

City of Blue Lake Final Revised Budget Fiscal Year 2025-26

Presented to:

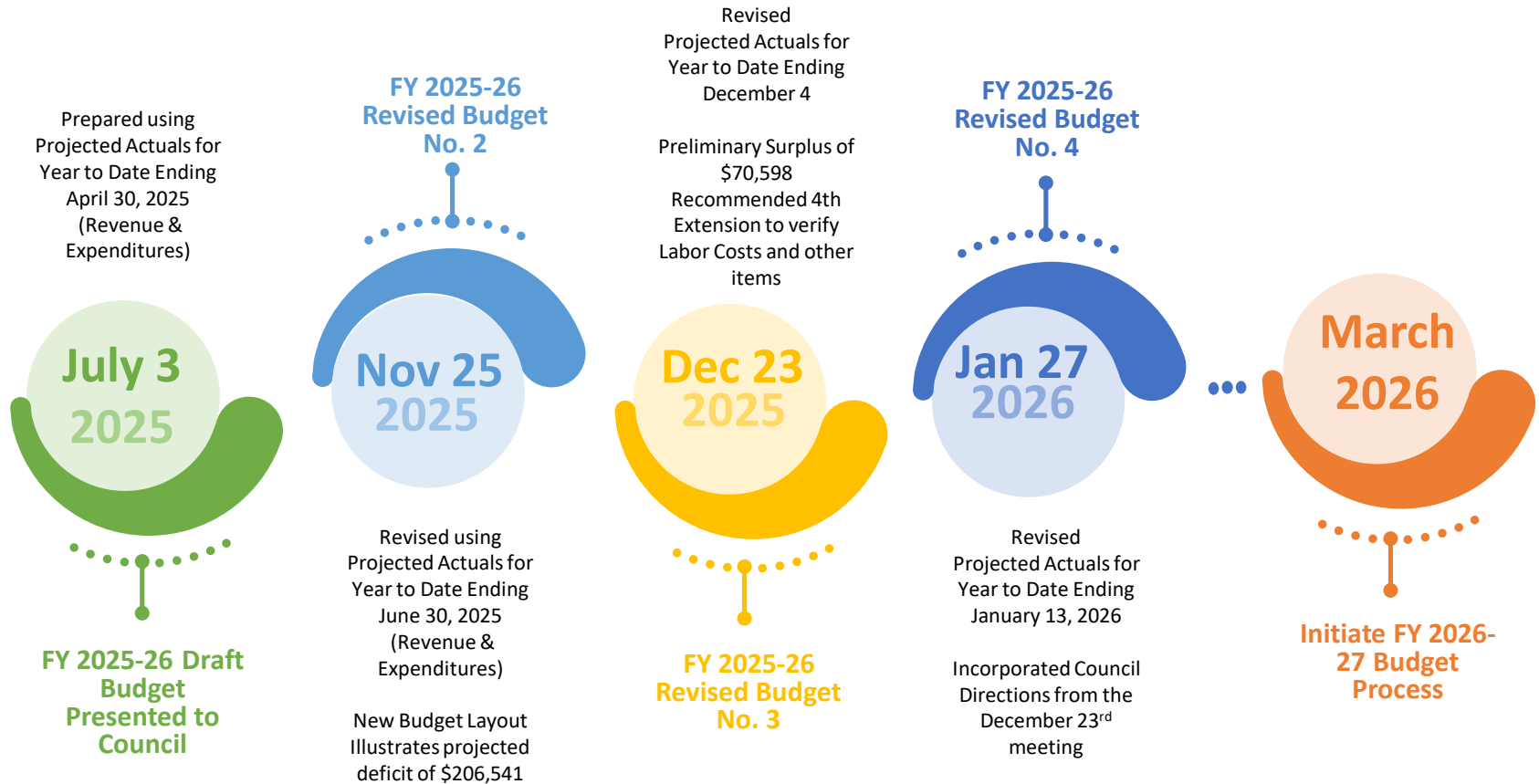
Blue Lake City Council

Tuesday, January 27, 2026

Overview

- ❖ **Summary FY 25-26 Budget Revision No. 4**
- ❖ **Personnel & Organization**
 - ❖ Classification Pay Plan/Cost of Living Adjustment
 - ❖ Organization Chart
 - ❖ Proposed Reorganization/Reclassification
 - ❖ Position Allocation Table
- ❖ **Resolution 1251 – Approval of Budget**

FY 2025-26 Timeline Review



FY 2025-26 Revision 4

Includes the following:

- Actual Revenue & Expenditures Comparisons (YTD 01/13/26)
- Create Special Fund 45 for Blue Lake Bike & Skate Park Dept.
- Includes Fund 11 & Fund 13 although they are at "0"
- Repaired labeling error for Fund 36/38 on the Expenditure Sheet
- Verified Law Enforcement Contract is correct at \$170,159
- Inclusion of CDBG fund expenditure
- Adjustment of labor costs
- Recreation Dept (445) modifications including:
 - Discontinue First Five Play Group (effective 12/31/25)
 - Discontinue Summer Camp (effective May 2026)
 - Reduce Skate Program availability and DJ events

