

City of Excelsior  
City Council Work Session

Agenda

Monday, November 15, 2021

5:30 P.M.

(Please Note: Times Listed Are Approximate)

1. Call to Order/Roll Call
2. Agenda Approval
3. General Fund and Utility Budgets
4. Water/Oak Street Gateway Master Plan Budget
5. Adjournment

Note: The purpose of a Work Session is for the Council to discuss matters informally and in greater detail than is allowed at formal Council meetings. All meetings of the Council including Work Sessions will be open to the public. While the privilege of participating in these discussions is generally limited to the Council, staff, and consultants, the Mayor may open a discussion from the floor.



# MEMORANDUM

**Re:** 3 – General Fund and Utility Budgets

**Date:** November 15<sup>th</sup>, 2021

**To:** City Council

**From:** Jenny Palmer-Finance Director

## General Fund Budget

At the September 20<sup>th</sup>, 2021, Council Meeting the City Council approved a preliminary levy of \$2,252,000 which is a 12% increase over the 2021 levy of \$2,008,199. Council instructed staff to review the budget and bring back a budget with a 9% levy increase, reducing the total by an additional \$63,063. Preliminary expenses for 2022 increased by \$40,488 over 2021, with the additional top three wish list items of \$84,930 and Capital Improvements of \$49,000 for a total expense increase for 2022 of \$174,718. To achieve a \$63,063 levy, increased revenues projections, along with expense cuts, will need to be made to get to the desired amount.

Council also wanted to include the cost of Lifeguards in the General Fund budget, which has been done. Those costs are offset with an additional \$20,000 added to the revenues under Transfers from Other Funds.

Staff has reviewed the budget and below are some recommended adjustments to reduce the levy to \$2,188,937 or a 9% increase over 2021.

## Revenue adjustments:

After reviewing the year to date revenues the following revenue adjustments could be made for 2022:

- Parking Meter Revenue YTD: \$373,824
- Budgeted Parking Meter Revenues for 2022: \$250,000

Increasing budgeted revenues for parking meters by \$100,000 would still allow for some of the trial area parking revenues to be kept separate for another use and reduce the levy amount by \$100,000.

- Building Permit Revenue YTD: \$90,117
- Budgeted Building Permit revenues for 2022: \$80,000

Increasing budgeted building permit revenues by \$10,000 to \$90,000 based on increasing fees in 2022 and also past history prior to COVID in 2020, would reduce the levy by \$10,000.

Special Events YTD: \$46,615

Budgeted Special Events Revenues for 2022: \$35,000

Increasing the revenues for special events by \$10,000 to \$45,000 based on 2021 revenues already exceeding budget and allowing for additional revenues in 2022 with additional park pavilion rentals would reduce the levy by \$10,000.

## Total Levy reduction: \$120,000

These adjustments are not reflected in the current budget. Once the adjustments are approved by Council the document will be updated.

**Including the following expense cuts will achieve the 9% levy increase and include desired expenses for Capital Improvements and Wish List items.**

Reducing expenses is a bit more difficult, expenses could be reduced by \$55,000, with the following adjustments:

- Bank Fees reduced (\$10,000) new budgeted amount of \$22,000 under City Administration Other Expenses
- Communication and Technology reduced (\$5,000) new budgeted amount of \$15,000 under City Administration Professional Services
- Administration Legal Fees reduced (\$10,000) new budgeted amount \$70,000 under City Administration Professional Services
- Administration Court Prosecution Fees reduced (\$5,000) new budgeted amount \$20,000 under City Administration Professional Services
- Administration Insurance reduced (\$25,000) new budget amount \$17,000 under City Administration Other Services and Charges, insurance for all departments was paid out of this fund in 2021. Reducing the expense to \$17,000 falls in line with budgeted amounts for 2020 and prior years.

**Total adjustments: \$175,000**

These adjustments are also not reflected in the current budget. Once the adjustments are approved by Council the document will be updated.

A combination of reduced expenses and increased revenues is possible to get the levy to Council's desired 9% increase over 2021, or \$2,188,937.

**Utility Fund Budgets**

Utility Fund budgets have been updated to reflect expenses and revenues received through October 31, 2021. Lifeguards have been removed from the Docks Fund and put back in General Fund under Parks and Recreation.

Increases in Personnel costs prior to the addition of the Assistant City Manger and Assistant Public Works positions have been added to each department's footnotes.

Additionally, staff met with Baker Tilly for a review of the rate study that was done in 2019 for the water fund. In reviewing the current rates, it appears that the current base rate is between 2019 – 2020 recommended amount and the volume charge is between the 2020-2021 recommended amount. Staff recommends increasing the rates to the 2021 proposed amounts of:

Base Charge \$50.34 and Volume Charge of \$7.30 for 1-20 gallons, \$9.14 for 21-20 gallons and \$13.96 for 41+ gallons. This rate would increase a residential customer's bill by \$21.39 per quarter based on an average usage of 12,000 gallons per quarter.

