CITY COUNCIL WORKSHOP

Brainerd, Minnesota
September 14, 2020
6:00 P.M.

Brainerd Fire Department
Training Room

______ K. Stunek
______ D. Pritschet
______ K. Bevans
______ W. Erickson
______T. Erickson
______ J. Lambert
______ G. Johnson
______ Mayor Badeaux

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. 2021 Parks Budget Presentation by Park Board

5. 2021 Budget and Levy Discussion

6. Adjourn

ANY INDIVIDUAL NEEDING SPECIAL ACCOMMODATIONS,
PLEASE CALL 828-2307.

2021 Parks Department Budget
Budget Workshop 9/14/2020

	Actual 2019	Adopted Budget 2020	Current Proposed Budget 2021	Difference in Budgets	% Difference
TOTAL OPERATING EXPENDITURES					
Personnel Services	776,848	816,502	845,958	29,456	3.61%
Supplies	62,623	64,800	94,050	29,250	45.14%
Services	137,316	147,616	143,946	(3,670)	-2.49%
Program Operations	151,197	146,858	138,407	(8,451)	-5.75%
Transfers Out	5,017	-	-	-	0.00%
Total Expenditures	1,133,000	1,175,776	1,222,361	46,585	3.96%
TOTAL REVENUE - NON PROPERTY TAX					
Revenue from Other Gov'ts	(2,500)	-	-	-	0.00%
Charges for Services	(11,386)	(12,100)	(12,200)	100	-0.83%
Other Revenues	(81,670)	(71,000)	(71,000)	-	0.00%
Program Revenues	(197,905)	(199,600)	(203,230)	3,630	-1.82%
Transfers In	-	-	-	-	0.00%
Total Revenues	(293,461)	(282,700)	(286,430)	3,730	-1.32%
NET OPERATING	**839,539**	**893,076**	**935,931**	**42,855**	**4.80%**
TOTAL CAPITAL	**322,713**	**48,600**	***469,000***	***420,400***	***865.02%***
Less Splash Pad (separate ask)	-	-	(100,000)	*(100,000)*	*0.00%*
TOTAL CAPITAL (net)	**322,713**	**48,600**	**369,000**	**320,400**	***659.26%***
Request / ***Proposed***	1,173,851	941,676	**1,304,931**	**363,255**	
% Increase		-19.78%	***38.58%***		

2021 Parks Department Budget - Programs
Budget Workshop 9/14/2020

	Actual 2019	Adopted Budget 2020	Current Proposed Budget 2021	Difference in Budgets	% Difference
PROGRAM: BENCHWARMER BASKETBALL					
TOTAL OPERATING REVENUE					
Charges for Services	333	300	330	30	10.00%
Total Revenues	333	300	330	30	10.00%
TOTAL OPERATING EXPENDITURES					
Personnel Services ***(Temp Staff only)***	181	237	237	(0)	-0.07%
Supplies	93	75	75	-	0.00%
Total Expenditures	274	312	312	(0)	-0.05%
NET OPERATING	**59**	**(12)**	**18**	**30**	**-251.42%**
PROGRAM: YOUTH SOCCER PROGRAM					
TOTAL OPERATING REVENUE					
Charges for Services	2,373	2,500	2,500	-	0.00%
Total Revenues	2,373	2,500	2,500	-	0.00%
TOTAL OPERATING EXPENDITURES					
Personnel Services ***(Temp Staff only)***	547	1,077	1,077	(1)	-0.05%
Supplies	881	800	265	(535)	-66.88%
Total Expenditures	1,428	1,877	1,342	(536)	-28.53%
NET OPERATING	**945**	**623**	**1,159**	**536**	**85.96%**
PROGRAM: T-BALL & BASEBALL AGES 3-9					
TOTAL OPERATING REVENUE					
Charges for Services	9,770	10,100	10,100	-	0.00%
Total Revenues	9,770	10,100	10,100	-	0.00%
TOTAL OPERATING EXPENDITURES					
Personnel Services ***(Temp Staff only)***	1,225	3,337	3,337	0	0.00%
Supplies	3,536	3,150	1,030	(2,120)	-67.30%
Total Expenditures	4,761	6,487	4,367	(2,120)	-32.68%
NET OPERATING	**5,009**	**3,613**	**5,733**	**2,120**	**58.67%**

