce and Tourism, Inc.

EFFECTIVE DATE: January 1, 2024

This Agreement, made this ____ day of _____, 2023, effective as set forth above, by and between the City of Faribault, a Minnesota municipal corporation, hereafter referred to as the "City", and the Faribault Area Chamber of Commerce and Tourism, Inc., a Minnesota nonprofit corporation, hereafter referred to as the "Agency".

RECITALS

- A. Minnesota Statutes, Section 469.190 and Article V, Chapter 14, of the City's Code of Ordinances authorizes the imposition of a tax of three percent on the gross receipts from the furnishing of lodging within the city to fund a local convention or tourism bureau for the purpose of marketing and promoting the city as a tourist or convention center.
- B. The City has the right to enter into a separate agreement with an agency to provide for the purposes of marketing and promoting the city as a tourist or convention center using lodging tax proceeds.
- C. Agency is engaged in the business of providing marketing and promotion professional services.
- D. City requires marketing and promotion professional services assistance in conjunction with the maintenance of the Agency.
- E. City desires to engage Agency to provide the services described in this Agreement and Agency is willing to provide such services on the terms and conditions set forth herein.

AGREEMENT

1. **Services to be Provided.** Agency agrees to provide City with marketing and promotion professional services as set forth in this Agreement and as set forth in the Agency's proposed services attached hereto in Exhibit A ("Scope of Services" or "Services") and/or any obligations within this Agreement or supplemental letter agreements entered into between the City and Agency. The Services and obligations referenced in the attached Exhibit A or any supplemental letter agreements shall be incorporated into this Agreement by reference. All Services and obligations shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professionals currently providing similar marketing and promotion services.

2. **Term.** The term of this Agreement shall be for a five (5) year term (the "Term"), commencing on January 1, 2024 (the "Commencement Date") and shall be subject to review by the City Council at the end of the Term. After the Term, this Agreement shall continue on an annual basis, unless the City and the Agency agree otherwise. Throughout the Term and any annual extension beyond the Term, this Agreement shall be subject to termination by either party pursuant to paragraph 4 below. Following the completion of the Term, this Agreement shall be subject to the review of the City Council every five (5) years.
3. **Consideration,** The consideration, including the lodging tax and other amounts as set forth in this Agreement, which the City shall pay to the Agency for both the Agency personnel and Services performed by Agency and the expenses incurred by the Agency in performing the Services, shall be as set forth in this Agreement. The Scope of Services and the obligations, along with the budget will be agreed upon prior to the commencement of the Services. The City shall make payments to the Agency based upon mutual agreement.
4. **Termination.** Notwithstanding any other provision hereof to the contrary, this Agreement may be terminated as follows:
 - 4.1 The parties, by mutual written agreement, may terminate this Agreement at any time.
 - 4.2 Agency may terminate this Agreement in the event of a breach of the Agreement by the City upon providing one hundred twenty (120) days written notice to the City.
 - 4.3 The City Council may terminate this Agreement at any time for any cause upon written notice to the Agency, or for no reason or cause upon one hundred twenty (120) days written notice to the Agency.
 - 4.4 The City may terminate this Agreement immediately upon the Agency's failure to have in force any insurance required by this Agreement.

Except as provided in paragraph 5 below, in the event of a termination, City shall pay Agency for Services performed to the date of termination and for all equipment costs or other expenses incurred, including contracts with outside agencies, prior to the date of termination.

5. **Remedies.**

- 5.1 In the event of a termination of this Agreement by City because of a breach by Agency, City may complete the Services either by itself or by contract with other persons or entities, or any combination thereof.

