



**City of Scandia
2013 Budget**

ADOPTED 2013 BUDGET

December 18, 2012

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BUDGET OVERVIEW

Budget Process and Timeline

This document contains a budget for the period of January 1 through December 31, 2013 for the City of Scandia. Year to date (YTD) data is, unless otherwise stated, as of June 30, 2012.

The timeline for developing the 2013 City budget is shown below. While the final budget will not be adopted until December, the City is required to certify its proposed maximum property tax levy to the county auditor not later than September 15, 2012. The city may continue to refine the budget, but after that date the levy cannot be increased. Notices to property owners will be based on the maximum levy.

The schedule for review of the 2013 budget is as follows:

Dates	Action
Tuesday, July 31	First budget workshop
Tuesday, August 15	City Council budget workshop (regular work session meeting, rescheduled due to Primary Election on August 14)
Tuesday, August 28	City Council budget workshop (special meeting)
Wednesday, September 5 <i>(Tentative)</i>	City Council budget workshop (special meeting, optional)
Tuesday, September 11	Regular work session date; special Council meeting to adopt proposed budget by resolution and certify proposed levy to county auditor; set date for public meeting on levy and budget
Thursday, September 15	Last date to certify proposed (maximum) tax levy to county auditor
October 1 (approximate)	Include information on proposed budget in City newsletter
Tuesday, October 9	City Council budget workshop (regular work session)
Tuesday, October 23	City Council budget workshop (special meeting, optional)
Wednesday, November 7	Planning Commission hearing on Capital Improvement Program (CIP)
November	Washington County mails property tax statements
Tuesday, November 27 or Tuesday, December 11	Public meeting on budget and tax levy <i>(could combine with December 13 work session or set a special meeting between dates TBD)</i>

Tuesday, December 18	Budget hearing/ adopt final property tax levy and budget <i>(last regular Council meeting of 2012)</i>
Friday, December 28	Last date to certify final tax levy to county auditor
January, 2013	Publish summary budget in legal newspaper

Budget Format

The 2013 budget is divided into the following fund and departmental budgets:

Fund Type	2013 Budget Funds
General Fund	General Fund (101) <i>Departments within General Fund:</i> <ul style="list-style-type: none"> • <i>Administration & Finance (41000)</i> • <i>City Council (41110)</i> • <i>Elections (41410)</i> • <i>Planning & Building (41910)</i> • <i>Police (42000)</i> • <i>Fire (42200)</i> • <i>Public Works (43000)</i> • <i>Parks (45000)</i> • <i>Community Center (45180)</i>
Debt Service Funds	2007 Blacktop Project (307)
	Fire Hall/ Public Works (310)
	2010 Equipment Certificate (311)
	2011 Equipment Certificate (312) <i>New</i>
Capital Funds	Capital Improvement Fund (403)
	Parks Capital Improvement Fund (404)
	Equipment Replacement Fund (405)
Enterprise Fund	201 Sewer Project Fund (602)
Special Revenue Fund	Uptown Sewer Fund (612)

A new debt service fund (2011 Equipment Certificate, Fund 312) has been added in 2012 and 2013, at the recommendation of the city’s financial advisory, to account separately for the two outstanding equipment certificates.

The major expenditure categories in the budget are:

Personal Services (100)	Costs related to employees including wages, salaries, retirement contributions and all other benefits.
Materials and Supplies (200)	All of the “things” that the city purchases, such as office supplies, parts, fuel, sand & gravel, etc.
Contractual Services and Charges (300-400)	All types of services and functions performed by or provided by those other than employees.
Capital Outlay (500)	Projects, equipment or furnishings with a useful life of three years or longer and cost greater than \$500. (Capital outlay items with a life of five years or longer and cost \$10,000 or greater would also be listed in the CIP.)
Debt Service (600)	Principal and interest payments on short- or long-term debt.
Transfers (700)	Transfers from one fund to another.

Revenue Budget Assumptions

Property Taxes

Property taxes are the city’s largest revenue source, representing 90% of revenues to the General Fund. Most years, Minnesota cities over 2,500 population have been subject to property tax levy limits established by the state legislature. For 2012, there were no levy limits in place and there will be no levy limits in 2013.

The following table shows the total tax levy of New Scandia Township/the City of Scandia in recent years with the percentage increases from the previous year. The 2013 levy was adopted by the City Council on December 18, 2012.

Property Tax Levy History

Year	Total Levy	Increase
2003	\$1,238,136	-1.10%
2004	\$1,301,182	5.10%
2005	\$1,368,150	5.10%
2006	\$1,483,752	8.40%
2007	\$1,533,930	3.40%
2008	\$1,703,589	11.06%
2009	\$1,860,893	9.23%
2010	\$1,918,647	3.10%
2011	\$2,013,651	4.95%
2012	\$2,055,174	2.06%
2013	\$2,171,074	5.64%

How changes in the city budget and levy will impact individual property tax payers is a complex question. The amount of the tax levy is only one of many factors. There is not yet sufficient information available to calculate the impact of the maximum levy increase on property tax bills. However, preliminary data from Washington County indicates that the city's tax capacity may increase by 3% for the pay 2013 tax year. All other things being equal, the same tax levy would result in a lower tax rate.

Other Revenues

The following assumptions were made about other revenue sources for 2013:

- Other taxes (gravel tax revenue)—similar revenue to 2012.
- License and permits—similar revenue to 2012.
- Intergovernmental revenues—the only revenues assumed in the General Fund is the recycling grant in the Administration Dept. (Scandia receives no Local Government Aid (LGA) or other state funds.)
- Charges for services—would be significantly less in 2013, due to completion of the Zavoral Mining and Reclamation Project EIS. Most of the charges have been essentially pass-through, with accompanying changes in the expense budget. There will be some reimbursable expense for review of the CUP for this project, but significantly less than in 2012.
- Fines and forfeitures—same as projected 2012 revenue.
- Interest— interest earnings will continue to be low; assumes 0.4%.

Expense Budget Assumptions

Wages and Benefits

The budget assumes 2% cost-of-living adjustments (COLA) to employee wages. The only general wage adjustment since January of 2009 was 2% for part-time employees on January 1, 2012, except for the 2 full-time maintenance workers and the administrator, who received 1%. One employee will be eligible for a step increase, based on the salary range and steps set for the Full-Time Maintenance Worker position in 2013. The budget assumes that step will be given when the employee is eligible.

An issue of concern is whether the City will remain in compliance with state pay equity law after the report submitted in January, 2012 has been reviewed by the state. The female Deputy Clerk and Treasurer positions, for example, rate approximately the same as the male Maintenance Worker position but are paid less, and no pay steps have been set.

For health insurance, a 10% increase for 2013 was estimated for preliminary budget purposes. Actual rates will be known in the fall. Because the city's health insurance plan is a high-deductible plan (to keep premium costs down) the City has been contributing to Health Savings Accounts (HSAs) for eligible employees. The budget assumes continuing city contributions to the HSAs at the same level as in the last 3 years.

Other Expenses

The expense budgets include the following assumptions for costs in 2013 compared to 2012:

- PERA & FICA—no increase from 2012 (7.25% and 6.2% employer contributions, respectively).
- Insurance (Property & Auto, Liability and Worker's Compensation—+ 5%, based on guidance from the League of Minnesota Cities Insurance Trust.) Actual costs will be available in December for the policy year beginning January 1.
- Fuel and utilities—approximately the same prices as assumed in the 2012 budget.

Capital Projects

The following projects in the Capital Improvement Plan (CIP) update are included in the 2013 budget. Detailed descriptions are included in the CIP and/or the department budget narratives.

Proj #	CIP Project Name	Cost	Funding
F-009	Civil Defense Sirens	\$200,000	Capital Improvement Fund (\$50,000) and Grants (\$150,000)
F-012	Engine 5180 Replacement	\$300,000	Equipment Replacement Fund
PR-001	Lilleskogen Park Improvements	\$103,000	\$5,000 from Park Capital Improvements Fund, remaining cost to come from grant revenue or donations not yet secured
PW-002	Street Maintenance Program	\$300,000	General Fund, Public Works Budget (43000)
PW-021	Lift for Public Works Garage	\$15,000	General Fund, Public Works Budget (43000)
PW-022	One-Ton F-550 Work Truck	\$50,000	General Fund, Public Works Budget (43000)

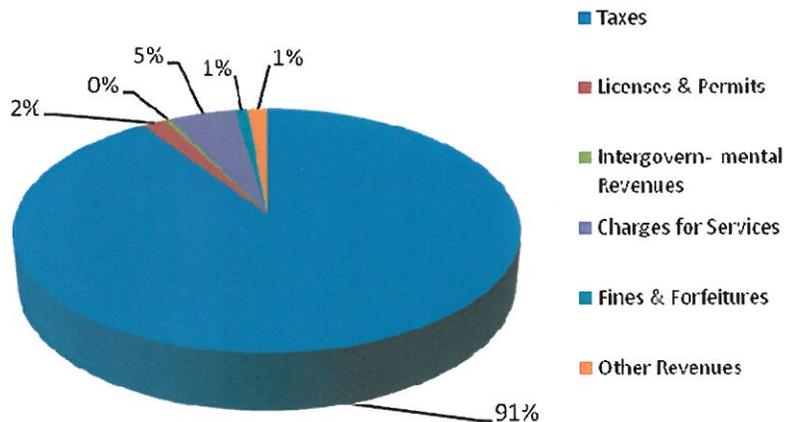
In addition to the projects in the CIP these other capital expenditures are included in the 2013 budget. (These projects do not meet the \$10,000 threshold for inclusion in the CIP.)

Budget	Description	Cost
Administration & Finance	Office Equipment (570)	\$5,500
Fire Department	Furniture and Fixtures (580)	\$3,000
Fire Department	Office Equipment (570)	\$3,000
Public Works	Furniture and Fixtures (580)	\$500
Parks	Capital Improvements Other than Buildings (530), Resurfacing Tennis Courts	\$9,912

Overview, General Fund

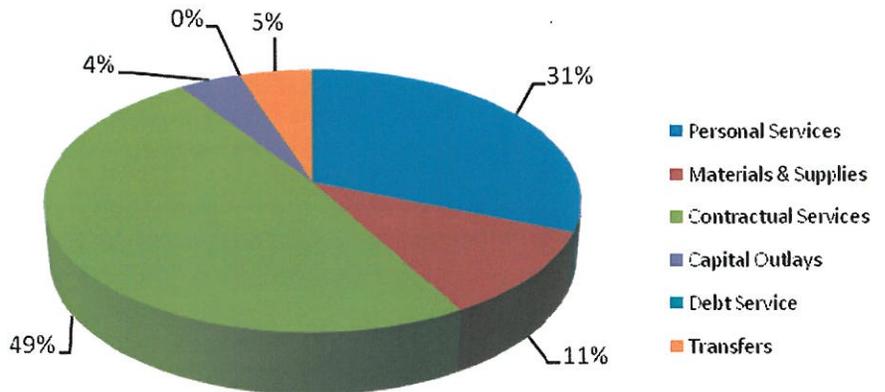
The 2013 General Fund expense budgets total \$1,932,639, up approximately 4.5% from the 2012 budget. Departmental budgets with increases include Administration and Finance (4.98%), City Council (5.42%), Fire (10.2%), Public Works (13.85%) and Parks (30.09%). Departmental budgets with decreases are Elections (2013 is not an election year), Planning & Building (down 54.15% due largely to the completion of the Zavoral Project EIS) and the Community Center (down 16.56 %.) More information on these changes is included in the department worksheets and narratives.

2013 Draft Budget
General Fund Revenue by Type



The pie chart to the right shows revenues to the General Fund, which are largely from property taxes (80.16%) and Charges for Service (6.83%) with the remainder from other sources.

