



Memo

To: Mayor and Council of New Brighton
From: Dean R. Lotter, City Manager
Subject: Preliminary Budget Summary Report
Date: August 19, 2011

Executive Summary

This report is intended to provide an overview of the Preliminary 2012 General Fund Budget to the Council in an effort to cultivate an understanding of the key aspects of it. The Council met and discussed their expectations for the 2012 budget on April 5, 2011. This report will discuss how the preliminary budget is consistent with the parameters established by the Council. This report will also contemplate the overall changes in the budget, legislative changes that affect the budget and the levy.

Council Budget Parameters for 2012

At the April 5th meeting it was understood that the some of the parameters may be mutually exclusive, but the commitment was made to provide a budget that met as many of the parameters as possible. The parameters from April 5, 2011, and their current status in the preliminary 2012 Budget are as follows:

1. Continue to fund the police staffing at its current level of 27 officers even though the City was expecting to lose funding from ISD 621 for a school resource officer (SRO) at the Alternative Learning Center (ALC). Typically the City has provided three officers to the SRO program and the school district reimburses the costs of each of the three officers for the nine months that they serve in the schools.

Status: This is no longer an issue since the School District has decided to fund the SRO, therefore there will be no resource shortfall in that area.

2. Program in pay increases for the non-union employees that are commensurate with the unions which are scheduled to get 2% increases in pay.

Status: Proposed budgets include a 2% increase for non-union employees.

3. Propose a budget with a zero percent increase in the tax levy.

Status: The 2012 General Fund Budget assumes a tax levy of \$7,395,708; the same tax levy that has been levied each year since 2009.

4. Maintain the integrity of the Capital Asset Replacement long-term financial plans, aka Fleet, Non-Fleet and Pavement Management long-term financial plans.

Council directed staff to continue working on improving the capital budgeting process and to implement their adopted plan to make the Fleet, Non-Fleet and Pavement Management Programs financially solvent. Staff proposed a 15 year capital plan last year. The Council adopted their long-term financing plan for the Capital Asset Replacement Programs on August 24, 2010. Council approval included a number of strategies. Establishing a long-term plan can be difficult, abiding by it more difficult still. Reviewing and acknowledging the strategies and assumptions necessary to make the 15 year capital plan effective are critical parts of ensuring that the integrity of the plan is maintained.

The following are the five specific policy directives adopted and their current status and/or impact on the 2012 Budgets:

A) Operating budgets will continue to include annual installments and these installments will need to be increased to keep pace with inflation.

Status: The total 2012 proposed Fleet installments are \$391,600 compared to \$379,300 in 2011, an increase of \$12,300 or 3.24%; the General Fund Fleet installments are \$187,700 compared to \$181,800 in 2011, an increase of \$5,900 or 3.25%.

The total 2012 proposed Non-Fleet installments are \$354,500 compared to \$340,200 in 2011, an increase of \$14,300 or 4.20%; the General Fund Non-Fleet installments are \$312,200 compared to \$301,900 in 2011, an increase of \$10,300 or 3.41%.

The total 2012 proposed Pavement Management installments are \$96,000 compared to \$92,400 in 2011, an increase of \$3,600 or 3.90%; the General Fund Pavement Management installments are \$85,600 compared to \$82,500 in 2011, an increase of \$3,100 or 3.76%.

B) As of December 31, 2009, the General Fund's reserves exceeded the targeted amount per the City's Fund Balance policy. The Finance Director is authorized to transfer \$1,100,000 from the General Fund to the Fleet and Non-Fleet Capital Replacement Funds.

Status: During 2010, \$1,100,000 was transferred from the General Fund, \$253,000 to the Fleet Fund and \$847,000 to the Non-Fleet Fund.

- C) Starting in 2016, the portion of the debt service tax levy, \$393,000 for the 2010A G.O. Public Safety Center Refunding Bonds, will be redirected to the Fleet and Non-Fleet Capital Replacement Funds.

Status: The long-term financial planning models for the Fleet and Non-Fleet Capital Replacement Plans have been updated to reflect the additional annual influx of \$393,000 starting in 2016.

- D) In the Capital Projects Fund #422, there are resources currently available to provide supplemental financing to the Pavement Management Plans. The Finance Director is authorized to transfer those monies to the Pavement Management Fund as they become available and unencumbered.

Status: There was \$840,000 available in the Capital Projects Fund #422 for supplemental financing for street reconstruction projects and unaccessable improvement projects. The long-term financial planning model for the Pavement Management Plan has been updated to reflect those transfers. During 2010, \$250,000 was transferred from capital Projects Fund #422 to the Pavement Management Fund. Another \$200,000 is expected to be transferred during 2011.

- E) Starting in 2011, the City Council will consider issuing Equipment Certificates to finance the replacement of public safety equipment, road construction or management equipment, and other capital equipment. The annual debt service, both the principle and interest, will be paid with future increases in debt service tax levies.

Status: An Equipment Certificate debt issue had been anticipated for the latter part of 2011 with the first tax levy to pay its annual debt service payable in 2012. **Very preliminary** estimates were for this issue to be in the amount of approximately \$574,200, payable over four years with an increase to the annual tax levy of \$150,200. The long-term financing models projected a little less than \$2,500,000 of vehicles and equipment to be financed with Equipment Certificates over the next several years.

A unique and very intriguing opportunity has presented itself as a result of the State's recent legislation changing its Market Value Homestead Credit program (see further discussion later in this memo). The Council now has a new source of revenues available starting in 2012 which the State had taken away when it failed to reimburse the City during the last several years. It is recommended that these financing sources be utilized instead of issuing new Equipment Certificate debt. This new strategy will save the additional cost of issuing debt and the accompanying interest costs.

More importantly, there will no longer be the necessity to increase the tax levies to pay for the annual debt service on the Equipment Certificates.

Capital Replacement Process

Staff reviewed the Fleet, Non-Fleet and Pavement Management capital replacement programs and requests. Fleet requests are reviewed by using the vehicle condition index (VCI). This index rates general vehicle condition by using a scale that considers age, mileage or hours, repairs experience and costs, type of use, etc. Any vehicle with a score of 27 or higher is placed on the "urgent" fleet replacement budget. Vehicles that are scheduled for replacement but don't score high enough for replacement are listed, but placed on the "potentially defer" portion of the fleet budget. The longer assets can be delayed without compromising service, reliability or safety the healthier the Fleet, Non-Fleet and Pavement Management financing will become.

Legislative Changes Market Value Homestead Credit – Capital Funding Implications

One of the results of the 2011 legislative session was to change the MVHC program in 2012. The State has dropped their MVHC program in which they provided credits to homestead properties with the intent to reimburse the City's for this credit. State budget cuts however included the MVHC reimbursement to cities ultimately causing a shortfall of revenue for cities. The MVHC program has been replaced with a market value exclusion program. The new program uses a similar calculation as the MVHC one. However, the calculation is no longer applied to the property tax, but instead it is applied to the market value. For homes valued at less than \$76,000, the exclusion is equal to 40% of the home's market value. For homes valued between \$76,000 and \$413,800, the exclusion is \$30,400 minus 9% of the value over \$76,000. There is no exclusion for homestead properties with market values over \$413,800.

What does this mean for cities like New Brighton? It means that when the City Council levies \$7,395,708, New Brighton will receive \$7,395,708. In the past the State of Minnesota would then allow us to collect \$7,115,300 and promise to give us the \$280,400 in the form of Market Value Homestead Credit (MVHC). Due to budget shortfalls that the State of Minnesota has experienced in recent years, the State has typically decided to withhold their reimbursement of \$280,400 to the City of New Brighton. As a result, while the Council adopted a levy of \$7,395,708 the City only received \$7,115,300 in actual tax levy dollars. However, that will soon change. There are a few implications of this law that the Council and staff need to understand.

One implication is that the City will be receiving approximately \$280,400 more in 2012 because the State of Minnesota is not artificially modifying the amount of the tax levy collected by the City. Staff is recommending that this sum of money be directed into the Fleet, Non-Fleet and Pavement Management funds. The decision to do this makes good sense. If the legislature or governor ever revived the MVHC legislation, the City's operating budget would not be reliant on it. Additionally, putting this money into the Fleet, Non-Fleet and Pavement Management Plan provides additional funding to a degree that makes issuing equipment certificate debt to fund the plan in the first four or five years unnecessary. Essentially, the City moves more quickly to a cash funded plan saving issuance costs associated with debt. The \$280,400 is hitting non-residential and high

valued residential property taxes; so there is a shift that is taking place. The MVHC which was supposed to be reimbursed from the State is now raising non-residential and high valued residential property taxes.

Another consequence of the State's Market Value Exclusion is that tax rates will go up. It is unknown at this time the extent of this legislative change. The City's total tax capacity is fully expected to go down. Ramsey County will be computing these data in the future. This information will be shared after it is received from the County.

Conclusions and Recommendations

The operating budget and capital asset replacement plan are syncing together in a way that is functional as well as affordable. The operating budget is operating at a level of expense lower than 2008. The Fleet, Non-Fleet, Pavement Management program is working as adopted by the Council. Due to legislative changes, Council has funding options available to them that allow for financial flexibility.

I am pleased to submit a preliminary budget to the Council for their consideration that meets all of the budget parameters from the April 5, 2011 meeting. The preliminary budget for 2012 will continue to keep the tax levy the same. Just for the sake of clarity, assuming the Council adopted a 2012 levy of \$7,395,708, this amount would be the same for four years in a row. Overall, there are no significant changes proposed to service levels. There are no proposed increases to full-time staffing levels in the preliminary 2012 budget. Public Safety staffing remains the same and increases have been included for the non-union staff.

There are several building projects that need to be done at the NBCC and most of the funding could come from one-time savings in the 2011 operating budget, Ramsey County resources per the library lease and Non-Fleet Fund available balances. Additional funding would have to be identified in order to complete all of the projects. This topic will be discussed further at a future budget worksession. Possible funding could come from capturing additional tax dollars resulting from the impending TIF district decertification. This will be discussed in greater detail at a future budget work session as well.

Council had also discussed adding some staffing to the neighborhood centers. Director Breuer has created three options that range in cost from \$23,600 to \$39,800. These costs are not currently added to the 2012 budget and would require additional funding. This topic will be discussed at a future budget worksession.

At the first budget worksession, staff will seek Council's direction on the 2012 budget as drafted. As mentioned there will be additional opportunities to discuss other projects and funding options at future budget work sessions. Future dates and topics are listed below.

Future Topics to Be Discussed September 6th and 13th

NBCC Improvement Projects – Senior Center, Locker Room Renovation, Restroom renovation, ADA improvements to the Westside entrance.

Staffing of neighborhood centers and the budget implications.

Lean Governing Process and associated costs.

