

**JOINT CITY COUNCIL/FINANCIAL
COMMISSION MEETING**

City Hall Council Commission Room
November 3, 2025

AGENDA



-
- 1. Call to Order - 5:30 p.m.**
 - 2. Roll Call**
 - 3. Budget Presentation**
 - a. Liquor Store
 - b. Heritage Center
 - c. Centerbrook Golf Course
 - 4. Adjournment**

Council Regular Meeting

DATE: 11/3/2025
TO: City Council
FROM:
THROUGH:
BY: Shannon Pettit, City Clerk
SUBJECT: Liquor Store

Requested Council Action:

Background:

Budget Issues:

Inclusive Community Engagement:

Antiracist/Equity Policy Effect:

Strategic Priorities and Values:

ATTACHMENTS:

1. Liquor Store Budget 10-30-2025
2. 2026 BC Liquor Fund Presentation

Obj Acct	2023 Actual Amount	2024 Actual Amount	2025 Final Budget	July YTD Actual	2026 Requested Budget	2026 Budget Increase	Comments for 2025 Budget	Comments for 2026 Budget
49611 - BROOKLYN CENTER LIQUOR								
4603 - INTEREST EARNINGS	(9,951.10)	(9,217.07)	(6,000.00)	-	(6,000.00)	0.00%		
TOTAL INVESTMENT EARNINGS	(9,951.10)	(9,217.07)	(6,000.00)	-	(6,000.00)	0.00%		
4606 - OTHER REVENUE	(3,105.00)	(2,665.00)	-	(1,652.00)				
TOTAL MISCELLANEOUS	(3,105.00)	(2,665.00)	-	(1,652.00)				
4761 - LIQUOR SALES	(2,142,166.55)	(2,112,634.33)	(2,200,000.00)	(1,172,615.37)	(2,310,000.00)	5.00%	2% increase from projected 2024 actuals	5% increase from projected 2025 Budget
4762 - WINE SALES	(455,398.59)	(452,410.22)	(451,000.00)	(235,734.79)	(452,000.00)	0.22%	No increase for 2025	No increase for 2025
4763 - BEER SALES	(1,508,760.36)	(1,573,932.97)	(1,588,650.00)	(908,332.08)	(1,668,000.00)	4.99%	2% increase from projected 2024 actuals	5% increase from projected 2025 Budget
4764 - SALES-NON TAXABLE	(31,746.85)	(28,043.55)	(32,500.00)	(17,851.55)	(32,500.00)	0.00%	2% increase from projected 2024 actuals	No increase for 2026
4765 - SALES-TAXABLE	(70,253.81)	(73,363.92)	(71,659.00)	(43,601.33)	(72,000.00)	0.48%	2% increase from projected 2024 actuals	No increase for 2026
4766 - MISCELLANEOUS SALES	(5,388.47)	(38,738.54)	(40,060.00)	(24,349.95)	(39,000.00)	-2.65%		No increase for 2026
4831 - OFFICE RENTALS	871.00	(67,096.00)	(52,500.00)	(38,951.00)	(52,500.00)	0.00%		\$4,375/month, lease through 1/31/2027
TOTAL OPERATING REVENUES	(4,212,843.63)	(4,346,219.53)	(4,436,369.00)	(2,441,436.07)	(4,626,000.00)	4.27%		
4921 - REFUNDS & REIMBURSEMENTS	-	(230.00)	-	-				
TOTAL OTHER FINANCING SOURCES	-	(230.00)	-	-				
REVENUES	(4,225,899.73)	(4,358,331.60)	(4,442,369.00)	(2,443,088.07)	(4,632,000.00)	4.27%		
5581 - COST OF SALES-LIQUOR	1,437,918.21	1,388,944.62	1,518,000.00	755,975.14	1,501,500.00	-1.09%	Represents a 31%GP	Represents a 35%GP
5582 - COST OF SALES-WINE	309,620.41	295,578.67	299,915.00	150,918.27	289,280.00	-3.55%	Represents a 33.5% GP	Represents a 36% GP
5583 - COST OF SALES-BEER	1,110,105.85	1,172,609.88	1,207,374.00	663,021.82	1,225,980.00	1.54%	Represents a 24% GP	Represents a 26.5% GP
5584 - OTHER COSTS OF SALE-NONTAXABLE	20,864.82	18,550.66	20,800.00	11,354.60	20,800.00	0.00%	Represents a 36% GP	Represents a 36% GP
5585 - OTHER COSTS OF SALE-TAXABLE	46,908.30	46,223.11	45,686.00	26,918.03	46,080.00	0.86%	Represents a 36% GP	Represents a 36% GP
5587 - INVENTORY VARIANCES	(15,183.12)	(887.54)	5,000.00	12,982.85	10,000.00	100.00%		
5589 - DELIVERY CHARGES	18,437.67	16,629.53	20,000.00	9,528.43	20,000.00	0.00%		No change from 2025 budget
TOTAL LIQUOR COST OF SALES	2,928,672.14	2,937,648.93	3,116,775.00	1,630,699.14	3,113,640.00	-0.10%		
5586 - COST OF SALES-MISC	3,393.92	24,155.26	23,500.00	15,633.60	21,125.00	-10.11%		Represents a 35% GP
TOTAL COST OF SALES	3,393.92	24,155.26	23,500.00	15,633.60	21,125.00	-10.11%		
6101 - WAGES & SALARIES-FT EMPLOYEES	380,589.85	328,229.72	322,583.00	163,703.08	266,671.00	-17.33%	Reduction of one store manager FTE	Staff reduced to 3 FTE Operations manager, Store Manager, Asst Manager
6102 - OVERTIME-FT EMPLOYEES	-	-	500.00	-	-	-100.00%		

Obj Acct	2023 Actual Amount	2024 Actual Amount	2025 Final Budget	July YTD Actual	2026 Requested Budget	2026 Budget Increase	Comments for 2025 Budget	Comments for 2026 Budget
6103 - WAGES-PART TIME EMPLOYEES	218,169.31	221,920.11	236,900.00	128,654.18	270,000.00	13.97%		Keep part time hours Below 14500 total (280/week) - Increase due to Reduced FTE
6104 - OVERTIME-PART TIME EMPLOYEES	2,477.16	2,877.14	1,000.00	2,872.42	-	-100.00%		
6111 - SEVERANCE PAY	1,603.78	10,165.99	-	18,169.31	-			
6122 - PERA COORDINATED PLAN	45,093.89	41,478.17	42,075.00	22,142.29	40,250.00	-4.34%		
6125 - FICA - SOCIAL SECURITY	39,073.63	36,173.94	34,781.00	19,806.38	33,273.00	-4.34%		
6126 - FICA - MEDICARE	9,137.71	8,460.08	8,135.00	4,632.31	7,782.00	-4.34%		
6131 - CAFETERIA PLAN CONTRIBUTIONS	87,979.39	88,172.04	94,320.00	53,104.38	60,624.00	-35.73%		
6141 - UNEMPLOYMENT COMPENSATION	1,068.25	10,245.00		483.15				
6151 - WORKER'S COMP INSURANCE	31,760.37	23,847.79	21,206.00	6,991.17	14,918.00	-29.65%		Includes PFMLA (no account created yet)
TOTAL PERSONAL SERVICES	816,953.34	771,569.98	761,500.00	420,558.67	693,518.00	-8.93%		
6201 - OFFICE SUPPLIES	1,274.46	1,245.49	1,500.00	171.48	1,500.00	0.00%		Copy Paper, Tape, pens, paper clips...
6214 - CLOTHING & PERSONAL EQUIPMENT	140.53	56.38	200.00	-	200.00	0.00%		
6219 - GENERAL OPERATING SUPPLIES	9,404.34	7,194.32	10,000.00	5,003.57	10,000.00	0.00%		Paper Bags, Receipt tape, Shelf Tags, items to run business
6239 - OTHER REPAIR & MAINT SUPPLIES	1,714.24	2,460.52	3,000.00	-	3,000.00	0.00%		
6242 - MINOR EQUIPMENT	8,354.57	1,485.96	6,000.00	2,408.59	6,000.00	0.00%		Paging System
6243 - MINOR COMPUTER EQUIPMENT	2,862.25	20,958.57	17,280.00	3,371.56	-	-100.00%	1X EB840 \$1200, 2X Monitors \$350, 1x Dock \$150 PANGLES, 1X EB840 \$1200, 2X Monitors \$350, 1x Dock \$150 TAGNES, 2x ED Mini \$1600, 1x EDESKSFF \$850, 1x EB840 \$1200 Replace SurfacePro, UPS Unit \$3000, 3x AP \$4230, 4x Credit Card Terminal PAX A35 \$3000	No One Due
TOTAL SUPPLIES	23,750.39	33,401.24	37,980.00	10,955.20	20,700.00	-45.50%		
6301 - ACCTG, AUDIT & FIN'L SERVICES	-	9,000.00	3,000.00	-	5,000.00	66.67%		
6307 - PROFESSIONAL SERVICES	13,772.24	8,509.01	10,000.00	1,404.08	-	-100.00%		
TOTAL PROFESSIONAL SERVICES	13,772.24	17,509.01	13,000.00	1,404.08	5,000.00	-61.54%		
6321 - TELEPHONE/PAGERS	2,773.12	1,490.54	540.00	198.65	2,740.00	407.41%	No PRI in 2025, 3x T-Mobile Services \$540	\$1200 SIP Contribution, 3x T-Mobile Services \$540, 1x iPhone 17 \$1000
6331 - TRAVEL EXPENSE/MILEAGE	-	673.46	500.00	-	-	-100.00%		
6349 - OTHER ADVERTISING	294.00	-	-	-	-			
6441 - LICENSES, TAXES & FEES	-	-	20.00	-	-	-100.00%		
6449 - OTHER CONTRACTUAL SERVICE	9,771.15	17,072.47	13,000.00	10,949.72	13,000.00	0.00%		Music (\$400) Window Clean (\$450) Coolers(\$1200), Crown Equip (\$500), Brinks
6412 - BLDGS/FACILITIES	30,160.20	40,804.85	32,000.00	23,380.00	40,080.00	25.25%	Common Area Maintenance	Common Area Maintenance