2013 Draft Budget
General Fund Expenses by Type



The second pie chart, to the left, shows proposed General Fund expenses by type. Over one-third (36%) of the budget would go for Contractual Services, with Personal Services being the next highest category (21%).

Overview, Other Funds

Debt Service Funds—The total debt service budget will be slightly lower (down 2.98%) in 2013 than in 2012. The property tax levy for debt service is based on principal and interest payments plus the statutory 5% coverage, less any assessments and interest revenue. An updated Debt Management Analysis prepared by Northland Securities is included with the budget details of the Debt Service Funds. A new debt service fund (2011 Equipment Certificate, Fund 312) has been added in 2012 and 2013, at the recommendation of the city’s financial advisor, to account separately for the two outstanding equipment certificates.

Capital Funds— The budget currently proposes \$91,296 of the tax levy as revenue to the Capital Improvements Fund (401.) There is one proposed expenditure from the Capital Improvement Fund in 2013, CIP project F-009, Civil Defense Siren. Additional grant revenue for the sirens is assumed.

The budget for the Parks Capital Improvements Fund (404) includes only one expense; a \$5,000 contribution to the Lilleskogen Park, CIP Project PR-001 (\$103,000.) It is assumed that there will be donations of materials and labor, or grants to cover the remaining cost of the project. No other income is anticipated as subdivision activity, and therefore park dedication fee revenue, has almost halted due to the economy.

Revenues to the Equipment Replacement Fund (406) are proposed to be \$100,000 in transfers from operating budgets in 2013. There is one expenditure from the Equipment Replacement Fund proposed in 2013: Fire Engine 5180 Replacement (CIP Project F-012, \$300,000.) With a \$100,000 annual contribution, the fund would be close to cash-flowing for the years 2013 through 2015. The City Council may wish to consider increasing the contribution to reduce the need for borrowing in futures years and to maintain some fund balance in case of the need for any emergency replacements. Recent interest rates have been favorable for issuing equipment certificates, so it may make sense to borrow some funds for upcoming replacements.

The following table shows the fund balances expected in the three capital funds at the end of 2012, and the proposed 2013 expenses and revenues (including interest.)

Fund		12/31/2013 Projected	2013 Expense	2013 Revenue	Net
401	Capital Improvements	\$236,981	\$30,000	\$122,519	\$329,500
404	Parks Capital Improvements	\$9,036	\$103,000	\$98,078	\$4,114
406	Equipment Replacement	\$221,758	\$300,000	\$100,371	\$22,129
	Total	\$467,775	\$603,000	\$449,672	\$314,447

Enterprise Funds and Special Revenue Funds —Fund 602 is the city’s only enterprise fund, for the operation of the “201” community sewer system that serves approximately 100 homes on Big Marine Lake. Fund 612 is a special revenue fund created in 2012 to segregate the revenues and expenses for operation of the Uptown Sewer System from the General Fund budget.

**2013 Final Revenue Budget
Summary by Fund and Department**

Fund	Dept.	Description	Taxes	Licenses & Permits	Intergovernmental Revenues	Charges for Services	Fines & Forfeitures	Other Revenues	Total	% of Fund	Transfers	Interest	Loans	Spec Assess	misc
101		General Fund													
	41000	Administration & Finance	\$312,095	\$11,450	\$7,597	\$15,200	\$18,000	\$17,569	\$381,931	19.76%	3,196	7,897			
	41110	City Council	\$19,861						\$19,861	1.03%					
	41410	Elections	\$470						\$470	0.02%					
	41910	Planning & Building	\$18,996	\$22,300		\$27,500			\$68,796	3.56%					
	42000	Police	\$118,759						\$118,759	6.14%					
	42200	Fire & Rescue	\$292,909			\$34,558			\$327,467	16.94%					
	43000	Public Works	\$894,598	\$300		\$4,054		\$9,890	\$908,842	47.03%	9,890				
	45000	Parks & Recreation	\$58,023			\$8,300			\$66,323	3.43%					
	45180	Community Center	\$31,763			\$8,425			\$40,188	2.08%					
		General Fund Total	\$1,747,476	\$34,050	\$7,597	\$98,037	\$18,000	\$27,479	\$1,932,639	71.01%	13,086	7,897			
307		2007 Blacktop	\$143,635						\$143,635	45.61%		1,311		\$23,704	
310		Fire Hall/ Public Works	\$117,187					\$25,015	\$142,202	32.05%		1,332			
311		2010 Equipment Certificates	\$46,271					\$391	\$46,662	12.62%		391			
312		2011 Equipment Certificates	\$35,910						\$35,910	9.71%					
		Debt Service Funds Total	\$343,003					\$26,738	\$369,741	13.58%		3,034		\$23,704	
401		Capital Improvements	\$91,296		\$30,000			\$1,223	\$122,519	38.17%		1,223			
404		Parks Capital Improvements			\$98,000			\$78	\$98,078	30.56%		78			
406		Equipment Replacement						\$100,371	\$100,371	31.27%	100,000				
		Capital Funds Total	\$91,296		\$128,000			\$101,671	\$320,967	11.79%	100,000	1,671			
602		201 Sewer				\$65,100		\$5,563	\$70,663	100.00%					
		Enterprise Funds Total				\$65,100		\$5,563	\$70,663	2.78%					
612		Uptown Sewer				\$22,676			\$22,676	100.00%					
		Special Revenue Funds Total				\$22,676			\$22,676	0.83%					
		All Funds, Total Revenues	\$2,181,774	\$34,050	\$135,597	\$185,813	\$18,000	\$161,452	\$2,721,686		113,086	12,603		\$23,704	\$6,496
		Percent of Total Revenue	80.16%	1.25%	4.98%	6.83%	0.66%	5.93%	100.00%						

Expenditure Budget History Total Expenditures by Fund and Department (Preliminary, not Including Sewer Funds)

Fund	Dept.	Description	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Budget	2013		% Change,	
								Proposed Budget	Change, 2012 Budget to 2013 Proposed	2012 Budget	2013 Proposed
101	41000	Administration & Finance	\$316,368	\$316,712	\$347,696	\$319,366	\$366,686	\$384,931	\$18,245		4.98%
	41110	City Council	\$18,188	\$19,883	\$16,124	\$20,000	\$18,839	\$19,861	\$1,022		5.42%
	41410	Elections	\$5,521	\$470	\$5,181	\$20,000	\$5,370	\$470	-\$4,900		-91.25%
	41910	Planning & Building	\$213,034	\$137,606	\$129,503	\$336,333	\$150,061	\$68,796	-\$81,265		-54.15%
	42000	Police	\$106,321	\$114,284	\$115,459	\$114,119	\$116,560	\$118,759	\$2,199		1.89%
	42200	Fire	\$323,643	\$304,578	\$361,220	\$320,554	\$294,447	\$324,467	\$30,020		10.20%
	43000	Public Works	\$360,005	\$365,348	\$507,427	\$579,338	\$798,277	\$908,842	\$110,565		13.85%
	43210	Uptown Water & Sewer	\$18,685	\$27,330	\$5,519	\$21,374					
	45000	Parks	\$34,768	\$60,479	\$50,683	\$58,767	\$50,982	\$66,323	\$15,341		30.09%
	45180	Community Center	\$52,923	\$44,920	\$46,818	\$60,480	\$48,164	\$40,188	-\$7,976		-16.56%
		General Fund Total	\$1,449,456	\$1,391,611	\$1,585,630	\$1,850,330	\$1,849,386	\$1,932,639	\$83,253		4.50%
302		2002 Blacktop	\$209,561								
304		2004 Blacktop	\$255,240	\$247,920							
307		2007 Blacktop	\$305,211	\$181,038	\$176,043	\$170,980	\$174,143	\$168,650	-\$5,493		-3.15%
310		Fire Hall/ Public Works	\$121,135	\$111,140	\$113,293	\$115,143	\$122,509	\$118,519	-\$3,990		-3.26%
311		2010 Equipment Certificate				\$49,020	\$47,670	\$46,662	-\$1,008		-2.11%
312		2011 Equipment Certificate				\$49,020	\$36,776	\$35,910	-\$866		-2.35%
		Debt Service Funds Total	\$891,147	\$540,098	\$289,335	\$384,163	\$381,098	\$369,741	-\$10,491		-2.98%
401		Capital Improvements	\$24,072	\$18,854	\$19,668	\$20,173	\$99,601	\$30,000	-\$69,601		-69.88%
404		Parks Capital Improvements	\$16,486	\$23,493	\$5,038	\$5,479	\$4,000	\$103,000	\$99,000		2475.00%
406		Equipment Replacement	\$25,430	\$61,699	\$195,340	\$148,828	\$93,913	\$300,000	\$206,087		219.44%
		Capital Funds Total	\$65,989	\$104,046	\$220,046	\$154,307	\$197,514	\$433,000	\$235,486		119.22%

Administration & Finance (41000)

This budget includes personnel expenses for the Administrator, Treasurer, Deputy Clerk and Office Assistant, as well as the budgets for a large variety of contractual services such as assessing, auditing, legal, animal control and recycling services.

This budget shows an approximately 5% increase from 2012 to 2013, primarily because of the following:

- The Legal Services budget shows a significant increase (\$30,000) based on the experience in the first six months of the current year. Much of the increase has been related to the Zavoral EIS (for which the city's costs are reimbursed by the applicant.) In 2013, the City will be reviewing a Conditional Use Permit application for this project and may incur significant legal costs which may also be reimbursed. The net increase in unreimbursed costs is projected to be \$16,000; \$3,000 for prosecution services and \$13,000 for civil representation.
- The proposed \$5,500 capital expenditure would allow for a replacement of a computer/and or other office equipment and the purchase of netbooks for the Council Chambers in order to implement paperless agenda packets. We expect to replace each office computer every 4 to 5 years.

Revenues to this budget include license fees, the recycling grant and charges for services (largely fees passed through to projects, such as the Zavoral project). Revenues from fines and forfeitures offset a portion of legal services (prosecution) costs. Revenue from the cable TV franchise offsets the expense item (437) which is transferred to the Forest Lake Cable Commission (net cost = \$0.) Contributions from enterprise funds reimburse the general fund expenses incurred for the 201 and Uptown sewer systems.

