

City of Baxter, MN

2021

Annual Operating Budget Governmental Funds

**with 2021 Enterprise
Funds Budget Attached**

December 15, 2020

Table of Contents

December 15, 2020

Section I – The City

Elected and Appointed Officials.....	01
Organizational Chart.....	02
Property Tax Levy	
Changes in Property Taxes by Fund	03
Detail of Debt Service Funds.....	03
Operating vs. Debt Service Levy.....	03
Estimated Tax Capacity with Growth and New Construction	04
New Construction by Class and Change in Market Value and Tax Capacity – Comparison of Prior Year to Current Year.....	04
Calculation of Levy for 2021 and 2021 Estimated Tax Capacity Rate Based upon the 2021 Annual Operating Budget.....	05
Estimated Impact of the 2021 Levy on Various Valued Properties Based upon No Change in Valuation.....	05
Estimated Impact of the 2021 Levy on Various Valued Properties With the Citywide Average Assessed Valuation Changes Included.....	05

Section II – Budget by Funds

All Funds – Revenues and Transfers In	01
All Funds – Expenditures and Transfers Out	02
General Fund (1001)	
Revenues.....	03
Expenditures	
General Government.....	04
Council.....	05
Administration.....	05
Finance	06
Legal	06
Information Systems (GIS).....	07
Public Works Administration	07
Police.....	08
Fire Protection	08
Streets.....	09
Street Lighting.....	10
Parks, Trails, and Grounds Maintenance.....	10
Recreation Programs	11
Operating Transfers to Other Funds	11
Cemetery Fund (2025)	12

Table of Contents (continued)

December 15, 2020

Section II – Budget by Funds (continued)

Community Development Fund (2101)	
Revenues	13
Expenditures	
Planning	13
Building Inspection	14
Capital Parks Fund (2201).....	15
Economic Development Fund (2501).....	16
Lodging Tax Administration Fund (2595).....	17
Tax Increment Financing Funds (26xx)	18
Sales Tax Collection Fund (2701).....	19
Recycling Fund (2901).....	20
Capital Equipment Fund (4701).....	21
Collector Street Fund (4801).....	22
Street Replacement Fund (4851).....	23
Trail Construction and Maintenance Fund (4901).....	24
Debt Service Funds	25

Section III - Graphs

All Funds – Revenues by Category	01
All Funds – Expenditures by Department.....	02
All Funds – Expenditures by Function.....	03

Section IV – Supporting Documents

Full-Time Equivalent Staff Positions by Department	01
Capital Equipment Program Budget by Funding Sources	02

Section I

The City

Elected and Appointed Officials

December 15, 2020

Elected Officials

Mayor	Term of Office Expires*
Darrel Olson	2021
Council Members	
Mark Cross	2021
Todd Holman	2021
Connie Lyscio	2023
Zach Tabatt	2023

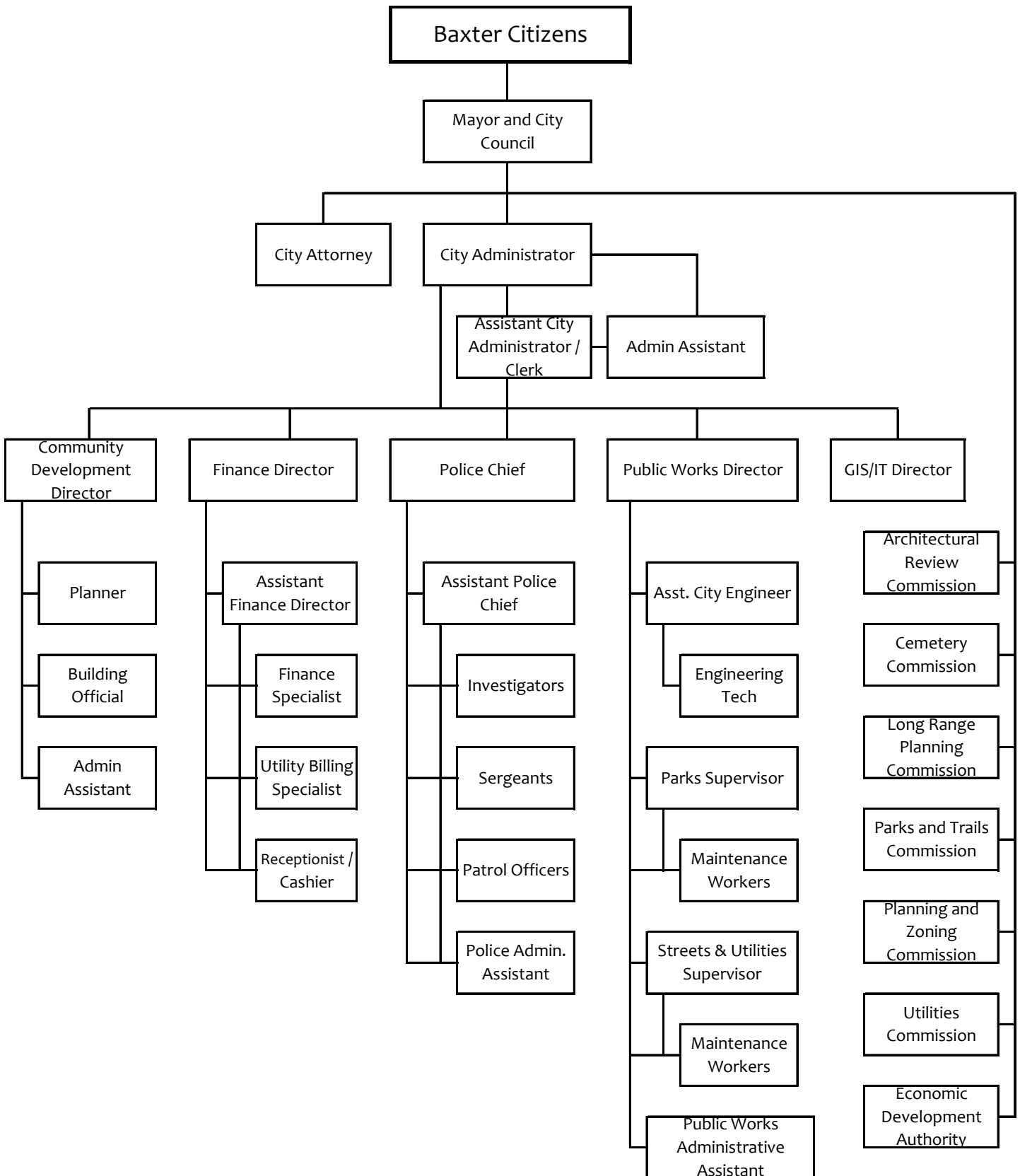
Appointed Officials

City Administrator	Bradley Chapulis
Assistant City Administrator/Clerk	Kelly Steele
Community Development Director	Josh Doty
Finance Director	Jeremy Vacinek
GIS/IT Director	Todd DeBoer
Police Chief	James Exsted
Public Works Director	Trevor Walter