**City of New Brighton
2012 BUDGET
General Fund Summary**

	2009	2010	2011	2012		2012		2012	
	Actual	Actual	Adopted	Projected	Dept.	City Mgr	% Change	Adopted	% Change
			Budget	2011	Budget	Budget	11/12	Budget	11/12
Property Taxes	7,043,941	7,054,877	7,115,300	7,115,300	7,395,700	7,395,700	3.94%	0	-100.00%
Licenses	122,356	117,979	112,100	122,000	122,500	122,500	9.28%	0	-100.00%
Permits	315,513	363,693	310,000	373,000	368,500	368,500	18.87%	0	-100.00%
Fines	65,897	59,827	65,000	65,000	65,000	65,000	0.00%	0	-100.00%
Intergovernmental	931,598	757,248	614,100	615,800	621,500	621,500	1.21%	0	-100.00%
Charges for Services	3,969,645	3,677,838	3,607,500	3,630,400	3,630,400	3,630,400	0.63%	0	-100.00%
Investment Income	119,220	106,975	96,000	70,000	80,000	80,000	-16.67%	0	-100.00%
Miscellaneous/Other	241,408	212,569	239,700	233,900	247,900	247,900	3.42%	0	-100.00%
Use of Reserves	0	0	10,000	10,000	0	0	-100.00%	0	-100.00%
Total Revenue	12,809,578	12,351,006	12,169,700	12,235,400	12,531,500	12,531,500	2.97%	0	-100.00%
Admin	684,345	682,704	668,200	670,500	685,200	685,200	2.54%	0	-100.00%
Legal	89,535	106,719	99,500	100,000	102,000	102,000	2.51%	0	-100.00%
Central Services	160,937	133,456	148,700	156,700	146,800	146,800	-1.28%	0	-100.00%
Finance	469,488	483,904	527,600	527,200	536,900	536,900	1.76%	0	-100.00%
Elections	27,634	36,679	34,500	36,500	49,600	49,600	43.77%	0	-100.00%
License Bureau	114,788	118,741	133,100	131,800	133,600	133,600	0.38%	0	-100.00%
Community Dev	671,302	656,448	673,500	649,600	681,500	681,500	1.19%	0	-100.00%
Recycling	162,938	163,105	207,500	207,000	207,400	207,400	-0.05%	0	-100.00%
Parks	810,045	811,814	945,700	935,700	941,700	941,700	-0.42%	0	-100.00%
Forestry	152,765	51,651	97,400	97,000	86,400	86,400	-11.29%	0	-100.00%
Recreation	529,344	499,505	638,800	569,200	597,200	597,200	-6.51%	0	-100.00%
CC	984,042	1,192,429	1,072,700	1,024,900	1,109,600	1,109,600	3.44%	0	-100.00%
Police	3,874,186	3,919,744	3,932,400	3,905,000	3,971,800	3,971,800	1.00%	0	-100.00%
Fire	883,727	859,280	822,600	825,000	827,000	827,000	0.53%	0	-100.00%
Engineering	459,449	360,181	390,200	369,300	387,200	387,200	-0.77%	0	-100.00%
Streets	289,170	310,107	286,600	272,500	283,700	283,700	-1.01%	0	-100.00%
Garage	598,936	557,165	539,100	531,500	551,900	551,900	2.37%	0	-100.00%
Transfers Out	1,571,975	2,447,226	951,600	951,600	1,232,000	1,232,000	29.47%	0	-100.00%
Total Expenses	12,534,606	13,390,858	12,169,700	11,961,000	12,531,500	12,531,500	2.97%	0	-100.00%
Net Rev over Exp	274,972	(1,039,852)	0	274,400	0	0		0	

CITY OF NEW BRIGHTON STRATEGIC PLAN 2012

ADMINISTRATION

Service Description

The City Manager's Office is responsible for overseeing service delivery and operations for all municipal departments. It supports the Mayor and City Council's policy-making responsibilities and supports the Council decision making process through the preparation of Council agendas and support materials. The City Manager is responsible for ensuring that Council policy directions are implemented in a timely and professional manner. This department handles all human resources and labor relations activities, including personnel hiring and firing, staff evaluations, contract negotiations, benefits review and administration, and staff training.

- Provide leadership & support to Council
- Manage human resource function and organizational training
- Ensure effective communication
- Collaborate and liaison with organizations, community groups, neighboring cities
- Promote & enhance efficiencies, responsiveness
- Encourage citizen engagement

Administration manages marketing and communication efforts with citizens. Staff produces newsletters, news releases, flyers, and other communication efforts, including the City webpage, and cable TV programming. Municipal events are coordinated through this office, with staff interacting with community groups.

The City Manager's shared office staff functions as the City Hall receptionist to the public on the phone and in person. Office Assistants provide front desk staffing for Administration, Community Development, and Engineering, being the point of first contact with customers to City Hall. Administration staff supports building permits and inspection services as well.

The Manager's Office, in conjunction with the City Council, is active in monitoring and participating in legislative activities, and professional liaison work. City Advisory Commission members and other municipal volunteers are recruited and processed through Administration. This office is responsible for City Hall cleaning and building maintenance functions as well.

The City's technology efforts are the responsibility of the City Manager's Office. This includes the maintenance and development of the City's networked computer and telephone systems and other technology-related services and equipment.

The City belongs to many local, regional, state, and national organizations and associations focused on the needs of municipalities. The City Manager's office manages these memberships. The Mayor, City Council, and City Manager are all extensively involved in the activities and leadership of these associations throughout the year.

Personnel Status

	# of People	Position	FTE 2009	FTE 2010	FTE 2011	FTE 2012
Full-Time						
	1	City Manager	1.00	1.00	1.00	1.00
	1	Assistant to the City Manager	1.00	1.00	1.00	1.00
	1	Marketing Events Coordinator	1.00	1.00	0.00	0.00
	1	Office Assistant	1.00	1.00	1.00	1.00
	1	Office Assistant	.70	1.00	1.00	1.00
	1	Office Assistant-PT	.60	0.00	0.00	0.00
	.25	Office Assistant-Seasonal	0.00	0.00	0.25	0.25
Total			5.30	5.30	4.25	4.25

Proposed Changes to Service Level or Revenue

The 2012 budget maintains existing services levels within the Administration Department. This year's budget continues the funding of three city newsletters. The three newsletters assist the City by communicating with residents on important topics. As a means of saving money on printing and posting costs, beginning in July of 2011 the City combined the newsletter and parks and recreation brochure into one document. This form of communication is consistent with the findings of a recent citizen survey which identified written communication as a primary source of information.

In August 2006, the City began providing personnel for cable services to the City of Arden Hills. This agreement will continue in 2012 and the expenditures are offset by revenue generated.

Strategic Opportunities and Challenges

- The City Manager's office will continue to search for and be open to joint powers/shared service type relationships with other public organizations in an effort to provide cost effective services.
- The recruitment of personnel is costly and intensive. The use of more cost effective techniques, such as the internet, may help to make this effort easier. A significant challenge will relate to maintaining active engagement in legislative policy discussions that impact New Brighton, especially regarding financial issues. As a fully developed community, New Brighton tax base is very stable. However, as a result, it is also very sensitive to variations in revenue streams. One of New Brighton's objectives is to strive to have a diversified revenue base that is sensitive to community demographics and is stable in meeting the community's long term needs.
- There will be a focus on our organizational development and emphasis on the importance of our City employees in the delivery of public services.
- The City continues to move towards digital record keeping with the implementation of its laserfische and scanning system; in 2008 the Council packets were made available on the City's website and the City has begun outsourcing the scanning of other records.

**2012 BUDGET
ADMINISTRATION
101-41112**

	2009 Actual	2010 Actual	2011 Adopted Budget	Projected 2011	2012	% Change 11/12	2012	% Change 11/12	2012	% Change 11/12
					Dept. Requested Budget		City Mgr Recommend Budget		Adopted Budget	
PERSONNEL SERVICES										
Regular Wage	1100	359,675	331,428	337,200	337,200	348,700	3.41%	348,700	3.41%	-100.00%
Overtime	1110	890	3,621	0	800	0	#DIV/0!	0	#DIV/0!	#DIV/0!
Severance Pay	1400	(3,791)	6,264	1,900	1,900	1,100	-42.11%	1,100	-42.11%	-100.00%
Mileage	1500	4,800	4,800	4,800	4,800	4,800	0.00%	4,800	0.00%	-100.00%
FICA	1640	26,561	25,472	25,400	25,400	26,200	3.15%	26,200	3.15%	-100.00%
PERA	1645	23,355	21,453	22,800	22,800	23,100	1.32%	23,100	1.32%	-100.00%
Insurance	1650	27,145	38,432	40,700	40,700	43,300	6.39%	43,300	6.39%	-100.00%
Workers Compensation	1660	1,800	2,100	1,900	1,900	1,800	-5.26%	1,800	-5.26%	-100.00%
CC Membership	1675	1,923	1,494	1,600	1,600	1,900	18.75%	1,900	18.75%	-100.00%
TOTAL		442,358	435,064	436,300	437,100	450,900	3.35%	450,900	3.35%	0 -100.00%
MATERIALS AND SUPPLIES										
General Materials	2170	1,541	2,282	1,500	1,500	1,500	0.00%	1,500	0.00%	-100.00%
Books & Periodicals	2250	130	59	300	500	500	66.67%	500	66.67%	-100.00%
Small Equipment	2280	0	0	500	500	500	0.00%	500	0.00%	-100.00%
TOTAL		1,671	2,341	2,300	2,500	2,500	8.70%	2,500	8.70%	0 -100.00%
CONTRACTUAL SERVICES										
Professional Services	3300	28,815	23,208	22,000	22,000	22,000	0.00%	22,000	0.00%	-100.00%
Arbitration	2,000									
Sand Creek Group-EAP	3,500									
ABG of Red Wing	12,000									
Annual Council-Department Retreat	3,500									
Optium Health-COBRA Administration	1,000									
Promotions	3309	1,100	0	4,200	4,200	4,700	11.90%	4,700	11.90%	-100.00%
Annual Town Hall Meeting	1,500									
Annual Neighborhood Meetings	200									
Annual Employee Recognition Breakfast	2,000									
Misc Promotional Activities for the City	1,000									
Postage	3330	2,000	1,095	2,000	0	2,000	0.00%	2,000	0.00%	-100.00%
Printing & Publishing	3340	6,802	6,692	8,500	8,500	8,100	-4.71%	8,100	-4.71%	-100.00%
Legal Postings	3,000									
Printing-In the Neighborhood (3 times/yr-\$675.00 Per Issue)	2,100									
Andy Solvedt-TECKNA-N/letter Layout	1,500									
Accurate Press-Neighborhd Meeting Postcards	1,500									
Memberships & Dues	3360	137,843	137,258	136,200	136,200	137,000	0.59%	137,000	0.59%	-100.00%
Community Partners w/Youth	12,000									
Northwest Youth and Family Services	35,100									
North Suburban Cable Commission	53,011									
North Metro Mayors	10,515									
League of MN Cities	15,000									
Assoc. of Metro Municipalities	7,400									
Nat'l League of Cities	1,900									
Chamber	0									
ICMA	1,500									
MAMA-Lotter	45									
MPELRA - Johnson	150									
MCMA - Lotter/Johnson	80									
APMP-Johnson	30									
IPMA - HR Johnson	140									
Training	3370	5,960	5,831	6,500	6,500	6,500	0.00%	6,500	0.00%	-100.00%
Recruitment Costs	3373	0	2,156	0	1,500	500	#DIV/0!	500	#DIV/0!	#DIV/0!
Subsistence	3375	7,971	7,992	7,000	7,000	7,000	0.00%	7,000	0.00%	-100.00%
Travel	3380	2,026	5,566	3,000	3,000	3,000	0.00%	3,000	0.00%	-100.00%
Risk Mgmt. Internal Charge	3563	4,500	4,600	6,000	6,000	5,600	-6.67%	5,600	-6.67%	-100.00%
Info. Tech. Internal Charge	3564	34,800	36,500	31,000	31,000	30,400	-1.94%	30,400	-1.94%	-100.00%
Other Services	3590	8,499	12,406	3,200	5,000	5,000	56.25%	5,000	56.25%	-100.00%
First Lab-Qtly CDL Alcohol/Drug Testg	700									
Pre-Employment Physical Exams	500									
Return to Work Physical Exams	500									
Misc Consultation/Services	1,500									
Other Expenses	1,750									
Audit & Financial	3701		1,995	0			#DIV/0!		#DIV/0!	#DIV/0!
Legal Services	3703	0		0			#DIV/0!		#DIV/0!	#DIV/0!
TOTAL		240,316	245,299	229,600	230,900	231,800	0.96%	231,800	0.96%	0 -100.00%
TOTAL		684,345	682,704	668,200	670,500	685,200	2.54%	685,200	2.54%	0 -100.00%

