

City Manager's
Proposed 2024 Budget

Version 090723

(Including budget and levy recommendations)

CITY OF COLUMBIA HEIGHTS
CITY MANAGER'S 2024 BUDGET MESSAGE
TABLE OF CONTENTS

Summary Budget Information

City Manager's Budget Message.....	1
Resolution 2023-048 Proposed Budget for 2023.....	5
Property Taxes 2015-2024.....	7
Tax-Supported Operating Expenditures.....	9
Summary by Fund (<i>all budgeted funds of City, EDA, HRA</i>).....	10

Detailed Budget Information

Administration.....	12
Community Development.....	19
Finance.....	24
Fire.....	32
Information Technology.....	37
Library.....	40
Liquor.....	42
Police.....	47
Public Works.....	52
Recreation.....	98
Bonds.....	110

CITY OF COLUMBIA HEIGHTS CITY MANAGER'S 2024 BUDGET MESSAGE

Recommendation

The city manager recommends that the city council approve the proposed 2024 budget and levy listed in the enclosed resolution. Key elements of this proposed budget are summarized below as of September 7th, 2023. Any important information that becomes available after this date will be included in subsequent revisions of this report.

Financial Plan

The proposed 2024 budget is consistent with the City's five-year financial plan. That plan is designed to:

- Provide for expected inflation in the cost of existing service levels.
- Increase service levels only for approved objectives or external mandates.
- Reduce the use of state funding in the operating budgets and increase its use over time in capital budgets. This strategy reduces the exposure of on-going basic City services to potential changes in state funding over which residents have little control. It also gradually increases capital funding to sustainable levels for equipment, buildings, and infrastructure.
- Levy property taxes at the minimum level necessary to support the above strategies, while trying to avoid one-time spikes up or down in property taxes.

Governmental Funds Revenue

To fund the proposed 2024 tax-supported operating budget described further below, the gross property tax levy for 2024 will require an 8.4% increase over 2023. The City's gross tax levy includes both the share of taxes paid by local taxpayers and the share subsidized by the metro area fiscal disparities program.

Preliminary data shows the metro area fiscal disparities subsidy decreasing by 11% for 2024. Unfortunately, this will cause local taxpayers to pay a greater share of the gross tax levy for 2024 than for 2023. Effectively this results in an 14.2% average increase in City property taxes for local taxpayers.

Of course, the 2024 property taxes for any particular property in Columbia Heights is dependent on relative changes in individual property values as well. In November, Anoka County will mail a property-specific notice of the proposed 2024 property taxes to each owner.

In 2024, the City will receive approximately \$2,750,000 in state aid to local government (LGA). Under the five-year financial plan, only \$400,000 of this LGA is used within the 2024 operating budget. \$425,000 of the LGA is applied to annual debt service on the public safety and library buildings. The remaining LGA is allocated between the city's capital funds for buildings, equipment, and infrastructure. Without this LGA, these capital items would otherwise be paid for with increased property taxes.

Governmental Funds Operating Expenses

The proposed increase to the tax-supported operating expenses of the governmental funds for 2024 is 8.7% as detailed in the table below:

**CITY OF COLUMBIA HEIGHTS
CITY MANAGER'S 2024 BUDGET MESSAGE**

Proposed Increases in Tax-Supported Operating Expenses		
Cost-of-living increases in existing labor contracts	\$421,000	2.3%
Two additional police officers	300,000	1.7%
Police embedded social worker	120,000	0.7%
Election judges and other costs of four elections*	119,000	0.7%
Tax-paid share of building inspector for new point-of-sale program	60,000	0.3%
Additional part-time administrative assistant - public works	50,000	0.3%
Annual holding costs of old city hall building until site redeveloped	50,000	0.3%
Inflation in street maintenance costs over increases in state street aid	72,000	0.4%
Increased technology capacity under 5-year IT plan	150,000	0.8%
All other increases and decreases at net, including seniority raises phased-in under the 2022 compensation plan	222,000	1.2%
Total Proposed Increase in Tax-Supported Operating Expenses	1,564,000	8.7%
2023 Budgeted Expenditures for General Fund, Library, and EDA Administration	17,935,000	
2024 Budgeted Expenditures for General Fund, Library, and EDA Administration	\$19,499,000	
<i>*Primary, presidential primary, general, and special election</i>		

Fund Balance of the General Fund

For day-to-day cash flow purposes, the city council established a minimum fund balance guideline for the general fund and library funds at each yearend equal to 45% of the next year's budget. The proposed 2024 budget provides the necessary capacity for the City to continue satisfy this guideline.

Utility Funds

With resolution 2023-14, the city council adopted customer utility rates for water, sewer, and refuse, for the years 2023-2027. For the 2024 budget, that resolution established a rate increase of approximately 15% for water, sewer, and refuse, combined. An example family of four using a quarterly average of 5,000 gallons of water per person, in a single-family home with full-service refuse, would see their quarterly bills increase by \$27 for 2024. \$17 of this increase is for refuse and recycling costs driven by the new hauler contract effective 2023.

We also note that for 2024, the Metropolitan Council has imposed a 6.8% increase in the cost of sewage disposal.

Capital Fund Activity and Bond Financing

The proposed 2024 budget includes \$940,000 for replacement of existing vehicles and equipment detailed in the individual departmental sections of the budget. In addition, the platform/ladder truck authorized in the 2022 Fire department budget for \$1,200,000 will be delivered approximately October 2024 with payment due on delivery.

CITY OF COLUMBIA HEIGHTS CITY MANAGER'S 2024 BUDGET MESSAGE

Significant infrastructure projects proposed in the 2024 budget include:

- \$700,000 for sewer lining and manholes, with a related federal grant of \$500,000.
- \$600,000 of alley reconstruction paid from fund balance of the Refuse Fund.
- \$335,000 paid from LGA, plus staffing, for the City's share of the Safe Routes to Schools improvement project. A federal grant has been awarded for the balance of this project.

Beginning in 2024, residential water meters will start to be replaced throughout the City at an estimated cost of \$3,500,000. This is budgeted to use existing fund balance plus \$3,000,000 of general obligation bonds issued in 2024. The bond will be repaid with utility revenue collected over 15 years. Most of the existing residential meters were installed in 1999-2000 and are years beyond their normal operating life. A feature of the new meters is significantly improved monitoring for leaks and other unexpected surges in water use by customers.

Major Items Not Included in the Proposed 2024 Budget

Engineering studies verify that the floor of the Municipal Service Center (public works building) has a very limited number of years until it fails and will be too costly to replace. The only cost-effective solution is to replace the entire facility at an estimated cost of \$24,000,000. The City is currently requesting approximately \$12,000,000 of state funding for this project. The City plans to issue long-term general obligation bonds for the balance of project at such time as state or other external funding is obtained to defray the cost to local taxpayers. The bonds would be repaid over 20-30 years with a combination of property taxes, LGA, and utility revenue (to the extent utility operations are housed in the building.)

The City is also requesting \$8,000,000 in state funding for substantially all of the cost to reconstruct sections of Huset Park and the Murzyn Hall recreation center located within Huset Park as described in the Parks Master Plan.

Remaining 2023 Budget Activity

Many street improvement projects are financed internally by the City's Public Improvement Revolving (PIR) Fund, which pays contractors at the time the project occurs, and then collects special assessments over 2-15 years from the benefiting property owners. The size of the assessment rolls adopted in 2021-2023 however are greater than the PIR Fund can internally finance in this manner. The 2023 budget includes issuing bonds near the end of 2023 year to provide this financing. Only the related special assessments will be used to repay this bond issue.

In Conclusion

I judge that the proposed 2024 budget and levy supports the vision, goals, and objectives of the Columbia Heights City Council, and is feasible within the financial constraints of the City of Columbia Heights and its citizens.

Kevin Hansen, Interim City Manager

- This page intentionally left blank -

RESOLUTION NO. 2023-048

A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF COLUMBIA HEIGHTS, MINNESOTA, ADOPTING A PROPOSED BUDGET FOR THE YEAR 2024, SETTING THE CITY LEVY, APPROVING THE HRA LEVY, APPROVING A TAX RATE INCREASE, AND ESTABLISHING A BUDGET HEARING DATE FOR PROPERTY TAXES PAYABLE IN 2024.

Now, therefore, in accordance with all ordinances and regulations of the City of Columbia Heights, the City Council of the City of Columbia Heights makes the following:

ORDER OF COUNCIL

IT IS HEREBY RESOLVED:

Section A. The budget for the City of Columbia Heights for the year 2024 is hereby approved and adopted with appropriations for each of the funds listed below.

	<u>Revenue</u>	<u>Expense</u>
Governmental Funds		
General Fund	17,923,700	17,923,700
Planning & Inspections	608,900	604,800
Economic Development Authority Admin.	313,700	313,700
Cable Television	138,500	186,000
Library	1,262,000	1,262,000
After School Programs	-	25,000
Downtown Parking	56,600	56,600
Capital Project Funds	3,255,000	2,569,800
Debt Service Funds	7,906,900	7,888,900
Proprietary Funds		
Water Fund	4,536,700	5,661,600
Sewer Fund	3,402,900	4,158,900
Refuse Fund	3,600,000	4,240,700
Storm Sewer Fund	785,100	567,500
Liquor Fund	10,256,500	10,137,300
Municipal Service Center	1,075,200	1,320,200
Information Systems	957,800	940,300
Change in Fund Balance	<u>1,777,500</u>	<u>-</u>
Total Including Interfund Transfers	57,857,000	57,857,000

Section B. The following sums of money are levied for the current year, collectable in 2024 upon the Taxable property in the City of Columbia Heights, for the purposes listed below.

Estimated General Fund Levy	15,139,000
Estimated Library Levy	1,248,000
Estimated EDA Fund Levy	<u>310,000</u>
Total	16,697,000

Section C. The City Council of the City of Columbia Heights hereby approves the Columbia Heights Housing and Redevelopment Authority Tax Levy for the fiscal year 2024 in the amount of \$310,000.

BE IT FURTHER RESOLVED: That the public budget hearing is scheduled for December 11, 2023, at approximately 6:00 p.m. in the City Council Chambers.

BE IT FURTHER RESOLVED: That the County Auditor is authorized to fix a property tax rate for taxes payable in the year 2024 that is higher than the tax rate calculated for the City of Columbia Heights for taxes payable in 2023.

BE IT FURTHER RESOLVED: That the City has adequate fund balances and reserves to pay bond principal and interest payments on General Obligation Bond Series 2015A in the amount of \$233,012 and that the County Auditor is authorized to cancel \$233,012 of the related Bond Levy for taxes payable in 2024, leaving a balance of \$248,400 to be levied for taxes payable 2024 for Series 2015A.

BE IT FURTHER RESOLVED: That the City has adequate fund balances and reserves to pay bond principal and interest payments on General Obligation Bond Series 2017A in the amount of \$339,019 and that the County Auditor is authorized to cancel \$339,019 of the related Bond Levy for taxes payable in 2024, leaving a balance of \$0 to be levied for taxes payable in 2024 for Series 2017A.

BE IT FURTHER RESOLVED: That the City has adequate fund balances and reserves to pay bond principal and interest payments on General Obligation Bond Series 2017B in the amount of \$231,983 and that the County Auditor is authorized to cancel \$231,983 of the related Bond Levy for taxes payable in 2024, leaving a balance of \$331,200 to be levied for taxes payable in 2024 for Series 2017B.

BE IT FURTHER RESOLVED: That the City has adequate fund balances and reserves to pay bond principal and interest payments on General Obligation Bond Series 2018A in the amount of \$20,019 and that the County Auditor is authorized to cancel \$20,019 of the related Bond Levy for taxes payable in 2024, leaving a balance of \$96,400 to be levied for taxes payable in 2024 for Series 2018A.

The Finance Director is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Anoka County, Minnesota.

Passed this _____ day of _____, 2023

Offered by:
Seconded by:
Roll Call:

Mayor Amáda Márquez Simula

Attest: _____
Sara Ion, City Clerk/Council Secretary

City of Columbia Heights
Property Taxes
2015 - 2024

Property Taxes	2015 Adopted	2016 Adopted	2017 Adopted	2018 Adopted	2019 Adopted	2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Proposed
Library	804,389	813,999	845,111	919,244	955,095	1,002,850	1,032,936	1,058,800	1,166,100	1,248,000
EDA	84,000	78,023	84,000	220,100	242,100	245,100	255,500	255,500	297,100	310,000
General Fund	8,673,000	8,641,452	8,925,000	9,481,000	10,051,000	10,963,000	11,631,000	12,784,700	13,796,000	15,139,000
Subtotal - Operating Levy	9,561,389	9,533,474	9,854,111	10,620,344	11,248,195	12,210,950	12,919,436	14,099,000	15,259,200	16,697,000
Debt Levy	672,317	922,281	941,723	704,569	680,029	733,000	744,000	725,834	769,000	676,000
Total Gross Levy Certified	10,233,706	10,455,755	10,795,834	11,324,913	11,928,224	12,943,950	13,663,436	14,824,834	16,028,200	17,373,000
Change from Prior Year	322,000	222,049	340,079	529,079	603,311	1,015,726	719,486	1,161,398	1,203,366	1,344,800
Percentage Change from Prior Year	3.2%	2.2%	3.3%	4.9%	5.3%	8.5%	5.6%	8.5%	8.1%	8.4%

- This page intentionally left blank -

City of Columbia Heights, Minnesota
Tax Supported Operating Expenditures
2021 - 2024

DEPARTMENT	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 COUNCIL APPROVED BUDGET	2024 CITY MANAGER PROPOSED BUDGET	Incr/Decr from 2023
GENERAL FUND						
1110	MAYOR-COUNCIL	175,900	167,000	203,200	212,200	9,000
1320	CITY MANAGER	624,300	731,000	744,100	780,400	36,300
1410	CITY CLERK	68,200	133,600	101,000	236,200	135,200
1510	FINANCE	931,800	1,000,100	1,049,400	1,090,000	40,600
1550	ASSESSING	80,600	101,900	107,800	107,300	(500)
1610	LEGAL SERVICES	173,300	185,700	186,200	186,300	100
1940	CITY HALL	143,500	153,400	149,000	164,000	15,000
2100	POLICE	5,464,700	5,851,800	6,481,200	7,127,200	646,000
2200	FIRE	1,808,100	2,016,800	1,998,800	2,052,000	53,200
2300	PROPERTY INSPECTIONS	354,200	444,800	450,600	462,000	11,400
3100	ENGINEERING	385,400	486,900	489,300	548,400	59,100
3121	STREETS	929,000	1,090,300	1,126,000	1,211,700	85,700
3160	STREET LIGHTING	147,500	171,700	186,800	192,900	6,100
3170	TRAFFIC SIGNS & SIGNALS	134,200	126,900	127,000	131,500	4,500
5000	RECREATION ADMINISTRATION	264,000	264,600	285,600	301,000	15,400
5001	ATHLETICS	32,200	51,200	158,000	161,300	3,300
5003	ADULT ATHLETICS	35,900	36,800	combined with #5001	-	-
5004	YOUTH ENRICHMENT PROGRAM	69,200	81,900	99,800	101,300	1,500
5005	TRAVELING ATHLETICS	32,200	38,400	combined with #5001	-	-
5030	TRIPS AND OUTINGS	24,800	24,800	combined with #5040	-	-
5040	SENIOR CITIZENS	94,600	101,200	142,900	140,300	(2,600)
5050	RECOGNITION/SPECIAL EVENTS	500	200	combined with #1110	-	-
5129	MURZYN HALL	167,900	249,000	230,800	250,400	19,600
5130	HYLANDER CENTER	40,200	57,400	89,700	88,100	(1,600)
5200	PARKS	1,087,300	1,159,400	1,157,500	1,215,000	57,500
5500	LIBRARY	1,038,600	1,313,800	1,201,900	1,262,000	60,100
6102	URBAN FORESTRY	241,100	299,200	287,000	306,200	19,200
6314	EDA ADMINISTRATION	226,800	421,400	297,100	313,700	16,600
9200	CONTINGENCIES	20,600	-	40,000	100,000	60,000
9300	TRANSFERS	294,500	1,993,500	544,000	758,000	214,000
TOTAL GENERAL FUND		15,091,100	18,754,700	17,934,700	19,499,400	1,564,700
ECONOMIC DEVELOPMENT AUTHORITY						
6314	EDA ADMINISTRATION	226,800	421,400	297,100	313,700	16,600
TOTAL EDA		226,800	421,400	297,100	313,700	16,600
LIBRARY						
5500	LIBRARY	1,038,600	1,313,800	1,201,900	1,262,000	60,100
TOTAL LIBRARY		1,038,600	1,313,800	1,201,900	1,262,000	60,100

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

SUMMARY BY FUND		2021	2022	2023	2024
FUND	DESCRIPTION	ACTIVITY	ACTIVITY	COUNCIL APPROVED BUDGET	CITY MANAGER BUDGET
REVENUE					
101	GENERAL	14,380,600	15,330,600	16,435,700	17,923,700
201	PLANNING & INSPECTIONS	802,300	611,900	481,900	608,900
202	ANOKA CO COMM DEV PROGRAMS	694,100	119,700	-	-
204	EDA ADMINISTRATION	258,000	245,000	297,100	313,700
212	STATE AID MAINTENANCE	194,600	231,400	198,000	220,000
225	CABLE TELEVISION	197,500	166,300	138,800	138,500
226	SPECIAL PROJECT REVENUE	150,400	204,900	-	-
228	DOWNTOWN PARKING	56,100	33,300	56,700	56,600
240	LIBRARY	1,057,700	1,074,300	1,201,900	1,262,000
261	AFTER-SCHOOL PROGRAMS	2,200	3,000	12,000	-
262	21ST CENTURY ARTS	40,600	70,200	48,600	-
265	FORFEITURE FUND	-	5,300	-	-
272	PUBLIC SAFETY GRANTS - OTHER	5,800	59,700	-	-
315	SULL-SHORES:TX GO BONDS2008A	102,700	105,300	500	-
345	GO IMPROV/REV BONDS 2013	36,300	11,900	11,100	-
346	GO LIBRARY BONDS 2015A	467,400	451,600	455,400	462,400
347	GO PUBLIC SAFETY REFND 2017B	540,100	529,600	543,400	544,200
348	GO PUBFACILITIES REFND 2018A	198,500	191,000	198,400	96,600
372	HUSET PARK AREA TIF (T6)	760,200	843,600	197,000	855,000
375	TIF Z6: 47TH & GRAND	256,900	271,400	-	-
376	TIF DISTRICTS A3/C7/C8	3,100	(2,900)	-	-
389	TIF R8 CRESTV/TRANSITION BLK	63,100	61,500	-	-
391	SCATTERED SITE TIF W3/W4	43,700	45,000	-	-
392	TIF BB2 ALATUS 40TH AV	-	-	-	5,948,700
393	BB6 IF ALATUS 4300 CENTRAL	5,935,300	1,400	-	-
402	STATE AID CONSTRUCTION	653,700	448,000	2,600,000	-
408	EDA REDEVELOPMENT PROJECT FD	243,800	297,300	310,000	310,000
411	CAPITAL IMP-GEN GOVT. BLDG	411,800	1,635,900	1,122,100	375,000
412	CAPITAL IMPROVEMENT PARKS	196,900	552,500	100,000	150,000
415	CAPITAL IMPRVMT - PIR PROJ	1,236,000	1,414,600	2,448,000	-
420	CAP IMPROVEMENT-DEVELOPMENT	(1,200)	434,000	-	-
430	INFRASTRUCTURE FUND	313,500	82,800	-	1,350,000
431	CAP EQUIP REPLACE-GENERAL	481,800	2,557,700	40,000	850,000
432	CAP EQUIP REPLACE-SEWER	29,300	63,800	52,000	50,000
433	CAP EQUIP REPLACE-WATER	113,700	98,500	117,000	54,500
434	CAP EQUIP REPLACE - GARAGE	5,000	4,500	5,000	10,000
437	CAP EQUIP - INFO TECHNOLOGY	39,400	(4,300)	20,000	30,000
438	CAP EQUIP REPLACE STORM SEWE	9,900	19,500	45,000	50,000
601	WATER UTILITY	4,038,200	4,212,600	4,319,100	4,276,600
602	SEWER UTILITY	3,035,500	4,445,900	2,656,600	2,673,300
603	REFUSE FUND	2,273,300	2,221,700	3,104,000	3,600,000
604	STORM SEWER UTILITY	578,900	637,500	709,300	735,000
609	LIQUOR	8,942,600	9,323,400	9,531,500	9,920,500
631	WATER FUND DEBT SERVICE	85,000	89,600	87,000	205,600
632	SEWER FUND DEBT SERVICE	61,900	63,700	61,000	179,600
634	STORM SEWER DEBT SERVICE	58,900	69,800	63,000	100
639	LIQUOR FUND DEBT SERVICE	313,800	317,400	325,400	336,000
651	WATER CONSTRUCTION FUND	20,600	-	-	-
652	SEWER CONSTRUCTION FUND	-	-	-	500,000
653	STORM SEWER CONSTRUCT. FUND	333,400	(2,000)	-	-
701	CENTRAL GARAGE	651,700	689,800	669,700	805,000
705	BUILDING MAINTENANCE	226,800	232,300	243,200	260,200
720	INFORMATION TECHNOLOGY	416,800	634,500	763,700	927,800
ESTIMATED REVENUES - ALL FUNDS		51,018,200	51,206,000	49,669,100	56,079,500