2021 Parks Department Budget - Programs
Budget Workshop 9/14/2020

	Actual 2019	Adopted Budget 2020	Current Proposed Budget 2021	Difference in Budgets	% Difference
PROGRAM: CONCESSIONS					
TOTAL OPERATING REVENUE					
Charges for Services	32,987	39,000	40,000	1,000	2.56%
Total Revenues	32,987	39,000	40,000	1,000	2.56%
TOTAL OPERATING EXPENDITURES					
Personnel Services ***(Temp Staff only)***	11,291	10,765	11,303	538	5.00%
Supplies	26,794	28,000	28,500	500	1.79%
Total Expenditures	38,085	38,765	39,803	1,038	2.68%
NET OPERATING	**(5,098)**	**235**	**197**	**(38)**	**-16.28%**
PROGRAM: YOUTH SOFTBALL					
TOTAL OPERATING REVENUE					
Charges for Services	12,991	14,000	14,000	-	0.00%
Total Revenues	12,991	14,000	14,000	-	0.00%
TOTAL OPERATING EXPENDITURES					
Personnel Services ***(Temp Staff only)***	2,504	2,584	2,584	(0)	-0.02%
Supplies	9,729	7,000	2,588	(4,412)	-63.03%
Total Expenditures	12,233	9,584	5,172	(4,412)	-46.04%
NET OPERATING	**758**	**4,416**	**8,828**	**4,412**	**99.92%**
PROGRAM: POND HOCKEY					
TOTAL OPERATING REVENUE					
Charges for Services	1,536	2,100	2,000	(100)	-4.76%
Total Revenues	1,536	2,100	2,000	(100)	-4.76%
TOTAL OPERATING EXPENDITURES					
Personnel Services ***(Temp Staff only)***	172	323	323	(0)	-0.02%
Supplies	230	600	600	-	0.00%
Total Expenditures	402	923	923	(0)	-0.01%
NET OPERATING	**1,134**	**1,177**	**1,077**	**(100)**	**-8.49%**

2021 Parks Department Budget - Programs
Budget Workshop 9/14/2020

	Actual 2019	Adopted Budget 2020	Current Proposed Budget 2021	Difference in Budgets	% Difference
PROGRAM: SPECIAL EVENTS					
TOTAL OPERATING REVENUE					
Charges for Services	800	1,600	1,800	200	12.50%
Total Revenues	800	1,600	1,800	200	12.50%
TOTAL OPERATING EXPENDITURES					
Personnel Services ***(Temp Staff only)***	334	215	215	0	0.14%
Supplies	1,676	2,500	2,000	(500)	-20.00%
Total Expenditures	2,010	2,715	2,215	(500)	-18.41%
NET OPERATING	**(1,210)**	**(1,115)**	**(415)**	**700**	**-62.75%**
PROGRAM: KICKBALL					
TOTAL OPERATING REVENUE					
Charges for Services	2,991	3,900	3,500	(400)	-10.26%
Total Revenues	2,991	3,900	3,500	(400)	-10.26%
TOTAL OPERATING EXPENDITURES					
Personnel Services ***(Temp Staff only)***	1,041	1,291	1,292	1	0.06%
Supplies	738	600	140	(460)	-76.67%
Total Expenditures	1,779	1,891	1,432	(459)	-24.28%
NET OPERATING	**1,212**	**2,009**	**2,068**	**59**	**2.95%**
PROGRAM: ADULT SOFTBALL					
TOTAL OPERATING REVENUE					
Charges for Services	52,377	50,000	50,000	-	0.00%
Total Revenues	52,377	50,000	50,000	-	0.00%
TOTAL OPERATING EXPENDITURES					
Personnel Services ***(Temp Staff only)***	19,687	21,530	21,530	-	0.00%
Supplies	17,195	17,500	17,500	-	0.00%
Total Expenditures	36,882	39,030	39,030	-	0.00%
NET OPERATING	**15,495**	**10,970**	**10,970**	**-**	**0.00%**

2021 Parks Department Budget - Programs
Budget Workshop 9/14/2020

	Actual 2019	Adopted Budget 2020	Current Proposed Budget 2021	Difference in Budgets	% Difference
PROGRAM: TOURNAMENTS					
TOTAL OPERATING REVENUE					
Charges for Services	30,324	30,000	30,000	-	0.00%
Total Revenues	30,324	30,000	30,000	-	0.00%
TOTAL OPERATING EXPENDITURES					
Personnel Services ***(Temp Staff only)***	20,252	16,148	16,148	(1)	0.00%
Supplies	5,292	3,500	4,000	500	14.29%
Total Expenditures	25,544	19,648	20,148	500	2.54%
NET OPERATING	**4,780**	**10,352**	**9,853**	**(500)**	**-4.83%**
PROGRAM: OUTDOOR RINKS					
TOTAL OPERATING REVENUE					
Charges for Services	-	100	-	(100)	-100.00%
Total Revenues	-	100	-	(100)	-100.00%
TOTAL OPERATING EXPENDITURES					
Personnel Services ***(Temp Staff only)***	12,508	9,689	9,689	(1)	-0.01%
Supplies	153	200	200	-	0.00%
Total Expenditures	12,661	9,889	9,889	(1)	-0.01%
NET OPERATING	**(12,661)**	**(9,789)**	**(9,889)**	**(100)**	**1.02%**
PROGRAM: PARKS ON THE GO					
TOTAL OPERATING REVENUE					
Charges for Services	-	-	-	-	#DIV/0!
Total Revenues	-	-	-	-	#DIV/0!
TOTAL OPERATING EXPENDITURES					
Personnel Services ***(Temp Staff only)***	116	473	474	1	0.14%
Supplies	531	200	200	-	0.00%
Total Expenditures	647	673	674	1	0.10%
NET OPERATING	**(647)**	**(673)**	**(674)**	**(1)**	**0.10%**

