



# CITY OF BAYPORT

294 NORTH 3<sup>RD</sup> STREET  
BAYPORT, MN 55003

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**CITY COUNCIL WORKSHOP**  
**City Hall - Council Chambers**  
**August 4, 2014**  
**5:00 p.m.**

**\*\*\* Please note: There will be no public comment taken at the workshop. \*\*\***

**CALL TO ORDER**

**DISCUSS PRELIMINARY CITY BUDGET FOR 2015**

**ADJOURN**



CITY OF BAYPORT  
294 NORTH THIRD STREET  
BAYPORT, MINNESOTA 55003  
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Date: July 30, 2014  
To: Honorable Mayor and City Council  
From: Logan Martin, City Administrator  
Re: **Workshop Discussion about Preliminary 2015 Budget**

### **BACKGROUND**

Staff has continued to prepare the preliminary 2015 Budget based on comments and direction received from the City Council during its July 7 workshop. At that time, specific direction was received to attempt to keep the tax rate as flat as possible, while still accomplishing priority projects. Infrastructure maintenance and investigation was indicated as a priority for 2015, and staff is preparing a Capital Improvements Plan for 2015 that responds to that direction.

The purpose of this memo and workshop discussion is to convey initial projects and changes proposed for the 2015 Budget, while also continuing the discussion of the overall direction and focus of the budget. Departments with specific project proposals and budget changes are highlighted separately below. Staff will look for Council direction on these project opportunities during the workshop in order to complete the preliminary budget.

#### Library

- Based on feedback from the recent Strategic Plan, the Board desires to increase the library's hours.
- Proposals have been submitted that would add anywhere from 4 hours to 6 hours of additional library service.
- Total budget impact: approximately \$10,000 increase

#### Public Works

- Additional Investment in Sealcoating Project
  - \$10,000 increase
- Comprehensive Study of City's Utility Infrastructure
  - Cost TBD, will be included in 2015 CIP

#### Police

- Re-establish Sergeant position in 2015
  - Position would serve as the liaison for the Code Enforcement process
  - Establishes a back-up for the Chief (trained in media relations, search warrant drafting, etc)
  - Provides additional leadership opportunities in the Department
  - Addresses future succession planning
  - Cost: \$0 increase (due to reduction in reliance on Part Time officers producing \$4,000 savings)

#### Wages and Benefits

- 3% Cost of Living increase proposed (in-line with union contract agreements)
- 3% - 5% increase projected for Health Benefits package

#### Overall Budget Implications

Currently, the aforementioned projects are achievable within the overall 2015 Budget based on an approximately .5% increase in the City's tax rate. This equates to an overall budget increase of 2.8% or

\$103,000. The City's taxable value for 2015 is preliminarily estimated to increase by 4%, which allows the City to minimize the increase to the overall tax rate.

These figures are still in the early stages and will undoubtedly change, but they are provided for discussion purposes. Discussion received during the workshop will be utilized by staff as we finalize the Preliminary Budget, which will be before the Council for adoption at its September 8 meeting.

Topics for Discussion

1. Reaction to proposed department-specific budget requests.
2. Areas of priority currently not accomplished in 2015 Budget.
3. Direction based on the .5% increase to 2015 Tax Rate.