



# 2023 Budget

# 2023 Budget Workshops

**September 13**

- Overview
- Operating Budget
- Outside Agencies
- 10-Year Financial Plan

**September 27**

- 10-year Capital Improvement Plan
- Fee Schedule

**October 11**

- Outside Agencies
- Recap & Discussion

# 2023 Budget Adoption Process

Sep.13

- First Reading of Property Tax Levy Ordinance

Sep. 27

- Second Reading of Property Tax Levy Ordinance

Oct. 25

- First reading of 2023 Budget Ordinance

Nov. 8

- Second reading of 2023 Budget Ordinance
- Adoption of 10-year CIP
- Adoption of Fee Schedule



# Workshop #2 Agenda

- 2023 Budget Highlights
- 2023 Total Budget Expense Comparison
- 2023 Capital Improvement Plan (CIP) Highlights
- 2023 CIP Overview
- 2023 CIP Revenues/Expenditures
- 2023 CIP Budget Detail
- Departmental CIP Projects
- The Bottom Line
- Consolidated Fee Schedule Review
- Questions and Feedback

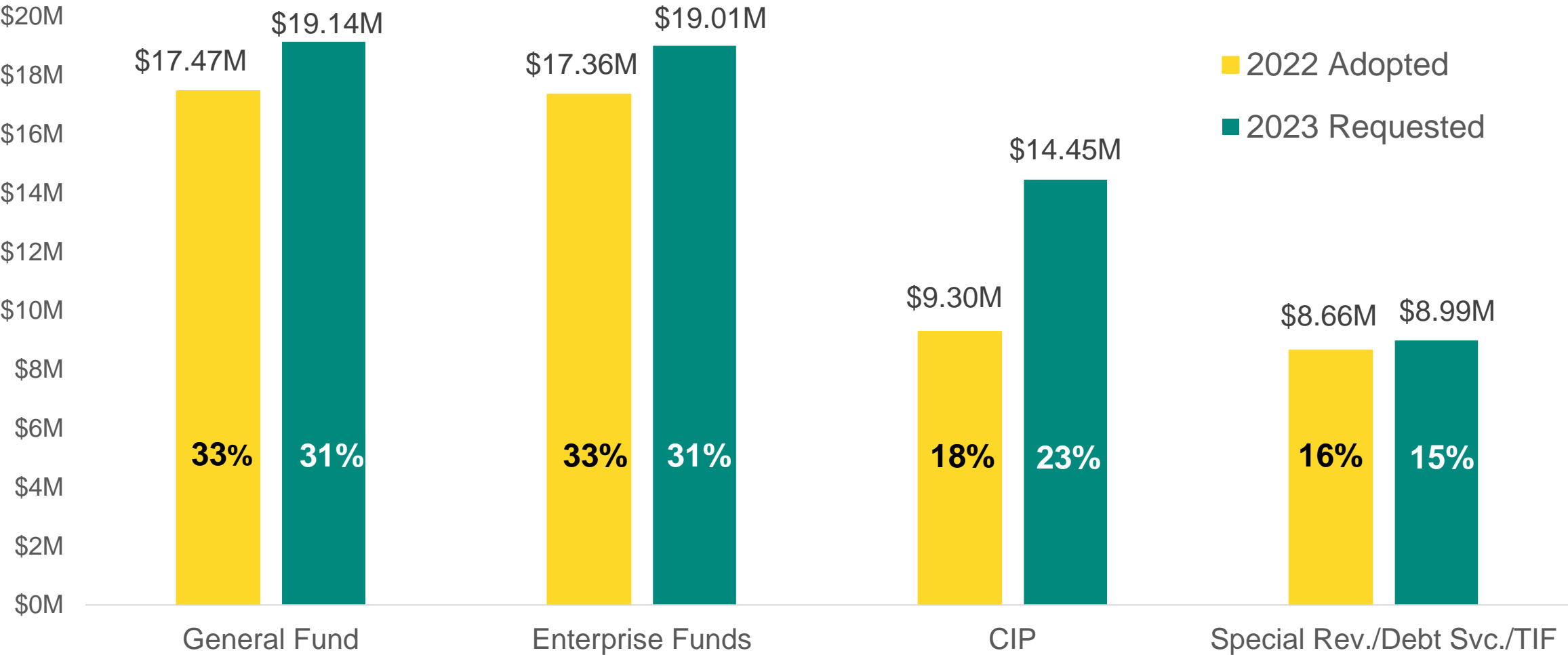