2013 Draft Budget

GENERAL FUND 101
ADMINISTRATION & FINANCE (41000) EXPENSE

Account	Description	2009 Actual Expenses	2010 Actual Expenses	2011 Actual Expenses	2012 Adopted Budget	2012 Amended Budget	06/30/12 Year-to-Date Expdtrs	2012 Estimated Expdtrs	2013 Proposed Budget	Change '12-'13 Budget	Notes:
Personal Services											
101	Regular Wages & Salaries	129,582	142,575	124,700	147,842	147,842	65,510	147,842	134,579	-8.97%	
121	PERA Coord. Employer Contribution	8,813	9,995	9,358	10,719	10,719	4,750	10,719	9,757	-8.97%	
122	FICA Employer Contribution	8,070	8,812	7,988	9,166	9,166	3,859	9,166	8,344	-8.97%	
126	MEDICARE Employer Contribution	1,887	2,061	1,868	2,144	2,144	902	2,144	1,951	-8.98%	
131	Health Insurance Employer Contribution	8,522	9,872	10,974	13,380	13,380	8,156	13,380	15,012	12.20%	
134	Life Insurance Employer Paid	614	508	604	625	625	302	625	631	0.99%	
135	Disability Insurance Employer Paid	562	589	610	914	914	328	914	701	-23.33%	
141	Unemployment Compensation										
151	Workers Comp Insurance Premium	933	1,341	1,373	1,429	1,429	1,259	1,259	1,322	-7.49%	
Total Personal Services		158,982	175,753	157,474	186,219	186,219	85,065	186,049	172,298	-7.48%	
Materials & Supplies											
200	Office Supplies	2,485	2,335	1,770	2,500	2,500	773	2,500	2,500		
203	Printed Forms & Papers	1,183	1,529	2,209	2,000	2,000	752	2,000	2,000		
210	Operating Supplies	367	249	1,185	300	300	183	300	300		
Total Materials & Supplies		4,034	4,113	5,164	4,800	4,800	1,707	4,800	4,800		
Contractual Services											
300	Assessor	28,292	28,622	25,430	28,500	28,500	10,443	28,500	28,500		
301	Auditing & Accounting	21,960	22,000	22,000	22,500	22,500	21,450	21,975	22,500		
304	Legal Services	23,910	37,403	30,866	40,000	40,000	35,057	70,000	70,000	75.00%	
306	Personnel Testing & Recruitment							8,300			
308	Other Professional Services	1,435	4	425	1,000	8,300	425	1,000	1,000		1
309	Software Support & Maintenance	2,488	3,090	2,608	4,043	4,043	1,682	2,500	4,075	0.79%	
313	Committee & Commission Reimburs	360		240	240	240			240		
314	Animal Control	1,245	1,530	1,153	1,600	1,600	630	1,600	1,600		
316	Conference & Seminars	533	117	25	750	750			750		
317	Employee Training	280	50	345	750	750			750		
319	Other Services	1,118	818	1,440	1,000	1,000	408	1,000	1,000		
321	Telephone	3,169	2,907	2,537	2,800	2,800	742	2,100	2,600	-7.14%	
322	Postage	2,299	3,103	2,676	2,750	2,750	994	2,750	2,750		
331	Travel Expenses	1,701	957	1,483	1,200	1,200	723	1,450	1,450	20.83%	
351	Legal Notices Publishing	1,790	1,410	1,303	1,500	1,500	941	1,500	1,500		
361	Liability/Property Insurance	5,541	5,133	4,864	5,308	5,308	4,604	4,604	4,834	-8.93%	
365	Insurance Claims						500	500			
413	Office Equipment Rental	5,832	5,876	5,757	5,800	5,800	3,157	5,800	5,800		
430	Recycling	29,266	31,349	28,601	30,500	30,500	14,190	30,500	30,500		
433	Dues & Subscriptions	5,007	5,500	4,491	5,326	5,326	756	5,098	4,885	-8.28%	
434	Youth Service Bureau	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500		
437	Cable TV Franchise Agreement	5,242	6,602	7,266	6,800	6,800	2,567	6,800	6,800		
438	Misc Contractual	4,077	3,247	3,895	4,800	4,800	1,369	4,800	4,800		
439	Refunds Issued	2,500	20	2,500	500	500	25	500	500		
490	Donations					1,000					#DIV/0!
Total Contractual Services		153,546	165,237	155,166	173,167	181,467	106,221	206,837	202,334	16.84%	
Capital Outlays											
560	Furniture & Fixtures		516								
570	Office Equipment	150	2,077	1,563	2,500	2,500		2,500	5,500	120.00%	
Total Capital Outlays		150	2,593	1,563	2,500	2,500		2,500	5,500	120.00%	
Total Administration & Finance (41000)		316,712	347,696	319,366	366,686	374,986	192,993	400,186	384,931	4.98%	

Notes: 1. Removed City Meeting/ Office Space Study (CIP Project A-001)

14a)

2013 Draft Budget

GENERAL FUND 101
ADMINISTRATION & FINANCE (41000) REVENUE

Account	Description	2009 Actual Revenue	2010 Actual Revenue	2011 Adopted Revenue	2012 Adopted Revenue	07/15/12 Year-to-Date Revenue	2012 Estimated Revenue	2013 Proposed Revenue	Notes:
Taxes									
31000	Washington Cty. Tax Settlement	312,416	357,522	293,122	299,634	158,757	317,514	312,095	
Total Property Taxes		312,416	357,522	293,122	299,634	158,757	317,514	312,095	
Licenses & Permits									
32180	Tobacco & Liquor Licenses	11,205	11,235	11,060	11,060	100	11,000	11,000	
32190	Other City Permits	125	233	200	200	275	275	250	
32260	Gambling Permits	70	295	70	270	45	45	200	
Total Licenses & Permits		11,400	11,763	11,330	11,530	420	11,320	11,450	
Intergovernmental Revenues									
33401	LGA/MVHC/AG/PERA Aid	1,886	456	362	362	362	362	362	
33422	Other State Grants & Aids								
33620	Recycling Grant	7,223	7,235	7,235	7,235		7,235	7,235	
Total Intergovernmental Aid		9,109	7,691	7,597	7,597	362	7,597	7,597	
Charges for Services									
34102	Legal Services	1,035	630	1,000	1,000	823	1,000	1,000	
34105	Maps & Publications	16	25	25	0				
34107	Assessment Search Fees	190	80	50	50	170	200	200	
34110	Esrow Reimbursement				7,500	8,072	10,000	15,000	1
Total Charges for Services		1,241	735	1,075	8,550	9,065	11,200	15,200	
35101	Fines & Forfeitures	12,392	19,694	15,000	19,000	8,574	18,000	18,000	
Other Income									
36210	Interest Income	12,675	11,319	11,537	10,174	6,583	10,174	7,897	
36240	Insurance Refund	8,389	9,901	0		3,407	3,407	0	
36250	Misc. Refunds	107	1,879	100	100	2,162	2,162	100	
38050	Cable TV Franchise Rebate	5,957	6,602	6,000	6,800	3,198	6,396	6,396	
Total Other Income		27,127	29,702	17,637	17,074	15,350	22,139	14,393	
Other Financing Sources									
39202	Contribution from Enterprise Funds	2,500	2,496	2,638	3,300	2,528	2,528	3,196	2
Total Other Financing Sources		2,500	2,496	2,638	3,300	2,528	2,528	3,196	
Total Administration & Finance Dept.		376,185	429,603	348,399	366,685	195,056	390,298	381,931	

- Notes: 1. Reimburse for legal services & staff time planning projects (ie Tiller/Zavoral project)
2. Transfer for staff time & office supplies for 201 & Uptown Sewer

146)

City Council (41110)

The budget includes no adjustment in wages for the City Council or Mayor.

The contractual services budget sets aside funds for Council education such as Minnesota League of Cities conferences or seminars.

2013 Draft Budget

GENERAL FUND 101
CITY COUNCIL (41110) EXPENSE

Account Description	2009 Actual Expenses	2010 Actual Expenses	2011 Actual Expenses	2012 Adopted Budget	2012 Amended Budget	06/30/12 Year-to-Date Expdtrs	2012 Estimated Expdtrs	2013 Proposed Budget	Change '11-'12 Budget	Notes:
Personal Services										
101 Regular Wages & Salaries	16,799	12,792	16,476	16,476	16,476	4,119	16,476	16,476	0.00%	1
121 PERA Coord. Employer Contribution				239	239		239		-100.00%	
122 FICA Employer Contribution				824	824		824	1,022	23.97%	
126 MEDICARE Employer Contribution	244	234	239			60	239	239		
127 PERA Defined Employer Contribution	840	2,129	3,006			206	3,006	824		
Total Personal Services	17,883	15,188	19,734	17,539	17,539	4,385	20,784	18,561	5.82%	
Contractual Services										
316 Conference & Seminars	1,250	855	105	1,000				1,000		
331 Travel Expenses	750	81	161	300	300			300		
Total Contractual Services	2,000	936	266	1,300	300			1,300		
Total City Council (41110)	19,883	16,124	20,000	18,839	17,839	4,385	20,784	19,861	5.42%	

Notes: 1. Council pay adjustment per Ordinance No. 121 refused by Council

15a)

2013 Draft Budget

GENERAL FUND 101
CITY COUNCIL (41110) REVENUE

Account Description	2009 Actual Revenue	2010 Actual Revenue	2011 Adopted Revenue	2012 Adopted Revenue	07/15/12 Year-to-Date Revenue	2012 Estimated Revenue	2013 Proposed Revenue	Notes:
Taxes								
31000 Washington Cty. Tax Settlement	18,445	19,542	20,289	18,839	9,982	19,963	19,861	
Total Property Taxes	18,445	19,542	20,289	18,839	9,982	19,963	19,861	
Total City Council Dept.	18,445	19,542	20,289	18,839	9,982	19,963	19,861	

15b)

Elections (41410)

There is no election in 2013. There are some small expenses for equipment maintenance during non-election years.

2013 Draft Budget

GENERAL FUND 101
ELECTIONS (41410) EXPENSE

Account Description	2009 Actual Expenses	2010 Actual Expenses	2011 Actual Expenses	2012 Adopted Budget	06/30/12 Year-to-Date Expdtrs	2012 Estimated Expdtrs	2013 Proposed Budget	Change '12-'13 Budget	Notes:
Personal Services									
199 Election Judge		4,337		4,500		4,500		-100.00%	
Total Personal Services		4,337		4,500		4,500		-100.00%	
Materials & Supplies									
200 Office Supplies		24		50		50		-100.00%	
210 Operating Supplies		257		250		250		-100.00%	
Total Materials & Supplies		282		300		300		-100.00%	
Contractual Services									
351 Legal Notices Publishing		92		100		100		-100.00%	
413 Office Equipment Rental	470	470	470	470	470	470	470		
Total Contractual Services	470	562	470	570	470	570	470	-17.54%	
Total Elections (41410)	470	5,181	470	5,370	470	5,370	470	-91.25%	

1

Notes: 1. No Election in 2013

16 a)

2013 Draft Budget

GENERAL FUND 101
ELECTIONS (41410) REVENUE

Account Description	2009 Actual Revenue	2010 Actual Revenue	2011 Adopted Revenue	2012 Adopted Revenue	07/15/12 Year-to-Date Revenue	2012 Estimated Revenue	2013 Proposed Revenue	Notes:
Taxes								
31000 Washington Cty. Tax Settlement	459	5,869	470	5,370	2,845	5,690	470	
Total Property Taxes	459	5,869	470	5,370	2,845	5,690	470	
Total Elections Dept.	459	5,869	470	5,370	2,845	5,690	470	

16 b)

Planning & Building (41910)

This budget assumes that in 2013 the city will continue to contract for building inspection services from the City of Forest Lake. Building permit revenue for 2012 is projected to be lower than budgeted. The draft 2013 budget assumes revenues will about the same as in 2012. Staff believes the reduced revenue is partly due to a lack of compliance with permitting requirements because the city is perceived to have reduced enforcement.

Reimbursements and training for the Planning Commission are in this budget.

The total proposed budget for Planning Services in 2012 was \$96,200. This amount will be exceeded significantly (projected \$187,585) because of consultant costs for the Zavoral Mining and Reclamation Project. Some of the spending originally anticipated in 2011 was delayed until 2012, the contract with AECOM was amended, and billings from TKDA for the project also exceeded expectations from a year ago. All of the consultant costs are paid by the applicant so do not represent a net increased cost to the city.

The 2013 Planning Services budget assumes that the contract with AECOM will have been completed, and that all expenses (\$47,500) will be with TKDA for review of the Zavoral project CUP, the other mining AOPs, zoning and building applications, and other general planning work. All but \$20,000 is assumed to be reimbursed by project applicants.