CITY OF NEW BRIGHTON STRATEGIC PLAN 2012

LEGAL

Service Description

The City of New Brighton benefits from the maintenance of professional legal services, both in the area of civil and criminal legal matters. The City retains the services of Kennedy and Graven for civil matters. The City also utilizes the law firm of Hughes and Costello for municipal prosecution matters. On occasion, the City needs other legal services associated with special matters, such as environmental or personnel issues. On these occasions, other legal consultants are contracted.

Proposed Changes to Service Level or Revenues

The current budget situation requires a more stringent management strategy for the legal services received by the City. While no formal service level changes are proposed in this area, staff has been directed to reduce, wherever feasible, the use of our City Attorney. Obviously, where real or potential legal exposure exists, or where a formal legal opinion is required, the City Attorney will be used as necessary. Already, however, the City has implemented the practice of not requiring the City Attorney at City Council meetings, except where the potential for a legal problem may arise.

Personnel Status and Strategy

This department does not have any direct personnel costs

Strategic Opportunities and Challenges

Ongoing management regarding the extent of legal services will continue. The City of New Brighton currently benefits from excellent contracted legal services, in all areas, yet strives to be conservative in the extent of their use. It will be important to try to minimize the level of legal services necessary. This is accomplished through regular review of needs and issues that can be resolved without the use of legal help.

**2012 BUDGET
LEGAL
101-41115**

				2012		2012		2012			
		2011	Projected	Dept.	% Change	City Mgr	% Change	2012	% Change		
	2009	Adopted	2011	Budget	11/12	Budget	11/12	Adopted	11/12		
	Actual	Budget	2011	Budget	11/12	Budget	11/12	Budget	11/12		
CONTRACTUAL SERVICES											
Professional Services	3703		89,535	106,719	97,500	100,000	100,000	2.56%	100,000	2.56%	-100.00%
Prosecuting Attorney		52,750									
City Attorney top hourly rate is \$151		47,250									
Other Services	3590		0	0	2,000	0	2,000	0.00%	2,000	0.00%	-100.00%
TOTAL			89,535	106,719	99,500	100,000	102,000	2.51%	102,000	2.51%	0 -100.00%
TOTAL			89,535	106,719	99,500	100,000	102,000	2.51%	102,000	2.51%	0 -100.00%

CITY OF NEW BRIGHTON STRATEGIC PLAN 2012

CENTRAL SERVICES

Service Area Description

This general budget section provides a location for the City to fund items and activities that impact the entire organization. It includes such things as utilities and postage expenses. It also provides for City Hall maintenance costs and certain equipment maintenance contracts. Historically, this department area also provided nominal appropriations for special studies that might impact on the entire organization.

Proposed Changes to Service Level or Revenue

- There are not any proposed changes to service levels or revenues in this area.

Personnel Status and Strategy

This budget area does not include any specific personnel.

Strategic Opportunities and Challenges

- Maintenance expenses for municipal facilities are a significant and important responsibility.

**2012 BUDGET
CENTRAL SERVICES
101-41119**

		2009	2010	2011	2011	2012		2012		2012	
		Actual	Actual	Adopted Budget	Projected 2011	Dept. Requested Budget	% Change 11/12	City Mgr Recommend Budget	% Change 11/12	Adopted Budget	% Change 11/12
MATERIALS AND SUPPLIES											
General Materials	2170	32,893	28,200	25,000	25,000	25,000	0.00%	25,000	0.00%		-100.00%
Small Equipment	2280	346	0	500	8,500	500	0.00%	500	0.00%		-100.00%
Miscellaneous										500	
TOTAL		33,239	28,200	25,500	33,500	25,500	0.00%	25,500	0.00%	0	-100.00%
CONTRACTUAL SERVICES											
Professional Services	3300	1,861	105	0	1,500	8,500	#DIV/0!	8,500	#DIV/0!		#DIV/0!
Organizational Study-Compensation	7,500										
Other Studies	1,000								#DIV/0!		#DIV/0!
Electricity	3318	26,824	18,497	26,000	26,000	21,900	-15.77%	21,900	(\$0)		-100.00%
Natural Gas	3319	8,775	7,304	11,000	10,000	9,700	-11.82%	9,700	(\$0)		-100.00%
Postage	3330	15,217	13,162	20,000	20,000	14,000	-30.00%	14,000	-30.00%		-100.00%
City Newsletters	2,000										
Neighborhood Meetings	2,000										
Town Hall Meeting	2,000										
General Postage	8,000										
Printing & Publishing	3340	0	0	300	300	300	0.00%	300	0.00%		-100.00%
Cleaning	3350	20,366	18,151	21,000	21,000	21,000	0.00%	21,000	0.00%		-100.00%
Waste Removal	3351	1,391	1,588	2,500	1,800	1,800	-28.00%	1,800	-28.00%		-100.00%
Subscrip/Member Dues	3360	176	0	0	200	200	#DIV/0!	200	#DIV/0!		#DIV/0!
Training	3370	74	0	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Subsistence	3375	151	18	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Buildings & Grounds	3510	23,909	18,315	15,000	15,000	15,000	0.00%	15,000	0.00%		-100.00%
HVAC	6,000										
Elevator	2,000										
Furnishings	2,000										
Miscellaneous	3,000										
Non-Fleet Internal Charge	3561	22,400	22,400	22,400	22,400	23,900	6.70%	23,900	6.70%		-100.00%
Other Services	3590	6,554	5,716	5,000	5,000	5,000	0.00%	5,000	0.00%		-100.00%
TOTAL		127,698	105,256	123,200	123,200	121,300	-1.54%	121,300	-1.54%	0	-100.00%
TOTAL		160,937	133,456	148,700	156,700	146,800	-1.28%	146,800	-1.28%	0	-100.00%

CITY OF NEW BRIGHTON STRATEGIC PLAN 2012

FINANCE

- FINANCE, ELECTIONS, LICENSE BUREAU

Service Description

The Finance Department performs a vital role for the City to implement its *Vision to be the preferred place, to live, work and play*. Through its efforts with accounting, financial reporting processes, and system of internal controls the City's *Value - Accountability & Integrity In Service Delivery* and the City's *Mission – By working in partnership with our citizens, we are committed to guaranteeing that their investment in New Brighton will be protected and will be returned to them in financial and social dividends* are achieved. Specifically, the Finance Department's support services include processing accounts payable, accounts receivable, payroll, maintaining the City's investment portfolio, recordkeeping for our capital assets and infrastructure, and accounting and financial reporting. It is also heavily involved in the preparation of the City's annual budget and long-range financial plans. Finance oversees the City's debt management and obtaining comprehensive property, liability and workers compensation insurance coverage. The Department coordinates the annual audit of the City's financial transactions, accounting records, and annual financial statements. The City has received the Certificate of Achievement for Excellence in Financial Reporting for its annual financial reports for twenty consecutive years. The Government Finance Officers Association of the United States and Canada presents this prestigious award to those governments whose annual financial reports achieve the highest standards in government accounting and financial reporting.

- Provide financial management of City resources
- Perform City Clerk duties
- Manage finances of City utilities, including utility billing
- Operate the License Bureau
- Conduct and manage elections
- Coordinate the preparation of the annual operational budgets
- Manage the capital budgets and other long-term financial plans
- Perform debt management responsibilities
- Perform accounting duties, such as accounts payable, payroll and accounts receivable

In addition to the General Fund, five enterprise operations and six internal service operations are supported by the Finance Department. The City maintains enterprise funds to account for the operations of the Water, Sewer and Stormwater utilities, Street Lighting and the municipal Golf Course. Enterprise funds are used by governmental units to account for services provided to the general public on a user charge basis. The Finance Department annually completes a rate study to ensure that utility rates are sufficient to cover the cost of providing the services. Utility meters are read and consumers are billed quarterly. Activities and operations that provide services to departments of the City on a cost reimbursement basis are accounted for by internal service funds. The six internal service funds of the City are Risk Management,

Compensated Absences, Fleet Replacement, Non-Fleet Replacement, Pavement Management and Information Technology.

The functions of the City Clerk are provided by the Finance Department. These functions include records retention, assisting with the maintenance of records related to the city code, ordinances, resolutions, and minutes, as well as conducting national, state, county and city elections. This involves recruiting and training 30-60 election judges and other staff, preparing local precincts, and managing voter registration, requests for absentee ballots, and absentee voting.

New Brighton’s License Bureau operations are the responsibility of the Finance Department. The operations facilitate the sale of Minnesota motor vehicle license plates and tabs, DNR fishing and hunting licenses, and processing of motor vehicle title transfers. The City retains a small portion of the fees with the vast majority going to the State. The City’s License Bureau revenues exceed its operating costs. This net contribution provides an alternative revenue source to the overall General Fund budget, thereby reducing a little pressure on the operating tax levy.