# 2023 BUDGET HIGHLIGHTS

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- Balanced Budgeting – General Fund and CIP
- Positive Sales Tax Growth
- \$1.7M General Fund increase from 2022 Adopted Budget
- Lean and Streamlined
- Efficiency / Organizational Improvement
- Intuitive
- Sustainable – Building a Stronger Brookings

# Total Budget Expense Comparison



	2023 Requested	2022 Adopted	Difference
Total Budget	\$61,589,020	\$52,780,431	\$8,808,589



# 2023 CIP HIGHLIGHTS

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- 22<sup>nd</sup> Avenue Construction Phase II - \$3.46M
- Outside Agencies (PAC and Brookings Health) - \$1M
- Larson Ice Arena – Dehumidification System - \$450K
- Hillcrest Park Pickle Ball Court - \$325K
- PD Vehicles - \$322K
- Fire Department SCBA Replacement - \$271K
- Little Tykes Playground Equipment (4 Sites) - \$200K

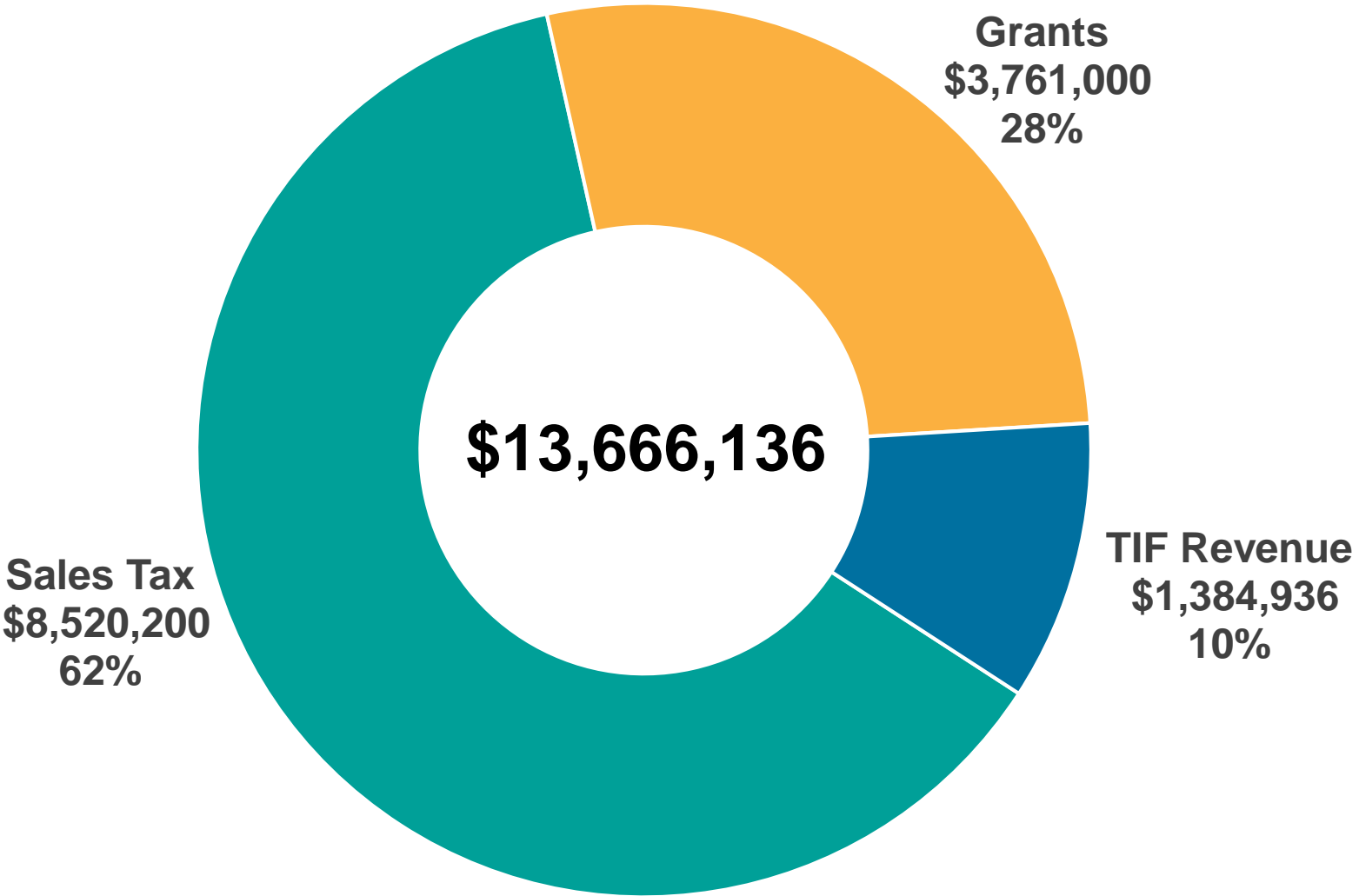
*Intuitive ~ Sustainable ~ Working to Attain Council/Community Dreams*

