

Financial Review – October 2020

2020 Budget Amendments

COVID-19 Financial Update (CRF Memo/Expenditure Report)

November 17, 2020



SHAKOPEE | MN
COMMUNITY PRIDE SINCE 1857

City of Shakopee | 485 Gorman St., Shakopee MN 55379 | 952-233-9300 | www.ShakopeeMN.gov

CITY OF SHAKOPEE
Monthly Financial Report

01000 - GENERAL FUND

	YTD 2020 Budget	October 2020 Actual	October YTD 2020 Actual	Budget Balance Remaining	Percent Used	October YTD 2019 Actual
REVENUES:						
* - TAXES	17,584,900	1,914	9,353,858	8,231,042	53% ↓	8,982,841
* - SPECIAL ASSESSMENTS	7,000	6,873	(41,953)	48,953	(599)% ↓	(11,861)
* - LICENSES AND PERMITS	2,191,100	299,235	2,833,373	(642,273)	129% ↑	4,196,074
* - INTERGOVERNMENTAL	1,326,600	769,223	4,612,209	(3,285,609)	348% ↑	1,418,939
* - CHARGES FOR SERVICES	6,778,500	473,254	4,494,953	2,283,547	66% ↓	5,673,653
* - FINES AND FORFEITS	1,700	0	6,562	(4,862)	386% ↑	7,788
* - MISCELLANEOUS	208,200	5,557	320,926	208,200	154% ↑	213,510
TOTAL REVENUES	28,098,000	1,556,056	21,579,928	6,838,999	77% ➡	20,480,944
EXPENDITURES:						
11 - MAYOR & COUNCIL	(191,100)	(26,258)	(178,343)	(12,757)	93% ➡	(183,869)
12 - ADMINISTRATION	(2,102,700)	(130,241)	(1,563,223)	(539,477)	74% ➡	(1,616,909)
13 - CITY CLERK	(426,600)	(29,313)	(379,159)	(47,441)	89% ➡	(299,327)
15 - FINANCE	(966,700)	(41,297)	(839,081)	(127,619)	87% ➡	(800,501)
17 - PLANNING AND DEVELOPMENT	(592,300)	(41,286)	(607,332)	15,032	103% ↓	(573,604)
18 - FACILITIES	(601,300)	(48,963)	(491,349)	(109,951)	82% ➡	(496,697)
31 - POLICE DEPARTMENT	(9,214,600)	(602,517)	(7,246,040)	(1,968,560)	79% ➡	(7,247,382)
32 - FIRE	(2,762,700)	(491,386)	(2,549,257)	(213,443)	92% ➡	(2,243,556)
33 - INSPECTION-BLDG-PLMBG-HTG	(1,286,900)	1,648	(1,062,479)	(224,421)	83% ➡	(836,847)
41 - ENGINEERING	(1,119,900)	(74,613)	(901,555)	(218,345)	81% ➡	(738,102)
42 - STREET MAINTENANCE	(2,405,300)	(434,100)	(1,890,794)	(514,506)	79% ➡	(2,060,692)
44 - FLEET	(450,500)	(35,030)	(420,445)	(30,055)	93% ➡	(348,506)
46 - PARK MAINTENANCE	(2,681,700)	(193,743)	(2,162,363)	(519,337)	81% ➡	(1,919,333)
67 - RECREATION	(4,210,400)	(283,008)	(2,898,584)	(1,311,816)	69% ↑	(3,225,872)
91 - UNALLOCATED	(130,300)	(424)	(31,640)	(98,661)	24% ↑	(28,082)
TOTAL EXPENDITURES	(29,143,000)	(2,430,530)	(23,221,645)	(5,921,355)	80% ➡	(22,619,279)
OTHER FINANCING						
* - TRANSFERS IN	250,000	0	250,000	0	100%	250,000
* - TRANSFERS OUT	0	0	0	0	0%	0
OTHER FINANCING TOTAL	250,000	0	250,000	0	100%	250,000
FUND TOTAL	(795,000)	(874,474)	(1,641,717)	917,643		(1,794,056)

Key

- ↑ Varies more than 10% than budget positively
- ↓ Varies more than 10% than budget negatively
- ➡ Within 10% of budget