* Expires on the first official business day in January

Organizational Chart

December 15, 2020



Property Tax Levy

December 15, 2020

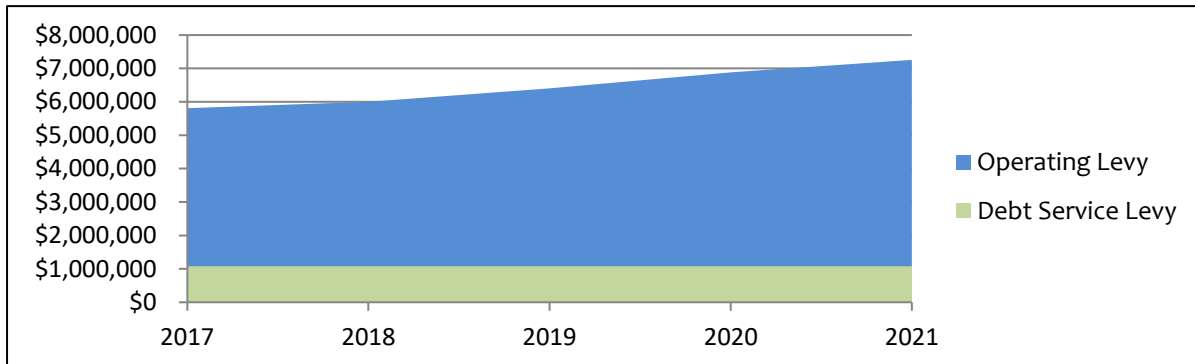
Changes in Property Taxes by Fund

Fund	2020 Approved Property Taxes	2021 Property Taxes (from Dept Requested)	Increase (Decrease) Amount
General	\$ 5,206,700	\$ 5,619,500	\$ 412,800
Collector Street	387,000	387,000	-
Community Development	65,000	75,000	10,000
Capital Parks	-	-	-
Cemetery	15,000	15,000	-
Capital Project Funds	95,000	45,000	(50,000)
Economic Development	30,000	39,000	9,000
Recycling	4,900	-	(4,900)
Total Operating Levy	5,803,600	6,180,500	376,900
Debt Service	1,076,000	1,076,000	-
Total Operating and Debt Service Levies	\$ 6,879,600	\$ 7,256,500	\$ 376,900

Detail of Debt Service Funds

Bond Issue	Debt Service Levy
G.O. Refunding Bonds 2013A (o6A/o6B portion)	\$ 165,600
G.O. Improvement Bonds 2015	205,600
G.O. Improvement Bonds 2018	238,400
G.O. Improvement Bonds 2019	224,400
G.O. Improvement Bonds 2020	242,000
Total	\$ 1,076,000

Operating vs. Debt Service Levy



Property Tax Levy (continued)

December 15, 2020

Estimated Tax Capacity with Growth and New Construction

	2019	2020	2021*
Gross Net Tax Capacity	\$ 12,725,418	\$ 12,905,652	\$ 13,417,220
Less: Tax Increment Value	(632,770)	(573,799)	(628,721)
Net Tax Capacity for Operating and Debt Levies	\$ 12,092,648	\$ 12,331,853	\$ 12,788,499
Change in Net Tax Capacity Over Prior Year (Overall)	\$ 417,961	\$ 239,205	\$ 456,646
NTC Overall Rate	52.949%	55.788%	56.744%

*The 2021 Net Tax Capacity is estimated based upon figures available from Crow Wing County (CWC) as of November 2020. The figures are subject to change until the final figures are certified after year end, including potential legislative impacts on the 2020 assessment, 2021 payable year, and is adjusted for the rounded spread levy by fund. Tax Increment values (current projected estimates) are deducted from initial tax capacity to calculate the taxable tax capacity.

New Construction by Class and Change in Market Value and Tax Capacity Comparison of Prior Year to Current Year

	2019 New Construction*		2020 New Construction*	
	Market Value	Est. Tax Capacity	Market Value	Est. Tax Capacity**
New Construction Class				
Residential Homestead	\$ 1,789,710	\$ 17,897	\$ 3,224,451	\$ 32,245
Residential Non-Homestead & Other	2,411,790	24,118	2,271,730	22,717
Residential Non-Homestead 4+	759,200	9,490	2,561,580	32,020
Commercial	313,940	4,709	1,926,180	28,893
Industrial	-	-	-	-
Totals	\$ 5,274,640	\$ 56,214	\$ 9,983,941	\$ 115,874

*2019 and 2020 Market Value and Est. Tax Capacity Figures for individual construction classes were current as of the same period (prior to the Local Board of Appeal and Equalization), are based upon conservative CWC estimates, and have not been updated individually to reflect finalized figures for the individual classes; however, the actual tax capacities are included in the county's calculation of overall tax capacity. The purpose of this table is to compare for illustrative purposes only the current year's new construction added to the following year's tax base and estimated tax capacity with the new construction and estimated tax capacity added in the prior year.

**Conservative estimates utilizing lowest class rate multiplier applied to CWC market value estimates; does not account for the new market value potentially being included in a tax increment financing district.

Property Tax Levy (continued)

December 15, 2020

Calculation of Levy for 2020 and the 2020 Estimated Tax Capacity Rate Based upon the 2020 Annual Operating Budget

	2020 Annual Operating Budget
General Fund Expenditures	\$ 6,335,900
General Fund Non-Levy Revenue	1,129,200
Net General Fund Levy Required	\$ 5,206,700
Other Funds Levies	\$ 596,900
Debt Service Levies	1,076,000
Net Levy	\$ 6,879,600
Tax Cap Rate (Overall)* - Preliminary Estimate for 2020	56.052%
Prior Year's Actual Tax Cap Rate (Overall)	52.949%
Change in Tax Capacity Rate (Overall)	3.103%

*Tax capacities and rates are estimated and subject to change with the final CWC certification based upon factors identified earlier.

Estimated Impact of the 2021 Levy on Various Valued Properties Based upon No Change in Valuation

The following table provides a comparison for certain Baxter homes and smaller commercial/industrial properties from 2020 to 2021 based on legislative, budget, and voter approved changes for the City of Baxter portion only. **The rounded figures do not reflect a change in valuation from the prior year.**

	2020 City Taxes	2021 City Taxes	Change 2020-21
\$76,000 Residential Property	\$ 254	\$ 259	\$ 5
\$175,000 Residential Property	856	871	15
\$250,000 Residential Property	1,312	1,335	23
\$500,000 Commercial Property	5,160	5,249	89

Estimated Impact of the 2020 Levy on Various Valued Properties with the Citywide Average Assessed Valuation Changes Included

The following table provides a comparison for certain Baxter homes and smaller commercial/industrial properties from 2020 to 2021 based on legislative, budget, and voter approved changes for the City of Baxter portion only. **The figures reflect an across the board average 3.52% increase in existing residential valuations and average 8.90% increase in existing commercial/industrial valuations**, based upon data provided by Crow Wing County in the 2019 Year-End and 2020 Spring Abstracts.

	2020 City Taxes	2021 City Taxes	Change 2020-21
\$76,000 Residential Property Increased to \$78,675	\$ 254	\$ 275	\$ 21
\$175,000 Residential Property Increased to \$181,160	856	909	53
\$250,000 Residential Property Increased to \$258,800	1,312	1,389	77
\$500,000 Commercial Property Increased to \$544,500	5,160	5,754	594

