

**AGENDA
BIG LAKE CITY COUNCIL
WORKSHOP**

WEDNESDAY, SEPTEMBER 9, 2020

5:00 p.m.

1) CALL TO ORDER

2) ROLL CALL

3) ADOPT PROPOSED AGENDA

4) BUSINESS

- 4A. 2021 Budget Review
- 4B. City Hall Hours Discussion
- 4C. Update on Street and Utility Repair Work
- 4D. Utility Billing Discussion
- 4E. New Ideas Discussion

5) OTHER

6) ADJOURN

Disclaimer: This agenda has been prepared to provide information regarding an upcoming workshop of the Big Lake City Council. This document does not claim to be complete and is subject to change.

CITY COUNCIL WORKSHOP – COVID-19 NOTICE

Attendance at Workshops: All attendees are expected to follow CDC recommendations ensuring social distancing of at least 6 feet away from other persons. Some members of the City Council may participate in this Workshop via telephone or other electronic means on an as needed basis.



WORKSHOP ITEM

Big Lake City Council

Prepared By Deb Wegeleben, Finance Director	Meeting Date: 9/9/2020	Item No. 4A
Item Description: 2021 Preliminary General Fund Budget & Levy	Reviewed By: Clay Wilfahrt, City Administrator Reviewed By: Department Directors and Finance Committee	

COUNCIL DIRECTION REQUESTED

Direction to Staff regarding the proposed 2021 preliminary budget numbers

BACKGROUND/DISCUSSION

With this draft staff tried to include any scenarios that could arise in the coming budget years for 2021-2025. One area that has been adjustment from the prior draft Council reviewed is personnel. Staff did change the allocation of wages for specific job duties that pertain to the enterprise funds. In the prior budgets these duties were allocated to the general fund, with this budget these duties are allocated to the Water and Sewer Funds. In addition, staff did include an increase to the night shift differential pay as well as the pay for the lead positions within the Streets, Parks Water and Wastewater departments. The night shift was increased from .85 to .95 per hour and the lead position was increased to \$1.50 per hour from .85. Still included in this budget is the additional positions and or services that could possibly be implemented in the 2021 fiscal year, including the fire position. However just to clarify staff has not officially vetted these positions at this time but needed to have an estimation of expenditures to set the preliminary budget. As Council is aware, the preliminary levy amount is the maximum that can be levied for the coming year. Council can choose to lower the levy with the final approval in December, but cannot raise it. The allocation changes plus the increases stated above resulted to a \$51,193 savings to the General Fund. Following is a detail of this proposed budget with that savings, however Council could direct staff to increase the transfers to maintain a flat City Tax Rate.

LEVY INFORMATION

- The Net Tax Capacity is projected to increase 7.33% over 2020 of which approximately 1.5% is new construction.
- Total proposed levy amount in this preliminary draft for 2021 is projected at \$4,831,742 an increase of \$265,789 or 5.82%
- The City Tax Rate is projected at **49.83%** compared to 50.62% in 2020.
 - General Fund Levy of \$3,527,122 is an increase of \$235,411 over 2020
 - Debt Levy of \$1,174,629 is an increase of \$30,378 – based on current year’s debt payments
 - EDA Levy of \$130,000 is the same as what was levied in 2020.

LEVY IMPACT ON TAXES

- Proposed levy and tax rate impact – City portion only

- Residential property with a 2021 assessed value of \$237,375 would see an increase of \$4.22 per month in City Taxes. This is due to the 5.5% increase in property values. If there were no increase in the property values, then the residential property would see an decrease of \$1.38 per month for the City portion of the property taxes.
- Commercial property - the average projected increase in value is approximately 3%; with a City Tax Rate of 49.83 a commercial property with a 2021 assessed value of \$1,000,000 would see an increase of \$146 per year in City taxes.

If Council directs Staff to add the \$51,193 savings from the allocation changes to transfers, then the impact on the levy is as follows:

- Total proposed levy would be \$4,882,935 an increase of \$316,982 or 6.94%
- The City Tax Rate is projected at **50.35%** compared to 50.62% in 2020.
- Proposed levy and tax rate impact – City portion only
 - Residential property with a 2021 assessed value of \$237,375 would see an increase of \$5.20 per month in City Taxes.
 - Commercial property with a 2021 assessed value of \$1,000,000 would see an increase of \$251 per year in City taxes.

GENERAL FUND DRAFT PRELIMINARY BUDGET

2021 General Fund proposed preliminary budget is \$5,566,943 an increase of \$150,880 or 2.79%. The projected Unassigned Fund Balance will be 58.16% of the 2022 Concept Budget and 60.61% of the 2021 Draft Budget.

Expenditure items causing significant changes over 2020 budget are.

- Personnel Line item increased by \$111,731 or a 3.22% increase- see below for highlights (64% of budget):
 - Wages – calculated with a 1.8% COLA, recommended by the finance committee
 - Step Increase for all employees that are not on the final step of the pay scale (3% between Steps) – Average increase for wages would be 4.8%
 - Health Insurance premiums in total increased by 4%, however considering the premiums are based on age the actual increase to premiums is 6%. With the City covering 87% of the total premiums. Total increase for year is \$18,000 based on current enrollment. Recommendations for City contributions are as follows:
 - Single Coverage – 100% paid by city
 - Family Coverage – \$1,080 paid by City, \$250 paid by employee
 - Any amount over \$1,330 split 70/30 between employer/employee
 - The overall average contribution for insurance (health, dental, life, STD & LTD) for non-Public Works Union Members is \$1,110, the average for MN public sector employees is \$1,337
 - Public Works Union member’s health insurance contribution per the current contract is \$1,080 per month, the current contract ends 12/31/21.
 - Approximately 5% increase to worker’s compensation insurance
 - Lead Operator for Water & Wastewater and Streets & Parks division – total of 4
 - Recommended to have 2 lead operators for each division – leads are paid an additional 1.50 per hour worked. The increase to the General Fund for the lead positions is \$6,708
 - Seasonal Employees at Lakeside Park boat inspections– May – Aug – total of 1400 hours - \$16,877
 - Would still have the \$9,500 budgeted in Contracted Services for additional services from WaterGuard.
 - Additional Part-time Administrative Assistant Community Development - \$30,991; however, would no longer have the seasonal Code Enforcement position - \$14,565- over all increase would be \$16,426
 - Support front counter
 - Support building
 - Support Engineering – as there is currently no capacity to support the Engineer now

- Code Enforcement year-round
 - All commissioner meetings
 - Laserfiche scanning of all property documents – no capacity to do now
- Professional Services increased by \$9,144 or 5.84%
 - Engineering Consultants increased by \$9,000
 - Audit Consultants increased by \$4,000 – single audit that will be needed due to COVID 19 Funds as well as the audit needed for body cameras
 - Planning Consultants was decreased by \$5,000
- Operations line item increased by \$101,688 or 7.51% (26% of budget)
 - Budget increase for liability insurance across each department.
 - Budget increase for contractors hired for building
 - Budget increase for contractors hired for street, this is to do code enforcement lawn mowing and snow removal, however there is also increase to a corresponding revenue for these services.
 - Budget increase for Fire protection services
 - Budget increase for IT – new software
 - Budget increase for Internet for new IPADs for Public Work department employees
 - Budget increase for City charge for Water/Sewer.
- Transfers to other funds Line item decreased by \$56,683 – 5% of budget total transfers
 - Election Machines - \$2,000
 - Street Maintenance/Improvement Fund - \$170,000
 - Computer Replacement Fund - \$22,000
 - Misc. Equipment Replacement Fund Streets & Parks - \$10,000 (5,000 each)
 - Playground Equipment Replacement Fund - \$5,000
 - Trail Maintenance Fund - \$9,000
 - Park Maintenance Fund - \$16,750 (savings for not having to have park attendants)
 - Lowered this amount from first draft as also lowered amount of park revenue budgeted
 - Police Taser Replacement Fund - \$2,640 (lease payment)
 - Industrial Park Fund 141 to make Interfund Loan payment to Sewer - \$25,000
 - Transfer of Jerky Shoppe Base rent received to the Debt Service for the Liquor Store - \$7,831

Revenue items causing significant changes over 2020 budget are.

- Licenses and Permits line item decreased by \$74,273 – 8% of budget
 - Only budgeting for 40 new single family homes to be conservative, but did take into consideration other development.
 - Single Family License registration is only charged every other year, so not again until 2022
 - Investment income due to the current situation
 - Transfer in from the Liquor Store is budgeted again at \$450,000; this does allow the City to lower the amount of funds needed to be raised by property taxes as well as being able to budget for the transfers as indicated above. Great reason as to why we should all shop local and the profit are poured back into the community through the services provided by the City to the community.

FINANCIAL IMPACT

Funds needed to provide all services to the community for fiscal year 2021.

ALTERNATIVES

Change any line item as council directs staff to do so.

