

GLADSTONE



GLADSTONE CITY COMMISSION BUDGET WORK SESSION

City Hall Chambers – 1100 Delta Avenue

March 04, 2024

5:00 PM

AGENDA

CALL TO ORDER

1. Roll Call

PUBLIC COMMENT

NEW BUSINESS

2. 03-04-2024 Budget Work Session Fiscal Year 2024-2025

ADJOURNMENT

The City of Gladstone will provide all necessary, reasonable aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon five days notice to the City of Gladstone. Individuals with disabilities requiring auxiliary aids or services should contact the City of Gladstone by writing or calling City Hall at (906) 428-2311.

Posted: 03-01-2024

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RULES FOR PUBLIC COMMENT/ PUBLIC HEARINGS

(Excerpt from City Commission Rules of Procedure Adopted: 11-25-2019)

A. Public Comment / Public Hearings

At regular and special meetings of the commission, individuals wishing to be heard may address the commission during the public comment/public hearing periods as set forth in the agenda under the following rules:

1. Each speaker shall state name and address for the record.
2. Each speaker is limited to three (3) minutes of comment unless the presiding officer decides more time is necessary
3. Each speaker shall try to be concise and refrain from repeating comments already addressed by the commission.
4. Speakers who do not cease speaking when asked to do so will be deemed out of order and will not be allowed to address the commission again for the remainder of the meeting; continued disruption will warrant removal from the meeting.

5. The commission shall not decide issues that arise during public comment.
6. Speakers should address the commission through the presiding officer.
7. Commissioners and staff will not debate with the public.
8. Speakers will not verbally attack City Commissioners, City Staff or members of the public attending the meeting. Any such behavior will not be tolerated and any person presenting in this manner will be warned by the Mayor and shall be removed by Public Safety for noncompliance.
9. No vulgar or obscene language will be used by the speakers.
10. Any information the speaker wants to distribute to the Commission must first ask the Chair (Mayor) if they may present the Commission written comments at the meeting.
11. Speakers may not ask questions of the board during this time as the Commission or Staff will not address them during this public comment period.

Dr. Mary Cretens Budget Review 2024/2025

<u>Description</u>	<u>Income</u>
Annual Contribution	\$ 158,000
Interest Income	\$ 13,000
Transfer from Fund Balance	\$ 49,900
Total Income	\$ 220,900
Total Income	\$ 220,900
Total Expenses	\$ 220,900
Income-Expense	\$ -

<u>Expenses</u>	
4th of July	\$ 40,000
Improvements to City	\$ 21,400
Cemetery and Rec.	\$ 13,000
Cemetery Improvements	\$ 66,800
Playgrounds	\$ 62,300
Fishing Piers	\$ 17,400
Total Expenses	\$ 220,900

Capital Projects: Chapel Roof, 1/2 Pickup Truck, Park Mower
Chip Seal Park Path

News or Notes: Summer Concerts, extra Trees and Stumps

3/31/23 Audited Fund Balance	\$ 466,212
3/31/24 Projected Fund Balance	\$ 407,352
3/31/25 Requested Fund Balance	\$ 344,884

Committed Fund Balances	
Boardwalk	\$ 100,000
City Hall Renovations	\$ 35,000
Total	\$ 135,000



Economic Development Budget Review 2024/2025

Description

Income

Interest Income	\$ 5,000
Land Sales	\$ -
Transfer from Fund Balance	\$ 7,700
Total Income	\$ 12,700

Total Income	\$ 12,700
Total Expenses	\$ 12,700
Income-Expense	\$ -

Expenses

Administration	5,700
Economic Development	7,000
Total Expenses	\$ 12,700

Capital Projects: Advertise and Promote

News or Notes: Possible Land Sale

3/31/23 Audited Fund Balance	\$ 50,689
3/31/24 Projected Fund Balance	\$ 63,395
3/31/25 Requested Fund Balance	\$ 55,695



DDA Budget Review 2024/2025

<u>Description</u>	<u>Income</u>
Annual Capture	\$ 386,477
Grants & Donations	\$ 4,060
Façade Owner Match	\$ 25,000
Interest Income	\$ 5,500
Farmers Market	\$ 5,825
Transfer from Fund Balance	\$ 78,812
Total Income	\$ 505,674
Total Income	\$ 505,674
Total Expenses	\$ 505,674
Income-Expense	\$ -

