



CITY OF ST. JOSEPH

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**St. Joseph City Council Work Session
June 28, 2022
5:30 PM**

The St. Joseph City Council will meet to discuss the following items:

1. City Property Purchases
2. 2023 Budget Discussion
3. Downtown 2 Hour Parking
4. Adjourn



MEETING DATE: June 28, 2022

AGENDA ITEM: Draft 2023 Wages/Benefits and Membership Dues, Budget Priorities

SUBMITTED BY: Finance

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: None

PREVIOUS COUNCIL ACTION: City Council commissioned Flaherty & Hood to update the compensation study in 2022.

BACKGROUND INFORMATION: As part of the budget process, staff presents the membership dues the City belongs to. A summary and description of all the memberships is attached for discussion.

Council commissioned Flaherty & Hood to update the compensation study, including job descriptions where needed. The study is anticipated to be completed in fall 2022. In addition, both AFSCME and LELS bargaining units are expected to file their intent to negotiate this summer/fall. Both contracts expire on 12/31/2022. The inflation and economic climate, along with employment issues in MN and across the country, are causing increased pressures to retain and hire qualified personnel. Staff is estimated the wages and benefits budgets higher to allow the City to react to the final outcomes of the compensation study and union negotiations.

Staff will provide a staffing summary by department during the workshop. Changes in the staffing budget for 2023 include the following personnel:

Administrative Assistant – added in 2022 half year, full year for 2023

Police Officer – adding additional hours to part-time position with the possibility of having the position be full-time

Mechanic – added in 2022 half year, full year for 2023

The capital equipment plan (CEP) will be presented at a future workshop. As supply chain issues continue, some items scheduled for purchase using the 2023 equipment certificates pay need to be ordered soon. The City does not have control over when the items will be delivered. Some may be delivered and paid for prior to the issuance of the certificates next summer. Staff will present a resolution at the July 5, 2022 council meeting stating the City intends to reimburse itself for general equipment purchased with the 2023 equipment certificates. Departments are still working on their draft budgets, including their 5-year CEP. Attached is an estimated summary of the 2023 equipment certificates from last year's budget discussions. The budgeted numbers and pieces of equipment may change before staff presents the 5-year CEP.

Staff would like to open the discussion from council on budget priorities.

ATTACHMENTS: Membership Dues Summary
Membership Descriptions
2023 Capital Equipment Certificate List

REQUESTED COUNCIL ACTION: Discuss and provide feedback on the membership budget, staffing budget, and other budget priorities.