FY 2025-26 Revision 4

Includes the following:

- Miscellaneous Recommendations
 - Reduce Free Green Waste Drop-Off to one Spring event
 - Implementation of Operational Cost Savings
 - Removal of porta-potties during wet weather season from Town Square/Horse Arena
 - Utilize no-charge franchise bins for City waste and recyclables
 - Regulate bathroom access to prevent misuse and vandalism

Non-Reoccurring Expenditures

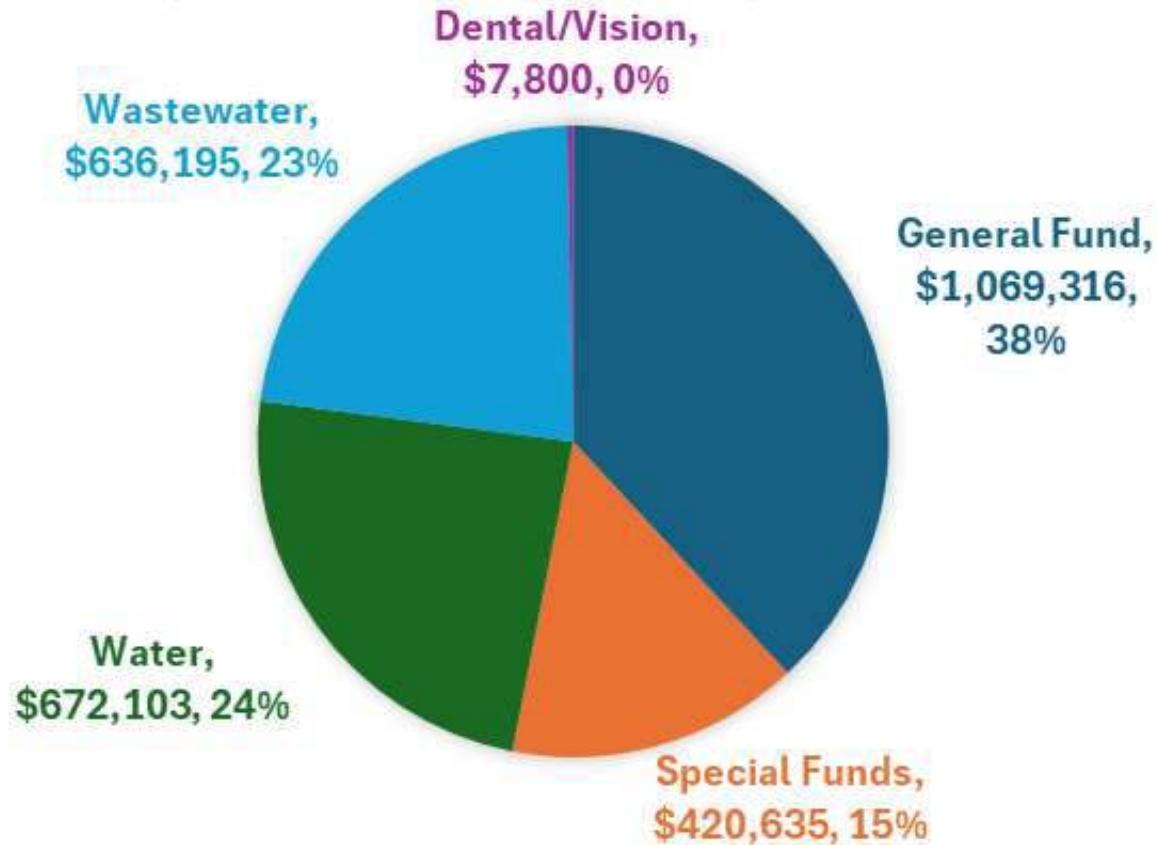
Include:

- Former City Manager Severance Payout \$18,750
- City Manager Recruitment Services \$16K
- FRMS health coverage assessment \$80K (spread over 2 Fiscal Years)
- Special Municipal Election for Recall \$15K
- Seventh Housing Element consultant services \$40K for FY 25/26 (of an estimated \$150K total)