Proposed Changes in Service Level or Revenue

- Research financial systems software for potential replacement. Converting to new financial systems software is anticipated to be a very significant effort during the next couple of years.
- More and more of our daily customers at the License Bureau and the front counter for permits are requesting to make their payments with credit cards. There is a definite societal trend towards the use of credit cards. The City Council has granted authority to accept them for payment. Implementation is pending final approval and required procedures from the State of Minnesota Department of Vehicle Services.

Personnel Status and Strategy

	# of People	Position	FTE 2009	FTE 2010	FTE 2011	FTE 2012
Full-Time						
	1	Director	1.00	1.00	1.00	1.00
	1	Assist. Finance Director	1.00	1.00	1.00	1.00
	1	Accountant 2	1.00	1.00	1.00	1.00
	1	Accountant 1	1.00	1.00	1.00	1.00
	1	Acct. Clerk/Acct. Receivable	1.00	1.00	1.00	1.00
	1	Deputy City Clerk/Office Asst.	1.00	1.00	1.00	1.00
	1	License Bureau Clerk	1.00	1.00	1.00	1.00
Total	7		7.00	7.00	7.00	7.00

Strategic Opportunities and Challenges

- Continued efforts will be required to refine, update and implement our long-term financial strategies, such as the long-term capital budgets for replacement of our vehicles and equipment as part of the Fleet and Non-Fleet Funds' budget process.

**2012 BUDGET
FINANCE
101-42113**

		2009	2010	2011	2011	2012	% Change	2012	% Change	2012	% Change
		Actual	Actual	Adopted	Projected	Dept.	11/12	City Mgr	11/12	Adopted	11/12
				Budget	2011	Requested		Recommend		Budget	
						Budget		Budget		Budget	
PERSONNEL SERVICES											
Regular Wage	1100	285,919	285,454	292,600	290,000	292,600	0.00%	292,600	0.00%		-100.00%
Overtime	1110	0	860	3,800	3,800	3,800	0.00%	3,800	0.00%		-100.00%
Severance Pay	1400	1,155	7,074	1,900	1,900	2,100	10.53%	2,100	10.53%		-100.00%
FICA	1640	20,723	20,742	22,400	22,400	22,400	0.00%	22,400	0.00%		-100.00%
PERA	1645	19,877	19,932	21,500	21,500	21,500	0.00%	21,500	0.00%		-100.00%
Insurance	1650	27,935	28,161	29,500	29,500	30,900	4.75%	30,900	4.75%		-100.00%
Workers Compensation	1660	1,100	1,300	1,200	1,200	1,200	0.00%	1,200	0.00%		-100.00%
CC Membership	1675	385	0	100	300	100	0.00%	100	0.00%		-100.00%
TOTAL		357,094	363,523	373,000	370,600	374,600	0.43%	374,600	0.43%	0	-100.00%
MATERIALS AND SUPPLIES											
Miscellaneous Materials	2170	1,263	799	1,700	1,600	1,600	-5.88%	1,600	-5.88%		-100.00%
Books & Periodicals	2250	63	89	300	300	300	0.00%	300	0.00%		-100.00%
Small Equipment	2280	0	0	400	400	400	0.00%	400	0.00%		-100.00%
TOTAL		1,326	888	2,400	2,300	2,300	-4.17%	2,300	-4.17%	0	-100.00%
CONTRACTUAL SERVICES											
Professional Services	3300	1,590	1,538	1,700	1,700	1,700	0.00%	1,700	0.00%		-100.00%
Postage/Delivery	3330	7	0	200	200	200	0.00%	200	0.00%		-100.00%
Printing & Publishing	3340	2,594	2,217	5,700	5,700	5,400	-5.26%	5,400	-5.26%		-100.00%
Subscriptions & Dues	3360	1,221	1,435	1,600	1,600	1,600	0.00%	1,600	0.00%		-100.00%
Training	3370	1,929	1,659	4,600	4,600	4,400	-4.35%	4,400	-4.35%		-100.00%
Tuition Reimbursement	3371	428	0	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Subsistence	3375	474	254	900	900	2,300	155.56%	2,300	155.56%		-100.00%
Travel	3380	1,440	1,349	2,200	2,200	2,300	4.55%	2,300	4.55%		-100.00%
Maintenance:	3510	29,471	33,632	31,900	34,000	33,800	5.96%	33,800	5.96%		-100.00%
Non-Fleet	3561	0	1,600	1,600	1,600	1,600	0.00%	1,600	0.00%		-100.00%
Risk Mgmt. Internal Charge	3563	2,700	2,800	4,000	4,000	4,000	0.00%	4,000	0.00%		-100.00%
Info. Tech. Internal Charge	3564	35,700	37,400	52,500	52,500	50,500	-3.81%	50,500	-3.81%		-100.00%
Other Services	3590	493	543	8,000	8,000	13,000	62.50%	13,000	62.50%		-100.00%
Audit	3701	33,021	34,430	36,800	36,800	38,700	5.16%	38,700	5.16%		-100.00%
Legal	3703	0	636	500	500	500	0.00%	500	0.00%		-100.00%
TOTAL		111,068	119,493	152,200	154,300	160,000	5.12%	160,000	5.12%	0	-100.00%
TOTAL		469,488	483,904	527,600	527,200	536,900	1.76%	536,900	1.76%	0	-100.00%

**2012 BUDGET
ELECTIONS
101-42114**

		2009	2010	2011	2012		2012		2012		
					Actual	Actual	Adopted	Projected	Dept.	% Change	City Mgr
				Budget	2011	Budget	11/12	Budget	11/12	Budget	11/12
PERSONNEL SERVICES											
Regular Wage	1100	11,171	17,748	12,300	14,300	26,800	117.89%	26,800	117.89%		-100.00%
Overtime	1110	0	314	3,600	3,600	3,600	0.00%	3,600	0.00%		-100.00%
FICA	1640	566	614	800	800	800	0.00%	800	0.00%		-100.00%
PERA	1645	507	511	800	800	800	0.00%	800	0.00%		-100.00%
Insurance	1650	1,050	1,108	1,200	1,200	1,200	0.00%	1,200	0.00%		-100.00%
Workers Compensation	1660	100	200	100	100	100	0.00%	100	0.00%		-100.00%
Unemployment	1670	80	50	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
CC Membership	1675	0	0	100	100	0	-100.00%	0	-100.00%		-100.00%
TOTAL		13,474	20,545	18,900	20,900	33,300	76.19%	33,300	76.19%	0	-100.00%
MATERIALS AND SUPPLIES											
General Materials	2170	19	126	500	500	400	-20.00%	400	-20.00%		-100.00%
Ramsey County ballots										500	
TOTAL		19	126	500	500	400	-20.00%	400	-20.00%	0	-100.00%
CONTRACTUAL SERVICES											
Professional Services - Ramsey	3300	1,641	1,727	1,800	1,800	1,800	0.00%	1,800	0.00%		-100.00%
Postage/Delivery	3330	54	816	2,200	2,200	2,200	0.00%	2,200	0.00%		-100.00%
Printing & Publishing	3340	686	1,454	800	800	1,500	87.50%	1,500	87.50%		-100.00%
Subs., Member. & Dues	3360	0	0	100	100	0	-100.00%	0	-100.00%		-100.00%
Subsistence	3375	42	132	200	200	300	50.00%	300	50.00%		-100.00%
Travel	3380	78	179	200	200	200	0.00%	200	0.00%		-100.00%
Non-Fleet Internal Charge	3561	9,400	9,400	9,400	9,400	9,500	1.06%	9,500	1.06%		-100.00%
Risk Mgmt. Internal Charge	3563	2,200	2,300	300	300	200	-33.33%	200	-33.33%		-100.00%
Legal Services	3703	40	0	100	100	200	100.00%	200	100.00%		-100.00%
TOTAL		14,141	16,008	15,100	15,100	15,900	5.30%	15,900	5.30%	0	-100.00%
TOTAL		27,634	36,679	34,500	36,500	49,600	43.77%	49,600	43.77%	0	-100.00%

**2012 BUDGET
LICENSE BUREAU
101-42116**

				2012	2012		2012	2012		
	2009	2010	2011	Dept.	City Mgr	Change	Change	Change		
	Actual	Actual	Adopted	Projected	Requested	11/12	11/12	11/12	% Change	
			Budget	2011	Budget		Budget	Budget	11/12	
PERSONNEL SERVICES										
Regular Wage	1100	76,349	74,845	77,600	76,100	77,600	0.00%	77,600	0.00%	-100.00%
Overtime	1110	0	1,818	3,000	3,000	3,000	0.00%	3,000	0.00%	-100.00%
Severance Pay	1400	950	3,726	0	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!
FICA	1640	5,982	5,819	6,200	6,200	6,200	0.00%	6,200	0.00%	-100.00%
PERA	1645	5,309	5,339	5,800	5,800	5,800	0.00%	5,800	0.00%	-100.00%
Insurance	1650	11,202	11,818	12,500	12,500	13,100	4.80%	13,100	4.80%	-100.00%
Workers Compensation	1660	400	500	400	400	300	-25.00%	300	-25.00%	-100.00%
CC Membership	1675	0	0	200	200	200	0.00%	200	0.00%	-100.00%
TOTAL		100,192	103,865	105,700	104,200	106,200	0.47%	106,200	0.47%	0 -100.00%
MATERIALS AND SUPPLIES										
Materials and Supplies	2170	0	0	0	100	100	#DIV/0!	100	#DIV/0!	#DIV/0!
Books & Periodicals	2250	169	0	200	200	200	0.00%	200	0.00%	-100.00%
TOTAL		169	0	200	300	300	50.00%	300	50.00%	0 -100.00%
CONTRACTUAL SERVICES										
Promotions/Advertising	3309	0	0	1,200	1,200	1,200	0.00%	1,200	0.00%	-100.00%
Memberships & Dues	3360	407	253	300	400	500	66.67%	500	66.67%	-100.00%
Training	3370	0	0	400	400	400	0.00%	400	0.00%	-100.00%
Subsistence	3375	0	3	0	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!
Risk Mgmt. Internal Charge	3563	2,400	2,500	900	900	800	-11.11%	800	-11.11%	-100.00%
Info. Tech. Internal Charge	3564	11,600	12,100	10,000	10,000	9,700	-3.00%	9,700	-3.00%	-100.00%
Other Services	3590	20	20	14,000	14,000	14,100	0.71%	14,100	0.71%	-100.00%
Bad Debt Expense	7400	0	0	400	400	400	0.00%	400	0.00%	-100.00%
TOTAL		14,427	14,876	27,200	27,300	27,100	-0.37%	27,100	-0.37%	0 -100.00%
TOTAL		114,788	118,741	133,100	131,800	133,600	0.38%	133,600	0.38%	0 -100.00%

CITY OF NEW BRIGHTON STRATEGIC PLAN 2012

COMMUNITY DEVELOPMENT

- **REDEVELOPMENT; BUILDING INSPECTIONS & PERMITS; PLANNING & ZONING; HOUSING, CODE ENFORCEMENT & RECYCLING; GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

Service Description

The Community Development Department oversees the physical development of the community and enforces ordinances in the areas of building construction, code enforcement, housing and land-use. The department works with elected officials, advisory commissions, citizens, and businesses to develop plans designed to maintain and improve the community and ensure a healthy residential and business environment.