ATTACHMENTS

2021 Proposed Preliminary Levy
Property Tax Examples
Summary Budget by Category
Summary Budget by Service
Summary Budget by Division
Statement of Revenue and Expenditures
FTE Count

2021 Proposed Levy

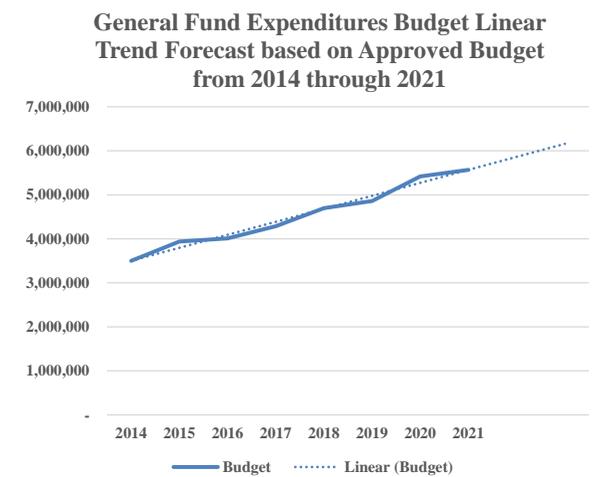
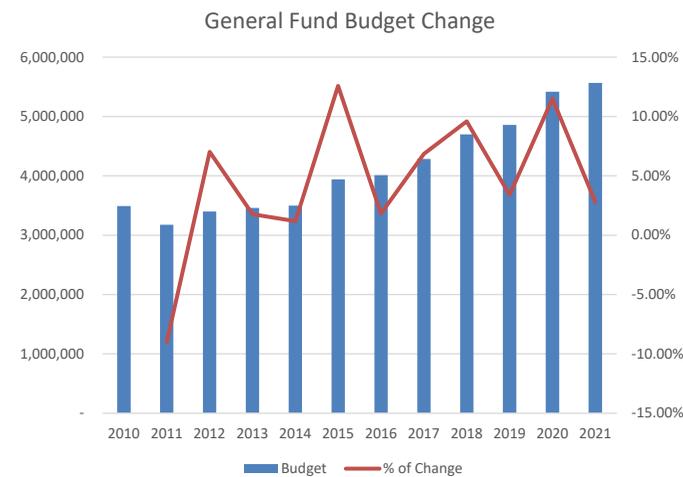
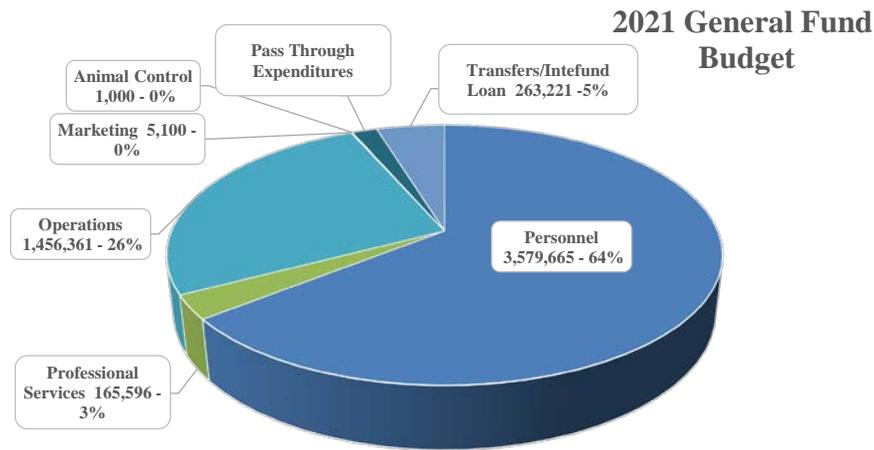
	% Ch	103% **new bond - LGA/GF Transfer		102%		100%		2021		2022		2023		2024		2025		2026		2027			
		2017	2018	2019	2020	2021	Inc/(Dec)	% Change	2022	Inc/(Dec)	% Change	2023	Inc/(Dec)	% Change	2024	Inc/(Dec)	% Change	2025	Inc/(Dec)	% Change	2026	Inc/(Dec)	% Change
Total General Levy:		\$ 2,731,262.00	\$ 2,899,510.00	\$ 2,878,446.00	\$ 3,291,711.00	\$ 3,527,122.00	\$235,411.00	7.15%	\$ 3,718,391.00	\$ 191,269.00	5.42%	\$ 4,197,037.00	\$ 478,646.00	12.87%	\$ 4,517,683.00	\$ 320,646.00	7.64%	\$ 4,612,034.00	\$ 94,351.00	2.09%			
Specials:																							
2014A Go Tax Abatement Bonds - less rent		24,750.00	24,750.00	24,750.00	24,750.00	24,750.00	-	0.00%	24,750.00	-	0.00%	27,250.00	2,500.00	10.10%	27,750.00	500.00	1.83%	24,750.00	(3,000.00)	-10.81%			
2016A GO Taxable Refunding Bonds TIF 1-3 &		286,536.00	249,925.00	242,857.00	207,976.00	199,103.00	(8,873.00)	-4.27%	194,739.00	(4,364.00)	-2.19%	189,859.00	(4,880.00)	-2.51%	173,176.00	(16,683.00)	-8.79%	147,665.00	(25,511.00)	-14.73%			
Debt:																							
2011A GO Improvement Bonds		130,000.00	100,000.00	100,000.00	50,000.00	-	(50,000.00)	-100.00%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2011B GO Improvement Bonds		335,000.00	280,000.00	250,000.00	280,000.00	314,000.00	34,000.00	12.14%	225,000.00	(89,000.00)	-28.34%	-	(225,000.00)	-100.00%	-	-	-	-	-	-	-	-	-
2012A GO Refunding Bonds		15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	-	0.00%	-	(15,000.00)	-100.00%	-	-	-	-	-	-	-	-	-	-	-	-
2013A GO Taxable TIF Bonds 1-4		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2015A GO Refunding Bonds		247,453.00	229,780.00	313,348.00	300,811.00	319,865.00	19,054.00	6.33%	331,011.00	11,146.00	3.48%	337,601.00	6,590.00	1.99%	362,992.00	25,391.00	7.52%	80,141.00	(282,851.00)	-77.92%			
2016B GO Capital Improvement Plan Bonds		59,926.00	56,516.00	54,976.00	59,637.00	60,139.00	502.00	0.84%	59,351.00	(788.00)	-1.31%	53,354.00	(5,997.00)	-10.10%	57,855.00	4,501.00	8.44%	56,870.00	(985.00)	-1.70%			
2016C GO Crossover Refunding (2010A)		-	19,688.00	187,052.00	206,068.00	241,763.00	35,695.00	17.32%	341,408.00	99,645.00	41.22%	340,200.00	(1,208.00)	-0.35%	344,085.00	3,885.00	1.14%	347,760.00	3,675.00	1.07%			
EDA Levy		50,000.00	50,000.00	130,000.00	130,000.00	130,000.00	-	0.00%	130,000.00	-	0.00%	130,000.00	-	0.00%	160,000.00	30,000.00	23.08%	160,000.00	-	0.00%			
Total Debt & EDA Levy:		\$ 1,398,665.00	\$ 1,276,348.00	\$ 1,450,964.00	\$ 1,274,242.00	\$ 1,304,620.00	\$ 30,378.00	2.38%	\$ 1,536,259.00	\$ 231,639.00	17.76%	\$ 1,503,264.00	\$ (32,995.00)	-2.15%	\$ 1,550,858.00	\$ 47,594.00	3.17%	\$ 1,678,748.00	\$ 127,890.00	8.25%			
Total Levy:		\$ 4,129,927.00	\$ 4,175,858.00	\$ 4,329,410.00	\$ 4,565,953.00	\$ 4,831,742.00	\$265,789.00	5.82%	\$ 5,254,650.00	\$ 422,908.00	8.75%	\$ 5,700,301.00	\$ 445,651.00	8.48%	\$ 6,068,541.00	\$ 368,240.00	6.46%	\$ 6,290,782.00	\$ 222,241.00	3.66%			
less EDA		4,079,927	4,125,858	4,199,410	4,435,953	4,701,742	-		5,124,650	-		5,570,301	-		5,908,541	-		6,130,782	-				
Debt Levy		1,348,665	1,226,348	1,320,964	1,144,242	1,174,620	-		1,406,259	-		1,373,264	-		1,390,858	-		1,518,748	-				
TAX RATE		2017	2018	2019	2020	2021			2022			2023			2024			2025					
		58.662%	56.317%	52.472%	50.62%	49.83%	-0.79%		52.61%	2.78%		55.41%	2.80%		57.27%	1.86%		57.64%	0.37%				
		6,886,448	7,421,667	8,257,673	9,034,647	9,697,310	662,663	7.33%	9,988,229	290,919		10,287,876	299,647		10,596,512	308,636		10,914,408	317,895				
		2.30%	7.77%	11.26%	9.41%	7.33%	preliminary 6.16.20		103%			103%			103%			103%					