2021 Parks Department Budget - Programs
Budget Workshop 9/14/2020

	Actual 2019	Adopted Budget 2020	Current Proposed Budget 2021	Difference in Budgets	% Difference
PROGRAM: YOUTH BASEBALL					
TOTAL OPERATING REVENUE					
Charges for Services	10,400	10,000	10,000	-	0.00%
Total Revenues	10,400	10,000	10,000	-	0.00%
TOTAL OPERATING EXPENDITURES					
Personnel Services ***(Temp Staff only)***	1,447	2,691	2,691	0	0.01%
Supplies	7,591	7,200	4,200	(3,000)	-41.67%
Total Expenditures	9,039	9,891	6,891	(3,000)	-30.33%
NET OPERATING	**1,361**	**109**	**3,109**	**3,000**	**2752.06%**
PROGRAM: MIRACLE LEAGUE					
TOTAL OPERATING REVENUE					
Charges for Services	1,146	1,000	1,000	-	0.00%
Total Revenues	1,146	1,000	1,000	-	0.00%
TOTAL OPERATING EXPENDITURES					
Personnel Services ***(Temp Staff only)***	129	323	323	(0)	-0.02%
Supplies	1,069	900	600	(300)	-33.33%
Total Expenditures	1,198	1,223	923	(300)	-24.53%
NET OPERATING	**(52)**	**(223)**	**77**	**300**	**-134.55%**
PROGRAM: INTO TO TENNIS					
TOTAL OPERATING REVENUE					
Charges for Services	-	-	1,000	1,000	0.00%
Total Revenues	-	-	1,000	1,000	0.00%
TOTAL OPERATING EXPENDITURES					
Personnel Services ***(Temp Staff only)***	-	-	538	538	0.00%
Supplies	-	-	200	200	0.00%
Total Expenditures	-	-	738	738	0.00%
NET OPERATING	**-**	**-**	**262**	**262**	**0.00%**

2021 Parks Department Budget - Programs
Budget Workshop 9/14/2020

	Actual 2019	Adopted Budget 2020	Current Proposed Budget 2021	Difference in Budgets	% Difference
PROGRAM: CAMPGROUND					
TOTAL OPERATING REVENUE					
Charges for Services	39,878	35,000	37,000	2,000	5.71%
Total Revenues	39,878	35,000	37,000	2,000	5.71%
TOTAL OPERATING EXPENDITURES					
Personnel Services ***(Temp Staff only)***	-	-	-	-	0.00%
Supplies	4,252	3,950	4,550	600	15.19%
Total Expenditures	4,252	3,950	4,550	600	15.19%
NET OPERATING	**35,625**	**31,050**	**32,450**	**1,400**	**4.51%**
PROGRAM: TOTAL					
TOTAL OPERATING REVENUE					
Charges for Services	197,905	199,600	203,230	3,630	1.82%
Total Revenues	197,905	199,600	203,230	3,630	1.82%
TOTAL OPERATING EXPENDITURES					
Personnel Services ***(Temp Staff only)***	71,435	70,683	71,759	1,076	0.00%
Supplies	79,762	76,175	66,648	(9,527)	-12.51%
Total Expenditures	151,197	146,858	138,407	(8,451)	-5.75%
NET OPERATING	**46,709**	**52,742**	**64,823**	**12,081**	**22.90%**