Proposed Budget Amendments

2020 Budget Amendments

- Budget Policy “The City staff will monitor revenues and expenditures to adhere to their budgeted amounts. Monthly reports comparing budget with revenues and expenditures will be prepared. Line items within a division may be over spent as long as the total division budgets is not over spent”.
- Proposed Amendments
 1. CARES Act Relief Funds (Federal Grant, Small Business Grant Program, 24-7 Fire Staffing Model, PPE, Building Modifications, Technology Expenses)
 2. Election Related Grants (Federal/State Grants, Election Judges/Supplies)
 3. Fleet Staffing Allocation (Allocation of Staffing between Public Work’s divisions)
 4. Reverend Pond Statute (Final Payment/Installation)



SHAKOPEE | MN

COMMUNITY PRIDE SINCE 1857

City of Shakopee | 485 Gorman St., Shakopee MN 55379 | 952-233-9300 | www.ShakopeeMN.gov

2020 Budget Amendments

- Staff is requesting a motion by the City Council to approved the 2020 Budget Amendments.

Coronavirus Relief Funds (CRF) to Cities

- Shakopee received \$3,127,073 on July 3rd.
- Guidance from the U.S. treasury on what the money can be used.
 - Will be audited as part of the City's audit process (Single Audit)
- Money can not be used to replace lost revenue, unused funds must be returned
- City required to report monthly, expenditures through October 31st was due November 10th.
- Expenditures must have been incurred by November 15 and reported by November 24th.



SHAKOPEE | MN
COMMUNITY PRIDE SINCE 1857

City of Shakopee | 485 Gorman St., Shakopee MN 55379 | 952-233-9300 | www.ShakopeeMN.gov

Final Report Adjustments

Staff has discussed with our auditors and submitted a final report with the following adjustments:

- Recreation Refunds (-\$106,754) removed as it was determined it will likely be not eligible.
- Elections PPE (-\$8,037) removed as it may be reimbursed with other available election grant funds.
- Equipment Breakdown (-\$21,197 - Zamboni) qualifies, but adjusted to police wages.
- Police (+\$296,806) allocated 11% of officer time outside the modified schedules, from March 1 to October 31.

CRF Expenditure Report

City of Shakopee									
CARES Relief Fund									
As of October 31, 2020									
			CARES Funding Received July 3, 2020				\$ 3,127,073.00		
		July 31	August 31	September 30	October 31				
MN Reporting Type	Description	Amount	Amount	Amount	Amount	Total	Comments		
1 Personal Protective Equipment	Supplies/PPE	55,674.16	8,477.45	22,113.17	13,574.22	99,839.00	Masks, Gloves, Sanitizer, Signage, etc.		
2 Budgeted Personnel and Services Diverted to a Substantially Different Use	Personnel - Leave	172,682.93	3,930.91	3,947.42	2,956.15	183,517.41	Emergency Paid Leave (State Order)		
3 Payroll for Public Health and Safety Employees	Public Safety Personnel	987,163.79	100,425.63	70,089.09	67,622.65	1,225,301.16	Police payroll expenses for Public Safety		
3 Payroll for Public Health and Safety Employees	Public Safety Personnel	585,451.07	153,735.87	120,507.25	125,039.18	984,733.37	Fire payroll expenses for Public Safety		
4 Budgeted Personnel and Services Diverted to a Substantially Different Use	Personnel (duties impacted)	358,708.69	-	-	-	358,708.69	Sustantially impacted job duties		
5 Improve Telework Capabilities of Public Employers	Technology Expenses	70,060.79	7,259.90	6,434.03	22,737.23	106,491.95	Teleworking/electronic council meetings		
6 Public Health Expenses	Safe Care Campaign	-	-	19,425.00	-	19,425.00	Communication effort with St. Francis		
7 Small Business Assistance	Grant Program	-	139,056.42	-	-	139,056.42	Small Business Assistance Grants		
8 Facilitating Distance Learning	Broadband Deployment	10,000.00	-	-	-	10,000.00	City Cont. - Broadband Deployment		
	Total	\$2,239,741.43	\$ 412,886.18	\$ 242,515.96	\$ 231,929.43	\$ 3,127,073.00			
	Balance Remaining					\$ -			