# 2023 CIP Executive Overview

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
OUTSIDE AGENCIES										
PAC II Expansion	916,666	916,666	916,666	916,666	916,666	0	0	0	0	0
Hospital Expansion/Addition	100,000	100,000	100,000	100,000	75,000	0	0	0	0	0
<b>Total Outside Agency</b>	<b>1,016,666</b>	<b>1,016,666</b>	<b>1,016,666</b>	<b>1,016,666</b>	<b>991,666</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
DEBT SERVICE										
Total Bond & Interest Payments	1,596,229	1,530,776	1,531,258	1,533,112	1,531,287	2,433,351	2,019,370	730,691	730,691	730,689
<b>Total Debt</b>	<b>1,596,229</b>	<b>1,530,776</b>	<b>1,531,258</b>	<b>1,533,112</b>	<b>1,531,287</b>	<b>2,433,351</b>	<b>2,019,370</b>	<b>730,691</b>	<b>730,691</b>	<b>730,689</b>
<b>TOTAL EXPENDITURES</b>	<b>14,452,153</b>	<b>10,896,560</b>	<b>9,942,900</b>	<b>11,347,965</b>	<b>14,121,497</b>	<b>10,384,349</b>	<b>10,891,208</b>	<b>10,167,568</b>	<b>14,063,412</b>	<b>11,241,791</b>
	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
REVENUE										
2nd Penny Sales Tax	8,520,200	8,775,806	9,039,080	9,310,253	9,589,560	9,877,247	10,173,564	10,478,771	10,793,134	11,116,928
SA Payback		60,500	12,100	141,848	141,848	141,848	12,100			
Other Revenue (inc STP)	3,455,000			0	2,450,000		0	250,000	3,350,000	
City Council Priority Projects Fund										
TIF Repayment Revenue	1,325,738	1,325,738	663,227	39,640	0	0	0	339,052	375,378	179,014
TIF Restricted	59,197	44,011	54,133	97,851	117,384	143,743	172,170	191,011	203,157	209,782
Grants/Donations	306,000									
Unassigned Reserves										
Carry Forward + Unused	7,252,404	6,407,190	5,672,674	5,444,181	3,587,956	1,647,867	1,282,613	738,014	0	0
<b>TOTAL REVENUES</b>	<b>20,859,342</b>	<b>16,569,234</b>	<b>15,387,081</b>	<b>14,935,921</b>	<b>15,769,364</b>	<b>11,666,962</b>	<b>11,629,222</b>	<b>11,876,461</b>	<b>14,598,523</b>	<b>11,382,578</b>
<b>Sales Tax Change</b>	<b>2.0%</b>	<b>3.0%</b>	<b>3.0%</b>	<b>3.0%</b>	<b>3.0%</b>	<b>3.0%</b>	<b>3.0%</b>	<b>3.0%</b>	<b>3.0%</b>	<b>3.0%</b>
<b>Debt to Rev</b>	<b>18%</b>	<b>24%</b>	<b>25%</b>	<b>26%</b>	<b>20%</b>	<b>24%</b>	<b>20%</b>	<b>7%</b>	<b>5%</b>	<b>6%</b>
<b>Coverage Factor</b>	<b>5.41</b>	<b>4.15</b>	<b>3.97</b>	<b>3.87</b>	<b>4.98</b>	<b>4.12</b>	<b>5.12</b>	<b>15.24</b>	<b>19.98</b>	<b>15.58</b>
<b>SURPLUS/(DEFICIT)</b>	<b>6,407,190</b>	<b>5,672,674</b>	<b>5,444,181</b>	<b>3,587,956</b>	<b>1,647,867</b>	<b>1,282,613</b>	<b>738,014</b>	<b>1,708,893</b>	<b>535,111</b>	<b>140,787</b>