2021 Proposed Levy

	108%			108%			108%			108%			108%			
	% Ch	2026	Inc/(Dec)	% Change	2027	Inc/(Dec)	% Change	2028	Inc/(Dec)	% Change	2029	Inc/(Dec)	% Change	2030	Inc/(Dec)	% Change
Total General Levy:		\$ 4,980,996.72	\$ 368,962.72	8.00%	\$ 5,379,476.00	\$ 398,479.28	8.00%	\$ 5,809,834.00	\$ 430,358.00	8.00%	\$ 6,274,621.00	\$ 464,787.00	8.00%	\$ 6,776,591.00	\$ 501,970.00	8.00%
Specials:																
2014A Go Tax Abatement Bonds - less rent	-	-	(24,750.00)	-100.00%	-	-	-	-	-	-	-	-	-	-	-	-
2016A GO Taxable Refunding Bonds TIF 1-3 &	154,399.00	6,734.00	6,734.00	4.56%	140,733.00	(13,666.00)	-8.85%	130,968.00	(9,765.00)	-6.94%	89,463.00	(41,505.00)	-31.69%	95,965.00	6,502.00	7.27%
Debt:																
2011A GO Improvement Bonds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2011B GO Improvement Bonds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2012A GO Refunding Bonds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2013A GO Taxable TIF Bonds 1-4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2015A GO Refunding Bonds	78,441.00	(1,700.00)	(1,700.00)	-2.12%	81,835.00	3,394.00	4.33%	85,050.00	3,215.00	3.93%	-	(85,050.00)	-100.00%	-	-	-
2016B GO Capital Improvement Plan Bonds	60,880.00	4,010.00	4,010.00	7.05%	59,581.00	(1,299.00)	-2.13%	53,091.00	(6,490.00)	-10.89%	-	(53,091.00)	-100.00%	-	-	-
2016C GO Crossover Refunding (2010A)	-	(347,760.00)	(347,760.00)	-100.00%	-	-	-	-	-	-	-	-	-	-	-	-
EDA Levy		160,000.00	-	0.00%	160,000.00	-	0.00%	160,000.00	-	0.00%	160,000.00	-	0.00%	160,000.00	-	0.00%
Total Debt & EDA Levy:		\$ 1,346,404.00	\$ (332,344.00)	-19.80%	\$ 1,209,833.00	\$ (136,571.00)	-10.14%	\$ 1,196,793.00	\$ (13,040.00)	-1.08%	\$ 1,017,147.00	\$ (179,646.00)	-15.01%	\$ 1,023,649.00	\$ 6,502.00	0.64%
Total Levy:		\$ 6,327,400.72	\$ 36,618.72	0.58%	\$ 6,589,309.00	\$ 261,908.28	4.14%	\$ 7,006,627.00	\$ 417,318.00	6.33%	\$ 7,291,768.00	\$ 285,141.00	4.07%	\$ 7,800,240.00	\$ 508,472.00	6.97%
less EDA		6,167,401			6,429,309			6,846,627			7,131,768			7,640,240		
Debt Levy		1,186,404			1,049,833			1,036,793			857,147			863,649		
TAX RATE		2026			2027			2028			2029			2030		
		56.28%	-1.35%		56.91%	0.62%		58.75%	1.84%		59.36%	0.61%		61.65%	2.29%	
		11,241,840	327,432		11,579,095	337,255		11,926,468	347,373		12,284,262	357,794		12,652,790	368,528	
		103%			103%			103%			103%			103%		

City of Big Lake General Fund Expenditure Budget Summary by Category

Category:	2020-2021																		
	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change	2022 Concept Budget	% Change to Prior Year	2023 Concept Budget	% Change to Prior Year	2024 Concept Budget	% Change to Prior Year	2025 Concept Budget	% Change to Prior Year
Personnel	\$ 2,048,068	\$ 2,155,592	\$ 2,254,793	\$ 2,557,455	\$ 2,722,711	\$ 2,904,953	\$ 3,043,249	\$ 3,464,934	\$ 3,576,665	\$ 111,731	3.22%	\$ 3,810,036	6.52%	\$ 4,050,821	6.32%	\$ 4,307,087	6.33%	\$ 4,580,680	6.35%
Personnel - Elections	-	8,517	-	11,381	-	10,773	-	18,000	3,000	(15,000)	-83.33%	20,000	566.67%	-	-100.00%	23,000	100.00%	-	-100.00%
Professional Services	186,975	173,303	260,855	142,582	110,443	105,243	176,649	156,452	165,596	9,144	5.84%	163,797	-1.09%	168,413	2.82%	168,732	0.19%	173,114	2.60%
Operations	973,819	1,010,650	989,146	1,016,865	1,070,486	1,261,592	1,313,295	1,354,673	1,456,361	101,688	7.51%	1,530,102	5.06%	1,591,983	4.04%	1,632,844	2.57%	1,648,370	0.95%
Marketing	-	-	-	-	3,588	3,911	2,354	5,100	5,100	-	0.00%	5,100	0.00%	5,100	0.00%	5,100	0.00%	5,100	0.00%
Animal Control	2,301	1,593	-	858	602	858	671	1,000	1,000	-	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%
Pass Through Expenditures	89,681	90,017	96,309	96,867	98,024	102,393	106,432	96,000	96,000	-	0.00%	96,000	0.00%	96,000	0.00%	96,000	0.00%	96,000	0.00%
Transfers to other Funds	-	-	1,342,477	494,593	657,335	640,124	654,850	319,904	263,221	(56,683)	-17.72%	174,221	-33.81%	443,581	154.61%	441,581	-0.45%	446,831	1.19%
Total - Budget	\$ 3,300,844	\$ 3,444,952	\$ 4,947,884	\$ 4,333,270	\$ 4,674,803	\$ 5,040,364	\$ 5,297,501	\$ 5,416,063	\$ 5,566,943	\$ 150,880	2.79%	\$ 5,800,255	4.19%	\$ 6,356,898	9.60%	\$ 6,675,344	5.01%	\$ 6,951,095	4.13%
% of budget	2013	2014	2015	2016	2017	2018	2019	2020	2021			2022		2023		2024		2025	
Personnel	62.05%	62.57%	45.57%	59.02%	58.24%	57.63%	57.45%	63.98%	64.25%			65.69%		63.72%		64.52%		65.90%	
Personnel - Elections	0.00%	0.25%	0.00%	0.26%	0.00%	0.21%	0.00%	0.33%	0.05%			0.34%		0.00%		0.34%		0.00%	
Professional Services	5.66%	5.03%	5.27%	3.29%	2.36%	2.09%	3.33%	2.89%	2.97%			2.82%		2.65%		2.53%		2.49%	
Operations	29.50%	29.34%	19.99%	23.47%	22.90%	25.03%	24.79%	25.01%	26.16%			26.38%		25.04%		24.46%		23.71%	
Marketing	0.00%	0.00%	0.00%	0.00%	0.08%	0.08%	0.04%	0.09%	0.09%			0.09%		0.08%		0.08%		0.07%	
Animal Control	0.07%	0.05%	0.00%	0.02%	0.01%	0.02%	0.01%	0.02%	0.02%			0.02%		0.02%		0.01%		0.01%	
Pass Through Expenditures	2.72%	2.61%	1.95%	2.24%	2.10%	2.03%	2.01%	1.77%	1.72%			1.66%		1.51%		1.44%		1.38%	
Interfund/Lease payment	0.00%	0.15%	0.09%	0.29%	0.25%	0.21%	0.00%	0.00%	0.00%			0.00%		0.00%		0.00%		0.00%	
Transfers to other Funds	0.00%	0.00%	27.13%	11.41%	14.06%	12.70%	12.36%	5.91%	4.73%			3.00%		6.98%		6.62%		6.43%	
	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%			100.00%		100.00%		100.00%		100.00%	

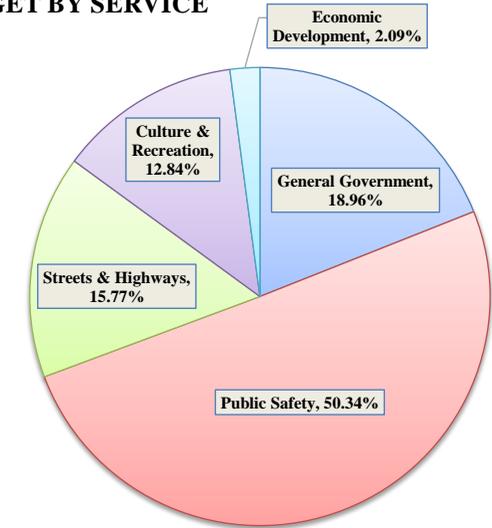


**City of Big Lake
General Fund Expenditure Budget
Summary by Service**

2021 Final Budget to be approved - 12.09.20

Service	2020	2021	2020-2021		% Total Budget	Reason for change
	Adopted Budget	Proposed Budget	\$ Change	% Change		
<u>General Government</u>						
Mayor/Council	\$ 34,171	\$ 34,196	\$ 25	0.07%		Increase in Liability Insurance
Planning	156,448	154,931	(1,517)	-0.97%		Personnel (Step Increases + Insurance Increases)
Elections	24,550	8,300	(16,250)	-66.19%		Election year in 2020
Administration/Finance	774,843	741,218	(33,625)	-4.34%		Personnel (Step Increases + Insurance Increases) - reduction in transfer
IT - Computer/Software	101,700	116,986	15,286	15.03%		Increase in transfer to Capital Computer Fund + new software
<u>Total General Government</u>	1,091,712	1,055,631	(51,367)	-4.71%	18.96%	
<u>Public Safety</u>						
Police	2,057,099	2,123,756	66,657	3.24%		Personnel (Step Increases + Insurance Increases) + fitness & EAP
Fire	419,460	433,153	13,693	3.26%		Potential new position not filled in 2020 + increase pay for firefighters
Building	203,664	245,512	41,848	20.55%		Personnel (Step Increases + Insurance Increases) + increase in contract for hire
<u>Total Public Safety</u>	2,680,223	2,802,421	122,199	4.56%	50.34%	
<u>Streets & Highways</u>						
Engineering	86,568	106,860	20,292	23.44%		Personnel (Step Increases + Insurance Increases)+ increase in consultant fees
Fleet & Equipment Maintenance	-	143,681	143,681	100.00%		Set up new Division - split off from Street/Parks + increase in repairs
Streets	666,020	627,192	(38,828)	-5.83%		Personnel (Step Increases + Insurance Increase) - removed Maintenance Division
<u>Total Streets & Highways</u>	752,588	877,733	125,145	16.63%	15.77%	
<u>Culture & Recreation</u>						
Parks	614,739	538,385	(76,354)	-12.42%		Personnel (Step Increases + Insurance Increase) - removed Maintenance Division
BLCSC	69,491	72,572	3,081	4.43%		Additional repairs and equipment requested by Library
Recreational-Community (Other)	102,783	103,820	1,037	1.01%		Personnel -allocated 15% to Farmers Market Fund
<u>Total Culture & Recreation</u>	787,013	714,777	(72,236)	-9.18%	12.84%	
<u>Economic Development</u>						
	104,528	116,381	11,853	11.34%	2.09%	Personnel -allocated 50% of Director Wages & Fringe to Big Lake Economic Development Authority
<u>Total General Fund Expenditures</u>	\$ 5,416,064	\$ 5,566,943	\$ 150,879	2.79%		