Obj Acct	2023 Actual Amount	2024 Actual Amount	2025 Final Budget	July YTD Actual	2026 Requested Budget	2026 Budget Increase	Comments for 2025 Budget	Comments for 2026 Budget
6422 - SOFTWARE MAINT	10,710.02	7,061.63	6,870.00	3,646.02	7,144.00	3.99%	1x Acrobat Pro \$180, Milestone \$3190, CloudRetailer \$3500 (70% LQ1 and 30% LQ2), M365 Transferred to 41920, Cisco CSE&Umbrella Transferred to 41920	1x Acrobat Pro \$180, Milestone \$3349, CloudRetailer \$3675, M365 Transferred to 41920, Cisco CSE&Umbrella Transferred to 41920
6423 - LOGIS CHARGES	27,169.00	30,009.25	32,952.00	20,434.68	33,940.00	3.00%	LOGIS JDE Financial, HR/PR, Hubble, Tungsten, IP Telephony, Internet, 24/7 Support, Managed Service Back-up, Exchange, Virtual Servers, Email Archiving, Network Wellness and Network Services, No Network Equipment Due	LOGIS JDE Financial, HR/PR, Hubble, Tungsten, IP Telephony, Internet, 24/7 Support, Managed Service Back-up, Exchange, Virtual Servers, Email Archiving, Network Wellness and Network Services, No Network Equipment Due
6428 - PROTECTION SERVICES	1,239.54	1,593.25	2,000.00	1,500.08		-100.00%		
6432 - CONFERENCES AND SCHOOLS	3,440.90	1,765.00	-	-				
6433 - MEETING EXPENSES	76.88	116.89	-	-				
6434 - DUES & SUBSCRIPTIONS	2,610.00	2,620.00	3,500.00	-		-100.00%		
6435 - CREDIT CARD FEES	59,809.16	61,268.76	65,000.00	33,840.22	69,600.00	7.08%		Increased sales paid on credit card
6438 - CASH SHORT (OVER)	823.68	922.53	1,500.00	(906.91)		-100.00%		
TOTAL OTHER SERVICES & CHARGES	148,877.65	165,398.63	157,882.00	93,042.46	166,504.00	5.46%		
6361 - GENERAL LIABILITY INSURANCE	12,635.18	12,653.77	12,003.00	4,803.09	12,109.00	0.88%		5% increase
6362 - PROPERTY INSURANCE	5,328.78	5,753.01	5,832.00	3,373.68	6,034.00	3.46%		5% increase
6364 - DRAM SHOP INSURANCE	6,270.96	5,881.08	5,638.00	3,437.60	6,186.00	9.72%		5% increase
6366 - MACHINERY BREAKDOWN INSURANCE	707.76	755.28	766.00	438.36	803.00	4.83%		5% increase
TOTAL INSURANCE	24,942.68	25,043.14	24,239.00	12,052.73	25,132.00	3.68%		
6381 - ELECTRIC	23,067.74	27,499.60	28,000.00	19,030.20	29,008.00	3.60%		3.6% increase based on industry information
6382 - GAS	10,992.37	6,473.13	16,000.00	6,490.13	16,000.00	0.00%		Flat based on actuals
6383 - WATER	153.28	538.67	600.00	204.62	750.00	25.00%		25% increase for city utility
6385 - SEWER	206.38	658.99	800.00	232.43	500.00	-37.50%		City utility fee
6386 - STORM SEWER	1,039.16	3,262.92	3,500.00	861.00	3,640.00	4.00%		
6389 - STREET LIGHTS	92.84	307.36	350.00	128.08	420.00	20.00%		
TOTAL UTILITY SERVICES	35,551.77	38,740.67	49,250.00	26,946.46	50,318.00	2.17%		
6402 - EQUIPMENT SERVICES	4,951.69	7,738.60	4,000.00	5,535.80	8,000.00	100.00%		Unexpected repairs to Cooler/Refridge
6403 - BLDGS/FACILITIES MAINT SERVICE	4,643.28	11,631.72	6,000.00	689.38		-100.00%		
6406 - MULTI-FUNCTION MTNCE	670.76	1,406.75	800.00	329.40	1,800.00	125.00%	MFD Maintenance Liquor #1 device	MFD Maintenance Liquor #1 device
TOTAL REPAIRS & MAINTENANCE	10,265.73	20,777.07	10,800.00	6,554.58	9,800.00	-9.26%		
6494 - DEPRECIATION EXPENSE	119,517.53	119,844.98	140,000.00	69,752.24	126,000.00	-10.00%		
TOTAL DEPRECIATION	119,517.53	119,844.98	140,000.00	69,752.24	126,000.00	-10.00%		
6601 - BOND PRINCIPAL	-	-	155,000.00	155,000.00	160,000.00	3.23%		
6611 - BOND INTEREST	71,066.67	65,283.33	61,700.00	61,497.41	55,400.00	-10.21%		
6621 - PAYING AGENT/OTHER FEES	(12,537.05)	(12,214.56)	1,500.00	1,250.00	1,500.00	0.00%		
TOTAL DEBT SERVICE	58,529.62	53,068.77	218,200.00	217,747.41	216,900.00	-0.60%		

Obj Acct	2023 Actual Amount	2024 Actual Amount	2025 Final Budget	July YTD Actual	2026 Requested Budget	2026 Budget Increase	Comments for 2025 Budget	Comments for 2026 Budget
6471 - ADMINISTRATIVE SERVICE TRANSFE	93,816.00	87,948.00	92,185.00	53,774.00	136,556.00	48.13%		
TOTAL TRANSFERS OUT	93,816.00	87,948.00	92,185.00	53,774.00	136,556.00	48.13%		
TOTAL BUSINESS UNIT EXPENSES	4,278,043.01	4,295,105.68	4,645,311.00	2,559,120.57	4,585,193.00	-1.29%		
Liquor Store Net Income/(Loss)					46,807.00			



2026 Budget Overview



City Council/Financial Commission Joint Work Session, November 3, 2025

Angela Holm, Finance Director

Greg "Woody" Keehr, Liquor Operations Manager

Department Mission

Mission: Operate a municipal retail liquor store to provide for the controlled sale and distribution of alcoholic beverages in the community. Profits from the operations are used to fund projects benefitting the community and avoiding the necessity of larger property tax levies for such projects.