Capital Projects: Façade Grant is Back

News or Notes: North Shore Development Money

3/31/23 Audited Fund Balance	\$ 154,173
3/31/24 Projected Fund Balance	\$ 186,335
3/31/25 Requested Fund Balance	\$ 107,523

<u>Expenses</u>	
Administration	64,628
Façade Grant Program	50,000.00
Christmas Celebration	5,500
Farmers Market	12,800
North Shore	84,500
9th Street Bond	227,000
North Shore Loan	43,592
Interest on Loans	17,654
Total Expenses	\$ 505,674



Debt Service Budget Review 2024/2025

<u>Description</u>	<u>Income</u>
General Fund Contribution	\$ 25,000
Major Street Contribution	\$ 29,400
Local Street Contribution	\$ 9,600
DDA Contribution	\$ 227,000
Wastewater Contribution	\$ 25,000
Water Contribution	\$ 18,000
9th St. Special Assessment	\$ 33,877
Penalty Income	\$ -
Interest Income	\$ 10,000
Total Income	\$ 377,877

Total Income	\$ 377,877
Total Expenses	\$ 377,877
Income-Expense	\$ -

Capital Projects: 9th Street Dept Service

3/31/23 Audited Fund Balance	\$ 558,185
3/31/24 Projected Fund Balance	\$ 586,159
3/31/25 Requested Fund Balance	\$ 600,836

<u>Expenses</u>	
Administration	\$ 1,100
9th St. Project Interest	\$ 87,100
9th St. Project Bond Payment	\$ 275,000
Transfer to Fund Balance	\$ 14,677
Total Expenses	\$ 377,877



Solid Waste Budget Review 2024/2025

<u>Description</u>	<u>Income</u>
Garbage Collection Fees	\$ 352,850
Compost Revenue	\$ 188,035
Sale of Carts	\$ 400
Loader Loan	\$ 13,500
Penalty Income	\$ 4,000
Interest Income	\$ 7,500
Misc.	\$ 200
Total Income	\$ 566,485

Total Income	\$ 566,485
Total Expenses	\$ 566,485
Income-Expense	\$ -

Capital Projects: 1/2 Pickup Truck

News or Notes: Transfer to Fund Balance = \$62,452

3/31/23 Audited Fund Balance	\$ 452,235
3/31/24 Projected Fund Balance	\$ 547,127
3/31/25 Requested Fund Balance	\$ 609,579

<u>Expenses</u>	
Composting	\$ 37,919
City Cleanup	\$ 13,075
Garbage Collection	\$ 243,639
Administration	\$ 219,791
Meter Reading & Billing	\$ 11,265
Vehicle Expense	\$ 40,796
Total Expenses	\$ 566,485



Electric Fund Budget Review 2024/2025

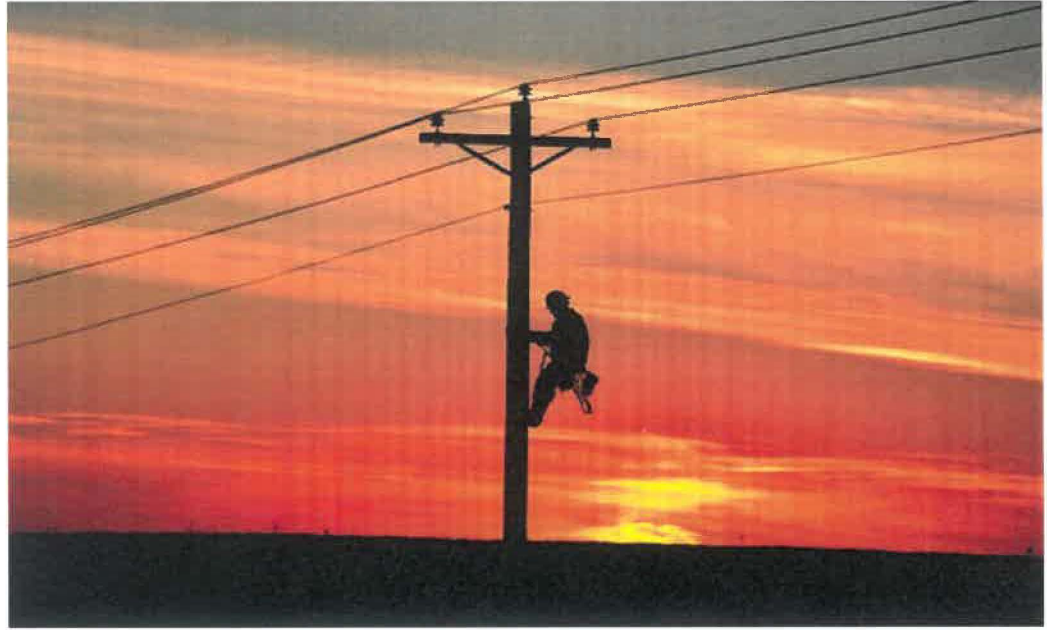
<u>Description</u>	<u>Income</u>
Sales to Customers	\$ 4,764,542
Consumer Services/Reconnect	\$ 3,000
DPW Truck Loan	\$ 31,500
DPW Sweeper Loan	\$ 22,600
Door Hanger/Penalty Income	\$ 55,000
Interest Income	\$ 75,000
Rental/Investment Income	\$ 126,331
Misc.	\$ 2,000
Transfer from Fund Balance	\$ 458,077
Total Income	\$ 5,538,050
Total Income	\$ 5,538,050
Total Expenses	\$ 5,538,050
Income-Expense	\$ -