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

SUMMARY BY FUND		2021	2022	2023	2024
FUND	DESCRIPTION	ACTIVITY	ACTIVITY	COUNCIL APPROVED BUDGET	CITY MANAGER BUDGET
EXPENSE					
101	GENERAL	13,825,700	17,019,500	16,435,700	17,923,700
201	PLANNING & INSPECTIONS	361,300	419,000	481,900	604,800
202	ANOKA CO COMM DEV PROGRAMS	10,400	112,100	-	-
204	EDA ADMINISTRATION	226,800	421,400	297,100	313,700
212	STATE AID MAINTENANCE	222,400	227,000	334,400	220,000
225	CABLE TELEVISION	187,100	395,500	195,000	186,000
226	SPECIAL PROJECT REVENUE	54,700	290,000	-	-
228	DOWNTOWN PARKING	55,800	50,000	56,700	56,600
240	LIBRARY	1,038,600	1,313,800	1,201,900	1,262,000
261	AFTER-SCHOOL PROGRAMS	10,000	12,600	45,800	25,000
262	21ST CENTURY ARTS	40,500	70,000	48,600	-
265	FORFEITURE FUND	5,400	-	-	-
272	PUBLIC SAFETY GRANTS - OTHER	5,800	59,700	-	-
315	SULL-SHORES:TX GO BONDS2008A	99,400	284,900	94,600	-
345	GO IMPROV/REV BONDS 2013	27,300	21,900	21,700	-
346	GO LIBRARY BONDS 2015A	456,600	457,700	458,800	454,700
347	GO PUBLIC SAFETY REFND 2017B	533,300	536,500	533,400	533,200
348	GO PUBFACILITIES REFND 2018A	208,400	204,000	209,500	209,900
372	HUSET PARK AREA TIF (T6)	873,200	686,200	190,200	742,700
375	TIF Z6: 47TH & GRAND	221,600	246,900	-	-
376	TIF DISTRICTS A3/C7/C8	(7,500)	(72,100)	-	-
389	TIF R8 CRESTV/TRANSITION BLK	58,200	2,700	-	-
391	SCATTERED SITE TIF W3/W4	5,700	4,600	-	-
392	TIF BB2 ALATUS 40TH AV	3,800	2,000	-	5,948,400
393	BB6 IF ALATUS 4300 CENTRAL	4,698,800	132,800	27,700	-
402	STATE AID CONSTRUCTION	521,600	862,300	2,450,000	-
408	EDA REDEVELOPMENT PROJECT FD	145,700	1,033,700	310,000	310,000
411	CAPITAL IMP-GEN GOVT. BLDG	44,400	3,368,900	-	-
412	CAPITAL IMPROVEMENT PARKS	(100)	8,500	-	-
415	CAPITAL IMPRVMT - PIR PROJ	1,720,900	1,298,400	600,000	-
420	CAP IMPROVEMENT-DEVELOPMENT	-	232,100	-	-
430	INFRASTRUCTURE FUND	2,100	154,100	244,300	1,100,000
431	CAP EQUIP REPLACE-GENERAL	1,357,800	301,600	783,500	939,800
432	CAP EQUIP REPLACE-SEWER	1,200	-	-	8,500
433	CAP EQUIP REPLACE-WATER	76,100	-	-	8,500
437	CAP EQUIP - INFO TECHNOLOGY	-	12,600	-	25,000
438	CAP EQUIP REPLACE STORM SEWE	-	-	-	8,500
601	WATER UTILITY	3,087,600	2,985,000	3,416,700	3,489,000
602	SEWER UTILITY	2,346,500	2,342,400	2,513,800	2,736,800
603	REFUSE FUND	2,123,800	2,200,500	3,404,000	4,240,700
604	STORM SEWER UTILITY	564,300	548,000	581,400	558,000
609	LIQUOR	9,014,900	9,730,600	9,654,500	10,095,100
631	WATER FUND DEBT SERVICE	6,200	4,500	3,700	37,100
632	SEWER FUND DEBT SERVICE	4,000	2,700	2,400	36,600
634	STORM SEWER DEBT SERVICE	4,800	3,500	3,000	1,000
639	LIQUOR FUND DEBT SERVICE	46,700	43,600	47,400	42,200
651	WATER CONSTRUCTION FUND	18,500	(100)	155,000	2,127,000
652	SEWER CONSTRUCTION FUND	634,800	-	330,000	1,377,000
653	STORM SEWER CONSTRUCT. FUND	131,200	-	775,000	-
701	CENTRAL GARAGE	685,700	764,100	978,500	1,003,400
705	BUILDING MAINTENANCE	212,500	242,800	278,900	316,800
720	INFORMATION TECHNOLOGY	419,900	637,300	763,700	915,300
APPROPRIATIONS - ALL FUNDS		46,394,400	49,675,800	47,928,800	57,857,000

City of Columbia Heights, Minnesota

BUDGET 2024

Administration

	Mayor-Council 101.1110	City Manager 101.1320	City Clerk 101.1410	Assessing 101.1550	Legal Services 101.1610	Cable TV 225.9844
Revenue						
Taxes	206,800	692,900	230,100	99,700	181,600	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	5,400	18,400	6,100	2,600	4,700	-
Charges for Services	-	-	-	5,000	-	-
Fines & Forfeits	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	138,500
Sales and Related Charges	-	-	-	-	-	-
Transfers & Non Rev Receipts	-	69,100	-	-	-	-
Total Revenue	212,200	780,400	236,200	107,300	186,300	138,500
Expenses						
Personnel Services	104,600	701,200	173,700	8,000	-	64,400
Supplies	2,300	10,000	400	100	-	4,000
Other Services and Charges	103,800	69,200	35,100	99,200	186,300	96,000
Capital Outlay	-	-	-	-	-	-
Contingencies & Transfers	1,500	-	27,000	-	-	21,600
Total Expenses	212,200	780,400	236,200	107,300	186,300	186,000
Change in Fund Balance	-	-	-	-	-	(47,500)

CITY OF COLUMBIA HEIGHTS, MINNESOTA

BUDGET 2024

DEPARTMENT: MAYOR-COUNCIL							
101 1110	GENERAL MAYOR-COUNCIL	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	96,000	83,500	98,000	104,600	104,600	-
	Supplies	19,800	22,400	17,600	2,300	2,300	-
	Other Services & Charges	59,600	60,300	86,100	103,800	103,800	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	500	800	1,500	1,500	1,500	-
	TOTALS: MAYOR-COUNCIL	175,900	167,000	203,200	212,200	212,200	-

Activity Description

The Mayor-Council budget covers the stipend, insurance benefits, and conference attendance for the elected officials; the costs associated with running the Council meetings, and the costs of various public engagement events each year. These events include including Music in the Park, Movies in the Park, SnowBlast, and the Community Art and Info Fair

Comments on Proposed Budget

The proposed Mayor-Council budget increased \$9,000 from 2023 to 2024, a 4.4% increase. This reflects a \$6,000 allowance for potential changes in insurance enrollment and a \$2,000 increase in public engagement costs.

Additionally, we note that certain existing public engagement costs budgeted withi the supplies category prior to 2024 are now budgetd within the Other Services and Charges category beginning in 2024.

CITY OF COLUMBIA HEIGHTS, MINNESOTA

BUDGET 2024

DEPARTMENT: CITY MANAGER							
101 1320	GENERAL CITY MANAGER	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	560,700	646,500	667,300	701,200	701,200	-
	Supplies	3,000	1,600	9,000	10,000	10,000	-
	Other Services & Charges	60,600	82,900	67,800	69,200	69,200	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: CITY MANAGER	624,300	731,000	744,100	780,400	780,400	-

Activity Description

This department is responsible for the administration of all activities, functions, and programs of the City in accordance with the policies and guidelines adopted by the City Council. Duties of the department include planning, organizing, directing, and coordinating the operations of all departments, with the exception of the Police Department. This department is responsible for human resources, labor relations, employee relations, communications, and special projects and events functions of the City.

Comments on Proposed Budget

The proposed budget for the City Manager department within the General Fund is an increase of \$36,300 or 4.9% from 2023 to 2024, primarily from 3.25% cost-of-living increases in existing labor agreements for 2024, plus seniority step raises phased-in from the 2022 compensation plan.

There are no significant changes in operations of the Administration Department proposed for 2024. Human Resources and Communications staffing and activities will remain consistent with 2023 levels.

CITY OF COLUMBIA HEIGHTS, MINNESOTA

BUDGET 2024

DEPARTMENT: CITY CLERK							
101 1410	GENERAL CITY CLERK	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	47,900	108,600	69,700	173,700	173,700	-
	Supplies	-	1,100	200	400	400	-
	Other Services & Charges	20,300	23,900	31,100	35,100	35,100	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	27,000	27,000	-
TOTALS: CITY CLERK		68,200	133,600	101,000	236,200	236,200	-

Activity Description

The City Clerk provides assistance to the Mayor, City Council, and City Manager; organizes and directs elections, serves as the responsible authority for compliance with the MN Data Practices Act, maintains the City Code, prepares and assembles Council meeting agendas and materials, takes and transcribes minutes of the City Council meetings, maintains records and files of official city documents, oversees the boards and commissions, serves as the Sunshine Fund Coordinator, serves as backup to the Administrative Assistant, and is the department liaison to the Sister City Committee. With the exception of special elections, elections are only held in even numbered years. This is the reason for the significant difference from one year to the next in this department's annual budget.

Comments on Proposed Budget

The proposed City Clerk budget increased from 2023 by \$135,200 or 134%. This is due to 2024 being a year with at least three elections; a primary, a presidential primary and a general election. Additionally, the 2024 proposed budget includes \$27,000 within the Contingency category for a possible special election in February 2024. There were no elections held in 2023.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: ASSESSING							
101 1550	GENERAL ASSESSING	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	6,100	4,700	7,500	8,000	8,000	-
	Supplies	100	100	-	100	100	-
	Other Services & Charges	74,400	97,100	100,300	99,200	99,200	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: ASSESSING	80,600	101,900	107,800	107,300	107,300	-

Activity Description

The Assessing Department provides tax and homestead information. Through a joint powers agreement with Anoka County, the County provides for the assessment of property in Columbia Heights and process homestead applications. The City contracted with the Count for special assessment billing services beginning in 2003.

Comments on Proposed Budget

The proposed Assessing budget has a decrease of \$500 or -0.5% from 2023 to 2024.

Estimated Anoka County contract costs for property valuation services decreased \$1,100. This was partially offset by increases in City staff costs.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: LEGAL SERVICES							
101 1610	GENERAL LEGAL SERVICES	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	-	-	-	-	-	-
	Supplies	-	-	-	-	-	-
	Other Services & Charges	173,300	185,700	186,200	186,300	186,300	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: LEGAL SERVICES	173,300	185,700	186,200	186,300	186,300	-

Activity Description

The Legal Services Department handles all civil and prosecution matters for the City. These services are currently under retainer with the law firm of Barna, Guzy, and Steffen, Ltd. This Department also budgets for outside employment and labor attorney services.

Comments on Proposed Budget

The proposed Legal Services budget is estimated at substantially the same for 2024 as for 2023.

The principal item in this department's budget are legal services contracted with the law firm, Barna Guzy and Steffen. With the attorney from this firm that has been assigned to the City for many years retiring at the end of 2023, potential alternative arrangements for 2024 and beyond are under consideration at this time.

CITY OF COLUMBIA HEIGHTS, MINNESOTA

BUDGET 2024

DEPARTMENT: CABLE TELEVISION							
225 9844	CABLE TELEVISION	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	51,900	54,100	60,400	64,400	64,400	-
	Supplies	1,500	2,900	2,100	4,000	4,000	-
	Other Services & Charges	75,700	69,100	107,400	96,000	96,000	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	58,000	269,400	25,100	21,600	21,600	-
	TOTALS: CABLE TELEVISION	187,100	395,500	195,000	186,000	186,000	-

Activity Description

The Cable Television Department operates under the Administration Department to administer the franchise ordinance with Comcast; operate the local government access channels; provide other citywide communications; and provide customer resolution to residents' cable service and billing issues.

Comments on Proposed Budget

The proposed Cable Television budget decreased by \$9,000 or -4.6% from 2023 to 2024. This reflects the elimination of \$10,000 previously budgeted for contract graphic design services. Staff judges that when this work is required, it can be substantially completed in-house by City staff. All other changes proposed for 2024 were largely offsetting.

City of Columbia Heights, Minnesota

BUDGET 2024

Community Development

	EDA			
	Planning & Inspections	EDA	Downtown Parking	Redevelopment Project
	201.2400	204.6314	228.6317	408.6414
Revenue				
Taxes	-	310,000	-	310,000
Licenses & Permits	395,400	-	-	-
Intergovernmental	-	-	-	-
Charges for Services	-	-	-	-
Fines & Forfeits	-	-	-	-
Miscellaneous	5,500	3,700	-	-
Sales and Related Charges	-	-	-	-
Transfers & Non Rev Receipts	208,000	-	56,600	-
Total Revenue	608,900	313,700	56,600	310,000
Expenses				
Personnel Services	506,600	259,900	1,500	-
Supplies	9,100	800	-	-
Other Services and Charges	60,200	24,100	55,100	100,000
Capital Outlay	-	-	-	210,000
Contingencies & Transfers	28,900	28,900	-	-
Total Expenses	604,800	313,700	56,600	310,000
Change in Fund Balance	4,100	-	-	-

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: PLANNING & INSPECTIONS							
201 2400	PLANNING & INSPECTIONS PLANNING & INSPECTIONS	Actual Expense	Actual Expense	Adopted Budget	Department Proposed	City Manager Proposed	Council Adopted
Description		2021	2022	2023	2024	2024	2024
	Personnel Services	303,200	304,400	396,700	506,600	506,600	-
	Supplies	1,700	1,900	11,000	9,100	9,100	-
	Other Services & Charges	36,400	90,700	52,200	60,200	60,200	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	20,000	22,000	22,000	28,900	28,900	-
	TOTALS: PLANNING & INSPECTIONS	361,300	419,000	481,900	604,800	604,800	-

Activity Description

The Planning & Inspections Department ensures the public health, safety, and general welfare of the community through implementation, administration, and enforcement of the City Zoning Code and the respective Minnesota State Building Codes. The main activities of the Planning & Inspections Department include providing staff support to the Planning Commission; implementing short and long-range planning policies that address the changing dynamics of social, political, and economic environments; facilitating the implementation and administration of the Comprehensive Plan; conducting special projects for the benefit of the community; serving as project managers for development and redevelopment projects; administering FEMA requirements; issuing building, mechanical and plumbing permits, as well as contractor and businesses licenses; reviewing building plans and construction documents; and inspecting the construction and installation of projects.

Comments on Proposed Budget

The Planning and Inspections Fund increased by \$122,900 from 2023 to 2024, an increase of approximately 26%. In 2024, the City's General Fund Levy will continue to partially support the operations of the Planning and Inspections department. The City's General Fund contribution will increase by \$64,000 or approximately 44% for 2024.

PERSONAL SERVICES:
 Personal Services will increase by \$109,900, or 28%. This increase is due in part to regular COLA increases and salary adjustments for the City Planner, Building Official, and Administrative Assistant II. The primary driver of the increase to personnel costs is the addition of a new Building Inspector position to the department. This new position will be funded by a combination of permit revenue and general fund resources, with each source covering approximately 50% of the new position.

SUPPLIES:
 The Supplies budget will decrease by \$1,900 to accurately reflect expected expenditures for 2024.

OTHER SERVICES AND CHARGES:
 Other Services and Charges will increase by \$8,000, or 15%. This increase will accommodate an allowance of \$3,000 for Education and Training. The 2023 budget did not include funding for these activities. The Software and Subscriptions budget will increase by \$3,400 to allow for costs related to online permitting and licensing software. Staff reviewed software options for online business licensing in 2023 and were unable to find a vendor that met the needs of the department. For 2024, staff would like to explore vendors that offer combined software solutions for building permits and licensing in one location. This effort will require a completely new online permitting software provider, as the current online permitting vendor does not offer a business licensing module. Other areas of notable increase include Property and Liability Insurance (\$1,200), and Information Systems (\$600).

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: ECONOMIC DEVELOPMENT AUTHORITY							
204 6314	COMMUNITY DEVELOPMENT ECONOMIC DEVELOPMENT AUTH.	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	155,800	231,700	251,200	259,900	259,900	-
	Supplies	200	500	3,000	800	800	-
	Other Services & Charges	50,800	17,100	20,800	24,100	24,100	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	20,000	172,100	22,100	28,900	28,900	-
	TOTALS: ECONOMIC DEVELOPMENT	226,800	421,400	297,100	313,700	313,700	-

Activity Description

The Economic Development Authority coordinates several activities that both directly and indirectly act as a catalyst for improving the community's overall quality of life, business vitality, and economic performance. The main activities of Economic Development Authority staff include providing support to the Columbia Heights Economic Development Authority and the Housing & Redevelopment Authority in and for the City of Columbia Heights; leveraging public and private partnerships to increase the amount of reinvestment within the City; serving as project managers for development and redevelopment projects; writing and maintaining grants from governmental agencies and corporate institutions; preparing and maintaining Tax Increment Financing, Tax Abatement, and Private Activity Bond records; developing and implementing a Business Retention & Expansion programs; managing housing programs; and facilitating the acquisition and conveyance of City owned properties.