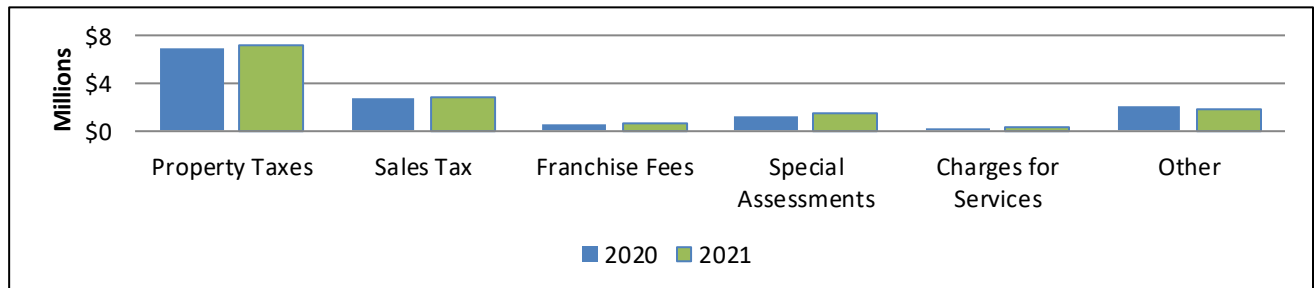
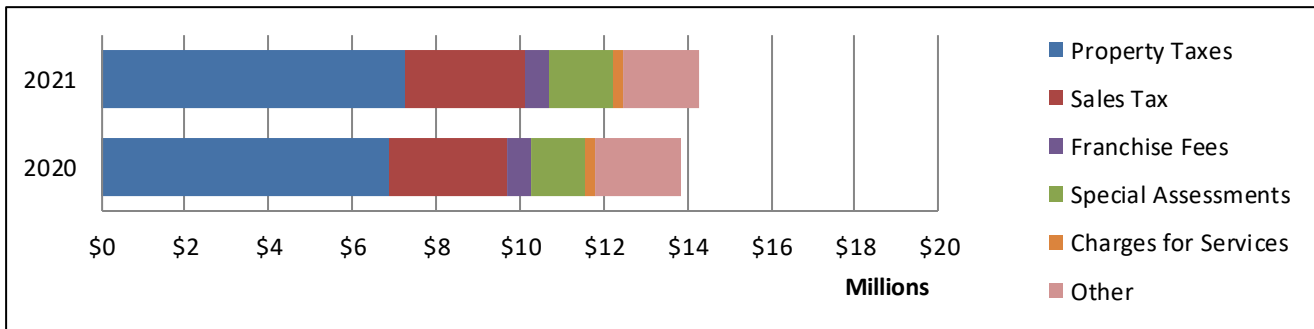
Section II

Budget by Funds

All Governmental Funds – Revenues and Transfers In

December 15, 2020

	2020 Amended	2021 Operating	Increase / (Decrease)	
	Budget	Budget	\$	%
Property Taxes	\$ 6,879,600	\$ 7,256,500	\$ 376,900	5 %
Lodging Tax	403,500	240,500	(163,000)	(40)
Sales Tax	2,801,800	2,870,000	68,200	2
Tax Increments	600,700	666,900	66,200	11
Franchise Fees	561,400	569,200	7,800	1
Special Assessments	1,287,900	1,527,800	239,900	19
Licenses/Permits	255,900	240,800	(15,100)	(6)
Intergovernmental	389,500	368,500	(21,000)	(5)
Charges for Services	265,800	221,600	(44,200)	(17)
Fines & Forfeits	58,200	44,000	(14,200)	(24)
Interest	264,600	159,100	(105,500)	(40)
Other	100,900	108,100	7,200	7
Total Revenues Before Transfers	13,869,800	14,273,000	403,200	3
Transfers In	2,081,400	2,205,400	124,000	
Total Revenues and Transfers In	15,951,200	16,478,400	527,200	3 %

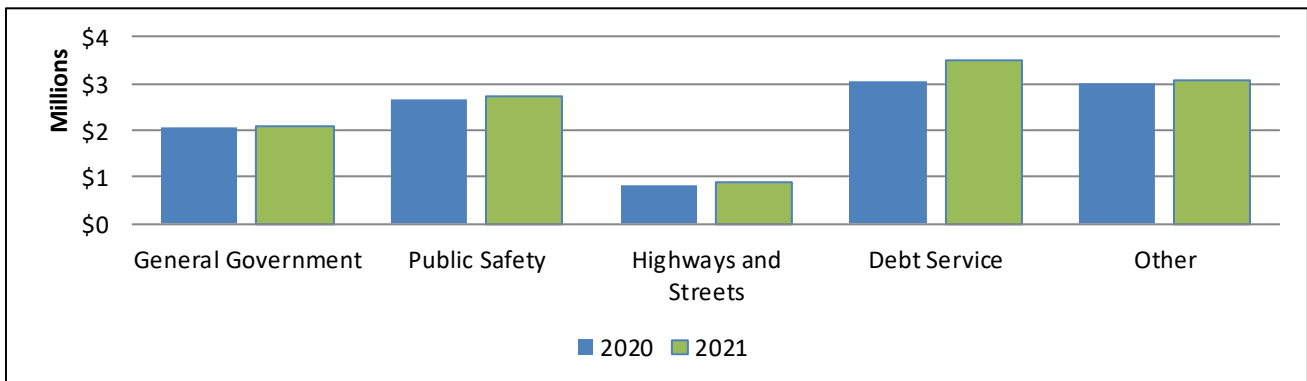
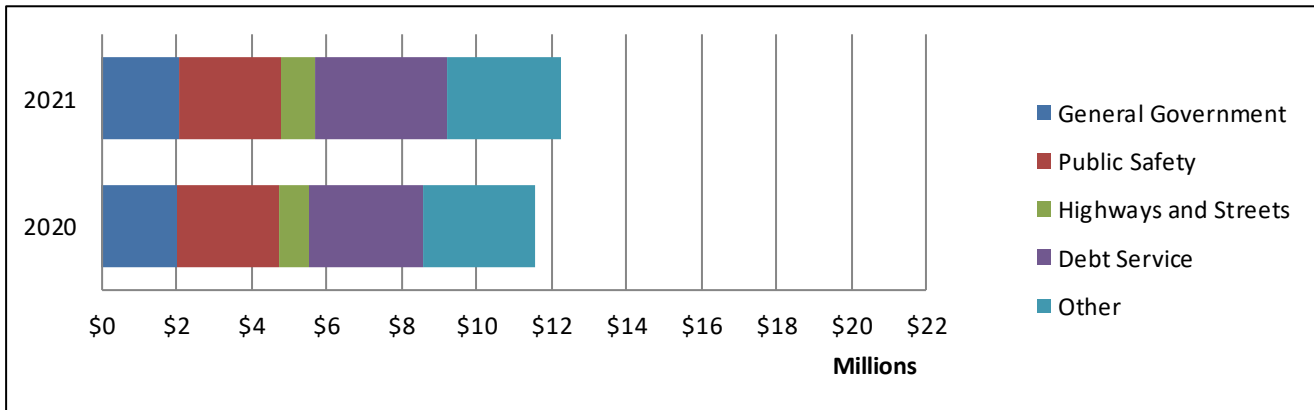


Charts exclude transfers

All Governmental Funds – Expenditures and Transfers Out

December 15, 2020

	2020 Amended	2021 Operating	Increase / (Decrease)	
	Budget	Budget	\$	%
General Government	\$ 2,044,400	\$ 2,078,300	\$ 33,900	2 %
Public Safety	2,677,400	2,722,700	45,300	2
Highways and Streets	809,400	885,500	76,100	9
Sanitation	19,500	-	(19,500)	(100)
Culture and Recreation	1,013,700	1,117,400	103,700	10
Economic and Community Development	1,537,700	1,390,400	(147,300)	(10)
Capital Outlay	422,100	573,500	151,400	36
Debt Service	3,069,300	3,515,200	445,900	15
Total Expenditures Before Transfers	11,593,500	12,283,000	689,500	6
Transfers Out	6,302,400	2,432,500	(3,869,900)	(61)
Total Expenditures and Transfers Out	17,895,900	14,715,500	(3,180,400)	(18) %
Net Revenues Over/(Under) Expenditures including Transfers				
	\$ (1,944,700)	\$ 1,762,900		
Net Revenues Over/(Under) Expenditures excluding Transfers				
	\$ 2,276,300	\$ 1,990,000		



Charts exclude transfers

General Fund Revenues

December 15, 2020

Revenues

	2019 Actual	2020 Budget	2021 Budget
Property Taxes	\$ 5,320,499	\$ 5,803,600	\$ 6,180,500
Franchise Fees	197,898	195,400	200,000
Special Assessments	8,113	8,100	8,100
Licenses, Permits, and Fees	44,779	39,100	45,000
Intergovernmental Revenue	190,421	149,100	161,600
Charges for Services	197,368	151,700	142,200
Fines and Forfeits	64,689	58,200	44,000
Gifts and Contributions	5,823	-	-
Investment Earnings	97,735	69,100	44,900
Change in Fair Value of Investments	18,239	-	-
Other	752,355	95,500	98,500
Transfers In	470,970	363,000	375,400
Total Revenues	\$ 7,368,888	\$ 6,932,800	\$ 7,300,200