2021 BUDGET BY SERVICE



Cost per day to provide City Services



**City of Big Lake
General Fund Expenditure Budget
Summary by Division**

Division/Category:	2020-2021										2022 Concept Budget	2023 Concept Budget	2024 Concept Budget	2025 Concept Budget
	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Concept Budget	\$ Change	% Change					
Mayor/Council														
Personnel	\$ 27,221	\$ 26,952	\$ 27,193	\$ 27,191	\$ 26,766	\$ 27,201	\$ 27,205	\$ 4	0.01%	\$ 27,209	\$ 27,213	\$ 27,217	\$ 27,222	
Professional Services	-	-	-	609	1,342	500	500	-	-	500	500	500	500	
Operations	8,136	6,414	6,692	6,645	5,514	6,470	6,491	21	0.32%	6,512	6,534	6,557	6,580	
Total - Mayor/Council:	\$ 35,356	\$ 33,366	\$ 33,885	\$ 34,445	\$ 33,622	\$ 34,171	\$ 34,196	\$ 25	0.07%	\$ 34,221	\$ 34,247	\$ 34,274	\$ 34,302	
Planning														
Personnel	\$ 17,131	\$ 85,399	\$ 94,778	\$ 128,124	\$ 134,298	\$ 126,379	\$ 132,099	\$ 5,720	4.53%	\$ 141,602	\$ 150,793	\$ 160,606	\$ 171,085	
Professional Services	56,547	9,963	8,514	16,920	33,893	16,361	11,361	(5,000)	-30.56%	11,361	11,372	11,372	11,372	
Operations	8,862	11,319	13,611	13,387	7,176	13,708	11,471	(2,237)	-16.32%	11,636	11,806	11,983	12,166	
Total - Planning:	\$ 84,223	\$ 106,681	\$ 116,903	\$ 158,431	\$ 175,367	\$ 156,448	\$ 154,931	\$ (1,517)	-0.97%	\$ 164,598	\$ 173,971	\$ 183,960	\$ 194,623	
Elections														
Personnel - Elections	\$ -	\$ 11,381	\$ -	\$ 10,773	\$ -	\$ 18,000	\$ 3,000	\$ (15,000)	-83.33%	\$ 20,000	\$ -	\$ 23,000	\$ -	
Operations	1,344	4,297	1,226	4,930	1,218	6,550	3,300	(3,250)	-49.62%	7,500	1,200	9,000	1,200	
Transfer to CIP Fund	5,400	-	2,500	-	2,000	-	2,000	2,000	100.00%	-	2,000	-	2,000	
Total - Elections	\$ 6,744	\$ 15,678	\$ 3,726	\$ 15,703	\$ 3,218	\$ 24,550	\$ 8,300	\$ (16,250)	100.00%	\$ 27,500	\$ 3,200	\$ 32,000	\$ 3,200	
Administration/Finance														
Personnel	\$ 252,923	\$ 296,630	\$ 315,213	\$ 314,092	\$ 334,658	\$ 347,813	\$ 359,800	\$ 11,987	3.45%	\$ 384,652	\$ 409,810	\$ 436,702	\$ 465,454	
Professional Services	87,769	51,061	49,699	44,717	48,762	51,879	53,879	2,000	3.86%	52,727	53,709	54,609	55,536	
Operations	147,167	153,853	161,839	166,917	134,388	143,287	154,708	11,421	7.97%	158,802	163,618	169,393	176,443	
Transfer to Debt Services	6,532	6,929	6,929	7,010	7,150	7,831	7,831	-	-	7,831	7,831	7,831	7,831	
Transfer to CIP Fund	262,317	450,000	423,330	549,864	546,996	224,033	165,000	(59,033)	-26.35%	75,000	375,000	375,000	375,000	
Total - Administration	\$ 756,708	\$ 958,473	\$ 957,010	\$ 1,082,600	\$ 1,071,954	\$ 774,843	\$ 741,218	\$ (33,625)	-4.34%	\$ 679,012	\$ 1,009,968	\$ 1,043,534	\$ 1,080,264	
Big Lake Community Services Center														
Personnel	\$ -	\$ -	\$ 9,153	\$ 9,509	\$ 10,459	\$ 7,843	\$ 8,106	\$ 263	3.35%	\$ 8,619	\$ 9,166	\$ 9,749	\$ 10,369	
Professional Services	-	-	392	-	-	100	-	(100)	100.0%	-	-	-	-	
Operations	57,366	47,685	51,496	52,447	54,340	61,548	64,466	2,918	4.74%	66,642	69,049	71,729	74,729	
Total - BLCSC:	\$ 122,366	\$ 47,685	\$ 61,041	\$ 61,956	\$ 64,799	\$ 69,491	\$ 72,572	\$ 3,081	4.43%	\$ 75,261	\$ 78,215	\$ 81,477	\$ 85,099	
Economic Development														
Personnel	\$ 58,471	\$ 122,492	\$ 122,290	\$ 155,178	\$ 106,260	\$ 86,236	\$ 97,790	\$ 11,554	13.40%	\$ 104,488	\$ 110,921	\$ 117,762	\$ 125,037	
Professional Services	40,862	3,653	2,591	2,390	3,648	5,221	5,221	-	-	5,221	5,243	5,243	5,243	
Operations	8,679	20,049	11,070	8,214	9,388	7,971	8,270	299	3.75%	8,330	8,392	8,457	8,525	
Marketing	-	-	3,588	3,911	2,354	5,100	5,100	-	-	5,100	5,100	5,100	5,100	
Total - Economic Development	\$ 109,695	\$ 146,194	\$ 139,539	\$ 171,693	\$ 121,650	\$ 104,528	\$ 116,381	\$ 11,853	11.34%	\$ 123,139	\$ 129,656	\$ 136,562	\$ 143,905	
Building														
Personnel	\$ 133,610	\$ 161,812	\$ 183,560	\$ 151,861	\$ 137,462	\$ 164,727	\$ 192,561	\$ 27,834	16.90%	\$ 205,750	\$ 219,108	\$ 232,631	\$ 247,083	
Professional Services	3,793	906	682	1,012	1,015	821	821	-	-	821	843	843	843	
Operations	47,559	46,322	58,633	33,811	60,580	38,116	52,130	14,014	36.77%	52,540	52,958	53,383	53,816	
Total - Building:	\$ 184,962	\$ 209,040	\$ 252,375	\$ 186,684	\$ 199,057	\$ 203,664	\$ 245,512	\$ 41,848	20.55%	\$ 259,111	\$ 272,908	\$ 286,856	\$ 301,741	