Comments on Proposed Budget

The Economic Development Authority Fund increased by \$16,600 from 2023 to 2024, an increase of approximately 5.6%.

PERSONNEL SERVICES:
Personnel services will increase by \$8,700, or 3.5% to accommodate COLA increases for the Community Development Director and Community Development Coordinator positions.

SUPPLIES:
The Supplies budget will decrease by \$2,200 to accurately reflect the needs of the department. This decrease is driven by a lack of computer hardware purchases planned in 2024.

OTHER SERVICES AND CHARGES:
Other Services and Charges will increase by \$3,300 to adequately reflect the anticipated workload of the department, and account for increases in Training and Education, Property and Liability Insurance, Software and Subscriptions, Memberships, and Information Systems.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: DOWNTOWN PARKING							
228	DOWNTOWN PARKING	Actual	Actual	Adopted	Department	City Manager	Council
6317	DOWNTOWN PARKING	Expense	Expense	Budget	Proposed	Proposed	Adopted
Description		2021	2022	2023	2024	2024	2024
	Personnel Services	-	-	1,500	1,500	1,500	-
	Supplies	200	100	-	-	-	-
	Other Services & Charges	55,600	49,900	55,200	55,100	55,100	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: DOWNTOWN PARKING	55,800	50,000	56,700	56,600	56,600	-

Activity Description

The Downton Parking Fund operates to increase the economic viability of the Central Business District and maintain its livable qualities. This fund administers the management, operation, and maintenance of the 310 stall municipal parking ramp located at 4011 Van Buren Street NE, Columbia Heights, MN. The City currently holds a lease through May of 2025 with Fairview Health Services for 130 of the parking spaces. Staff are exploring ways to more fully utilize the ramp by seeking additional long term leases.

*Special Note: As part of the redevelopment of the 3989 Central Avenue site, the former municipal parking ramp at 950 40th Avenue was demolished in late 2020.

Comments on Proposed Budget

The Downtown Parking Fund will remain unchanged for 2024 to account for operating and maintenance expenses related to the City's municipal parking ramp located at 4025 Van Buren Street.

For several years, the primary user/tenant of the parking ramp was Fairview Health Services, as the adjacent office building at 4000 Central Avenue has limited parking and relies on the City's ramp for nearly all its parking demand. In late 2022, Fairview Health fully vacated the building and closed their clinic operations resulting in termination of a longstanding parking lease agreement. The building is now being offered for sale/lease. Until a new owner/tenant is identified, the City has no primary user of the ramp, and subsequently no revenue to pay for the required annual maintenance of the ramp.

Despite the loss of revenue from Fairview Health Services, the ramp remains an important asset to the vitality of the Central Business District (CBD) by providing parking for several businesses located in the CBD. Funding for the operation and maintenance of the ramp in 2024 will come from the City's Special Project Fund 420. Staff will monitor the sale/lease of the 4000 Central office building and work to secure a long-term lease with any new owner/tenant.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: COMMERCIAL REVITALIZATION							
408 6414	EDA REDEVELOPMENT PROJECT COMMERCIAL REVITALIZATION	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	1,500	400	-	-	-	-
	Supplies	-	-	-	-	-	-
	Other Services & Charges	2,800	6,000	85,000	100,000	100,000	-
	Capital Outlay	29,100	177,200	225,000	210,000	210,000	-
	Contingencies & Transfers	2,600	816,100	-	-	-	-
	TOTALS: COMMERCIAL REVITALIZA	36,000	999,700	310,000	310,000	310,000	-

Activity Description

The Redevelopment Project Fund is a working capital fund designed to provide the resources necessary for the Columbia Heights Economic Development Authority to implement approved activities for the benefit of the community. The two approved activities covered previously within this fund are the Commercial Revitalization Project and the Facade Improvement Grant Program. Beginning with the 2023 budget, Fire Suppression grants will be awarded.

Comments on Proposed Budget

The overall budget will remain the same for 2024 at \$310,000. This fund is supported by the Housing and Redevelopment Authority (HRA) Levy and is recognized in Fund 408. Fund 408 will continue to support redevelopment projects and program expenditures of the Columbia Heights Economic Development Authority (EDA), including the Facade Improvement Grant Program (\$50,000), Fire Suppression Grant Program (\$50,000), and strategic property acquisitions (\$210,000).

City of Columbia Heights, Minnesota
 BUDGET 2024
 Finance

	Finance	City Hall	Contingencies	Transfers	Water	Sewer	Storm Sewer	Cap Equip Replacement
	101.1510	101.1940	101.9200	101.9300	601.9690	602.9690	604.9690	431.1510
Revenue								
Taxes	554,400	159,700	97,500	614,600	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-
Intergovernmental	14,700	4,300	2,500	16,400	-	-	-	-
Charges for Services	-	-	-	-	-	-	-	-
Fines & Forfeits	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	127,000	-	-	-	-
Sales and Related Charges	-	-	-	-	197,100	197,100	1,800	-
Transfers & Non Rev Receipts	520,900	-	-	-	-	-	-	-
Total Revenue	1,090,000	164,000	100,000	758,000	197,100	197,100	1,800	-

Expenses								
Personnel Services	1,003,700	-	-	-	-	-	-	-
Supplies	6,900	6,000	-	-	1,700	1,700	-	-
Other Services and Charges	79,400	158,000	50,000	-	63,100	63,100	1,800	-
Capital Outlay	-	-	-	-	-	-	-	-
Contingencies & Transfers	-	-	50,000	758,000	132,300	132,300	-	-
Total Expenses	1,090,000	164,000	100,000	758,000	197,100	197,100	1,800	-

Change in Fund Balance

- - - - -

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: FINANCE							
101 GENERAL 1510 FINANCE	Description	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
	Personnel Services	838,700	917,800	955,900	1,003,700	1,003,700	-
	Supplies	8,700	7,400	9,500	6,900	6,900	-
	Other Services & Charges	84,400	74,900	84,000	79,400	79,400	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: FINANCE	931,800	1,000,100	1,049,400	1,090,000	1,090,000	-

Activity Description

The purpose of the Finance Department is to account for all financial operations of the City and to report on those operations. The Finance department is responsible for budgeting, financial reporting, accounts payable and receivable, payroll, utility billing, purchasing, liquor operations, and information systems within city operations.

Budget Comments on Proposed Budget

The proposed 2024 budget is an increase of \$40,600 or 3.9% over 2023.

A 5% increase in personnel costs reflects both seniority step increases phased-in from the new compensation plan adopted in 2022 and 3.25% cost-of-living increases required in 2024 under current labor agreements. This was partially offset with a net decrease in nonpersonnel costs.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: CITY HALL							
101 1940	GENERAL CITY HALL	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	-	-	-	-	-	-
	Supplies	6,700	3,700	6,700	6,000	6,000	-
	Other Services & Charges	136,800	149,700	142,300	158,000	158,000	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: CITY HALL	143,500	153,400	149,000	164,000	164,000	-

Activity Description

This department accounts for the general maintenance and operation of City Hall. The major expenses in this budget are occupancy costs. It also includes some centralized costs of general office supplies used by all City divisions occupying City Hall.

The budget for this department will apply to operations at the old City hall until the point in mid-2023 when operations are moved to the new City hall. Thereafter, the budget for this department will apply to the operations at the new City hall. Following the move, a separate project budget will be established to provide for certain minimal maintenance and security at the old City hall until the eventual redevelopment of that property occurs.

Budget Comments on Proposed Budget

For 2023 this budget contained the operating costs of the old City Hall. For 2024, this budget contains the estimated costs of the new City Hall.

For 2024, the budget increased by \$15,000 or 10.1%. This primarily reflects the addition of \$28,000 per year for rented parking spaces at the new City Hall, partially offset by net reductions in other operating costs such as building repair and maintenance. Whereas, parking at the old City hall was on City-owned lots.

We note that with any new building, first year operating costs are difficult to predict.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: CONTINGENCIES							
101 9200	GENERAL CONTINGENCIES	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	-	-	-	-	-	-
	Supplies	14,100	-	-	-	-	-
	Other Services & Charges	6,500	-	-	50,000	50,000	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	40,000	50,000	50,000	-
	TOTALS: CONTINGENCIES	20,600	-	40,000	100,000	100,000	-

Activity Description

This department was established to budget an allowance for activity not anticipated and budgeted for under other departments.

Budget Comments on Proposed Budget

The Contingencies budget for 2024 is \$100,000. This includes a \$50,000 increase in Other Services & Charges to fund estimated annual holding costs of the old city hall until it can be transitioned to a redevelopment property.

Increasing the line item for Contingencies by \$10,000 for 2024 only raises this general risk allowance to 0.3% of the General Fund budget.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: TRANSFERS							
101 9300	GENERAL TRANSFERS	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	-	-	-	-	-	-
	Supplies	-	-	-	-	-	-
	Other Services & Charges	-	-	-	-	-	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	294,500	1,993,500	544,000	758,000	758,000	-
	TOTALS: TRANSFERS	294,500	1,993,500	544,000	758,000	758,000	-

Activity Description

This department was established to account for transfers-out from the General Fund to other City funds.

Budget Comments on Proposed Budget

There are four recurring items in this budget for 2024:

- An annual transfer of \$100,000 of general fund property tax levy to the Parks Capital Fund 412, to supplement various other funding for capital improvements to City parks under the parks master plan. This item originated from the 2020 closure of a tax increment district, which in turn increased the tax base subject to the general property tax levy by approximately the amount required to fund this transfer.
- An annual transfer of general fund property tax levy to Planning and Inspections Fund 201, to fund the portion of the planning function not provided by planning fees. This amount is at \$148,000 for 2024.
- New for 2024 is a \$60,000 annual transfer to the Planning and Inspections Fund for the tax-supported portion of a new building inspector position as part of a Point-Of-Sale inspections program.
- An annual transfer of general fund property tax levy to the City's internal service fund for Information Technology, as one part of a five-year strategic plan for technology implemented by the City in late 2021. As the final phase-in of new funding for this five-year plan, the annual amount increased from \$300,000 for 2023 to \$450,000 for 2024.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: WATER UTILITY							
601 9690	WATER UTILITY ADMINISTRATION & GENERAL	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	-	-	-	-	-	-
	Supplies	4,100	900	700	1,700	1,700	-
	Other Services & Charges	51,500	54,200	55,900	63,100	63,100	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	105,600	109,000	124,200	132,300	132,300	-
	TOTALS: WATER UTILITY	161,200	164,100	180,800	197,100	197,100	-

Activity Description

The Administration Department of the Water Utility Fund accounts for 33.3% of the costs associated with the utility billing process costs associated with meter reading. The remaining costs for utility billing are allocated to the Sewer Utility Fund - 33.3% and the Refuse Utility Fund 33.3%; except the costs for meter reading are allocated 50% each to the Water and Sewer Funds.

Budget Comments on Proposed Budget

The 2024 budget for this department is \$16,300 or 9% higher than 2023. Nearly half of this increase is in the annual transfer to the General Fund for administrative labor. Nonpersonnel increases include an estimated \$4,000 increase in Credit Card Fees based on actual customer volume and a \$2,500 increase in Expert and Professional Fees for the annual audit and PCI compliance audit fees.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: SEWER UTILITY ADMINISTRATION & GENERAL							
602 9690	SEWER UTILITY ADMINISTRATION & GENERAL	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	-	-	-	-	-	-
	Supplies	4,100	900	700	1,700	1,700	-
	Other Services & Charges	61,700	54,300	55,900	63,100	63,100	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	105,600	109,000	124,200	132,300	132,300	-
	TOTALS: SEWER UTILITY	171,400	164,200	180,800	197,100	197,100	-

Activity Description

The Administration Department of the Sewer Utility Fund accounts for 33.3% of the costs associated with the utility billing process and one-half of the costs associated with meter reading. The remaining costs for utility billing are allocated to the Sewer Utility Fund - 33.3% and the Refuse Utility Fund 33.3%; except the costs for meter reading are allocated 50% each to the Water and Sewer Funds.

Budget Comments on Proposed Budget

The 2024 budget for this department is \$16,300 or 9% higher than 2023. Nearly half of this increase is in the annual transfer to the General Fund for administrative labor. Nonpersonnel increases include an estimated \$4,000 increase in Credit Card Fees based on actual customer volume and a \$2,500 increase in Expert and Professional Fees for the annual audit and PCI compliance audit fees.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: STORM SEWER ADMINISTRATION & GENERAL							
604	STORM SEWER	Actual	Actual	Adopted	Department	City Manager	Council
9690	ADMINISTRATION & GENERAL	Expense	Expense	Budget	Proposed	Proposed	Adopted
Description		2021	2022	2023	2024	2024	2024
Personnel Services		-	-	-	-	-	-
Supplies		-	-	-	-	-	-
Other Services & Charges		1,100	1,200	1,300	1,800	1,800	-
Capital Outlay		-	-	-	-	-	-
Contingencies & Transfers		-	-	-	-	-	-
TOTALS: STORM SEWER		1,100	1,200	1,300	1,800	1,800	-

Activity Description

The Administration Department of the Storm Sewer Utility Fund accounts for costs directly associated with this fund. At this time, there are no allocated costs for the utility billing process or meter reading in this fund.

Budget Comments on Proposed Budget

As in prior years, the only item in this department's budget is an allocable share of the annual audit fee.

City of Columbia Heights, Minnesota
BUDGET 2024

Fire

	Fire 101.2200	Property Inspections 101.2300	Cap Equip Replacement Fire 431.2200
Revenue			
Taxes	1,425,300	450,100	-
Licenses & Permits	361,000	-	-
Intergovernmental	157,700	11,900	126,800
Charges for Services	108,000	-	-
Fines & Forfeits	-	-	-
Miscellaneous	-	-	1,600
Sales and Related Charges	-	-	6,300
Transfers & Non Rev Receipts	-	-	-
Total Revenue	2,052,000	462,000	134,700
Expenses			
Personnel Services	1,616,600	448,600	-
Supplies	107,100	5,700	75,000
Other Services & Charges	328,300	7,700	-
Capital Outlay	-	-	74,000
Contingencies & Transfers	-	-	-
Total Expenses	2,052,000	462,000	149,000
Change in Fund Balance	-	-	(14,300)

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: FIRE							
101 2200	GENERAL FIRE	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	1,392,600	1,547,300	1,592,800	1,616,600	1,616,600	-
	Supplies	97,400	163,100	99,900	107,100	107,100	-
	Other Services & Charges	303,200	306,400	306,100	328,300	328,300	-
	Capital Outlay	14,900	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: FIRE	1,808,100	2,016,800	1,998,800	2,052,000	2,052,000	-

Activity Description

The Fire Department provides essential all-hazards prevention and response services for the citizens of Columbia Heights and Hilltop. These vital services include:

- Emergency medical care
- Fire suppression and investigation
- Public education
- Fire code enforcement
- Emergency Management Support

In addition, the fire department partners with local, state, and federal agencies to design and implement emergency management services for the City of Columbia Heights. Through these efforts, the fire department ensures our citizens have continued protection of public safety, health, and welfare during emergencies and natural disasters. The fire department's operational status remains strong and the emergency management division of the City is functional and highly trained.

Comments on Proposed Budget

The recommended 2024 budget for the Fire Department is \$2,052,000; a 2.66% increase from the 2023 adopted budget.

PERSONNEL SERVICES: Employee salary increases, an increase in the City's cost for employee health insurance, and an increase in workers' compensation insurance is offset by a decrease of \$30,400 in overtime costs over 2023 for full-time employees. The cutback in overtime is primarily due to increased staffing of paid-on-call firefighters, reducing the need to use full-time employees to backfill vacant shifts.

SUPPLIES: General Supplies, Uniforms, and Protective Clothing increased a total of 7.3% (\$3,500) over 2023 to align with cost increases of preferred vendors and in preparation for the ongoing hiring of new recruits.

OTHER SERVICE CHARGES: Other Services & Charges increased 7.25% (\$22,200) due to the purchase of a new records management system (First Due) and the purchase of a policy manual and training support service for first responders (Lexipol Expert). Professional Services increased \$2,000 in anticipated preplacement testing costs for new recruits.

Software and software subscriptions increased by \$8,600. This increase is in part due to the newly adopted contract with Lexipol, which supplies and maintains our policy and procedures manual and provides online training courses and wellness resources. Also included in the increase is the purchase of First Due, our new County wide records management system as approved by the Anoka County Fire Protection Council.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: PROPERTY INSPECTIONS							
101 2300	GENERAL PROPERTY INSPECTIONS	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	342,000	424,400	432,700	448,600	448,600	-
	Supplies	2,500	13,100	10,600	5,700	5,700	-
	Other Services & Charges	9,700	7,300	7,300	7,700	7,700	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: PROPERTY INSPECTIONS	354,200	444,800	450,600	462,000	462,000	-

Activity Description

The purpose of the Property Maintenance and Rental Inspection division is to safeguard the health, safety, and welfare of the public and rental occupants by enforcing city ordinances and building and property maintenance codes. The division is managed by the Assistant Fire Chief and consists of two fulltime inspectors, a full-time administrative assistant and one seasonal inspector during summer months. The budget is comprised of expenses related to enforcement activities of the City's property maintenance code including rental property licensing and inspections, long grass/weed inspections, nuisance inspections, and property maintenance inspections of commercial and residential properties. The program sets the City's minimum requirements and standards for premises, structures, and equipment guaranteeing the following:

- Rental units have proper light, ventilation, space, heating, sanitation, and protection from the elements.
- Residents have life safety measures in case of fires and other hazards.
- Determine and enforce safe and sanitary property maintenance duties.
- Hold owners, operators and occupants accountable for clear violations of city codes and ordinances.
- Verify the occupancy of existing structures and premises and determine code compliance.
- Administration, enforcement, and penalties.

Comments on Proposed Budget

The recommended 2024 budget for the Property Inspections Department is \$462,000; a 2.53% increase from the 2023 adopted budget

PERSONNEL SERVICES: The 2024 Property Maintenance budget shows a modest increase in personnel costs due primarily to regular COLA increases and wage increases as reflected by the step scale negotiated by various bargaining units and set by the City. We are also proposing a \$4,400 increase for our seasonal grass inspector. The purpose of this position is to perform and maintain all activities involving grass/weed and outside storage code violation inspections and related record keeping.

CITY OF COLUMBIA HEIGHTS, MINNESOTA

BUDGET 2024

DEPARTMENT: ABATEMENT PROJECTS							
415 6450	CAPITAL IMPRVMT - PIR PROJ ABATEMENT PROJECTS	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	-	-	-	-	-	-
	Supplies	-	-	-	-	-	-
	Other Services & Charges	47,800	87,900	40,000	-	-	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: ABATEMENT PROJECTS	47,800	87,900	40,000	-	-	-

Activity Description

This department accounts for the direct costs of code enforcement efforts to eliminate (abate) nuisance and hazardous conditions on private property. Routinely, this includes mowing long grass and weeds, sidewalk snow removal, and removal of outside storage/junk hauling. At times, this code enforcement is more involved and requires obtaining an administrative search warrant to address issues with buildings on the private property.