FY 2025-26 Total Revised Projected Revenues

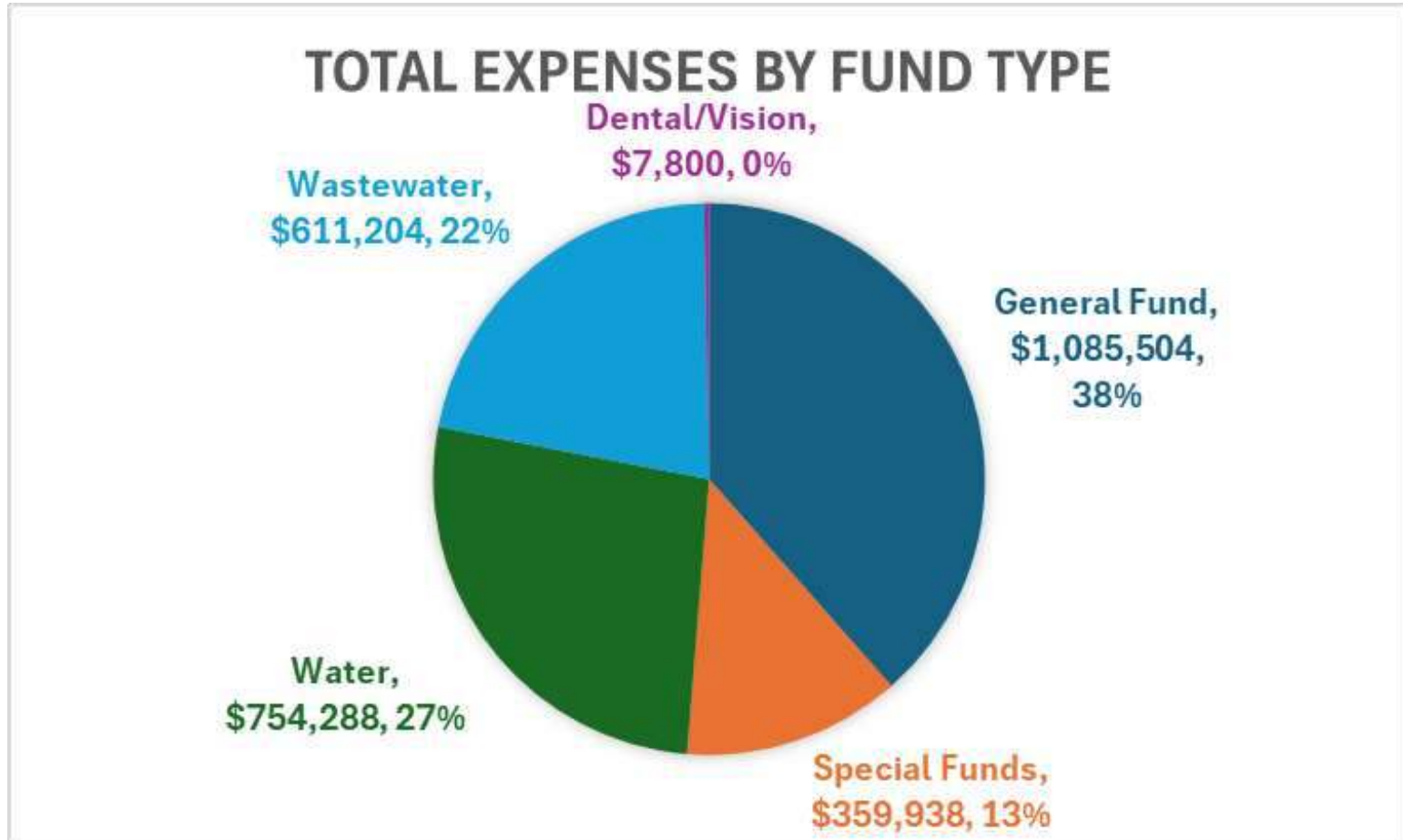
\$2,806,049

TOTAL REVENUE BY FUND TYPE



FY 2025-26 Total Projected Expenditures

\$2,818,734



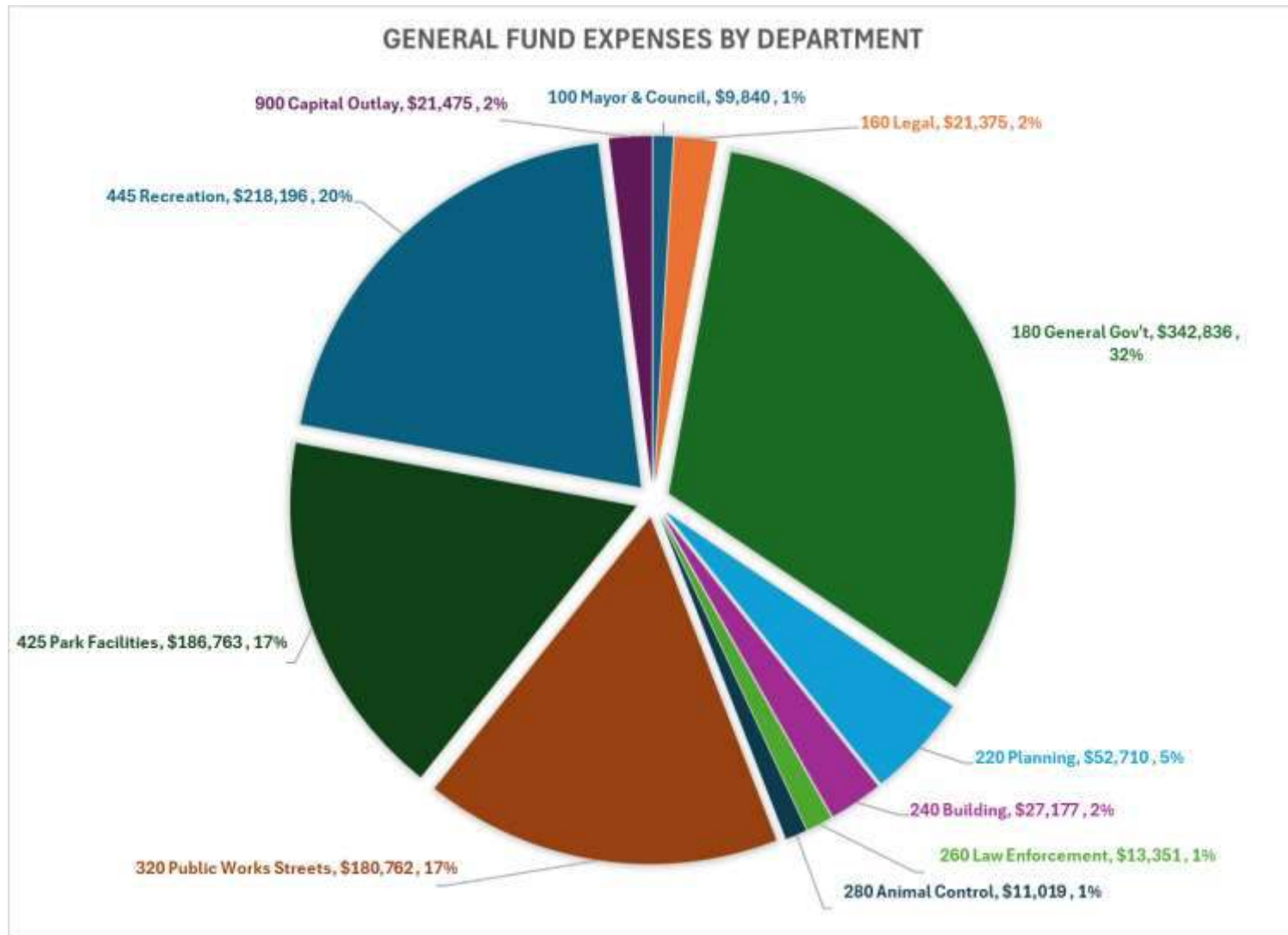
Preliminary Deficit -\$12,685

Excess or Deficit by Fund

FY 2025-26	Total Revenue	Total Expense	Balance
General Fund	\$1,069,316	\$1,085,504	-\$16,188
Special Funds	\$420,635	\$359,938	\$60,697
Water	\$672,103	\$754,288	-\$82,185
Wastewater	\$636,195	\$611,204	\$24,991
Dental/Vision	\$7,800	\$7,800	\$0
Total	\$2,806,049	\$2,818,734	-\$12,685

Projected General Fund Expenditures

\$ 1,085,504



General Fund Deficit of \$16,188

Net Draw by Fund Cash Balance

Fund No	Estimated 7/1/25 Cash Balance *	Net Draw ∞	Anticipated 6/30/26 Cash Balance *
10 – General	\$ 895,348.97	(\$16,188.00)	\$ 879,160.97
60 - Water	\$ 429,825.35	(\$88,470.00)	\$ 341,355.35
70 - Sewer	(\$ 213,453.14)	(\$19,541.00)	(\$ 232,994.14)

* Estimated unaudited cash balance for fund prior to year-end closing entries

∞ Resolution 1251

Personnel

Classification Pay Plan Revisions include:

- Removed “Acting City Manager”
- Added “City Manager” at contracted rate
- Updated Recreation Specialist to match increase in minimum wage
- Revised to show hourly, bi-weekly pay rate and annual salary
- Positions reflect same pay plan as approved May 13, 2025
- Effective Date Jan 5, 2026