- Ensure high quality construction & maintenance of developments
- Maintain quality neighborhoods & housing stock
- Ensure a safe built environment
- Contribute to the City's financial & economic strength

Community Development leads the City's redevelopment and economic development efforts. It strives to maintain and improve the City's economic vitality and ensure New Brighton is a preferred place to live, work, play and do business.

The City has a Zoning Code and a Comprehensive Plan to ensure safe and orderly development and compatible land uses. These documents guide where and what type of building occurs. The City enforces the International Building Code (IBC) through the issuance of building permits and inspection of buildings under construction. The goal of the IBC is to ensure buildings are constructed safely.

Community Development manages the City's curbside recycling program and the annual household Clean-up Day event. The programs are designed to encourage residents to recycle and keep their properties clean and neat.

In addition, the department also provides support through its Geographic Information Systems (GIS) services to other departments. GIS staff maintains the City's property database, assists in technical analysis, oversees the City's website and prepares various maps. This information is very important for day-to-day operations and long term planning/policymaking.

Proposed Changes to Service Level or Revenue

Overall the Community Development Department budget for 2012 (including recycling) is expected to be \$7,900 higher or an increase of .89 percent from 2011.

Expenditures

Personnel Services

Personnel services is expected to increase 1.95 percent, mostly due to projected increases in compensation (2% COLA) and benefit levels. However, the impact of this increase has been mitigated (to some extent) with reductions elsewhere in the department's budget.

Materials and Supplies

The material and supplies budget has been adjusted (downward) to reflect historical funding needs in the department. Some of the expenses (software related) were also re-assigned to a different line item in the department's budget (Maintenance 3510). In 2011, the department acquired on-line permitting software. This system will allow frequent customers (i.e. contractors) to obtain routine permits on-line, rather than in-person at city hall. This will alleviate some of the front counter traffic and make it easier for contractors to obtain permits.

Contractual Services

The contractual services budget for 2012 was increased by .52 percent from 2011. However, some reductions were made in such areas as professional services; postage; printing and publishing and some internal service charges. Staff would like to implement a new software program for tracking code enforcement cases. Currently, staff tracks cases and follow-up on a manual basis, which is not very efficient nor a good way to maintain records. Several different software programs are being evaluated. Line item 3510 (Computer Maintenance) was increased to cover inflationary increases by TR Computing (Permit Works vendor) for licensing, scheduling and permitting; and the additional cost to implement the code enforcement tracking program.

Recycling Program

In fall 2010, the City approved a three-year agreement with Allies Waste for single-sort recycling services. The program was initiated after public input suggested there was growing demand for the service. The contractor proposed a three-year fixed price contract, which will require no fee increases to our residents.

Revenues

The three primary sources of departmental revenues include building permits, charges for services and recycling program fees. Since The most significant change in revenues from 2011 to 2012 is in the area of building permits, which is discussed below.

Building Permits

Building permits are highly volatile from year to year. In 2009, the City experienced a drop in permit revenue; however in 2010 and year-to-date (2011) there appears to be a re-bounce in revenue. During the last two years, actual revenue numbers have been better than projected. However, due to the volatile nature of permit revenue, staff is planning to use a conservative

approach and base the 2012 figure on 2010 actual collections, plus 5% inflation. Both the American Institute of Architects (AIA) and Hanley Wood (a housing analytical group) are predicting growth in commercial and residential construction in 2012. As such, we are projecting an 18% increase (over 2011) in budgeted permit revenues for 2012. Overall, departmental revenues are anticipated to drop by 4.59 percent.

Strategic Opportunities and Challenges

There are several strategic opportunities and challenges facing the Community Development Department in 2012 and beyond.

- **Redevelopment of the New Brighton Exchange** (new name for the Northwest Quadrant) will be a major focus of the department's efforts next year. Major undertakings that are anticipated, include the following:
 - **Redevelopment:** The City finalized negotiations with Stuart Companies for the 124 unit View Apartments at Long Lake. Staff will monitor construction in 2011; and the building is expected to be completed in late 2012. The company has an option to redevelop the adjacent block through 2013.
 - **Marketing:** The City recently completed marketing agreements with Ryan Companies and Welsh Companies to aggressively market the commercial sites in the project. These firms will take the lead in marketing the site to the broader community.
 - **NW Refinery:** The City continues to work with the Minnesota Pollution Control Agency and Ashland Oil on the clean-up of the former Northwest Refinery. In April 2011 the MPCA and Ashland reached agreement on a compliance agreement. During the summer of 2011, the City will work with Ashland on an access agreement to the site. Due to the 2011 state government shutdown it is possible that clean-up could be delayed in 2012.
 - **Pre-Development Issues:** For several years, the City has contemplated several pre-development issues, including a preliminary plat for the east side and creation of a master association or other arrangement to oversee common area maintenance. In addition, the City needs to work with the MPCA on institutional controls that will govern future environmental requirements on relevant portions of the site. These issues will need additional attention in 2011 and 2012, especially as the City evaluates development proposals.
 - **AUAR:** The City will need to amend its AUAR environmental review document in 2012. In 2007, the City hired a part-time employee to conduct the update and the preliminary plan is to use the same resource next year.
- **Planning & Zoning:** There is continued interest in re-examining the City's land use polices and regulations. Topics that have been raised in the past include landscaping standards; temporary signs; application escrow accounts and parking standards. The

Planning Commission has agreed to examine these issues periodically as part of their work session agendas.

- **Building Inspections:** The biggest issue in 2011 and 2012 will be implementation of on-line permitting and acceptance of credit cards for payments.
- **Code Enforcement Issues:** Staff continues to deal with an increasing number of hoarding and “clutter houses”. In many instances the remedies are temporary. Staff would like to visit with Council about potential strategies to address this growing problem. As mentioned in past year, there is also interest in exploring single hauler garbage collection. The City has minimal oversight in this area; aside from licensing and enforcing nuisance conditions. Moving to a single-hauler system would require a policy change and much greater involvement of City staff.
- **Geographic Information Systems:** The City is relying more and more on the use of technology and communicating information on-line. Historically, GIS has been focused on data management and mapping applications. In the future, staff would like move ahead with a more comprehensive GIS approach to include enhanced data analysis. This technique will be helpful in understanding trends and developing forecasts on a range of issues from the age of housing stock; to changes in property values; and demands for City services.

Personnel Status and Strategy

No additional full-time staffing needs have been identified for 2012. Staff does plan to hire a temporary worker to assist with the 2012 AUAR update in the New Brighton Exchange. This time would be charged to the project and not the City’s general fund.

	# of People	Position	FTE 2010	FTE 2011	FTE 2012
Full-Time					
	1	Director	1.00	1.00	1.00
	1	Planner	1.00	1.00	1.00
	1	GIS. Specialist	1.00	1.00	1.00
	1	Building Official	1.00	1.00	1.00
	1	Code Enforcement Officer	1.00	1.00	1.00
	1	Building/Code Inspector	1.00	1.00	1.00
	1	AUAR Environmental Specialist	0.00	0.00	0.50
Total	7		6.00	6.00	6.50 *

* This is a part-time position without benefits. The position is tasked with updating the 2012 AUAR and will be paid for out of non-general fund monies. The work position will be eliminated when the work assignment is completed, which is expected sometime in 2012.

**2012 BUDGET
COMMUNITY DEVELOPMENT
101-43151**

	2009 Actual	2010 Actual	2011		2012 Dept.		2012 City Mgr		2012	
			Adopted Budget	Projected 2011	Requested Budget	% Change 11/12	Recommend Budget	% Change 11/12	Adopted Budget	% Change 11/12
PERSONNEL SERVICES										
Regular Wage 1100	449,379	426,542	434,000	405,000	439,000	1.15%	439,000	1.15%		-100.00%
Severance Pay 1400	10,688	16,062	2,500	2,500	5,600	124.00%	5,600	124.00%		-100.00%
FICA 1640	34,269	31,976	33,200	30,900	33,600	1.20%	33,600	1.20%		-100.00%
PERA 1645	31,448	29,703	31,500	29,300	31,800	0.95%	31,800	0.95%		-100.00%
Insurance 1650	41,946	43,302	45,700	42,500	47,600	4.16%	47,600	4.16%		-100.00%
Workers Compensation 1660	2,500	2,000	1,900	1,900	1,600	-15.79%	1,600	-15.79%		-100.00%
Unemployment 1670	10,188	13,600	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
CC Membership 1675	1,012	1,324	1,100	800	1,400	27.27%	1,400	27.27%		-100.00%
TOTAL	581,430	564,509	549,900	512,900	560,600	1.95%	560,600	1.95%	0	-100.00%
MATERIALS AND SUPPLIES										
General Materials 2170	265	196	2,300	2,000	2,000	-13.04%	2,000	-13.04%		-100.00%
Books & Periodicals 2250	0	80	800	800	800	0.00%	800	0.00%		-100.00%
Small Equipment 2280	0	137	5,500	5,000	2,500	-54.55%	2,500	-54.55%		-100.00%
TOTAL	265	413	8,600	7,800	5,300	-38.37%	5,300	-38.37%	0	-100.00%
CONTRACTUAL SERVICES										
Professional Services 3300	2,785	1,986	10,000	9,000	9,000	-10.00%	9,000	-10.00%		-100.00%
Electrical Inspections 3301	24,636	25,471	30,000	28,000	30,000	0.00%	30,000	0.00%		-100.00%
Building Inspections 3311	0	0	0	20,000	0	#DIV/0!	0	#DIV/0!		-100.00%
Postage 3330	0	0	2,300	2,000	2,000	-13.04%	2,000	-13.04%		-100.00%
Printing & Publishing 3340	2,335	555	6,800	4,000	4,000	-41.18%	4,000	-41.18%		-100.00%
Subscriptions & Dues 3360	2,955	2,707	4,000	4,000	4,000	0.00%	4,000	0.00%		-100.00%
Training 3370	1,594	3,322	5,000	5,000	5,000	0.00%	5,000	0.00%		-100.00%
Subsistence 3375	404	247	3,000	3,000	3,000	0.00%	3,000	0.00%		-100.00%
Travel 3380	74	212	2,000	2,000	2,000	0.00%	2,000	0.00%		-100.00%
Maintenance: 3510	3,424	3,426	4,000	4,000	9,600	140.00%	9,600	140.00%		-100.00%
PermitWorks support (Tautges,Redpath)										
Fleet Internal Charge 3562	5,700	5,700	5,700	5,700	5,900	3.51%	5,900	3.51%		-100.00%
Risk Mgmt. Internal Charge 3563	1,400	1,500	5,500	5,500	5,400	-1.82%	5,400	-1.82%		-100.00%
Info. Tech. Internal Charge 3564	44,300	46,400	36,700	36,700	35,700	-2.72%	35,700	-2.72%		-100.00%
TOTAL	89,607	91,526	115,000	128,900	115,600	0.52%	115,600	0.52%	0	-100.00%
TOTAL	671,302	656,448	673,500	649,600	681,500	1.19%	681,500	1.19%	0	-100.00%