<u>Expenses</u>	
Street Lighting	\$ 117,920
Administrative	\$ 1,184,668
Safety	\$ 90,265
Meter Reading & Billing	\$ 263,800
Consumer Services	\$ 74,300
WPPI Community Services	\$ 14,631
New Construction	\$ 17,865
Line Maintenance	\$ 646,820
Meter Maintenance	\$ 11,375
Energy & Substation	\$ 3,010,731
Energy Optimization	\$ 15,000
Building & Grounds	\$ 51,925
Vehicle Expense	\$ 38,750
Total Expenses	\$ 5,538,050

Capital Projects: New Meters, Line Trimming, New Poles, Substation SCADA & lighting, In-service testing, Garage Doors, BSA Inventory

News or Notes: Rate increase as per Rate Study
 Cost of Energy up 15.7%
 2 Lineman in School

3/31/23 Audited Fund Balance	\$ 3,592,779
3/31/24 Projected Fund Balance	\$ 3,840,736
3/31/25 Requested Fund Balance	\$ 3,382,659



Wastewater Fund Budget Review 2024/2025

Description

Income

Expenses

Sales to Customers	\$ 1,737,732
Sales to Customers-Masonville	\$ 268,406
Consumer Services/Tap Fees	\$ 6,000
Penalty Income	\$ 14,000
Interest Income	\$ 25,000
Misc.	\$ 7,500
SRF Proceeds	\$ 4,188,200
Total Income	\$ 6,246,838

Total Income	\$ 6,246,838
Total Expenses	\$ 6,246,838
Income-Expense	\$ -

Solids Handling	\$ 16,338
New Line Construction	\$ -
Masonville Sewer	\$ 93,249
Administrative	\$ 1,325,967
Safety	\$ 13,434
Meter Reading & Billing	\$ 42,843
Consumer Services	\$ 12,449
Line Maintenance	\$ 13,039
Meter Maintenance	\$ 21,737
Plant O & M	\$ 170,737
Lab	\$ 76,857
Lift Stations	\$ 63,826
Building & Grounds	\$ 34,901
Plant Improvements	\$ 4,230,734
Vehicle Expense	\$ 92,277
Consent Order	\$ 38,450
Total Expenses	\$ 6,246,838

Capital Projects: Plant Improvements, East End Lift Station
Rebuild Vactor Truck

News or Notes: Rate increase as per Rate Study
Plant Constuction Finished!?
Transfer to Fund Balance = \$26,375

3/31/23 Audited Fund Balance	\$ 1,636,397
3/31/24 Projected Fund Balance	\$ 2,052,288
3/31/25 Requested Fund Balance	\$ 2,078,663