Example and Non-Exempt Employee
Classification Pay Plan
Fiscal Year 2025-26

Classification(s)	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10	Level 11	Level 12	Level 13
Public Works Superintendent	Annual: \$12,261	\$13,851	\$15,476	\$17,139	\$18,844	\$20,591	\$22,382	\$24,219	\$26,104	\$28,038	\$30,022	\$32,056	\$34,141
Bi-weekly	\$2,311.20	\$2,670.20	\$2,930.80	\$3,227.80	\$3,558.80	\$3,918.20	\$4,296.40	\$4,693.60	\$5,110.80	\$5,548.00	\$5,995.20	\$6,452.40	\$6,919.60
Hourly	\$28.89	\$33.38	\$36.64	\$40.35	\$43.86	\$47.48	\$51.20	\$55.02	\$58.88	\$62.80	\$66.79	\$70.84	\$74.95
Longevity	\$20.82	\$23.36	\$25.78	\$28.00	\$30.00	\$31.81	\$33.43	\$34.86	\$36.10	\$37.16	\$38.04	\$38.75	\$39.29
Public Works Supervising Operator	Annual: \$ 48,947	\$ 57,085	\$ 65,823	\$ 74,161	\$ 83,099	\$ 91,637	\$ 100,775	\$ 109,513	\$ 118,851	\$ 127,789	\$ 136,327	\$ 144,465	\$ 152,103
Bi-weekly	\$ 9,381.20	\$ 10,856.00	\$ 12,524.40	\$ 14,192.80	\$ 15,861.20	\$ 17,529.60	\$ 19,198.00	\$ 20,866.40	\$ 22,534.80	\$ 24,203.20	\$ 25,871.60	\$ 27,540.00	\$ 29,208.40
Hourly	\$ 11.73	\$ 13.57	\$ 15.40	\$ 17.23	\$ 19.06	\$ 20.89	\$ 22.72	\$ 24.55	\$ 26.38	\$ 28.21	\$ 30.04	\$ 31.87	\$ 33.70
Longevity	\$24.33	\$27.33	\$30.18	\$32.88	\$35.33	\$37.53	\$39.48	\$41.18	\$42.63	\$43.84	\$44.81	\$45.55	\$46.09
Public Works Operator	Annual: \$43,585	\$47,812	\$52,039	\$56,266	\$60,493	\$64,720	\$68,947	\$73,174	\$77,401	\$81,628	\$85,855	\$90,082	\$94,309
Bi-weekly	\$8,310.96	\$9,136.32	\$9,961.68	\$10,787.04	\$11,612.40	\$12,437.76	\$13,263.12	\$14,088.48	\$14,913.84	\$15,739.20	\$16,564.56	\$17,389.92	\$18,215.28
Hourly	\$10.39	\$11.42	\$12.45	\$13.48	\$14.51	\$15.54	\$16.57	\$17.60	\$18.63	\$19.66	\$20.69	\$21.72	\$22.75
Longevity	\$19.94	\$22.33	\$24.58	\$26.68	\$28.53	\$30.13	\$31.58	\$32.88	\$34.03	\$35.04	\$35.91	\$36.65	\$37.29
Public Works Maintenance Worker US	Annual: \$35,485	\$38,540	\$41,595	\$44,650	\$47,705	\$50,760	\$53,815	\$56,870	\$59,925	\$62,980	\$66,035	\$69,090	\$72,145
Bi-weekly	\$6,812.50	\$7,322.50	\$7,832.50	\$8,342.50	\$8,852.50	\$9,362.50	\$9,872.50	\$10,382.50	\$10,892.50	\$11,402.50	\$11,912.50	\$12,422.50	\$12,932.50
Hourly	\$8.51	\$9.15	\$9.79	\$10.43	\$11.07	\$11.71	\$12.35	\$12.99	\$13.63	\$14.27	\$14.91	\$15.55	\$16.19
Longevity	\$17.39	\$19.31	\$21.05	\$22.65	\$24.00	\$25.13	\$26.05	\$26.76	\$27.28	\$27.63	\$27.84	\$27.95	\$27.97
Park and Recreation Director	Annual: \$49,962	\$51,450	\$52,938	\$54,426	\$55,914	\$57,402	\$58,890	\$60,378	\$61,866	\$63,354	\$64,842	\$66,330	\$67,818
Bi-weekly	\$9,592.40	\$9,862.50	\$10,132.60	\$10,402.70	\$10,672.80	\$10,942.90	\$11,213.00	\$11,483.10	\$11,753.20	\$12,023.30	\$12,293.40	\$12,563.50	\$12,833.60
Hourly	\$11.99	\$12.33	\$12.66	\$12.99	\$13.32	\$13.65	\$13.98	\$14.31	\$14.64	\$14.97	\$15.30	\$15.63	\$15.96
Longevity	\$24.48	\$26.30	\$27.90	\$29.28	\$30.43	\$31.35	\$32.06	\$32.58	\$32.93	\$33.14	\$33.25	\$33.27	\$33.29
Office Assistant	Annual: \$35,152	\$36,227	\$37,302	\$38,377	\$39,452	\$40,527	\$41,602	\$42,677	\$43,752	\$44,827	\$45,902	\$46,977	\$48,052
Bi-weekly	\$6,729.20	\$6,923.16	\$7,117.00	\$7,310.84	\$7,504.68	\$7,698.52	\$7,892.36	\$8,086.20	\$8,280.04	\$8,473.88	\$8,667.72	\$8,861.56	\$9,055.40
Hourly	\$8.41	\$8.65	\$8.89	\$9.13	\$9.37	\$9.61	\$9.85	\$10.09	\$10.33	\$10.57	\$10.81	\$11.05	\$11.29
Longevity	\$17.22	\$17.74	\$18.27	\$18.80	\$19.33	\$19.86	\$20.39	\$20.92	\$21.45	\$21.98	\$22.51	\$23.04	\$23.57
Admin. Accounting Specialist US	Annual: \$41,522	\$42,588	\$43,654	\$44,720	\$45,786	\$46,852	\$47,918	\$48,984	\$50,050	\$51,116	\$52,182	\$53,248	\$54,314
Bi-weekly	\$7,884.40	\$8,091.52	\$8,298.64	\$8,505.76	\$8,712.88	\$8,919.99	\$9,127.11	\$9,334.23	\$9,541.35	\$9,748.47	\$9,955.59	\$10,162.71	\$10,369.83
Hourly	\$9.73	\$9.86	\$10.00	\$10.13	\$10.26	\$10.39	\$10.52	\$10.65	\$10.78	\$10.91	\$11.04	\$11.17	\$11.30
Longevity	\$21.18	\$21.70	\$22.22	\$22.74	\$23.26	\$23.78	\$24.30	\$24.82	\$25.34	\$25.86	\$26.38	\$26.90	\$27.42
Finance Manager	Annual: \$68,802	\$70,570	\$72,338	\$74,106	\$75,874	\$77,642	\$79,410	\$81,178	\$82,946	\$84,714	\$86,482	\$88,250	\$90,018
Bi-weekly	\$13,156.40	\$13,511.52	\$13,866.64	\$14,221.76	\$14,576.88	\$14,931.99	\$15,287.11	\$15,642.23	\$15,997.35	\$16,352.47	\$16,707.59	\$17,062.71	\$17,417.83
Hourly	\$16.45	\$16.89	\$17.33	\$17.77	\$18.21	\$18.65	\$19.09	\$19.53	\$19.97	\$20.41	\$20.85	\$21.29	\$21.73
Longevity	\$24.48	\$26.30	\$27.90	\$29.28	\$30.43	\$31.35	\$32.06	\$32.58	\$32.93	\$33.14	\$33.25	\$33.27	\$33.29
City Manager	Annual: \$115,806	\$125,538	\$135,270	\$145,002	\$154,734	\$164,466	\$174,198	\$183,930	\$193,662	\$203,394	\$213,126	\$222,858	\$232,590
Bi-weekly	\$22,161.20	\$24,107.60	\$26,054.00	\$27,999.60	\$29,945.20	\$31,890.80	\$33,836.40	\$35,782.00	\$37,727.60	\$39,673.20	\$41,618.80	\$43,564.40	\$45,510.00
Hourly	\$27.70	\$30.14	\$32.58	\$35.02	\$37.46	\$39.90	\$42.34	\$44.78	\$47.22	\$49.66	\$52.10	\$54.54	\$56.98