**City of St. Joseph Memberships and Dues
Estimated 2023 Budget**

			Actual	Budgeted	Actual	Budgeted	Budgeted
			2021	2021	YTD 2022	2022	2023
Memberships - Council							
	St. Cloud APO	101-41110-433	6,361	6,353	7,149	6,552	7,363
	League of MN Cities	101-41110-433	7,532	7,593		7,560	7,986
	Coalition of Greater MN Cities	101-41110-433	12,404	12,324	12,440	12,440	12,689
	CGMC Environmental Action Fund Initiative Foundation	101-41110-433	-	-	-	-	-
	RSVP (City of St. Cloud)	101-41110-433	1,700	1,700	1,700	1,700	1,700
	Whitney Senior Center dues	101-41110-433	6,000	6,000	5,780	5,780	6,000
	St. Joseph Chamber	101-41110-433	1,000	1,000		1,200	1,200
	LMC Mayor's Assn	101-41110-433	125	125	125	125	125
	Greater St. Cloud Develop Corp	150-46500-433	30	30		30	30
			5,000	5,000	5,000	5,000	5,000
			<u>40,152</u>	<u>40,125</u>	<u>32,194</u>	<u>40,387</u>	<u>42,093</u>
Memberships - Administration							
	League of MN Cities /MMUA- Safety	101-41430-212	159	325	129	325	150
	MN Clerks & Finance Officers Assn	101-41430-433	45	45	90	45	50
	Resource Training and Solutions	101-41430-433	-	-	-	-	200
	American Planning Association/APAMN	101-41910-433	451	372	451	336	540
	American Institution of Certified Planners	101-41910-433	100	135	155	155	160
	EDAM	150-46500-433	-	295		295	295
	MN Recreation & Park Association	101-45204-433	-	100		300	300
	ENR	101-41530-300	-	108	48	108	50
	MN Gov't Finance Officer's Assn	101-41530-433	70	70	70	70	70
	National Gov't Finance Officer's Asson	101-41530-433	170	170	235	170	170
			<u>995</u>	<u>1,620</u>	<u>1,178</u>	<u>1,804</u>	<u>1,985</u>
Memberships - Police Dept							
	League of MN Cities /MMUA- Safety	101-42120-212	129	325	129	325	150
	League of MN Cities Patrol Subscription	101-42120-433	990	900	1,080	990	1,180
	MN Juvenile Officers Assn	101-42120-433	-	25		25	25
	MN Chiefs of Police Assn	101-42120-433	305	278	320	305	305
	CJDN BCA Access Fee	101-42120-433	150	-	150	-	150
	Stearns County Chief's Assn	101-42120-433	-	50		50	50
	Assn of MN Emergency Managers	101-42500-433	200	130		200	200
			<u>1,774</u>	<u>1,708</u>	<u>1,679</u>	<u>1,895</u>	<u>2,060</u>
Memberships - Public Works							
	CM Water Ed. Alliance (City of St. Cloud)	651-49900-308	1,688	1,650	1,692	1,692	1,692
	MN Municipal Utilities	pk/st/wt/ww-433	496	496	521	510	530
	League of MN Cities /MMUA- Safety	pk/st/wt/ww-212	514	1,300	514	1,300	600
	MN Rural Water Assn	601/602-49440/450-433	300	300	300	300	300
	One Call Concept	601/602-49440/450-433	100	100		100	100
	Rural Water/MMUA Drug/Alcohol Consortiu	601/602-49440/450-433	248	250		250	250
	American Waterworks Assn	601-49440-433	221	210	227	225	230
			<u>3,567</u>	<u>4,306</u>	<u>3,254</u>	<u>4,377</u>	<u>3,702</u>
Memberships -Fire Dept							
	League of MN Cities /MMUA- Safety	105-42240-212	129	325	129	325	150
	MN Smoke-Eater	105-42240-433	20	20	20	20	20
	Central MN Fire Aid Assn	105-42240-433	50	50	50	50	50
	MN State Fire Chiefs Assn	105-42240-433	-	360		360	360
	Lake Region Firefighters Assn	105-42240-433	40	40	40	40	40
	MN State Fire Dept Assn	105-42240-433	290	290	290	290	290
	MSFDA	105-42240-433	14	7		7	7
	Emergency Services IAMRESPONDING	105-42240-433	-	50		50	50
	Emergency Services ERRS	105-42240-433	-	660	660	660	660
	MN Fire Service Certification Board	105-42240-433	120	150		150	150
			<u>663</u>	<u>1,952</u>	<u>1,189</u>	<u>1,952</u>	<u>1,777</u>

City of St. Joseph Membership and Dues Proposed - 2023

Memberships proposed to continue in 2023

General/Council Memberships

Purpose

St. Cloud APO	Provides access to Federal Transportation funds. The City received funding for 2 corridor studies from the APO and federal funding for phase 2 of the CR2 Trail. Assists with transportation planning.
League of MN Cities	Provides training, resource material, lobbying, routine reporting during the legislative session, publish monthly magazine and bi-weekly bulletin. The City also utilizes the insurances for general liability and workers' comp through the League Insurance Trust.
Coalition of Greater MN Cities	Provides lobbying services, training, resource material, labor data bases to include contract salaries and benefits. CGMC will be very involved in the LGA committees that will review formula updates.
Initiative Foundation	The Initiative Foundation lists their mission as "to unlock the power of Central MN people to build and sustain healthy communities." The City has utilized IF funding for establishing the Farmer's Market and Healthy Community Partnership. They have also provided a grant for the East Park design. The IF also assists with Economic Development.
RSVP	Retired Senior Volunteer Program - This program is through the City of St. Cloud. RSVP reimburses the volunteers for mileage when they work. Work can include taking residents to appointments, to working at events. Annually the City of St. Cloud sends a request to the City for funding.
Whitney Senior Center	The City of St. Cloud implemented a \$50 annual membership charge for the Whitney Senior Center. For St. Cloud residents, the city is subsidizing \$40 of the fee and offered the other cities to participate with their senior citizens. St. Joseph agreed to subsidize up to \$1,000 per year for the subsidy (25 residents). Funding was increased to a maximum of 30 participants covering \$40 of their membership fees in 2022 and proposed in 2023.
St. Joseph Chamber	Local networking and supporting the efforts of the local businesses.
LMC Mayor's Assn	Provides training and networking for the Mayor through LMC.
Greater St. Cloud Development Corporation	The GSCDC works with area stakeholders to improve job opportunities, quality of life, education, health & wellness, and business development in the Greater St. Cloud area.