**2012 BUDGET
RECYCLING PROGRAM
101-43152**

	2009	2010	2011	2011	2012	2012	2012	2012	2012	2012
	Actual	Actual	Adopted	Projected	Dept.	% Change	City Mgr	% Change	Adopted	% Change
			Budget	2011	Budget	11/12	Budget	11/12	Budget	11/12
MATERIALS AND SUPPLIES										
General Materials	2170	34	0	1,800	1,000	1,000	-44.44%	1,000	0.00%	-100.00%
TOTAL		34	0	1,800	1,000	1,000	-44.44%	1,000	0.00%	0 -100.00%
CONTRACTUAL SERVICES										
Postage	3330	0	600	0	1,300	1,300	#DIV/0!	1,300	#DIV/0!	#DIV/0!
Printing & Publishing	3340	5,573	5,522	4,000	3,000	3,000	-25.00%	3,000	-25.00%	-100.00%
Waste Removal	3351	136,331	135,283	180,000	180,000	180,000	0.00%	180,000	0.00%	-100.00%
Other Services	3590	21,000	21,700	21,700	21,700	22,100	1.84%	22,100	1.84%	-100.00%
Adm fee	21,700									
TOTAL		162,904	163,105	205,700	206,000	206,400	0.34%	206,400	0.34%	0 -100.00%
TOTAL		162,938	163,105	207,500	207,000	207,400	-0.05%	207,400	-0.05%	0 -100.00%

CITY OF NEW BRIGHTON STRATEGIC PLAN 2012

PARKS & RECREATION

• PARKS, FORESTRY, PROGRAMS & NEW BRIGHTON COMMUNITY CENTER

Service Description

The Parks & Recreation Department strives to enhance the quality of life for New Brighton citizens and visitors through high quality services and facilities. Parks and recreation programs and facilities contribute to the overall health of a community, neighborhoods, and individuals. New Brighton offers park facilities and recreation programs/activities year round for residents of all ages and abilities. These services encourage healthy lifestyles, increase property values, develop community pride, protect the environment, and relieve stress.

- Maintain parks, trails, and open space to ensure safety and cleanliness.
- Provide quality & diverse recreation programs that meet the needs of our community.
- Manage the New Brighton Community Center in a cost-effective manner that provides positive experiences for all visitors.

The department consists of five separate divisions: recreation programs, parks maintenance, New Brighton Community Center, forestry management, and Brightwood Hills Golf Course (details included in Enterprise Operation section of the Strategic Plan). The City employs 11.5 full-time and seven regular part-time. In addition the park and recreation department is the city's largest employer of part-time and seasonal staff.

Playground equipment, trails, ball diamonds, soccer and football fields, disc golf, skate boarding and climbing equipment, tennis and basketball courts are maintained for the community to enjoy. The Parks crew maintains 13 parks containing 160 acres of park and open space in addition to miles of trails for walking, running, biking, and inline skating. The Parks crew began mowing, pruning, and maintaining the New Brighton Exchange acres and took on the tree treatment of Emerald Ash Borer in 2010. The department also operates four Neighborhood Centers. Annually, the Neighborhood Centers host 130 events and over 50 community group meetings. Each center has knotty pine walls, fireplaces, tables, and chairs, making them ideal for neighborhood gatherings, meetings, business rentals, or family functions. The City offers the neighborhood centers, park fields, and equipment for reservation/rental to the public.

The City Forestry program was significantly reduced in 2010. The City is currently focusing on Dutch Elm, Oak Wilt and hazardous trees. The City initiated an Emerald Ash Borer injection program in 2010 for boulevard and selected park trees; reapplication will occur in 2012. In addition the City provided residents with a list of qualified contractors to treat Emerald Ash Borer. The City is proud to have been recognized as a "Tree City USA" for the past 29 years.

Program brochures describing all activities are produced and mailed to homes in New Brighton seasonally. Registration is provided at our website www.newbrightonmn.gov as well as by fax, phone and in person. The department is proud to provide high quality, diverse, accessible, and affordable programs to residents of New Brighton and surrounding communities. Activities range from aquatics programs, dance, gymnastics, full day child care, youth and adult sport leagues, senior trips and fitness classes.

The Family Service Center was officially renamed to the New Brighton Community Center and is home to the Parks & Recreation Department and a focal point for the community. It serves as a gathering place for New Brighton and surrounding areas, having over 345,000 visits per year, for recreational, social, and business purposes. Annually, the NBCC hosts nearly 1,000 birthday parties, over 1,000 business rentals, over 175 receptions and events, over 150 community group meetings, and has over 1,100 active members. Its features include a fitness center, walking/running track, gymnasium, fitness studio, the Eagles Nest Indoor Playground, NBCC Banquet & Conference Facility, multi-purpose rooms, and the Exchange Senior Center. In addition, the NBCC leases space to Knotworks Massage, Ramsey County Library, WIC (Women, Infant & Children), and Kathrine Daniels PhD, LMFT, Licensed Marriage and Family Therapist. Knotworks Massage became a new tenant in 2011 and signed a two year lease. The Ramsey County Library signed a lease agreement in April 2011 and will be a tenant for the next 20 years. WIC's lease began in 2010 and they will be a paying tenant for the next 29 years. Kathrine Daniels lease began in 2010 and the lease is a three year lease agreement.

Changes to Proposed Service Level or Revenue

The Parks, Recreation, and Trails Strategic Plan was approved by City Council on May 23, 2006. This Strategic Plan was in its planning stages for almost one year. The purpose of this plan is that it provides vision, priorities, goals, policies, and detailed work plans for the future delivery of parks and recreation services. Areas of emphasis include recreation programs, Brightwood Hills Golf Course, trails and sidewalks, public art, and youth services. The community had an amazing level of involvement. The City and the consulting firm facilitated a series of public workshops, focus groups, and meetings to learn about the community's park and recreation needs. The information gathered at these meetings, along with a community survey, was the basis for the final plan. Through the Parks, Recreation, and Trails Strategic Plan, the New Brighton Parks and Recreation Department is committed to improving health, protecting natural resources, fostering healthy youth development, sustaining fiscal responsibility, and supporting community reinvestments.

Recreation program service levels were reviewed in detail in 2010. Program offerings were reallocated as were staffing levels. Service level changes resulted in staff working to define programs, activities, and services to meet the community's needs.

In 2010, it was identified that a funding mechanism needed to be put in place for maintenance and replacement needs for the New Brighton Community Center and park infrastructure. Capital improvement (fleet and non-fleet) items and the pavement management plan were allotted a funding source. Funding strategies for the replacement of the City's park system infrastructure and equipment needs to remain a focal point. Both the parks and New Brighton Community Center require significant replacements to meet the future needs of the system.

In order to maintain high levels of customer service, training of all department staff has been enhanced. This was accomplished through group trainings and individual based opportunities. The goal is for all employees to be prepared to meet and exceed their job responsibilities on a daily basis.

Marketing of all department services has been enhanced to attract new participants to the City's recreation programs, parks, and facilities. An emphasis has been placed on social media, cross marketing services, facilities, and activities to current system users, as well as to increase awareness of the City's parks and recreation services to those not familiar with current opportunities.

The New Brighton Exchange will see added parks, along with trails connecting to Ramsey County Long Lake Regional Park, and a central greenway corridor.

Personnel Status and Strategy

	# of People	Position	FTE 2008	FTE 2009	FTE 2010	FTE 2011	FTE 2012
Full-Time							
	1	Director	1.00	1.00	1.00	1.00	1.00
	1	Assistant Director	1.00	1.00	1.00	1.00	1.00
	0	Recreation Program Manager	1.00	1.00	0.00	0.00	0.00
	1	Facilities Manager	0	0	1.00	1.00	1.00
	3	Recreation Supervisor	4.00	4.00	2.00	3.00	3.00
	1	Parks Maintenance Superintendent	1.00	1.00	1.00	1.00	1.00
	2.5	Maintenance Worker	2.5	2.5	2.5	2.5	2.5
	1	Office Assistant	1.00	1.00	1.00	1.00	1.00
	1	Lead Custodian	1.00	1.00	1.00	1.00	1.00
	0	Forester	1.00	1.00	0	0	0
	0	Recreation Programmer	1.00	1.00	1.00	0	0
Total		Full-time	14.5	14.5	11.5	11.5	11.5
		Reg. Part-time, Part-time & Seasonal FTEs	20.81	20.34	18.99	18.33	17.25
		Total Parks & Recreation FTEs	35.31	34.84	30.44	29.83	28.75
Recreation Supervisors departed in June 2009 and October 2009. City Forester resigned September 2009; positions were not refilled in 2009/2010. A Recreation Supervisor position was filled in Sept. 2010. Recreation Programmer resigned in 2010 and was replaced with a permanent part-time employee.							

Strategic Opportunities and Challenges

- To keep the Parks, Recreation, and Trails Strategic Plan a living document and to promote the plan in all aspects of the department.
- To promote the benefits of parks and recreation to residents, business community, and park system users.
- To utilize technology in a manner that supports efficiency and quality service.
- To provide positive experiences for park system users and participants by providing and maintaining the highest level service and maintenance.
- To support and properly train all part-time and seasonal employees.

- To set fees at a level which maximizes participation and revenue therefore, decreasing the level for tax investment.
- To promote recreational facilities in a consistent and high quality fashion.
- To maintain a positive relationship with the community by ensuring that all parks and recreation staff is accessible to the residents and by working closely with local organizations/associations in the delivery of services.

Parks/Forestry Division

- To continue to maintain the park system infrastructure in a manner that ensures its physical integrity now and in the future.
- To implement new maintenance procedures or invest in new products and/or equipment that will have a long-term cost savings.
- To operate the Neighborhood Centers in a cost-effective manner that promotes cohesive neighborhoods and generates revenue when appropriate.
- To attract and retain fee paying users to the City's park system.
- When applicable, utilize contractual services to perform maintenance duties in the most cost-effective and efficient method.
- To prepare for the increase in public open space and right-of-ways associated with the City's redevelopment efforts.
- To work cooperatively with the Public Works Department in the delivery of City-wide maintenance services.
- To control Dutch elm and oak wilt diseases on public and private properties in accordance with state and city statutes and ordinances.
- Utilize contractual services to perform forestry duties in the most cost-effective and efficient method.
- To manage and control emerald ash borer that threatens thousands of ash tree in New Brighton. This includes tree injections to protect boulevard and selected park ash trees as well as additional plantings to ensure replacement of trees that may be lost to emerald ash borer.