The administrative costs of this activity are included in the Property Inspections budget of the General Fund (101.2300).

Each owner of a noncompliant property, after being given notice of the noncompliance and time to correct, is billed for all of the direct costs of the abatement, plus a flat fee to cover the administrative cost. If the bill is not paid by October of each year, the unpaid bill is levied upon the property as a special assessment and collected with the following year's property taxes.

Comments on Proposed Budget

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: CAP EQUIP REPLACEMENT GENERAL							
431 2200	CAP EQUIP REPLACEMENT GENE FIRE	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	-	-	-	-	-	-
	Supplies	-	8,400	-	75,000	75,000	-
	Other Services & Charges	-	-	-	-	-	-
	Capital Outlay	640,400	81,500	-	74,000	74,000	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: CAP EQUIP REPLACEME	640,400	89,900	-	149,000	149,000	-

Activity Description

The Fire Capital Equipment Replacement - General Fund exists to fund the long term ongoing capital equipment needs in the general fund. The department's detailed 20-year projection schedule of equipment needs and long term replacement shall be updated to reflect current department priorities and an all-hazards approach to response and provisions of service.

Budget Comments on Proposed Budget

In 2022, the City Council approved the purchase of a new Pumper and Ladder truck. The Fire Department expects to take possession of the Ladder in August or September of 2024 at which time a variety of loose equipment will be needed to prepare it for service. Much of this equipment will be reused from the outgoing Ladder to save costs. However, other items such as radios, MDTs, FLIRS, 4 gas detectors, chain saws, ventilation fans, extrication equipment and various hand tools will need to be purchased. The radios and MDT's need to be purchased while the truck is being built so they can be sent to the factory for installation. The total cost of the loose equipment proposed is \$74,000.

The Fire Department is proposing the purchase of a station alerting system. The current alerting system we are using is a modified pager that's housed in the watch room and was wired into speakers throughout the station. This system is problematic for several reasons. If the volume on the pager is too low or it is removed from the docking station, calls for service are not transmitted over the speaker and responders don't get the page. This was a modified system that the Anoka County radio shop installed to alert us of emergency calls. We are proposing to update this system with a Phoenix Alerting system. When an incident occurs, the computer-aided dispatch (CAD) system interfaces with the Phoenix G2 communications gateway, located at the dispatch processing center. The gateway receives alerting data from a dispatcher via an interface with an existing CAD host, or directly from USDD's interactive Web-based interface. Dispatchers can send manual alerts using the manual alerting application within the communications gateway. dispatch processing time is reduced by sending IP-based alerts over a high-speed network, which will notify the fire station immediately without delay. The system integrates crystal-clear text-to-speech technology and high-contrast message signs. This will help our emergency personnel react promptly and efficiently to every call. Fully automated dispatching awakens only on-call units with ramped tones and lighting, so non-dispatched crews remain undisturbed. This system installed was quoted in 2023 for \$75,000.

City of Columbia Heights, Minnesota
 BUDGET 2024
 Information Technology

	IS	Cap. Equip IS
	720,9980	437,9980
<hr/>		
Revenue		
Taxes	-	-
Licenses & Permits	-	-
Intergovernmental	-	-
Charges for Services	-	-
Fines & Forfeits	-	-
Miscellaneous	-	-
Sales and Related Charges	477,800	30,000
Transfers & Non Rev Receipts	450,000	-
Total Revenue	<u>927,800</u>	<u>30,000</u>
Expenses		
Personnel Services	640,100	-
Supplies	19,100	5,000
Other Services and Charges	256,100	20,000
Capital Outlay	-	-
Contingencies & Transfers	-	-
Total Expenses	<u>915,300</u>	<u>25,000</u>
Change in Fund Balance	12,500	5,000

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: INFORMATION TECHNOLOGY							
720 9980	INFORMATION TECHNOLOGY INFORMATION TECHNOLOGY	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	335,600	487,100	608,100	640,100	640,100	-
	Supplies	19,300	26,000	7,600	19,100	19,100	-
	Other Services & Charges	65,000	124,200	148,000	256,100	256,100	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: INFORMATION SYSTEMS	419,900	637,300	763,700	915,300	915,300	-

Activity Description

The IT department provides technology implementation, management, support, and training to the City employees at 10 locations. With the City's growing dependence on technology, it is imperative that the City maintains resources on hand to support and develop the City's technology needs. Modern technologies and training increase City employees' productivity and reduce overall cost of technology ownership.

Notable IT components:

- Approximately 280 desktop PCs, virtual PCs, and portable computers.
- More than 270 phones with 570 phone numbers and voicemail boxes.
- Approximately 60 physical and virtual servers and data storage systems.
- More than 40 printers, copiers, scanners.
- Approximately 250 network devices and components of video security, physical access control systems, and building automation systems.
- 20 databases.
- Laserfiche document imaging system (about 470,000 documents with 3.8 million pages).
- Cloud applications (O365)
- Special departmental applications.
- Security, Department of Homeland Security performed penetration testing on the City network in 2022 and named it one of the most secure locations they have assessed.

Comments on Proposed Budget

The 2024 IT Budget includes an increased transfer-in from the general fund in-line with year 3 of the 5-year strategic technology plan adopted by the City council according to guidance provided by Sciens. This is the final major increase to IT's budget. The increase brings IT's operating budget up to comparable industry standards. The IT department is ahead of schedule with inner-department redevelopment and is in progress of building a stronger more capable City-wide network.

Notable increases for 2024 include two major projects outlined in the strategic technology plan.

-Developing a formal Disaster Recovery site:
Currently we only backup data off-site. In the event of a disaster, it would take over a week for minimal recovery. With a formal disaster recovery site, IT services would be available immediately with most services back online within hours. A disaster recovery site involves purchasing and deploying new hardware as well as developing an IT Service Catalog and Disaster Recovery plan.

-Add dry fire suppression system at Public Safety Center server room:
In the event of a fire at the Public Safety Center, water is used to suppress the fire in our server room. Water would destroy the equipment and data. A dry gaseous fire suppression system will be installed in order preserve the City's electronics equipment and sensitive data. The HVAC system within the server room will need to be modified to safely function with the dry suppression system. The HVAC system's design is also inadequate for cooling our servers and needs to be modified to function properly.

In addition to these larger projects, IT is budgeting for formal hand tools that we currently don't possess as well as digital cleaning and testing tools for the City's network systems. Much like hand tools, most of IT's "tools" are in the form of software. The software and software services line item includes an increase for software to support on-call IT staff, additional monitoring and project management.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: IT CAPITAL EQUIPMENT REPLACEMENT							
437	IT CAPITAL EQUIPMENT	Actual	Actual	Adopted	Department	City Manager	Council
9980	INFORMATION TECHNOLOGY	Expense	Expense	Budget	Proposed	Proposed	Adopted
Description		2021	2022	2023	2024	2024	2024
	Personnel Services	-	-	-	-	-	-
	Supplies	-	12,600	-	5,000	5,000	-
	Other Services & Charges	-	-	-	20,000	20,000	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: IS CAP EQUIP REPLACEMENT	-	12,600	-	25,000	25,000	-

Activity Description

The IT Capital Equipment Fund #437 is primarily used for IT hardware, software, and project costs, with a useful life of more than one year and a per item cost of \$15,000 or more. Items meeting these criteria are not expensed against the budget in the year of purchase, but are instead depreciated over 3-10 years with a the annual portion of the depreciation expense charged to each year's budget within the IT Operating Fund #720.

Comments on Proposed Budget

The 2024 IT Capital Equipment budget includes replacement hardware, IT service catalog and disaster recovery plan. 2024 purchases depreciated over multiple years include:

- \$22,000 Replacement of existing server
- \$22,000 server to build a disaster recovery site

City of Columbia Heights, Minnesota
 BUDGET 2024
 Library

	Library
	240,550
Revenue	
Taxes	1,248,000
Licenses & Permits	-
Intergovernmental	-
Charges for Services	10,100
Fines & Forfeits	900
Miscellaneous	3,000
Sales and Related Charges	-
Transfers & Non Rev Receipts	-
Total Revenue	1,262,000
Expenses	
Personnel Services	847,200
Supplies	103,800
Other Services and Charges	292,400
Capital Outlay	-
Contingencies & Transfers	18,600
Total Expenses	1,262,000
Change in Fund Balance	-

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: LIBRARY							
240	LIBRARY	Actual	Actual	Adopted	Department	City Manager	Council
5500	LIBRARY	Expense	Expense	Budget	Proposed	Proposed	Adopted
Description		2021	2022	2023	2024	2024	2024
	Personnel Services	690,800	744,400	809,700	847,200	847,200	-
	Supplies	89,700	132,100	95,800	103,800	103,800	-
	Other Services & Charges	243,000	270,900	268,400	292,400	292,400	-
	Capital Outlay	-	-	10,000	-	-	-
	Contingencies & Transfers	15,100	166,400	18,000	18,600	18,600	-
	TOTALS: LIBRARY	1,038,600	1,313,800	1,201,900	1,262,000	1,262,000	-

Activity Description

The Columbia Heights Public Library serves the individual and community with responsive collections, innovative programming, professional staff, and access to resources in order to nurture community, creativity, opportunity, and knowledge.

The Library collects and lends materials in multiple physical and digital formats including print, audio, and video. It provides educational classes and programs including literacy-based storytimes and STEM workshops, adult language learning and literacy programs, reading programs, arts and cultural events, and services such as a volunteer program, youth summer meals, and home delivery of materials. The Library provides free access to computer hardware and software, the internet, and online research and instructional databases. It provides space for individual work, study and public meetings. Library staff provide one-on-one and class-based instruction as well as research and reference assistance. The Library contracts with Anoka County Library for inclusion in integrated library system software to manage patron information and collection inventory, delivery of materials, and access to electronic resources. It participates in the Metropolitan Library Service Agency (as an Associate Library), the Minitex multi-state interlibrary loan program, the Statewide Borrowers' Compact, and METRONET. These cooperative agreements enable Columbia Heights residents to gain access to library materials, special services, and electronic resources throughout the state of Minnesota and provide staff with professional development and training opportunities.

Comments on Proposed Budget

The library budget proposed for 2024 includes a 5% overall increase over adopted 2023. Due to the elimination of overdue fines, video and community room rental fees, and declining revenue from sales of discards and printing/copying, an increase of 7% to ad valorem is incorporated.

Personnel Services

Personnel accounts for two-thirds of the overall budget and anticipates a 4.6% increase over 2023. Compensation changes implemented by the Council in 2022 resulted in pay increases for many library staff and the resetting of pay scales. Consequently, all part-time and roughly half of full-time staff continue to progress through the new salary scales. Annual hours for all staff remain consistent with 2023.

Supplies

Supplies were increased 8.4% over 2023 levels. The budget for E-books increased from \$8,000 to \$15,000 to reflect actual activity levels.

Other Services and Charges

This section incorporates an 8.9% increase, primarily due to anticipated increases for property and liability insurance; utilities (which were estimated at 5% over 2022 actual expenditures); wages for building maintenance and custodial staff; and information technology internal support.

Capital Outlay

No capital outlay is anticipated for 2024. The heat exchanger of one of two heating boilers was replaced in 2023.

Other Financing Uses

This section anticipates a 3.3% increase for the department's share of city administrative expense.

City of Columbia Heights, Minnesota

BUDGET 2024

Liquor

	Store #1	Store #2	Store #3	Non-Operating	Liquor
	609.9791	609.9792	609.9793	609.9794	Debit Service
Revenue					
Taxes	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Intergovernmental	4,000	-	-	-	-
Charges for Services	-	-	-	-	-
Fines & Forfeits	-	-	-	-	-
Miscellaneous	5,000	-	-	-	1,000
Sales and Related Charges	4,700,000	3,457,000	1,754,500	-	-
Transfers & Non Rev Receipts	-	-	-	-	335,000
Total Revenue	4,709,000	3,457,000	1,754,500	-	336,000
Expenses					
Personnel Services	642,600	525,400	294,000	-	-
Supplies, including cost of goods	3,527,900	2,596,700	1,325,200	-	-
Other Services and Charges	339,100	264,100	92,300	-	-
Capital Outlay	-	-	-	-	42,200
Contingencies & Transfers	-	-	-	487,800	-
Total Expenses	4,509,600	3,386,200	1,711,500	487,800	42,200
Change in Fund Balance	199,400	70,800	43,000	(487,800)	293,800

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: LIQUOR STORE #1							
609 9791	LIQUOR LIQUOR STORE #1	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	560,500	586,100	596,700	642,600	642,600	-
	Supplies	3,723,100	3,404,400	3,427,900	3,527,900	3,527,900	-
	Other Services & Charges	320,500	319,800	323,600	339,100	339,100	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: LIQUOR STORE #1	4,604,100	4,310,300	4,348,200	4,509,600	4,509,600	-

Activity Description

Under MN statute, the primary purpose of municipal liquor stores is to safely control the distribution of alcohol. Municipal liquor stores can also generate income for the community, reducing the amount of property taxes otherwise required for City operations. This income opportunity is limited however, by significant market competition within the metro area.

The City of Columbia Heights' three liquor stores operate under the brand name of Top Valu, and their combined annual activity is within the top ten in municipal liquor sales in Minnesota. This has provided funds for both City infrastructure and for community policing programs, such as D.A.R.E., to mitigate the negative effects of alcohol in the community.

Comments on Proposed Budget

The cost of goods purchased for resale is included above within the Supplies category of the 2024 budget, and is scaled to the sales forecasted for 2024. Factoring out the cost of goods purchased for resale, the proposed increase in operating expenses budgeted for all three stores combined for 2024 is \$160,700 or 8% over 2023.

This increase is substantially all in the personnel category, the largest category of store operating expenses, and includes the following:

- 3.25% cost-of-living increases for 2024 to all permanent city staff under existing labor agreements
- 3.25% approximate effect of seniority step raises in 2024 from the new compensation plan adopted in 2022/2023.
- 2% understatement of 2023 budget relative to 2023 actual personnel costs. When a new store management structure was implemented 1/1/2023, it was determined that to convert prior wage rates to the new management structure required adjusting 6 positions one seniority step higher than was estimated when the 2023 budget was initially prepared in mid-2022.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: LIQUOR STORE #2							
609 LIQUOR 9792 LIQUOR STORE #2	Actual Expense	Actual Expense	Adopted Budget	Department Proposed	City Manager Proposed	Council Adopted	
Description	2021	2022	2023	2024	2024	2024	2024
Personnel Services	467,400	500,900	484,100	525,400	525,400	525,400	-
Supplies	2,564,600	2,712,500	2,555,700	2,596,700	2,596,700	2,596,700	-
Other Services & Charges	239,800	273,000	248,600	264,100	264,100	264,100	-
Capital Outlay	-	-	-	-	-	-	-
Contingencies & Transfers	-	-	-	-	-	-	-
TOTALS: LIQUOR STORE #2	3,271,800	3,486,400	3,288,400	3,386,200	3,386,200	3,386,200	-

Activity Description

Under MN statute, the primary purpose of municipal liquor stores is to safely control the distribution of alcohol. Municipal liquor stores can also generate income for the community, reducing the amount of property taxes otherwise required for City operations. This income opportunity is limited however, by significant market competition within the metro area.

The City of Columbia Heights' three liquor stores operate under the brand name of Top Valu, and their combined annual activity is within the top ten in municipal liquor sales in Minnesota. This has provided funds for both City infrastructure and for community policing programs, such as D.A.R.E., to mitigate the negative effects of alcohol in the community.

Comments on Proposed Budget

The cost of goods purchased for resale is included above within the Supplies category of the 2024 budget, and is scaled to the sales forecasted for 2024. Factoring out the cost of goods purchased for resale, the proposed increase in operating expenses budgeted for all three stores combined for 2024 is \$160,700 or 8% over 2023.

This increase is substantially all in the personnel category, the largest category of store operating expenses, and includes the following:

- 3.25% cost-of-living increases for 2024 to all permanent city staff under existing labor agreements
- 3.25% approximate effect of seniority step raises in 2024 from the new compensation plan adopted in 2022/2023.
- 2% understatement of 2023 budget relative to 2023 actual personnel costs. When a new store management structure was implemented 1/1/2023, it was determined that to convert prior wage rates to the new management structure required adjusting 6 positions one seniority step higher than was estimated when the 2023 budget was initially prepared in mid-2022.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: LIQUOR STORE #3						
609 LIQUOR 9793 LIQUOR STORE #3	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description						
Personnel Services	113,500	187,600	260,100	294,000	294,000	-
Supplies	475,200	952,700	1,193,700	1,325,200	1,325,200	-
Other Services & Charges	68,600	92,500	83,700	92,300	92,300	-
Capital Outlay	-	-	-	-	-	-
Contingencies & Transfers	-	-	-	-	-	-
TOTALS: LIQUOR STORE #3	657,300	1,232,800	1,537,500	1,711,500	1,711,500	-

Activity Description

Under MN statute, the primary purpose of municipal liquor stores is to safely control the distribution of alcohol. Municipal liquor stores can also generate income for the community, reducing the amount of property taxes otherwise required for City operations. This income opportunity is limited however, by significant market competition within the metro area.

The City of Columbia Heights' three liquor stores operate under the brand name of Top Valu, and their combined annual activity is within the top ten in municipal liquor sales in Minnesota. This has provided funds for both City infrastructure and for community policing programs, such as D.A.R.E., to mitigate the negative effects of alcohol in the community.

Comments on Proposed Budget

The cost of goods purchased for resale is included above within the Supplies category of the 2024 budget, and is scaled to the sales forecasted for 2024. Factoring out the cost of goods purchased for resale, the proposed increase in operating expenses budgeted for all three stores combined for 2024 is \$160,700 or 8% over 2023.

This increase is substantially all in the personnel category, the largest category of store operating expenses, and includes the following:

- 3.25% cost-of-living increases for 2024 to all permanent city staff under existing labor agreements
- 3.25% approximate effect of seniority step raises in 2024 from the new compensation plan adopted in 2022/2023.
- 2% understatement of 2023 budget relative to 2023 actual personnel costs. When a new store management structure was implemented 1/1/2023, it was determined that to convert prior wage rates to the new management structure required adjusting 6 positions one seniority step higher than was estimated when the 2023 budget was initially prepared in mid-2022.

CITY OF COLUMBIA HEIGHTS, MINNESOTA

BUDGET 2024

DEPARTMENT: LIQUOR NON-OPERATING							
609 9794	LIQUOR LIQUOR NON-OPERATING	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	-	-	-	-	-	-
	Supplies	-	-	-	-	-	-
	Other Services & Charges	2,500	3,300	-	-	-	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	479,200	697,800	480,400	487,800	487,800	-
	TOTALS: LIQUOR NON-OPERATING	481,700	701,100	480,400	487,800	487,800	-

Activity Description

To improve the analysis of results at each of the three stores, activity that is not a function of store operations is accounted for separately in the non-operating department 49794. These nonoperating activities routinely include acquisition of equipment over \$5,000; construction of building or parking lot improvements; debt service; and transfers to other city funds.