Department Description

- Operates within the Fiscal & Support Services Department
- Products include spirits, wine, beer, low dose hemp products and related items such as glassware, ice, and non-intoxicating beverages.
 - Store #1 – 1350 Shingle Creek Crossing
- Enterprise Operation
 - Focus on Excellent Customer Satisfaction while Maintaining A Positive Fiscal Position
- Community Engagement
 - Food Drive goes to CEAP
 - Pet Drive goes to Hennepin Humane Society
 - Partner with other Enterprises or Businesses to Promote The City and its Benefits



Staffing Levels

Positions	2023 FTEs	2024 FTEs	2025 FTEs	2026 FTEs
Liquor Operation Manger	1	1	1	1
Liquor Store Manager	2	3	2	1
Liquor Store Asst Manger	3	2	2	1
Liquor Store Lead (FT)	2	2	2	0
Liquor Store Shift Lead (6 PT Staff = 120 Hrs/week))	4.2	4.2	4.2	3.0
Store Clerk/ Stocker (19-22 PT Staff = 160 Hrs/week)	5.5	5.5	5.5	4.0
TOTAL	16.7	17.7	16.7	10.00



Key Initiatives for 2026

Staff Development

- Train for All Positions and outcomes – Cross Training
- Continued Product Training – Knowledge and location.
- Operational education and training for future advancement in the industry

Upkeep of Stores

- Evaluate options for Store #1 – fiscally and logistically responsible to operations success
- Refresh operations esthetics – partner with distributors for updating instore and window signage.
- Optimize shelving and floor space for presentation/customer flow/ and sales displays

Review Operations and Adjust for Optimal Efficiency and Fiscal Responsibility

- Take a detailed look at all aspects of the operation to ensure a great customer satisfaction while delivering a responsibly fiscal outcome for the city. Changes should be made using an objective and detailed process that ensures positive outcomes.



2026 Performance Objectives

Performance Objectives

Description of Performance Measure	Performance Levels – Store #1 Specific		
	Previous Value (2024)	Actual Value (2025 YTD) 9/30/25	Target Value
Total Sales	\$4,279,613.49	\$3,253,204.43	(2025) \$4,383,869 (2026) \$4,626,000
Cost of Goods	\$2,943,008.78	\$2,192,242.39	(2025) \$3,140,275 (2026) \$3,134,765
Gross Profit (%)	\$1,333,307.71 (31.23%)	\$1,060,962.04 (32.61%)	(2025) \$1,243,594 (28.4%) (2026) \$1,491,235(33.0%)



2026 Budget Summary

- Gross Profit levels at or near 36% for many categories
- Controlled staffing expenses
- Bond Payment and Interest Included
- Depreciation Included
- Opportunity to begin planning for Capital Replacement Fund

Revenues	\$4,632,000
Cost of Goods Sold	\$3,134,765
Expenses	\$1,450,428
Net Income/(Loss)	\$46,807



Questions ?



Council Regular Meeting

DATE: 11/3/2025
TO: City Council
FROM:
THROUGH:
BY: Shannon Pettit, City Clerk
SUBJECT: Heritage Center

Requested Council Action:

Background:

Budget Issues:

Inclusive Community Engagement:

Antiracist/Equity Policy Effect:

Strategic Priorities and Values:

ATTACHMENTS:

1. Heritage Center Hubble Budget Download 10-30-2025
2. Heritage Center 2026 Budget Presentation

Obj Acct	2023 Actual Amount	2024 Actual Amount	2025 Final Budget	July YTD Actual	2026 Requested Budget	2026 Budget Increase	Comments for 2025 Budget	Comments for 2026 Budget
49851 - HCBC-ADMINISTRATION								
4921 - REFUNDS & REIMBURSEMENTS	(9,699.00)	(1,792.00)		(10.40)	-		No expected changes	
REVENUES	(9,699.00)	(1,792.00)	-	(10.40)	-			
6101 - WAGES & SALARIES-FT EMPLOYEES	106,724.89	114,547.89	118,358.00	65,462.61	123,249.00	4.13%		
6122 - PERA COORDINATED PLAN	8,004.26	8,591.12	8,877.00	4,909.66	9,244.00	4.13%		
6125 - FICA - SOCIAL SECURITY	6,975.27	7,411.00	7,338.00	4,190.86	7,641.00	4.13%		
6126 - FICA - MEDICARE	1,631.37	1,733.23	1,716.00	980.11	1,787.00	4.14%		
6131 - CAFETERIA PLAN CONTRIBUTIONS	29,988.00	35,927.84	37,728.00	23,580.00	39,624.00	5.03%		
6151 - WORKER'S COMP INSURANCE	1,048.65	895.35	805.00	320.71	530.00	-34.16%		
TOTAL PERSONAL SERVICES	154,640.83	169,106.43	174,822.00	99,443.95	182,075.00	4.15%		
6201 - OFFICE SUPPLIES	-	376.06	1,000.00	597.11	1,000.00	0.00%	New General Manager to purchase items if needed	Copy paper, office supplies, etc.
6223 - BUILDINGS & FACILITIES	316.96	73.83	-	-	-		No expected changes	
6243 - MINOR COMPUTER EQUIPMENT	1,115.64	821.64	1,800.00	-	1,800.00	0.00%	1x EB860, 1x Dock, 2x Monitors \$1800 CPaulson	1x EB860 \$1300, Dock USB-C \$150, 2x Monitor \$350 - Replace HC-21EBOOK4
TOTAL SUPPLIES	1,432.60	1,271.53	2,800.00	597.11	2,800.00	0.00%		
6301 - ACCTG, AUDIT & FIN'L SERVICES	-	9,000.00	3,000.00	-	5,000.00	66.67%	No expected changes	Audit fees increasing
6307 - PROFESSIONAL SERVICES	1,125.86	7,960.30	2,500.00	-	2,500.00	0.00%	No expected changes	Insurance Agent Fees
TOTAL PROFESSIONAL SERVICES	1,125.86	16,960.30	5,500.00	-	7,500.00	36.36%		
6321 - TELEPHONE/PAGERS	1,016.99	1,147.15	2,230.00	66.60	1,380.00	-38.12%	1x TMobile Service \$180, 1x iPhone Purchase \$850, SIP Contribution \$1200	1x TMobile Service \$180, SIP Contribution \$1200
6341 - PERSONNEL ADVERTISING	240.93	-	-	-	-			
6441 - LICENSES, TAXES & FEES	-	45.00	-	-	-			
6449 - OTHER CONTRACTUAL SERVICE	1,189.16	1,330.73	-	-	500.00			Boilers Licenses for new Operations Director and Maintenance Tech
6422 - SOFTWARE MAINT	10,104.45	7,459.32	3,370.00	194.18	3,471.00	3.00%	49851-6422 Milesonte SA \$3370, Moved to Service Fund 41920, LF Full \$2256, M365 G3 \$4620, M365 Email Only \$600, Cisco CSE&Umbrella \$1000,	49851-6422 Milesonte SA - 3%
6423 - LOGIS CHARGES	35,463.00	32,867.96	51,769.00	27,434.75	53,322.00	3.00%	LOGIS JDE Financial, HR/PR, Hubble, Tungsten, IP Telephony, Internet, 24/7 Support, Managed Service Back-up, Exchange and Email Archiving, Network Wellness and Services \$51769	LOGIS JDE Financial, HR/PR, Hubble, Tungsten, IP Telephony, Internet, 24/7 Support, Managed Service Back-up, Exchange and Email Archiving, Network Wellness and Services \$51769
6431 - SPECIAL EVENTS	-	5,683.85	12,000.00	6,461.54	8,000.00	-33.33%	hosting community events	Planned marketing events to draw in corporate and wedding potential clients. Hosted community events.
6432 - CONFERENCES AND SCHOOLS	-	69.88	2,000.00	-	2,000.00	0.00%		Training for staff
6438 - CASH SHORT (OVER)				(2.00)	-			
TOTAL OTHER SERVICES & CHARGES	48,014.53	48,603.89	71,369.00	34,155.07	68,673.00	-3.78%		

Obj Acct	2023 Actual Amount	2024 Actual Amount	2025 Final Budget	July YTD Actual	2026 Requested Budget	2026 Budget Increase	Comments for 2025 Budget	Comments for 2026 Budget
6361 - GENERAL LIABILITY INSURANCE	736.17	588.96	600.00	230.27	315.00	-47.50%		5% increase from 2025 premium
6362 - PROPERTY INSURANCE	10,146.23	10,501.92	8,300.00	6,202.70	11,201.00	34.95%		5% increase from 2025 premium
6366 - MACHINERY BREAKDOWN INSURANCE	1,189.05	1,101.81	1,300.00	524.74	806.00	-38.00%		5% increase from 2025 premium
TOTAL INSURANCE	12,071.45	12,192.69	10,200.00	6,957.71	12,322.00	20.80%		
6406 - MULTI-FUNCTION MTNCE				213.62	-			
TOTAL REPAIRS & MAINTENANCE	-	-		213.62	-			
6494 - DEPRECIATION EXPENSE	3,447.81	3,457.25	1,000.00	2,015.14	3,600.00	260.00%	Expected to remain the same	
TOTAL DEPRECIATION	3,447.81	3,457.25	1,000.00	2,015.14	3,600.00	260.00%		
6471 - ADMINISTRATIVE SERVICE TRANSFE	151,656.00	169,440.00	186,546.00	108,815.00	186,046.00	-0.27%		
TOTAL TRANSFERS OUT	151,656.00	169,440.00	186,546.00	108,815.00	186,046.00	-0.27%		
TOTAL BUSINESS UNIT EXPENSES	372,389.08	421,032.09	452,237.00	252,197.60	463,016.00	2.38%		
			Administration Net Income/(Loss)		(463,016.00)			