- 5.2 The foregoing remedies provided to City for breach of this Agreement by Agency shall not be exclusive. City shall be entitled to exercise any one or more other legal or equitable remedies available because of Agency's breach.
6. **Records/Inspection.** This Agreement is subject to the requirements of Minnesota Statutes, Section 16C.05, subd. 5. Agency agrees that City or any authorized representatives may have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, or other materials during normal business hours and as often as deemed necessary. Agency agrees to maintain these materials, records, and documents for six years from the date of the termination of this Agreement.
7. **City and Agency Liaisons.** The City Administrator or their designee shall serve as the liaison and primary contact to the Agency and representative of the City with respect to services rendered pursuant to this Agreement. The City's representative has the authority to instruct, interpret, and define the City's policies with respect to the Services. The Agency shall designate a person or his/her designee to serve as the liaison and primary contact to the City and representative of the Agency with respect to services rendered pursuant to this Agreement. The Agency's representative has the authority to instruct, interpret, and define the Agency's policies with respect to the Services.
8. **Tourism Board.** The Agency shall establish a board ("Tourism Board") of not less than seven (7) voting members to advise the Agency on the use of lodging tax revenues remitted to the Agency. The City Council shall annually appoint a councilmember to serve on the Tourism Board. The remaining members shall be appointed by the Agency to three-year, staggered terms, and shall represent the following or similar sectors of the community:
- (1) One member from the lodging industry;
 - (2) Four (4) members representing community assets (these members may be from the lodging industry, restaurants, attractions, retail, history, arts and culture, community festivals, parks and recreation or an applicant with pertinent marketing or tourism related expertise, or as otherwise determined by the city);
 - (3) One representative from the agency.
- The Tourism Board shall meet a minimum of four (4) times per year at a time and location to be determined by the Agency.
9. **Local Convention and Tourism Bureau.** Sec. 14-94, Article V., Chapter 14 of the Faribault City Code of Ordinances authorizes the City's utilization of the services of a local convention and tourism bureau ("Tourism Bureau") to be administered by the Agency pursuant to this Agreement.
10. **Agency Obligations.** The Agency shall ensure that the following obligations for the City are performed:
- a. Prepare preliminary and final annual budgets, subject to approval by the Tourism Board, and submit to the City in accordance with Paragraph 12;

- b. Prepare an annual report, including an overview of the annual budget, to be presented to the City Council;
 - c. Prepare quarterly reports and submit to the City, which shall include (1) list of bills/expense report, (2) budget to actual statement, and (3) current fund balance;
 - d. Implement and assist in providing direction and oversight of the lodging tax income and expense;
 - e. Establish and implement annual program goals;
 - f. Prepare a tourism marketing strategy that utilizes a multi-faceted approach to attract visitors to the community; and
 - g. Any other matters or obligations as determined by the Tourism Board.
11. **Compensation.** Funding for the Agency and for the marketing and promotional services of the City by the Agency shall be funded from the lodging tax proceeds collected pursuant to Minnesota Statutes, Section 469.190 and Article V, Chapter 14, of the City's Code of Ordinances.
- 11.1 The City will compensate the Agency out of lodging tax dollars for the Services set forth in Exhibit A to this Agreement by remitting 95 percent of lodging tax dollars collected, payable within 30 days following collection by the City from the lodging establishments.
- 11.2 For the specific additional services and duties required to be performed by the Agency and set forth in Exhibit B of this Agreement (the "Additional Services"), the City will compensate the Agency out of lodging tax dollars for the Additional Services by remitting five (5) percent of lodging tax dollars collected, payable within 30 days following collection by the City from the lodging establishments. Said compensation paid to the Agency for the Downtown Visitor Center shall be used solely for subsequent payment to Paradise Center for the Arts and for costs associated with the Downtown Visitor Center located at the Paradise Center for the Arts. Should the Downtown Visitor Center located at the Paradise Center for the Arts discontinue operation or cease to exist at such location, then this Section 11.2 shall become null and void and must be renegotiated by the Agency and the City.
- 11.3 Any revenues generated by the Agency as a result of the contracted Services provided to the City pursuant to this Agreement must be spent by the Agency to market and promote the City as a tourist and convention center.
12. **Annual Budget.** The Agency shall submit a preliminary annual budget for the next calendar year to the City by October 15 of each year. The Agency shall submit the final budget for the next calendar year to the City Council by November 30 of each year. The final budget shall identify the uses for the requested funds out of the lodging tax proceeds. The annual budget shall be audited on a biannual basis using an agreed-upon procedure approved by the city administrator. The cost of the audit shall be paid for by the agency. The City authorizes the Agency to cash flow the activities contemplated by this Agreement without any additional expense to the City.