Comments on Proposed Budget

The 2024 budget for the Liquor non-operating department includes the following annual recurring items:

- Transfer to the Liquor Debt Service Fund for debt service on store #1 and store #2 at \$335,000
- Transfer to the General Fund for administrative labor \$92,800
- Transfer to the General Fund for community policing programs \$10,000
- Transfer to the Infrastructure Fund for street projects \$50,000

City of Columbia Heights, Minnesota
BUDGET 2024

Police

	Police	Police Capital Equipment
	101,2100	431,2100
<hr/>		
Revenue		
Taxes	6,108,300	-
Licenses & Permits	33,000	-
Intergovernmental	545,400	181,600
Charges for Services	338,700	-
Fines & Forfeits	86,800	-
Miscellaneous	15,000	2,300
Sales and Related Charges	-	9,100
Transfers & Non Rev Receipts	-	-
Total Revenue	<u>7,127,200</u>	<u>193,000</u>
Expenses		
Personnel Services	6,004,600	-
Supplies	207,300	7,300
Other Services & Charges	915,300	-
Capital Outlay	-	206,000
Contingencies & Transfers	-	-
Total Expenses	<u>7,127,200</u>	<u>213,300</u>
Change in Fund Balance	-	(20,300)

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: POLICE							
101 2100	GENERAL POLICE	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	4,320,200	4,708,100	5,560,500	6,004,600	6,004,600	-
	Supplies	317,800	230,200	212,800	207,300	207,300	-
	Other Services & Charges	826,700	913,500	707,900	915,300	915,300	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: POLICE	5,464,700	5,851,800	6,481,200	7,127,200	7,127,200	-

Activity Description

This is the general budget for day-to-day operations in the Police Department, including personnel costs, general supply costs, and other services and charges.

The Police Department provides public safety and crime prevention services to the citizens of Columbia Heights and Hilltop. This includes police patrol, investigations, community policing activities, the Street Crimes unit, a Drug Task Force officer, School Liaison Officers (Dist #13), traffic enforcement, code enforcement, and administration.

Comments on Proposed Budget

The biggest changes to the Police Department's 2024 budget request include:

The addition of two police officer positions and the elimination of an open record tech position. We anticipate instituting a Therapy Dog program. Our research shows that therapy dogs, unlike traditional police K-9s, can help diffuse crisis situations as well as comfort victims in crisis. It also has the added benefit of increasing the well-being of officers who are working on shift when interacting with a therapy dog.

Also, because the federal grant which funded our embedded social worker program is expiring, we are including \$120,000 to cover the costs of continuing this program. We have experienced considerable success through this program, and respectfully request the funding to continue.

Personnel:

The proposed budget adds two additional FTE, the 30th and 31st police officer positions, and eliminates an open Record Tech position. The additional officer positions would increase the budget by approximately \$129,000 each (wage + fringe). The record technician position that is being eliminated would have been \$77,800 (wage + fringe).

The 30th officer is being requested in order to give us the ability to add a third investigator. The two officers currently assigned to Investigations carry a case load of about 125 cases each. Adding a third investigator would allow for a more manageable case load, and better service to our residents who report crimes.

A 31st officer position is also being requested. The Police Department's philosophy in responding to calls such as crisis calls and persons in need of services such as mental health services, along with deploying embedded social workers, have increased the time needed to provide better service to the community. In addition, as mentioned in the 2023 budget presentation, since the 2018 staffing study, calls for service increased by approximately 15%. So far in 2023, police calls have increased 19% when compared to 2022 calls for service, which was a record year.

Police Budget Comments Contined on Next Page

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

Police Budget Comments Contined

The Police Department will also consider utilizing this 31st officer position for the BCA Violent Crime Unit, which would be cost neutral. The BCA is currently expanding its Violent Crime Unit by adding officers from metro agencies. If this opportunity becomes available, the Police Department will consider utilizing the 31st officer in this assignment. While we would be responsible for some things such as equipment and uniforms, the BCA would be fully funding wages, overtime, as well as the costs related to a vehicle. The skills and abilities that our officer would achieve by working in this unit would benefit the PD in many ways and allows us the opportunity to bring this unit in as a force multiplier to address violent crime issues should the need arise.

Other increases to Personnel include special assignment pay for two officers that we anticipate assigning to the Anoka County SWAT unit, and special assignment pay for the department's Therapy Dog handler.

The Overtime line item 41020 has a requested increase from \$200,000 to \$242,100 to cover the costs of special assignment training and costs related to the additional vacation that officers now receive.

The Workers Comp Insurance Premium 41400 saw another sizable increase, from \$336,600 in 2023 to \$390,500 in 2024. As recently as 2021, the amount was \$100,800, making this a 288% increase from 2021 to 2024.

Supplies:

Several line items in the Supplies section decreased, held steady or increased only slightly.

Program Supplies 42170 is budgeted at \$8,000, an increase of \$1,000 over 2023, to include supplies for the therapy dog program we anticipate instituting during 2024.

Uniforms 42172 is budgeted at \$55,000, up from a budgeted amount of \$40,000 in 2023. Our actual cost in 2022 was \$51,600, and due to the expected number of new employees in 2024, we anticipate a similar expenditure. In addition, we added an amount of \$7,000 to this line item for the uniforms/equipment for officers we anticipate will be assigned to the Anoka County SWAT unit.

Other Services and Charges:

Expert and Professional Svcs 43050 is budgeted at \$210,500, a significant increase over the 2023 budgeted amount of \$90,000 (and the 2022 actual expenditure of \$155,900).

The largest increase to this line item is the addition of \$120,000 for Canvas Health to cover the costs of our embedded social worker program. Also included is \$15,000 for Lexipol, the service which provides MN-specific policies, researched and written by subject matter experts and vetted by attorneys.

We also anticipate increases to other items within this line, including costs associated with hiring (psychological exams and background investigations), and therapists. Department policy requires officers to have two visits per year, which speaks to the city's and department's commitment to wellness. We are also budgeting to conduct an external audit of our Property Room (which we contract in alternating years with the required Body Worn Camera audit).

Other Telecommunications 43250 is budgeted at \$21,700, an increase \$7,200 over 2023, due largely to increases we've seen in the use of the Language Line phone interpretation service. The Language Line is a valuable tool to be able to provide service to our non-English speaking residents.

Property and Liability Insurance 43600 is budgeted at \$113,000, per the budget instruction. This is a significant increase over the \$96,300 budgeted for 2023.

Police Budget Comments Contined on Next Page

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

Police Budget Comments Contined

An amount of \$2,000 was added to Software and Software Subscriptions 44030 for Headspace meditation app subscriptions. Mayor Márquez Simula suggested Headspace as a possible addition to our employee wellness options. Several department employees had been using the app on a trial basis, and initial feedback was very good. Headspace is now being made available to all department employees. This line also includes the Anoka County Shared Costs for the public safety data system.

Other Rents and Leases 44100 is budgeted at \$74,500, an increase of \$6,500 over the 2023 budgeted amount. This line item includes an amount of \$6,500 for the fence consortium, and \$66,000 for the body worn camera lease program with Axon.

CITY OF COLUMBIA HEIGHTS, MINNESOTA

BUDGET 2024

DEPARTMENT: POLICE CAPITAL EQUIPMENT							
431 2100	GENERAL POLICE CAPITAL EQUIPMENT	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	-	-	-	-	-	-
	Supplies	6,300	9,800	7,300	7,300	7,300	-
	Other Services & Charges	-	-	-	-	-	-
	Capital Outlay	143,200	19,500	196,200	206,000	206,000	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: POLICE CAPITAL EQUIPMENT	149,500	29,300	203,500	213,300	213,300	-

Activity Description

This department is used to account for equipment purchased by this division.

The Capital Equipment budget for 2024 includes:
 The purchase and set-up of two marked vehicles and one unmarked vehicle

Comments on Proposed Budget

As a part of the Police Department Capital Equipment replacement plan to maintain a safe and dependable vehicle fleet, the Police Department requests authorization to purchase two Ford Police Interceptor patrol vehicles. The purchase of two marked squad cars per year allows the department to keep the fleet in better working order, and aids in controlling costs on replacement parts. This also allows the marked squads to be rotated out of the police fleet after five years of service, and rotated into another department in the city, who in turn get a better operating vehicle for conventional uses.

The police department is budgeting for the purchase of three patrol Ford Hybrid Utility vehicles for 2024. One hybrid will be an unmarked admin squad to replace an aging unmarked investigator squad. The aging unmarked will be moved to another city department for use. The advantages presented by the Utility include the added space for occupants and gear and increased maneuverability in poor weather conditions. The hybrid version has improved gas mileage for fuel savings. The added room will be used to better store and carry police equipment and supplies to include entry tools, first aid equipment and tactical gear. In addition, the increased size of the passenger compartment in the Utility vehicle offers better room and comfort for our larger and taller officers. The vehicle will be purchased from the dealership awarded under the State of MN Cooperative Purchasing Venture (CPV).

The police department is budgeting to purchase the following vehicles:
 3 - 2024 Ford Police Interceptor AWD Hybrid SUV \$ 49,500 each
 Total: \$148,500

The police department is also budgeting to expend up to \$64,800 outfitting and setting up these vehicles for patrol and one unmarked. This amount includes the standard set-up as has been done in the past, plus the purchase of necessary equipment for the squads including laptop computers.

The total budget for squad cars and set-up in 2024 is \$213,300.

City of Columbia Heights, Minnesota
 BUDGET 2024
 Public Works

	Engineering 101.3100	Streets 101.3121	Street Lighting 101.3160	Traffic Signs 101.3170	Parks 101.5200	Urban Forestry 101.6102
Revenue						
Taxes	534,300	1,144,000	180,700	128,100	1,183,700	298,400
Licenses & Permits	-	11,000	-	-	-	-
Intergovernmental	14,100	50,700	4,700	3,400	31,300	7,800
Charges for Services	-	6,000	7,500	-	-	-
Fines & Forfeits	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Sales and Related Charges	-	-	-	-	-	-
Transfers & Non Rev Receipts	-	-	-	-	-	-
Total Revenue	548,400	1,211,700	192,900	131,500	1,215,000	306,200
Expenses						
Personnel Services	436,600	703,900	6,700	88,000	796,200	189,800
Supplies	19,500	198,900	14,900	21,800	124,800	51,300
Other Services and Charges	92,300	306,400	171,300	21,700	294,000	65,100
Capital Outlay	-	2,500	-	-	-	-
Contingencies & Transfers	-	-	-	-	-	-
Total Expenses	548,400	1,211,700	192,900	131,500	1,215,000	306,200
Change in Fund Balance	-	-	-	-	-	-

City of Columbia Heights, Minnesota

BUDGET 2024

Public Works

Infrastructure Fund	PW Govt'l Cap Equip	Cap Equip Rplc Eng	Cap Equip Rplc Streets	Cap Equip Urban Fsty	St. Aid Maint Maintenance	St. Aid Gen'l. Construction	Water Source or Supply	Water Non-Oper
430.6323	431.5200	431.3100	431.3121	431.6102	212.3190	212.3191	601.9600	601.9699
Revenue								
Taxes	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-
Intergovernmental	700,000	214,100	189,400	45,500	210,000	10,000	-	-
Charges for Services	-	-	-	-	-	-	10,000	-
Fines & Forfeits	-	-	-	-	-	-	-	-
Miscellaneous	-	2,700	2,400	500	-	-	5,200	-
Sales and Related Charge	-	10,700	9,500	2,300	-	-	2,243,300	-
Transfers & Non Rev Rec	650,000	-	-	-	-	-	-	-
Total Revenue	1,350,000	227,500	201,300	48,300	210,000	10,000	2,258,500	1,821,000
Expenses								
Personnel Services	165,000	-	-	-	107,500	-	551,000	-
Supplies	-	12,000	12,000	-	9,700	-	142,600	-
Other Services and Char	145,000	-	-	-	92,800	-	604,300	-
Capital Outlay	790,000	239,500	210,500	53,500	-	10,000	30,000	-
Contingencies & Transfe	-	-	-	-	-	-	50,000	93,000
Total Expenses	1,100,000	251,500	222,500	53,500	210,000	10,000	1,377,900	93,000
Change in Fund Balance	250,000	(24,000)	(21,200)	(5,200)	-	-	880,600	(93,000)

City of Columbia Heights, Minnesota
BUDGET 2024
Public Works

	Water Cap Equip	Sewer Collections	Sewer Disposal	Sewer Non-Oper	Sewer Cap Equip	State Aid Cons Construction	Refuse Disposal	Refuse Collection	Refuse Recycling	Refuse Haz Waste	Storm Water Collections	Storm Water Non-Oper
	433.9699	602.9600	602.9480	602.9699	432.9699	402.3191	603.9510	603.9520	603.9530	603.9540	604.9600	604.9699
Revenue												
Taxes	-	-	-	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	108,000	-	-	-	-
Charges for Services	-	-	-	-	-	-	-	-	-	-	-	-
Fines & Forfeits	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	11,300	-	-	-	-	-	85,000	-	-	5,000	-
Sales and Related Char	4,500	996,600	1,468,300	-	-	-	3,108,300	134,900	146,100	17,700	728,200	-
Transfers & Non Rev R	50,000	-	-	-	50,000	-	-	-	-	-	-	-
	54,500	1,007,900	1,468,300	-	50,000	-	3,108,300	219,900	254,100	17,700	733,200	-
Expenses												
Personnel Services	-	537,400	-	-	-	-	-	84,900	92,300	4,700	278,300	-
Supplies	-	63,000	1,468,300	-	-	-	3,149,000	1,500	9,500	-	43,400	-
Other Services and Char	-	354,000	-	-	-	-	-	71,200	90,000	13,000	184,500	-
Capital Outlay	8,500	-	-	-	8,500	-	-	-	-	-	-	-
Contingencies & Trans	-	50,000	-	67,000	-	-	-	362,300	362,300	-	50,000	-
	8,500	1,004,400	1,468,300	67,000	8,500	-	3,149,000	519,900	554,100	17,700	556,200	-
Change in Fund Balanc	46,000	3,500	-	(67,000)	41,500	-	(40,700)	(300,000)	(300,000)	-	177,000	-

City of Columbia Heights, Minnesota
BUDGET 2024
Public Works

	Central Garage	Building Maint.	Building Garage	Capital Imp City Hall	Cap Imp Library	Cap Imp Murzyn	Cap Imp Police	Cap Imp Fire	Parks Cap Imp	Garage Cap Equip	Storm Sewer Cap Equip	Water Construct. Fund	Sewer Construct. Fund	StormSwr Construct. Fund
Revenue	701.9950	705.9970	411.9950	411.1940	411.5500	411.5129	411.2100	411.2200	412.5200	434.9950	438.9699	651.9699	652.9699	653.9699
Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	375,000	-	-	-	-	50,000	-	-	-	500,000	-
Charges for Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines & Forfeits	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	9,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Sales and Related Cha	770,000	260,200	-	-	-	-	-	-	-	-	-	-	-	-
Transfers & Non Rev F	26,000	-	-	-	-	-	-	-	100,000	10,000	50,000	-	-	-
Total Revenue	805,000	260,200	-	375,000	-	-	-	-	150,000	10,000	50,000	-	500,000	-
Expenses														
Personnel Services	399,200	304,500	-	-	-	-	-	-	-	-	-	-	-	-
Supplies	244,800	5,600	-	-	-	-	-	-	-	-	-	-	-	-
Other Services and Ch	334,400	6,700	-	-	-	-	-	-	-	-	-	53,000	53,000	-
Capital Outlay	15,000	-	-	-	-	-	-	-	-	-	8,500	2,074,000	1,324,000	-
Contingencies & Tran:	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	1,003,400	316,800	-	-	-	-	-	-	-	-	8,500	2,127,000	1,377,000	-
Change in Fund Balance	(198,400)	(56,600)	-	375,000	-	-	-	-	150,000	10,000	41,500	(2,127,000)	(877,000)	-

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: ENGINEERING							
101 3100	GENERAL ENGINEERING	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	199,900	315,400	394,600	436,600	436,600	-
	Supplies	16,300	10,300	17,200	19,500	19,500	-
	Other Services & Charges	91,000	96,500	77,500	92,300	92,300	-
	Capital Outlay	78,200	64,700	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: ENGINEERING	385,400	486,900	489,300	548,400	548,400	-

Activity Description

This department provides engineering services for current, planned and past public improvement projects. These activities include feasibility analysis, construction design, assessments, construction contract administration and project inspection. It also includes project management for engineering consultant or JPA projects. The administration of the NPDES permit requirements is performed by Engineering; TMDL reporting to the State; and all responsibilities of assessing department and its functions. Other activities include general engineering, technical and public record keeping, GIS implementation, digital and hardcopy of file maintenance, and public contact.

Comments on Proposed Budget

The proposed 2024 Engineering budget is an increase of \$59,100, or 12% over 2023.

Increases within the personnel services category are primarily from:

- 3.25% cost-of-living increases for 2024 in all city labor agreements.
- Seniority step raises phased-in for certain positions under the compensation plan adopted in 2022.
- Certain existing labor reclassified from other Public Works departments within the budget to this department.

To a limited extent, personnel also includes an allocable portion of one additional part-time administrative assistant shared across multiple Public Works departments.

Within the category for Other Services and Charges, the 2023 budget was increased to approximate actual costs for 2021 and 2022.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: STREETS							
101 3121	GENERAL STREETS	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	541,500	672,300	661,000	703,900	703,900	-
	Supplies	124,700	206,700	200,000	198,900	198,900	-
	Other Services & Charges	239,800	211,300	262,500	306,400	306,400	-
	Capital Outlay	23,000	-	2,500	2,500	2,500	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: STREETS	929,000	1,090,300	1,126,000	1,211,700	1,211,700	-

Activity Description

The street department provides the maintenance of city Rights-of-Ways including streets, alleys and storm sewer and city owned parking lots. These services include patching, surface repairs, minor bituminous paving, street sweeping, snow plowing and removal, ice control, miscellaneous projects as required, and public contact. The maintenance of public storm sewers and ponds and basins is also included in the street department to manage portions of the Federal NPDES and State MS4 permit requirements.

Comments on Proposed Budget

The 2024 Street proposed budget is an increase of \$85,700 or 8% over 2023.

Increases of \$42,900 within the personnel services category are primarily from:

- 3.25% cost-of-living increases for 2024 in all city labor agreements.
- Seniority step raises phased-in for certain positions under the compensation plan adopted in 2022.
- Certain existing labor reclassified from other Public Works departments within the budget to this department.
- Increases in seasonal labor rates.

To a limited extent, personnel also includes an allocable portion of one additional part-time administrative assistant shared across multiple Public Works departments.

Within the category for Other Services and Charges; \$50,000 for reclamite street maintenance previously budgeted in Fund 212 State Aid Street Maintenance was reclassified for 2024 to this General Fund Street department, because:

- Most of the streets scheduled for reclamite in 2024 are not state roads.
- Fund 212 State Aid Street Maintenance is temporarily in a deficit position.