**City of Big Lake
General Fund Expenditure Budget
Summary by Division**

Division/Category:	2020-2021										2022 Concept Budget	2023 Concept Budget	2024 Concept Budget	2025 Concept Budget	
	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Concept Budget	\$ Change	% Change						
Engineering															
Personnel	\$ -	\$ -	\$ 39,518	\$ 49,772	\$ 35,877	\$ 75,832	\$ 84,674	\$ 8,842	11.66%	\$ 90,778	\$ 96,554	\$ 102,711	\$ 109,274		
Professional Services	-	-	516	1,046	16,799	1,361	10,361	9,000	661.28%	10,361	10,372	10,372	10,372		
Operations	-	-	4,183	7,205	3,778	9,375	11,825	2,450	26.13%	11,939	12,056	12,177	12,302		
Total - Engineering	\$ -	\$ -	\$ 47,311	\$ 58,023	\$ 56,454	\$ 86,568	\$ 106,860	\$ 20,292	23.44%	\$ 113,078	\$ 118,982	\$ 125,260	\$ 131,948		
Streets															
Personnel	\$ 216,259	\$ 214,723	\$ 222,934	\$ 252,267	\$ 264,089	\$ 296,307	\$ 235,730	\$ (60,577)	-20.44%	\$ 249,858	\$ 264,053	\$ 279,134	\$ 295,159		
Professional Services	16,361	22,832	12,667	8,650	5,965	9,905	9,905	-	-	9,905	10,013	10,013	10,013		
Operations	276,604	259,741	228,064	275,809	320,323	324,807	346,556	21,749	6.70%	367,627	381,543	397,066	414,535		
Transfers to other funds	835,751	4,303	110,000	30,000	36,000	35,000	35,000	-	-	35,000	5,000	5,000	5,000		
Total - Streets:	\$ 1,344,976	\$ 501,599	\$ 573,665	\$ 566,726	\$ 626,377	\$ 666,019	\$ 627,191	\$ (38,828)	-5.83%	\$ 662,390	\$ 660,609	\$ 691,214	\$ 724,707		
Parks															
Personnel	\$ 217,889	\$ 273,320	\$ 279,132	\$ 293,730	\$ 317,766	\$ 328,027	\$ 289,173	\$ (38,854)	-11.84%	\$ 309,153	\$ 328,033	\$ 348,091	\$ 369,403		
Professional Services	27,627	11,720	2,840	7,432	3,075	5,024	4,624	(400)	-7.96%	4,624	4,700	4,700	4,700		
Operations	117,435	153,207	190,874	196,597	200,051	257,688	208,838	(48,850)	-18.96%	236,581	273,046	271,250	257,762		
Transfers to other funds	11,692	-	-	42,250	44,364	24,000	35,750	11,750	48.96%	35,750	35,750	35,750	35,750		
Total - Parks:	\$ 374,643	\$ 438,247	\$ 472,846	\$ 540,009	\$ 565,256	\$ 614,739	\$ 538,385	\$ (76,354)	-12.42%	\$ 586,107	\$ 641,529	\$ 659,792	\$ 667,614		
Fleet & Equipment Maintenance															
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 86,927	\$ 86,927	100.00%	\$ 91,658	\$ 96,349	\$ 101,320	\$ 106,587		
Professional Services	-	-	-	-	-	-	224	224	100.00%	224	224	224	224		
Operations	-	-	-	-	-	-	56,530	56,530	100.00%	58,176	59,870	61,616	63,429		
Total - Parks:	\$ -	\$ 143,681	\$ 143,681	100.00%	\$ 150,058	\$ 156,444	\$ 163,160	\$ 170,240							
Police															
Personnel	\$ 1,234,518	\$ 1,286,991	\$ 1,326,140	\$ 1,495,952	\$ 1,621,924	\$ 1,788,000	\$ 1,842,687	\$ 54,687	3.06%	1,962,491	2,090,533	2,227,406	2,373,753		
Professional Services	21,388	35,636	24,950	19,733	29,374	29,180	31,780	2,600	8.91%	30,398	33,035	31,690	34,365		
Operations	213,705	229,638	229,067	250,314	268,332	236,279	245,649	9,370	3.97%	250,586	255,709	261,023	266,537		
Animal Control	-	858	602	858	671	1,000	1,000	-	-	1,000	1,000	1,000	1,000		
Transfers to other funds	67,909	26,613	47,982	9,000	3,840	2,640	2,640	-	-	2,640	-	-	-		
Total - Police:	\$ 1,537,520	\$ 1,589,113	\$ 1,638,118	\$ 1,785,234	\$ 1,924,141	\$ 2,057,099	\$ 2,123,756	\$ 66,657	3.24%	\$ 2,247,116	\$ 2,380,276	\$ 2,521,119	\$ 2,675,656		
Fire															
Personnel	\$ 96,771	\$ 89,136	\$ 102,800	\$ 1,393	\$ 8,000	\$ 149,336	\$ 151,873	\$ 2,537	1.70%	161,279	171,311	182,014	193,434		
Professional Services	6,508	6,811	7,592	2,560	165	-	-	-	-	-	-	-	-		
Operations	78,390	73,227	95,375	186,182	163,073	171,124	185,280	14,156	8.27%	188,185	192,338	193,086	195,406		
Pass Through Expenditures	96,309	96,867	98,024	102,393	106,432	96,000	96,000	-	-	96,000	96,000	96,000	96,000		
Transfers to other funds	84,510	6,748	54,000	-	6,500	3,000	-	(3,000)	100.0%	-	-	-	3,250		
Total - Fire:	\$ 366,793	\$ 276,080	\$ 360,028	\$ 293,668	\$ 284,170	\$ 419,460	\$ 433,153	\$ 13,693	3.26%	\$ 445,463	\$ 459,649	\$ 471,100	\$ 488,090		
Community															
Personnel	\$ -	\$ -	\$ -	\$ 25,884	\$ 45,690	\$ 67,233	\$ 68,040	\$ 807	1.20%	\$ 72,499	\$ 76,977	\$ 81,744	\$ 86,820		
Professional Services	-	-	-	174	315	100	200	100	100.00%	200	200	200	200		
Operations	23,897	11,113	18,356	59,134	51,161	35,450	35,580	130	0.37%	35,589	35,598	35,638	35,618		
Transfers to other funds	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total - Community:	\$ 23,897	\$ 11,113	\$ 18,356	\$ 85,192	\$ 97,166	\$ 102,783	\$ 103,820	\$ 1,037	1.01%	\$ 108,288	\$ 112,775	\$ 117,582	\$ 122,638		

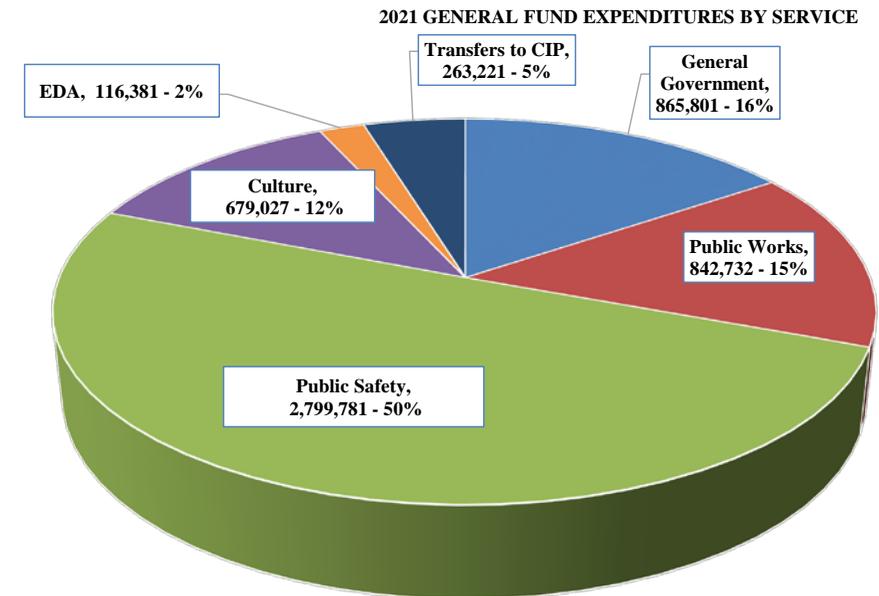
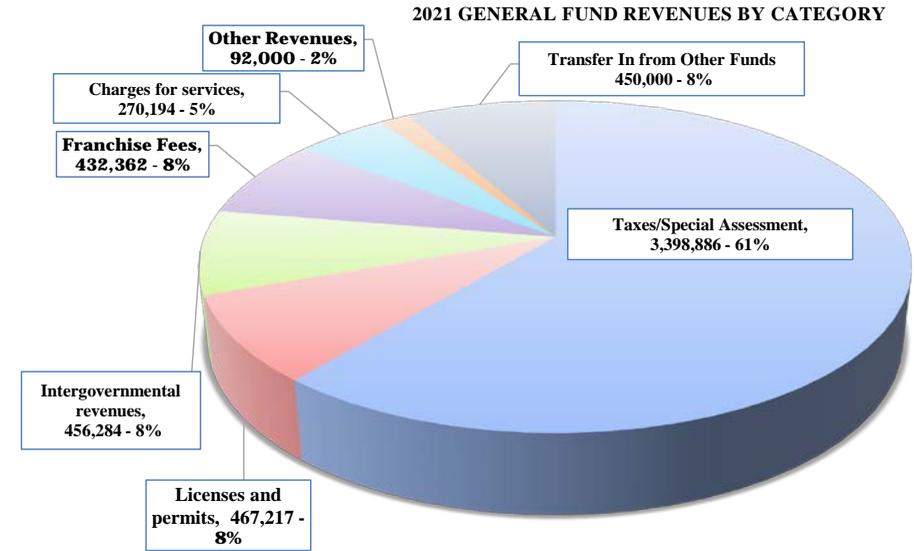
**City of Big Lake
General Fund Expenditure Budget
Summary by Division**

Division/Category:	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020-2021				2022 Concept Budget	2023 Concept Budget	2024 Concept Budget	2025 Concept Budget
						2020 Adopted Budget	2021 Concept Budget	\$ Change	% Change				
IT- Computer/Software/Maintenance													
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	-	-	-	-	32,296	36,000	36,720	\$ 720	2.00%	37,454	38,203	38,968	39,747
Operations	-	-	-	-	33,973	42,300	65,266	22,966	54.29%	69,458	68,264	70,486	69,323
Transfers to other funds	-	-	-	-	8,000	23,400	15,000	(8,400)	-35.90%	18,000	18,000	18,000	18,000
Total - IT	\$ -	\$ -	\$ -	\$ -	\$ 74,269	\$ 101,700	\$ 116,986	\$ 15,286	15.03%	\$ 124,912	\$ 124,468	\$ 127,453	\$ 127,070
Total - General Fund:	\$ 4,947,884	\$ 4,333,270	\$ 4,674,803	\$ 5,040,364	\$ 5,297,501	\$ 5,416,063	\$ 5,566,943	\$ 7,199	0.13%	\$ 5,800,255	\$ 6,356,898	\$ 6,675,344	\$ 6,951,095