2013 Draft Budget

GENERAL FUND 101
 PLANNING & BUILDING (41910) EXPENSE

Account Description	2009 Actual Expenses	2010 Actual Expenses	2011 Actual Expenses	2012 Adopted Budget	06/30/12 Year-to-Date Expdtrs	2012 Estimated Expdtrs	2013 Proposed Budget	Change '12-'13 Budget	Notes:
Personal Services									
101 Regular Wages & Salaries	70,618	74,638	61,548	17,498				-100.00%	
121 PERA Coord. Employer Contribution	4,576	5,232	4,334	1,269				-100.00%	
122 FICA Employer Contribution	4,203	4,628	3,999	1,085				-100.00%	
126 MEDICARE Employer Contribution	983	1,082	936	254				-100.00%	
131 Health Insurance Employer Contribution	4,883	5,558	5,381						
134 Life Insurance Employer Paid	227	188	217						
135 Disability Insurance Employer Paid	349	365	410						
141 Unemployment Compensation									
151 Workers Comp Insurance Premium	247	735	2,444	757	666	666		-100.00%	
Total Personal Services	86,086	92,425	79,269	20,863	666	666		-100.00%	
Materials & Supplies									
200 Office Supplies	211	115	65	100				-100.00%	
203 Printed Forms & Papers	110		282	300				-100.00%	
210 Operating Supplies	67	483	258	200				-100.00%	
212 Fuel	284	498	492	447				-100.00%	
240 Small Tools & Minor Equipment	8			50				-100.00%	
Total Materials & Supplies	680	1,096	1,097	1,097				-100.00%	
Contractual Services									
311 Permit Fees (Contract Inspections)				20,100	5,858	12,000	12,000	-40.30%	
312 Planning Services	37,132	22,916	240,368	96,200	95,583	187,585	47,500	-50.62%	
313 Committee & Commission Reimburs	4,950	4,900	5,200	5,200	2,600	5,200	5,200	100.00%	1
316 Conference & Seminars	615	290	215	500			1,000	-100.00%	
317 Employee Training	715	535	409	500				-100.00%	
319 Other Services		146	26	200				-100.00%	
321 Telephone	1,443	1,440	1,668	1,700	414	1,000	1,000	-41.18%	
331 Travel Expenses	122	85	218	125				-100.00%	
334 License/CDL		15		15	16	16		-100.00%	
351 Legal Notices Publishing			125						
361 Liability/Property Insurance	370	328	299	308	282	282	296	-3.80%	
433 Dues & Subscriptions	175	25	205	250				-100.00%	
438 Misc Contractual	817	1,835	4,937	1,000	410	800	800	-20.00%	2
439 Refunds Issued	4,051	2,269	890	1,000	1,000	1,000	1,000		
Total Contractual Services	50,390	34,785	254,559	127,098	106,162	207,883	68,796	-45.87%	
Transfers									
710 Residual Equity Transfers									
720 Operating Transfers	450	916	1,408	1,003	1,002	1,002		-100.00%	
Total Transfers	450	916	1,408	1,003	1,002	1,002		-100.00%	
Total Planning & Building (41910)	137,606	129,503	336,333	150,061	107,830	209,551	68,796	-54.15%	

Notes: 1. Planning Commission education
 2. State Permit Surcharges

17a)

2013 Draft Budget

GENERAL FUND 101
PLANNING & BUILDING (41910) REVENUE

Account	Description	2009 Actual Revenue	2010 Actual Revenue	2011 Adopted Revenue	2012 Adopted Revenue	07/15/12 Year-to-Date Revenue	2012 Estimated Revenue	2013 Proposed Revenue	Notes:
Taxes									
31000	Washington Cty. Tax Settlement	81,848	92,082	76,852	37,260	19,742	39,483	18,996	
Total Property Taxes		81,848	92,082	76,852	37,260	19,742	39,483	18,996	
Licenses & Permits									
32150	Utility Permits	450	750	600	300	150	300	300	
32190	Other City Permits		1,075	1,025	2,000	1,050	2,000	2,000	
32210	Building Permits	45,693	60,351	35,000	40,000	13,694	20,000	20,000	
Total Licenses & Permits		46,143	62,176	36,625	42,300	14,894	22,300	22,300	
Intergovernmental Revenues									
33422	Other State Grants & Aids			0	0			0	
33633	Met Council Planning Grant	7,500		0	0	0	0	0	
Total Intergovernmental Aid		7,500	0	0	0	0	0	0	
Charges for Services									
34103	Zoning & Planning	23,202	7,760	219,331		3,159	7,000	20,000	
34110	Escrow Reimbursement				70,500	35,826	156,385	7,500	
Total Charges for Services		23,202	7,760	219,331	70,500	38,984	163,385	27,500	
Total Planning & Building Dept.		158,693	162,019	332,808	150,060	73,620	225,169	68,796	

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Notes 1. Reimbursable Planning Expenses, Including Zavoral Project

176)

Police (42000)

The city has received a 2013 cost estimate from Washington County of \$117,950.39 for police services. Details are included with the budget worksheets. This represents approximately a 2% increase from 2012.

Staff has added \$500 for overtime costs in addition to the contract, which would allow hiring of off-duty officers for traffic control during the Safe Halloween event or other special events requiring additional police protection.

Staff has also added \$310 for Scandia's share of the "Code Red" emergency notification system.

2013 Draft Budget

**GENERAL FUND 101
POLICE (42000) EXPENSE**

Account Description	2009 Actual Expenses	2010 Actual Expenses	2011 Actual Expenses	2012 Adopted Budget	06/30/12 Year-to-Date Expdtrs	2012 Estimated Expdtrs	2013 Proposed Budget	Change '12-'13 Budget	Notes:
Materials & Supplies									
240 Small Tools & Minor Equipment			1,852					#DIV/0!	
Total Materials & Supplies	0	0	1,852	0	0	0	0	#DIV/0!	
Contractual Services									
308 Other Professional Services									
318 Police Contract	114,284	115,459	112,267	116,251	0	116,251	118,450	1.89%	1
319 Other Services				309	309	309	309	0.00%	2
Total Contractual Services	114,284	115,459	112,267	116,560	309	116,560	118,759	1.89%	
Total Police (42000)	114,284	115,459	114,119	116,560	309	116,560	118,759	1.89%	

- Notes: 1. 7/3/12 estimate plus \$500 for overtime
2. Code Red Emergency Notification System

18a)

2013 Draft Budget

GENERAL FUND 101
POLICE (42000) REVENUE

Account Description	2009 Actual Revenue	2010 Actual Revenue	2011 Adopted Revenue	2012 Adopted Revenue	07/15/12 Year-to-Date Revenue	2012 Estimated Revenue	2013 Proposed Revenue	Notes:
<u>Taxes</u>								
31000 Washington Cty. Tax Settlement	108,880	120,717	121,574	117,061	62,023	124,046	118,759	
Total Property Taxes	108,880	120,717	121,574	117,061	62,023	124,046	118,759	
<u>Other Income</u>								
36230 Donations			1,700	0			0	
Total Other Income	0	0	1,700	0	0	0	0	
Total Police Dept.	108,880	120,717	123,274	117,061	62,023	124,046	118,759	

18 b)

Fire (42200)

The Fire Department budget shows a 13.85% increase from the adopted 2012 budget.

The city's contribution required to support the pension fund (line item 325) is determined by PERA. The city's annual contributions have decreased since the city joined the state plan.

The 2013 budget includes a transfer of \$45,485 to the Equipment Replacement Fund, the department's share of \$100,000 in transfers to that fund.

Revenues to this budget include the fire contract with May Township. This will be the second year of a 3-year contract which provided for 3% increases in the contract amounts for each year (2012, 2013 and 2014.) The budget also assumes a grant from FEMA to cover a portion of the costs of a new civil defense siren near Big Marine Lake.

2013 Draft Budget

GENERAL FUND 101
FIRE DEPT (42200) EXPENSE

Account Description	2009 Actual Expenses	2010 Actual Expenses	2011 Actual Expenses	2012 Adopted Budget	2012 Amended Budget	2012 06/30/12 Year-to-Date Expdtrs	2012 Estimated Expdtrs	2013 Proposed Budget	Change '12-'13 Budget
Personal Services									
101 Regular Wages & Salaries	89,332	85,804	78,550	98,000	98,000	24,236	98,000	100,940	3.00%
122 FICA Employer Contribution	4,792	6,209	4,699	6,076	6,076	1,531	1,531	6,258	3.00%
126 MEDICARE Employer Contribution	1,121	1,453	1,105	1,421	1,421	351	351	1,463	2.96%
141 Unemployment Compensation		53	178	100	100			100	
151 Workers Comp Insurance Premium	2,847	2,847	1,532	4,387	4,387	3,864	3,864	4,057	-7.52%
Total Personal Services	98,092	96,366	86,063	109,984	109,984	29,982	103,746	112,818	2.58%
Materials & Supplies									
200 Office Supplies	636	1,252	70	800	800	337	800	900	12.50%
203 Printed Forms & Papers		529	491	175	175	144	175	500	185.71%
209 Medical Supplies		2,785	1,749	3,000	1,600	247	3,000	2,500	-16.67%
210 Operating Supplies	32,626	11,107	7,179	13,000	10,900	1,469	13,000	14,000	7.69%
211 Cleaning Supplies			559	500	500		500	500	
212 Fuel	2,727	3,636	4,884	4,500	4,500	1,284	4,500	5,000	11.11%
217 Turnout Gear & Uniforms		6,914	793	2,500	6,700	220	2,500	9,500	280.00%
221 Equipment Parts		4,840	5,261	5,000	5,000	973	5,000	5,000	
222 Tires				500	500		500	500	
223 Building Repair & Supplies	108	2,084	934	5,000	4,600	106	5,000	5,000	
240 Small Tools & Minor Equipment		10,362	7,723	4,000	5,400	1,071	4,000	5,000	25.00%
Total Materials & Supplies	36,096	43,509	29,643	38,975	40,675	5,852	38,975	48,400	24.18%
Contractual Services									
305 Medical Services	1,750	2,793	1,658	2,000	2,000	991	2,000	3,200	60.00%
306 Personnel Testing & Recruitment				2,500	2,500	461	2,500	3,000	20.00%
309 Software Support & Maintenance	7,169	9,574	11,272	14,000	14,000	2,582	14,000	14,000	
310 Medical Training	3,955	4,185	3,785	5,000	5,000		5,000	16,000	220.00%
316 Conference & Seminars				600	600		600	600	
317 Employee Training	2,008	6,543	9,311	8,000	5,300	2,961	8,000	8,000	
319 Other Services			2,089		200	124		750	
321 Telephone	2,399	1,634	1,899	2,000	2,000	760	1,500	2,000	
322 Postage			18	50	50		50	50	
324 State of MN-Fire Relief	20,832	25,088	25,673						
325 City Match-Fire Relief	55,000	75,000	58,260	18,258	18,258		18,258	19,200	5.16%
331 Travel Expenses	2,239	2,612	2,173	3,500	2,000	1,499	3,500	3,500	
334 License/CDL	46	26	20	75	75	22	75	75	
340 Advertising				100	100		100	100	
361 Liability/Property Insurance	11,060	10,372	12,695	12,947	12,947	11,295	11,295	11,859	-8.40%
381 Utilities	9,290	7,716	8,502	12,000	8,000	3,525	10,000	12,000	
384 Refuse Disposal	224	225	218	300	700	232	622	780	160.00%
385 Sewer Pumping & Maintenance	718	1,246	1,215	1,500	1,500	478	1,433	1,500	
401 Bldg Maintenance	4,687	3,412	1,841	2,000	2,000	204	2,000	2,000	
404 Machinery & Equipment Repair	11,709	13,994	8,492	10,000	11,200	3,585	10,000	10,000	
407 Well Repair & Maintenance	638	90	96	200	200		200	200	
433 Dues & Subscriptions	1,098	1,052	1,388	950	950	581	950	950	
438 Misc Contractual		1,439	630		700				
440 Events				1,400	1,400	50	1,400	2,000	42.86%
Total Contractual Services	134,823	167,002	151,233	97,380	91,680	29,349	93,483	111,764	14.77%
Capital Outlays									
540 Heavy Machinery Capital		5,254							
550 Motor Vehicles Capital	10,803								
560 Furniture & Fixtures	75			3,000	3,000		3,000	3,000	
570 Office Equipment	1,118	1,047	930	2,000	6,000		2,000	3,000	50.00%
Total Capital Outlays	11,995	6,301	930	5,000	9,000		5,000	6,000	20.00%
Transfers									
720 Operating Transfers	23,571	48,042	52,686	43,108	43,108	43,108	43,108	45,485	5.51%
Total Transfers	23,571	48,042	52,686	43,108	43,108	43,108	43,108	45,485	5.51%
Total Fire Dept. (42200)	304,578	361,220	320,554	294,447	294,447	108,292	284,312	324,467	10.20%