Recreation Programs

- To continually evaluate recreation programs to ensure that the appropriate level of program expenses are covered by user fees.
- To continue the aquatics program by ensuring that all costs associated with the program are covered by revenues.
- To provide recreation programs which are accessible to all demographics.
- To provide positive recreation opportunities throughout the entire year.
- To provide recreation opportunities that promotes strong families.
- To monitor and improve recreation programs to meet the changing expectations of patrons, to increase revenues, and to sustain healthy lifestyles.
- To continue to develop and maintain collaborative programs with neighboring communities and organizations.

New Brighton Community Center

- To be considered the focal point and gathering place for the residents in New Brighton.
- To maintain a collaborative partnership with the Ramsey County Library in New Brighton and develop joint program that benefits both organizations.

- To provide a variety of program options that meet the needs of all demographics at a level that exceeds customer expectations.
- To promote the Eagles Nest Indoor Playground as a regional recreation destination for individuals and groups throughout the Twin Cities and western Wisconsin.
- To maintain a clean, safe and quality facility that provides a positive experience for building visitors.
- To continually monitor and improve new program ideas and rental opportunities.
- To maintain a positive relationship with facility tenants.
- To retain current facility users as well as attract new users through high levels of customer service, building maintenance, updated equipment/furnishings and marketing.

**2012 BUDGET
PARKS
101-44141**

		2009	2010	2011	2012	2012	2012	2012	2012	
		Actual	Actual	Adopted	Projected	Dept.	City Mgr	City Mgr	Adopted	
				Budget	2011	Requested	Recommend	Recommend	Budget	
						Budget	Budget	Budget	Budget	
						% Change	% Change	% Change	% Change	
						11/12	11/12	11/12	11/12	
PERSONNEL SERVICES										
Regular Wage	1100	368,828	380,937	395,400	395,400	391,800	391,800	391,800	391,800	-100.00%
Overtime	1110	5,043	5,498	9,600	9,100	9,600	9,600	9,600	9,600	-100.00%
Severance Pay	1400	16,493	11,066	6,100	6,100	5,900	5,900	5,900	5,900	-100.00%
FICA	1640	27,555	27,429	31,000	31,000	30,700	30,700	30,700	30,700	-100.00%
PERA	1645	24,651	25,058	26,500	26,500	26,500	26,500	26,500	26,500	-100.00%
Insurance	1650	44,970	47,545	50,400	50,400	53,900	53,900	53,900	53,900	-100.00%
Workers Compensation	1660	7,300	8,100	8,000	8,000	7,900	7,900	7,900	7,900	-100.00%
Unemployment	1670	0	232	500	1,000	1,000	1,000	1,000	1,000	-100.00%
CC Membership	1675	1,015	675	900	900	900	900	900	900	-100.00%
TOTAL		495,855	506,540	528,400	528,400	528,200	528,200	528,200	528,200	-0.04%
MATERIALS AND SUPPLIES										
Maint Materials	2140	14,939	11,620	21,000	21,000	21,000	21,000	21,000	21,000	-100.00%
General Materials	2170	8,413	9,154	8,500	8,500	8,500	8,500	8,500	8,500	-100.00%
Maintenance Supplies	2171	12,833	12,001	13,000	13,000	13,000	13,000	13,000	13,000	-100.00%
Uniforms	2260	895	1,931	1,000	1,000	1,000	1,000	1,000	1,000	-100.00%
Small Equipment	2280	2,590	2,814	4,500	4,500	4,500	4,500	4,500	4,500	-100.00%
TOTAL		39,670	37,520	48,000	48,000	48,000	48,000	48,000	48,000	0.00%
CONTRACTUAL SERVICES										
Professional Services	3300	6,400	195	2,200	2,200	5,500	5,500	5,500	5,500	-100.00%
Electricity	3318	19,941	17,829	23,500	20,000	20,500	20,500	20,500	20,500	-100.00%
Natural Gas	3319	4,884	4,824	8,500	5,000	5,200	5,200	5,200	5,200	-100.00%
Utilities	3320	2,124	1,509	1,000	2,000	2,200	2,200	2,200	2,200	-100.00%
Postage	3330	5,700	5,400	6,500	5,500	4,500	4,500	4,500	4,500	-100.00%
Printing & Publishing	3340	9,942	14,441	20,000	17,000	17,000	17,000	17,000	17,000	-100.00%
Waste Removal	3351	9,546	9,986	10,000	10,000	10,500	10,500	10,500	10,500	-100.00%
Memberships & Dues	3360	3,178	3,369	3,000	3,000	3,300	3,300	3,300	3,300	-100.00%
Training	3370	821	1,029	2,700	2,700	2,700	2,700	2,700	2,700	-100.00%
Subsistence	3375	410	261	1,700	1,700	2,200	2,200	2,200	2,200	-100.00%
Travel	3380	509	617	1,800	1,800	1,800	1,800	1,800	1,800	-100.00%
Maintenance-Equipment										
Buildings & Grounds	3510	32,637	27,494	33,000	33,000	32,500	32,500	32,500	32,500	-100.00%
Non-Fleet Internal Charge (Ft	3561	63,000	63,000	79,100	79,100	81,500	81,500	81,500	81,500	-100.00%
Fleet Internal Charge	3562	44,000	44,000	44,000	44,000	45,300	45,300	45,300	45,300	-100.00%
Risk Mgmt. Internal Charge	3563	43,000	44,000	54,600	54,600	51,700	51,700	51,700	51,700	-100.00%
Info. Tech. Internal Charge	3564	28,400	29,800	16,900	16,900	16,400	16,400	16,400	16,400	-100.00%
Pavement Mgmt Charge	3565	0	0	60,300	60,300	62,200	62,200	62,200	62,200	-100.00%
Other Services	3590	28	0	500	500	500	500	500	500	-100.00%
TOTAL		274,520	267,754	369,300	359,300	365,500	365,500	365,500	365,500	-1.03%
TOTAL		810,045	811,814	945,700	935,700	941,700	941,700	941,700	941,700	-0.42%

**2012 BUDGET
RECREATION PROGRAMS
101-44143**

		2009	2010	2011	2012	2012	2012	2012	2012
		Actual	Actual	Adopted	Dept.	City Mgr	City Mgr	Adopted	Adopted
				Budget	Requested	Recommend	Recommend	Budget	Budget
				2011	Budget	Budget	Budget	11/12	11/12
								% Change	% Change
								11/12	11/12
PERSONNEL SERVICES									
Regular Wage	1100	349,271	305,566	415,200	364,200	372,700	372,700	-10.24%	-100.00%
Severance Pay	1400	(1,321)	11,624	1,000	1,000	2,200	2,200	120.00%	-100.00%
FICA	1640	26,367	22,533	31,800	31,800	28,500	28,500	-10.38%	-100.00%
PERA	1645	15,601	13,495	18,700	18,700	17,800	17,800	-4.81%	-100.00%
Insurance	1650	19,476	18,012	30,200	30,200	31,500	31,500	4.30%	-100.00%
Workers Compensation	1660	4,200	4,900	4,100	4,100	4,000	4,000	-2.44%	-100.00%
Unemployment Compensation	1670	126	3,580	800	3,200	3,500	3,500	337.50%	-100.00%
CC Membership	1675	1,151	814	2,000	2,000	1,600	1,600	-20.00%	-100.00%
TOTAL		414,871	380,524	503,800	455,200	461,800	461,800	-8.34%	0
MATERIALS AND SUPPLIES									
General Materials	2170	31,204	19,484	24,200	11,000	16,500	16,500	-31.82%	-100.00%
Books & Periodicals	2250	481	0	500	200	500	500	0.00%	-100.00%
Uniforms	2260	1,510	310	2,000	400	700	700	-65.00%	-100.00%
Small Equipment	2280	984	675	1,100	600	900	900	-18.18%	-100.00%
TOTAL		34,179	20,469	27,800	12,200	18,600	18,600	-33.09%	0
CONTRACTUAL SERVICES									
Professional Services	3300	10,411	16,416	11,300	18,800	15,400	15,400	36.28%	-100.00%
Postage	3330	1,060	0	800	900	1,100	1,100	37.50%	-100.00%
Printing & Publishing	3340	1,598	674	2,500	1,500	2,900	2,900	16.00%	-100.00%
Memberships & Dues	3360	35	0	0	0	0	0	#DIV/0!	#DIV/0!
Training	3370	0	120	1,800	700	1,800	1,800	0.00%	-100.00%
Subsistence	3375	129	115	700	100	800	800	14.29%	-100.00%
Travel	3380	1,022	407	2,000	1,300	1,500	1,500	-25.00%	-100.00%
Maintenance:	3510	4,058	4,487	6,100	4,300	4,800	4,800	-21.31%	-100.00%
Risk Mgmt. Internal Charge	3563	2,900	3,000	4,800	4,800	6,000	6,000	25.00%	-100.00%
Info. Tech. Internal Charge	3564	26,800	28,100	20,800	20,800	20,200	20,200	-2.88%	-100.00%
Other Services	3590	32,281	45,193	56,400	48,600	62,300	62,300	10.46%	-100.00%
TOTAL		80,294	98,512	107,200	101,800	116,800	116,800	8.96%	0
TOTAL		529,344	499,505	638,800	569,200	597,200	597,200	-6.51%	0