Obj Acct	2023 Actual Amount	2024 Actual Amount	2025 Final Budget	July YTD Actual	2026 Requested Budget	2026 Budget Increase	Comments for 2025 Budget	Comments for 2026 Budget
49852 - HCBC-CONVENTION CENTER								
4492 - SPECIAL EVENTS				(585.00)				
TOTAL CHARGES FOR SERVICES				(585.00)				
4604 - CHECK PROCESSING FEES	-	(30.00)		-				
4606 - OTHER REVENUE	(836.39)	(1,047.68)		1.08				
TOTAL MISCELLANEOUS	(836.39)	(1,077.68)		1.08				
4821 - ROOM RENTALS	(675,687.60)	(751,892.31)	(930,000.00)	(439,731.36)	(800,000.00)	-13.98%	Actively pursue new business and increase of room rental	Aligning with actuals. Being reasonable but conservative with estimates.
4821 - CMP ROOM RENTALS	-	-	-	-	-			
4822 - LABOR CHARGES	(37,022.50)	(37,200.00)	(35,000.00)	(28,635.00)	(35,000.00)	0.00%	new business and increase of room rental	AV Tech Labor, Lift Operator fees
4823 - EQUIPMENT RENTALS	(373,423.80)	(462,462.85)	(375,000.00)	(301,959.00)	(400,000.00)	6.67%	new business and increase of room rental	increase in AV rentals fees
4823 - CMP EQUIPMENT RENTALS	-	-	-	-	-			
4825 - COMMON AREA MTNCE	(21,865.92)	(21,925.92)	(21,000.00)	(12,755.12)	(21,000.00)	0.00%		Contract with Embassy Suites for hotel link monthly maintenance.
4826 - DANCE FLOOR RENTALS	-	-	-	-	-			
4827 - SECURITY SERVICES	(14,130.00)	(13,800.00)	(16,000.00)	(7,305.00)	(16,000.00)	0.00%	amount of events needing security are increasing	Security services for events.
4828 - CLIENT SERVICES	(26,960.80)	(39,208.04)	(35,000.00)	(22,365.00)	(35,000.00)	0.00%	Actively pursue new business	Electrical and internet purchases by clients for evens and tradeshows
4829 - MISCELLANEOUS	(10,575.00)	(5,850.00)	(3,500.00)	-	-	-100.00%		No longer offering liability insurance coverage for events. HC is longer paying annual insurance fees for the service.
4844 - FOOD & BEVERAGE SALES	(4,967.15)	(26.17)	(6,000.00)	-	(500.00)	-91.67%	Actively pursue new business and increse of room rental	Vending machine income for 2026
TOTAL OPERATING REVENUES	(1,164,632.77)	(1,332,365.29)	(1,421,500.00)	(812,750.48)	(1,307,500.00)	-8.02%		
4921 - REFUNDS & REIMBURSEMENTS	-	(407.69)		-	-			
TOTAL OTHER FINANCING SOURCES	-	(407.69)		-	-			
REVENUES	(1,165,469.16)	(1,333,850.66)	(1,421,500.00)	(813,334.40)	(1,307,500.00)	-8.02%		

Obj Acct	2023 Actual Amount	2024 Actual Amount	2025 Final Budget	July YTD Actual	2026 Requested Budget	2026 Budget Increase	Comments for 2025 Budget	Comments for 2026 Budget
6101 - WAGES & SALARIES-FT EMPLOYEES	340,344.38	385,466.30	600,004.00	227,246.20	488,616.00	-18.56%		Positions Director of Sales and Sales Manager will not be filled.
6102 - OVERTIME-FT EMPLOYEES	8,119.88	6,107.27	3,000.00	8,054.46	5,000.00	66.67%	Increase in new business and increase of room rental	staffing shortages and more rentals
6103 - WAGES-PART TIME EMPLOYEES	110,210.22	160,647.46	100,000.00	92,106.12	100,000.00	0.00%	Increase in new business and increase of room rental	staffing shortages and more rentals
6104 - OVERTIME-PART TIME EMPLOYEES	-	-	-	67.03	-			
6111 - SEVERANCE PAY	2,380.49	22,095.57	-	-	-			
6122 - PERA COORDINATED PLAN	25,344.69	38,540.27	52,727.00	22,942.47	44,522.00	-15.56%		
6125 - FICA - SOCIAL SECURITY	27,874.05	35,777.38	43,587.00	21,139.52	36,803.00	-15.56%		
6126 - FICA - MEDICARE	6,519.43	8,367.33	10,195.00	4,944.10	8,608.00	-15.57%		
6131 - CAFETERIA PLAN CONTRIBUTIONS	77,896.00	93,492.43	169,776.00	63,028.14	141,456.00	-16.68%		
6141 - UNEMPLOYMENT COMPENSATION	-	406.12	-	-	-			
6151 - WORKER'S COMP INSURANCE	35,599.36	31,326.76	27,566.00	10,337.72	20,752.00	-24.72%		Includes PFML
TOTAL PERSONAL SERVICES	634,288.50	782,226.89	1,006,855.00	449,865.76	845,757.00	-16.00%		
6201 - OFFICE SUPPLIES	2,355.50	1,530.99	2,000.00	1,958.19	2,000.00	0.00%		Paper, office supplies, etc.
6202 - COPYING SUPPLIES	634.10	-	-	-	-		No longer service out	
6211 - CLEANING SUPPLIES	253.74	22.77	1,000.00	1,724.62	1,000.00	0.00%		Cleaning Supplies for Common Areas
6214 - CLOTHING & PERSONAL EQUIPMENT	2,415.14	1,496.67	2,000.00	490.93	2,000.00	0.00%	Expected to be fully staffed	Proper Work Attire for Staff
6215 - SHOP MATERIALS	1,437.00	-	1,000.00	50.83	1,000.00	0.00%	additional rental expected increase in materials	Equipment needed for repairs
6216 - CHEMICALS/CHEMICAL PRODUCTS	5,229.57	7,530.87	5,500.00	4,249.00	5,500.00	0.00%		Chemical products for common areas
6217 - SAFETY SUPPLIES	-	-	1,000.00	-	1,000.00	0.00%	AED purchase	AED purchased in 2025, repairs for other unit
6219 - GENERAL OPERATING SUPPLIES	7,446.78	10,252.72	8,000.00	25,495.43	8,000.00	0.00%	Maximize the use of supplies	All projects around the facility and grounds
6223 - BUILDINGS & FACILITIES	11,417.95	10,446.27	12,000.00	10,038.88	12,000.00	0.00%	no expected changes	Building repairs - exterior and interior
6225 - PARK & LANDSCAPE MATERIALS	4,181.19	1,974.39	3,000.00	-	1,500.00	-50.00%		Mintahoe contract will help update some exterior spaces. Flowers for courtyard.
6226 - SIGNS & STRIPING MATERIALS	-	-	3,000.00	-	1,000.00	-66.67%	parking lot hasn't been done since pre-covid - need update	parking lot striped 2025. Some signage needs replacing.
6227 - PAINT SUPPLIES	434.45	1,800.42	1,000.00	443.37	1,000.00	0.00%	exterior and interior updates	Exterior and Interior paint
6239 - OTHER REPAIR & MAINT SUPPLIES	1,296.83	2,992.07	6,000.00	7,667.16	3,500.00	-41.67%		Supplies needed for repairs
6241 - SMALL TOOLS	490.42	589.17	600.00	119.99	500.00	-16.67%		Small maintenance tools
6242 - MINOR EQUIPMENT	1,439.80	9,306.38	10,000.00	1,263.10	5,000.00	-50.00%		Special equipment needed for services