Recommended Rate increase				Current	Proposed
			Increase	Res User	Res User
	Current	2022		12 gal/qtr	12 gal/qtr
Base	\$ 48.15	\$ 50.34	\$ 2.19	\$ 48.15	\$ 50.34
1-20	\$ 5.70	\$ 7.30	\$ 1.60	\$ 68.40	\$ 87.60
21-40	\$ 7.13	\$ 9.14	\$ 2.01	\$ -	\$ -
40+	\$ 10.70	\$ 13.69	\$ 2.99	\$ -	\$ -
				\$ 116.55	\$ 137.94

Staff also recommends having Baker Tilly do a refresh of the water rate study with the addition of a rate study for the Sewer and Surface Water Management rates. With the ongoing construction plans and narrow net positions projected in those funds, it would be helpful to have a study for the next five to seven years to keep the City on track with construction.

The costs for a refresh of the water fund would be \$5,000 and a rate study for each of the Sewer and Storm Water Management would be \$6,500 each.

Overall, adopting a General Fund Budget with a 9% levy increase over 2021 and approving the recommended rate schedule increase for the water fund will have a total effect on an average resident with a \$500,000 home as follows: increase in property tax of \$129 and increase in utilities of \$85.56 for a total increase of \$214.56.

**Council Action: Discuss and provide staff with direction.**

**Attachments:**

2022 Preliminary General Fund Budget and 2022 Utility Fund Budgets

**CITY OF EXCELSIOR  
2022 BUDGET  
General Fund Revenues**

Account Description	2018 Amount	2019 Amt	2020 Amt	2021 10/31/21	2021 Budget	2022 Proposed Budget	Average
Current Ad Valorem Taxes	\$ 1,215,813	\$1,322,442	\$1,255,317	\$708,167	\$1,387,210	\$1,239,439	\$1,295,195
Delinquent Ad Valorem Taxes	\$ 2,393	\$15,213	\$23,931	\$62,293	\$15,000	\$15,000	\$14,134
Fiscal Disparities	\$ 32,944	\$37,584	\$38,431	\$21,826	\$34,000	\$34,000	\$35,740
Franchise Fees	\$ 70,225	\$70,176	\$70,397	\$35,238	\$70,750	\$70,750	\$70,387
Penalties and Interest AdValTx	\$ 434	\$773	\$1,928	\$15,061	\$0	\$780	\$784
Alcoholic Beverages	\$ 83,850	\$103,260	\$67,993	\$72,210	\$95,000	\$95,000	\$87,526
Cigarettes & Tobacco	\$ 1,138	\$975	\$1,138	\$975	\$980	\$980	\$1,058
Garbage Haulers	\$ 510	\$6,950	\$1,175	\$2,050	\$3,750	\$2,500	\$3,096
Sidewalk Café Permits	\$ 300	\$600	\$0	\$0	\$300	\$600	\$300
Special Events	\$ 21,074	\$56,499	\$21,844	\$46,615	\$45,000	\$35,000	\$36,104
Peddlers License	\$ 2,040	\$2,424	\$1,331	\$720	\$500	\$1,000	\$1,574
Alarm System Permit	\$ -	\$300	\$200	\$0	\$200	\$200	\$175
Refueling Permit	\$ -	\$450	\$0	\$0	\$500	\$0	\$238
Right of Way Registration Fee	\$ 40	\$0	\$83	\$0	\$50	\$50	\$43
Building Permits	\$ 72,519	\$148,212	\$52,413	\$90,117	\$35,000	\$80,000	\$77,036
Sign Permits	\$ 2,184	\$1,708	\$741	\$632	\$1,200	\$1,000	\$1,458
Mech Permit-Base & Unit Chrg	\$ 11,028	\$18,747	\$14,054	\$15,414	\$12,000	\$14,000	\$13,957
Plumbing Permits	\$ 5,208	\$8,442	\$4,616	\$5,861	\$4,130	\$4,600	\$5,599
Right of Way Permits	\$ 3,720	\$2,404	\$3,223	\$1,720	\$2,000	\$2,000	\$2,837
Animal Licenses	\$ 130	\$375	\$275	\$345	\$190	\$300	\$243
Parking Permits	\$ 6,683	\$8,458	\$7,073	\$15,590	\$7,800	\$18,000	\$7,503
Multiple Dwellings Lic/Permits	\$ 28,520	\$28,920	\$3,920	\$41,280	\$29,000	\$31,000	\$22,590
Miscellaneous Permits	\$ 1,441	\$3,559	\$11,316	\$10,303	\$4,000	\$6,000	\$5,079
Federal Grants and Aids			\$46,912				\$46,912
PERA Aid	\$ 3,095	\$3,095	\$3,095	\$0	\$3,100	\$3,100	\$3,096
County Grants	\$ -	\$0	\$2,583	\$25,137	\$0		\$646
Other County Grants/Aid	\$ -	\$10,000	\$9,177	\$21,080	\$0		\$4,794
Zoning and Subdivision Fees	\$ 1,800	\$5,050	\$7,128	\$750	\$3,000	\$3,000	\$4,245
Plan Check Fee	\$ 39,827	\$83,353	\$33,953	\$40,603	\$60,000	\$40,000	\$54,283
Application Process Fees	\$ 7,853	\$9,962	\$4,690	\$8,580	\$7,000	\$7,000	\$7,376
Assessment Search Fees	\$ -	\$0	\$0	\$50	\$5,000	\$2,000	\$1,250
Parking Meters	\$ 240,327	\$321,619	\$245,299	\$373,824	\$350,000	\$250,000	\$289,311
Park Grounds Rental	\$ 30,075	\$0	\$10	\$0	\$0	\$0	\$7,521
Garden Plots Rental	\$ 2,385	\$2,095	\$2,260	\$2,930	\$2,500	\$3,000	\$2,310
Park Vendor Lease Agmt	\$ 10,400	\$10,629	\$0	\$2,589	\$22,000	\$22,000	\$10,757
Cemetery Lots	\$ 7,100	\$2,555	\$0	\$8,350	\$2,000	\$2,000	\$2,914
Fines and Forfeits	\$ 2,098	\$0	\$1,536	\$48,429	\$2,500	\$2,500	\$1,533
Municipal Court Fines	\$ 816,454	\$84,785	\$62,507	\$0	\$80,000	\$77,000	\$260,937
Animal Control Fines	\$ -	\$40	\$40	\$0	\$75		\$39
Special Assessments - Current	\$ -	\$0	\$0	\$274	\$0		\$0
Miscellaneous Revenues	\$ 961	\$16,188	\$11,938	\$66,335	\$5,000	\$5,000	\$8,522
Interest Earnings	\$ 8,239	\$39,341	\$27,340	\$4	\$8,000	\$5,000	\$20,730
Kayak Rental Revenue Sharing	\$ 5,599	\$4,569	\$0	\$0	\$0	\$500	\$2,542
Rent-Water Tower Antennae	\$ 39,680	\$33,600	\$40,608	\$1,962	\$35,600	\$36,668	\$37,372
Refunds & Reimbursements	\$ 1,778	\$32,316	\$4,130	\$14,166	\$13,550	\$14,000	\$12,943
Insurance Dividend	\$ 1,629	\$1,509	\$3,552	\$0	\$15,000	\$5,000	\$5,423
Concerts in the Park	\$ 4,920	\$0	\$0	\$0	\$0	\$1,000	\$1,230
Transfer From Other Fund	\$ 80,000	\$165,579	\$100,000	\$100,000	\$100,000	\$120,000	\$111,395
	<b>\$ 2,866,413</b>	<b>\$2,664,758</b>	<b>\$2,188,153</b>	<b>\$1,861,479</b>	<b>\$2,463,385</b>	<b>\$2,250,967</b>	<b>\$2,545,677</b>