Approved May 13, 2023
Page 92 in Budget

Cost of Living Adjustment (COLA)

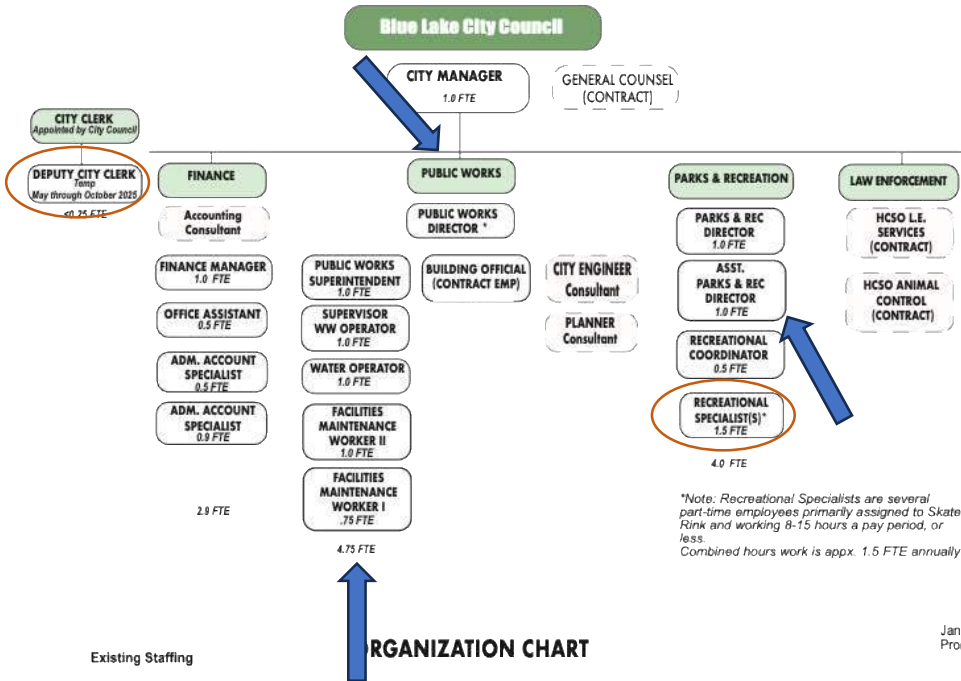
- No proposed COLA to the City's Classification Pay Plan.
- Employees remain eligible for step increases according to successful performance reviews.