General Fund Expenditures

December 15, 2020

Expenditures

General Government

	2019 Actual	2020 Budget	2021 Budget
Employee Full-Time Equivalency (FTE)	-	-	-

	Expenditures		
Personnel Services	\$ 325	\$ 22,900	\$ 500
Supplies	7,585	8,500	9,300
Services and Charges	151,265	252,300	322,100
Transfers Out	6,000	6,000	6,000
Total Expenditures	\$ 165,174	\$ 289,700	\$ 337,900

General Fund Expenditures

December 15, 2020

Council

	2019 Actual	2020 Budget	2021 Budget
Employee Full-Time Equivalency (FTE)	5.00	5.00	5.00

Expenditures

Personnel Services	\$ 37,165	\$ 37,400	\$ 37,400
Supplies	1,460	1,800	1,900
Services and Charges	5,782	7,200	7,200
Transfers Out	900	900	900
Total Expenditures	\$ 45,307	\$ 47,300	\$ 47,400

Administration

	2019 Actual	2020 Budget	2021 Budget
Employee Full-Time Equivalency (FTE)	2.50	2.50	2.50

Expenditures

Personnel Services	\$ 349,041	\$ 372,400	\$ 385,500
Supplies	1,601	700	900
Services and Charges	10,942	18,300	19,100
Transfers Out	2,600	2,600	2,600
Total Expenditures	\$ 364,184	\$ 394,000	\$ 408,100

General Fund Expenditures

December 15, 2020

Finance

	2019 Actual	2020 Budget	2021 Budget
Employee Full-Time Equivalency (FTE)	4.00	4.00	4.00

Expenditures

Personnel Services	\$ 416,248	\$ 436,100	\$ 441,400
Supplies	13,843	14,100	14,700
Services and Charges	16,772	20,400	26,800
Transfers Out	3,800	3,800	3,800
Total Expenditures	\$ 450,663	\$ 474,400	\$ 486,700

Legal

	2019 Actual	2020 Budget	2021 Budget
Employee Full-Time Equivalency (FTE)	-	-	-

Expenditures

Services and Charges	\$ 122,160	\$ 79,000	\$ 85,000
----------------------	------------	-----------	-----------

General Fund Expenditures

December 15, 2020

Information Systems (GIS)

	2019 Actual	2020 Budget	2021 Budget
Employee Full-Time Equivalency (FTE)	1.00	1.00	1.00

Expenditures

Personnel Services	\$ 129,085	\$ 136,000	\$ 139,100
Supplies	15,502	31,400	35,900
Services and Charges	6,820	13,000	10,300
Capital Outlay	7,524	-	-
Transfers Out	1,400	1,400	1,400
Total Expenditures	\$ 160,330	\$ 181,800	\$ 186,700

Public Works Administration

	2019 Actual	2020 Budget	2021 Budget
Employee Full-Time Equivalency (FTE)	3.50	3.50	3.50

Expenditures

Personnel Services	\$ 364,898	\$ 422,200	\$ 439,100
Supplies	10,609	11,000	9,100
Services and Charges	38,986	20,800	22,600
Transfers Out	7,000	7,000	7,000
Total Expenditures	\$ 421,493	\$ 461,000	\$ 477,800

General Fund Expenditures

December 15, 2020

Police

	2019 Actual	2020 Budget	2021 Budget
Employee Full-Time Equivalency (FTE)	16.00	16.00	16.00

Expenditures

Personnel Services	\$ 1,773,081	\$ 1,882,800	\$ 1,950,800
Supplies	70,382	77,000	88,300
Services and Charges	109,139	124,900	135,000
Capital Outlay			
Debt Service			
Transfers Out	103,300	93,000	112,600
Total Expenditures	\$ 2,055,902	\$ 2,177,700	\$ 2,286,700

Fire Protection

	2019 Actual	2020 Budget	2021 Budget
Employee Full-Time Equivalency (FTE)	-	-	-

Expenditures

Services and Charges	\$ 316,598	\$ 353,900	\$ 356,100
----------------------	------------	------------	------------

General Fund Expenditures (continued)

December 15, 2020

Streets

	2019 Actual	2020 Budget	2021 Budget
Employee Full-Time Equivalency (FTE)	2.04	2.54	2.54

Expenditures

Personnel Services	\$ 173,399	\$ 240,900	\$ 235,400
Supplies	137,919	129,900	169,300
Services and Charges	415,721	335,900	353,800
Capital Outlay	6,914	-	11,500
Transfers Out	78,900	83,300	103,700
Total Expenditures	\$ 812,853	\$ 790,000	\$ 873,700

General Fund Expenditures (continued)

December 15, 2020

Street Lighting

	2019 Actual	2020 Budget	2021 Budget
Employee Full-Time Equivalency (FTE)	-	-	-

Expenditures

Supplies	\$ -	\$ -	\$ -
Services and Charges	92,891	102,700	107,000
Total Expenditures	\$ 92,891	\$ 102,700	\$ 107,000

Parks, Trails, and Grounds Maintenance

	2019 Actual	2020 Budget	2021 Budget
Employee Full-Time Equivalency (FTE)	5.00	6.50	6.50

Expenditures

Personnel Services	\$ 475,396	\$ 609,000	\$ 656,600
Supplies	72,541	54,500	69,100
Services and Charges	228,678	231,200	248,300
Capital Outlay	-	-	24,200
Transfers Out	52,400	54,700	55,200
Total Expenditures	\$ 829,015	\$ 949,400	\$ 1,053,400

General Fund Expenditures (continued)

December 15, 2020

Recreation Programs

	2019 Actual	2020 Budget	2021 Budget
Employee Full-Time Equivalency (FTE)	-	-	-

Expenditures

Services and Charges	\$ 35,000	\$ 35,000	\$ 32,700
----------------------	-----------	-----------	-----------

Operating Transfers to Other Funds

Cemetery	\$ 15,000	\$ 15,000	\$ 15,000
Community Development	65,000	65,000	75,000
Capital Parks	8,300	-	-
Economic Development	31,500	30,000	39,000
Recycling	3,900	4,900	-
Debt Service	72,519	-	-
Capital Equipment	-	45,000	45,000
Capital Projects	811,531	50,000	-
Collector Street	387,000	387,000	387,000
Total Transfers Out	\$ 1,394,750	\$ 596,900	\$ 561,000

Total General Fund Expenditures	\$ 7,266,320	\$ 6,932,800	\$ 7,300,200
--	---------------------	---------------------	---------------------

Net Revenues Over/(Under) Expenditures	\$ 102,569	\$ -	\$ -
--	------------	------	------

Cemetery Fund

December 15, 2020

Revenues

	2019 Actual	2020 Budget	2021 Budget
Investment Earnings	\$ 1,304	\$ 500	\$ 200
Change in Fair Value of Investments	308	-	-
Other	8,400	5,400	5,400
Transfers In	15,000	15,000	15,000
Total Revenues	\$ 25,011	\$ 20,900	\$ 20,600

Expenditures

	2019 Actual	2020 Budget	2021 Budget
Personnel Services	\$ 3,800	\$ 4,500	\$ 5,000
Supplies	724	1,200	1,000
Services and Charges	10,863	13,000	7,800
Capital Outlay	9,601	49,500	49,500
Total Expenditures	\$ 24,988	\$ 68,200	\$ 63,300

Net Revenues Over/(Under) Expenditures	\$ 24	\$ (47,300)	\$ (42,700)
---	--------------	--------------------	--------------------