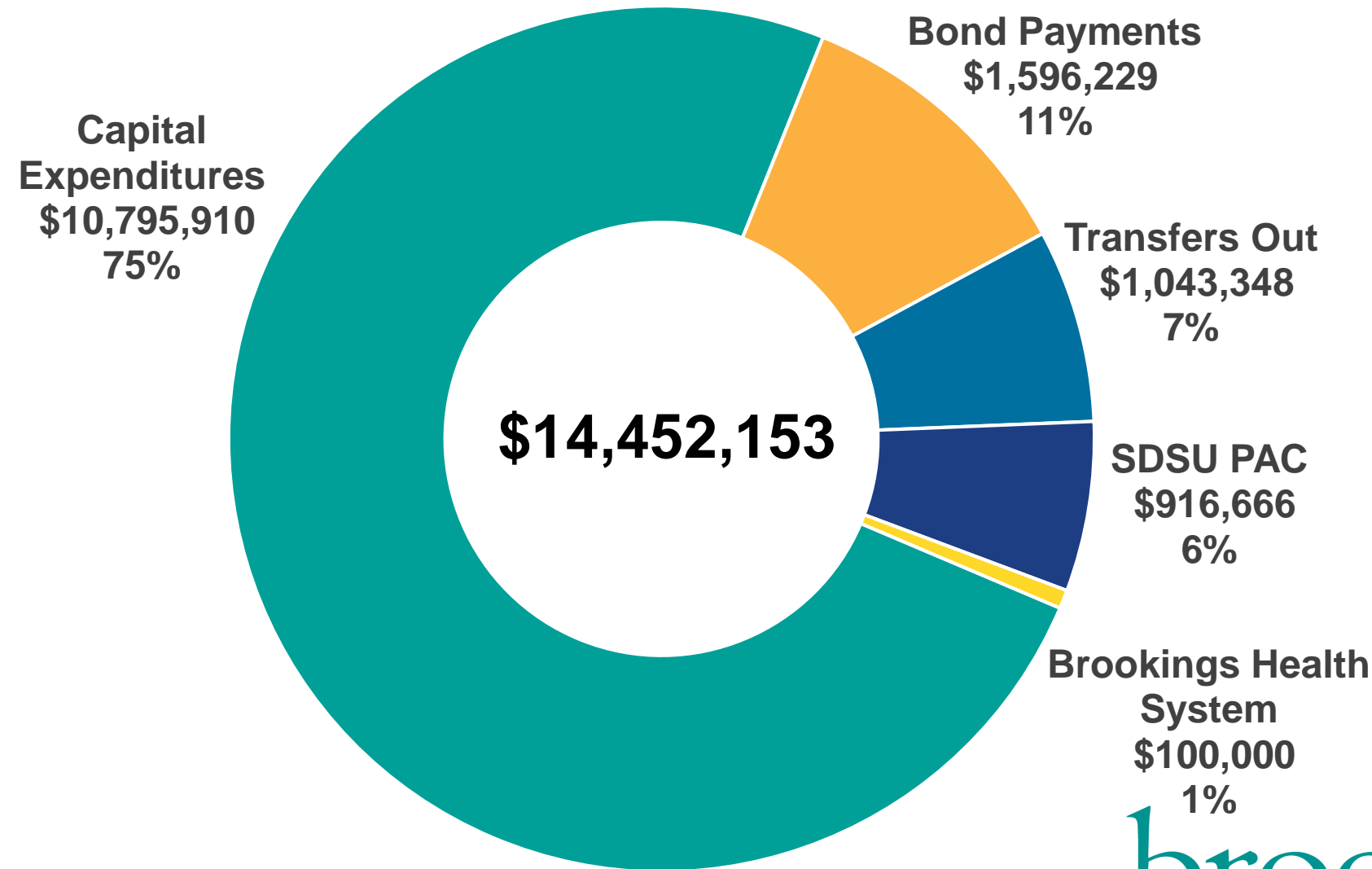
# 2023 CIP Revenue



Carry Forwards/Unused Funds	Projected Beginning Balance
\$7,252,404	\$20,859,342



# 2023 CIP Expenditures



# 2023 Capital Expenditure Summary



# 2023 Public Works Capital

Projects	Amount
22 <sup>nd</sup> Avenue Construction – Phase II	\$3,455,000
Street Improvements/Overlays	2,112,600
Chip Seal	465,000
ADA Standard Ramps	300,000
Street Maintenance – Asphalt, Striping	115,000
Curb Replacement	20,000
<b>Total Projects</b>	<b>\$6,467,600</b>

Street Facility Repairs	Amount
HVAC Sensor Controls	\$75,000
Overhead Door – North Wash	30,000
West Shop Paint	25,000
<b>Total Facility Repairs</b>	<b>\$130,000</b>

Vehicles & Equipment	Amount
Payloader and Attachments	\$320,000
Tandem Axle Truck	230,000
Sander	45,000
½ Ton Pickup	40,000
Engineering Vehicle	35,000
UTV/ATV	35,000
Thermoplastic Equipment	30,000
<b>Total Vehicles and Equipment</b>	<b>\$735,000</b>

**Total Public Works: \$7,332,600**



# 2023 Parks & Recreation Capital

Parks & Facilities	Amount
Dehumidification – Larson Ice Center	\$450,000
Pickleball Court – Hillcrest	325,000
Little Tykes – 4 Sites	200,000
Electrical Panel – Activity Center	141,500
Parking Lot Resurfacing	125,000
Outdoor Sports Court Repairs	100,000
Pioneer Park Band Shell	100,000
State Grant Match for projects	40,000