2024 changes for all other items in the Street department budget are an offsetting net reduction of \$7,200.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: STREET LIGHTING							
101 3160	GENERAL STREET LIGHTING	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	2,000	600	8,200	6,700	6,700	-
	Supplies	3,600	4,800	10,900	14,900	14,900	-
	Other Services & Charges	141,900	166,300	164,200	171,300	171,300	-
	Capital Outlay	-	-	3,500	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: STREET LIGHTING	147,500	171,700	186,800	192,900	192,900	-

Activity Description

This activity provides for the energy costs related to intersection, mid-block, and alley lighting. This activity also includes maintenance and repair of city-owned street lights.

Comments on Proposed Budget

The 2024 Street Lighting proposed budget is an increase of \$6,100 or 3.3% over 2023.

Projected electricity costs increased \$10,000 from estimated rate increases. All other changes in this department's budget for 2024 are an offsetting net reduction of \$3,900.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: TRAFFIC SIGNS & SIGNALS							
101 3170	GENERAL TRAFFIC SIGNS & SIGNALS	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	107,200	97,600	83,100	88,000	88,000	-
	Supplies	11,100	12,600	21,100	21,800	21,800	-
	Other Services & Charges	15,900	16,700	22,800	21,700	21,700	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: TRAFFIC SIGNS & SIGNALS	134,200	126,900	127,000	131,500	131,500	-

Activity Description

This activity provides for the installation, maintenance and replacement (or removal) of city owned signs and traffic signals identified under MNDOT or county agreements. This department also provides for street striping, curbing and parking lot striping and traffic counting.

Budget Comments on Proposed Budget

The proposed 2024 Traffic Signs and Signals budget is an increase of \$4,500 or 3.5% over 2023, all of which reflects personnel changes:

- 3.25% cost-of-living increases for 2024 in all city labor agreements.
- Seniority step raises phased-in for certain positions under the compensation plan adopted in 2022.
- Increases in seasonal labor rates.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: PARKS							
101 5200	GENERAL PARKS	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	673,400	724,000	756,800	796,200	796,200	-
	Supplies	113,100	124,600	118,800	124,800	124,800	-
	Other Services & Charges	300,800	310,800	281,900	294,000	294,000	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: PARKS	1,087,300	1,159,400	1,157,500	1,215,000	1,215,000	-

Activity Description

This activity provides for the equipment, park facility, field and grounds maintenance of:

- A. 15 city parks
- B. 2 public wading pools
- C. 3 skating and 3 hockey rinks;
- D. 12 softball/baseball diamonds
- E. 2 tennis courts
- F. 12 buildings and other recreational facilities
- G. All park trails.
- H. Landscape maintenance for all municipal buildings, other city-owned properties, public art areas, easement areas, and the planning, implementation and construction of various park improvements.
- I. 1 Splash pad
- J. 3-1/2 Basketball courts

The proposed 2024 Parks budget is an increase of \$57,500 or 5% over 2023.

This 5% overall increase is also relatively proportionate across each of the three cost categories of Personnel, Supplies, and Other Services & Charges; reflecting that these are inflationary prices increases and not a proposed increase in service level for 2024 compared to 2023.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: URBAN FORESTRY							
101 6102	GENERAL URBAN FORESTRY	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	119,700	141,200	176,700	189,800	189,800	-
	Supplies	46,700	74,600	42,800	51,300	51,300	-
	Other Services & Charges	74,700	83,400	67,500	65,100	65,100	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: URBAN FORESTRY	241,100	299,200	287,000	306,200	306,200	-

Activity Description

This activity provides for the care and maintenance of City Owned trees from planting to removal and includes tree trimming, removal of hazardous, diseased, or dead trees (on city-owned properties except for parks), and replanting of new trees. It includes trimming, shaping and maintaining boulevard trees in a healthy condition, removal of downed branches, and clearing obstructed signs. It also provides for management of tree diseases and pests through surveillance and eradication, hazardous tree inspections, corner visibility, and brush in the alley inspections. A comprehensive Emerald Ash Borer (EAB) Program was approved by the Council in 2014 and continues to be executed.

This activity also provides for the management of tree diseases and pests in private trees through surveil.

1. Continue the EAB Program established for the management of City owned Ash trees consistent with the approved EAB Plan, now that EAB is confirmed in the City.
2. Concentrate on boulevard tree trimming by residential street rehabilitation zones.
3. Trim sidewalk and street sign locations, focusing on Street Rehab Zone work.
4. Contractual trimming at parks with paved walking paths to maintain safe pathways.
5. Focus management of the tree inspection program to maximize surveillance, control the spread of tree diseases, and impose safety with limited funding.
6. Foster the growth of the young trees and plantings throughout the City.
7. Maintain and update the comprehensive tree GIS inventory.
8. Update and modernize urban forestry on the website.

Comments on Proposed Budget

The proposed 2024 Urban Forestry budget is an increase of \$19,200 or 6.7% over 2023.

Personnel increases of \$13,100 are primarily from:

- 3.25% cost-of-living increases for 2024 in all city labor agreements.
- Seniority step raises phased-in for certain positions under the compensation plan adopted in 2022

Within the Supplies category, minor equipment increased by \$10,000 for the purchase of a flatbed body for a Switch and Go System to be used in log and branch removal in tree maintenance operations.

2024 changes for all other items in the Urban Forestry budget are an offsetting net reduction of \$3,900.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: STATE AID MAINTENANCE							
212 3190	STATE AID MAINTENANCE STATE AID MAINTENANCE	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	104,700	4,200	103,000	107,500	107,500	-
	Supplies	14,400	5,200	31,700	9,700	9,700	-
	Other Services & Charges	53,300	144,800	111,700	92,800	92,800	-
	Capital Outlay	50,000	-	30,000	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: STATE AID MAINTENANCE	222,400	154,200	276,400	210,000	210,000	-

Activity Description

This activity provides for the maintenance and repair of state aid streets, ROW and MSA facilities as designated within the City and is funded by the Municipal State Aid system.

Comments on Proposed Budget

The proposed 2024 State Aid Maintenance budget is a decrease of \$66,400 or -24% from 2023.

This reduction limits 2024 activity to the available state aid street maintenance revenue. Some of this reduction is offset by a related increase in the General Fund budget for 2024, and some of it was an outright reduction.

Currently, Fund 212 State Aid Street Maintenance is temporarily in a deficit position.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: STATE AID GEN'L CONSTRUCTION							
212	STATE AID MAINTENANCE	Actual	Actual	Adopted	Department	City Manager	Council
3191	STATE AID GEN'L CONSTRUCTION	Expense	Expense	Budget	Proposed	Proposed	Adopted
Description		2021	2022	2023	2024	2024	2024
	Personnel Services	-	-	-	-	-	-
	Supplies	-	-	-	-	-	-
	Other Services & Charges	-	-	-	-	-	-
	Capital Outlay	-	-	58,000	10,000	10,000	-
	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: STATE AID GEN'L CONSTRU		-	-	58,000	10,000	10,000	-

Activity Description

Repair of SA Streets based on condition index and rutting.

Comments on Proposed Budget

The department's proposed 2024 budget is a decrease of \$48,000 from 2023.

This reduction limits the 2024 activity to the available state aid street maintenance revenue. All of this reduction is offset by a related increase in the General Fund budget for 2024.

Currently, Fund 212 State Aid Street Maintenance is temporarily in a deficit position.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: STATE AID CONSTRUCTION							
402	STATE AID CONSTRUCTION	Actual	Actual	Adopted	Department	City Manager	Council
3191	STATE AID GEN'L. CONSTRUCTION	Expense	Expense	Budget	Proposed	Proposed	Adopted
Description		2021	2022	2023	2024	2024	2024
	Personnel Services	-	-	-	-	-	-
	Supplies	-	-	-	-	-	-
	Other Services & Charges	-	107,400	-	-	-	-
	Capital Outlay	-	264,400	2,450,000	-	-	-
	Contingencies & Transfers	376,500	439,300	-	-	-	-
	TOTALS: STATE AID CONSTRUCTION	376,500	811,100	2,450,000	-	-	-

Activity Description

Mill & Overlay State Aid streets based on pavement ratings - 44th Avenue University to Central. Street Zone Program: Zone 6 and 7 - Mill and Overlay or FDR on identified streets. Joint project w/Fridley constructing turn-about and raised median from Central to Medtronic

Comments on Proposed Budget

No State Aid Streets are anticipated to be under construction in 2024.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: CAP IMP - CITY HALL							
411 1940	CAPITAL IMP-CITY HALL CITY HALL	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
Personnel Services		-	-	-	-	-	-
Supplies		-	100	-	-	-	-
Other Services & Charges		-	-	-	-	-	-
Capital Outlay		-	-	-	-	-	-
Contingencies & Transfers		-	-	-	-	-	-
TOTAL: CAPITAL OUTLAY - CITY HA		-	100	-	-	-	-

Activity Description

This department is used to account for improvements to the building(s) occupied by this division.

Comments on Proposed Budget

No new building improvements planned for 2024.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: CAPITAL IMP POLICE							
411 2100	CAPITAL IMP GEN GOV BLDG. POLICE	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	-	-	-	-	-	-
	Supplies	-	-	-	-	-	-
	Other Services & Charges	-	58,300	-	-	-	-
	Capital Outlay	-	302,900	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: CAPITAL IMP GEN GOV BLDG.	-	361,200	-	-	-	-

Activity Description

This department is used to account for improvements to the building(s) occupied by this division.

Comments on Proposed Budget

No new building improvements planned for 2024.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: CAPITAL IMP FIRE							
411 2200	CAPITAL IMP GEN GOV BLDG. FIRE	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	-	-	-	-	-	-
	Supplies	-	-	-	-	-	-
	Other Services & Charges	1,400	58,200	-	-	-	-
	Capital Outlay	-	20,700	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: CAPITAL IMP GEN GOV BLDG.	1,400	78,900	-	-	-	-

Activity Description

This department is used to account for improvements to the building(s) occupied by this division.

Comments on Proposed Budget

No new building improvements planned for 2024.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: CAPITAL IMP CENTRAL GARAGE							
411 9950	CAPITAL IMP GEN GOV BLDG. CENTRAL GARAGE	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	-	-	-	-	-	-
	Supplies	-	-	-	-	-	-
	Other Services & Charges	-	-	-	-	-	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: CAPITAL IMP GEN GOV BLDG.	-	-	-	-	-	-

Activity Description

This department is used to account for improvements to the building(s) occupied by this division. For 2024, it will include continuation of the Master Plan completed in 2022 including preliminary site plans, soil borings and geo-tech.

Comments on Proposed Budget

No new building improvements planned for 2024.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: CAP IMP GEN GOV BLDG - MURZYN HALL							
411 5129	CAPITAL IMP-GEN GOVT. BLD MURZYN HALL	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	-	-	-	-	-	-
	Supplies	-	-	-	-	-	-
	Other Services & Charges	-	-	-	-	-	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTAL: CAP IMP GEN GOV BL	-	-	-	-	-	-

Activity Description

This department is used to account for improvements to the building(s) occupied by this division.

Comments on Proposed Budget

No new building improvements planned for 2024.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: CAP IMP GEN GOV BLDG - LIBRARY							
411 5500	CAPITAL IMP-GEN GOVT. BLDG LIBRARY	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
Personnel Services		-	-	-	-	-	-
Supplies		-	-	-	-	-	-
Other Services & Charges		-	-	-	-	-	-
Capital Outlay		-	-	-	-	-	-
Contingencies & Transfers		-	-	-	-	-	-
TOTAL: CAP IMP GEN GOV BLDG		-	-	-	-	-	-

Activity Description

This department is used to account for improvements to the building(s) occupied by this division.

Comments on Proposed Budget

No new building improvements planned for 2024.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: CAP IMP PARKS							
412 5200	CAPITAL IMPROVEMENT PARKS PARKS	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
Personnel Services		-	-	-	-	-	-
Supplies		-	2,500	-	-	-	-
Other Services & Charges		-	6,000	-	-	-	-
Capital Outlay		-	-	-	-	-	-
Contingencies & Transfers		-	-	-	-	-	-
TOTALS: CAP IMP PARKS		-	8,500	-	-	-	-

Activity Description

This department accounts for major improvements to parks.

Comments on Proposed Budget

A consultant paid from the special projects fund (not this budget) will assist the City with support for a parks capital funding request from the State of MN for approximately \$8,000,000 to reconstruct portions of Huset Park and Murzyn hall, including cost estimates, renderings, public info campaign.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: INFRASTRUCTURE FUND							
430 6323	INFRASTRUCTURE FUND CAP IMP EXPENSE	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	-	100	172,700	165,000	165,000	-
	Supplies	2,100	7,000	6,000	-	-	-
	Other Services & Charges	-	4,600	5,600	145,000	145,000	-
	Capital Outlay	-	142,400	60,000	790,000	790,000	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: INFRASTRUCTURE FUND	2,100	154,100	244,300	1,100,000	1,100,000	-

Activity Description

The City's street rehabilitation program was initiated with funding from liquor funds in 1996, and with annual transfers, will perpetuate the continued investment into the maintenance and improvements of the City's streets. An additional source of revenue was secured in 2000, on a 2-year renewable cycle, with the certification of the City State-Aid Street System, making available limited state aid funding for local streets.

The proposed Infrastructure Fund budget for 2024 is \$1,100,000 including:

- \$600,000 for the portion of Alley reconstruction in 2024 that will not be assessed to the adjacent properties. This is funded by a \$600,000 transfer from the Refuse Fund balance.
- \$145,000 for the design costs of the Safe Routes to School project.
- \$190,000 for the nonfederal share of the construction costs of the Safe Routes to School project.
- \$165,000 for City staff costs associated with the above.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: CAPITAL EQUIPMENT REPLACEMENT ENGINEERING							
431 3100	CAP EQUIP REPLACEMENT ENGINEERING	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	-	-	-	-	-	-
	Supplies	-	-	-	-	-	-
	Other Services & Charges	-	-	-	-	-	-
	Capital Outlay	-	126,800	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: CAP EQUIP REPLACEMENT	-	126,800	-	-	-	-

Activity Description

This department is used to account for equipment purchased by this division.

No requests for 2024.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: CAP EQUIP REPLACEMENT STREETS							
431 3121	CAP EQUIP REPLACEMENT STREETS	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	-	-	-	-	-	-
	Supplies	1,200	-	-	12,000	12,000	-
	Other Services & Charges	-	-	-	-	-	-
	Capital Outlay	163,300	-	350,000	210,500	210,500	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: CAP EQUIP REPLACEMENT S	164,500	-	350,000	222,500	222,500	-

Activity Description

This department is used to account for equipment purchased by this division.

Comments on Proposed Budget

The Streets Department is participating in the purchase of a skidsteer and will fund 1/10 the cost, or \$8,500 of the total \$90,000 purchase price. This will replace the current tracked skidsteer (#208). The expected trade in value for the skidsteer is \$5,000. The Streets Department is also participating in the purchase of a aerial bucket truck. This truck will be utilized primarily for Street Lighting (431.3160) and Traffic Signs and Signals (431.3170). Streets will fund 7/10 the cost, or \$105,000. The new aerial truck will replace two existing aerial trucks, truck #016 (expected sale price \$25,000) and truck #302 (expected sale price \$10,000). To replace the everyday usage of the existing aerial truck (#016), a new F600 Switch N Go will be purchased and used in Street Lights (101.3160) and Traffic Signs and Signals (101.3170). The F600 Switch N Go has a cost of \$97,000 (including snowplow) and will be utilized in alley plowing operations. Streets will pay 1/2 the cost of attachments for the new skidsteer. The attachments will cost \$24,000 in total with Streets portion being \$12,000.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: CAP EQUIP REPLACEMENT PARKS							
431 5200	CAP EQUIP REPLACEMENT PARKS	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	-	-	-	-	-	-
	Supplies	1,200	-	-	12,000	12,000	-
	Other Services & Charges	-	-	-	-	-	-
	Capital Outlay	63,100	55,600	230,000	239,500	239,500	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: CAP EQUIP REPLACEMENT PARKS	64,300	55,600	230,000	251,500	251,500	-

Activity Description

This department is used to account for equipment purchased by this division.

Comments on Proposed Budget

The Parks Department is participating in the purchase of a skidsteer and will fund 5/10 the cost, or \$45,000 of the total \$90,000 purchase price. This will replace the current tracked skidsteer (#208). The expected trade in value for the skidsteer is \$5,000. The Parks Department will also be purchasing two new vehicles. The first is to replace Truck #250, a 2004 F450. Truck #250 will be traded in and replaced with an F600 Switch N Go, the cost of which is \$97,000 (including the snowplow). The second is truck #234, which is a 2006 F350 4x4. It will be traded in and replaced with a new F350 4x4 at a price of \$85,000 (including snowplow). Parks will pay 1/2 the cost of attachments for the new skidsteer. The attachments will cost \$24,000 in total with Parks portion being \$12,000. Parks will also be purchasing a dump body for use on both Switch N Go F600s. The cost of the dump body is \$15,000.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: CAP EQUIP REPLACEMENT URBAN FORESTRY							
431 6102	CAP EQUIP REPLACEMENT URBAN FORESTRY	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	-	-	-	-	-	-
	Supplies	-	-	-	-	-	-
	Other Services & Charges	-	-	-	-	-	-
	Capital Outlay	25,300	-	-	53,500	53,500	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: CAP EQUIP REPLACEMENT URBAN I	25,300	-	-	53,500	53,500	-

Activity Description

This department is used to account for equipment purchased by this division.

Comments on Proposed Budget

The Urban Forestry Department is participating in the purchase of a aerial bucket truck. This truck will be also used and funded in Streets for Street Lighting (431.3160) and Traffic Signs and Signals (431.3170). Urban Forestry will fund 3/10 the cost, or \$45,000. The new aerial truck will replace two existing aerial trucks, truck #016 and truck #302. The Urban Forestry Department will also pay 1/10 share for the purchase of a new skidsteer in 2024. That cost is \$8,500.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: CAP EQUIP REPLACEMENT SEWER							
432 9699	CAP EQUIPMENT REPLACEMENT SEWER NON-OPERATING	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
Personnel Services		-	-	-	-	-	-
Supplies		1,200	-	-	-	-	-
Other Services & Charges		-	-	-	-	-	-
Capital Outlay		-	-	-	8,500	8,500	-
Contingencies & Transfers		-	-	-	-	-	-
TOTALS: CAP EQUIP REPLACEMENT SEWER		1,200	-	-	8,500	8,500	-

Activity Description

This department is used to account for equipment purchased by this division.

Comments on Proposed Budget

The Sewer Capital Equipment Fund will be used to fund 1/10 the cost of a new skidsteer, or \$8,500 for 2024.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: CAP EQUIP REPLACEMENT WATER							
433 9699	CAP EQUIP REPLACEMENT WATER NON-OPERATING	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
Personnel Services		-	-	-	-	-	-
Supplies		-	-	-	-	-	-
Other Services & Charges		-	-	-	-	-	-
Capital Outlay		-	-	-	8,500	8,500	-
Contingencies & Transfers		67,800	-	-	-	-	-
TOTALS: CAP EQUIP REPLACEMENT WATER		67,800	-	-	8,500	8,500	-

Activity Description

This department is used to account for equipment purchased by this division.