Community Development Fund

December 15, 2020

Revenues

	2019 Actual	2020 Budget	2021 Budget
Licenses, Permits, and Fees	\$ 314,185	\$ 216,800	\$ 195,800
Intergovernmental Revenue	493	-	-
Charges for Services	144,993	113,800	79,400
Fines and Forfeits	499	-	-
Investment Earnings	13,898	5,000	3,000
Change in Fair Value of Investments	3,462	-	-
Other	21	-	-
Transfers In	65,000	65,000	75,000
Total Revenues	\$ 542,551	\$ 400,600	\$ 353,200

Expenditures

Planning Expenditures

	2019 Actual	2020 Budget	2021 Budget
Employee Full-Time Equivalency (FTE)	2.50	2.50	2.50
Personnel Services	\$ 263,334	\$ 276,300	\$ 285,300
Supplies	2,396	2,100	1,800
Services and Charges	65,321	42,100	31,800
Transfers Out	6,600	6,600	6,600
Total Expenditures	\$ 337,651	\$ 327,100	\$ 325,500

Community Development Fund (continued)

December 15, 2020

Building Inspection Expenditures

	2019 Actual	2020 Budget	2021 Budget
Employee Full-Time Equivalency (FTE)	1.50	1.50	1.50
Personnel Services	\$ 96,623	\$ 161,100	\$ 154,900
Supplies	1,858	2,400	2,200
Services and Charges	118,974	75,300	35,400
Transfers Out	30,400	30,400	30,400
Total Expenditures	\$ 247,855	\$ 269,200	\$ 222,900
Total Fund Expenditures	\$ 585,506	\$ 596,300	\$ 548,400
Net Revenues Over/(Under) Expenditures	\$ (42,955)	\$ (195,700)	\$ (195,200)

Capital Parks Fund

December 15, 2020

Revenues

	2019 Actual	2020 Budget	2021 Budget
Investment Earnings	\$ 5,324	\$ 1,200	\$ 500
Change in Fair Value of Investments	-	-	-
Other	6,600	-	-
Transfers In	8,000	-	-
Total Revenues	\$ 19,924	\$ 1,200	\$ 500

Expenditures

	2019 Actual	2020 Budget	2021 Budget
Supplies	\$ 11,544	\$ -	\$ -
Services and Charges	-	25,000	25,000
Capital Outlay	192,943	18,700	-
Total Expenditures	\$ 204,487	\$ 43,700	\$ 25,000

Net Revenues Over/(Under) Expenditures	\$ (184,563)	\$ (42,500)	\$ (24,500)
---	---------------------	--------------------	--------------------

Economic Development Fund

December 15, 2020

Revenues

	2019 Actual	2020 Budget	2021 Budget
Investment Earnings	\$ 37,201	\$ 16,500	\$ 11,800
Change in Fair Value of Investments	8,690	-	-
Other	-	-	-
Transfers In	31,500	30,000	39,000
Total Revenues	\$ 77,391	\$ 46,500	\$ 50,800

Expenditures

	2019 Actual	2020 Budget	2021 Budget
Services and Charges	\$ 41,508	\$ 46,500	\$ 50,800

Net Revenues Over/(Under) Expenditures	\$ 35,883	\$ -	\$ -
--	-----------	------	------

Lodging Tax Administration Fund

December 15, 2020

Revenues

	2019 Actual	2020 Budget	2021 Budget
Lodging Tax	\$ 397,118	\$ 403,500	\$ 240,500
Investment Earnings	247	-	-
Total Revenues	\$ 397,365	\$ 403,500	\$ 240,500

Expenditures

	2019 Actual	2020 Budget	2021 Budget
Services and Charges	\$ 397,365	\$ 403,500	\$ 240,500

Net Revenues Over/(Under) Expenditures	\$ -	\$ -	\$ -
---	-------------	-------------	-------------

Tax Increment Financing Funds

December 15, 2020

Revenues

	2019 Actual	2020 Budget	2021 Budget
Tax Increments	\$ 668,466	\$ 600,700	\$ 666,900
Investment Earnings	11,641	5,200	2,600
Change in Fair Value of Investments	3,807	-	-
Other	-	-	-
Total Revenues	\$ 683,913	\$ 605,900	\$ 669,500

Expenditures

	2019 Actual	2020 Budget	2021 Budget
Services and Charges	\$ 145,074	\$ 218,200	\$ 217,500
Capital Outlay	-	-	-
Debt Service	33,189	34,200	34,800
Transfers Out	288,239	303,300	352,100
Total Expenditures	\$ 466,502	\$ 555,700	\$ 604,400

Net Revenues Over/(Under) Expenditures	\$ 217,412	\$ 50,200	\$ 65,100
---	-------------------	------------------	------------------

Sales Tax Collection Fund

December 15, 2020

Revenues

	2019 Actual	2020 Budget	2021 Budget
Sales and Excise Tax	\$ 2,793,699	\$ 2,801,800	\$ 2,870,000
Investment Earnings	189,764	64,000	35,000
Change in Fair Value of Investments	47,363	-	-
Total Revenues	\$ 3,030,825	\$ 2,865,800	\$ 2,905,000

Expenditures

	2019 Actual	2020 Budget	2021 Budget
Services and Charges	\$ 605,808	\$ 605,700	\$ 619,300
Transfers Out	2,380,252	4,462,500	1,189,200
Total Expenditures	\$ 2,986,060	\$ 5,068,200	\$ 1,808,500

Net Revenues Over/(Under) Expenditures	\$ 44,765	\$ (2,202,400)	\$ 1,096,500
---	------------------	-----------------------	---------------------

Recycling Fund

December 15, 2020

Revenues

Moved to General Fund in 2021	2019 Actual	2020 Budget	2021 Budget
Intergovernmental Revenue	\$ 27,880	\$ 28,600	
Charges for Services	290	300	
Investment Earnings	998	300	
Change in Fair Value of Investments	219	-	
Transfers In	3,900	4,900	
Total Revenues	\$ 33,287	\$ 34,100	\$ -

Expenditures

	2019 Actual	2020 Budget	2021 Budget
Services and Charges	\$ 32,983	\$ 19,500	\$ -

Net Revenues Over/(Under) Expenditures	\$ 304	\$ 14,600	\$ -
--	--------	-----------	------

Capital Equipment Fund

December 15, 2020

Purpose:

- Provide a sinking fund for future capital equipment replacement purchases
- Attempts to smooth annual capital outlay expenditures for systematic replacement of capital equipment, including squad cars, public works, and parks vehicles

Revenues

	2019 Actual	2020 Budget	2021 Budget
Investment Earnings	\$ 29,558	\$ 15,700	\$ 4,900
Change in Fair Value of Investments	7,732	-	-
Other	57,714	-	4,200
Transfers In	307,500	305,100	358,300
Total Revenues	\$ 402,504	\$ 320,800	\$ 367,400

Expenditures

	2019 Actual	2020 Budget	2021 Budget
Supplies	\$ 806	\$ 14,000	\$ -
Capital Outlay	220,453	403,400	512,500
Total Expenditures	\$ 221,258	\$ 417,400	\$ 512,500

Net Revenues Over/(Under) Expenditures	\$ 181,245	\$ (96,600)	\$ (145,100)
---	-------------------	--------------------	---------------------

Collector Street Fund

December 15, 2020

Purpose:

- Provide a sinking fund for future collector street construction on a pay-as-you-go basis
- Minimizes the need to issue debt and levy for debt service for the City's share of project costs such as additional street width, lanes, and curb and gutter
- Provides an additional revenue source to leverage MSA for City collector streets

Revenues

	2019 Actual	2020 Budget	2021 Budget
Intergovernmental Revenue	\$ 479,237	\$ -	\$ -
Investment Earnings	97,632	13,800	11,000
Change in Fair Value of Investments	21,081	-	-
Transfers In	387,000	387,000	387,000
Total Revenues	\$ 984,950	\$ 400,800	\$ 398,000