13. **Quarterly Financials.** The Agency shall provide the members of the Tourism Board with financial statements prepared no less often than quarterly prior to conducting their meetings. The financial statements shall show (a) list of bills/expense report, (b) budget to actual statement, and (c) current fund balance.
14. **Indemnification.** To the fullest extent permitted by law, the Agency, and the Agency's successors or assigns, agree to protect, defend, save, and hold harmless the City, its officers, agents, and employees from all claims, suits, or actions of any kind, nature, or character, and the costs, disbursements, and expenses of defending the same, including but not limited to, attorneys' fees, consulting marketing and promotion services, and other technical, administrative or professional assistance resulting from or arising out of the negligence, breach of contract or willful misconduct of Agency or its subcontractors, agents, or employees under this Agreement. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the City is entitled
15. **Insurance and Bonds.** The Agency will maintain at the Agency's sole expense, insurance coverage for itself, including the following: Workers Compensation, General Liability, and Directors and Officers Liability in an amount of not less than \$1 million per occurrence (except only statutory limits for workers compensation coverage) and at least \$2 million aggregate coverage and an umbrella policy with limits of at least \$1 million, and will provide information as to specific limits upon receipt of signed Agreement. Such insurance must cover all losses related to this Agreement. The Agency shall provide City with a current certificate(s) of liability insurance for all insurance coverage referenced above. Such certificate(s) of General Liability insurance shall list the City as an additional insured and all certificate(s) of liability insurance shall contain a statement that such policies of insurance shall not be canceled or amended unless sixty (60) days written notice is provided to the City (ten (10) days written notice in the event of non-payment of premium). Acceptance of a certificate of insurance that does not comply with these requirements does not operate as a waiver of the Agency's or any other party's obligations hereunder. In addition, the Agency shall cause all vendors and participants to maintain insurance coverage for all vendors and participants at tourism-related events conducted pursuant to this Agreement.

In addition to the insurance requirements set forth above, the Agency shall obtain a fidelity bond in the minimum amount of \$100,000 covering the person or persons on a position or name-scheduled basis that handles any money pursuant to this Agreement. The amount of such bond shall be reviewed annually and modified to be consistent with the lodging tax dollars paid to the Agency pursuant to this Agreement.

16. **Subcontracting; Assignment.** The Agency shall not subcontract or assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that may become due or moneys that are due) in the Agreement without the prior written consent of the City. Any assignment in violation of this provision is null and void. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

17. **Independent Contractor.** Agency shall be deemed an independent contractor. Agency's duties will be performed with the understanding that Agency has special expertise as to the services, which Agency is to perform and is customarily engaged in the independent performance of the same or similar services for others. The manner in which the services are performed shall be controlled by Agency; however, the Agency shall take the recommendations from the Tourism Board into consideration on the nature of the services and the results to be achieved. The Agency is not to be deemed an employee or agent of the City and has no authority to make any binding commitments or obligations on behalf of the City except to the extent expressly provided herein. All services provided by the Agency pursuant to this Agreement shall be provided by the Agency as an independent contractor and not as an employee of the City for any purpose, including but not limited to: income tax withholding, workers compensation, unemployment compensation, FICA taxes, liability for torts and eligibility for employee benefits.
18. **Compliance with Laws.** Agency shall exercise due professional care to comply with applicable federal, state and local laws, rules, ordinances and regulations in effect as of the date Agency agrees to provide the applicable services detailed in Exhibit A or any supplemental letter agreement.
19. **Notices.** Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to:
- Agency: Faribault Area Chamber of Commerce and Tourism, Inc.
Attn: President/CEO
530 Wilson Avenue
Faribault, MN 55021
- City: City of Faribault
Attn: City Administrator
208 1st Avenue NW
Faribault, MN 55021
- or such other address as either party may provide to the other by notice given in accordance with this provision.
20. **Attorney Fees.** In the event of any action to enforce or interpret this Agreement, the prevailing party shall be entitled to recover from the losing party reasonable attorney fees incurred in the proceeding, as set by the court, at trial, on appeal or upon review.
21. **Entire Agreement; Amendments.** This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire agreement between the City and the Agency, and supersedes any other written or oral agreements between the City and the Agency. This Agreement can only be modified or amended in writing signed by the City and the Agency.