Obj Acct	2023 Actual Amount	2024 Actual Amount	2025 Final Budget	July YTD Actual	2026 Requested Budget	2026 Budget Increase	Comments for 2025 Budget	Comments for 2026 Budget
6243 - MINOR COMPUTER EQUIPMENT	57,794.24	(13,340.46)	37,350.00	424.02	10,400.00	-72.16%	1x HP EB860, 1x Dock, 2x Monitors \$1700 GFerrel, 1x HP EB860, 1x Dock, 2x Monitors \$1700 TBStaples, 1x HP EB860, 1x Dock, 2x Monitors \$1700 AKalenberg, 10x Access Points WiFi \$7250, Camera Replacement \$20000, 1x Digital Sign Maintenance \$5000	1x EB860 \$1300, 1x Dock \$150, 1x EB860 \$1300, 1x Dock \$150, 1x EB860 \$1300, 1x Dock \$150, Digital Sign Maintenance \$5000.
TOTAL SUPPLIES	96,826.71	34,602.26	93,450.00	53,925.52	55,400.00	-40.72%		
6303 - LEGAL SERVICES	139.20	-	500.00	-	500.00	0.00%		
6307 - PROFESSIONAL SERVICES	6,950.12	6,993.51	10,000.00	-	7,000.00	-30.00%		Temporary staffing needs
TOTAL PROFESSIONAL SERVICES	7,089.32	6,993.51	10,500.00	-	7,500.00	-28.57%		
6321 - TELEPHONE/PAGERS	5,206.96	7,443.81	13,462.00	1,704.04	-	-100.00%	16x Cisco6621 \$1744, 9x Cisco840 \$9144, CiscoATA191 \$302, Cisco VoiceGatewayVG400-2FXS \$2272	No Devices Due 2026
6322 - POSTAGE	-	-	-	10.30	-			
6331 - TRAVEL EXPENSE/MILEAGE	-	-	500.00	-	500.00	0.00%	Attend more promotional/expo's oportuntines to promote The Heritage Center	Attend marketing and networking opportunities to promote the Heritage Center.
6341 - PERSONNEL ADVERTISING	7,140.00	7,600.00	3,000.00	-	1,500.00	-50.00%		
6349 - OTHER ADVERTISING	86,617.16	84,476.55	50,000.00	53,554.32	60,000.00	20.00%	change in marketing companies - monthly fees are lower	Strategic sales and marketing planning. New website in 2025, pd by MCE
6441 - LICENSES, TAXES & FEES	405.00	605.00	750.00	-	750.00	0.00%	increase in fees	
6449 - OTHER CONTRACTUAL SERVICE	30,952.64	33,220.79	31,000.00	18,155.78	32,000.00	3.23%		Monthly contracts for services such as lawn care and snow removal.
6351 - PRINTING	1,111.12	488.69	5,000.00	183.86	2,500.00	-50.00%		Signage, brochures, business cards
6413 - OFFICE EQUIPMENT	-	-	2,500.00	-	500.00	-80.00%		
6415 - OTHER EQUIPMENT	221,828.24	264,957.30	225,000.00	179,511.52	225,000.00	0.00%	increase client rental	Expo rental, ceiling draping, AV rental
6422 - SOFTWARE MAINT	548.60	-	-	-	-		See notes on 49851-6422	
6423 - LOGIS CHARGES	17.67	-	-	-	-			
6428 - PROTECTION SERVICES	19,733.32	19,055.25	20,000.00	6,979.50	20,000.00	0.00%	increase in events that security is needed	Security service billing
6432 - CONFERENCES AND SCHOOLS	-	-	5,000.00	-	5,000.00	0.00%	Training for Operations Director and Director of Sales. Training for Sales and Operations Departments.	Professional development for General Manager, Operations Director, and Sales Managers.
6433 - MEETING EXPENSES	-	66.32	600.00	-	600.00	0.00%		Networking events
6434 - DUES & SUBSCRIPTIONS	250.00	40.00	2,500.00	-	2,500.00	0.00%		Dues to rejoin MPI (Meeting Professionals) SGMP (Society of Government Meeting Planners)
6435 - CREDIT CARD FEES	13,770.39	20,197.42	20,000.00	6,333.76	20,000.00	0.00%	Increase in credit card usages	Increase in credit card usage
6438 - CASH SHORT (OVER)	(1,619.26)	2.11		(8.50)	-			
TOTAL OTHER SERVICES & CHARGES	385,961.84	438,153.24	379,312.00	286,424.58	370,850.00	-2.23%		
6361 - GENERAL LIABILITY INSURANCE	5,821.74	3,181.35	1,800.00	840.23	1,449.00	-19.50%		5% increase from actual 2025 premium

Obj Acct	2023 Actual Amount	2024 Actual Amount	2025 Final Budget	July YTD Actual	2026 Requested Budget	2026 Budget Increase	Comments for 2025 Budget	Comments for 2026 Budget
49853 - HCBC-CATERING OPERATIONS								
4842 - SERVICE CHARGES	(488,095.47)	(548,896.78)	(450,000.00)	(159,171.24)	(280,498.00)	-37.67%	Expected in increase in business and rentals	Service Charge (24% of food and beverage sales, split with Mintahoe)
4844 - FOOD & BEVERAGE SALES	(1,923,843.76)	(2,227,102.82)	(2,500,000.00)	(1,439,998.17)	(2,500,000.00)	0.00%	Expected in increase in business and rentals	
4845 - LIQUOR/WINE/BEER SALES	(169,204.28)	(113,295.45)	(200,000.00)	(31,095.37)	(50,000.00)	-75.00%	Expected in increase in business and rentals	Increase in events, but less bar orders
4848 - MISCELLANEOUS SALES	(12,363.50)	(27,033.22)	(15,000.00)	(4,550.00)	(15,000.00)	0.00%	Expected in increase in business and rentals	Additional fees charged for service. Expected to increase with bartender fees and captain fees per event.
4849 - MISCELLANEOUS SALES-NON TAXABL	(22.55)	(135.00)	(75.00)	-	(75.00)	0.00%		
TOTAL OPERATING REVENUES	(2,593,529.56)	(2,916,463.27)	(3,165,075.00)	(1,634,814.78)	(2,845,573.00)	-10.09%		
REVENUES	(2,593,529.56)	(2,916,463.27)	(3,165,075.00)	(1,634,814.78)	(2,845,573.00)	-10.09%		
5591 - COST OF SALES-LABOR	1,214,567.92	902,902.22	1,000,000.00	-	-	-100.00%		This was the expense paid to Flik
5592 - COST OF SALES-FOOD	553,506.34	398,446.19	550,000.00	-	-	-100.00%		This was the expense paid to Flik
5593 - COST OF SALES-SUPPLIES	92,889.27	75,584.57	90,000.00	-	-	-100.00%	Equipment for marketing and vending purposes	This was the expense paid to Flik
5594 - COST OF SALES-MGMT FEES	105,999.96	75,694.42	100,000.00	-	-	-100.00%		This was the contracted management fee paid to Flik
5596 - COST OF SALES - CONTRACT COSTS		760,411.43		1,083,325.60	1,846,854.00			Mintahoe contract cost
TOTAL EBHC COST OF SALES	1,966,963.49	2,213,038.83	1,740,000.00	1,083,325.60	1,846,854.00	6.14%		
6101 - WAGES & SALARIES-FT EMPLOYEES	207,156.67	212,753.22	206,225.00	86,341.95	150,458.00	-27.04%		HCBC Catering Sales Managers
6102 - OVERTIME-FT EMPLOYEES	560.26	263.86	500.00	-	500.00	0.00%	Expected in increase in business and rentals	
6103 - WAGES-PART TIME EMPLOYEES	5,367.76	9,403.47	3,000.00	2,006.75	3,000.00	0.00%		
6104 - OVERTIME-PART TIME EMPLOYEES	-	-		-				
6111 - SEVERANCE PAY	324.00	1,488.78		-				
6122 - PERA COORDINATED PLAN	15,853.24	16,537.59	15,731.00	6,626.22	11,547.00	-26.60%		
6125 - FICA - SOCIAL SECURITY	14,180.86	14,733.74	13,003.00	5,766.50	9,546.00	-26.59%		
6126 - FICA - MEDICARE	3,316.08	3,445.77	3,042.00	1,348.40	2,233.00	-26.59%		
6131 - CAFETERIA PLAN CONTRIBUTIONS	47,103.00	47,904.00	56,592.00	23,580.00	40,416.00	-28.58%		
6151 - WORKER'S COMP INSURANCE	4,616.61	4,900.60	1,607.00	653.12	1,484.00	-7.65%		Includes PFML
TOTAL PERSONAL SERVICES	298,478.48	311,431.03	299,700.00	126,322.94	219,184.00	-26.87%		
6201 - OFFICE SUPPLIES	-	167.67	600.00	-	400.00	-33.33%		Folders and office supplies
6202 - COPYING SUPPLIES	929.81	-	800.00	-	400.00	-50.00%	decrease in cost on longer out service	Small printing projects for the culinary staff
6211 - CLEANING SUPPLIES	54.99	674.86	250.00	959.18	250.00	0.00%		
6214 - CLOTHING & PERSONAL EQUIPMENT	10.50	115.00	50.00	-	-	-100.00%		
6215 - SHOP MATERIALS	-	-	50.00	-	-	-100.00%		
6216 - CHEMICALS/CHEMICAL PRODUCTS	1,912.50	2,956.15	1,000.00	-	2,000.00	100.00%		HCBC responsible for dishwasher chemicals for use and upkeep
6217 - SAFETY SUPPLIES	-	-	600.00	-	600.00	0.00%		Update Fire Hydrant in kitchen 2026
6219 - GENERAL OPERATING SUPPLIES	5,234.31	6,117.03	5,000.00	789.03	5,000.00	0.00%		
6223 - BUILDINGS & FACILITIES	16.11	507.29	3,500.00	-	3,500.00	0.00%		Kitchen repairs and updates
6239 - OTHER REPAIR & MAINT SUPPLIES	-	461.82	750.00	-	1,000.00	33.33%		Aging Equipment needs repair