City of Brainerd

Capital Improvement Plan: **Parks**

Portion of '2021-2051 - 30 Years

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Tax Levy: Current	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Tax Levy: Add/Sub	-	-	-	-	-	-	-	-	-	-	-	-
Bonds	1,300,000	-	-	-	-	-	-	-	-	-	-	-
Other/Grants	-	-	-	-	-	-	-	-	-	-	-	-
Sale of Assets	3,900	3,500	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Interest Earnings	-	-	-	-	-	-	-	-	-	-	-	-
Revenues	$ 1,303,900	$ 3,500	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000
Vehicles	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Equipment	12,500	90,500	104,500	7,500	87,500	2,500	85,500	17,500	30,000	1,000	42,500	39,500
Furniture & Fixtures	-	-	-	-	-	-	-	-	-	-	-	-
Buildings	40,000	14,000	-	-	-	-	-	-	-	-	-	-
Improvements	1,300,000	368,000	250,000	350,000	175,000	186,000	106,000	262,000	100,000	280,000	100,000	100,000
Expenditures	$ 1,352,500	$ 472,500	$ 354,500	$ 357,500	$ 262,500	$ 188,500	$ 191,500	$ 279,500	$ 130,000	$ 281,000	$ 142,500	$ 139,500
Beginning Cash Balance	$ -	$ -	$(469,000)	$ (818,500)	$(1,171,000)	$ (1,428,500)	$(1,612,000)	$ (1,798,500)	$(2,073,000)	$(2,198,000)	$(2,474,000)	$(2,611,500)
Annual Surplus (deficit)	(48,600)	**(469,000)**	**(349,500)**	**(352,500)**	**(257,500)**	**(183,500)**	**(186,500)**	**(274,500)**	**(125,000)**	**(276,000)**	**(137,500)**	**(134,500)**
Cash Balance	$ -	$(469,000)	$(818,500)	$ (1,171,000)	$(1,428,500)	$ (1,612,000)	$(1,798,500)	$ (2,073,000)	$(2,198,000)	$(2,474,000)	$(2,611,500)	$(2,746,000)

Expenditure Detail

Key	Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
V	Replace 2003 F 250	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
V	Replace 2004 F150	Lease	-	-	-	-	-	-	-	-	-	-	-
V	Replace 2008 Tahoe	-	-	-	-	-	-	-	-	-	-	-	-
V	2014 Sierra 2500	-	-	-	Lease	-	-	-	-	Lease	-	-	-
V	2016 Equinox	-	Lease	-	-	-	Lease	-	-	-	-	Lease	-
V	2017 Ford Van	-	-	Lease	-	-	-	-	Lease	-	-	-	-
V	2018 Silverado	-	-	-	Lease	-	-	-	-	Lease	-	-	-
E	Replace '01 Field Groomer	-	-	-	-	-	-	-	15,000	-	-	-	-
E	Replace '02 Field Groomer	-	-	-	-	-	-	-	-	15,000	-	-	-
E	Replace '02 Field Groomer	-	-	-	-	-	-	-	-	15,000	-	-	-
E	2004 Bear Trailer	-	-	-	-	-	-	-	-	-	-	-	-
E	2005 Bear Trailer	4,500	-	-	-	-	-	-	-	-	-	-	-
E	2009 Doolittle Trailer	-	15,000	-	-	-	-	-	-	-	-	-	-
E	2010 Skid steer/broom/blower	-	-	-	-	-	-	80,000	-	-	-	-	-
E	2004 Snow Blower	2,000	-	-	-	-	-	2,000	-	-	-	-	-
E	Replace '07 Mower/Mulcher	-	-	-	-	-	-	1,000	-	-	-	-	-
E	2010 JD push mower	1,000	-	-	-	-	-	-	-	-	1,000		-
E	Replace '05 JD Mower	-	-	-	-	-	-	-	-	-	-	-	-
E	2007 JD diesel Mower	-	-	22,000	-	-	-	-	-	-	-	40,000	-