Notes: 1. Transfer to Equipment Replacement Fund (45.58% of \$100k)

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2013 Draft Budget

GENERAL FUND 101
FIRE DEPT (42200) REVENUE

Account Description	2009 Actual Revenue	2010 Actual Revenue	2011 Adopted Revenue	2012 Adopted Revenue	2012 Amended Revenue	07/15/12 Year-to-Date Revenue	2012 Estimated Revenue	2013 Proposed Revenue	Notes:
Taxes									
31000 Washington Cty. Tax Settlement	268,769	305,529	299,229	253,895	253,895	134,523	269,045	292,909	
Total Property Taxes	268,769	305,529	299,229	253,895	253,895	134,523	269,045	292,909	
Intergovernmental Revenues									
33420 Fire Relief from Ins. Prem.	20,832	25,088	0						
33422 Other State Grants & Aids		2,000		2,000	2,000	2,481	2,481		
33640 Other Grants	3,600	8,013	8,800	5,000	5,000				
Total Intergovernmental Aid	24,432	35,101	8,800	7,000	7,000	2,481	2,481	0	
Charges for Services									
34202 Fire Protection Services	29,266	30,876	32,574	33,551	33,551	33,551	33,551	34,558	
34301 Damage Repairs		0							
Total Charges for Services	29,266	30,876	32,574	33,551	33,551	33,551	33,551	34,558	
Other Income									
36230 Donations		5,426	2,583		2,000				
36240 Insurance Refund	360	0							
36250 Misc. Refunds		0							
Total Other Income	360	5,426	2,583	0	2,000	0	0	0	
Other Financing Sources									
39200 Interfund Operating Transfer									
Total Other Financing Sources	0	0	0	0	0	0	0	0	
Total Fire Dept.	322,827	376,932	343,186	294,446	296,446	170,555	305,077	327,467	

196)

Public Works (43000)

This budget includes personnel expenses for the Maintenance Superintendent, two full-time Maintenance Workers and temporary employees for summer and winter street maintenance. There are no new positions or significant changes in the Personal Services budget.

Increases in the Materials and Supplies category reflect the Maintenance Superintendent's plans to do more small maintenance projects in-house rather than contracting for the work. Therefore, fuel, operating supplies and road maintenance supplies (which include asphalt for patching and overlays) would increase. The budget for salt for snow and ice control has been separated from the other supplies into its own line item, and is proposed to be increased significantly in order to improve winter road maintenance.

The total Contractual Services category would be slightly decreased from the 2012 budget. The largest expense continues to be Contractual Road Maintenance and Repairs (CIP Project PW-002, \$300,000.) Some line items have increased significantly while others have decreased. For example, the Employee Training (317) and Travel (331) budgets have been increased so that staff can begin training to obtain certifications needed to operate the city's wastewater systems.

Two new projects are proposed in the CIP update, to be funded from this budget in 2013: PW-021, a vehicle lift for the public works garage (\$15,000) and PW-022, a one-ton F-550 work truck (\$50,000.) The lift would help the staff better maintain its vehicles and improve safety. Another vehicle is needed for daily public works activities. A larger truck capable of hauling small loads of material (such as gravel) and pulling heavier trailer (such as skid steer) loads will add flexibility. It will allow some tasks to be performed by one person instead of two.

The 2013 budget includes a transfer of \$54,415 to the Equipment Replacement Fund, the department's share of \$100,000 in transfers to that fund.

Revenues to this budget are primarily property taxes, plus gravel tax revenues. It also receives transfers from the city's two wastewater funds to cover staff time. The amount of the transfers will increase from previous years as staff takes a more hands-on role in managing the systems.

2013 Draft Budget

GENERAL FUND 101
PUBLIC WORKS (43000) EXPENSE

Account	Description	2009 Actual Expenses	2010 Actual Expenses	2011 Actual Expenses	2012 Amended Budget	06/30/12 Year-to-Date Expdtrs	2012 Estimated Expdtrs	2013 Proposed Budget	Change '12-'13 Budget	Notes:	Difference 2012 Amended	Notes:
Personal Services												
101	Regular Wages & Salaries	97,380	82,962	86,409	143,030	46,742	143,052	155,565	0.34%		-12,000	
102	OT Reg. Wages	2,580	7,323	4,150	4,905	2,088	4,905	8,521	75.01%		36	
104	Temp Employee Wages	6,323	7,898	2,588	6,699	1,599	6,699	8,061			-1,362	
121	PERA Coord. Employer Contribution	6,371	6,050	6,582	8,880	3,571	8,880	11,896	2.62%		-2,713	
122	FICA Employer Contribution	5,816	5,723	5,307	8,094	3,062	8,094	10,673	2.49%		-2,320	
126	MEDICARE Employer Contribution	1,391	1,379	1,255	2,262	730	2,262	2,496	2.51%		-173	
131	Health Insurance Employer Contribution	20,496	18,471	27,102	33,200	17,780	33,270	42,882	-2.98%		-11,000	
134	Life Insurance Employer Paid	456	304	410	549	220	549	659	-0.03%		-110	
135	Disability Insurance Employer Paid	1,171	974	914	1,090	457	1,090	1,478	3.31%		-341	
141	Unemployment Compensation			163	2,767	2,767	2,767		#DIV/0!		2,767	
151	Workers Comp Insurance Premium	640	576	2,824	7,090	7,090	7,090	8,144	1.17%		-960	
Total Personal Services		143,438	131,659	137,705	218,566	86,106	218,659	250,376	1.47%		-28,176	
Materials & Supplies												
200	Office Supplies			85	200	14	200	200				
210	Operating Supplies	6,992	4,690	7,179	8,000	3,802	8,000	8,000	33.33%		2,000	
212	Fuel	11,388	13,274	11,993	19,380	5,868	25,000	25,000	29.00%			
221	Equipment Parts		7,219	7,264	8,000	2,679	8,000	8,000				
222	Tires	1,969	3,812	5,547	1,000		1,000	1,100	10.00%			
223	Building Repair & Supplies	121	654	167	2,500		500	500	-16.67%		1,900	
224	Road Maintenance Supplies	1,402	3,764	3,151	39,000	1,319	4,000	23,700	492.50%	1	35,000	1
228	Gravel & Sand	28,364	58,060	15,256	32,000	13,250	32,000	25,650	-19.84%			
229	Salt							48,000		2		2
240	Small Tools & Minor Equipment		6,435	5,243	10,000	1,590	4,000	4,000	14.29%		6,500	
Total Materials & Supplies		50,236	97,909	55,884	120,080	28,522	82,700	144,150	93.02%		45,400	
Contractual Services												
303	Engineering Services	20,910	21,473	27,595	60,000	17,112	60,000	40,000	-33.33%			
305	Medical Services	633	402	306	250	302	302	1,500	500.00%	3		3
317	Employee Training	650	1,071	90	2,500	40		2,500				
319	Other Services	239	677	2,368	3,700	2,002	2,002	2,000	300.00%	4	3,200	4
321	Telephone	2,422	2,734	2,485	3,100	1,427	3,100	3,211	3.58%			
331	Travel Expenses		123	54	100			500	400.00%	5		5
334	License/CDL	116	77	10	73	80	80	100	36.99%			
361	Liability/Property Insurance	8,569	9,288	10,582	10,900	10,087	10,087	10,591	-2.84%			
365	Insurance Claims		500	500	500		500		-100.00%			
381	Utilities	7,562	5,699	6,055	8,500	2,393	6,176	6,000	-29.41%			
384	Refuse Disposal	516	150	409	510	163	510	500	-1.96%			
385	Sewer	478	831	809	1,032	318	1,032	1,000	-3.10%			
387	Street Light Utilities	8,457	4,480	6,380	6,000	3,495	6,990	7,000	16.67%			
401	Bldg Maintenance		2,547	1,072	1,500	51	1,500	1,500				
403	Improvements other than Bldg					497			#DIV/0!			
404	Machinery & Equipment Repair	7,832	6,041	10,140	7,500	4,133	7,500	8,000	6.67%			
405	Contractual Road Maint. & Repairs	89,176	190,692	261,210	256,400	10,789	300,000	300,000			-43,600	
438	Misc Contractual		2,298	3,534			10,000		#DIV/0!			
Total Contractual Services		147,561	249,190	333,598	362,565	52,889	400,276	394,402	-2.13%		-40,400	
Capital Outlays												
530	Capital Improvements other than Bldgs				13,000				#DIV/0!		13,000	
540	Heavy Machinery Capital	9,332			45,083	45,053	58,053	15,000	-57.14%	6	10,083	6
550	Motor Vehicles Capital				1,000		1,000	50,000	4900.00%	7		7
560	Furniture & Fixtures				2,000	1,282	2,000	500	-75.00%			
570	Office Equipment		71						#DIV/0!			
Total Capital Outlays		9,332	71		61,083	46,336	61,053	65,500	72.37%		23,083	
Transfers												
720	Operating Transfers	14,780	28,598	52,151	35,890	35,890	35,890	54,415	51.62%	8		8
Total Transfers		14,780	28,598	52,151	35,890	35,890	35,890	54,415	51.62%			
Total Public Works (43000)		365,348	507,427	579,338	798,185	249,743	798,578	908,842	13.85%		-92	

- Notes:
1. Signs, culverts/ditching, asphalt/patching, overlays, cones/flashers
 2. Created new line item for salt.
 3. Hepatitis B shots for PW staff
 4. More projects than 2012 budget, so more Locater calls
 5. Travel for education.
 6. Lift for Public Works Garage (CIP Project PW-021)
 7. One-Ton F-550 Work Truck (CIP Project PW-022)
 8. Equipment Replacement Fund-- 54.42% of \$100K

20a)

2013 Draft Budget

GENERAL FUND 101
PUBLIC WORKS (43000) REVENUE

Account	Description	2009 Actual Revenue	2010 Actual Revenue	2011 Actual Revenue	2012 Adopted Revenue	07/15/12 Year-to-Date Revenue	2012 Estimated Revenue	2013 Proposed Revenue	Notes:
Taxes									
31000	Washington Cty. Tax Settlement	508,536	567,183	649,808	780,685	413,444	826,888	883,898	
31701	Gravel Taxes	17,034	13,034	14,665	10,700		10,700	10,700	
31800	Other Taxes	0							
Total Property Taxes		525,570	580,217	664,473	791,385	413,444	837,588	894,598	
Licenses & Permits									
32150	Utility Permits	0				150		300	
Total Licenses & Permits		0	0	0	0	150	0	300	
Intergovernmental Revenues									
33401	LGA/MVHC/AG/PERA Aid	0	0			0			
Total Intergovernmental Aid		0	0	0	0	0	0	0	
Charges for Services									
34106	Engineering Services	3,432	2,880	3,595	1,000	391	1,000	500	
34109	Water Usage	315	306	255	350			300	
34301	Damage Repairs	0	71	988		2,504	2,504		
34303	Dust Control	6,123	4,020	3,248	3,500	3,190	3,190	3,254	
34304	Reimbursement for Services		625						
34305	Other Street Service	0	569	0					
Total Charges for Services		9,870	8,471	8,087	4,850	6,085	6,694	4,054	
Other Income									
36250	Misc. Refunds		8,547	259					
Total Other Income		0	8,547	259	0	0	0	0	
Other Financing Sources									
39202	Contribution from Enterprise Func	1,100	1,149	1,149	2,041	2,041	2,041	9,890	
Total Other Financing Sources		1,100	1,149	1,149	2,041	2,041	2,041	9,890	
Total Public Works Dept.		536,540	598,383	673,967	798,277	421,720	846,323	908,842	

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Notes: 1. Water to Elim church and Gammelgarden

206)

Parks (45000)

In 2012, the City Council approved combining the duties of the Office Assistant and Recreation Supervisor. This budget includes personnel expenses for the part-time Office Assistant for duties related to recreation programming, which is budgeted at 0.10 FTE, the same as in 2012. The budget also includes seasonal employees for the ice rink and summer recreation programs, and the part-time seasonal grounds maintenance position. Hours budgeted for most these positions are based on the averages from the last several years. The public works staff will be performing more ice rink maintenance duties so the hours for the rink maintenance employee have been reduced. Overall, the Personal Services category would slightly decrease.