STATEMENT OF REVENUES AND EXPENDITURES -
SUMMARY BUDGET - GENERAL FUND

ACTUAL FOR THE YEAR ENDED DECEMBER 31, 2017 AND 2018, 2019 AND BUDGET FOR THE YEARS ENDED DECEMBER 31, 2020, and 2021

	Actual			Budget				
	2017	2018	2019	2020	2021	+/- to last year		
REVENUE								
Taxes	\$ 2,625,717	\$ 2,873,463	\$ 2,849,748	\$ 3,190,692	\$ 3,396,886	\$ 206,194	3,582,714	
Special assessments	2,149	2,955	4,473	2,000	2,000	-	2,000	
Licenses and permits	646,793	554,781	604,528	541,490	467,217	(74,273)	509,267	
Intergovernmental revenues	375,599	452,504	464,228	431,453	456,284	24,831	454,475	
Franchise Fees	434,945	422,562	428,317	429,962	432,362	2,400	434,762	
Charges for services	328,328	258,421	282,112	257,854	270,194	12,341	273,038	
Fines and forfeitures	49,273	51,563	54,786	51,750	61,000	9,250	63,000	
Interest earnings	37,181	(30,464)	223,852	31,500	17,000	(14,500)	17,000	
Contributions/Donations	50,370	63,227	28,024	3,000	3,000	-	3,000	
Miscellaneous revenue	29,153	3,442	54,867	4,000	1,000	(3,000)	1,000	
Transfer In from Other Funds	300,000	375,000	600,044	450,000	450,000	-	450,000	
Total Current year revenues	4,879,508	5,027,454	5,594,979	5,393,701	5,556,943	163,243	5,790,256	
Prior year Donations - Designed Fund Balance	-	8,322	26,492	22,362	10,000	(12,362)	10,000	
TOTAL GENERAL FUND REVENUES BUDGE	4,879,508	5,035,776	5,621,471	5,416,063	5,566,943	150,880	5,800,256	
EXPENDITURES								
Mayor/Council	33,885	34,445	33,622	34,171	34,196	25	34,221	
Planning and Zoning	116,903	158,431	175,367	156,448	154,931	(1,517)	164,598	
Elections	1,226	15,703	1,218	24,550	6,300	(18,250)	27,500	
Administration and Finance	526,751	525,726	517,808	542,979	568,387	25,408	596,181	
IT - Computer/Software/Maintenance	-	-	66,269	78,300	101,986	23,686	106,912	
BLCSC	61,041	61,956	64,799	69,491	72,572	3,081	75,261	
EDA	139,539	169,693	121,650	104,528	116,381	11,853	123,139	
Building Inspection	242,875	186,684	199,057	203,664	245,512	41,848	259,111	
Engineering	44,217	58,023	56,454	86,568	106,860	20,292	113,078	
Fleet & Equipment Maintenance								
Streets	463,665	536,726	590,377	631,019	592,191	(38,828)	627,390	
Parks	472,846	497,759	520,892	590,739	502,635	(88,104)	550,357	
Police	1,590,136	1,776,234	1,920,301	2,054,459	2,121,116	66,657	2,244,476	
Fire	306,028	293,668	277,670	416,460	433,153	16,693	445,463	
Community - Recreation	18,356	85,192	97,166	102,783	103,820	1,037	108,288	
Transfers out	657,335	640,124	654,850	319,904	263,221	(56,683)	174,221	
TOTAL GENERAL FUND EXPENDITURES	4,674,802	5,040,364	5,297,500	5,416,063	5,566,943	150,880	5,800,255	
NET REVENUE OVER (UNDER) EXPENSE	\$ 204,706	\$ (4,589)	\$ 323,970	\$ (0)	\$ (0)	\$ 0	\$ 0	
Unassigned Fund Balance - Projected	\$ 3,054,570	\$ 3,049,981	\$ 3,373,951	\$ 3,373,951	\$ 3,373,951		3,373,951	
Percentage of Expenditures:								
Unassigned Fund Balance must remain 50%	60.60%	56.31%	60.61%	60.61%	58.17%		53.08%	



2021 estimates of change to property tax for City Levy -

****estimate property values to increase 5.5% for 2021**

Residential Property -		30,400.00	76,000.00	5.50%	2021	50.62%	49.83%	-0.79%			
Value - 2020	Value - 2021	Homestead Credit	Taxable Market Value	Class Rate	Prop Tax Capacity	2020	2021	+/- to 2020	per month	% of Change	
125,000.00	131,875.00	25,371.25	106,503.75	0.01	1,065.04	501.19	530.66	29.47	2.46	5.88%	
150,000.00	158,250.00	22,997.50	135,252.50	0.01	1,352.53	639.13	673.90	34.77	2.90	5.44%	
175,000.00	184,625.00	20,623.75	164,001.25	0.01	1,640.01	777.07	817.15	40.07	3.34	5.16%	
200,000.00	211,000.00	18,250.00	192,750.00	0.01	1,927.50	915.01	960.39	45.38	3.78	4.96%	
225,000.00	237,375.00	15,876.25	221,498.75	0.01	2,214.99	1,052.95	1,103.63	50.68	4.22	4.81%	
250,000.00	263,750.00	13,502.50	250,247.50	0.01	2,502.48	1,190.89	1,246.87	55.98	4.67	4.70%	
275,000.00	290,125.00	11,128.75	278,996.25	0.01	2,789.96	1,328.83	1,390.12	61.28	5.11	4.61%	
300,000.00	316,500.00	8,755.00	307,745.00	0.01	3,077.45	1,466.77	1,533.36	66.59	5.55	4.54%	

Residential Property - Non Homestead

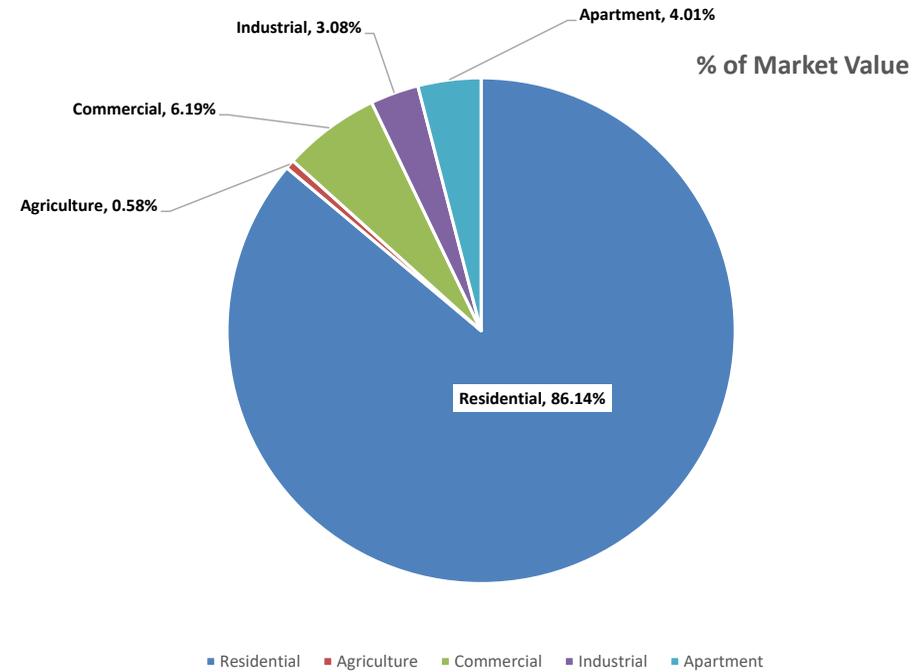
Value - 2020	Value - 2021	Homestead Credit	Taxable Market Value	Class Rate	Prop Tax Capacity	2020	2021	+/- to 2020	per month	% of Change
125,000.00	131,875.00	-	131,875.00	0.01	1,318.75	632.75	657.07	24.32	2.03	3.84%
150,000.00	158,250.00	-	158,250.00	0.01	1,582.50	759.30	788.49	29.19	2.43	3.84%
175,000.00	184,625.00	-	184,625.00	0.01	1,846.25	885.85	919.90	34.05	2.84	3.84%
200,000.00	211,000.00	-	211,000.00	0.01	2,110.00	1,012.41	1,051.32	38.91	3.24	3.84%
250,000.00	263,750.00	-	263,750.00	0.01	2,637.50	1,265.51	1,314.15	48.64	4.05	3.84%
300,000.00	316,500.00	-	316,500.00	0.01	3,165.00	1,518.61	1,576.98	58.37	4.86	3.84%

Apartments - increase 6.30% class rate is 1.25%

1,000,000.00	1,063,000.00	-	1,063,000.00	0.0125	13,287.50	6,327.53	6,620.58	293.04	24.42	4.63%
1,500,000.00	1,594,500.00	-	1,594,500.00	0.0125	19,931.25	9,491.30	9,930.86	439.57	36.63	4.63%
2,000,000.00	2,126,000.00	-	2,126,000.00	0.0125	26,575.00	12,655.06	13,241.15	586.09	48.84	4.63%