Memberships proposed to continue in 2023

Administration Memberships

Purpose

MN Clerks & Finance Officers Assn	Provides training and networking opportunities for the City Clerk and finance staff. Professional organization.
MN American Planning Assn	Provides training and networking opportunities for the planning staff. Professional organization.
American Institute of Certified Planners	Provides training and networking opportunities for the planning staff. This membership is national where ideas are shared in the profession. Professional organization.
Economic Development Assn Minnesota	Provides training and networking opportunities for the economic development. Professional organization.
MN Recreation & Park Association	Provides training and networking opportunities for parks and recreation. Professional organization.
Engineer News Record	Staff uses this membership to determine cost indexes for deferred assessments.
MN Gov't Finance Officer's Assn	Provides training and networking opportunities for the finance staff. Professional organization.
Government Finance Officers Assn	Provides training for the finance staff. Also provides current updates on GASB implementations. Professional organization.

Police Memberships

Purpose

LMC Patrol Subscription	Online training portal for patrol officers whose city is a member of LMC.
MN Juvenile Officers Assn	Provides training and resources for police officers working with youth in the community.
MN Chiefs of Police Assn	The MN Chiefs of Police Association is a nonprofit, professional membership organization whose mission is to enhance the quality of police leadership in MN. The Association is recognized as the voice of police executives in MN and represents its members on legislative, regulator and community issues related to crime, public safety and law enforcement.
Stearns County Chief's Assn	Representation includes a supervisor level member from the various police departments in Stearns County. Monthly meetings are conducted and include mutual concern discussions.
Assn of MN Emergency Managers	AMEM is a professional organization of emergency managers dedicated to advocating and advancing effective emergency management capabilities and practices statewide. The AMEM vision is to be one voice advancing individual, family and community preparedness.

Memberships proposed to continue in 2023

Public Works Memberships

Purpose

CM Water Education Alliance	Joint City Partnership that provides education on water preservation and storm water management. The funds help pay for marketing and the annual water festival held at Millstream Park. All 6 area Cities belong to this organization and pay the same fee. This membership is paid through the Storm Water utility and is part of our Storm Water permit.
MN Municipal Utilities	The MMUA mission is to unify and serve as a common voice for municipal utilities and to provide support needed to improve service to their customers and community. This organization provides training and education opportunities to members also. MMUA assists with regulatory implementation/education.
LMC/MMUA Safety	Through LMCIT, MMUA provides regional safety training as required by OSHA. The cities of St. Joseph, Sauk Rapids, Waite Park and Sartell are included in the Central Region Safety Group.
MN Rural Water Assn	Professional organization that provides technical assistance for water and sewer. In the past they have helped the City with a water leak and their dues covered the fees. They also provide training and newsletters.
One Call Concept	The City is required to locate all underground utilities when someone digs near the City lines. One Call Concept keeps the database and notifies us when someone calls for a locate to dig.
MN Municipal Utilities Drug/Alcohol Consortium	The City is required to have a drug testing program for staff that operate heavy equipment. MN Municipal Utilities runs the drug testing program for the City and we do not pay additional costs. The piece we are responsible for is arranging the random drug testing. We are part of their pool and they inform the City who should be tested and when.
American Waterworks Assn	Professional organization that provides education and license requirements for water operators.

