

# ***BEMIDJI CITY COUNCIL***

## ***Work Session Agenda***

**Tuesday, November 13, 2018**

**City Hall  
Conference Room  
5:30 P.M.**



1. CALL TO ORDER / ROLL CALL
  
2. JPB BUDGET
  
4. ADJOURNMENT

**NOTE:** Please switch all cellphones and pagers to a non-audible function during Council and Committee meetings.

	<b>2017 Actual</b>	<b>2018 Actual (9/27/18)</b>	<b>2018 Approved Budget</b>	<b>2019 Budget</b>	<b>2020 Preliminary Budget</b>
Expenses	\$304,684.46	\$230,027.54	\$314,900.00	\$317,237.00	\$326,274.00
Income	\$335,967.55	\$288,212.75	\$314,952.00	\$308,227.00	\$308,227.00
<b>Net Income</b>	<b>\$31,283.09</b>	<b>\$58,185.21</b>	<b>\$52.00</b>	<b>(\$9,010.00)</b>	<b>(\$18,047.00)</b>

## 2019 DRAFT Budget and 2020 Preliminary Budget

Account #	Expenses	<u>2017 Actual</u>	<u>2018 Actual through 09/27/2018</u>	<u>2018 Approved Budget</u>	<u>2019 Budget</u>	<u>2020 Preliminary Budget</u>
<b>Capital Costs</b>						
232-47500-40412	Rent Expense	7200.00	5400.00	7200.00	7200.00	7200.00
232-47500-40321	Telephone/Cell Phone Expenses	2897.38	1580.44	2000.00	2000.00	2000.00
	<b>Total Capital Costs</b>	<b>10097.38</b>	<b>6980.44</b>	<b>9200.00</b>	<b>9200.00</b>	<b>9200.00</b>
<b>Contract/Professional Services</b>						
232-47500-40301	Attorney, Engineering, GIS Mapping, Video Graphing Meetings, Septic Inspections and Other Miscellaneous Expenses	48113.00	25001.05	25200.00	25200.00	25200.00
	<b>Total Contract Services</b>	<b>48113.00</b>	<b>25001.05</b>	<b>25200.00</b>	<b>25200.00</b>	<b>25200.00</b>
<b>Insurance Expense</b>						
232-47500-40361	General Liability Insurance	3020.00	3420.00	2500.00	3200.00	3200.00
	<b>Total Insurance Expense</b>	<b>3020.00</b>	<b>3420.00</b>	<b>2500.00</b>	<b>3200.00</b>	<b>3200.00</b>
<b>Legal Publishing Expenses</b>						
232-47500-40351	Advertising, Recording Fees and Other Miscellaneous Expenses	2835.80	1521.20	4700.00	3500.00	3500.00
	<b>Total Legal Publishing</b>	<b>2835.80</b>	<b>1521.20</b>	<b>4700.00</b>	<b>3500.00</b>	<b>3500.00</b>
<b>Payroll Expenses</b>						
232-47500-40101	Planning Assistant Salary					
	Director Salary	179116.96	125670.52	179900.00	191387.00	197130.00
	Senior Planner Salary					
	Part-Time Site Analyst					
232-47500-40111	PTO	1294.55	1379.67	3000.00	3000.00	3100.00
232-47500-40122	FICA/Medicare	13384.37	10802.37	14000.00	14000.00	14500.00
232-47500-40121	PERA	12614.77	9425.37	500.00	14000.00	14500.00
232-47500-40131	Fringe Benefits	21015.42	31088.72	14000.00	34900.00	36994.00
232-47500-40112	Protective Footware	390.09	231.50	43500.00	300.00	300.00
232-47500-40113	Eyecare	0.00	50.00	0.00	50.00	50.00
232-47500-40151	Workers Compensation/Bonus	988.00	1683.00	3000.00	3000.00	3100.00
	<b>Total Payroll Expense</b>	<b>228804.16</b>	<b>180331.15</b>	<b>257900.00</b>	<b>260637.00</b>	<b>269674.00</b>