Commercial - increased 3% - 1st \$150,000 class rate is 1.5%: remainder at 2%

150,000.00	150,000.00	-	150,000.00	0.015	2,250.00	1,138.96	1,121.08	(17.88)	(1.49)	-1.57%
300,000.00	309,000.00	-	309,000.00	0.02	6,180.00	2,657.56	2,705.53	47.97	4.00	1.80%
500,000.00	515,000.00	-	515,000.00	0.02	10,300.00	4,682.37	4,758.34	75.97	6.33	1.62%
1,000,000.00	1,030,000.00	-	1,030,000.00	0.02	20,600.00	9,744.40	9,890.38	145.98	12.17	1.50%
1,500,000.00	1,545,000.00	-	1,545,000.00	0.02	30,900.00	14,806.42	15,022.42	215.99	18.00	1.46%
2,500,000.00	2,575,000.00	-	2,575,000.00	0.02	51,500.00	24,930.48	25,286.49	356.01	29.67	1.43%
3,500,000.00	3,605,000.00	-	3,605,000.00	0.02	72,100.00	35,054.53	35,550.56	496.03	41.34	1.42%
5,000,000.00	5,150,000.00	-	5,150,000.00	0.02	103,000.00	50,240.60	50,946.67	706.06	58.84	1.41%



City of Big Lake
Employees By Division
Full- Time Equivalents (FTE)
(Full-time, regular part-time and seasonal positions)

	2015	2016	2017	2018	2019	2020	2021
	Budget						
General Fund							
Mayor and Council							
Mayor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Council Members	4.00	4.00	4.00	4.00	4.00	4.00	4.00
	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Administrative/Finance							
City Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Finance	4.00	4.00	3.75	3.75	3.75	3.75	3.75
Deputy City Clerk	-	-	0.25	0.25	0.25	0.25	0.25
	6.00	6.00	6.00	6.00	6.00	6.00	6.00
Community Development							
Building	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Code Enforcement	-	-	-	0.25	0.25	0.25	-
Economic Development	2.00	2.00	2.00	2.00	1.50	1.50	2.00
Planning	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	5.00	5.00	5.00	5.25	4.75	4.75	5.00
Public Safety							
Police	13.00	13.00	13.00	13.00	13.00	14.00	14.00
Police Canine	-	-	1.00	1.00	1.00	1.00	1.00
Police Administration Support	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Community Service Officers	-	-	-	0.50	0.50	0.50	-
Fire - new position	-	-	-	-	-	1.00	1.00
Volunteer On-Call Fire Department (36)	4.00	4.00	4.00	4.00	4.00	4.00	4.00
	19.00	19.00	20.00	20.50	20.50	22.50	22.00
Parks							
Parks Services - Seasonal May - Sept (7)	2.00	2.00	2.00	2.00	2.00	2.00	1.00
Parks Maintenance	3.50	3.50	3.50	3.50	3.50	3.50	3.50
Recreation Coordinator	-	-	-	0.50	0.50	1.00	1.00
	5.50	5.50	5.50	6.00	6.00	6.50	5.50
Public Works							
Engineering	-	-	1.00	1.00	1.00	1.00	1.00
Engineering Intern	-	-	-	0.25	0.25	0.25	0.25
Streets Maintenance	5.00	5.00	5.00	5.00	5.00	5.50	5.50
Fleet Maintenance	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	6.00	6.00	7.00	7.25	7.25	7.75	7.75
Total General Fund	46.50	46.50	48.50	50.00	49.50	52.50	51.25
Special Revenue Fund							
Economic Development Authority (EDA)	-	-	-	-	0.50	0.50	0.50
Farmers Market	-	0.25	0.25	0.25	0.25	0.25	0.25
Total Special Revenue Fund	-	0.25	0.25	0.25	0.75	0.75	0.75
Enterprise Funds							
Water & Sewer Funds	4.75	4.75	4.75	4.75	4.75	5.75	5.75
Storm Water Funds	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Liquor Store Funds	7.00	7.00	7.00	8.00	8.00	8.00	9.00
Total Enterprise Funds	12.00	12.00	12.00	13.00	13.00	14.00	15.00
Total All Fund Types	58.50	58.75	60.75	63.25	63.25	67.25	67.00

City of Big Lake
Changes in FTE Allocation from 2015 to 2021
Full- Time Equivalents (FTE)
(Full-time, regular part-time and seasonal positions)

		2015	2016	2017	2018	2019	2020	2021
		Budget						
General Fund								
<i>Administrative/Finance</i>								
Accounting Clerk	Split Duties between Finance/Clerk	-	-	(0.25)	-	-	-	-
Accounting Clerk/Deputy City Clerk	Split Duties between Finance/Clerk	-	-	0.25	-	-	-	-
<i>Community Development</i>								
Code Enforcement	Added seasonal position	-	-	-	0.25	-	-	-
Code Enforcement	Removed seasonal position	-	-	-	-	-	-	(0.25)
Economic Development	Allocated 50% of time to Special Revenue	-	-	-	-	(0.50)	-	-
Administrative Assistant	Reclassified one position to part time	-	-	-	-	-	(0.50)	-
Administrative Assistant	Added additional part time position	-	-	-	-	-	-	0.50
<i>Public Safety</i>								
Police Canine	Added canine Bruno	-	-	1.00	-	-	-	-
Police Officer	Added additional Police Officer	-	-	-	-	-	1.00	-
Deputy Police Chief	Reclassified Captain to Deputy Police Chief	-	-	-	-	-	1.00	-
Captain	Reclassified Captain to Deputy Police Chief	-	-	-	-	-	(1.00)	-
Community Service Officers	Added PT CSO officer	-	-	-	0.50	-	-	-
Community Service Officers	Removed PT CSO Officer	-	-	-	-	-	-	(0.50)
Fire - new position	Added new FTE position	-	-	-	-	-	1.00	-
<i>Parks</i>								
Recreation Coordinator	Added position at .50	-	-	-	0.50	-	(0.50)	-
Recreation -Communication Coordinator	Reclassified Position	-	-	-	-	-	1.00	-
Park Services	Removed Seasonal Staff at Lake Side Park	-	-	-	-	-	-	(1.00)
<i>Public Works</i>								
Public Works Director	Reclassified and removed position	-	-	-	-	-	-	(1.00)
Engineer	Added Engineer	-	-	1.00	-	-	-	-
Engineering Intern	Summer Engineering intern program	-	-	-	0.25	-	-	-
Street & Parks Superintendent	Reclassified Foremen Position	-	-	-	-	-	1.00	-
Street & Parks Foreman	Reclassified to Superintendent	-	-	-	-	-	(1.00)	-
Street/Parks Operator	Added additional Position	-	-	-	-	0.50	1.00	-
Administrative Assistant	Reclassified position to part time	-	-	-	-	-	(0.50)	-
Total General Fund		-	-	2.00	1.50	-	2.50	(2.25)
Special Revenue								
Economic Development Authority (EDA)	Allocated 50% of Community Dev Dir	-	-	-	-	0.50	-	-
Farmers Market	Added seasonal	-	0.25	-	-	-	-	-
Total Special Revenue Fund		-	0.25	-	-	0.50	-	-
Enterprise Fund								
Liquor Store	Added addition FT position	-	-	-	1.00	-	-	-
Liquor Store	Added Addition PT position	-	-	-	-	-	-	1.00
Water & Sewer Superintendent	Reclassified Foremen Position	-	-	-	-	-	1.00	-
Water & Sewer Foreman	Reclassified to Superintendent	-	-	-	-	-	(1.00)	-
Water & Sewer Operator	Added two additional FT positions	-	-	-	-	-	2.00	-
Total Enterprise Funds		-	-	-	1.00	-	2.00	1.00
Total All Fund Types		-	0.25	2.00	2.50	0.50	4.50	(1.25)



WORKSHOP ITEM

Big Lake City Council

Prepared By Clay Wilfahrt, City Administrator	Meeting Date: 9/9/2020	Item No. 4B
Item Description: City Hall Hours Discussion	Reviewed By: Hanna Klimmek, Community Development Director and Deb Wegeleben, Finance Director	
	Reviewed By: Layne Otteson, City Engineer and Gina Wolbeck, City Clerk	

COUNCIL DIRECTION REQUESTED
 Discuss City Hall Hours.

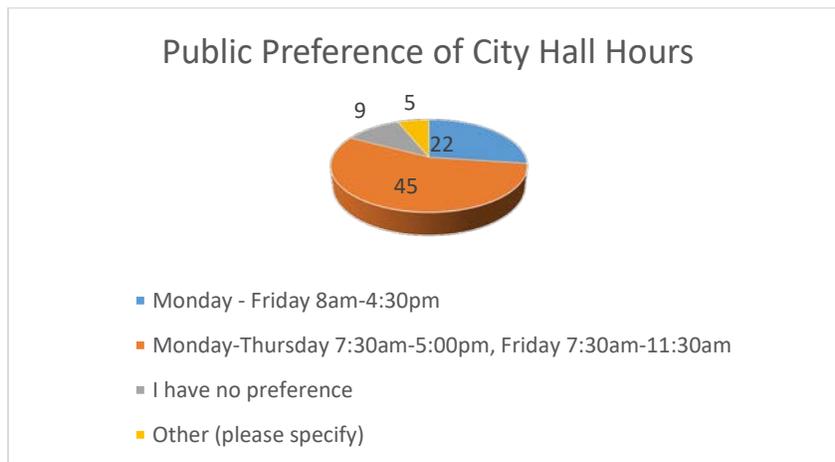
BACKGROUND/DISCUSSION

At the last City Council meeting, the Council directed staff to ask residents what option for City Hall hours would be best to serve their needs. Staff administered a poll distributed via Facebook to explore what community members wanted. Below is a summary of the responses.