Fire Memberships

Purpose

MN Smoke-Eater	Monthly firefighter subscription. Originally each firefighter received a subscription and it has since been reduced to one subscription that is received in the fire hall, available to all members.
Central MN Fire Aid Assn	14 Neighboring fire departments meet 4 times per year to discuss possible cost sharing opportunities for training and equipment. In this manner, the departments ensure they meet periodically to discuss issues.
MN State Fire Chiefs Assn	Professional organization that provides for networking and training opportunities for Fire Chiefs and command staff. The dues include memberships for 8 members.
Lake Region Firefighters Assn	Fire departments in the mutual aid area meet monthly to discuss ideas and training opportunities. The dues also pay for limited training.
MN State Fire Dept Assn	Professional organization for the fire fighters. The Association provides training opportunities and networking. MSFDA includes publications.
Emergency Services ERRS/IAMRESPONDING	Fire call reporting system.
MN Fire Service Certification Board	Professional organization for the fire fighters. The certification board provides recertification of hazmat and firefighter 1 qualifications.

2020 Equipment Certificate Budgeted

		Equip Cost	Prior Funds	Equipment Certificate
AD-1406	Computer Replacement	59,144.41	39,144.41	20,000.00
PD-1408	Squad Laptops	22,500.00	22,500.00	-
PD-1410	Surveillance Cameras	35,000.00	1,550.00	33,450.00
PD-1402	Hand Guns and Leathers	7,700.00	-	7,700.00
PD-1402	Shot Guns and Rifles	850.00	-	850.00
PD-1411	Squad Lease to Own	29,000.00	-	29,000.00
PW-1407	Street Sweeper	228,000.00	189,500.00	38,500.00
PW-1415	1575 Lawn Tractor	48,000.00	20,000.00	28,000.00
PW-1406	Plow Truck, used	60,000.00	14,000.00	46,000.00
PW-1403	Utility Truck	50,000.00	50,000.00	-
		540,194.41	336,694.41	203,500.00
		<i>estimated debt issuance costs</i>		16,500.00
		<i>debt issue par value</i>		220,000.00

**Equipment Certificate rolling off was \$165,000
with payments/levy around \$37,000.**

2023 Equipment Certificate Budgeted

		Equip Cost	Prior Funds	Equipment Certificate
AD-1502	Scanners	18,375.00	12,800.00	5,575.00
AD-1411	Mailing System	8,500.00	7,375.00	1,125.00
AD-1406	Computer Replacement	45,000.00	15,000.00	30,000.00
AD-1803	Electronic Welcome Sign	100,000.00	14,000.00	86,000.00
PD-1412	Defibrulators	7,000.00	5,000.00	2,000.00
PD-1411	Squad 705	35,000.00	-	35,000.00
PW-1415	1575 Lawn Tractor	48,000.00	17,000.00	31,000.00
PW-1403	Utility Truck	50,000.00	36,000.00	14,000.00
PW-1425	Front End Loader	190,000.00	94,700.00	95,300.00
PW-2001	5225 JD Tractor	20,000.00	12,500.00	7,500.00
PW-1903	96" Toro Mower	35,000.00	10,000.00	25,000.00
PW-1406	Plow Truck, used	60,000.00	43,500.00	16,500.00
PW-1409	Skid Steer Loader	80,000.00	55,000.00	25,000.00
		696,875.00	322,875.00	374,000.00
		<i>estimated debt issuance costs</i>		13,500.00
		<i>debt issue par value</i>		387,500.00

**Equipment Certificate rolling off was \$265,000
with payments/levy around \$57,000.**

Equipment Certificate History

2015	\$	165,000	
2010	\$	150,000	<i>decrease due to Great Recession/LGA cuts</i>
2006	\$	250,000	
2002	\$	245,000	

Admin	20,000	13%
Police	62,450	42%
Public Works	66,500	45%
	\$ 148,950	100%

Equipment Certificate History

2018	\$	265,000	
2013	\$	265,000	<i>decrease due to Great Recession/LGA cuts</i>
2008	\$	290,000	
2004	\$	280,000	

Admin	122,700	33%
Police	37,000	10%
Public Works	214,300	57%
	\$ 374,000	100%