<b>Total Parks &amp; Facilities</b>	<b>\$1,481,500</b>

Vehicles & Equipment	Amount
Hustler 4600 Mower	\$55,000
Pickup	35,000
<b>Total Vehicles &amp; Equipment</b>	<b>\$90,000</b>

Bike Lane/Trail Improvements	Amount
Prairie Hills Phase II	\$90,000
Trail Maintenance	75,000
Bike Master Plan	55,000
Trail Grant Match	40,000
Dakota Nature Park Trail Repairs	25,000
Sexauer/SDSU Prelim Engineering	18,500
<b>Total Bike Lane/Trail Improvements</b>	<b>\$303,500</b>

**2023 Tree Planting Program: \$25,000**

**Total Parks & Recreation: \$1,900,000**



# 2023 Public Safety Capital

Fire Department	Amount
SCBA	\$271,000
Fire Engine 2 Lease	100,000
Fire Engine 1 Lease	95,000
6F2 Truck Replacement	65,000
Natural Gas Heat	30,000
Structure/USAR Rescue Gear	25,000
<b>Total Fire Department</b>	<b>\$586,000</b>

Police Department	Amount
Vehicles	\$321,510
Axon/Tasers	132,400
AED	36,400
Siren – Southwest/Timberline	30,000
Building Repairs & Maintenance	25,000
<b>Total Police Department</b>	<b>\$545,310</b>

**Total Public Safety: \$1,131,310**

# 2023 Other Capital Expenditures

Other Capital	Amount
Buildings Sinking Fund – Contingency	\$250,000
IT - Fortinet Switch Environment	62,000
IT - Office 2021 Software Purchase	50,000
IT - Office Software Upgrade	45,000
Food Pantry Demolition	25,000
<b><i>Total Other Capital</i></b>	<b><i>\$432,000</i></b>