CITY OF EXCELSTOR								
2022 BUDGET								
General Fund Expenditures by Department								
	2018	2019	2020	2021	2021	2022	Dollar	Percent
	ACTUAL	ACTUAL	ACTUAL	BUDGET	10/31/2021	BUDGET	Change	Change
<b>GENERAL FUND</b>								
<b>COUNCIL</b>								
Wages and Benefits	14,209	13,779	12,651	14,400	11,902	14,211	(189)	-1%
Professional Services	1,603	5,699	21,370	1,300	930	1,000	(300)	-30%
Education and Training	-	255	272	530	938	530	-	0%
Community Events and Support	6,100	6,560	6,900	5,000	5,246	5,000	-	0%
Total Council	21,912	26,293	41,193	21,230	19,017	20,741	(489)	-2%
<b>CITY MANAGER/CITY CLERK</b>								
Wages and Benefits	106,063	109,819	125,355	139,475	109,313	198,812	59,337	43%
Education and Training	5,269	4,964	2,298	10,060	1,382	7,100	(2,960)	-29%
Total City Manager/City Clerk	111,332	114,783	127,653	149,535	110,694	205,912	56,377	38%
<b>ELECTIONS</b>								
Election Judge Pay	2,759	-	2,000	-	-	3,000	3,000	100%
Operating Supplies	4,061	970	6,987	200	925	3,400	3,200	94%
Repairs and Maintenance	-	-	-	600	-	600	-	0%
Total Elections	6,820	970	8,987	800	925	7,000	6,200	89%
<b>FINANCE</b>								
Wages and Benefits	34,269	74,513	46,905	234,946	112,349	72,055	(162,891)	-226%
Professional Services	-	-	-	3,910	1,220	-	(3,910)	0%
Education and Training	1,038	1,005	358	600	70	1,460	860	59%
Total Finance	35,307	75,518	47,263	239,456	113,640	73,515	(165,941)	-226%
<b>PLANNING AND ZONING</b>								
Wages and Benefits	50,885	79,014	83,867	84,417	51,204	93,668	9,251	10%
Professional Services	31,766	15,062	1,600	10,000	87,087	10,000	-	0%
Education and Training	954	1,134	340	4,750	156	3,700	(1,050)	-28%
Meeting Expense (Taping Meetings)	976	730	146	900	68	900	-	0%
Total Planning and Zoning	84,581	95,940	85,953	100,067	138,515	108,268	8,201	8%
<b>CITY ADMINISTRATION</b>								
Operating Supplies	20,947	26,773	27,454	55,350	57,939	55,650	300	1%
Professional Services	214,543	246,086	231,502	189,400	203,101	194,200	4,800	2%
Utilities	45,939	55,858	48,373	70,650	60,039	72,600	1,950	3%
Repair and Maintenance	9,460	15,859	11,003	11,766	7,577	12,000	234	2%
Other Services and Charges	34,302	44,201	39,380	32,615	47,563	49,655	17,040	34%
Capital Outlay	9,178	4,577	1,935	-	3,426	3,000	3,000	100%
Total City Administration	336,128	393,354	361,426	359,781	379,645	387,105	27,324	7%
<b>HERITAGE PRESERVATION</b>								
Education and Training	1,129	10,782	17,145	1,000	8,937	2,800	1,800	64%
Total Heritage Preservation	1,129	10,782	17,145	1,000	8,937	2,800	1,800	64%
<b>POLICE</b>								
Contracted Services	690,022	717,825	725,344	752,850	629,692	805,878	53,028	7%
Debt Service	67,311	69,477	14,878	71,900	71,899	74,246	2,346	3%
Total Police	757,333	787,302	740,222	824,750	701,591	880,124	55,374	6%
<b>FIRE CONTRACT</b>								
Contracted Services	118,885	153,835	138,486	152,560	250,728	171,264	18,704	11%
Debt Service	89,796	69,266	94,414	98,160	-	96,420	(1,740)	-2%
Total Fire Contract	208,681	223,101	232,900	250,720	250,728	267,684	16,964	6%