City of Brainerd

Capital Improvement Plan: **Parks**

Portion of '2021-2051 - 30 Years

		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
E	2011 Toro diesel Mower	-	22,000	-	-	-	-	-	-	-	-	-	22,000
B	Buster Park Gazebo Replacem	-	7,000	-	-	-	-	-	-	-	-	-	-
B	Replace Gregory WH/Memori	-	-	-	-	-	-	-	-	-	-	-	-
B	Beach House Shingles	-	7,000	-	-	-	-	-	-	-	-	-	-
B	Lum Pavilion #2 Shingles	-	-	-	-	-	-	-	-	-	-	-	-
B	Mills Garage Shingles	-	-	-	-	-	-	-	-	-	-	-	-
I	Field 3 Lights Lease to Own	-	-	-	-	-	-	-	-	-	-	-	-
I	Hockey Rinks (2)	-	-	-	-	-	-	-	-	-	-	-	-
I	Bane Bronco Scoreboard	-	-	-	-	-	-	6,000	-	-	-	-	-
E	Bane Park Playground	-	-	-	-	80,000	-	-	-	-	-	-	-
I	Jaycees Park Scoreboard (2)	-	-	-	-	-	11,000	-	-	-	-	-	-
I	Jaycees Park Dugouts (4)	-	-	-	-	-	-	-	-	-	-	-	-
E	Triangle Park Playground	-	30,000	-	-	-	-	-	-	-	-	-	-
I	Youth Baseball Backstops (4)	-	-	-	-	-	-	-	-	-	-	-	-
I	Softball Scoreboards (3)	-	-	-	-	-	-	-	-	-	-	-	-
I	Gregory Park Basketball Over	-	8,000	-	-	-	-	-	-	-	-	-	-
I	Miracle League Tuff Replacer	-	-	-	-	-	-	-	-	-	180,000	-	-
I	Northtown Playground	-	-	-	-	-	-	-	-	-	-	-	-
I	Memoiral Park Announcer's B	-	-	-	-	-	-	-	-	-	-	-	-
E	Buffalo Hills Softball Scorebo	-	-	-	-	-	-	-	-	-	-	-	-
E	Lum Park Swing Set	5,000	-	-	-	-	-	-	-	-	-	-	-
I	Skate Park	-	-	-	-	-	-	-	-	-	-	-	-
B	General Improvements	-	-	-	-	-	-	-	-	-	-	-	-
I	Buffalo Hills Parking Lot	-	-	-	250,000	-	-	-	-	-	-	-	-
E	Buffalo Hills Swingset	-	-	-	-	5,000	-	-	-	-	-	-	-
B	Memorial Park Redesign	20,000	-	-	-	-	-	-	-	-	-	-	-
I	Memorial Park Redesign	1,300,000	-	-	-	-	-	-	-	-	-	-	-
B	Lum Park Master Plan	20,000	-	-	-	-	-	-	-	-	-	-	-
E	Stump Grinder	-	15,000	-	-	-	-	-	-	-	-	-	15,000
I	Memorial Parking Overlay	-	-	150,000	-	-	-	-	-	-	-	-	-
E	Winter cab for JD snowblowe	-	6,000	-	-	-	-	-	-	-	-	-	-
E	Security Camera - College Dr	-	2,500	-	-	-	-	-	-	-	-	2,500	-
E	Bane Park security camera	-	-	2,500	-	-	-	-	-	-	-	-	2,500
E	Memorial Park security camer	-	-	-	7,500	-	-	-	-	-	-	-	-
E	Rotary Park security camera	-	-	-	-	2,500	-	-	-	-	-	-	-
E	Kiwanis Park security camera	-	-	-	-	-	2,500	-	-	-	-	-	-
E	Jaycees Park camera replacem	-	-	-	-	-	-	2,500	-	-	-	-	-
E	Gregory Park camera replacer	-	-	-	-	-	-	-	2,500	-	-	-	-
I	Memorial Park Phase I compl	-	260,000	-	-	-	-	-	-	-	-	-	-
I	Memorial Park Phase II comp	-	-	-	-	75,000	75,000	-	-	-	-	-	-
I	Trees Replacement	-	-	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
I	Park Upgrade/Beautification	-	-	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
E	Jaycees Park Playground	-	-	80,000	-	-	-	-	-	-	-	-	-
I	Lum Park Development	-	-	-	-	-	-	-	162,000	-	-	-	-

City of Brainerd

Capital Improvement Plan: **Parks**

Portion of '2021-2051 - 30 Years

		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
I	***Splash Pad Match***	-	***100,000***	-	-	-	-	-	-	-	-	-	-
		$ 1,352,500	$ 472,500	$ 354,500	$ 357,500	$ 262,500	$ 188,500	$ 191,500	$ 279,500	$ 130,000	$ 281,000	$ 142,500	$ 139,500

= Projected interest earnings rate

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Grants/Other Revenue Sources	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Revenue Detail

Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Sale of Groomer	$ 500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sale of Groomer		-	-	-	-	-	-	-	-	-	-	-
F150		-	-	-	-	-	-	-	-	-	-	-
Mower		1,500	-	-	-	-	-	-	-	-	-	-
F150	1,500	-	-	-	-	-	-	-	-	-	-	-
Tahoe	1,500	2,000	-	-	-	-	-	-	-	-	-	-
Snowblower	300	-	-	-	-	-	-	-	-	-	-	-
Mower	$ 100	-	-	-	-	-	-	-	-	-	-	-
		-	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
		-	-	-	-	-	-	-	-	-	-	-
	$ 3,900	$ 3,500	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000

M E M O

TO: Mayor & Council

FROM: City Administrator Jennifer Bergman
Finance Director Connie Hillman

DATE: September 10, 2020

RE: 2021 Budget and Levy

Per the City Charter, the Council President, Personnel and Finance Chair and the City Administrator are to submit a budget to the City Council. The three of us along with Finance Director Hillman have met and the information that will be presented on Monday night is a result of the meeting.

The budget process includes trying to estimate all expenses (i.e. personnel cost, supplies, services, capital, debt service etc.), and estimating all of the non-tax revenues (i.e. fees, fines, LGA, grants etc.). The difference between the two is the levy needed. Per the LMC Handbook for MN Cities, Chapter 20 Municipal Budgeting- budgeting is basically planning and prioritizing goals for the coming year based on experiences in the past year or years.