# 10-year Outlook

TOTAL EXPENDITURES										
14,452,153 10,896,560 9,942,900 11,347,965 14,121,497 10,384,349 10,891,208 10,167,568 14,063,412 11,241,791										
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Sales Tax Change	2.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Debt to Rev	18%	24%	25%	26%	20%	24%	20%	7%	5%	6%
Coverage Factor	5.41	4.15	3.97	3.87	4.98	4.12	5.12	15.24	19.98	15.58
<b>SURPLUS/(DEFICIT)</b>	<b>6,407,190</b>	<b>5,672,674</b>	<b>5,444,181</b>	<b>3,587,956</b>	<b>1,647,867</b>	<b>1,282,613</b>	<b>738,014</b>	<b>1,708,893</b>	<b>535,111</b>	<b>140,787</b>



# Desired Projects

Project	Department	Cost	Year	Comments
Public Safety Center	Police	TBD	2023-2026	\$8.5M allocated in CCPPF Primary
Indoor Rec Facility	Parks	\$850,000	2023	CCPPF Primary
Golf Irrigation System Upgrades	Golf	1,200,000	2023	CCPPF Secondary
Library Facility Upgrade	Library	1,500,000	2023-2024	CCPPF Secondary
Training Simulator	Police	300,000	2023	
Marked Vehicle	Police	62,000	2022	
Splash Park	Parks	250,000	2030	
Outdoor Offices	Parks	30,000	2030	
Larson Park Shelter	Parks	200,000	2030	
Larson Park Fountain	Parks	100,000	2028	
Dakota Nature Park Bridge	Parks	30,000	2022	
Larson Ice Arena Floor Replacement	Parks	96,000	2022	
Climate Action Plan – Sustainability	Sustainability	130,000	2023	Recommendation
Parks Shop Addition	Parks	600,000	2029	
Trails	Parks	3,460,000	2023-2027	
3 <sup>rd</sup> Street Sweeper	Streets	215,000	2028	
East Lot	Swiftel Center	320,000	2023	
Motor Grader	Streets	330,000	2022	
<b>Total</b>		<b>\$9,673,000 + Public Safety Center</b>		

# Consolidated Fee Schedule Overview

- Components
  - ▶ General Fees
  - ▶ Fines and Violations
  - ▶ Golf Course Rates
- Review Bi-annually and as needed
- Departmental Objectives
  - ▶ Comparative analysis with peer communities
  - ▶ Market Trends
  - ▶ Cost Recovery



# 2023 Fee Changes

	2023 Proposed	Previous Fee	Percent Change
<b>AIRPORT</b>			
<b>LAND LEASE PER SQUARE FOOT</b>			
FOR PRIVATE/COLLEGIATE HANGARS	\$ 0.14	\$ 0.13	7.69%
FOR COMMERCIAL HANGARS	\$ 0.18	\$ 0.17	5.88%
<b>CODE ENFORCEMENT</b>			
CODE ENFORCEMENT INVESTIGATION (PER HOUR - 1 HOUR MINIMUM)	\$ 50.00	\$ 45.00	11.11%
<b>PLANNING &amp; ZONING</b>			
PRELIMINARY PLATS PLUS \$1.00 PER LOT OVER 20 LOTS OR \$1.00 PER ACRE OVER 1 ACRE.	\$225.00 + \$1.00 per lot over 20 lots or \$1.00 per acre over 1 acre	\$ 200.00	12.50%
FINAL PLATS	\$ 175.00	\$ 160.00	12.50%
RENTAL LICENSE - PER STRUCTURE PLUS \$2.00 FOR EACH DWELLING UNIT	\$25.00 per structure +\$2.00 for each dwelling unit	\$ 20.00	25.00%
ZONING VERIFICATION LETTERS (PER REQUEST)	\$ 50.00	\$ -	NEW FEE