Water Fund Budget Review 2024/2025

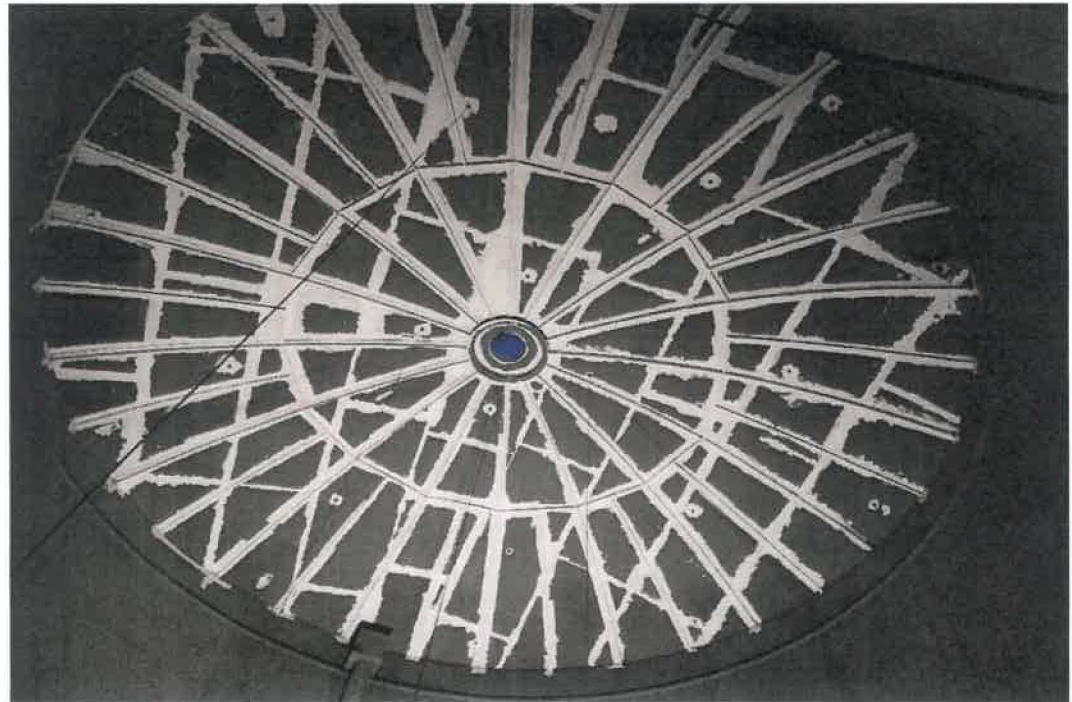
<u>Description</u>	<u>Income</u>
Sales to Customers	\$ 988,750
Fire Protection	\$ 57,400
Consumer Services/Tap Fees	\$ 6,000
Penalty Income	\$ 7,500
Interest Income	\$ 12,500
Misc.	\$ 10,400
Grants	\$ -
Transfer From Fund Balance	\$ 234,116
Total Income	\$ 1,316,666
Total Income	\$ 1,316,666
Total Expenses	\$ 1,316,666
Income-Expense	\$ -

<u>Expenses</u>	
New Line Construction	\$ 418,000
Administrative	\$ 441,821
Safety	\$ 6,026
Meter Reading & Billing	\$ 43,331
Consumer Services	\$ 50,753
Line Maintenance	\$ 9,470
Reservoir & Elevated Tanks	\$ 15,886
Meter Maintenance	\$ 17,791
Plant O & M	\$ 151,605
Lab	\$ 124,000
Hydrant Maintenance	\$ 3,248
Building & Grounds	\$ 19,900
Plant Improvements	\$ 8,500
Vehicle Expense	\$ 6,335
Total Expenses	\$ 1,316,666

Capital Projects: 14th-12th Water Project
New Meters

News or Notes: Rate Increase as per Study

3/31/23 Audited Fund Balance	\$ 1,141,428
3/31/24 Projected Fund Balance	\$ 795,528
3/31/25 Requested Fund Balance	\$ 561,412



Harbor Budget Review 2024/2025

<u>Description</u>	<u>Income</u>
Launch Permits	\$ 4,700
Grants	\$ -
Seasonal Dockage	\$ 65,000
Transient Dockage	\$ 4,600
Gas and Oil Sales	\$ 12,500
Interest on Investment	\$ 5,000
Misc.	\$ 400
Total Income	\$ 92,200

Total Income	\$ 92,200
Total Expenses	\$ 92,200
Income-Expense	\$ -

Capital Projects:

News or Notes: \$35,384 Transferred to Fund Balance
Applying for Harbor Phase II Grant

3/31/23 Audited Fund Balance	\$ 186,959
3/31/24 Projected Fund Balance	\$ 214,376
3/31/25 Requested Fund Balance	\$ 249,760

Expenses

Administration	56,816
Transfer to Fund Balance	35,384
Total Expenses	\$ 92,200



Cemetery Perpetual Care Budget Review 2024/2025

<u>Description</u>	<u>Income</u>
Perpetual Care Revenue	\$ 2,200
Interest Income	\$ 2,000
Total Income	\$ 4,200