CRF – Additional Qualifying Expenditures

Qualifying expenditures, not reported to the state (expenditures in excess of CARES Act allocation)									
		July 31	August 31	September 30	October 31	Nov. 1 - Nov. 15			
MN Reporting Type	Description	Amount	Amount	Amount	Amount	Amount	Total	Comments	
Personal Protective Equipment	Supplies/PPE	-	-	-	-	32,999.00	32,999.00	Ice Arena facility modifications	
Improve Telework Capabilities of Public Employers	Technology Expenses	-	-	-	-	57,190.69	57,190.69	Conference room & Council Chambers audio/visual	
Unemployment Benefits	Unemployment	129.00	-	-	-	32,748.96	32,877.96	MN Unemployment Benefits	
Payroll for Public Health and Safety Employees	Public Safety Personnel	1,019,017.74	812,534.63	567,083.69	559,824.36	TBD	2,958,460.42	Police payroll expenses (remaining unallocated balance)	
Payroll for Public Health and Safety Employees	Public Safety Personnel	-	-	-	-	TBD	-	Fire payroll expenses for Public Safety	
Items not captured in available expenditures categories	Equipment Breakdown	21,197.10	-	-	-	-	21,197.10	Zamboni repairs caused by shut down	
	Total	\$1,040,343.84	\$812,534.63	\$ 567,083.69	\$ 559,824.36	\$ 122,938.65	\$3,102,725.17		

CRF Spending Report (MLC Cities)

CRF Spending Report		
Local Governments with an Accepted Spending Report for Period Ending 9.30.2020		
Local Government	Total CRF Disbursed	Total Reported Spending
Apple Valley	4,025,355	\$3,854,791
Bloomington	\$6,754,556	\$3,421,426
Burnsville	4,720,595	\$4,720,595
Chanhassen	\$1,978,887	\$791,214
Eagan	5,149,281	\$4,213,690
Eden Prairie	4,780,791	4,680,791
Edina	\$3,958,001	\$3,136,384
Golden Valley	1,625,843	1,625,843
Inver Grove Heights	2,665,614	103,890
Lakeville	4,846,940	4,846,940
Maple Grove	5,040,489	2,808,896
Minnetonka	4,046,751	3,210,518
Plymouth	5,902,985	1,286,477
Prior Lake	1,969,018	1,787,154
Rosemount	1,833,933	420,933
Savage	2,366,212	1,590,409
Shakopee	3,127,073	2,734,552
Shoreview	1,995,010	1,667,367
Woodbury	5,337,104	5,337,104



SHAKOPEE | MN
 COMMUNITY PRIDE SINCE 1857
City of Shakopee | 485 Gorman St., Shakopee MN 55379 | 952-233-9100 | www.Sha

City & Township Expenditures - Statewide

The following is spending data for the cities and townships who received CRF funds and submitted an accepted spending report before noon on October 23, 2020.

Table 3. City and Town Expenditures by Category

Expenditure Category	Amount
Payroll for Public Health and Safety Employees	\$ 92,102,820
Budgeted Personnel and Services Diverted to Substantially different Use	\$ 29,369,124
Small Business Assistance	\$ 19,779,937
Public Health Expenses	\$ 8,707,248
Improve Telework Capabilities of Public Employees	\$ 6,921,514
Personal Protective Equipment	\$ 6,328,083
Other	\$ 3,820,815
Unemployment Benefits	\$ 1,641,817
Economic Support (other than small business, housing, and food assistance)	\$ 1,602,611
Administrative Expenses	\$ 1,320,913
Housing Support	\$ 954,809
Facilitating Distance Learning	\$ 778,306
Medical Expenses	\$ 597,877
Food Programs	\$ 306,909
COVID-19 Testing and Contact Tracing	\$ 121,562
Workers' Compensation	\$ 28,724
Nursing Home Assistance	\$ 5,997
Expenses Associated with the Issuance of Tax Anticipation Notes	\$ 358
Total Expenses	\$ 174,389,424



SHAKOPEE
COMMUNITY PRIDE SINCE 1856
City of Shakopee | 485 Gorman St., Shakopee MN 55379 | 95

Staff Recommendation

- City Council asked to consider resolution accepting memo and final CRF expenditure report
 - Any changes will need to be provided to the state by Nov. 24