Wages and Benefits include all employee expenses: Full Time Salaries, PERA, FICA, Medicare, Health, Dental, Life and Worker's Compensation

Professional Services: Engineering fees, Accountant/Audit Services, The Planning Company, Legal fees.

Education and Training: Training and Conference fees, mileage

Operating Supplies: All supplies, fuel, shop supplies

Repairs and Maintenance: Costs related to repairing and maintaining all city equipment

Other Services and Charges: Bank fees, dues and subscriptions, taxes and license fees

CITY OF EXCELSIOR								
2022 BUDGET								
General Fund Expenditures by Department								
	2018	2019	2020	2021	2021	2022	Dollar	Percent
	ACTUAL	ACTUAL	ACTUAL	BUDGET	10/31/2021	BUDGET	Change	Change
<b>BUILDING INSPECTION</b>								
Professional Services	92,329	86,935	62,124	55,000	35,407	55,000	-	0%
<b>ENGINEERING</b>								
Professional Services	15,439	23,800	29,568	20,000	16,486	20,000	-	0%
<b>STREETS</b>								
Wages and Benefits	115,414	124,186	121,138	146,225	93,350	139,455	(6,770)	-5%
Operating Supplies	39,233	45,991	64,953	48,800	33,131	48,800	-	0%
Professional Services	5,579	5,982	3,298	5,940	295	5,940	-	0%
Education and Training	316	436	335	600	342	600	-	0%
Utilities	4,544	6,676	11,094	7,500	9,650	12,900	5,400	42%
Repair and Maintenance	15,651	9,281	5,565	9,870	31,890	9,220	(650)	-7%
Tree Care	16,925	19,930	17,167	20,000	8,600	20,000	-	0%
Capital Outlay	44,241	-	-	-	-	-	-	-
Total Streets	241,903	212,482	223,550	238,935	177,257	236,915	(2,020)	-1%
<b>PARK MAINTENANCE</b>								
Wages and Benefits	153,921	155,569	159,312	155,922	122,524	162,639	6,717	4%
Operating Supplies	19,672	26,901	27,902	27,300	14,101	19,300	(8,000)	-41%
Professional Services	8,560	16,042	19,777	11,100	27,229	22,100	11,000	50%
Education and Training	474	1,232	505	500	286	500	-	0%
Utilities	10,698	10,528	12,148	9,631	9,585	10,600	969	9%
Repair and Maintenance	15,326	10,981	6,801	13,150	10,259	10,300	(2,850)	-28%
Tree Care	-	-	4,626	11,000	11,359	15,000	4,000	27%
Capital Outlay	-	15,286	-	-	-	-	-	-
Total Park Maintenance	208,651	236,539	231,071	228,603	195,343	240,439	11,836	5%
<b>RECREATION</b>								
Lifeguards	21,100	24,123	-	-	-	20,000	20,000	100%
Concerts in the Park	9,703	8,937	385	-	363	1,000	1,000	100%
Concession Stand	-	-	-	-	-	-	-	0%
Total Recreation	30,803	33,060	385	-	363	21,000	21,000	100%
<b>CEMETERY</b>								
Wages and Benefits	20,991	20,797	20,360	22,710	15,656	29,459	6,749	23%
Operating Supplies	1,151	1,712	2,282	1,640	104	1,600	(40)	-3%
Professional Services	170	-	-	1,000	-	500	(500)	-100%
Total Cemetery	22,312	22,509	22,642	25,350	15,760	31,559	6,209	20%
<b>TOTAL GENERAL FUND</b>								
	2,174,660	2,343,368	2,232,082	2,515,227	2,164,308	2,555,716	40,488	1.58%