Survey Results:

The survey asked four questions. The first asked if the respondent was a resident, business owner, or a builder or developer. The second asked which hours they preferred. The third question asked what their thoughts were on summer hours, and the fourth was a request for any additional comments that the respondents had.

Here is an aggregate summary of what hours were preferred.



It appears pretty evident from this chart that extending the current summer hours to be year-round is the most popular option. It is about a 2:1 ratio of those that prefer extending summer hours to those that prefer returning to 8-4:30 daily. Staff also broke this down in a few ways to ensure that there was not a strong

divergence to this opinion among certain demographics. For instance, here are the numbers broken down by businesses and residents.



From these charts, we can see that businesses are essentially split on their desires for hours of operation. Residents seem set based on the options that they were given. We further asked for elaboration on whether respondents wanted hours to be consistent year-round, or if they preferred a rotation schedule. Here is a summary of the comments we received to that question.

Do you favor consistent or seasonally rotating hours?

Consistent Hours	41
No Preference	9
Prefer Summer Hours	8
Prefer Consistent Hours M-F	8
Saturday Morning/Evening Hours	5

There was overwhelming support for consistent hours year-round. Some mentioned that they would like to add evening or weekend hours as well.

Finally, we asked if respondents had any other comments. We had a handful of people reiterate that they liked summer hours, or that they would like added evening or weekend hours, and a handful of people that thanked us for asking their opinion.

Analysis and Options:

Given the results, several things seem obvious.

1. There is strong support for hours that are consistent year-round. Consistency was one of the most commonly requested traits of City Hall hours.
2. Hours that extend beyond normal office hours are desired. Most favored the longer hours Monday-Thursday because they allow residents to come in before or after work.
3. There seems to be a desire among some to push evening hours even further

Staff believes that there is obvious support for making the current summer hours permanent. It accomplishes the public's preferences of keeping City Hall open later while also keeping things consistent. The only lingering question is whether or not we should have later hours one or several days of the week. Here are some ways that could be accomplished:

1. City Hall could be open M-T 7:30-6:00 and closed on Friday
 - a. This allows for the City to be more accessible to resident during non-business hours.

- b. Hours are consistent
 - c. This may present issues with staff, especially those with children.
 - d. Businesses and particularly contractors may not like the long weekends.
2. City Hall could be open later on Wednesday evenings since many staff are already here late on Wednesdays. These hours would need to be offset on another day of the week.
- a. Would provide for longer hours for public to conduct business
 - b. Hours would be inconsistent
 - c. Would likely need to close Fridays leading to business concerns about long weekends.

Recommendation: Given the fact that in general the public and staff agree on what times are most beneficial, staff believes that making the current “summer hours” permanent makes sense.

FINANCIAL IMPACT

None

ALTERNATIVES

1. Direct staff to make summer hours permanent and year round
2. Direct staff to modify and bring back a new option
3. Remain with the existing schedule and return to previous hours

ATTACHMENTS

None



WORKSHOP ITEM

Big Lake City Council

Prepared By: Layne Otteson P.E. City Engineer / Utilities Manager PW20-060	Meeting Date: 9/9/2020	Item No. 4C
Item Description: Update Regarding Street and Utility Repair Work	Reviewed By: Clay Wilfahrt, City Administrator Reviewed By: Deb Wegeleben, Finance Director	

COUNCIL DIRECTION REQUESTED

Direction to continue soliciting quotes and perform cost effective repairs this fall.

BACKGROUND/DISCUSSION

Previous Council Direction

At the last Council meeting, bids for the 2020 Street and Utility Project No. ST2020-02 (city wide repair work) was rejected. Bid exceeded the estimated costs for all the work (\$175,000). Staff was asked to bring back an update.

Update

Staff has been meeting with Contractors and discussing the work in order to obtain favorable quotes. Currently all work (paving, utilities and concrete) that was planned in the bid is still being considered. Several paving and utility contractors have been very receptive to work and schedule. One concrete contractor was receptive to quoting the work. Staff will continue to pursue quotes for work.

Work Descriptions

Street pavement repairs include large area patching and small sinkholes. Other repair work includes water service insulation, 12" watermain break repair, sidewalk, pedestrian ramp upgrades, curb repairs, and culvert pipe adjustment.

1. Street Repairs

The streets are generally 20 to 30 years old. The number and size of the spot repairs are beyond Public Works capability and budget. These repairs will prolong street life and prepare for future sealcoat maintenance. Streets identified include:

- Euclid Avenue & Leighton Drive intersection
- Lakeshore Drive & Hiawatha Avenue
- Highline Drive
- Kilbirnie Drive

2. Concrete Repairs and Extensions

Concrete curbing, catch basins and manholes need to be repaired throughout the City as they are hazards to the public and City snow plow equipment. A segment of sidewalk is missing that is adjacent to Independence Elementary School and adjacent to Minnesota Avenue. The School has been very supportive of improving sidewalks along Minnesota Avenue. The accesses to McDowall Park trail system are substandard and Staff will pursue upgrades dependent upon budget availability.

3. Utility Repairs

A 12" trunk watermain on County Road 81 has been out of service for over a year. This is a large pipe providing redundant water service to the western most neighborhoods of the City. It is critical to get this back on line. The break is located in a wet, low spot which is expensive to repair due to pipe size, county road and dewatering. This should be top priority for the City. Six (6) water services on Mount Curve have been freezing in certain years since 2012 when the City rebuilt the street and installed storm sewer. These will be insulated. A culvert pipe at Brom Lane and Tarrytown Road has heaved and needs adjustment to drain properly. This work is beyond Public Works capabilities.

FINANCIAL IMPACT

Multiple quotes obtained for each work trade. The scope of the work will be adjusted to fall within the available funding of \$175,000 as identified by Finance Director Deb Wegeleben. Estimated funding will be provided by Street Maintenance Capital Improvement Fund 196 (\$100,000) and Water Capital Improvement Fund 399 (\$75,000). Staff will be providing project management and inspection to save costs.

STAFF RECOMMENDATION

Recommend Staff continue to receive competing quotes from contractors and then complete the work within budget.

ATTACHMENT

None



WORKSHOP ITEM

Big Lake City Council

Prepared by: <i>Deb Wegeleben, Finance Director</i>	Meeting Date: 09/09/2020	Item No. 4D
Item Description: <i>Water billing issues concerning house fires, late fees and assessments</i>	Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	
	Reviewed By: <i>N/A</i>	

COUNCIL DIRECTION REQUESTED

Provide Staff direction water/sewer billing issues concerning house fires, late fees and assessments.

BACKGROUND/DISCUSSION

Staff is requesting direction from Council on the following water/sewer billing issues:

- ✓ **House Fire**—Staff would like to place water/sewer billing on hold for those properties that have been destroyed by fire or other natural disasters for a specific period of time. Staff is recommending that Council would hold all base fees for those property owners that have experience property loss due to fires or other natural disasters for one year. The monthly cost for the base fees is currently \$27.10 and fortunately the City experiences very few of these situations.
- ✓ **Late Fees**—Council had directed staff to hold the late fees on the Water/Sewer billings due to the pandemic in March. Staff is seeking direction as to when Council would feel comfortable with charging late fees again. Currently there is \$173,400 in delinquencies. Once staff begins charging late fees again, the delinquencies will increase.
- ✓ **Certifying Water/Sewer Bills**—Staff just wanted to update Council that the delinquent balances as stated above will be certified to the 2021 Property Taxes and since water and sewer bills are certified not seen as a special assessment the delinquent amount is due and payable in one year. Currently there are 327 accounts that past due with balances greater than \$100 that would be certified. Of these accounts, there are 8 with balances between \$2,000 and \$4,000; 40 accounts balances are between \$1,000 and \$2,000 and the remaining accounts are less than \$1,000.

Late fees are normally calculated on the 11th of each month, so if Council directs staff to initiated late fees again that process would begin on September 11. Letters for water and sewer certification will be mailed by October 9 with the Public Hearing scheduled for the November 11 meeting and then those left past due balances left unpaid would be certified to the County by December 1, 2020 for payment on the 2021 property taxes.

FINANCIAL IMPACT

N/A

ATTACHMENTS

N/A



WORKSHOP ITEM

Big Lake City Council

Prepared By Clay Wilfahrt, City Administrator	Meeting Date 9/9/2020	Item No. 4E
Item Description New Ideas Discussion	Reviewed By: N/A	
	Reviewed By: N/A	

COUNCIL DIRECTION REQUESTED

None

BACKGROUND/DISCUSSION

This item is dedicated for City Council Members to bring up any ideas/projects that they would like to discuss during the Workshop.

FINANCIAL IMPACT

None

ALTERNATIVES

None

ATTACHMENTS

None