

#### CITY OF GRAND RAPIDS

### **Meeting Agenda Full Detail City Council Work Session**

Monday, September 14, 2015

4:00 PM

City Hall Conference Room 2A

CALL TO ORDER: Pursuant to due notice and call thereof a Special Meeting/Worksession of the Grand Rapids City Council will be held on Monday, September 14, 2015 at 4:00 p.m. in City Hall Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL: On a call of roll, the following members were present:

#### **Discussion Items**

1. 15-1609

2016 Budget Discussion

<u>Attachments:</u> Budget discussion information

2. 14-0789 Review 5:00 PM Regular Meeting

#### **ADJOURN**

Attest: Kimberly Gibeau, City Clerk



### CITY OF GRAND RAPIDS

### Legislation Details (With Text)

File #:

15-1609

Version: 1

Name:

**Budget discussion** 

Type:

Agenda Item

Status:

CC Worksession

File created:

9/9/2015

In control:

City Council Work Session

On agenda:

9/14/2015

Final action:

Title:

2016 Budget Discussion

Sponsors:

Indexes:

Code sections:

Attachments:

**Budget discussion information** 

Date

Ver. Action By

Action

Result

2016 Budget Discussion

#### CITY OF GRAND RAPIDS

### 2016 PROPOSED BUDGET CALENDAR

June 22	Aggregate budget for 2016 distributed to Department Heads
June 30	Initial budgets for 2016 submitted to Finance Department
July 27	Fire/Haz-Mat, Library, Community Development and Information Technology Departments present 2016 proposed budgets.
August 10	Initial presentation of 2016 preliminary City budget to Council. Continued Department presentation of 2016 proposed budgets: Fire/Haz Mat, Public Works/Fleet, Building Maintenance, Cemetery, Storm Water and Engineering/Airport.
August 24	Continued Department presentation of 2016 proposed budgets: Police/Domestic Animal Control Facility/Police Forfeiture, Recreation/Recreation Programs and Civic Center.
September 14	Continued Department presentation of 2016 proposed budgets: Administration/Council/City Wide, Finance and CIP Requests. Council review of 2016 proposed City budget before certification of proposed property tax levy.
September 28	City Council adoption of 2016 proposed budget and tax levy.
September 28	Certify tax levy to Itasca County.
October 13	Continued Department presentation of 2016 proposed budgets: Grand Rapids EDA and Pokegama Golf Course
October 26	Continued Department presentation of 2016 proposed budgets:
November 9	Continue refinement of 2016 proposed budgets:
November 16	Present proposed final 2016 budget to the City Council.
December 7	Truth in Taxation Public Hearing.
December 14	Adopt Final Tax Levy and Final Budget.
January 2016	Publish Budget Book.

# CITY OF GRAND RAPIDS ADMINISTRATION DEPARTMENT ACTUAL 2011-2014 EXPENDITURES, 2015 BUDGET, YEAR TO DATE, PROPOSED 2016 BUDGETS