Levy Overview:

Attached is a summary of the current budget and levy. The summary focuses on the working funds – General, Public Safety, Parks, and Streets – as the operations of these funds are supported by property taxes. Other funds the Council adopts a budget for i.e. Transit, Parking, etc. are operated using other means of funding sources. The overview is a comparison of actual 2019, the budget for 2020 and the current proposed budget for 2021.

The summary shows for 2021, as of today, the levy could be decreased by $10,000. This is the result of debt issues falling off, and the additional $102,000 that the Council levied for pay year 2020 with the intention stabilizing future levy increased.

2021 Budget – Operating Expenditures:

- <u>Personnel Services:</u>
    - Included in the current budget is:

        - An additional temporary employee in engineering to assist with performing the street condition analysis.

        - Reorganization of the Community Development department. Additional staff has not been added, but rather a reorganization of 2020 budgeted positions. The reorganization results in an additional estimated $2,500 in costs for 2021. More information will be presented at the workshop as to the proposed staffing changes.

    - The City is currently out for RFP for health insurance. We received a quote from Sourcewell, for our Health Partners insurance and it was a 0% increase. However, not knowing how the proposals are going to come back, the current budget includes an estimated 2% increase to Health Partners – the plan that most of our employees utilize, 5% increase to 49ers insurance and 6% for Teamsters insurance.

    - The current budget also includes a 10% increase to workers compensation insurance and also an adjustment to our experience mod rating from .78 to 1.0.

    - Three union contracts are set to expire on December 31, 2020. There is an assumption for the COLA for those contracts in the budget. It is also assumed at the point that all employees that could move a step will do so, and that all new employees will elect the family HDHP.

    - Police is budgeted for 27 sworn officers as approved with the 2020 budget. This means there are six officers that would be hired. It was assumed for budget purposes that an additional two would be hired prior to the first of the year, another two on 3/1/2021, and the remaining two on 6/1/2021.

- Supplies:

    - The biggest contributor to the increase is the increase to the repairs and maintenance line item in the budget for parks for professional tree removal services and taking the items for roofing various buildings that are estimated to be under $5,000 each.

- Services:

    - The service contract with Crow Wing County is expected to decrease by $30,000, however, the decrease is offset by the estimated increase for services needed for a building official with a state delegation agreement with the State of MN.

- There are several lease vehicles that will come up for renewal in 2021. The budget assumes we will continue to lease the vehicles at the same rate.

- We do not have budgeted the payment to Lakes Area Media Collaborative. However, the amount that would have been paid to the organization is included in the budget to be working with CLC, and to provide some options for broadcasting council meetings, and marketing initiatives.

- Transfers Out:

    - The increase is a result of timing issues how when funds are received from the Fire Advisory Board members and what is included in the total costs to be allocated. Part of the increase in Transfers Out is offset by the decrease in the debt levy.

2020 Capital

- *Attachment B* is a detailed list of the proposed capital purchases for 2021 compared to what was anticipated to be needed for 2021 when we were doing the 2020 budget.

- *Attachment C* is a portion of the 30-year capital plan summary. By increasing the capital levy $100,000, it is not anticipated to need to bond for equipment in 2021.

Debt Levy

The 2021 debt levy is to pay the August 1, 2021 and the February 1, 2022 debt service. In 2020, the City levied $220,968 for a debt that will be paid off after the February 1, 2021 payment. The levy can also be reduced by $52,530 due to the last payment of the fire engine by the Fire Advisory Board members being received in 2021, and lowing the levy amount needed for the 2020A improvement bonds by the estimated assessments that will be received.

Other Levies

- Permanent Improvement/Hydrant/Sr Center/Arb/Community Action:

    - Based on very preliminary information received from the County, it is currently estimated that the mill rate will increase by 11%, which is the preliminary estimated increase for the estimated taxable market values of the City. The County will compute the mill rate in November.

- Library:
  - We received notice from KRLS that the City's contribution is to increase by 2%. Therefore, assume the same increase in the levy for the Library at this time.
- EDA:
  - The EDA Commission is requesting the City levy the maximum allowed by state statute which is .01813% of the previous years estimated market value.

Total Revenue – Non-Property Tax

- Licenses & Permits:
  - The Council discussed building permits during the 2020 budget process. Revenue for building permits had been increased over the last couple of years due to the school projects. Discussion was on how budgeted level was probably not going to be able to be sustained in future years. This is another reason why the Council set the 2020 levy amount at $102,000 higher than needed to balance the budget for 2020. The budget for 2021 for licenses and permits is currently $114,000 less than the budget for 2020.
- Grants & Aids:
  - The budget reflects the increase in additional LGA certified for 2021. The certified LGA amount is to increase by $112,375 or 2.53%.