Expenditures

	2019 Actual	2020 Budget	2021 Budget
Services and Charges	\$ 18,395	\$ -	\$ 20,000
Transfers Out	2,187,373	650,000	-
Total Expenditures	\$ 2,205,768	\$ 650,000	\$ 20,000

Net Revenues Over/(Under) Expenditures	\$ (1,220,818)	\$ (249,200)	\$ 378,000
---	-----------------------	---------------------	-------------------

Street Replacement Fund

December 15, 2020

Revenues

	2019 Actual	2020 Budget	2021 Budget
Franchise Fees	\$ 325,209	\$ 312,000	\$ 310,100
Intergovernmental Revenue	159,746	161,000	161,000
Investment Earnings	30,736	15,000	13,600
Change in Fair Value of Investments	8,338	-	-
Total Revenues	\$ 524,029	\$ 488,000	\$ 484,700

Expenditures

	2019 Actual	2020 Budget	2021 Budget
Services and Charges	\$ 28,965	\$ -	\$ -
Transfers Out	-	-	-
Total Expenditures	\$ 28,965	\$ -	\$ -

Net Revenues Over/(Under) Expenditures	\$ 495,064	\$ 488,000	\$ 484,700
---	-------------------	-------------------	-------------------

Trail Construction and Maintenance Fund

December 15, 2020

Purpose:

- Provide a sinking fund for future trail maintenance and reconstruction
- To provide a sinking fund for future trail construction by leveraging DNR and other grants with matching funds from this construction fund

Revenues

	2019 Actual	2020 Budget	2021 Budget
Franchise Fees	\$ 32,000	\$ 54,000	\$ 59,100
Investment Earnings	8,229	5,000	2,400
Change in Fair Value of Investments	2,024	-	-
Total Revenues	\$ 42,253	\$ 59,000	\$ 61,500

Expenditures

	2019 Actual	2020 Budget	2021 Budget
Services and Charges	\$ 38,663	\$ 59,000	\$ 61,500

Net Revenues Over/(Under) Expenditures	\$ 3,590	\$ -	\$ -
--	----------	------	------

Debt Service Fund

December 15, 2020

Revenues

	2019 Actual	2020 Budget	2021 Budget
Property Taxes	\$ 1,080,712	\$ 1,076,000	\$ 1,076,000
Special Assessments	1,433,081	1,279,800	1,519,700
Intergovernmental Revenue	55,433	50,800	45,900
Investment Earnings	107,424	53,300	29,200
Change in Fair Value of Investments	29,404	-	-
Other	4,231	-	-
Transfers In	974,840	911,400	955,700
Total Revenues	\$ 3,685,125	\$ 3,371,300	\$ 3,626,500

Expenditures

	2019 Actual	2020 Budget	2021 Budget
Debt Service	\$ 3,061,387	\$ 3,035,100	\$ 3,480,400

Net Revenues Over/(Under) Expenditures	\$ 623,737	\$ 336,200	\$ 146,100
---	-------------------	-------------------	-------------------

Debt Service Levies by Fund

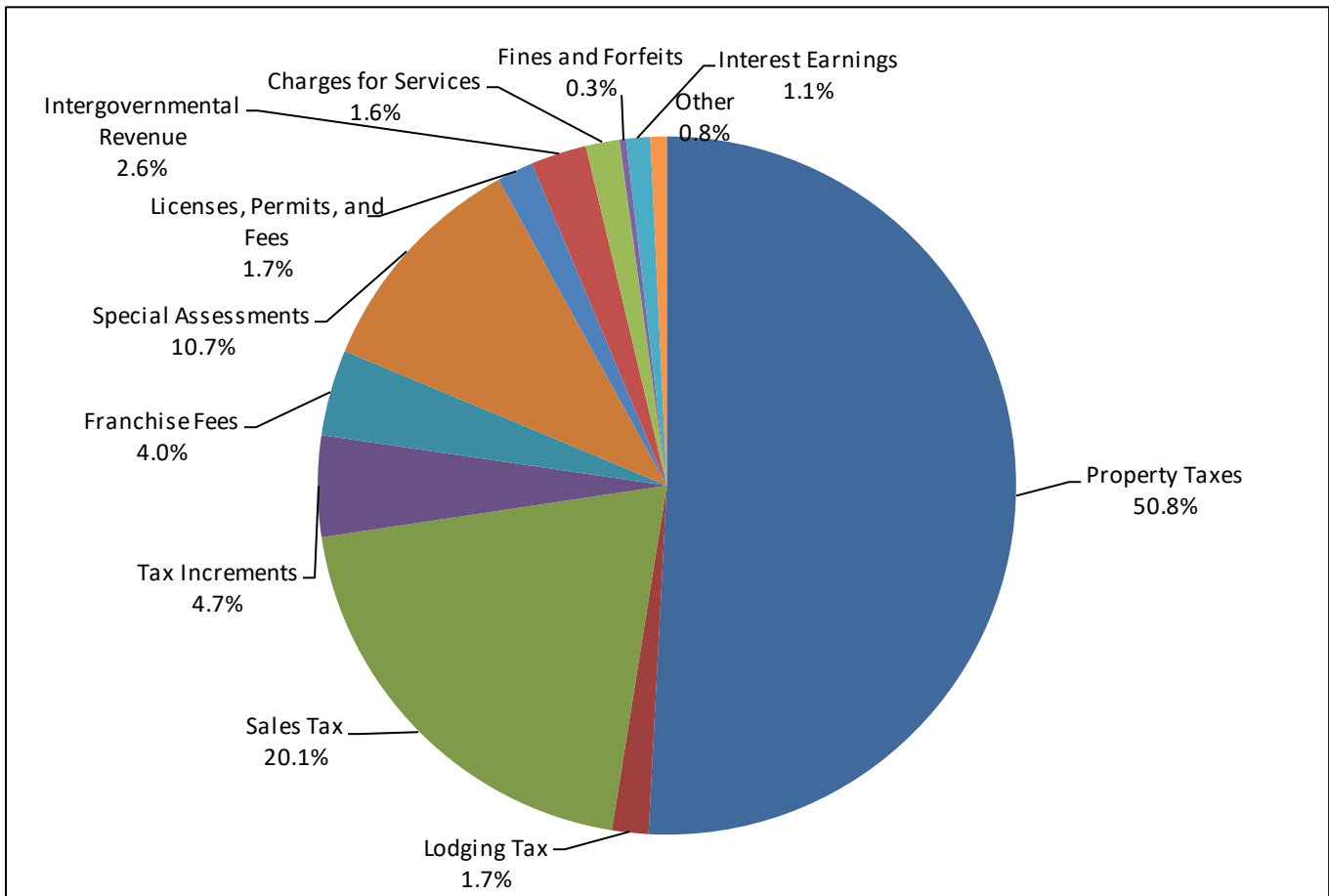
	2019 Actual	2020 Budget	2021 Budget
G.O. Refunding Bonds 2013A (06A/06B portion)	\$ 315,971	\$ 166,300	\$ 165,600
G.O. Improvement Bonds 2014	33,507	-	-
G.O. Improvement Bonds 2015	240,555	205,800	205,600
G.O. Improvement Bonds 2016	304,610	208,500	-
G.O. Improvement Bonds 2018	186,068	236,400	238,400
G.O. Improvement Bonds 2019	-	259,000	224,400
G.O. Improvement Bonds 2020	-	-	242,000
Total Debt Service Levies	\$ 1,080,712	\$ 1,076,000	\$ 1,076,000