The Events line item (440) includes expenses for Vinterfest, Taco Daze and the Farmer's Market. Advertising for these events as well as general promotions of the city has been budgeted at \$2,000.

There is one capital outlay item included in this budget: resurfacing of the tennis courts at the Community Center (\$9,912.)

Revenues to this budget are generally property taxes, with some revenue from participant fees and facilities rentals.

2013 Draft Budget

**GENERAL FUND 101
PARKS & RECREATION (45000) EXPENSE**

Account	Description	2009 Actual Expenses	2010 Actual Expenses	2011 Actual Expenses	2012 Adopted Budget	07/15/12 Year-to-Date Expdtrs	2012 Estimated Expdtrs	2013 Proposed Budget	Change '12-'13 Budget	Notes:
Personal Services										
101	Regular Wages & Salaries	1,819	2,728	2,703	3,060	2,076	3,060	3,121	2.00%	
104	Temp Employee Wages	17,632	14,679	16,883	19,067	8,097	19,067	15,672	-17.81%	
121	PERA Coord. Employer Contribution	120	194	895	682	287	682	226	-66.82%	
122	FICA Employer Contribution	1,005	1,175	1,184	1,372	588	1,372	1,165	-15.07%	
126	MEDICARE Employer Contribution	249	285	284	321	169	321	272	-15.11%	
141	Unemployment Compensation		1,141	3,111						
151	Workers Comp Insurance Premium	576	576	2,714	947	834	834	876	-7.53%	
Total Personal Services		21,402	20,778	27,774	25,449	12,051	25,336	21,333	-16.17%	
Materials & Supplies										
200	Office Supplies		10		50	26	50	50		
203	Printed Forms & Papers	309	409	329	450	387	400	450		
210	Operating Supplies	2,371	1,193	1,848	2,000	649	2,000	2,000		
212	Fuel	222	417	254	500	169	300	350	-30.00%	
221	Equipment Parts		156			117	117			
223	Building Repair & Supplies			808	500	219	500	500		
240	Small Tools & Minor Equipment		445			284	300	300		
Total Materials & Supplies		2,902	2,750	3,239	3,500	1,851	3,667	3,650	4.29%	
Contractual Services										
312	Planning Services			3,109						
313	Committee & Commission Reimburs	2,040	1,560	1,080	2,160	720	2,160	2,160		
319	Other Services	2,654	5,903	6,152		13	13	5,500		
322	Postage		145	159.31	200	164	175	200		
340	Advertising			116		450	450	2,000		
353	Sales Tax	311	76	41	90		90	90		
361	Liability/Property Insurance	2,519	5,254	1,267	1,305	4,742	4,742	4,979	281.51%	
381	Utilities	4,133	3,467	4,852	5,262	2,238	5,000	5,000	-4.98%	
384	Refuse Disposal	3,652	2,542	2,729	3,532	1,531	3,500	3,500	-0.91%	
385	Sewer Pumping and Maintenance				2,900	140	2,900	3,000	3.45%	1
401	Bldg Maintenance	8,610	627	993	500		500	500		
404	Machinery & Equipment Repair	1,301	1,617	612	1,000	278	500	1,000		
438	Misc Contractual	700		231.65	100	50	100	1,000	900.00%	
439	Refunds Issued	872	635	144	500			500		
440	Events	685	592	1,017	2,000	731	1,550	2,000		2
Total Contractual Services		27,477	22,418	22,502	19,549	11,056	21,680	31,429	60.77%	
Capital Outlays										
530	Capital Improvements other than Bldgs	7,500		1,497	2,484			9,912	299.03%	3
Total Capital Outlays		7,500		1,497	2,484			9,912	299.03%	
Transfers										
720	Operating Transfers	1,199	2,444	3,755						
Total Transfers		1,199	2,444	3,755						
Total Park & Recreation (45000)		60,479	48,390	58,767	50,982	24,957	50,683	66,323	30.09%	

- Notes: 1. Uptown Sewer Use Charges-- (rate structure yet to be determined)
 2. Vinterfest, Dodgeball/Taco Daze and Farmers' Market events-- increase requested by P&Rec Committee
 3. Resurface tennis courts-- Contractor Estimate

21a)

2013 Draft Budget

**GENERAL FUND 101
PARKS & RECREATION (45000) REVENUE**

Account	Description	2009 Actual Revenue	2010 Actual Revenue	2011 Actual Revenue	2012 Adopted Budget	07/15/12 Year-to-Date Revenue	2012 Estimated Revenue	2013 Proposed Revenue	Notes:
Taxes									
31000	Washington Cty. Tax Settlement	52,318	43,670	43,894	42,981	22,773	45,546	58,023	
Total Property Taxes		52,318	43,670	43,894	42,981	22,773	45,546	58,023	
Intergovernmental Revenues									
33640	Other Grants		1,000	4,973					
Total Intergovernmental Aid		0	1,000	4,973	0	0	0	0	
Charges for Services									
34750	Facilities Rental	2,249	482	616		268	268	300	
34790	Recreation Programs	8,116	8,462	11,407	8,000	8,011	8,000	8,000	
Total Charges for Services		10,365	8,944	12,023	8,000	8,279	8,268	8,300	
Other Income									
36230	Donations	8,655	620	1,100		0		0	
36250	Misc. Refunds	5,506	24						
Total Other Income		14,161	644	1,100	0	0	0	0	
Total Parks & Recreation Dept.		76,844	54,258	61,990	50,981	31,052	53,814	66,323	

2163

Community Center (45180)

This budget representing the costs for maintaining the Community Center Building and the “Annex”, and contractual services and part-time staffing for cleaning and monitoring events.

Revenues to this fund include rental fees for the Community Center and the Annex, which is leased to the Scandia Marine Lions Club.

2013 Draft Budget

**GENERAL FUND 101
COMMUNITY CENTER (45180) EXPENSE**

Account Description	2009 Actual Expenses	2010 Actual Expenses	2011 Actual Expenses	2012 Adopted Budget	07/15/12 Year-to-Date Expdtrs	2012 Estimated Expdtrs	2013 Proposed Budget	Change '12-'13 Budget	Notes:
Personal Services									
101 Regular Wages & Salaries	1,770	1,350	660	720	360		720		
122 FICA Employer Contribution	65	47	19	45			45	-0.80%	
126 MEDICARE Employer Contribution	26	20	10	45	5		10	-76.80%	
151 Workers Comp Insurance Premium	173	173	2,822	527	464	464	487	-7.55%	
Total Personal Services	2,034	1,589	3,510	1,337	829	464	1,262	-5.59%	
Materials & Supplies									
210 Operating Supplies	5,224	5,171	2,684	5,000	3,236	5,000	6,713	34.25%	
223 Building Repair & Supplies	956	1,121	1,403	1,000	67	1,000	1,000		
Total Materials & Supplies	6,179	6,293	4,087	6,000	3,303	6,000	7,713	28.54%	
Contractual Services									
334 License/CDL	910	35	1,139	600	210	631	630	5.00%	
361 Liability/Property Insurance	1,700	2,029	1,590	1,638	1,365	1,365	1,433	-12.50%	
381 Utilities	11,855	10,026	10,675	12,200	4,638	12,000	12,000	-1.64%	
384 Refuse Disposal	1,402	1,407	1,424	1,442	899	1,442	1,500	4.02%	
385 Sewer Pumping & Maintenance	5,134	170	2,148	2,950	300	300	3,500	18.64%	1
401 Bldg Maintenance	13,023	12,485	17,718	12,000	4,180	8,058	9,650	-19.59%	
404 Machinery & Equipment Repair	314	220	382		1,479	1,479	1,000	#DIV/0!	
406 Grounds Care			6,210	3,603	925	3,500	1,000	-72.25%	
407 Well Repair & Maintenance	957		6,223		5,579	5,579	500	#DIV/0!	
439 Refunds Issued	1,060	2,170	610					#DIV/0!	
Total Contractual Services	36,707	28,542	48,120	34,433	19,574	34,354	31,213	-9.35%	
Capital Outlays									
520 Capital Improvements to Bldgs			4,763					#DIV/0!	
530 Capital Improvements other than Bldgs				6,394		6,000		-100.00%	
Total Capital Outlays			4,763	6,394		6,000		-100.00%	
Total Community Center (45180)	44,920	36,424	60,480	48,164	23,706	46,818	40,188	-16.56%	

Notes: 1. Uptown Sewer Use Charges

22a)

2013 Draft Budget

GENERAL FUND 101
COMMUNITY CENTER (45180) REVENUE

Account	Description	2009 Actual Revenue	2010 Actual Revenue	2011 Actual Revenue	2012 Adopted Revenue	07/15/12 Year-to-Date Revenue	2012 Estimated Revenue	2013 Proposed Revenue	Notes:
Taxes									
	31000 Washington Cty. Tax Settlement	35,242	26,425	49,425	40,644	21,535	43,069	31,763	
	Total Property Taxes	35,242	26,425	49,425	40,644	21,535	43,069	31,763	
Intergovernmental Revenues									
	33422 Other State Grants & Aids			2,355					
	Total Intergovernmental Aid	0	0	2,355	0	0	0	0	
Charges for Services									
	34301 Damage Repairs	0							
	34740 Coffee Sales	25	10	15	20	5	20	20	
	34750 Facilities Rental	10,490	12,655	8,265	7,500	4,610	8,000	8,405	
	34760 Cleaning Fees	40	191						
	Total Charges for Services	10,555	12,856	8,280	7,520	4,615	8,020	8,425	
Other Income									
	36230 Donations		230	0	0			0	
	36250 Misc. Refunds	16							
	Total Other Income	16	230	0	0	0	0	0	
	Total Community Center Dept.	45,813	39,512	60,060	48,164	26,150	51,089	40,188	

22b)

DEBT SERVICE FUNDS BUDGETS

Expense and revenue budgets were prepared for the three debt service funds.

The property tax levy for debt service is based on principal and interest payments plus the statutory 5% coverage, less any assessments and interest revenue.

A new debt service fund (2011 Equipment Certificate, Fund 312) has been added in 2012 and 2013, at the recommendation of the city's financial advisory, to account separately for the two outstanding equipment certificates.