Obj Acct	2023 Actual Amount	2024 Actual Amount	2025 Final Budget	July YTD Actual	2026 Requested Budget	2026 Budget Increase	Comments for 2025 Budget	Comments for 2026 Budget
6242 - MINOR EQUIPMENT	9,590.28	4,099.52	25,000.00	5,672.69	20,000.00	-20.00%		Small Catering Equipment Needs
6243 - MINOR COMPUTER EQUIPMENT	5,982.16	7,490.29	10,650.00	-	1,800.00	-83.10%	1x EB860 \$1200, 1x HP Dock \$150, 2x Monitors \$350, 1x EB860 \$1200, 1x HP Dock \$150, 2x Monitors \$350, 10x Access Points WiFi\$7250	1x EB860 \$1300, 1x Dock \$150, 2x Monitor \$350 SBarber
TOTAL SUPPLIES	23,730.66	22,589.63	48,250.00	7,420.90	34,950.00	-27.56%		
6307 - PROFESSIONAL SERVICES	5,131.25	1,512.50	11,000.00	-	2,000.00	-81.82%		Eliminate 98% of Temp Services
TOTAL PROFESSIONAL SERVICES	5,131.25	1,512.50	11,000.00	-	2,000.00	-81.82%		
6321 - TELEPHONE/PAGERS	936.00	1,014.00	-	-	-			
6322 - POSTAGE	-	-	100.00	-	-	-100.00%		
6349 - OTHER ADVERTISING	69,328.71	42,166.55	50,000.00	100.00	40,000.00	-20.00%		split with 49852
6441 - LICENSES, TAXES & FEES	-	-	-	80.00	-			
6449 - OTHER CONTRACTUAL SERVICE	15,832.16	10,902.23	18,000.00	5,412.15	10,000.00	-44.44%	lawn/snow svc \$13,000. Booking program \$5,000	Booking program, service elevator
6351 - PRINTING	216.01	-	7,000.00	-	1,000.00	-85.71%		Specialized printing needs (menu card, lookbooks)
6413 - OFFICE EQUIPMENT	-	-	1,000.00	-	500.00	-50.00%		
6415 - OTHER EQUIPMENT	-	444.35	500.00	-	500.00	0.00%		
6434 - DUES & SUBSCRIPTIONS	250.00	-	-	-	-			
6435 - CREDIT CARD FEES	32,115.39	29,392.19	22,000.00	26,088.79	22,000.00	0.00%	Increase in rentals	Discuss with City Manager and Finance
6438 - CASH SHORT (OVER)	163.66	(357.36)	-	(317.26)	-			
TOTAL OTHER SERVICES & CHARGES	118,841.93	83,561.96	98,600.00	31,363.68	74,000.00	-24.95%		
6361 - GENERAL LIABILITY INSURANCE	3,193.10	2,558.28	2,600.00	1,230.53	1,928.00	-25.85%		5% increase from 2025 premium
6362 - PROPERTY INSURANCE	15,219.24	15,752.85	13,000.00	9,304.07	16,800.00	29.23%		5% increase from 2025 premium
6366 - MACHINERY BREAKDOWN INSURANCE	1,902.40	1,762.80	2,200.00	839.52	1,298.00	-41.00%		5% increase from 2025 premium
TOTAL INSURANCE	20,314.74	20,073.93	17,800.00	11,374.12	20,026.00	12.51%		
6381 - ELECTRIC	16,201.05	12,049.55	30,000.00	9,700.91	25,000.00	-16.67%	Increase in rentals building in use longer	reduced amount to align with actuals
6382 - GAS	23,950.28	17,252.30	25,000.00	18,662.09	26,250.00	5.00%	Increase in rentals building in use longer	5% based on industry communications
6383 - WATER	2,740.17	2,493.12	36,000.00	1,384.85	3,000.00	-91.67%	Increase in rentals building in use longer	align with actuals
6384 - REFUSE DISPOSAL	2,354.74	3,411.40	7,500.00	390.12	5,000.00	-33.33%	Increase in rentals building in use longer	align with actuals
6385 - SEWER	2,842.17	2,443.02	3,000.00	1,067.50	3,120.00	4.00%	Increase in rentals building in use longer	4% increase to city utility fee
6386 - STORM SEWER	2,069.77	2,591.06	3,000.00	1,138.15	3,000.00	0.00%	Increase in rentals building in use longer	
6389 - STREET LIGHTS	583.54	679.89	700.00	367.48	840.00	20.00%	Increase in rentals building in use longer	
TOTAL UTILITY SERVICES	50,741.72	40,920.34	105,200.00	32,711.10	66,210.00	-37.06%		
6402 - EQUIPMENT SERVICES	9,406.94	4,985.38	15,000.00	616.00	15,000.00	0.00%		Research
6403 - BLDGS/FACILITIES MAINT SERVICE	3,991.70	2,128.49	13,000.00	1,995.64	13,000.00	0.00%		Research

Obj Acct	2023 Actual Amount	2024 Actual Amount	2025 Final Budget	July YTD Actual	2026 Requested Budget	2026 Budget Increase	Comments for 2025 Budget	Comments for 2026 Budget
49854 - HCBC-OFFICE RENTAL								
4831 - OFFICE RENTALS	(23,540.00)	(25,680.00)	(20,000.00)	(14,980.00)	(20,000.00)	0.00%		
TOTAL OPERATING REVENUES	(23,540.00)	(25,680.00)	(20,000.00)	(14,980.00)	(20,000.00)	0.00%		
REVENUES	(23,540.00)	(25,680.00)	(20,000.00)	(14,980.00)	(20,000.00)	0.00%		
6101 - WAGES & SALARIES-FT EMPLOYEES	160.93	243.88	-	-	-			
6102 - OVERTIME-FT EMPLOYEES	51.72	-		-	-			
6103 - WAGES-PART TIME EMPLOYEES	-	-	2,100.00	-	2,100.00	0.00%		
6122 - PERA COORDINATED PLAN	15.96	18.35	158.00	-	158.00	0.00%		
6125 - FICA - SOCIAL SECURITY	14.20	16.04	130.00	-	130.00	0.00%		
6126 - FICA - MEDICARE	3.30	3.78	30.00	-	30.00	0.00%		
6151 - WORKER'S COMP INSURANCE	17.68	18.75	141.00	-	97.00	-31.21%		
TOTAL PERSONAL SERVICES	263.79	300.80	2,559.00	-	2,515.00	-1.72%		
6223 - BUILDINGS & FACILITIES	42.29	-	750.00	1,550.00	750.00	0.00%		Research
TOTAL SUPPLIES	42.29	-	750.00	1,550.00	750.00	0.00%		
6303 - LEGAL SERVICES	-	-	500.00	-	500.00	0.00%		
TOTAL PROFESSIONAL SERVICES	-	-	500.00	-	500.00	0.00%		
6441 - LICENSES, TAXES & FEES	7,636.60	6,434.08	6,000.00	3,862.11	6,000.00	0.00%		
6449 - OTHER CONTRACTUAL SERVICE	11,907.95	9,698.65	9,000.00	9,297.60	9,000.00	0.00%		
TOTAL OTHER SERVICES & CHARGES	19,544.55	16,132.73	15,000.00	13,159.71	15,000.00	0.00%		
6361 - GENERAL LIABILITY INSURANCE	60.41	27.45	60.00	21.98	63.00	5.00%		5% increase to 2025 premium
6362 - PROPERTY INSURANCE	1,170.69	1,211.73	970.00	715.70	1,298.00	33.81%		5% increase to 2025 premium
6366 - MACHINERY BREAKDOWN INSURANCE	190.24	187.20	200.00	72.90	126.00	-37.00%		5% increase to 2025 premium
TOTAL INSURANCE	1,421.34	1,426.38	1,230.00	810.58	1,487.00	20.89%		



Historic Setting. Modern Ease.