Wages and Benefits include all employee expenses: Full Time Salaries, PERA, FICA, Medicare, Health, Dental, Life and Worker's Compensation

Professional Services: Engineering fees, Accountant/Audit Services, The Planning Company, Legal fees

Education and Training: Training and Conference fees, mileage

Operating Supplies: All supplies, fuel, shop supplies

Repairs and Maintenance: Costs related to repairing and maintaining all city equipment

Other Services and Charges: Bank fees, dues and subscriptions, taxes and license fees

### Council Wish List Items

Priority	Amount	Item-Amount Estimated		Based on 2021 Levy	Enterprise Fnd/Docks
1	\$ 40,060	Assistant City Manager/City Attorney-Staff Request	See Memo from City Manager	1.99%	
2	\$ -	Utility Billing/Financial Software	Implement ASAP	0.00%	\$ 50,000
3	\$ 8,000	Market Rate Adjustment	See Wage Analysis City Manager	0.40%	\$ -
4	\$ 33,600	Assistant Public Works Supt. 42% Gen Fund	\$60,000 Salary + \$20,000 Benefits	1.67%	\$ 46,400
5	\$ 4,300	Staffing Study	Cost of 2020 Staffing Study	0.21%	
6	\$ -	Lifeguards	6% increase from 2019	0.00%	\$ 20,000
7	\$ 5,000	Cemetary Maintenance	Placeholder	0.25%	
8	\$ 5,000	Enhanced Downtown Beautification	Doubled current budget	0.25%	
9	\$ 10,000	Historic Preservation Fund	Placeholder	0.50%	
10	\$ 35,000	Extend Look/Feel of Water Street Study	Cost of East Town Small Area Plan	1.74%	
	<b>Amount</b>	<b>Item--Capital Improvements Wish List</b>			
	\$ 975,531	City Hall	Previous City Hall cost estimate		
	\$ -	Excelsior Studer Park	Need Estimate		
	\$ 225,000	St. Alban's Bay Bridge	2021-2029 CIP		
	\$ 1,277,000	Met Council Project	11/24/20 Pavement Management Plan		



CITY OF EXCELSIOR									
2022 BUDGET									
Water Fund									
	2018	Actual	2019 Actual	2020 Actual	2021 Budget	YTD 10.31.21	2022 Budget	Percent Change	Dollar Change
<b>Revenue</b>									
Charges for Services	512,654		696,088	739,937	711,479	649,990	750,000	5.14%	38,521
Interest Earnings	-		-	-	-	-	-	0.00%	-
Other Revenue	59,817		95,091	61,429	37,100	16,047	21,915	-69.29%	(15,185)
Transfer from Other Fund	-		-	-	-	-	-		-
	<u>572,471</u>		<u>791,179</u>	<u>801,366</u>	<u>748,579</u>	<u>666,036</u>	<u>771,915</u>	3.02%	23,336
<b>Expenses</b>									
Personnel	82,968		126,287	147,246	125,113	113,815	192,356	34.96%	67,243
Supplies	38,015		62,349	69,784	101,070	33,529	49,341	-104.84%	(51,729)
Other Charges & Services	276,228		257,582	306,956	204,270	102,897	209,165	2.34%	4,895
Transfer Out	-		(6,572)	12,408	-	-	-		-
Depreciation	4,494		20,322	47,749	12,000	7,332	12,000	0.00%	-
Debt Service/Issuance Costs	81,313		88,805	115,949	82,024	104,460	443,230	81.49%	361,206
	<u>483,018</u>		<u>548,774</u>	<u>700,092</u>	<u>524,476</u>	<u>362,033</u>	<u>906,092</u>	42.12%	381,616
									-
<b>Change in Net Position</b>	<b>89,453</b>		<b>242,404</b>	<b>101,274</b>	<b>224,103</b>	<b>304,003</b>	<b>(134,177)</b>	267.02%	(358,280)
<b>BEGINNING FUND BALANCE</b>	<b>\$ 2,289,983</b>		<b>\$ 2,419,664</b>	<b>\$ 2,702,860</b>	<b>\$ 2,818,701</b>		<b>\$ 3,043,104</b>		
<b>ENDING FUND BALANCE</b>	<b>\$ 2,419,664</b>		<b>\$ 2,702,860</b>	<b>\$ 2,818,701</b>	<b>\$ 3,043,104</b>		<b>\$ 2,908,927</b>		

**Personnel** includes all employee related expenses—salaries, taxes, insurance, work comp

**Supplies** includes—motor fuels, chemicals, clothing, and maintenance supplies.

**Other Charges and Services** includes—all professional services including engineering fees and accounting/auditing, lab testing, travel/school expenses, utilities, repairs and maintenance, insurance, and capital outlay