2013 Draft Budget

DEBT SERVICE FUNDS EXPENSE BUDGETS

2007 BLACKTOP (FUND 307)

Account Description	2009 Actual Expenses	2010 Actual Expenses	2011 Actual Expenses	2012 Adopted Budget	6/30/2012 Year-to-Date Expdtrs	2012 Estimated Expdtrs	2013 Proposed Budget	Change '12-'13 Budget
Debt Service								
601 Long Term Debt Principal	135,000	135,000	135,000	135,000		135,000	135,000	
611 Long Term Debt Interest	46,038	41,043	35,980	30,850	15,425	30,850	25,619	-16.96%
Statutory 5% Coverage Requirement				8,293		8,293	8,031	-3.16%
Total Debt Service	181,038	176,043	170,980	174,143	15,425	174,143	168,650	-3.15%
Contractual Services								
620 Fiscal Agent Fees								#DIV/0!
Total Contractual Services								#DIV/0!
Transfers								
720 Operating Transfers								#DIV/0!
Total Transfers								#DIV/0!
Total 2007 Blacktop (307)	181,038	176,043	170,980	174,143	15,425	174,143	168,650	-3.15%

FIRE HALL/PUBLIC WORKS (FUND 310)

Account Description	2009 Actual Expenses	2010 Actual Expenses	2011 Actual Expenses	2012 Adopted Budget	6/30/2012 Year-to-Date Expdtrs	2012 Estimated Expdtrs	2013 Proposed Budget	Change '12-'13 Budget
Debt Service								
601 Long Term Debt Principal	85,000	90,000	95,000	100,000		100,000	100,000	5.26%
611 Long Term Debt Interest	26,140	23,293	20,143	16,675	8,338	16,675	12,875	-36.08%
Statutory 5% Coverage Requirement	425			5,834		5,834	5,644	-3.26%
Total Debt Service	111,140	113,293	115,143	122,509	8,338	122,509	118,519	-3.26%
Contractual Services								
620 Fiscal Agent Fees								#DIV/0!
Total Contractual Services								#DIV/0!
Transfers								
720 Operating Transfers								#DIV/0!
Total Transfers								#DIV/0!
Total Fire Hall/Public Works (310)	111,140	113,293	115,143	122,509	8,338	122,509	118,519	-3.26%

2010 EQUIPMENT CERTIFICATE (FUND 311)

Account Description	2011 Actual Expenses	2012 Adopted Budget	6/30/2012 Year-to-Date Expdtrs	2012 Estimated Expdtrs	2013 Proposed Budget	Change '12-'13 Budget
Debt Service						
601 Long Term Debt Principal	40,000	40,000	40,000	40,000	40,000	
611 Long Term Debt Interest	9,020	5,400	2,920	5,400	4,440	
Statutory 5% Coverage Requirement		2,270		2,270	2,222	
Total Debt Service	49,020	47,670	42,920	47,670	46,662	-2.11%
Contractual Services						
620 Fiscal Agent Fees						#DIV/0!
Total Contractual Services						#DIV/0!
Transfers						
720 Operating Transfers						
Total Transfers						
Total Equipment Certificates (311)	49,020	47,670	42,920	47,670	46,662	-2.11%

23a)
DEBT

2013 Draft Budget

DEBT SERVICE FUNDS EXPENSE BUDGETS

2011 EQUIPMENT CERTIFICATE (FUND 312)*

Account Description	2011 Actual Expenses	2012 Adopted Budget	6/30/2012 Year-to-Date Expdtrs	2012 Estimated Expdtrs	2013 Proposed Budget	Change '12-'13 Budget
Debt Service						
601 Long Term Debt Principal	40,000	30,000		30,000	30,000	
611 Long Term Debt Interest	9,020	5,025		5,025	4,200	
Statutory 5% Coverage Requirement		1,751		1,751	1,710	
Total Debt Service	49,020	36,776		36,776	35,910	-2.35%
Contractual Services						
620 Fiscal Agent Fees						
Total Contractual Services						#DIV/0!
Transfers						
710 Residual Equity Transfers						
720 Operating Transfers						
Total Transfers						
Total Equipment Certificates (311)	49,020	36,776		36,776	35,910	-2.35%
Total Debt Service	384,163	381,098	66,683	381,098	369,741	-2.98%

* Creating new fund to separate out Equipment Certificate Bonds.

23 b)

2013 Draft Budget

DEBT SERVICE FUNDS REVENUE BUDGETS

2007 BLACKTOP (FUND 307)

Account Description	2009 Actual Revenue	2010 Actual Revenue	2011 Actual Revenue	2012 Adopted Revenue	07/15/12 Year-to-Date Revenue	2012 Estimated Revenue	2013 Proposed Revenue	Notes:
Taxes								
31000 Washington Cty. Tax Settlement	174,816	184,845	179,529	146,829	73,415	146,829	143,635	
Total Property Taxes	174,816	184,845	179,529	146,829	73,415	146,829	143,635	
Other Income								
36100 Special Assessments	35,377	31,131	47,418	25,625	13,076	24,867	23,704	
36210 Interest Income	620	1,178	1,231	1,689		1,689	1,311	
36250 Misc. Refund	-716							
Total Other Income	35,281	32,309	48,649	27,314	13,076	26,556	25,015	
Other Financing Sources								
39200 Interfund Operating Transfer		53,378						
Total Other Financing Sources	0	53,378	0	0	0	0	0	
Total 2007 Blacktop (307)	210,097	270,532	228,178	174,143	86,491	173,385	168,650	

FIRE HALL/PUBLIC WORKS (FUND 310)

Account Description	2009 Actual Revenue	2010 Actual Revenue	2011 Actual Revenue	2012 Adopted Revenue	07/15/12 Year-to-Date Revenue	2012 Estimated Revenue	2013 Proposed Revenue	Notes:
Taxes								
31000 Washington Cty. Tax Settlement	106,777	118,958	120,900	120,793	60,397	120,793	117,187	
Total Property Taxes	106,777	118,958	120,900	120,793	60,397	120,793	117,187	
Other Income								
36210 Interest Income	1,796	1,381	1,089	1,716	0	1,716	1,332	
Total Other Income	1,796	1,381	1,089	1,716	0	1,716	1,332	
Total Fire Hall/Public Works Bond (310)	108,573	120,339	121,989	122,509	60,397	122,509	118,519	

2010 EQUIPMENT CERTIFICATES (FUND 311)

Account Description	2011 Actual Revenue	2012 Proposed Revenue	07/15/12 Year-to-Date Revenue	2012 Estimated Revenue	2013 Proposed Revenue	Notes:
Taxes						
31000 Washington Cty. Tax Settlement	51,484	47,216	41,971	47,216	46,271	
Total Property Taxes	0	0	51,484	47,216	46,271	
Other Income						
36210 Interest Income	134	504		504	391	
Total Other Income	0	0	134	504	391	
Other Financing Sources						
39200 Interfund Operating Transfer						
39300 Bond Proceeds	0	0				
Total Other Financing Sources	0	0	0	0	0	
Total Fire Truck Equipment Certificates	0	0	51,618	47,720	46,662	

2013 Draft Budget

2011 EQUIPMENT CERTIFICATES (FUND 312)*

Account Description	2011 Adopted Revenue	2012 Adopted Revenue	07/15/12 Year-to-Date Revenue	2012 Estimated Revenue	2013 Proposed Revenue	Notes:
Taxes						
31000 Washington Cty. Tax Settlement		36,720		36,720	35,910	
Total Property Taxes	0	0	0	36,720	0	36,720 35,910
Other Income						
36210 Interest Income		0				
Total Other Income	0	0	0	0	0	0
Other Financing Sources						
39200 Interfund Operating Transfer						
39300 Bond Proceeds	0	0				
Total Other Financing Sources	0	0	0	0	0	0
Total Fire Truck Equipment Certificates	0	0	0	36,720	0	36,720 35,910
Total Debt Service	318,670	390,871	401,784	381,092	188,853	380,334 369,741

* Creating new fund to separate out Equipment Certificate Bonds.

23 d)

CAPITAL IMPROVEMENT FUND BUDGET

The only proposed expenditure from the Capital Improvement Fund in 2013 CIP Project F-009. It is assumed that a 75% FEMA grant would cover part of the estimated cost, with the \$30,000 match paid from the Capital Improvement Fund.

The proposed revenue to this fund is \$91,296 from the property tax levy, plus a small amount of interest.

The fund balance at the end of 2012 is projected to be \$236,981. The fund balance at the end of 2013 would be \$329,500.

2013 Draft Budget

CAPITAL IMPROVEMENTS (FUND 401) EXPENSE

Account	Description	2009 Actual Expenses	2010 Actual Expenses	2011 Actual Expenses	2012 Adopted Budget	6/30/2012 Year-to-Date Expdtrs	2012 Estimated Expdtrs	2013 Proposed Budget	Change '12-'13 Budget	Notes:
Contractual Services										
	308 Other Professional Services	5,833							#DIV/0!	
	312 Planning Services								#DIV/0!	
	Total Contractual Services	5,833							#DIV/0!	
Capital Outlays										
	510 Capital Outlay-Land								#DIV/0!	
	512 Easement Acquisition								#DIV/0!	
	520 Capital Improvements to Bldgs		39,295	20,173					#DIV/0!	
	530 Capital Improvements other than Bldgs	13,021						30,000	#DIV/0!	1
	540 Heavy Machinery Capital								#DIV/0!	
	550 Motor Vehicles Capital								#DIV/0!	
	Total Capital Outlays	13,021	39,295	20,173				30,000	#DIV/0!	
Transfers										
	720 Operating Transfers				99,601	99,601	99,601		-100.00%	
	Total Transfers				99,601	99,601	99,601		-100.00%	
	Total Capital Improvements (401)	18,854	39,295	20,173	99,601	99,601	99,601	30,000	-69.88%	

Notes: 1. Civil Defense Sirens (CIP Project F-009)

24a)

2013 Draft Budget

CAPITAL IMPROVEMENTS (FUND 401) REVENUE

Account Description	2009 Actual Revenue	2010 Actual Revenue	2011 Actual Revenue	2012 Adopted Revenue	07/15/12 Year-to-Date Revenue	2012 Estimated Revenue	2013 Proposed Revenue	Notes:
Taxes								
31000 Washington Cty. Tax Settlement	237	30,000	38,500	107,602	53,801	107,602	91,296	
Total Property Taxes	237	30,000	38,500	107,602	53,801	107,602	91,296	
Intergovernmental Revenues								
33401 LGA		0						
33640 Other Grants							30,000	1
Total Intergovernmental Aid	0	0	0	0	0	0	30,000	
Other Income								
36210 Interest Income	2,210	1,660	1,353	1,575		1,575	1,223	
Total Other Income	2,210	1,660	1,353	1,575	0	1,575	1,223	
Other Financing Sources								
39200 Interfund Operating Transfer								
Total Other Financing Sources	0	0	0	0	0	0	0	
Total Capital Improvements Fund 403	2,447	31,660	39,853	109,177	53,801	109,177	122,519	

1. FEMA Siren Grant

24 b)

PARK CAPITAL IMPROVEMENT FUND BUDGET

This budget includes only one expense; a \$5,000 cash contribution to construction of the Lilleskogen Park (CIP Project PR-001.) It is assumed that there will be donations of materials and labor, or grants to cover most of the cost of the project.

No significant income is anticipated as subdivision activity, and therefore park dedication fee revenue, has almost halted due to the economy. The projected fund balance at the end of 2012 is \$9,036. The projected fund balance at the end of 2013 would be \$4,136.