	2011	2012	2013	2014	2015	ACTUAL YTD	PROPOSED 2016
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	6/30/2015	BUDGET
PERSONNEL							
Salary-Fulltime	252,138	259,458	298,000	276,025	280,232	135,303	288,729
Salary-Overtime	-	-	_	-	-	-	_
Salary-Parttime	15,807	4,369	-	4,818	8,000	2,104	8,000
Salary-Parttime Overtime	-	7	-	-	-	-	-
Election Judges	-	9,818	-	9,099	-	-	16,000
PERA	19,339	18,709	21,142	19,926	21,243	9,868	21,880
FICA	15,373	14,992	17,080	16,388	17,870	7,927	18,396
Medicare	3,595	3,506	3,995	3,833	4,179	1,854	4,303
Health Insurance	41,097	30,856	48,714	42,414	44,557	22,277	49,992
Life Insurance	573	597	651	693	689	361	689
Dental Insurance	526	594	685	637	655	328	676
Unemployment		6,232	. 700		-	-	
Workers Compensation	1,908	1,400	1,789	2,172	2,000	886	2,000
TOTAL PERSONNEL	350,356	350,538	392,056	376,005	379,425	180,908	410,665
SUPPLIES & MATERIALS							
Office Supplies	1,674	1,663	1,317	1,695	1,500	434	1,500
Copy Supplies	68	133	142	219	160	(3)	150
Computer Supplies	1,258	296	476	1,067	500	190	500
Computer Software	-	-	-	743	-	-	-
Training Supplies	-	-	17	179	-	-	-
Assets between \$700-\$4,999	721	3,759	4,070	720	5,000	4,125	-
Inventorial Supplies	848	665	2,383	822	1,000	-	1,000
Operating Supplies	-	-	185	394	-	50	
TOTAL SUPPLIES/MATERIALS	4,569	6,516	8,591	5,839	8,160	4,796	3,150
OTHER CHARGES & SERVICES							
Elections	2,661	3,086	225	2,820		(100)	3,000
Professional Services	4,079	21,117	1,595	922	_	(100)	3,000
Legal-Civil	41,050	51,725	49,645	1,516		351	
Legal-Employment Negotiation	17,250	7,534	3,756	31,975	5,000	975	5,000
Recording Fees	46	7,004	-	-	-	-	
Municipal Code Update	1,292	4,425	4.898	2.344	5,000	2,450	5,000
Telephone	2,483	2,161	2,054	1,866	2,500	707	2,500
Postage/Freight	1,213	1,349	1,135	2,639	1,200	34	1,600
Prof Administrator Expense	12,350	14,400	4,900	-	-	-	-
Seminar/Meetings/Schools	7,339	8,213	2,289	6,153	8,000	3,722	8,000
Staff Training	800	56	682	7,335	2,000	53	5,000
Auto Mileage	-	-	325	101	-	-	-
Publishing & Advertising	4,321	4,771	5,709	3,642	6,000	3,586	6,000
City Newsletter	-	-	884	1,590	4,000	-	
General Insurance	940	1,335	1,300	1,208	1,800	611	1,200
Maintenance Contracts	1,263	1,886	885	1,096	1,500	-	1,500
Miscellaneous	30	183	1,169	-	-	-	
Dues & Subscriptions	1,598	1,277	1,439	1,918	1,700	959	2,000
Copy Machine Lease	4,514	4,358	4,156	3,893	4,800	1,944	4,000
TOTAL OTHER CHARGES/SER	103,229	127,876	87,045	71,018	43,500	15,292	44,800
GRAND TOTAL	458,154	484,930	487,692	452,862	431,085	200,996	458,615

7/6/15 Human rights line item was moved to City Wide.

## CITY OF GRAND RAPIDS COUNCIL ACTUAL 2011-2014 EXPENDITURES, 2015 BUDGET, YEAR TO DATE, PROPOSED 2016

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	ACTUAL YTD 6/30/2015	PROPOSED 2016 BUDGET
				Proposition and Control of the Contr	May work to produce the control of t		
PERSONNEL Solomi Fullkings	20 400	20.400	27.000	20.400	38,400	19,200	38,400
Salary-Fulltime PERA	38,400 1,440	38,400 1,440	37,800 1,140	38,400 1.080	1,080	600	1,440
FICA	595	595	930	1,042	1,042	484	595
Medicare	557	557	548	557	557	278	557
Life Insurance	98	98	94	87	123	30	123
Workers Compensation	95	76	99	129	125	842	125
TOTAL PERSONNEL	41,185	41.166	40,611	41,295	41,326	21,434	41,240
-	41,105	41,100	40,011	41,293	41,320	21,454	41,240
SUPPLIES & MATERIALS							
Office Supplies	-	-	-	34	-	17	_
Copy Supplies	62	70	108	89	-	-	-
Training Suplies	-	-	-	-	-	-	-
Inventorial Supplies	736	-	384	46	-		_
Operating Supplies	41		_		_		-
TOTAL SUPPLIES & MATERIALS	839	70	492	169	-	17	-
OTHER CHARGES & SERVICES							
Community Celebrations	3,500	3,500	3,500	3,500	3,500	3,500	6,000
Professional Services	-	-	-	-	-	-	
Legal	34,388	34,010	31,983	-		-	
Telephone	-	-	488	777	840	481	850
Postage/Freight	26	15	-	3	100	4.004	4 000
Seminar/Meetings/Schools	2,452	203	99	147	160	1,034	1,000
Board Training	-	~	-	-	-	~	-
Publishing & Advertising		7.407	919	4 004	4 000	4.040	2.000
General Insurance	8,300	7,197	1,869	1,821	1,900	1,940	2,800
Maintenance Contracts	667	688	635	424	750	-	700
Gen'l Equipment Maint/Rprs	-	-	110	-	-	-	
Miscellaneous	22.224	24.052	140	20.400	25 000	20 004	29,000
Dues & Subscriptions	22,331	24,253	25,118	26,166	25,000	28,804	29,000
Itasca County Historical Soc	~	-	-	-	-	-	-
Contribution to Itasca Cty Ag As Truth in Taxation	1.051	4.400	4 402	4 000	1 100	-	1,100
	1,051	1,102	1,193	1,022	1,100	-	1,000
Volunteer Recognition TOTAL OTHER CHARGES & SERV	72,714	70,968	65,943	<u>284</u> 34,144	33,250	35,759	42,450
TOTAL OTHER CHARGES & SERV_	12,114	70,968	65,943	34,144	33,230	35,739	42,400
TOTAL EXPENDITURES	114,738	112,204	107,046	75,608	74,576	57,210	83,690

7/6/15 Added \$1,000 for Volunteers and \$2,500 for 125th City Anniversary.