# 2023 Fee Changes

	2023 Proposed	Previous Fee	Percent Change
<b>COMMUNITY DEVELOPMENT</b>			
<b>BUILDING PERMITS - RESIDENTIAL</b>			
DWELLINGS - SINGLE-FAMILY DWELLINGS, DUPLEXES, TOWNHOUSES			
FINISHED HABITABLE SPACE PER SQUARE FOOT	\$ 90.00	\$ 85.00	5.88%
FINISHED BASEMENTS PER SQUARE FOOT	\$ 45.00	\$ 40.00	12.50%
UNFINISHED SPACE (BASEMENT AND UPPER LEVELS) PER SQUARE FOOT	\$ 30.00	\$ 25.00	20.00%
ATTACHED GARAGES PER SQUARE FOOT	\$ 30.00	\$ 25.00	20.00%
DETACHED GARAGES PER SQUARE FOOT	\$ 25.00	\$ 20.00	25.00%
<b>PLUMBING CONTRACTOR - Moved from City Clerk to Community Development</b>			
LICENSE	\$ 50.00		
EACH ANNUAL RENEWAL	\$ 25.00		

# 2023 Fee Changes

	2023 Proposed	Previous Fee	Percent Change
<b>PARKS, RECREATION, AND FORESTRY</b>			
<b>HILLCREST AQUATICS CENTER SEASON PASS</b>			
INDIVIDUAL	\$ 70.00	\$ 60.00	16.67%
FAMILY OF THREE (3)	\$ 160.00	\$ 150.00	6.67%
DAILY ADMISSION	\$ 7.00	\$ 6.00	16.67%
<b>RESERVATIONS</b>			
COMMUNITY GARDENS (PER SEASON)	\$ 35.00	\$ 30.00	16.67%
5TH STREET COURT RENTALS (PER 1.5 HOURS)	\$ 25.00	\$ 20.00	25.00%
<b>PICNIC SHELTER RESERVATIONS</b>			
SMALL DAY (HILLCREST, B, C, PIONEER)	\$ 30.00	\$ 25.00	20.00%
LARGE DAY (HILLCREST A, E)	\$ 40.00	\$ 30.00	33.33%
BANDSHELL	\$ 40.00	\$ 30.00	33.33%
<b>CAMPING</b>			
CAMP SITE WITH ELECTRICITY	\$ 30.00	\$ 25.00	20.00%
TENT CAMPING AREA (NO ELECTRICITY)	\$ 15.00	\$ 10.00	50.00%



# 2023 Fee Changes

	2023 Proposed	Previous Fee	Percent Change
<b>COLLECTION/LANDFILL</b>			
<b>240 POUND MATERIAL MINIMUM (PLUS SALES TAX AND \$1 PER TON STATE FEE)</b>	\$ 6.00	\$ 5.00	20.00%
COMMERCIAL (PLUS SALTES TAX AND \$1 PER TON STATE FEE)	\$ 45.00	\$ 44.00	2.27%
COMPOST/LEAVES/GRASS (PLUS SALES TAX AND \$1 PER TON STATE FEE)	\$ 45.00	\$ 44.00	2.27%
DEMOLITION (PLUS TAX AND \$1 PER TON STATE FEE)	\$ 45.00	\$ 44.00	2.27%
DOMESTIC (PLUS TAX AND \$1 PER TON STATE FEE)	\$ 45.00	\$ 44.00	2.27%
INDUSTRIAL (PLUS SALES TAX AND \$1 PER TON STATE FEE)	\$ 45.00	\$ 44.00	2.27%
METAL (PLUS SALES TAX & \$1 PER TON STATE FEE)	\$ 45.00	\$ 44.00	2.27%
ASBESTOS (REGION ONLY) (PLUS SALES TAX AND \$1 PER TON STATE FEE)	\$ 45.00	\$ 44.00	2.27%
<b>500 POUND MATERIAL MINIMUM (PLUS SALES TAX)</b>	\$ 6.00	\$ 5.00	20.00%
FILL (PER TON PLUS SALES TAX)	\$ 22.00	\$ 21.00	4.76%
LUMBER (PER TON PLUS SALES TAX)	\$ 22.00	\$ 21.00	4.76%
ROOFING AND SIDING (PER TON PLUS SALES TAX)	\$ 22.00	\$ 21.00	4.76%
CONCRETE (PER TON PLUS SALES TAX)	\$ 22.00	\$ 21.00	4.76%
TREES (PER TON PLUS SALES TAX)	\$ 22.00	\$ 21.00	4.76%
<b>REFRIGERATORS/AIR CONDITIONERS (PLUS SALES TAX)</b>	\$ 15.00	\$ 12.00	25.00%