Heritage Center of Brooklyn Center

Cordell Wiseman, Recreation Director

Tami Buetow-Staples, General Manager

Heritage Center of Brooklyn Center:

- Built on historic grounds and long known in the Twin Cities, our venue has hosted generations of proms, graduations, weddings, conferences, and celebrations of life. Today, as The Heritage Center, we carry the best of that legacy forward—modernizing the experience, elevating service, and keeping the warmth, story, and sense of place that people love



Department Divisions

- **Department Description:**
 - **Administrative Services – 49851**
 - Conference Support
 - Technical and Logistical Assistance
 - Contracts and Payments
 - **Convention Center – 49852**
 - Facility Maintenance
 - Custodial Functions
 - Sales and Marketing, Event Planning and Coordination
 - **Catering Services – 49853**
 - Preparation and Service of food and beverage for the Heritage Center
 - Kitchen Equipment Maintenance
 - **Commercial Office Rentals – 49854**
 - Commercial Office Buildings and Grounds
 - Maintenance Support



Staffing Levels

Positions	2024	2025	2026
General Manager	1	1	1
Secretary/Receptionist	1	1	1
Billing Clerk	1	1	1
Operations Director	1	1	1
Sales Director	1	1	0
Sales Manager	4	4	3
Catering Sales Managers	0	0	0
Banquet Manager	0	0	0
Maintenance Custodians	2	2	2
Crew Chiefs	2	2	2
Part-time Employees	9	9	9
TOTALS	22	22	20



Budget Summary

	Administration 49851	Convention Center 49852	Catering 49853	Office Rentals 49854
Revenues	-	1,307,500.00	2,845,573.00	20,000.00
Cost of Goods	-	-	1,846,854.00	-
Gross Profit	-	1,307,500.00	998,719.00	20,000.00
Operating Expenses	463,016.00	1,686,984.00	469,818.00	73,772.00
Net Profit/(Loss)	(463,016.00)	(379,484.00)	528,901.00	(53,772.00)
			Entity wide net profit/(loss)	<u>(367,371.00)</u>



Highlights:

- KPI Report for Sales - started in June 2025
- Menu is almost complete – official start date 1/1/26
- Strategic Brand Strategy
- Website is under construction
- Aligning budget with actuals – better understanding
- Restructured staffing to reduce expenses



Questions?



Council Regular Meeting

DATE: 11/3/2025
TO: City Council
FROM:
THROUGH:
BY: Shannon Pettit, City Clerk
SUBJECT: Centerbrook Golf Course

Requested Council Action:

Background:

Budget Issues:

Inclusive Community Engagement:

Antiracist/Equity Policy Effect:

Strategic Priorities and Values:

ATTACHMENTS:

1. Cenerbrook Budget 10-31-2025
2. 2026 Centerbrook Budget Powerpoint

Obj Acct	2023 Actual Amount	2024 Actual Amount	2025 Final Budget	July YTD Actual	2026 Requested Budget	2026 Budget Increase	Comments for 2025 Budget	Comments for 2026 Budget
49721 - CENTERBROOK GOLF COURSE								
4771 - GOLF LESSONS	-	-	(1,000.00)	-	(1,000.00)	0.00%	No Expected Changes	
4773 - GREEN FEES	(155,873.21)	(174,538.25)	(180,000.00)	(134,784.23)	(195,000.00)	8.33%	Rate increase	
4778 - PASSBOOK	(18,175.46)	(5,008.10)	(6,000.00)	(646.85)	-	-100.00%	Coding adjustment	all under green fees (4773)
4782 - RENTALS	(43,747.25)	(45,940.97)	(48,000.00)	(28,055.10)	(50,000.00)	4.17%	Uses increase	cart and club rentals
4785 - LEAGUE	(10,977.43)	(10,715.62)	(12,000.00)	(10,653.96)	(13,500.00)	12.50%	Coding adjustment	
4786 - BEER & WINE COOLER REVENUES	(25,828.57)	(25,046.76)	(29,000.00)	(14,540.69)	(32,000.00)	10.34%	No Dudley Revenue	
4787 - FOOD & BEVERAGE REVENUES	(15,452.40)	(13,809.31)	(14,000.00)	(8,497.61)	(17,000.00)	21.43%	No Expected Changes	added products; food and beverage from simulator
4788 - TAXABLE MERCHANDISE	(6,524.61)	(10,671.98)	(10,000.00)	(2,782.92)	(6,000.00)	-40.00%	Coding adjustment	items moved to non taxable (ex: clothing)
4789 - NON TAXABLE MERCHANDISE	(36,003.64)	(27,459.17)	(24,000.00)	(19,230.41)	(33,000.00)	37.50%	Coding adjustment	rate increase and added items; this includes golf rounds purchased via online portals such as Groupon (they pay the tax)
4790 - MISCELLANEOUS	-	-	(80,000.00)	-	(11,500.00)	-85.63%	Golf Simulator	Simulator profit share and First Tee programming
4791 - BOTTLED WATER SALES	(2,884.00)	(2,426.00)	(2,500.00)	(1,958.00)	(3,500.00)	40.00%	No Expected Changes	increase sales
TOTAL OPERATING REVENUES	(315,466.57)	(315,616.16)	(406,500.00)	(221,149.77)	(362,500.00)	-10.82%		
4915 - TRANSFERS IN	(80,000.00)	(155,105.00)	(155,000.00)	-	(155,000.00)	0.00%	Increase as included in General Fund budget	Included in General Fund budget
TOTAL TRANSFERS IN	(80,000.00)	(155,105.00)	(155,000.00)	-	(155,000.00)	0.00%		
REVENUES	(395,466.57)	(470,721.16)	(561,500.00)	(221,149.77)	(517,500.00)	-7.84%		
6101 - WAGES & SALARIES-FT EMPLOYEES	89,021.44	100,396.42	181,863.00	59,342.08	107,378.00	-40.96%	Addition of one FTE to accomodate additional hours related to golf simulator operations	FTE decrease, will cover needs with part-time hours
6102 - OVERTIME-FT EMPLOYEES	-	-	-	-	-			
6103 - WAGES-PART TIME EMPLOYEES	79,398.00	95,240.15	85,000.00	49,193.70	124,050.00	45.94%		Adding two lead positions instead of FT
6104 - OVERTIME-PART TIME EMPLOYEES	3,424.81	2,824.93	3,000.00	2,468.40	1,500.00	-50.00%		
6122 - PERA COORDINATED PLAN	7,255.48	7,881.00	20,240.00	4,450.65	10,983.00	-45.74%		
6125 - FICA - SOCIAL SECURITY	11,054.86	12,554.01	16,732.00	6,975.69	14,441.00	-13.69%		
6126 - FICA - MEDICARE	2,585.40	2,936.03	3,913.00	1,631.41	3,377.00	-13.70%		
6131 - CAFETERIA PLAN CONTRIBUTIONS	17,135.84	17,963.84	37,728.00	11,790.00	20,208.00	-46.44%		
6141 - UNEMPLOYMENT COMPENSATION	278.68	-	-	-	-			
6151 - WORKER'S COMP INSURANCE	3,665.66	3,598.10	4,318.00	4,230.29	6,289.00	45.65%		Includes PFML (no expense account yet)
TOTAL PERSONAL SERVICES	216,659.17	243,394.48	352,794.00	140,082.22	288,226.00	-18.30%		