2013 Draft Budget

PARK CAPITAL IMPROVEMENTS (FUND 404) EXPENSE

Account Description	2009 Actual Expenses	2010 Actual Expenses	2011 Actual Expenses	2012 Adopted Budget	6/30/2012 Year-to-Date Expdtrs	2012 Estimated Expdtrs	2013 Proposed Budget	Change '12-'13 Budget	Notes:
Contractual Services									
302 Surveying		4,940						#DIV/0!	
303 Engineering Services	13,950							#DIV/0!	
312 Planning Services								#DIV/0!	
Total Contractual Services	13,950	4,940						#DIV/0!	
Capital Outlays									
530 Capital Improvements other than Bldgs	9,543	98	5,479	4,000		4,000	103,000	2475.00%	1
Total Capital Outlays	9,543	98	5,479	4,000		4,000	103,000	2475.00%	
Total Dept. Fund 404	23,493	5,038	5,479	4,000		4,000	103,000	2475.00%	

Notes: 1. Lilleskogen (CIP Project PR-001) Assumes \$5k from Parks Capital Fund, remaining from grants and donations

25 a)

2013 Draft Budget

PARK CAPITAL IMPROVEMENTS (FUND 404) REVENUE

Account Description	2009 Actual Revenue	2010 Actual Revenue	2011 Actual Revenue	2012 Adopted Revenue	07/15/12 Year-to-Date Revenue	2012 Estimated Revenue	2013 Proposed Revenue
<u>Intergovernmental Revenues</u>							
33640 Other Grants			0				98,000
<u>Total Intergovernmental Aid</u>	0	0	0	0	0	0	98,000
<u>Charges for Services</u>			3,000				
34780 Park Dedication Fees		0					
<u>Total Charges for Services</u>	0	0	0	0	0	0	0
<u>Other Income</u>							
36210 Interest Income	293	145	88	100		100	78
36230 Donations		340	1,000	0			0
<u>Total Other Income</u>	293	485	1,088	100	0	100	78
<u>Total Park Capital Improvements Fund 404</u>	293	485	1,088	100	0	100	98,078

25 b)

EQUIPMENT REPLACEMENT FUND BUDGETS

There is one expenditure from the Equipment Replacement Fund proposed in 2013: Fire Engine 5180 Replacement (CIP Project F-012, \$300,000.)

Revenues shown are \$100,000 in transfers from operating budgets, an increase from the \$80,000 transferred in 2012, plus a small amount of interest.

The fund balance at the end of 2012 is projected to be \$221,758. The fund balance at the end of 2013 would be \$22,158, not including any revenues that might be realized from the sale of old equipment.

With a \$100,000 annual contribution, the fund would be close to cash-flowing for the years 2013 through 2015. The City Council may wish to consider increasing the contribution to reduce the need for borrowing in future years and to maintain some fund balance in case of the need for any emergency replacements. Recent interest rates have been favorable for issuing equipment certificates, so it may make sense to borrow some funds for upcoming replacements.

2013 Draft Budget

EQUIPMENT REPLACEMENT (FUND 406) EXPENSE

Account	Description	2009 Actual Expenses	2010 Actual Expenses	2011 Actual Expense	2012 Adopted Budget	06/30/12 Year-to-Date Expdtrs	2012 Estimated Expdtrs	2013 Proposed Budget	Change '12-'13 Budget	Notes:
<u>Contractual Services</u>										
	304 Legal Services		2,596						#DIV/0!	
	Total Contractual Services	0	2,596	0	0	0	0	0	#DIV/0!	
<u>Capital Outlays</u>										
	540 Heavy Machinery Capital	19,034	192,744	5,566					#DIV/0!	
	550 Motor Vehicles Capital	42,664		143,262	93,913	93,913	93,913	300,000	219.44%	
	Total Capital Outlays	61,699	192,744	148,828	93,913	93,913	93,913	300,000	219.44%	
<u>Total Equipment Replacement Fund (406)</u>		<u>61,699</u>	<u>195,340</u>	<u>148,828</u>	<u>93,913</u>	<u>93,913</u>	<u>93,913</u>	<u>300,000</u>	<u>219.44%</u>	

Notes: 1. Engine 5180 Replacement (CIP Project F-012)

26 a)

2013 Draft Budget

EQUIPMENT REPLACEMENT (FUND 406) REVENUE

Account Description	2009 Actual Revenue	2010 Actual Revenue	2011 Actual Revenue	2012 Adopted Revenue	07/15/12 Year-to-Date Revenue	2012 Estimated Revenue	2013 Proposed Revenue	Notes:
<u>Taxes</u>								
31000 Washington Cty. Tax Settlement	0		0	0			0	
Total Property Taxes	0	0	0	0	0	0	0	
<u>Other Income</u>								
36210 Interest Income	430	617	1,453	478		478	371	
36250 Misc. Refunds		380						
36260 Sale of Equipment	500	5,722	1,941					
Total Other Income	930	6,719	3,394	478	0	478	371	
<u>Other Financing Sources</u>								
39101 Sale of General Fixed Assets								
39200 Interfund Operating Transfer	40,000	80,000	110,000	80,000	80,000	80,000	100,000	
39350 Certificate of Indebtedness		200,000	150,000					
Total Other Financing Sources	40,000	280,000	260,000	80,000	80,000	80,000	100,000	
Total Equipment Replacement Fund 406	40,930	286,719	263,394	80,478	80,000	80,478	100,371	

26b)

201 SEWER PROJECT BUDGETS

The 201 Sewer Project Fund is an enterprise fund that does not receive property tax support. User fees must pay the costs of operating the system and provide reserves for operations, major repairs and eventual replacement of system components.

The City began contracting with EcoCheck in 2012 and will continue in 2013. The budget provides for the replacement of three pumps and includes transfers to the General Fund for staff time.

Rates were increased 5% in 2013. Rates had previously been increased in 2009.

2013 Draft Budget

201 SEWER PROJECT (FUND 602) EXPENSE

Account Description	2009 Actual Expenses	2010 Actual Expenses	2011 Actual Expenses	2012 Adopted Budget	08/31/12 Year-to-Date Expdtrs	2012 Estimated Expdtrs	2013 Proposed Budget	Change '12-'13 Budget	Notes:
Materials & Supplies									
200 Office Supplies					29	100	75		
203 Printed Forms & Papers			71					#DIV/0!	
210 Operating Supplies & Equipment					853	853	200		
221 Equipment Parts									
240 Small Tools & Minor Equipment					4,445	4,445			
Total Materials & Supplies			71		5,327	5,398	275		
Contractual Services									
303 Engineering Services					17,486	17,486		#DIV/0!	
304 Legal Services					528	1,056		#DIV/0!	
311 Permit Fees	855	505	680	855	505	680	1,316	53.92%	
321 Telephone	962	814	962	900	518	888	824	-8.44%	
322 Postage				176				-100.00%	
361 Liability/Property Insurance	1,938	1,299	2,756	2,839	1,638	1,638	1,719	-39.44%	
381 Utilities	1,625	1,446	1,757	3,500	1,071	1,800	1,800	-48.57%	
385 Sewer Pumping				20,236	4,510	10,000	13,700	-32.30%	1
386 Operation & Maintenance	24,650	32,418	54,091	21,661	18,403	21,661	13,376	-38.25%	2
404 Machinery & Equipment Repair					1,449		5,000	#DIV/0!	3
414 Equipment Rental							135	#DIV/0!	
438 Misc Contractual		938	742		360	360	6,325	#DIV/0!	5
Total Contractual Services	30,030	37,420	60,987	50,167	46,468	61,069	44,195	-11.90%	
Capital Outlays									
570 Office Equipment				2,868	2,868	2,868		#DIV/0!	
Total Capital Outlays				2,868	2,868	2,868		#DIV/0!	
Transfers									
720 Operating Transfers	3,600	3,645	3,645	2,825	2,825	2,825	7,145	152.94%	6
Total Transfers	3,600	3,645	3,645	2,825	2,825	2,825	7,145	152.94%	
Total 201 Sewer Project (602)	33,630	41,065	64,703	55,860	57,488	72,160	51,616	-7.60%	

- Notes:
1. Pumping
 2. EcoCheck contract,
 3. Replace 3 pumps
 5. Locater calls, Electricians, Well Testing
 6. Transfer to General Fund for staff time, postage & supplies

27a)

2012 Draft Budget

201 PROJECT SEWER FUND 602 REVENUE

Account Description	2009 Actual Revenue	2010 Actual Revenue	2011 Actual Revenue	2012 Adopted Revenue	08/31/12 Year-to-Date Revenue	2012 Estimated Revenue	2013 Proposed Revenue
36100 Special Assessments	3,763	5,475	4,258	5,000	1,904	3,704	5,000
Other Income							
36210 Interest Income	1,441	1,358	1,205	725		725	563
36250 Misc. Refunds	17						
Total Other Income	1,458	1,358	1,205	725	0	725	563
Proprietary Fund Revenues							
34401 Sewer Charges	59,652	61,236	61,945	62,000	38,882	62,000	65,100
37250 Sewer Connection/Reconnection Fees		0					
Total Proprietary Fund	59,652	61,236	61,945	62,000	38,882	62,000	65,100
Total 201 Project Sewer Fund 602	64,873	68,069	67,407	67,725	40,786	66,429	70,663

27b)

UPTOWN SEWER BUDGETS

The Uptown Sewer Fund is a new Special Revenue Fund that was created in 2012. The purpose of the fund is to segregate the revenues and expenses for operation of the Uptown Wastewater System from the General Fund budget. Eventually, the goal is to make this fund a self-supporting Enterprise Fund similar to the 201 Sewer Project Fund, and to accumulate funds needed for future repairs and eventual replacement of the system.

The City began contracting with EcoCheck in 2012 and will continue in 2013. The budget includes transfers to the General Fund for staff time. Also, there are debt service payments included to cover 25% of the cost of the 2012 Uptown Wastewater Improvement Project to be paid back to the Capital Improvement Fund over 15 years.

New rates were established for 2013. They include a base charge of \$114.81/month and \$14.98/1,000 gallon of water used. Billings will be monthly in 2013 which is a significant change from the annual billing in 2012 and previous years.

No property tax dollars are budgeted for the Uptown System in 2013.

2013 Draft Budget

UPTOWN SEWER (FUND 612) EXPENSE

	2012 Adopted	08/31/12 Year-to-Date	2012 Estimated	2013 Proposed	Change '12-'13
Materials & Supplies					
200 Office Supplies		13	13		
210 Operating Supplies & Equipment				500	
221 Equipment Parts	950	159	159		
240 Small Tools & Minor Equipment	100				
Total Materials & Supplies	1,050	172	172	500	
Contractual Services					
303 Engineering Services	500	7,905	18,881	500	
304 Legal Services		2,325	2,560	500	
311 Contractual Permit Fees	500			855	
317 Employee Training	500				
361 Liability/Property Insurance	252	46	46	48	
381 Utilities	175	85	175	500	
385 Sewer (Pumping)	3,250	1,250		2,100	
386 Operation & Maintenance		167	1,503	4,008	
404 Machinery & Equipment Repair		1,660	3,765	1,500	
438 Misc Contractual	600		5,072	1,500	
Total Contractual Services	5,777	13,438	32,002	11,511	
570 Office Equipment	1,412	1,412	1,412		
Total Capital Outlays	101,013	1,412	101,013		
Debt Service					
602 Long Term Debt Interest					
603 Long Term Debt Principal				2,667	
Total Debt Service				2,667	
Transfers					
720 Operating Transfers	1,744	1,744	1,744	5,940	
Total Transfers	1,744	1,744	1,744	5,940	
Total Uptown Sewer (612)	109,584	16,765	134,931	20,619	

1

2

Notes: 1. 25% of loan repaid over 15 years

28 a)

2013 Draft Budget

UPTOWN SEWER FUND 612

REVENUE BUDGET

Account Description	2012 Proposed Revenue	08/31/12 Year-to-Date Revenue	2012 Estimated Revenue	2013 Proposed Revenue	Notes:
Taxes					
31000 Washington Cty. Tax Settlement	0	0	0	0	
Total Property Taxes	0	0	0	0	
Proprietary Fund Revenues					
34401 Sewer Charges	24,385	7,114	24,385	22,676	
Total Proprietary Fund	24,385	7,114	24,385	22,676	
Other Financing Sources					
39203 Transfer from other Funds	99,601	99,601	99,601		
Total Other Financing Sources	99,601	99,601	99,601	0	
Total Uptown Sewer Fund 612	123,986	106,715	123,986	22,676	

2

2. Loan from Capital Improvement Fund

28b)