# 2023 Golf Fees

	2022		2023 Proposed		PERCENT CHANGE	
FEE DESCRIPTION	EARLY BIRD	REGULAR	EARLY BIRD	REGULAR	EARLY BIRD	REGULAR
<b>UNLIMITED GOLF</b>						
YOUTH	\$90.00	\$100.00	\$95.00	\$105.00	5.6%	5.0%
SENIOR/VETERAN	\$495.00	\$550.00	\$520.00	\$580.00	5.1%	5.5%
SENIOR COUPLE	\$570.00	\$635.00	\$605.00	\$675.00	6.1%	6.3%
INDIVIDUAL	\$585.00	\$650.00	\$585.00	\$650.00	0.0%	0.0%
COUPLES	\$660.00	\$750.00	\$700.00	\$790.00	6.1%	5.3%
FAMILY	\$750.00	\$815.00	\$800.00	\$875.00	6.7%	7.4%
COLLEGE STUDENT	\$270.00	\$300.00	\$290.00	\$320.00	7.4%	6.7%
<b>HALF CART MEMBERSHIP</b>						
CART MEMBERSHIP (HALF-CART - SINGLES)	\$290.00	\$325.00	\$335.00	\$375.00	15.5%	15.4%
CART MEMBERSHIP (FULL-CART - COUPLES/FAMILY)	\$370.00	\$425.00	\$425.00	\$475.00	14.9%	11.8%
TRAIL FEE - PRIVATE CARTS			\$250.00	\$275.00	NEW FEE	
<b>PUNCH CARDS - 10 PUCHES</b>						
GREEN FEE - 9 HOLE ROUNDS		\$165.00		\$170.00		3.0%
GREEN FEE - 18 HOLE ROUNDS		\$245.00		\$250.00		2.0%
PAR 3 COURSE ROUNDS		\$50.00			REMOVED	
CART FEE - 9 HOLE ROUNDS		\$100.00		\$110.00		10.0%
CART FEE - 18 HOLE ROUNDS		\$245.00		\$165.00		-32.7%

# 2023 Golf Fees, contd.

FEE DESCRIPTION	2022		2023 Proposed		PERCENT CHANGE	
	EARLY BIRD	REGULAR	EARLY BIRD	REGULAR	EARLY BIRD	REGULAR
<b><u>GREEN FEES</u></b>						
9 HOLES		\$18.00		\$19.00		5.6%
18 HOLES		\$27.00		\$28.00		3.7%
9 HOLES (WEEKDAY - SENIOR/VETERANS)		\$15.00		\$16.00		6.7%
18 HOLES (WEEKDAY - SENIOR/VETERANS)		\$23.00		\$25.00		8.7%
<b><u>CART FEES</u></b>						
9 HOLES (PER RIDER)		\$11.00		\$12.00		9.1%
18 HOLES (PER RIDER)		\$17.00		\$18.00		5.9%
<b><u>DRIVING RANGE</u></b>						
BUCKET OF RANGE BALLS		\$5.00		\$5.00		0.0%
ADD ON TO MEMBERSHIP (INDIVIDUAL)		\$160.00		\$160.00		0.0%
ADD ON TO MEMBERSHIP (FAMILY/COUPLE)		\$215.00		\$215.00		0.0%





# 2023 Fines Addition

## SCHEDULE OF PROPOSED FINES WITH COURT COSTS

<u>Section</u>	<u>Offense</u>	<u>Fine</u>	<u>Costs</u>	<u>Total</u>
<b>Miscellaneous Offenses</b>				
82-571	Use of Dynamic Braking Devices (Jacobs Brakes)	60.00	72.50	132.50





# Questions & Feedback