Use/Addition to Fund Balance

- The year 2021 is not an election year. The City has been trying to budget for half of the cost of the election in odd years. Therefore, since 2021 the City would need to have revenues exceeding expenditures by $15,000 – increase fund balance for the 2022 election.

- As mentioned throughout the memo, the Council set the levy at $102,000 higher than needed to balance the budget.

- Netting the above two items, the summary was prepared with expenditures to exceed revenues by $87,000 for 2021.

Levy Information

The City's 2020 tax rate is 79.332% and the chart below shows the history of the City's Levy.

Levy Year Collected	Levy Amount	% Change
2010	$4,112,308	2.8%
2011	$4,055,836	-1.4%
2012	$3,953,486	-2.5%
2013	$3,953,486	0.0%
2014	$4,453,486	12.6%
2015	$4,898,835	10.0%
2016	$5,264,922	7.5%
2017	$5,373,778	2.1%
2018	$5,561,860	3.5%
2019	$5,895,572	6.0%
2020	$6,072,439	3.0%

It is estimated that the tax capacity of the City will also increase approximately 11% from pay year 2020 for pay year 2021. Additional information on the estimated tax rate will be presented on Monday night.

Please let us know if you have any questions and we look forward to the budget workshop.

Enclosures

/clh

2021 Levy Overview
Budget Workshop 9/14/2020

	Actual 2019	Adopted Budget 2020	Current Proposed Budget 2021	Difference in Budgets	% Difference
TOTAL OPERATING EXPENDITURES					
Personnel Services	6,734,102	7,086,778	7,255,549	168,771	2.38%
Supplies	486,396	473,000	509,050	36,050	7.62%
Services	2,471,928	2,536,425	2,542,478	6,053	0.24%
Transfers Out	410,170	348,843	447,371	98,528	28.24%
Total Expenditures	10,102,596	10,445,046	10,754,448	309,402	2.96%
TOTAL CAPITAL	1,267,687	1,155,927	*1,255,927*	*100,000*	*8.65%*
TOTAL DEBT LEVY	1,264,850	1,264,451	*912,211*	*(352,240)*	*-27.86%*
OTHER LEVIES					
Perm Improvement	349,350	368,564	409,790	41,226	11.19%
Hydrant	174,675	184,282	204,895	20,613	11.19%
Sr Center/Arb/Community Action	260,746	276,423	307,343	30,920	11.19%
Library	150,364	154,123	**157,205**	3,082	2.00%
EDA	124,351	127,817	133,789	5,972	4.67%
Airport	155,500	155,500	**155,500**	-	0.00%
Total Other Levies	1,214,986	1,266,709	1,368,522	101,813	8.04%
TOTAL ESTIMATED EXPENDITURES	**13,850,119**	**14,132,133**	**14,291,109**	**158,976**	**1.12%**
TOTAL REVENUE - NON PROPERTY TAX					
Other Taxes	(308,729)	(279,000)	(285,000)	6,000	-2.15%
Licenses & Permits	(732,706)	(552,390)	(437,845)	(114,545)	20.74%
Grants & Aids	(4,728,163)	(4,900,340)	(5,017,795)	117,455	-2.40%
Revenue from Other Gov'ts	(223,677)	(203,970)	(188,308)	(15,662)	7.68%
Charges for Services	(923,020)	(1,034,912)	(1,050,138)	15,226	-1.47%
Fines & Forfeitures	(138,484)	(138,000)	(127,000)	(11,000)	7.97%
Other Revenues	(1,306,634)	(1,018,082)	(1,015,599)	(2,483)	0.24%
Transfers In	(22,929)	(20,000)	(20,000)	-	0.00%
Total Revenues	**(8,384,342)**	**(8,146,694)**	**(8,141,685)**	**(5,009)**	**0.06%**
(USE)/ADDITION TO FUND BALANCE					
Election		**(15,000)**	**15,000**	**(30,000)**	
Levy Stabalizer		**102,000**	**(102,000)**	**204,000**	
Estimated Levy	**5,465,777**	**6,072,439**	**6,062,424**	**(10,015)**	**-0.16%**
Actual Levy / ***Proposed***	5,895,572	6,072,439	***6,062,424***		
% Increase		3.00%	***-0.16%***		

- Estimated 2% increase for HP, 5% for 49ers and 6% for Teamsters Insurance
- 10% increase in Workers Comp & change in experience mod from .78 to 1.0
- 10% increase in 3/21-3/22 General Liability/Auto/Other insurances
- Added an additional temporary employee to engineering to assist with conducting street conditions