Comments on Proposed Budget

The Water Capital Equipment Fund will be used to fund 1/10 the cost of a new skidsteer, or \$8,500 for 2024.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: CAP EQUIP REPLACEMENT GARAGE							
434 9950	CAP EQUIP REPLACEMENT GARAGE	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
Personnel Services		-	-	-	-	-	-
Supplies		-	-	-	-	-	-
Other Services & Charges		-	-	-	-	-	-
Capital Outlay		-	-	-	-	-	-
Contingencies & Transfers		-	-	-	-	-	-
TOTALS: CAP EQUIP REPLACEMENT GARAGE		-	-	-	-	-	-

Activity Description

This department is used to account for equipment purchased by this division.

Comments on Proposed Budget

The Central Garage does not anticipate any capital purchases in 2024.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: CAP EQUIP REPLACEMENT STORM SEWER							
438 9699	CAP EQUIP REPLACEMENT STORM SE NON-OPERATING	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
Personnel Services		-	-	-	-	-	-
Supplies		-	-	-	-	-	-
Other Services & Charges		-	-	-	-	-	-
Capital Outlay		-	-	-	8,500	8,500	-
Contingencies & Transfers		-	-	-	-	-	-
TOTALS: CAP EQUIP REPLACEMENT S		-	-	-	8,500	8,500	-

Activity Description

This department is used to account for equipment purchased by this division.

Comments on Proposed Budget

The Storm Sewer Capital Equipment Fund will be used to fund 1/10 the cost of a new skidsteer, or \$8,500 for 2024.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: WATER UTILITY SOURCE OF SUPPLY							
601 9400	WATER UTILITY SOURCE OF SUPPLY	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	-	-	-	-	-	-
	Supplies	1,716,800	1,716,100	1,821,000	1,821,000	1,821,000	-
	Other Services & Charges	-	-	-	-	-	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: WATER UTILITY SOURCE C	1,716,800	1,716,100	1,821,000	1,821,000	1,821,000	-

Activity Description

This department covers potable water purchased from the City of Minneapolis for resale to the residents of Columbia Heights. Amounts will vary from year to year based upon demand. In 2004, the City entered into a long-term contract with the City of Minneapolis establishing rates for the next 30 years. The Contract cost share was updated in 2014 based on an updated Cost of Service Study as prescribed in the Contract. Going forward the contract will be updated on a 10-year cycle.

Comments on Proposed Budget

There is no anticipated increase in the 2024 cost of water purchased from the City of Minneapolis. The budget for 2023 was higher than the expected costs. Minneapolis is raising the cost of water purchased by 5.2%, but the budget from 2023 is inline with an increase of that amount.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: WATER UTILITY DISTRIBUTION							
601 9600	WATER UTILITY DISTRIBUTION	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	443,200	337,600	504,900	551,000	551,000	-
	Supplies	111,800	102,900	127,100	142,600	142,600	-
	Other Services & Charges	504,500	544,100	625,900	604,300	604,300	-
	Capital Outlay	-	-	30,000	30,000	30,000	-
	Contingencies & Transfers	30,000	30,000	40,000	50,000	50,000	-
	TOTALS: WATER UTILITY DISTRIBUTION	1,089,500	1,014,600	1,327,900	1,377,900	1,377,900	-

Activity Description

This activity provides for the operation and maintenance of the City's entire water distribution system, including the water tower, water mains, hydrants, valves, meters, pump stations (2), SCADA system operation, sprinkler systems (3), service lines to public buildings and providing locate services for city utilities as required by the Gopher State One Call system.

2023 will be a break in the annual water main lining and replacement program. The extent of the work completed in 2022 requires fund balances to recover with the program again rehabilitating water main in 2024. One section of watermain will be rehabilitated on 53rd Avenue NE because of a significant break in 2022.

Continuing to replace water meters that fail as a result of age. Residential customers are no longer required to pay for the meter replacements, and repairs to residential meters have stopped. A wholesale residential meter replacement program is being planned for 2024.

Continue tracking and documenting water quality complaints and develop remedial response alternatives.

Maintain system by leak detecting, testing water samples, repair water main breaks, pumps, valves hydrants, etc.

Continue our hydrant flushing program.

Continue the hydrant cleaning and painting program.

Continue upgrading SCADA hardware at infrastructure locations. New PLCs, Radios, and relays where required.

Comments on Proposed Budget

The proposed 2024 Water department distribution (operating) budget is an increase of \$50,000, or 3.8% over 2023.

Increases within the personnel services category of \$46,100 are primarily from:

- 3.25% cost-of-living increases for 2024 in all city labor agreements.
- Seniority step raises phased-in for certain positions under the compensation plan adopted in 2022.
- Certain existing labor reclassified from other Public Works departments within the budget to this department.

To a limited extent, personnel also includes an allocable portion of one additional part-time administrative assistant shared across multiple Public Works departments.

Within the Supplies category, minor equipment is increased by \$10,000 for the purchase of new water testing equipment and inflation in replacement prices for other tools.

2024 changes for all other items in this department are an offsetting net reduction of \$16,100.

CITY OF COLUMBIA HEIGHTS, MINNESOTA

BUDGET 2024

DEPARTMENT: WATER UTILITY NON-OPERATING							
601	WATER UTILITY	Actual	Actual	Adopted	Department	City Manager	Council
9699	NON-OPERATING	Expense	Expense	Budget	Proposed	Proposed	Adopted
Description		2021	2022	2023	2024	2024	2024
	Personnel Services	-	-	-	-	-	-
	Supplies	14,800	-	-	-	-	-
	Other Services & Charges	-	-	-	-	-	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	105,300	90,200	87,000	93,000	93,000	-
	TOTALS: WATER UTILITY NON-OPERATING	120,100	90,200	87,000	93,000	93,000	-

Activity Description

This budget primarily accounts for transfers to the Water debt service fund.

Comments on Proposed Budget

The bond transfer amount is in accordance with the schedule set forth by the Finance Department.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: SEWER UTILITY COLLECTIONS							
602 9600	SEWER UTILITY COLLECTIONS	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	307,100	339,300	430,100	537,400	537,400	-
	Supplies	47,900	35,100	103,000	63,000	63,000	-
	Other Services & Charges	487,500	420,800	343,200	354,000	354,000	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	30,000	30,000	50,000	50,000	50,000	-
	TOTALS: SEWER UTILITY COLLECTIONS	872,500	825,200	926,300	1,004,400	1,004,400	-

Activity Description

This activity provides for the operation and maintenance of the City's sanitary sewer collection system. Included in this activity are inspections and repairs of manholes, trunk and main sewer lines, lift stations (4) and SCADA system operation. Annual sewer flows are between 500 and 550 million gallons to MCES treatment facilities.

1. Analyze I/I program effectiveness to concentrate on the Collection District with the highest return for the removal of clear water flows in our Collection System - in response to the MCES' Ongoing I/I Program.
2. Continue aggressive sanitary sewer cleaning program on a 3-year repeating cycle city-wide, and trouble lines - annually.
2. Continue sanitary sewer system evaluations through the televising and reporting program.
3. Continue annual sanitary sewer lining program.
4. Continue manhole inspections with televising inspection reports resulting in the rehab of existing sewer line structures throughout the City.
5. Identify manholes in need of rehabilitation through inspection program, and prioritize manhole repairs.
6. Continue upgrading SCADA hardware at infrastructure locations. New PLCs, Radios, and relays where required.

Comments on Proposed Budget

The proposed 2024 Sewer department collection (operating) budget is an increase of \$78,100, or 8.4% over 2023.

Increases within the personnel services category of \$107,300 are primarily from:

- 3.25% cost-of-living increases for 2024 in all city labor agreements.
- Seniority step raises phased-in for certain positions under the compensation plan adopted in 2022.
- Certain existing labor reclassified from other Public Works departments within the budget to this department.

To a limited extent, personnel also includes an allocable portion of one additional part-time administrative assistant shared across multiple Public Works departments.

To offset this large increase in the personnel category, discretionary spending on supplies and tools was decreased by \$40,000. This also budgets the supplies category to more closely approximate actual costs for 2021 and 2022 adjusted for inflation.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: SEWER UTILITY DISPOSAL							
602 9480	SEWER UTILITY DISPOSAL	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
Personnel Services		-	-	-	-	-	-
Supplies		1,240,600	1,288,800	1,345,700	1,468,300	1,468,300	-
Other Services & Charges		-	-	-	-	-	-
Capital Outlay		-	-	-	-	-	-
Contingencies & Transfers		-	-	-	-	-	-
TOTALS: SEWER UTILITY DISPOSAL		1,240,600	1,288,800	1,345,700	1,468,300	1,468,300	-

Activity Description

This department provides for fees paid to the Metropolitan Council Environmental Services for sewage treatment disposal. Costs will vary from year to year based upon flows.

Comments on Proposed Budget

The sewage disposal costs mandated by the Metropolitan Council Environmental Services comprise a 6.8% increase for 2024, bringing the annual cost of disposal to \$1,468,300.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: SEWER UTILITY NON-OPERATING							
602 9699	SEWER UTILITY NON-OPERATING	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	-	-	-	-	-	-
	Supplies	-	-	-	-	-	-
	Other Services & Charges	-	-	-	-	-	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	62,000	64,200	61,000	67,000	67,000	-
	TOTALS: SEWER UTILITY NON-OPERATING	62,000	64,200	61,000	67,000	67,000	-

Activity Description

This budget primarily accounts for transfers to the Sewer debt service fund. Sewer bonds outstanding are from the 2013 Bond issue.

Comments on Proposed Budget

The bond transfer amount is in accordance with the schedule set forth by the Finance Department.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: REFUSE DISPOSAL							
603 9510	REFUSE FUND REFUSE DISPOSAL	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	-	-	-	-	-	-
	Supplies	1,765,700	1,816,700	2,971,000	3,149,000	3,149,000	-
	Other Services & Charges	-	-	-	-	-	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: REFUSE DISPOSAL	1,765,700	1,816,700	2,971,000	3,149,000	3,149,000	-

Activity Description

This budget tracks hauling contracted costs for refuse, single sort recycling, bulk collections, yard waste/organics collection, and disposal costs to facilitate accurate reporting to state and county agencies as required.

Comments on Proposed Budget

The 2024 budget for the hauling and disposal assumes a 6% increase, or \$178,000. Inflation term within the current hauling contract provides for annual increases up to the Refuse Consumer Price Index as of the end of each year.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: REFUSE COLLECTION & DISPOSAL							
603	REFUSE FUND	Actual	Actual	Adopted	Department	City Manager	Council
9520	REFUSE COLLECTION AND DISPOSAL	Expense	Expense	Budget	Proposed	Proposed	Adopted
Description		2021	2022	2023	2024	2024	2024
	Personnel Services	64,800	70,100	72,200	84,900	84,900	-
	Supplies	700	3,800	400	1,500	1,500	-
	Other Services & Charges	45,100	53,200	49,300	71,200	71,200	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	48,900	50,400	58,600	362,300	362,300	-
	TOTALS: REFUSE COLLECTION & DISPOSAL	159,500	177,500	180,500	519,900	519,900	-

Activity Description

This activity manages the total refuse collection and disposal program and includes expenses other than the contract costs. Contracted costs are separated for clarity in tracking and reporting; however, they do remain a function of this budget as a whole.

Comments on Proposed Budget

For 2024, this department's budget includes a one-time transfer of \$300,000 to the Infrastructure Fund for the portion of Alley reconstruction in 2024 that will not be assessed to the adjacent properties. The reason for this is that heavy garbage trucks are a primary cause of wear upon alley surfaces.

The ongoing portion of the budget is an increase of \$39,400 or 22% over 2023 and includes \$19,000 in annual depreciation on new customer carts and \$12,700 in personnel increases from:

- 3.25% cost-of-living increases for 2024 in all city labor agreements.
- An allocable portion of one additional part-time administrative assistant across multiple Public Works departments for 2024.
- Seniority step raises phased-in for certain positions under the compensation plan adopted in 2022.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: REFUSE FUND RECYCLING							
603 9530	REFUSE FUND RECYCLING	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	70,100	70,200	83,100	92,300	92,300	-
	Supplies	7,300	8,200	8,400	9,500	9,500	-
	Other Services & Charges	58,200	68,800	83,700	90,000	90,000	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	48,900	50,400	58,500	362,300	362,300	-
	TOTALS: REFUSE FUND RECYCLING	184,500	197,600	233,700	554,100	554,100	-

Activity Description

This activity provides management of the recycling services. The City continues to manage the SCORE grant program and all other recycling operations of curbside single sort, curbside bulk recycling, curbside yard waste and organics collection, and the Recycle Center.

Comments on Proposed Budget

For 2024, this department's budget includes a one-time transfer of \$300,000 to the Infrastructure Fund for the portion of Alley reconstruction in 2024 that will not be assessed to the adjacent properties. The reason for this is that heavy garbage trucks are a primary cause of wear upon alley surfaces.

The ongoing portion of the budget is an increase of \$20,400 or 9% over 2023. \$19,000 of this increase is annual depreciation on new customer carts purchased in 2023 and 2024.

The remaining changes to the 2024 budget for this department are \$9,200 in personnel cost increases which are approximately offset for 2024 by decreases in nonpersonnel costs.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: REFUSE FUND HAZARDOUS WASTE							
603 9540	REFUSE FUND HAZARDOUS WASTE	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	2,000	1,700	4,500	4,700	4,700	-
	Supplies	-	-	600	-	-	-
	Other Services & Charges	12,100	7,000	13,700	13,000	13,000	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS:	14,100	8,700	18,800	17,700	17,700	-

Activity Description

This activity administers the handling of hazardous waste generated by the City of Columbia Heights residential properties. Such items include fluorescent lamps, solvents, waste and automotive fluids, paints /chemicals, and illegally dumped electronic and other problem materials. Some of the items are handled at our Recycle Center and Anoka County provides household hazardous waste services primarily through a year-round drop-off facility located in Blaine that serves the entire county.

Comments on Proposed Budget

The hazardous waste budget handles the disposal of hazardous wastes generated by the residents of the city. This small budget is expected to decrease by \$1,100 or -6% for 2024.

CITY OF COLUMBIA HEIGHTS, MINNESOTA

BUDGET 2024

DEPARTMENT: STORM SEWER UTILITY COLLECTIONS							
604 9600	STORM SEWER UTILITY COLLECTIONS	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	163,300	129,000	221,000	278,300	278,300	-
	Supplies	12,500	16,300	42,900	43,400	43,400	-
	Other Services & Charç	175,800	311,000	208,200	184,500	184,500	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Trans	10,000	20,000	45,000	50,000	50,000	-
	TOTALS: STORM SEWE	361,600	476,300	517,100	556,200	556,200	-

Activity Description

This department provides for the operation and maintenance of the City's storm sewer system, including NPDES Phase IV permit requirements (pollution prevention), annual MS4 reporting - including TMDL reporting for Silver Lake, inspection, maintenance and repair of storm sewer pipes, catch basins, manholes, and drainage ponds, and surface water related activities and inspections of land disturbing activities for erosion control.

1. Implement NPDES Phase IV requirements for activities and reporting system - 4th Generation Plan was approved by the MPCA in 2019. The permit now includes TMDL reporting for Silver Lake.
2. Implement the Water Resource Management Plan (WRMP) completed in 2017 and included in the Comp Plan approved in 2019.
3. Support and coordinate with the maintenance activities in the Streets Department.
4. Rehab existing structures and/or main lines throughout the City.
5. Storm sewer system evaluation: conduct televising and inspections of storm sewer lines, leading to a storm sewer rehabilitation program

Comments on Proposed Budget

The proposed 2024 Storm Sewer department collection (operating) budget is an increase of \$39,100, or 7.6% over 2023.

Increases within the personnel services category of \$57,300 are primarily from:

- An allocable portion of one additional part-time administrative assistant shared across multiple Public Works departments.
- Certain existing labor reclassified from other Public Works departments within the budget to this department.
- 3.25% cost-of-living increases for 2024 in all city labor agreements.
- Seniority step raises phased-in for certain positions under the compensation plan adopted in 2022.

Nonpersonnel costs are budgeted at a decrease of \$18,200 to help offset the personnel costs shifted to this department's budget

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: STORM SEWER UTILITY NON-OPERATING							
604	STORM SEWER UTILITY	Actual	Actual	Adopted	Department	City Manager	Council
9699	NON-OPERATING	Expense	Expense	Budget	Proposed	Proposed	Adopted
Description		2021	2022	2023	2024	2024	2024
	Personnel Services	-	-	-	-	-	-
	Supplies	-	-	-	-	-	-
	Other Services & Charges	71,600	500	-	-	-	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	130,000	70,000	63,000	-	-	-
	TOTALS: STORM SEWER UTILITY NON-OPEI	201,600	70,500	63,000	-	-	-

Activity Description

This budget primarily accounts for transfers to the Storm Sewer debt service fund.

Comments on Proposed Budget

The final outstanding storm sewer debt service payment due 2/1/2024 was funded by the 2023 budget.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: WATER CONSTRUCTION FUND NON-OPERATING							
651 9699	WATER CONSTRUCTION FUND NON-OPERATING	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	-	-	-	-	-	-
	Supplies	-	-	-	-	-	-
	Other Services & Charges	-	-	-	53,000	53,000	-
	Capital Outlay	-	-	155,000	2,074,000	2,074,000	-
	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: WATER CONSTRUCTION FUND N		-	-	155,000	2,127,000	2,127,000	-

Activity Description

This department is used to account for various water system infrastructure projects.

Technical Note: With the change to the new BS&A accounting system, the water, sewer, and storm funds, all adopted the same standardized department number of 9699 for 2023 non-operating activities. In prior years, each of these funds instead used their own unique department numbers for their respective non-operating activities. Consequently, that prior history does not appear in the table above for department 9699.

For 651 Water Construction Fund that prior history is:
 2021 = \$0
 2022 = \$165,000

Comments on Proposed Budget

In 2024, the City will start the process of replacing all residential water meters. As the water meter reading is used to account for sewer charges as well, costs of the project are shared between the water and sewer funds. The water fund share included above is estimated at \$2,127,000. This will be financed with \$750,000 of current fund balance and \$1,500,000 in bonds repaid over 20 years

In 2023, Columbia Heights was NOT awarded Congressionally Directed Spending in the amount of \$350,000 for a requested retaining wall replacement at Pump Station 3 (Ivanhoe Place). That project will be deferred at this time.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: SEWER CONSTRUCTION FUND NON-OPERATING							
652 9699	SEWER CONSTRUCTION FUND NON-OPERATING	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
Personnel Services		-	-	-	-	-	-
Supplies		-	-	-	-	-	-
Other Services & Charges		-	-	-	53,000	53,000	-
Capital Outlay		-	-	330,000	1,324,000	1,324,000	-
Contingencies & Transfers		-	-	-	-	-	-
TOTALS: SEWER CONSTRUCTION		-	-	330,000	1,377,000	1,377,000	-

Activity Description

This department is used to account for various sanitary sewer system infrastructure projects.