Total Income	\$ 4,200
Total Expenses	\$ 4,200
Income-Expense	\$ -

Capital Projects:

News or Notes: continuing forever : everlasting.
 occurring continually : constant.
 Perpetually

3/31/23 Audited Fund Balance	\$ 274,634
3/31/24 Projected Fund Balance	\$ 276,826
3/31/25 Requested Fund Balance	\$ 279,016

<u>Expenses</u>	
Transfer to General Fund	\$ 2,000.00
Transfer to Fund Balance	\$ 2,190
Audit Fees	\$ 10
Total Expenses	\$ 4,200



Mapleridge Township Budget Review 2024/2025

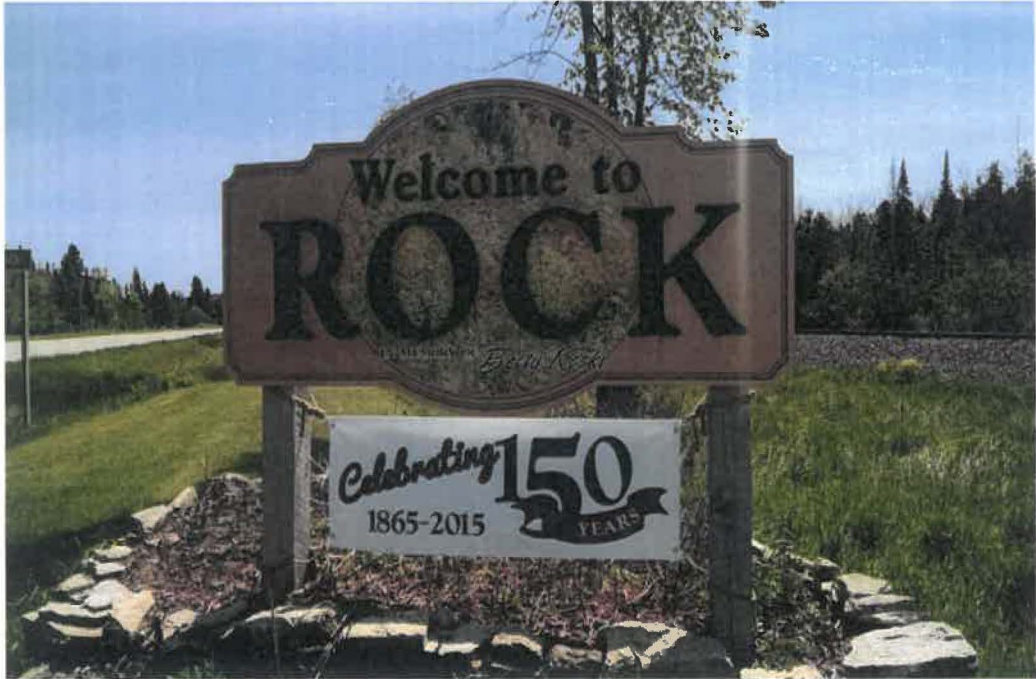
<u>Description</u>	<u>Income</u>
Water Charge	\$ 64,000
Revenue	\$ 13,000
Reconnect/Penalty Income	\$ 1,753
Total Income	\$ 78,753

<u>Expenses</u>	
Administration	78,753
Total Expenses	\$ 78,753

Total Income	\$ 78,753
Total Expenses	\$ 78,753
Income-Expense	\$ -

Capital Projects:

News or Notes: Raise Our Fee?



Retirement System Budget Review 2024/2025

<u>Description</u>	<u>Income</u>
Interest from Investments	\$ 14,000
Transfer From General Fund	\$ 50,000
Transfer From Major Street Fund	\$ 30,435
Transfer From Local Street Fund	\$ 31,494
Transfer From Water Fund	\$ 125,929
Transfer From Solid Waiste Fund	\$ -
Total Income	\$ 251,858

Total Income	\$ 251,858
Total Expenses	\$ 251,858
Income-Expense	\$ -

Capital Projects:

News or Notes: \$251,858 to Fund Balance

3/31/23 Audited Fund Balance	\$ 269,228
3/31/24 Projected Fund Balance	\$ 370,836
3/31/25 Requested Fund Balance	\$ 622,694

Expenses

Admin. Transfer to FB	251,858
	-
Total Expenses	251,858