# CITY OF GRAND RAPIDS CITY WIDE ACTUAL 2011-2014 EXPENDITURES, 2015 BUDGET AND PROPOSED 2016

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	ACTUAL YTD 6/30/2015	PROPOSED 2016 BUDGET
Classification contingency		_	_	_	, ,		
Cash (over)/short		-	-	(2)	-	(1)	-
Copy Supplies/Postage	-	-	-		-	5,633	-
Work Comp Deductible		500	-	-	_	_	
Health Co-pay-49'rs	13,562	11,590	9,977	7,257	8,500	1,000	8,500
Employee Assistance Program	1,944	1,962	413	1,112	2,000	554	2,000
Computer Replacement	5,302	19,247	13,900	5,791	10,926	9,552	8,000
Miscellaneous	7,262	204	4,785	8,158	-	-	-
Professional Services	358	12,104	23,407	-	35,000	28,811	40,000
Flex Benefit Plan	1,160	1,308	780	1,214	1,500	219	1,500
City Wide - Legal	-	-	-	110,400	114,000	57,000	120,000
City Wide - Computer Maintenance			8,549	6,534	7,000	1,384	7,000
Long Term Disability	3,852	3,659	3,550	3,963	4,000	1,971	4,000
City's Add'I 20/80 Ins Deduct	37,793	24,438	28,969	24,169	27,500	555	27,500
Health Insurance Deduct Contrib	117,580	119,950	129,300	137,300	118,200	111,800	108,000
Health & Wellness Program	3,629	6,488	4,633	2,797	7,500	3,849	7,500
Arts & Culture Expenditures	-	-	-	39,250	3,000	10,179	5,000
Human Rights Commission	3,588	2,190	4,406	1,035	3,000	700	5,000
Bad Debt Expense	-	-	-	319			
IEDC Fed EDA Grant Exp		-	-	-	-		-
Bldg Condemnation/Judgements		-	-	45,679	-		-
Pmt to Component Unit		-	-	-	-		
Retirees Insurance	6,150	5,554	11,631	-	12,000	5,314	12,500
Retirees Ins Contribution	122,500	120,000	190,000	-	10,000	10,000	-
Admin Fee-EDA lease rev bonds		-	-	-	-		-
MC/VISA charges	1,407	1,276	2,164	2,722	2,500	1,732	2,800
Bank Charges	-	957	614	1,285	1,000	709	1,500
Electric-PD Impound Lot	394	122	-	-	-		-
Accounting software upgrades	6,108	-	-	-	-		_
Police & Fire Radio depreciation	19,323	19,322	21,606	21,521			-
GIS - ELA		755	19,450	25,500	19,450	8,375	12,750
City Work - Permit							13,800
Software Maintenance Contracts							56,650
Website Design	-	-	-	8,517	5,000		5,000
	351,911	351,626	478,133	454,521	392,076	259,336	449,000
*	-	-					

10/28/14 Prof. Services include \$30,000 for lobbying costs & \$5,000 for TASC fees. 7/6/15 Added Human Rights Commission budget from Adm. 8/10/15 Added \$500 for workstation in F.D.

Software Maintenance Contracts	Budget 2016
From IT	37,000
From Finance	19,650
	56.650

## CITY OF GRAND RAPIDS FINANCE DEPARTMENT ACTUAL 2011-2014 EXPENDITURES, 2015 BUDGET, YEAR TO DATE, PROPOSED 2016 BUDGET