Technical Note: With the change to the new BS&A accounting system, the water, sewer, and storm funds, all adopted the same standardized department number of 9699 for 2023 non-operating activities. In prior years, each of these funds instead used their own unique department numbers for their respective non-operating activities. Consequently, that prior history does not appear in the table above for department 9699.

For 652 Sewer Construction Fund that prior history is:
 2021 = \$634,000
 2022 = \$275,000

Comments on Proposed Budget

In 2024, the City will start the process of replacing all residential water meters. As the water meter reading is used to account for sewer charges as well, costs of the project are shared between the water and sewer funds. The sewer fund share included above is estimated at \$1,377,000. This will be financed with bonds repaid over 20 years.

In 2023, Columbia Heights was awarded Congressionally Directed Spending for sanitary sewer lining work. The \$500,000 federal grant will offset the cost of lining work occurring in 2024. In conjunction with the sanitary sewer lining project, \$200,000 in manhole rehabilitation/replacement is anticipated. This work will repair/replace decaying block and brick manhole structures. The \$700,000 total cost of this combined project is not included in 2024 current expenses above, as the value of this significant investment will be depreciated over approximately the next 30-40 years.

A new sanitary sewer lift station is planned for construction after 2024 to handle the additional sewage produced by the future redevelopment of 4300 Central Avenue NE. The lift station was estimated to cost \$2,800,000 in 2022. The construction costs have most likely risen since then and will continue to rise before the project is bid. The cost of the station will be financed using Tax Increment generated by the future redevelopment at 4300 Central Avenue NE. The cost of this new lift station is not included in the 2024 data above.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: STORM SEWER CONSTRUCTION FUND							
653 9699	STORM SEWER CONSTRUCTION FUND NON-OPERATING	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
Personnel Services		-	-	-	-	-	-
Supplies		-	-	-	-	-	-
Other Services & Charges		-	-	-	-	-	-
Capital Outlay		-	-	775,000	-	-	-
Contingencies & Transfers		10,100	-	-	-	-	-
TOTALS: STORM SEWER CONSTRUCTION		10,100	-	775,000	-	-	-

Activity Description

This department is used to account for various storm sewer system infrastructure projects.

Comments on Proposed Budget

No major storm sewer projects planned for 2024.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: CENTRAL GARAGE							
701 9950	CENTRAL GARAGE CENTRAL GARAGE	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	246,300	259,200	371,100	399,200	399,200	-
	Supplies	150,900	201,400	256,900	244,800	244,800	-
	Other Services & Charges	283,500	298,400	309,000	334,400	334,400	-
	Capital Outlay	-	-	36,500	15,000	15,000	-
	Contingencies & Transfers	5,000	5,100	5,000	10,000	10,000	-
	TOTALS: CENTRAL GARAGE	685,700	764,100	978,500	1,003,400	1,003,400	-

Activity Description

Central Garage provides preventive general maintenance and repair for all city -owned vehicles and equipment.

The City currently has over 300 pieces of equipment that are maintained on a regular basis. This is an internal service fund with revenue generated by charges to other departments for all repair and maintenance services performed by members of this department. This department budget also covers regular maintenance costs for the MSC Building.

Comments on Proposed Budget

The proposed 2024 budget for the Central Garage is an increase of \$24,900, or 2.5%.

Personnel increases of \$28,100 include:
 3.25% cost-of-living increases for 2024 in all city labor agreements.
 Seniority step raises phased-in for certain positions under the compensation plan adopted in 2022.
 Certain existing labor reclassified from other Public Works departments within the budget to this department.

This was partially offset by a net decrease in non-personnel costs of \$3,200.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: CENTRAL GARAGE							
705 9970	BUILDING MAINTENANCE BUILDING MAINT. INTERNAL SERVICES	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	206,400	235,400	266,200	304,500	304,500	-
	Supplies	1,500	3,200	5,600	5,600	5,600	-
	Other Services & Charges	4,600	4,200	7,100	6,700	6,700	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: BUILDING MAINT. INTERNAL S	212,500	242,800	278,900	316,800	316,800	-

Activity Description

This department was transferred to Public Works in 2014. The department provides building maintenance services to city buildings. This includes both custodial services provided by part-time custodians, as well as analysis and coordination by the full-time Facilities Maintenance Supervisor of more technical building systems maintenance and repair requests. Costs of this department are allocated proportionately to use by each respective building/department. This is reflected as an internal charge in the budgets of the user departments.

Note that the Recreation Department - Murzyn Hall budget (101.45129) includes additional part-time custodians, serving solely at Murzyn Hall, which are not included in this 701.49970 internal service department budget.

Comments on Proposed Budget

The proposed 2024 Building Maintenance - Internal Services budget is an increase of \$37,900 or 13.7% over 2023.

Approximately \$30,000 of this increase relates to part-time custodians and caretakers:

- An increase in staffing of approximately 0.5 FTE over 2023, bringing the total to 2.5 FTE.
- Seniority step raises phased-in under the compensation plan adopted in 2022.
- 3.25% cost-of-living increases for 2024 in all city labor agreements.

City of Columbia Heights, Minnesota
BUDGET 2024
Recreation

	Recreation Admin 101.5000	Athletics 101.5001	Youth Enrichment 101.5004	Senior Citizens 101.5040	Murzyn Hall 101.5129	Hylander Center 101.5130	After School Programs 261.5029	21st Century Art 262.5016	Cap. Equip. Rec. Admin. 431.5000
Revenue									
Taxes	293,200	125,000	89,000	129,900	127,800	83,900	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-
Intergovernmental	7,800	3,300	2,300	3,400	3,400	2,200	-	-	-
Charges for Services	-	33,000	10,000	7,000	119,200	2,000	-	-	-
Fines & Forfeits	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
Sales and Related Charges	-	-	-	-	-	-	-	-	-
Transfers & Non Rev Receipts	-	-	-	-	-	-	-	-	-
Total Revenue	301,000	161,300	101,300	140,300	250,400	88,100	-	-	-
Expenses									
Personnel Services	220,200	112,500	64,100	108,400	180,200	34,000	25,000	-	-
Supplies	19,000	7,300	2,300	3,400	19,500	1,000	-	-	-
Other Services and Charges	61,800	41,500	34,900	28,500	50,700	53,100	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-
Contingencies & Transfers	-	-	-	-	-	-	-	-	-
Total Expenses	301,000	161,300	101,300	140,300	250,400	88,100	25,000	-	-
Change in Fund Balance	-	-	-	-	-	-	(25,000)	-	-

CITY OF COLUMBIA HEIGHTS, MINNESOTA

BUDGET 2024

DEPARTMENT: RECREATION ADMINISTRATION							
101 5000	GENERAL RECREATION ADMINISTRATION	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	205,600	207,100	211,700	220,200	220,200	-
	Supplies	6,300	7,200	14,200	19,000	19,000	-
	Other Services & Charges	52,100	50,300	59,700	61,800	61,800	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: RECREATION ADMINISTRATION	264,000	264,600	285,600	301,000	301,000	-

Activity Description

This activity provides recreational opportunities and services to the residents of Columbia Heights. The Recreation Division is comprised multiple departments accross which the Director, fifty percent full time Clerk-Typist II, and one half-time Recreation Clerk disperse their time. Each of these departments has its own separate budget. The Recreation Administration budget provides salaries for the department as well as supplies and contractual services for the department. Recreation Administration also pays the Murzyn Hall budget for office space.

Comments on Proposed Budget

The Recreation Administration budget increased a total of \$15,400 or 5.4%. Personal Services had an increase of \$8,500 for step increases and wage adjustments. End user devices had an increase of \$4,200 to replace computers in the office for units that have been identified by our Information Technology department. IT Services also increased \$1,100. The Murzyn Hall budget receives a credit of \$3,800 for space used at J.P.M. from this budget.

CITY OF COLUMBIA HEIGHTS, MINNESOTA

BUDGET 2024

DEPARTMENT: ATHLETICS							
101 5001	GENERAL ATHLETICS	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	22,300	33,400	109,400	112,500	112,500	-
	Supplies	100	2,100	7,300	7,300	7,300	-
	Other Services & Charges	9,800	15,700	41,300	41,500	41,500	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: ATHLETICS	32,200	51,200	158,000	161,300	161,300	-

Activity Description

This budget has combined Youth Athletics, Adult Athletics and Traveling Athletics to make one Athletics budget. This activity classification encompasses recreational programs provided to youth and adults. These programs consist of children and adolescents K-12. Programs fall under several sport-specific headings, including baseball, softball, basketball, football, soccer and volleyball. All programs are participation-oriented, with the focus on fun, socialization, and athletic skill development. These particular youth programs provide the youth of Columbia Heights with supervised play opportunities at local gym facilities and neighborhood parks. The adult programs consist of sanctioned competitive slow pitch softball leagues for men and coed teams. This budget includes two-thirds of the Recreation Coordinator salaries, league costs and officials. The Athletics budget also pays the Murzyn Hall budget for office space.

Comments on Proposed Budget

The Athletics budget increased a total of \$3,300 or 2.1%. Personal Services had an increase to cover step increases and wage adjustments. The Murzyn Hall budget receives a credit of \$11,300 for space used at J.P.M. from this budget.

CITY OF COLUMBIA HEIGHTS, MINNESOTA

BUDGET 2024

DEPARTMENT: ADULT ATHLETICS							
101 5003	GENERAL ADULT ATHLETICS	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	17,800	21,200	-	-	-	-
	Supplies	3,200	2,700	-	-	-	-
	Other Services & Charges	14,900	12,900	-	-	-	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: ADULT ATHLETICS	35,900	36,800	-	-	-	-

Activity Description

Beginning in 2023, this activity is reported under a single athletics department 101.5001, combining Youth Athletics, Adult Athletics and Traveling Athletics. These activities were each reported separately prior to 2023.

Comments on Proposed Budget

CITY OF COLUMBIA HEIGHTS, MINNESOTA

BUDGET 2024

DEPARTMENT: YOUTH ENRICHMENT							
101 5004	GENERAL YOUTH ENRICHMENT	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	36,400	47,200	62,900	64,100	64,100	-
	Supplies	5,000	4,700	2,300	2,300	2,300	-
	Other Services & Charges	27,800	30,000	34,600	34,900	34,900	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: YOUTH ENRICHMENT	69,200	81,900	99,800	101,300	101,300	-

Activity Description

This activity classification encompasses recreational, academic, athletic, and enrichment programs provided to the youth ages 3-13. These offerings are participation-oriented, with the focus on fun, socialization, achievement, and skill development. Dance and Tumbling runs throughout the fall, winter, and spring sessions. Special events that are family-oriented and run throughout the year are Bunny Brunch, Halloween Spooktacular, and Breakfast with Santa. The Traveling Puppet Wagon, which was originally funded through a grant from the Medtronic Foundation in 1998 has been operating for the last twenty-six years. The Puppet Wagon travels to neighborhood parks and performs a variety of family-based puppet shows. Youth Enrichment funds office, storage and program space within the Murzyn Hall budget. This budget also provides one-fourth of the Recreation Coordinator salaries.

Comments on Proposed Budget

The budget increased a total of \$1,500 or 1.5%. Personal Services had an increase to cover step increases and wage adjustments. The Murzyn Hall budget receives a credit of \$33,200 for space used at J.P.M. from this budget.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: TRAVELING ATHLETICS							
101 5005	GENERAL TRAVELING ATHLETICS	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	17,800	21,200	-	-	-	-
	Supplies	100	500	-	-	-	-
	Other Services & Charges	14,300	16,700	-	-	-	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: TRAVELING ATHLETICS	32,200	38,400	-	-	-	-

Activity Description

Beginning in 2023, this activity is reported under a single athletics department 101.5001, combining Youth Athletics, Adult Athletics and Traveling Athletics. These activities were each reported separately prior to 2023.

Comments on Proposed Budget

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2024

DEPARTMENT: TRIPS & OUTINGS							
101 5030	GENERAL TRIPS & OUTINGS	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	23,400	23,900	-	-	-	-
	Supplies	-	-	-	-	-	-
	Other Services & Charges	1,400	900	-	-	-	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: TRIPS & OUTINGS	24,800	24,800	-	-	-	-

Activity Description

Beginning in 2023, this activity is included in the Senior Citizens Program budget department 5040. These activities were each reported separately prior to 2023.

Comments on Proposed Budget

CITY OF COLUMBIA HEIGHTS, MINNESOTA

BUDGET 2024

DEPARTMENT: SENIOR CITIZENS							
101 5040	GENERAL SENIOR CITIZENS	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	76,900	81,300	111,200	108,400	108,400	-
	Supplies	1,300	1,600	3,400	3,400	3,400	-
	Other Services & Charges	16,400	18,300	28,300	28,500	28,500	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: SENIOR CITIZENS	94,600	101,200	142,900	140,300	140,300	-

Activity Description

The Senior Citizen Program budget now includes the activity previously reported in 101.5030 Trips and Outings. The Senior program is located in Murzyn Hall and provides a wide variety of programs to individuals 55 years and older in the community. The center is open Monday through Friday from 9:00 a.m. to 4:00 p.m. This budget now includes trips for our Senior program. The Senior Citizen budget also provides space allocation for Murzyn Hall for office, storage and senior center space.

Comments on Proposed Budget

The budget decreased a total of \$2,600 or -1.8%. Personal Services had an decrease for the new Senior Coordinator starting at the entry step of the position. The Murzyn Hall budget receives a credit of \$18,100 for space used at J.P.M. from this budget.

CITY OF COLUMBIA HEIGHTS, MINNESOTA

BUDGET 2024

DEPARTMENT: MURZYN HALL							
101 5129	GENERAL MURZYN HALL	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	108,200	170,100	170,100	180,200	180,200	-
	Supplies	7,200	8,900	19,500	19,500	19,500	-
	Other Services & Charges	52,500	70,000	41,200	50,700	50,700	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: MURZYN HALL	167,900	249,000	230,800	250,400	250,400	-

Activity Description

In an average year, Murzyn Hall (JPM) is used approximately 2,500 hours for classes/activities, 1,500 hours for weddings, and 1,000 hours for meetings. Approximately 20% of the users are charged while the remaining 80% are fee waived or charged a minimal fee to offset custodial costs. JPM operates seven days a week and runs near full capacity throughout the year. Murzyn Hall budget provides salaries for part-time custodians and 50% of the Recreation Secretary position.

Comments on Proposed Budget

The Murzyn Hall budget increased a total of \$19,600 or 8.5%. Personal Services had an increase for step increases, wage adjustments and increases in fringe. Property liability insurance increased by \$1,100. Increases were also given to gas and electric. Building maintenance contracted services had an increase of \$3,000. The Murzyn Hall budget receives a credit of \$66,400 from the other recreation departments.

CITY OF COLUMBIA HEIGHTS, MINNESOTA

BUDGET 2024

DEPARTMENT: HYLANDER CENTER							
101 5130	GENERAL HYLANDER CENTER	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	100	3,700	34,300	34,000	34,000	-
	Supplies	7,800	-	5,000	1,000	1,000	-
	Other Services & Charges	32,300	53,700	50,400	53,100	53,100	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: HYLANDER CENTER	40,200	57,400	89,700	88,100	88,100	-

Activity Description

The Hylander Center budget covers the staff and utilities to maintain and operate the Hylander Center gym and fitness room. This budget includes utilities and cleaning that is serviced by the School District and then paid from this account.

Comments on Proposed Budget

The Hylander Center budget had an overall decrease of \$1,600 or -1.8%. Minor equipment had a decrease of \$4,000. The building maintenance had an increase of \$3,000 to cover the increase in utilities.

CITY OF COLUMBIA HEIGHTS, MINNESOTA

BUDGET 2024

DEPARTMENT: PROGRAM REVENUE EXPENDED							
261 5029	AFTER SCHOOL PROGRAMS PROGRAM REVENUE EXPENDED	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	3,100	4,100	24,800	25,000	25,000	-
	Supplies	1,300	100	3,000	-	-	-
	Other Services & Charges	5,600	7,900	18,000	-	-	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: PROGRAM REVENUE EX	10,000	12,100	45,800	25,000	25,000	-

Activity Description

In prior years, the City operated youth summer programs and school out day programs funded by various state grants. To assure registered participants would attend the programs once services were booked and committed, the City charged a moderate participation fee. Over time, this participation fee accumulated as surplus program revenue. Although the original state grants ended many years ago, under the terms of those grants, the City is retracted to only using the remaining surplus to provide the same services allowed under those grants. Specifically, this is youth summer programs and school out day programs.

Comments on Proposed Budget

The level of activity projected for 2024 is midpoint between 2022 actual activity and 2023 budgeted activity.

CITY OF COLUMBIA HEIGHTS, MINNESOTA

BUDGET 2024

DEPARTMENT: 2020 - 2023 CONTRACT REC							
262 5016	21st CENTURY ARTS 2020 - 2023 CONTRACT REC	Actual Expense 2021	Actual Expense 2022	Adopted Budget 2023	Department Proposed 2024	City Manager Proposed 2024	Council Adopted 2024
Description							
	Personnel Services	26,700	36,600	35,600	-	-	-
	Supplies	600	3,600	6,000	-	-	-
	Other Services & Charges	10,100	19,400	7,000	-	-	-
	Capital Outlay	-	-	-	-	-	-
	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: 2020 - 2023 CONTRACT	37,400	59,600	48,600	-	-	-

Activity Description

The 21st Century Arts budget is the Recreation Department's Federal grant that we received through the Columbia Heights School District. It is focused on programs within the Arts.

Comments on Proposed Budget

This grant was not renewed for 2024.

City of Columbia Heights, Minnesota
BUDGET 2024

	Bonds										Liquor Debt Service
	2008A G.O. Sullivan Shores	2013 GO Improve	2015 GO Library	2017B Public Safety	2018A GO Pubfacilities	Huset Park Area TIF (T6)	BB6 IF Alatus 4300 Central	Water Fund Debt Service	Sewer Fund Debt Service	Storm Sewer Debt Service	
	315,700	345,700	346,700	347,700	348,700	372,700	393,700	631,700	632,700	634,700	639,700
Revenue											
Taxes	-	-	248,400	331,200	96,400	850,000	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	213,000	212,000	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-	-	-	-	-
Fines & Forfeits	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	1,000	1,000	200	5,000	-	100	100	100	1,000
Sales and Related Charges	-	-	-	-	-	-	-	112,500	112,500	-	-
Transfers & Non Rev Receipts	-	-	-	-	-	-	-	93,000	67,000	-	335,000
Total Revenue	-	-	462,400	544,200	96,600	855,000	-	205,600	179,600	100	336,000
Expenses											
Personnel Services	-	-	-	-	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	-	-	-	-
Other Services and Charges	-	-	-	-	-	550,000	-	-	-	-	-
Capital Outlay/Debt Service	-	-	454,700	533,200	209,900	192,700	-	37,100	36,600	1,000	42,200
Contingencies & Transfers	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	-	-	454,700	533,200	209,900	742,700	-	37,100	36,600	1,000	42,200
Change in Fund Balance	-	-	7,700	11,000	(113,300)	112,300	-	168,500	143,000	(900)	293,800