## 2019 DRAFT Budget and 2020 Preliminary Budget

<b>Account #</b>	<b>Expenses</b>	<b><u>2017 Actual</u></b>	<b><u>2018 Actual through 09/27/2018</u></b>	<b><u>2018 Approved Budget</u></b>	<b><u>2019 Budget</u></b>	<b><u>2020 Preliminary Budget</u></b>
<b>Special Projects</b>						
232-47500-40301	MN Design Team	0.00	0.00	0.00	0.00	0.00
232-47500-40301	Comprehensive Plan	0.00	0.00	0.00	0.00	0.00
	<b>Total Special Projects</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Office Supplies/Postage</b>						
232-47500-40201	Office Supplies and Other (employee recog/misc.)	2351.50	3584.38	3000.00	3000.00	3000.00
232-47500-40322	Postage	695.20	387.83	1000.00	1000.00	1000.00
	<b>Total Supplies</b>	<b>3046.70</b>	<b>3972.21</b>	<b>4000.00</b>	<b>4000.00</b>	<b>4000.00</b>
<b>Technology Expenses/Operating Supplies</b>						
232-47500-40211	MIS, Software, Website, Debit/Credit Machine, IPAD Fees	5082.33	1694.64	4900.00	5000.00	5000.00
	<b>Total Technology Expenses</b>	<b>5082.33</b>	<b>1694.64</b>	<b>4900.00</b>	<b>5000.00</b>	<b>5000.00</b>
<b>Training/Travel</b>						
232-47500-40331	Classes, Conferences, Milage and Membership Fees to the MNAPA	2633.21	5864.54	5000.00	5000.00	5000.00
232-47500-40433	Dues and Subscriptions	529.00	45.00	0.00		
	<b>Total Training</b>	<b>3162.21</b>	<b>5909.54</b>	<b>5000.00</b>	<b>5000.00</b>	<b>5000.00</b>
<b>Fixed Assets/Equipment/Equipment Repair</b>						
232-47500-40221	Furniture, Equipment (Computer Hardware, Copier, Fax), and City Vehicle (Chevy Trailblazer)	241.99	962.60	500.00	500.00	500.00
	<b>Total Fixed Assets</b>	<b>241.99</b>	<b>962.60</b>	<b>500.00</b>	<b>500.00</b>	<b>500.00</b>
<b>Motor Fuels</b>						
232-47500-40212	Cenex Gas Card	280.89	234.71	1000.00	1000.00	1000.00
	<b>Total Fuels</b>	<b>280.89</b>	<b>234.71</b>	<b>1000.00</b>	<b>1000.00</b>	<b>1000.00</b>
	<b>TOTAL ALL EXPENSES</b>	<b>304684.46</b>	<b>230027.54</b>	<b>314900.00</b>	<b>317237.00</b>	<b>326274.00</b>

## 2019 DRAFT Budget and 2020 Preliminary Budget

<u>Account #</u>	<u>Account</u>	<u>2017 Actual</u>	<u>2018 Actual through 9/27/2018</u>	<u>2018 Approved Budget</u>	<u>2019 Budget</u>	<u>2020 Preliminary Budget</u>
<b>Revenue/Fees</b>						
232-00000-32213	Septic Permits	16,350.00	11,400.00	18,000.00	16000.00	16000.00
232-00000-32214	Site/Field Verification Fees	7,575.00	9,125.00	12,000.00	12000.00	12000.00
232-00000-32215	Variance - Commercial	3,000.00	2,500.00	2,500.00	3000.00	3000.00
232-00000-32216	Variance - Residential	8,000.00	500.00	5,000.00	3000.00	3000.00
232-00000-32217	Interim/Conditional Use Permit	5,750.00	4,600.00	6,000.00	6000.00	6000.00
232-00000-32218	Lot Divide/Realign/ Combo	4,175.00	1,650.00	3,500.00	3000.00	3000.00
232-00000-32219	LU - Commercial	9,258.50	7,589.75	2,500.00	4000.00	4000.00
232-00000-32220	LU - New Home	12,151.40	24,205.00	22,000.00	25000.00	25000.00
232-00000-32221	LU - Other	9,253.40	2,886.00	2,000.00	2000.00	2000.00
232-00000-32222	CIC/PUD	3,900.00	750.00	2,500.00	2500.00	2500.00
232-00000-32223	Plat Review (Pre & Final)	-	-	-	0.00	0.00
232-00000-34940	Zoning Ammendment	2,750.00	550.00	2,200.00	1100.00	1100.00
232-00000-34952	Signs	8,740.00	7,180.00	7,500.00	7500.00	7500.00
232-00000-34954	Other	18,861.73	-	5,000.00	2000.00	2000.00
232-00000-34954	Home Occupation T-II	125.00	250.00	125.00	250.00	250.00
232-00000-34954	Animal Permit	100.00	100.00	150.00	100.00	100.00
232-00000-34954	Services, Misc. (Esc. Attor. Eng. Services)	6,902.00	-	8,000.00	5000.00	5000.00
232-00000-34954	Shoreland Alteration	1,050.00	600.00	1,250.00	1050.00	1050.00
232-00000-34954	Tree Preservation	300.00	300.00	300.00	300.00	300.00
	<b>Total Fees</b>	<b>118,242.03</b>	<b>74,185.75</b>	<b>100,525.00</b>	<b>93,800.00</b>	<b>93,800.00</b>
	<b>Sub-total</b>	<b>118,242.03</b>	<b>74,185.75</b>	<b>100,525.00</b>	<b>93,800.00</b>	<b>93800.00</b>
<b>LGU Contributions</b>						
	Bemidji Township	48,341.25	-	-	-	-
	City of Bemidji	84,237.00	157,485.00	157,485.00	157,485.00	157,485.00
	Northern Township	50,542.00	50,542.00	50,542.00	50,542.00	50,542.00
	Airport	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
	<b>Total LGU Contributions</b>	<b>189,120.25</b>	<b>214,027.00</b>	<b>214,027.00</b>	<b>214,027.00</b>	<b>214,027.00</b>
	Insurance Compensation	139.00				
	Comprehensive Plan Reserve	25,000.00				
	Interest Earnings	3,466.27	<b>379.77</b>	<b>400.00</b>	<b>400.00</b>	<b>400.00</b>
	<b>TOTAL ALL INCOME</b>	<b>335,967.55</b>	<b>288,212.75</b>	<b>314,952.00</b>	<b>308,227.00</b>	<b>308,227.00</b>