Included in Personnel are costs for the following:

Assistant City Manager--\$13,293

Assistant Public Works Director--\$12,800

Personnel costs were up \$48,050 or 28% before Asst. Manager and Asst. Public Works positions

Included in Other Charges and Services is \$7,143 for new billing software

CITY OF EXCELSIOR									
2022 BUDGET									
Sewer Fund									
	2018	Actual	2019 Actual	2020 Actual	2021 Budget	YTD 10.31.21	2022 Budget	Percent Change	Dollar Change
<b>Revenue</b>									
Charges for Services		50,037	60,696	56,922	22,000	57,705	44,800	50.89%	22,800
Interest Earnings		14,824	36,809	35,621	7,500	-	7,500	0.00%	-
Other Revenue		474,379	523,870	571,304	671,130	481,273	610,700	-9.90%	(60,430)
		<u>539,242</u>	<u>621,375</u>	<u>663,847</u>	<u>700,630</u>	<u>538,978</u>	<u>663,000</u>	-5.68%	(37,630)
<b>Expenses</b>									
Personnel		90,695	141,754	181,038	117,929	123,339	204,382	42.30%	86,453
Supplies		(10,914)	30,896	10,959	15,500	13,623	13,556	-14.34%	(1,944)
Other Charges & Services		309,894	312,100	348,829	279,232	193,161	293,924	5.00%	14,692
Transfer Out		-	(2,612)	(8,204)	-	-	-		-
Depreciation		11,872	15,196	8,965	15,000	13,724	15,000	0.00%	-
Debt Service		23,065	32,231	66,008	21,602	64,335	214,568	89.93%	192,966
		<u>424,612</u>	<u>529,566</u>	<u>607,595</u>	<u>449,264</u>	<u>408,182</u>	<u>741,430</u>	39.41%	292,166
<b>Change in Net Position</b>		<b>114,630</b>	<b>91,809</b>	<b>56,252</b>	<b>251,366</b>	<b>130,797</b>	<b>(78,430)</b>	420.50%	(329,796)
<b>BEGINNING FUND BALANCE</b>		<b>\$ 2,705,433</b>	<b>\$ 2,853,614</b>	<b>\$ 2,964,427</b>	<b>\$ 3,043,103</b>		<b>\$ 3,100,639</b>		
<b>ENDING FUND BALANCE</b>		<b>\$ 2,853,614</b>	<b>\$ 2,964,427</b>	<b>\$ 3,043,103</b>	<b>\$ 3,100,639</b>		<b>\$ 3,022,209</b>		

**Personnel** includes all employee related expenses—salaries, taxes, insurance, work comp

**Supplies** includes—motor fuels, chemicals, clothing, and maintenance supplies.

**Other Charges and Services** includes—all professional services including engineering fees and accounting/auditing, travel/school expenses, utilities, repairs and maintenance, insurance, and capital outlay

Included in Personnel are costs for the following:

Assistant City Manager--\$13,293

Assistant Public Works Director--\$16,000

Personnel costs were up \$64,060 or 35% before Asst. City Manager and Asst. Public Works positions

Included in Other Charges and Services is \$7,143 for new billing software

CITY OF EXCELSIOR										
2022 BUDGET										
Solid Waste Fund										
	2018	Actual	2019 Actual	2020 Actual	2021 Budget	YTD 10.31.21	2022 Budget	Percent Change	Dollar Change	
<b>Revenue</b>										
Charges for Services	148,157		151,592	155,047	150,390	135,868	158,450	5.09%	8,060	
Interest Earnings	-		-	-	-	-	-	0.00%	-	
Grant Revenue	609		2,023	1,119	-	-	-	0.00%	-	
	148,766		153,614	156,166	150,390	135,868	158,450	5.09%	8,060	
<b>Expenses</b>										
Refuse										
Personnel	10,293		19,730	7,914	12,584	10,125	22,332	43.65%	9,748	
Other Charges & Services	105,982		116,680	118,758	117,290	91,553	116,756	-0.46%	(534)	
Recycling										
Personnel	11,743		15,655	16,924	12,584	10,125	22,338	43.67%	9,754	
Other Charges & Services	22,955		28,597	46,238	40,855	20,485	38,376	-6.46%	(2,479)	
Transfer Out	-		-	-	-	-	-		-	
	150,973		180,661	189,833	183,313	132,289	199,802	8.25%	16,489	
<b>Change in Net Position</b>	<b>(2,207)</b>		<b>(27,047)</b>	<b>(33,667)</b>	<b>(32,923)</b>	<b>3,580</b>	<b>(41,352)</b>	20.38%	(8,429)	

Personnel includes all employee related expenses—salaries, taxes, insurance, work comp

Other Charges and Services includes—all professional services accounting/auditing, utilities, repairs and maintenance and insurance

Included in Refuse Personnel are costs for the following:

Assistant City Manager--\$4,431

Included in Recycling Personnel are costs for the following:

Assistant City Manager--\$4,431

Personnel costs were up \$7,617 or 38% before Asst. City Manager position

CITY OF EXCELSIOR									
2022 BUDGET									
Street Lighting Fund									
	2018	Actual	2019 Actual	2020 Actual	2021 Budget	YTD 10.31.21	2022 Budget	Percent Change	Dollar Change
<b>Revenue</b>									
Charges for Services		59,248	64,378	65,870	61,620	59,192	65,000	5.20%	3,380
Interest Earnings		61	366	640	70	-	100	30.00%	30
		59,309	64,744	66,510	61,690	59,192	65,100	5.24%	3,410
									-
<b>Expenses</b>									
Personnel		8,171	12,227	3,242	11,099	9,819	16,719	33.61%	5,620
Supplies		391	492	213	425	-	462	8.01%	37
Other Charges & Services		41,278	39,183	32,909	39,750	7,796	46,957	15.35%	7,207
Transfers Out		-	-	10,050	6,000	-	-		(6,000)
		49,840	51,902	46,413	57,274	17,614	64,138	10.70%	6,864
									-
<b>Change in Net Position</b>		<b>9,469</b>	<b>12,842</b>	<b>20,096</b>	<b>4,416</b>	<b>41,577</b>	<b>962</b>	-359.04%	(3,454)

**Personnel** includes all employee related expenses—salaries, taxes, insurance, work comp

**Supplies** includes—motor fuels, chemicals, clothing, and maintenance supplies

**Other Charges and Services** includes—all professional services including accounting/auditing, travel/school expenses, utilities, repairs and maintenance, insurance, and capital outlay

Included in Personnel are costs for the following:

Assistant City Manager--\$4,431

Assistant Public Works Director--\$800

Personnel costs were up \$3,380 or 5% before Asst. City Manager and Asst. Public Works positions

Included in Other Charges and Services is \$7,143 for new billing software

**CITY OF EXCELSIOR  
2022 BUDGET  
Docks Fund**

	2018	Actual	2019 Actual	2020 Actual	2021 Budget	YTD 10.31.21	2022 Budget	Percent Change	Dollar Change
<b>Revenue</b>									
Commercial Leased Docks		98,228	106,977	23,086	-	110,986	110,000	100.00%	110,000
Public Docks		37,845	49,772	3,596	15,000	26,047	28,000	46.43%	13,000
Residential Docks		241,403	268,544	266,469	232,000	271,017	270,000	14.07%	38,000
Interest Earnings		2,463	5,793	4,229	3,200	-	3,000	-6.67%	(200)
		<b>379,939</b>	<b>431,086</b>	<b>297,380</b>	<b>250,200</b>	<b>408,050</b>	<b>411,000</b>	<b>39.12%</b>	<b>160,800</b>
<b>Expenses</b>									
Commercial Leased Docks									
Personnel		24,447	27,108	35,290	25,510	18,617	34,274	25.57%	8,764
Supplies		1,309	1,518	354	2,500	409	1,300	-92.31%	(1,200)
Other Charges & Services		25,377	27,692	27,928	25,870	19,776	35,834	27.81%	9,964
Public Docks								0.00%	-
Personnel		26,087	25,308	25,816	26,694	18,433	34,741	23.16%	8,047
Supplies		1,340	445	402	2,400	842	2,400	0.00%	-
Other Charges & Services		10,488	10,048	22,394	10,490	1,701	17,664	40.61%	7,174
Residential Docks									
Personnel		44,752	39,977	34,555	46,407	29,160	61,065	24.00%	14,658
Supplies		2,129	445	171	3,400	596	2,350	-44.68%	(1,050)
Other Charges & Services		37,356	19,931	19,206	18,437	6,157	45,434	59.42%	26,997
Depreciation		19,080	24,281	23,021	40,000	-	-	0.00%	(40,000)
Transfers Out		280,000	340,579	200,000	200,000	200,000	200,000	0.00%	-
		<b>472,365</b>	<b>517,332</b>	<b>389,137</b>	<b>401,708</b>	<b>295,690</b>	<b>435,062</b>	<b>7.67%</b>	<b>33,354</b>
<b>Change in Net Position</b>		<b>(92,426)</b>	<b>(86,246)</b>	<b>(91,757)</b>	<b>(151,508)</b>	<b>112,360</b>	<b>(24,062)</b>	<b>-529.66%</b>	<b>127,446</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 467,385</b>	<b>\$ 377,973</b>	<b>\$ 342,036</b>	<b>\$ 323,488</b>		<b>\$ 171,980</b>		
<b>ENDING FUND BALANCE</b>		<b>\$ 377,973</b>	<b>\$ 342,036</b>	<b>\$ 323,488</b>	<b>\$ 171,980</b>		<b>\$ 147,918</b>		

**Personnel** includes all employee related expenses—salaries, taxes, insurance, work comp

**Supplies** includes—motor fuels, chemicals, clothing, and maintenance supplies

**Other Charges and Services** includes—all professional services including engineering fees, accounting/auditing, travel/school expenses, utilities, dockmaster, repairs and maintenance, insurance, and capital outlay