2021 Proposed Capital	Current	2020 Budget Process
City Hall-General		
Office Furniture	5,000	5,000
Facilities - Garage/Parking lots	544,912	390,046
Finance		
Scanner	2,000	-
Engineering		
Trimble Robotic Station	37,000	35,000
IT		
Server Replacement	15,000	15,000
Tablets for Council	9,600	9,600
Tablets for Department Heads	10,800	10,800
Phone Server and Phones	15,000	15,000
Cell Phones	15,000	15,000
Service for Inspections	3,500	3,500
Police		
Leased Squads Build Up	67,000	67,000
Office Furniture	3,000	10,000
Community Development		
Zoning Code Update (Part II)	50,000	50,000
Fire/Civil Defense		
Civil Defense Siren	25,000	25,000
Parks		
Trailer	15,000	-
Mower	22,000	20,000
Buster Park Gazebo	7,000	-
Beach House Shingles	7,000	10,000
Triangle Park Playground	30,000	-
Gregory Park Basketball Overlay	8,000	-
Stump Grinder	15,000	-
Cab for Snowblower	6,000	-
Security Camera- College Dr Bridge	2,500	-
Memorial Park Phase I Completion	260,000	-
Splash Pad Match	*100,000*	-
Streets		
Tree Replacement	25,000	-
Welder	3,000	3,000
GRAND TOTAL	**1,303,312**	**683,946**

City of Brainerd

Capital Plan: **Summary - Working Funds Only - Excludes Fire Equipment**

2021-2051 - 30 Years

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Tax Levy: Current	$ 1,155,927	$ 1,255,927	$ 1,255,927	$ 1,255,927	$ 1,255,927	$ 1,255,927	$ 1,255,927	$ 1,255,927	$ 1,255,927	$ 1,255,927	$ 1,255,927	$ 1,255,927	$ 1,255,927	$ 1,255,927	$ 1,255,927
Tax Levy: Add/Sub	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Bonds	1,760,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other/Grants	-	**88,000**	-	-	-	-	-	-	-	-	-	-	-	-	-
Under budget	133,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sale of Assets	49,000	39,600	51,100	35,600	27,350	23,100	50,100	60,100	37,100	37,100	40,100	54,100	35,100	82,100	50,100
Interest Earnings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Revenues	$ 3,117,927	$ 1,403,527	$ 1,327,027	$ 1,311,527	$ 1,303,277	$ 1,299,027	$ 1,326,027	$ 1,336,027	$ 1,313,027	$ 1,313,027	$ 1,316,027	$ 1,330,027	$ 1,311,027	$ 1,358,027	$ 1,326,027
Vehicles	$ 69,000	$ 67,000	$ 68,000	$ 81,000	$ 89,000	$ 50,500	$ 91,000	$ 71,000	$ 62,000	$ 114,000	$ 53,000	$ 73,000	$ 97,000	$ 65,000	$ 97,000
Equipment	576,600	229,400	531,500	357,100	295,500	294,400	500,600	412,500	315,000	316,000	734,500	249,000	160,600	435,900	444,700
Furniture & Fixtures	35,000	5,000	5,000	15,000	5,000	5,000	5,000	5,000	5,000	5,000	25,000	5,000	5,000	10,000	5,000
Buildings	2,138,863	360,712	548,045	548,045	548,045	363,267	363,267	363,267	363,267	363,267	233,027	233,027	233,027	233,027	233,027
Improvements	1,350,000	641,200	275,000	375,000	225,000	211,000	132,111	287,000	125,000	330,000	125,000	131,667	125,000	125,000	150,000
Expenditures	$ 4,169,463	$ 1,303,312	$ 1,427,545	$ 1,376,145	$ 1,162,545	$ 924,167	$ 1,091,978	$ 1,138,767	$ 870,267	$ 1,128,267	$ 1,170,527	$ 691,693	$ 620,627	$ 868,927	$ 929,727
Beginning Cash Balance	$ 2,174,774	$ 923,238	$ 623,453	$ 522,935	$ 458,317	$ 599,048	$ 973,909	$ 1,207,958	$ 1,405,218	$ 1,847,978	$ 2,032,738	$ 2,178,239	$ 2,816,573	$ 3,506,973	$ 3,996,073
Annual Surplus (deficit)	(1,051,536)	100,215	(100,518)	(64,618)	140,732	374,860	234,049	197,260	442,760	184,760	145,500	638,334	690,400	489,100	396,300
Savings (Water Tower/Riverfro	200,000	400,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Cash Balance	$ 923,238	$ 623,453	$ 522,935	$ 458,317	$ 599,048	$ 973,909	$ 1,207,958	$ 1,405,218	$ 1,847,978	$ 2,032,738	$ 2,178,239	$ 2,816,573	$ 3,506,973	$ 3,996,073	$ 4,392,374
			400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
			$ 122,935	$ 58,317	$ 199,048	$ 573,909	$ 807,958	$ 1,005,218	$ 1,447,978	$ 1,632,738	$ 1,778,239	$ 2,416,573	$ 3,106,973	$ 3,596,073	$ 3,992,374