Obj Acct	2023 Actual Amount	2024 Actual Amount	2025 Final Budget	July YTD Actual	2026 Requested Budget	2026 Budget Increase	Comments for 2025 Budget	Comments for 2026 Budget
6201 - OFFICE SUPPLIES	107.12	255.93	200.00	184.49	200.00	0.00%	increase in programming	
6212 - MOTOR FUELS	3,473.66	2,985.97	3,400.00	2,229.44	2,900.00	-14.71%	increase in costs	more efficient equipment (diesel and unleaded fuel)
6213 - LUBRICANTS & ADDITIVES	246.34	722.68	700.00	379.36	500.00	-28.57%	aging equipment	more efficient equipment
6214 - CLOTHING & PERSONAL EQUIPMENT	209.00	179.99	300.00	-	300.00	0.00%	Clothing cost increase	
6215 - SHOP MATERIALS	-	5.02	100.00	-	100.00	0.00%	No Expected Changes	
6216 - CHEMICALS/CHEMICAL PRODUCTS	13,895.67	14,857.43	15,000.00	14,127.06	12,000.00	-20.00%	No Expected Changes	generic alternatives
6217 - SAFETY SUPPLIES	-	35.64	500.00	-	200.00	-60.00%	No Expected Changes	
6219 - GENERAL OPERATING SUPPLIES	2,598.37	7,094.78	4,500.00	1,152.71	4,000.00	-11.11%	No Expected Changes	
6221 - MOTOR VEHICLES	374.45	1,917.36	2,000.00	1,844.78	2,000.00	0.00%	Aging vehicles	
6223 - BUILDINGS & FACILITIES	2,385.86	587.85	1,500.00	345.00	800.00	-46.67%	No Expected Changes	no expected changes
6225 - PARK & LANDSCAPE MATERIALS	2,589.61	917.16	2,500.00	1,414.12	1,500.00	-40.00%	decrease due to one time ladsaping project	reduction due to leftover material
6227 - PAINT SUPPLIES	141.42	33.09	200.00	49.52	200.00	0.00%		
6239 - OTHER REPAIR & MAINT SUPPLIES	2,148.49	1,625.16	1,000.00	12.36	1,000.00	0.00%	Coding adjustment	
6241 - SMALL TOOLS	1,320.38	475.62	750.00	696.80	750.00	0.00%		
6242 - MINOR EQUIPMENT	1,171.28	57.41	3,000.00	950.76	1,500.00	-50.00%	aging equipment needing to be replaced	
6243 - MINOR COMPUTER EQUIPMENT	-	-	-	-	2,675.00			1x EDESK SFF \$950, 1x Monitor \$175, 1x EDESK SFF \$950, 1x ELO TouchScreen \$600
TOTAL SUPPLIES	30,661.65	31,751.09	35,650.00	23,386.40	30,625.00	-14.10%		
6307 - PROFESSIONAL SERVICES	190.19	131.43	100.00	-	150.00	50.00%	Utilize other service contracts	Insurance Agent Fees
TOTAL PROFESSIONAL SERVICES	190.19	131.43	100.00	-	150.00	50.00%		
6321 - TELEPHONE/PAGERS	1,819.61	2,022.13	2,960.00	966.60	1,260.00	-57.43%	PRI Voice System \$900, Smartphone - T-Mobile Service SMakowske \$180, 1x iPhone 15 \$850, phone service and device for new staff	2x T-Mobile Data Service 360, SIP Contribution \$900
6349 - OTHER ADVERTISING	3,838.00	807.20	2,000.00	787.20	1,000.00	-50.00%	Promotion of new programs/Events	utilizing online and social media as free marketing mediums
6441 - LICENSES, TAXES & FEES	712.12	429.00	900.00	480.13	750.00	-16.67%		
6449 - OTHER CONTRACTUAL SERVICE	7,846.14	6,608.09	4,000.00	1,385.80	4,000.00	0.00%		new aeration
6351 - PRINTING	149.98	101.98	300.00	108.40	150.00	-50.00%		
6415 - OTHER EQUIPMENT	22,007.55	19,038.00	15,000.00	10,320.98	17,500.00	16.67%		golf cart lease

Obj Acct	2023 Actual Amount	2024 Actual Amount	2025 Final Budget	July YTD Actual	2026 Requested Budget	2026 Budget Increase	Comments for 2025 Budget	Comments for 2026 Budget
6422 - SOFTWARE MAINT	73.47	102.94	515.00	97.09	120.00	-76.70%	3x MS Office \$345, Acrobat Pro \$80, 3x Cisco Secure Endpoint \$45, Cisco Umbrella \$45	1x Adobe Acrobat Pro \$120
6423 - LOGIS CHARGES	7,820.00	8,161.00	10,801.00	4,600.83	11,341.00	5.00%	LOGIS JDE Financial, HR/PR, Hubble, Tungsten, IP Telephony, Internet, 24/7 Support, Managed Service Back-up, Exchange and Email Archiving, Network Wellness and Services	LOGIS JDE Financial, HR/PR, Hubble, Tungsten, IP Telephony, Internet, 24/7 Support, Managed Service Back-up, Exchange and Email Archiving, Network Wellness and Services
6432 - CONFERENCES AND SCHOOLS	21.38	667.00	600.00	338.00	600.00	0.00%		
6433 - MEETING EXPENSES	-	-	200.00	-	200.00	0.00%		
6434 - DUES & SUBSCRIPTIONS	1,070.00	705.00	1,000.00	855.00	1,000.00	0.00%		
6435 - CREDIT CARD FEES	5,476.08	6,913.10	6,000.00	4,161.86	7,000.00	16.67%		Expected to increase in relation to increase in revenues.
6438 - CASH SHORT (OVER)	168.06	(371.40)		774.65				
6491 - MERCHANDISE FOR RESALE	35,921.08	31,410.85	32,000.00	19,053.40	34,100.00	6.56%		
TOTAL OTHER SERVICES & CHARGES	86,923.47	76,594.89	76,276.00	43,929.94	79,021.00	3.60%		
6361 - GENERAL LIABILITY INSURANCE	1,980.56	1,386.03	1,848.00	2,013.59	3,258.00	76.30%		5% increase over actual 2025 premium
6362 - PROPERTY INSURANCE	3,182.16	2,500.02	3,333.00	2,438.10	3,369.00	1.08%		
6364 - DRAM SHOP INSURANCE	1,328.00	1,992.00	1,992.00	1,536.00	1,613.00	-19.03%		
6366 - MACHINERY BREAKDOWN INSURANCE	262.96	207.42	277.00	200.18	275.00	-0.72%		
TOTAL INSURANCE	6,753.68	6,085.47	7,450.00	6,187.87	8,515.00	14.30%		
6381 - ELECTRIC	9,383.75	8,033.99	10,000.00	4,252.86	10,360.00	3.60%	No Expected Changes	3.6% increase based on industry information
6382 - GAS	673.37	798.49	900.00	1,827.05	3,000.00	233.33%	No Expected Changes	5% based on industry communication and actuals
6383 - WATER	19,655.76	7,062.77	10,000.00	1,178.44	10,000.00	0.00%	No Expected Changes	aligned with actuals, heavily dependent on weather
6384 - REFUSE DISPOSAL	2,035.71	1,701.24	2,500.00	1,358.57	2,550.00	2.00%	No Expected Changes	
6385 - SEWER	619.14	972.04	800.00	907.31	1,500.00	87.50%	No Expected Changes	
6386 - STORM SEWER	1,022.78	2,682.01	2,400.00	569.27	2,600.00	8.33%	No Expected Changes	
6387 - HEATING OIL			-					
6389 - STREET LIGHTS	2,742.03	4,362.08	3,800.00	2,522.00	4,560.00	20.00%	No Expected Changes	
TOTAL UTILITY SERVICES	36,132.54	25,612.62	30,400.00	12,615.50	34,570.00	13.72%		
6402 - EQUIPMENT SERVICES	2,440.00	1,823.42	2,500.00	515.00	1,500.00	-40.00%	No Expected Changes	
6403 - BLDGS/FACILITIES MAINT SERVICE	27.94	960.13	800.00	507.66	800.00	0.00%	No Expected Changes	
6406 - MULTI-FUNCTION MTNCE	-	195.27		312.30	600.00			RICOH MP C2004EX
TOTAL REPAIRS & MAINTENANCE	2,467.94	2,978.82	3,300.00	1,334.96	2,900.00	-12.12%		



Division Description

Centerbrook Golf Course is a nine (9) hole, par three (3) golf course, owned by the City of Brooklyn Center. It was built in 1986-87, opened for business in the spring of 1988 and was established as an enterprise fund entity. In 2019, the City Council moved the golf course operation from an Enterprise Fund to a Special Revenue Fund activity.



Department Staffing

Positions	2024	2025	2026
Golf Course Superintendent	1	2	1
Part-Time Staff (Seasonal)	1.75	1.75	2.75
TOTALS	2.75	3.75	3.75



Budget Summary

- Restructure staffing to meet needs and manage expenses
- Increases in greens fees and other revenue sources
- Evaluation of all categories to realize savings i.e. maintenance costs
- Credit card fees – evaluation of impacts

Revenues	\$ 517,500
Expenses	\$ 524,210
Net Income/(Loss)	\$ (6,710)



Department Budget Highlights

- Revenues continue to increase yearly.
- Programs with the Minnesota First Tee, and local High Schools will be expanding in 2026
- Revenue sharing partnership with third party for golf simulator
- Will continue to reduce expenses while maintaining the course conditions that our customers expect.



Questions