Included in Commercial Leased Docks, Public Docks and Residential Docks Personnel are costs for the following:

Assistant City Manager--\$4,431

Assistant Public Works Director--\$1,600

Office Assistant and Accounting Clerk added in 2021--\$1,786

Personnel Costs for Commercial Docks were up \$5,033 or 16.48%, Public Docks were up \$4,316 or 13.92% and Residential Docks were up \$10,927 or 19% before Asst. City Manager and Asst. Public Works positions

Included in Commercial Leased Docks, Public Docks and Residential Docks Other Charges and Services each is \$7,143 for new billing software

CITY OF EXCELSIOR									
2022 Budget									
Surface Water Management Fund									
	2018	Actual	2019 Actual	2020 Actual	2021 Budget	YTD 10.31.21	2022 Budget	Percent Change	Dollar Change
<b>Revenue</b>									
Charges for Services		148,587	161,920	187,194	240,000	221,587	237,000	-1.27%	(3,000)
Interest Earnings		1,542	10,508	10,546	1,500	-	-	0.00%	(1,500)
Other Revenue		3,297	2,770	3,728	3,392	-	-	0.00%	(3,392)
		<b>153,426</b>	<b>175,198</b>	<b>201,468</b>	<b>244,892</b>	<b>221,587</b>	<b>237,000</b>	<b>-3.33%</b>	<b>(7,892)</b>
<b>Expenses</b>									
Personnel		53,922	73,524	83,741	85,030	58,853	123,107	30.93%	38,077
Supplies		2,395	3,205	597	3,900	2,785	4,900	20.41%	1,000
Other Charges & Services		25,985	38,070	22,078	20,550	27,615	27,157	24.33%	6,607
Depreciation		18,659	19,995	24,820	19,000	-	19,000	0.00%	-
Debt Service		14,301	18,985	37,234	13,152	33,278	126,689	89.62%	113,537
Transfers Out		-	-	(4,345)	-	-	-	0.00%	-
		<b>115,262</b>	<b>153,779</b>	<b>164,125</b>	<b>141,632</b>	<b>122,530</b>	<b>300,853</b>	<b>52.92%</b>	<b>159,221</b>
<b>Change in Net Position</b>		<b>38,164</b>	<b>21,419</b>	<b>37,343</b>	<b>103,260</b>	<b>99,056</b>	<b>(63,853)</b>	<b>261.72%</b>	<b>(167,113)</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 410,189</b>	<b>\$ 482,322</b>	<b>\$ 480,381</b>	<b>\$ 527,112</b>		<b>\$ 555,695</b>		
<b>ENDING FUND BALANCE</b>		<b>\$ 456,177</b>	<b>\$ 504,660</b>	<b>\$ 527,112</b>	<b>\$ 555,695</b>		<b>\$ 491,842</b>		

**Personnel** includes all employee related expenses—salaries, taxes, insurance, work comp

**Supplies** includes—motor fuels, chemicals, clothing, and maintenance supplies.

**Other Charges and Services** includes—all professional services including engineering fees and accounting/auditing, travel/school expenses, utilities, repairs and maintenance, insurance, and capital outlay.

Included in Personnel are costs for the following:

Assistant City manager--\$4,431

Assistant Public Works Director--\$11,200

Personnel costs were up \$24,746 or 23% before Asst. City Manager and Asst. Public Works positions

Included in Other Charges and Services is \$7,143 for new billing software

# MEMORANDUM

**Item:** | Item 4 - Water/Oak Street Gateway Master Plan Budget |  
**Date:** | November 15, 2021 |  
**From:** | Tim Amundsen- PW Superintendent |  
**Action:** | Provide direction |

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At the June 7<sup>th</sup> Joint Work Session with the Parks and Recreation (PNR) Commission, the City Council provided their list of goals for the PNR Commission. One of those goals was to revisit the Water/Oak Street Gateway project.

Since October of 2018, the PNR Commission has been working on proposed concepts to update the gazebo/gateway area located at the Water and Oak Street intersection. Several concepts were developed, and estimates ranged from \$300,000 to \$350,000. The City Council asked the PNR Commission to scale back the project and determine a revised scope.

Following discussion with the PNR Commission, they would like clarification on two items:

- Does the City Council see any iconic value or historical significance of the gazebo structure located at the Oak and Water Street intersection?
- The PNR Commission has proposed a revised, lowered budget of \$150,000 to develop a project with a scaled back scope that would potentially include a smaller welcoming sign than previously addressed in the concepts, improved infrastructure, and more native plantings that reflect the recent plantings done at The Commons and Water Street Trailhead project.

Clarification of the significance of the gazebo structure and the budget number the City Council is comfortable with would allow the PNR Commission better parameters to pursue the size and scope of the project.

## **Recommendation**

**Provide staff and the Parks and Recreation Commission with direction on whether to incorporate the gazebo structure into future planning efforts and determine a budget amount that the City Council is comfortable with the Commission pursuing for the Oak/Water Street Gateway Project.**