Section III

Graphs

All Governmental Funds – Revenues by Category

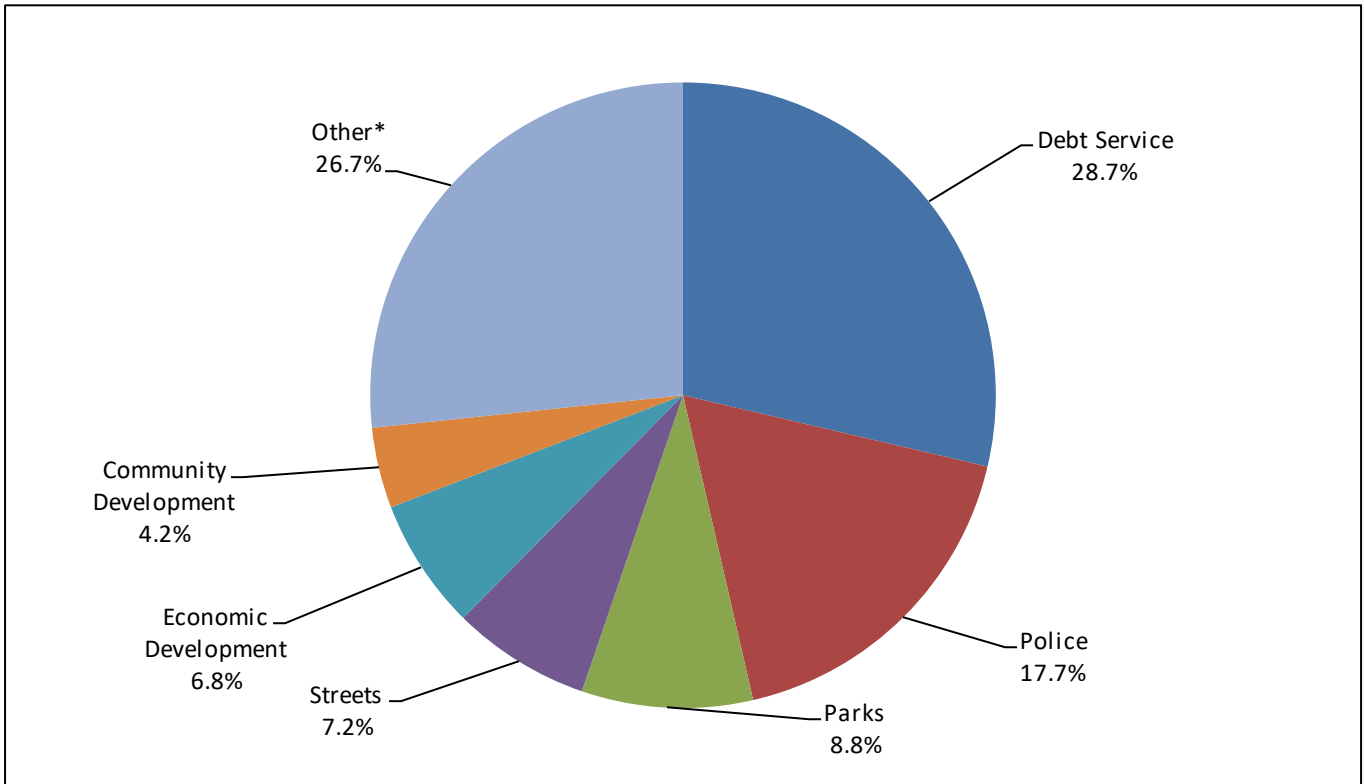
December 15, 2020



Percentages may not foot to 100% due to rounding

All Governmental Funds – Expenditures by Function

December 15, 2020

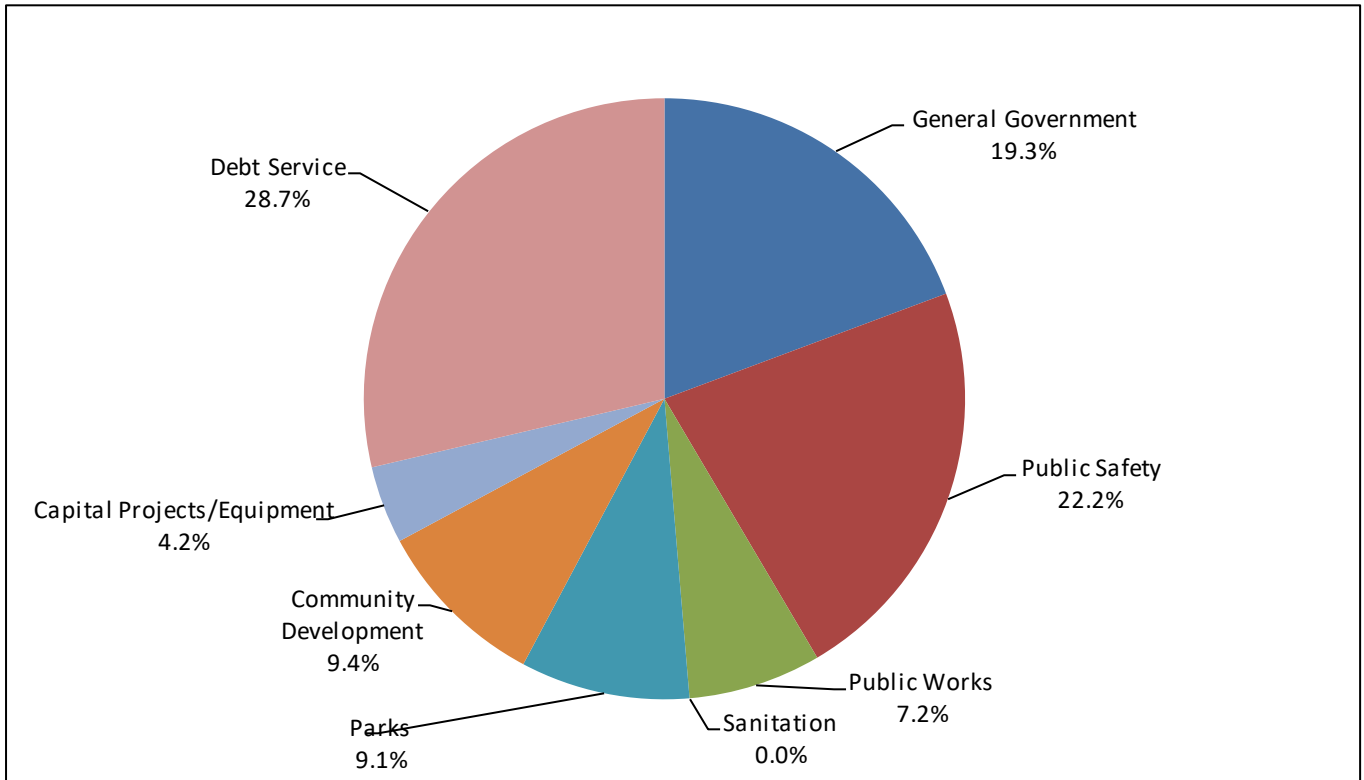


Percentages may not foot to 100% due to rounding

Other*	
General Government	3.2%
Finance	3.8%
Lodging Tax	2.0%
PW Administration	3.8%
Administration	3.3%
Fire	2.9%
Capital Equipment	4.2%
Information Systems	1.5%
Legal	0.7%
Sales Tax	0.5%
Recycling	0.0%
Council	0.4%
Recreation Programs	0.3%

All Governmental Funds – Expenditures by Function

December 15, 2020



Percentages may not foot to 100% due to rounding

Section IV

Supporting Documents

Full-Time Equivalent Staff Positions Requested by Department

December 15, 2020

<u>Department</u>	2019 FTE	2020 FTE	<u>2021 Dept Requested Budget</u>	
	<u>Approved</u>	<u>Approved</u>	<u>FTE</u>	<u>Increase</u>
Administration	2.50	2.50	2.50	-
Finance	4.00	4.00	4.00	-
Information Systems	1.00	1.00	1.00	-
Planning	2.50	2.50	2.50	-
Police	16.00	16.00	16.00	-
Public Works Admin	3.50	3.50	3.50	-
Bldg Inspections	1.50	1.50	1.50	-
Park Maintenance	5.00	6.50	6.50	-
Streets Maintenance	2.04	2.54	2.54	-
Water	2.33	2.33	2.33	-
Sewer	2.33	2.33	2.33	-
Storm Water	0.30	0.30	0.30	-
Total FTE	43.00	45.00	45.00	-