22. **Third Party Rights.** The parties to this Agreement do not intend to confer on any third party any rights under this Agreement.
23. **Choice of Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal court of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.
24. **Conflict of Interest.** In the execution of services outlined in this Agreement, the Agency shall equally promote and market all tourism sectors of the City; preferential treatment for certain tourism sectors or subsets is prohibited. The Agency shall use reasonable care to avoid conflicts of interest and appearances of impropriety in providing its marketing and promotion services for the City. In the event of a conflict of interest, Agency shall advise the City and either secure a waiver of the conflict or advise the City that it will be unable to provide requested marketing and promotion services. It is the intent of the Agency to refrain from handling marketing and promotion matters for any other person or entity that may pose a conflict of interest.
25. **Work Products and Ownership of Documents.** All records, information, materials and other work products, including, but not limited to the completed reports, drawings, plans, and specifications prepared and developed in connection with the provision of services pursuant to this Agreement shall become the property of the City, but reproductions of such records, information, materials and other work products in whole or in part may be retained by the Agency.
26. **Agreement Not Exclusive.** The City retains the right to hire other marketing and promotion professionals for other matters, in the City's sole discretion.
27. **Data Practices Act Compliance.** Any and all data provided to the Agency, received from the Agency, created, collected, received, stored, used, maintained, or disseminated by the Agency pursuant to this Agreement shall be administered in accordance with, and is subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, and specifically Section 13.495. This paragraph does not create a duty on the part of the Agency to provide access to public data to the public if the public data are available from the City, except as required by the terms of this Agreement.
28. **No Discrimination.** Agency agrees not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion. Violation of any part of this provision may lead to immediate termination of this Agreement.
29. **Survivability.** All covenants, indemnities, guarantees, releases, representations, and warranties of either party or the parties and any undischarged obligations of the parties arising prior to the expiration or termination of this Agreement, shall survive such

expiration or termination.

30. **Severability.** The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Agreement to the extent of its invalidity or unenforceability, and this Agreement shall be construed and enforced as if the Agreement did not contain that particular provision to the extent of its invalidity or unenforceability.

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DRAFT

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement for Professional Agency Services indicated below.

CITY OF FARIBAULT

By: _____
Kevin F. Voracek
Its: Mayor

By: _____
Timothy C. Murray
Its: City Administrator

**FARIBAULT AREA CHAMBER OF
COMMERCE AND TOURISM, INC.**

By: _____
Jody Long
Its: Chair of the Board

By: _____
Nort Johnson
Its: President/CEO

EXHIBIT A - SCOPE OF SERVICES

SERVICES RENDERED BY AGENCY.

In addition to the marketing and promotional services obligations performed by the Agency, the Agency shall furnish Services including but not limited to those outlined below:

1. Lobby and outdoor kiosk designed for visitors
2. Signage directing visitors to the facility
3. Front desk staff trained and prepared to assist walk in, e-mail and phone inquiries
4. Staffed 8am – 5pm Monday through Friday and weekends as necessary
5. Office Space for Agency personnel
6. Office equipment and office supplies for the Tourism Department
7. Mailing address, post office box, internet access
8. Computer, software, and database access
9. Meeting space for Agency personnel and subcommittees
10. Services, payroll and associated filing and accounting
11. Accounts payable and accounts receivables
12. Invoicing and financial report preparation
13. Support for the Agency personnel when sick, on vacation or when work load requires additional assistance

EXHIBIT B – SCOPE OF ADDITIONAL SERVICES

ADDITIONAL SERVICES RENDERED BY AGENCY.

In addition to the marketing and promotional services obligations performed by the Agency, and the Services outlined in EXHIBIT A, the Agency shall furnish the following Additional Services including but not limited to those outlined below:

1. Provide space for a Downtown Visitor Center and accompanying facilities located at the Paradise Center for the Arts property (the "Downtown Visitor Center").
2. Provide guidance for Paradise Center staff to assist in addressing tourism questions at the Downtown Visitor Center.
3. Supply maps and tourism information for visitors to the City at the Downtown Visitor Center.
4. Provide and make available public access to public restrooms for visitors to the City at the Downtown Visitor Center.
5. Provide extended hours of operation, including some evening and weekend hours, at the Downtown Visitor Center.
6. Provide signage identifying the Downtown Visitor Center and the availability of tourism information.
7. Any other matters or obligations as agreed upon by the City and the Agency to be conducted at the Downtown Visitor Center.