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	ACTUAL YTD 6/30/2015	PROPOSED 2016 BUDGET
PERSONNEL							
Salary-Fulltime	246,283	250.113	291,391	275,349	285.909	135.028	298.696
Salary-Overtime	-			-	-	-	
PERA	17,855	18,133	20,291	19.860	21,443	10,036	22,402
FICA	14,365	14,729	16,642	16,261	17,726	7,890	18,518
Medicare	3,359	3,445	3,892	3,803	4,146	1,845	4,331
Health Insurance	38,699	38,356	46,073	52,460	58,957	29,477	64,992
Life Insurance	98	98	121	50	123	62	123
Dental Insurance	565	593	586	671	655	328	676
Vision Insurance	-	1	-		-	-	
Unemployment	0	-	-	-	-	-	
Workers Compensation	1,869	1,220	1,411	2,040	1,900	808	1,900
TOTAL PERSONNEL	323,095	326,688	380,408	370,494	390,860	185,474	411,638
SUPPLIES & MATERIALS							
Office Supplies	927	793	1,250	1,073	1,250	184	1,000
Copy Supplies	311	417	363	406	500	-	500
Printing/Binding	688	329	457	396	550	175	550
Computer Supplies	2,043	1,185	1,148	1,849	1,800	1,177	2,075
Training Supplies	-	-	170	-	-	40	-
Assets between \$700-\$4,999	6,675	4,227	-	837	1,000	-	1,000
Inventorial Supplies	795	1,529	1,926	1,770	1,000	1.570	1,000
TOTAL SUPPLIES & MATERIAL	11,438	8,480	5,315	6,331	6,100	1,576	6,125
OTHER CHARGES & SERVICES							
Professional Services	1,700		980	2.875	_	_	_
Auditing/Accounting	26,687	24.156	30.393	29.704	31,000	31,636	32,000
Legal	644	222	1,217	346	200	-	200
Telephone	2.115	1,566	1.762	1,622	1,700	580	1,500
Postage/Freight	2.057	2.143	2,499	2.204	2,300	77	2,350
Seminar/Meetings/Schools	2,662	1,805	516	1.789	2,500	-	2,500
Publishing & Advertising	746	827	1,563	1,864	900	303	1,500
General Insurance	844	1,174	1,145	1,122	1,400	719	1,300
Maintenance Contracts	17,770	22,905	22,428	21,744	26,000	20,486	5,850
Computer Maint/Repairs	174	143	-	-	-	-	_
General Eqpt Maint/Rpairs	-	-	-	75	-	-	_
Miscellaneous	-	12	140	-	-	-	_
Dues & Subscriptions	1,400	1,440	1,400	1,349	1,600	840	1,500
TOTAL OTHER CHARGES & SE	56,799	56,393	64,044	64,694	67,600	54,641	48,700
CAPITAL OUTLAY	-		_				
Computer Equipment	-					-	
TOTAL EXPENDITURES	391,332	391,561	449,766	441,519	464,560	241,691	466,463

### City of Grand Rapids, Minnesota

Amended Capital Improvement Plan 2015 thru 2019

### PROJECTS BY FUNDING SOURCE

Source	Project# Prior	rity	2015	2016	2017	2018	2019	Total
CIP Fund								
Crack Sealing 16/34 & Taxiway	2015/AP-1	1	5,000					5,000
Airport Master Plan/eALP	2015/AP-2	2	8,750					8,750
City wide work flow and permit licensing	2015/City-1	2	50,000					50,000
Replace self check computer	2015/LIB-1	3		10,000				10,000
Remer/DeSchepper Park Development	2015/P&R-1	2	35,000					35,000
Roof Top - Unit 2 Replacement	2016/CH-2	1		30,000				30,000
TimeClock Plus Software	2016/FIN-1	2		12,835				12,835
Replace the City email server	2016/IT-2	2		11,500				11,500
Second Redundant VDI Host Server	2016/IT-4	2		15,000				15,000
PD Squad Mobile Replacement	2016/IT-5	1		17,500				17,500
Replace one virtual serer host computer.	2016/IT-6	1	10,000	10,000				20,000
Share in cost of remote data backup applicance	2016/IT-7	2		20,000				20,000
Dog Park Development	2016/P&R-2	3		10,000				10,000
Forest Lake Outdoor Rink	2016/P&R-3	3			40,000			40,000
Murphy Outdoor Rink	2016/P&R-4	3			40,000			40,000
City Limits Sign Replacement	2016/PW-6	1		20,000				20,000
RWY 5/23 Slurry Seal	2017/AP-1	2				15,000		15,000
Council Chambers Carpet Replacement	2017/CH-1	2			12,000			12,000
PD Squad Mobile Replacement	2017/IT-1	1			21,000			21,000
Blandin Beach Renovation-Phase I	2017/P&R-2	3			55,000			55,000
Blandin Beach Renovation-Phase 2	2017/P&R-3	3			50,000			50,000
City Limits Sign Replacement	2017/PW-4	1			20,000			20,000
GRSC Concession Stand Roof	2017/PW-6	1			7,000			7,000
RWY 16/34 - Resurface and Resolve L-O-S Issues	2018/AP-1	3				50,000		50,000
PD Squad Mobile Replacement	2018/IT-1	1				21,000		21,000
New City Limits Sign	2018/PW-2	1 _				20,000		20,000
CIP Fund To	tal	_	108,750	156,835	245,000	106,000		616,585
GRAND TOTA	AL		108,750	156,835	245,000	106,000		616,585