Personnel

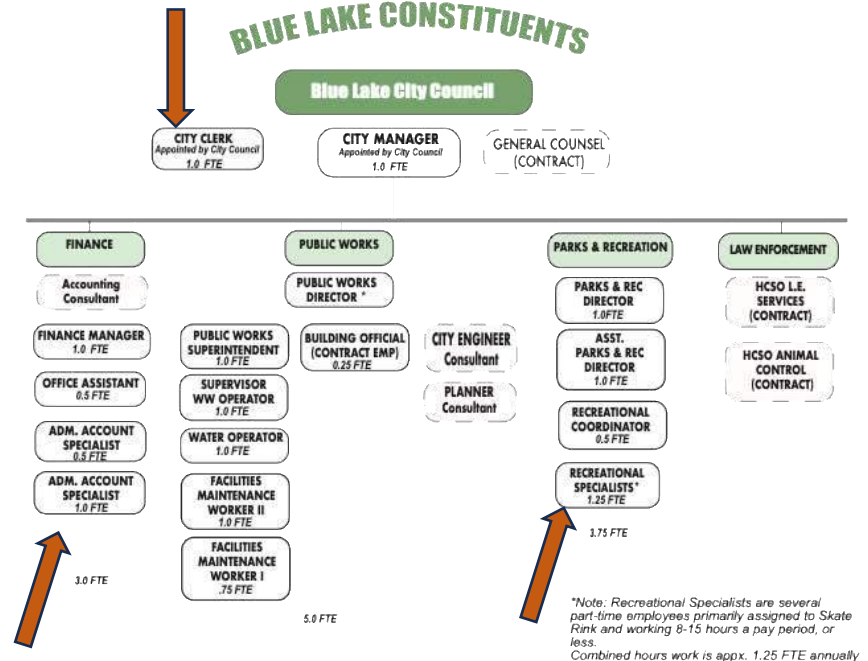
Current Staffing: 13.15 FTE

Proposed Staffing: 13.75 FTE

BLUE LAKE CONSTITUENTS



BLUE LAKE CONSTITUENTS



ORGANIZATION CHART

January 22, 2026
Proposed Staffing 13.75 FTE

Personnel

Position Allocation Table: 13.75 FTE

- Multi-year Tracking
- Employee headcount
- Transparency for Council and public

**Note: City hires multiple individuals to work as Recreational Specialists however they typically are assigned 6-15 hours a pay period. The total equates to 1.25 FTE*

Draft
Position Allocation Table
Fiscal Year 2025-26

Department/Position	Full-Time Employee (FTE's)				
	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
Administration					
City Manager	0.70	0.70			
City Clerk		1.00			
Deputy City Clerk	0.25				
Total FTE's	0.95	1.70			
Finance					
Finance Manager	1.00	1.00			
Office Clerk	0.50	0.50			
Account Specialist I/II	1.40	1.50			
Total FTE's	2.90	3.00			
Public Works					
Public Works Director	0.30	0.30			
Building Official	0.25	0.25			
Public Works Superintendent	1.00	1.00			
Public Works Supervising Operator	1.00	1.00			
Water Operator	1.00	1.00			
Facilities Maintenance I/II	1.75	1.75			
Total FTE's	5.30	5.30			
Parks & Recreation					
Parks & Recreations Director	1.00	1.00			
Asst. Parks & Recreation Director	1.00	1.00			
Recreational Coordinator	0.50	0.50			
Recreational Specialist I/II	1.50	1.25			
Total FTE's	4.00	3.75			
Total City FTE's	13.15	13.75			

- 1) Deputy City Clerk was a part-time employee employed from May 2025 to November 2025
- 2) Asst. Parks & Recreational Director was promoted to full time in February 2025 (FY 2024-45)
- 3) City Manager also serves as Public Works Director