Capital Equipment Program by Funding Sources

December 15, 2020

Description	Total	Enterprise Revenues	General Fund	Special Revenue Funds	Replacement Funds
Cemetery					
Columbarium	\$ 49,500	\$ -	\$ -	\$ 49,500	\$ -
Police					
Squad Car Replacements (2)	88,600	-	-	-	88,600
Total Police	88,600	-	-	-	88,600
Parks, Parks Maintenance and Trails					
New Mowers (2)	19,800	-	19,800	-	-
New Tandem Trailer	4,400	-	4,400	-	-
Toro Infield Pro Replacement	19,700	-	-	-	19,700
3/4 Ton Truck with Plow Replacement	54,200	-	-	-	54,200
Total Parks Maintenance	98,100	-	24,200	-	73,900
Public Works					
Dump Truck with Plow Replacement	230,000	-	-	-	230,000
1-Ton Crane Truck Replacement	120,000	-	-	-	120,000
Public Works Facility Security Gate	11,500	6,900	4,600	-	-
Total Streets and Utilities	361,500	6,900	4,600	-	350,000
Water					
SCADA System Replacement (50%)	125,000	125,000	-	-	-
Water Treatment Plant MicroClor Cell	16,000	16,000	-	-	-
Water Treatment Plant Color Analyzer	40,000	40,000	-	-	-
Total Water	181,000	181,000	-	-	-
Sewer					
Generator Replacements (2)	120,000	120,000	-	-	-
SCADA System Replacement (50%)	125,000	125,000	-	-	-
Lift Station #14 Rehabilitation Project	153,600	153,600	-	-	-
Total Sewer	398,600	398,600	-	-	-
Total Capital Equipment Budget	\$ 1,177,300	\$ 586,500	\$ 28,800	\$ 49,500	\$ 512,500

City of Baxter, MN

2021

Adopted

Enterprise Funds

Operating Budget

December 15, 2020

Water Operations Fund

December 15, 2020

Revenues

	2019 Actual	2020 Budget	2021 Budget
Charges for Services	\$ 1,293,347	\$ 1,392,300	\$ 1,531,100
Investment Earnings	41,293	94,500	71,000
Change in Fair Value of Investments	-	-	-
Other	2,197	-	-
Total Revenues	\$ 1,336,838	\$ 1,486,800	\$ 1,602,100

Expenditures

	2019 Actual	2020 Budget	2021 Budget
Employee Full-Time Equivalency (FTE)	2.33	2.33	2.33
Personnel Services	\$ 175,856	\$ 234,200	\$ 230,100
Supplies	137,112	110,400	138,700
Services and Charges	1,279,622	1,352,500	1,442,800
Capital Outlay	-	-	181,000
Transfers Out	297,993	351,900	155,800
Total Expenditures	\$ 1,890,583	\$ 2,049,000	\$ 2,148,400

Net Revenues Over/(Under) Expenditures	\$ (553,745)	\$ (562,200)	\$ (546,300)
Depreciation	987,304	1,063,700	1,123,000
Depreciation Coverage	433,559	501,500	576,700
Depreciation Coverage %	43.91%	47.15%	51.35%

WAC Fund

December 15, 2020

Revenues

	2019 Actual	2020 Budget	2021 Budget
Investment Earnings	\$ -	\$ -	\$ -
Change in Fair Value of Investments	-	-	-
Other	255,019	287,900	230,000
Transfers In	-	99,600	-
Total Revenues	\$ 255,019	\$ 387,500	\$ 230,000

Expenditures

	2019 Actual	2020 Budget	2021 Budget
Services and Charges	\$ 3,636	\$ -	\$ -
Capital Outlay	-	275,000	-
Transfers Out	25,000	204,200	15,000
Total Expenditures	\$ 28,636	\$ 479,200	\$ 15,000

Net Revenues Over/(Under) Expenditures	\$ 226,383	\$ (91,700)	\$ 215,000
---	-------------------	--------------------	-------------------

Water Debt Service Fund

December 15, 2020

Revenues

	2019 Actual	2020 Budget	2021 Budget
Transfers In	\$ 310,969	\$ 311,000	\$ 315,600

Expenditures

	2019 Actual	2020 Budget	2021 Budget
Debt Service	\$ 540,444	\$ 567,900	\$ 567,900

Net Revenues Over/(Under) Expenditures	\$ (229,475)	\$ (256,900)	\$ (252,300)
--	--------------	--------------	--------------

Sewer Operations Fund

December 15, 2020

Revenues

	2019 Actual	2020 Budget	2021 Budget
Charges for Services	\$ 1,292,344	\$ 1,309,500	\$ 1,361,500
Investment Earnings	94,652	61,900	41,000
Change in Fair Value of Investments	23,186	-	-
Other	438,698	-	-
Total Revenues	\$ 1,848,880	\$ 1,371,400	\$ 1,402,500

Expenditures

	2019 Actual	2020 Budget	2021 Budget
Employee Full-Time Equivalency (FTE)	2.33	2.33	2.33
Personnel Services	\$ 168,992	\$ 234,100	\$ 230,100
Supplies	35,951	35,600	35,900
Services and Charges	1,811,831	1,773,900	1,778,200
Capital Outlay	-	55,000	245,000
Transfers Out	186,467	144,700	152,900
Total Expenditures	\$ 2,203,241	\$ 2,243,300	\$ 2,442,100

Net Revenues Over/(Under) Expenditures	\$ (354,362)	\$ (871,900)	\$ (1,039,600)
Depreciation	926,684	1,014,100	1,012,000
Depreciation Coverage	133,914	142,200	(27,600)
Depreciation Coverage %	14.45%	14.02%	-2.73%

SAC Fund

December 15, 2020

Revenues

	2019 Actual	2020 Budget	2021 Budget
Investment Earnings	\$ 58,204	\$ 35,000	\$ 20,200
Change in Fair Value of Investments	15,620	-	-
Other	526,917	147,000	79,000
Transfers In	-	90,000	-
Total Revenues	\$ 600,741	\$ 272,000	\$ 99,200

Expenditures

	2019 Actual	2020 Budget	2021 Budget
Capital Outlay	\$ -	\$ 175,800	\$ 159,600
Transfers Out	25,000	533,200	15,000
Total Expenditures	\$ 25,000	\$ 709,000	\$ 174,600

Net Revenues Over/(Under) Expenditures	\$ 575,742	\$ (437,000)	\$ (75,400)
---	-------------------	---------------------	--------------------

Storm Water Operations Fund

December 15, 2020

Revenues

	2019 Actual	2020 Budget	2021 Budget
Charges for Services	\$ 466,635	\$ 518,600	\$ 553,400
Investment Earnings	11,740	6,900	3,900
Change in Fair Value of Investments	2,935	-	-
Other	2,735,578	500,000	500,000
Total Revenues	\$ 3,216,887	\$ 1,025,500	\$ 1,057,300

	2019 Actual	2020 Budget	2021 Budget
Employee Full-Time Equivalency (FTE)	0.30	0.30	0.30
Personnel Services	\$ 30,702	\$ 43,500	\$ 44,000
Supplies	28,554	18,300	18,000
Services and Charges	489,360	507,300	502,100
Capital Outlay	-	655,100	640,100
Transfers Out	83,700	205,100	92,800
Total Expenditures	\$ 632,317	\$ 1,429,300	\$ 1,297,000

Net Revenues Over/(Under) Expenditures	\$ 2,584,570	\$ (403,800)	\$ (239,700)
Depreciation	246,992	323,800	315,000
Depreciation Coverage	96,472	(80,000)	75,300
Depreciation Coverage %	39.06%	-24.71%	23.90%