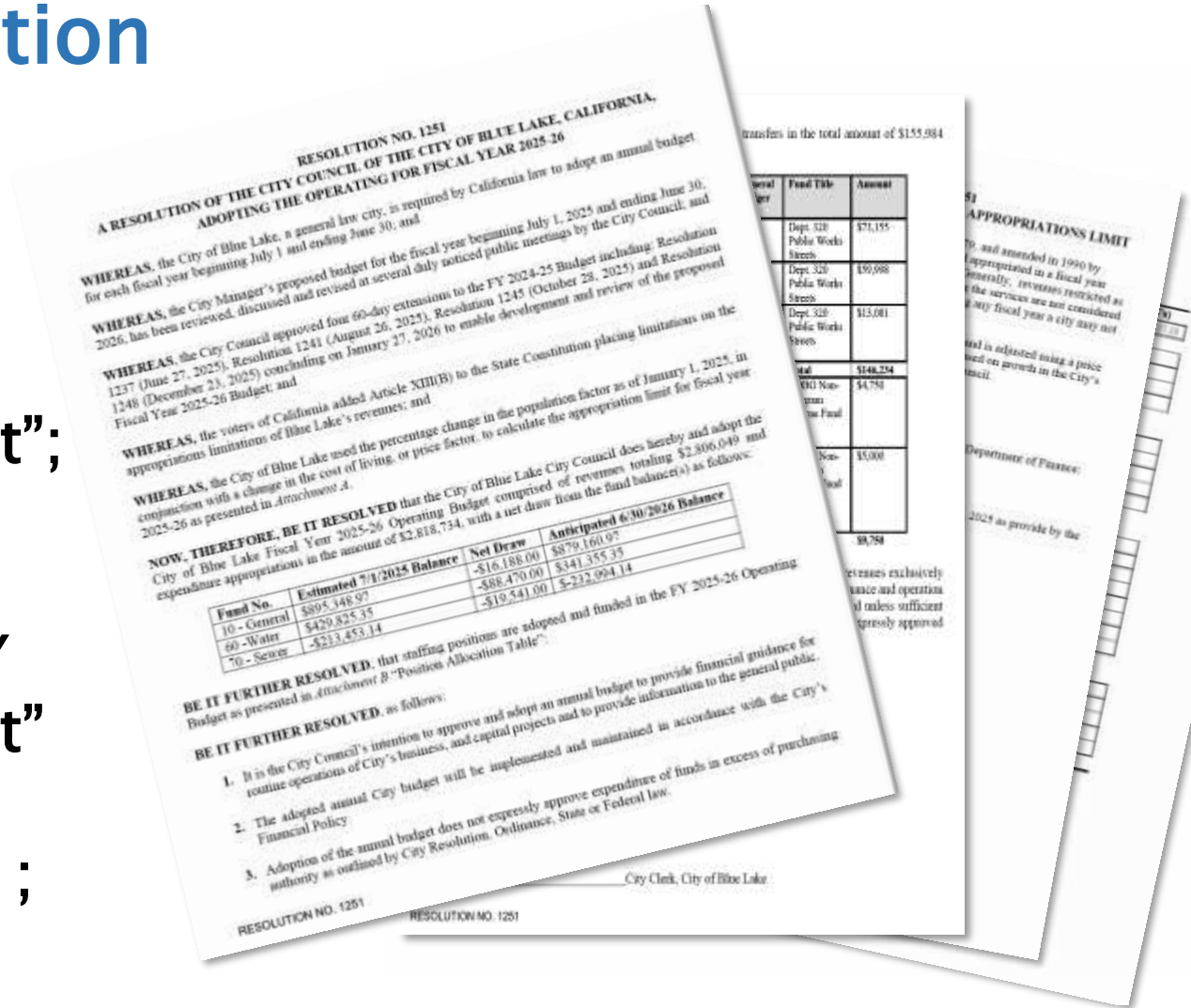
Approved May 13, 2023
Resolution 1251 – Attachment B

Recommendation

1. Approve Resolution 1251 “Revised Final 2025–26 Budget”; or

2. Amend “Final FY 2025–26 Budget” and Approve Resolution 1251; or

3. Other Direction



Background Slides if needed

1. Program Reduction or Discontinuance

Recreational Program (Fund 445)

- Eliminate First Five Playgroup
- Eliminate Summer Camp
- Reduce Skate Program availability, and DJ events
- Salary savings (for remaining fiscal year)

Eliminate Free Green Waste Disposal for FY 2025-26

- Two events have already occurred
- Reduce to One Free Spring Disposal Event

No proposed changes to:

Woodbat – the Adult Softball League as this is an overall revenue generator for the City, requires minimal administrative time and with 8 Spring/6 Fall teams has strong community support.

Recommendations

2. Operational Cost Savings

Implement cost-saving measures by the following:

- Removal of public Porta-Potties during wet weather season – Arena and Town Square
- Utilize no-charge franchise provided solid waste and recyclable bins - *Resource Center and Doghouse will need to secure their own garbage and recyclable service.*
- Reduce energy consumption in the commercial stove and refrigeration systems to only when needed.
- Regulating bathroom access to prevent vandalism, supply misuse, and theft.

3. Revenue Enhancement Strategies

Review & Adjust Fees

- Building Permit
- Recreational Fees
- Facility & Building Rental Fees
- Event & Special Event Fees
- Water & Sewer

Ensure Collection of License Fees

- Animal licenses
- Business licenses and day-only vendor business licenses
- Review and track Transient Occupancy Taxes (TOT) – currently self reporting.

Promote

- Facilities for Rental Use