**2012 BUDGET
COMMUNITY CENTER
101-44144**

		2009	2010	2011	2011	2012	% Change	2012	% Change	2012	% Change
		Actual	Actual	Amended Budget	Projected 2011	Dept. Requested Budget	11/12	City Mgr Recommend Budget	11/12	Adopted Budget	11/12
PERSONNEL SERVICES											
Regular Wage	1100	466,752	428,405	442,800	407,000	458,500	3.55%	458,500	3.55%		-100.00%
Severance Pay	1400	1,002	17,794	800	800	1,400	75.00%	1,400	75.00%		-100.00%
FICA	1640	36,306	32,085	33,900	33,900	35,100	3.54%	35,100	3.54%		-100.00%
PERA	1645	28,454	25,401	34,400	34,400	35,200	2.33%	35,200	2.33%		-100.00%
Insurance	1650	32,740	28,793	22,700	22,700	27,200	19.82%	27,200	19.82%		-100.00%
Workers' Comp	1660	4,400	5,000	4,900	4,900	4,800	-2.04%	4,800	-2.04%		-100.00%
Unemployment Comp	1670	0	2,700	0	2,500	3,000	#DIV/0!	3,000	#DIV/0!		#DIV/0!
CC Membership	1675	1,498	1,317	1,400	1,400	1,800	28.57%	1,800	28.57%		-100.00%
TOTAL		571,152	541,495	540,900	507,600	567,000	4.83%	567,000	4.83%	0	-100.00%
MATERIALS AND SUPPLIES											
General Materials	2170	35,487	40,186	40,900	38,300	43,400	6.11%	43,400	6.11%		-100.00%
Uniforms	2260	2,777	842	800	600	1,000	25.00%	1,000	25.00%		-100.00%
Small Equipment	2280	529	937	1,400	1,400	1,400	0.00%	1,400	0.00%		-100.00%
TOTAL		38,793	41,965	43,100	40,300	45,800	6.26%	45,800	6.26%	0	-100.00%
CONTRACTUAL SERVICES											
Professional Services	3300	5,981	3,631	6,100	2,200	4,600	-24.59%	4,600	-24.59%		-100.00%
Promotions & Advertising	3309	3,109	3,100	4,000	2,100	4,500	12.50%	4,500	12.50%		-100.00%
Communications	3310	0	376	0	1,000	1,000	#DIV/0!	1,000	#DIV/0!		#DIV/0!
Electricity	3318	57,596	60,137	65,000	65,000	65,000	0.00%	65,000	0.00%		-100.00%
Natural Gas	3319	30,596	22,986	39,000	32,500	35,000	-10.26%	35,000	-10.26%		-100.00%
Utility Charges	3320	5,160	6,382	6,000	6,000	6,500	8.33%	6,500	8.33%		-100.00%
Postage	3330	265	14	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Printing & Publishing	3340	6,310	6,873	7,600	6,000	7,600	0.00%	7,600	0.00%		-100.00%
Cleaning	3350	56,498	58,613	62,000	63,500	66,500	7.26%	66,500	7.26%		-100.00%
Waste Removal	3351	6,098	4,430	6,700	6,700	6,700	0.00%	6,700	0.00%		-100.00%
Memberships	3360	945	840	800	800	800	0.00%	800	0.00%		-100.00%
Training	3370	1,089	1,566	1,300	800	1,300	0.00%	1,300	0.00%		-100.00%
Tuition Reimbursement	3371	3,904	0	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Subsistence	3375	309	294	600	300	600	0.00%	600	0.00%		-100.00%
Travel	3380	810	762	1,000	1,000	1,000	0.00%	1,000	0.00%		-100.00%
Maintenance-Equipment											
Buildings & Grounds	3510	35,840	50,337	58,100	57,400	58,000	-0.17%	58,000	-0.17%		-100.00%
Non-Fleet Internal Charge	3561	100,700	326,600	163,200	163,200	168,100	3.00%	168,100	3.00%		-100.00%
Risk Mgmt. Internal Charge	3563	9,200	9,400	10,000	10,000	9,200	-8.00%	9,200	-8.00%		-100.00%
Info. Tech. Internal Charge	3564	32,300	33,800	24,500	24,500	23,800	-2.86%	23,800	-2.86%		-100.00%
Pavement Mgmt Charge	3565	0	0	12,800	12,800	13,500	5.47%	13,500	5.47%		-100.00%
Other Services	3590	9,941	10,581	11,000	12,000	12,000	9.09%	12,000	9.09%		-100.00%
Items for Resale	3650	7,446	8,247	9,000	9,200	11,100	23.33%	11,100	23.33%		-100.00%
TOTAL		374,097	608,969	488,700	477,000	496,800	1.66%	496,800	1.66%	0	-100.00%
TOTAL		984,042	1,192,429	1,072,700	1,024,900	1,109,600	3.44%	1,109,600	3.44%	0	-100.00%

CITY OF NEW BRIGHTON STRATEGIC PLAN 2012

PUBLIC SAFETY

• POLICE, FIRE, EMERGENCY MANAGEMENT

Service Description

The Department of Public Safety's Mission Statement is as follows:

The New Brighton Department of Public Safety, in partnership with the community, is dedicated to protect, serve and educate. We value and promote a respect for human dignity by ensuring a common goal of a safe community.

The Public Safety Department provides a full spectrum of emergency response, police and fire services, community oriented policing, public education and emergency management services to the community.

- Provide community oriented policing & quality fire protection to all citizens
- Play a visible role in the community preventing, responding to and investigating incidents
- Ensure on-going, multi-directional communication with residents for prevention and updates on incidents, trends, and outcomes
- Be a leader in regional activities to benefit our citizens

In the Police Division, services include 24 hour supervised patrol, investigations, crime prevention, animal control, and school based officers. Services are provided by a team of sworn officers and non-sworn personnel, including Volunteers in Public Safety, Police Reserve Officers, and Police Explorers. Police officers (School Resource Officers) are assigned to Highview Middle School and Irondale High School to provide law enforcement services, criminal investigations, school safety planning and response, staff consultation, education and where appropriate mentoring. Police officers respond to approximately 10,500 calls for service per year and Firefighters respond to approximately 400 incidents per year. The Police Division also has three members who participate in the East Metro SWAT Team which is comprised of Police Officers from Roseville, St. Anthony, North St. Paul, the University of Minnesota and New Brighton Police Agencies. An additional New Brighton officer is trained as a hostage negotiator and assists the East Metro SWAT when negotiations are required. The City of New Brighton receives dispatching services through the Ramsey County Emergency Communications Center (ECC). The Ramsey County ECC serves all jurisdictions in Ramsey County with the exception of the City of White Bear Lake. New Brighton is served by Allina Medical for emergency medical response and transportation.

Crime prevention efforts include the NOP (Neighborhood Oriented Policing) Officer program, Neighborhood Crime Watch, Crime-Free Multi-Housing Programs and many safety seminars, etc. The Police Division also is continuing to enhance and develop the VIPS program (Volunteers in Public Safety) that plays a non-enforcement role in crime prevention activities. The City of New Brighton has been in the top five in the nation for eleven consecutive years (1st in the Nation in 2005 and 2009) for its National Night Out Activities and plans to continue that performance in 2011 and beyond. The NOP program will have finished its first attempt at police officers contacting and/or knocking on the door of all residents of New Brighton. The input from residents was and has been extremely positive.

The Fire Division of Public Safety provides fire suppression and prevention throughout New Brighton. These activities include recruitment, orientation, and training of a full complement of volunteer firefighters. The Division has one full-time Firefighter providing inspection of residential and commercial properties by enforcing State Fire Codes along with applying NFPA and life safety standards. The Fire Division also participates in a regional hazardous materials response team with participating departments to include New Brighton, Lake Johanna, Vadnais Heights and Falcon Heights (North Suburban Haz Mat Team). Trevor Hamdorf is the current President of the North Suburban Haz Mat Team. Fire prevention activities in the schools and in the community at large are provided by both paid personnel and volunteer firefighters. The Fire Division also participates in a multi-jurisdictional (F.I.T.) fire investigation team which helps determine cause and origin of fires. Fire Marshal Kip LaMotte serves as the Team Supervisor for the FIT Team.

The City of New Brighton has an emergency management plan in place in the event of a major disaster. Protection of life and property and alleviation of human distress are the primary goals of the emergency operations plan. The Director of Public Safety is the Emergency Management Director and is responsible for the coordination of efforts between governments to assure the safety and protection of residents and the orderly management of resources and provision of services. And, the City of New Brighton's Public Safety Center is the designated State of MN Alternate Emergency Operations Center and Regional Operations Center and serves as the location of the State's Emergency Management Assistance Compact (EMAC) which can be operational in times of national disasters. . The City of New Brighton is also committed to utilizing volunteers to protect our neighborhoods in the event of a disaster. Citizens are trained as Community Emergency Response Teams (CERT). They will assist in helping their neighborhoods in the event of natural and/or terrorist related disasters. The City's CERT instructors are among the first trained in Minnesota.

Proposed Changes to Service Level or Revenue

The Department of Public Safety recognizes the financial constraints and difficult economic realities of today. The Department will not be requesting additional personnel or suggesting any significant changes in service levels. Our goal is to maintain current personnel and service delivery levels in 2012.

Strategic Opportunities and Challenges

- The Mounds View School District has notified the City that the Area Learning Center (ALC) will be changing its focus and curriculum and will no longer be utilizing the space at Ralph Reeder for the 2011 – 2012 school year. This will result in the elimination of one School Resource Officer (SRO) for that school. However, the School District will be moving the ALC to the Pike Lake Education Center. After community discussions, the School District will be asking for a one year commitment for an SRO at Pike Lake Education Center to assist with the ALC. This will also result in the associated reimbursement for that Officer's personnel costs for the school year (2011 – 2012). The Mounds View School District has indicated that Ralph Reeder will reopen to students for the 2012-2013 school year with the relocation of the Level 4 Special Education program to that building. This will result in a need for a School Resource Officer for the 2012 – 2013 budget year.

- The Police Division will experience numerous challenges as it relates to its patrol operations for 2012. The Police Division experienced the retirements of two personnel (Officer Bitzan and Sgt. Kaiser) who had a combined total of 38 years of experience. This will result in the hiring and training of two new police officers in 2011 and a promotion for a new supervisor. And, with the new police officers, a new supervisor, and establishment of an SRO at Pike Lake Education Center, we will be challenged with a decrease in experienced patrol and patrol supervision and a potential for short term patrol shortages.
- The Fire Division will continue to face the challenge of maintaining a “Volunteer” Fire Division. The Fire Division continues to have a high level and rapid response to fire incidents. New Firefighters hired in 2011 have added to an extremely strong backbone for our local fire service. Many if not all surrounding Fire Departments have had to alter their personnel strategy to add more full time and/or duty crews for adequate response for fire and medical response. New Brighton has maintained its historically high level of response and service to fire related calls without changes to our staffing models. Several employees of the City of New Brighton serve as firefighters, and this has strengthened the day time firefighter response to emergencies and incidents in New Brighton. We have not followed the prevailing trend and have “saved” significant funds without a lapse in quality or safety with this strategy.
- The Department of Public Safety will continue our commitment to working with our multi family housing. Approximately one third of our housing is invested in multi family housing. We have been aggressive in community policing strategies as well as the monitoring and enforcement of the multi family licensing ordinance. We have had challenges with deteriorating properties but with the continued and aggressive work of our Crime Prevention/Multi Family Officer partnering with other City departments we will be able to continue to prevent crime, increase communications, enhance prevention programs and work with other partners to ensure a safe community.
- The Ramsey County Emergency Communications Center (ECC) opened in June of 2007. This new dispatch center serves all of Ramsey County with the exception of White Bear Lake. Costs for this service have risen sharply during the previous two budget years including projected costs for 2012. And, Ramsey County is currently working on a new or upgraded Computer Aided Dispatch (CAD) system. A consultant (DELTWRX) has been hired to provide recommendations for CAD and a report is due late in 2011. The governance model and/or cost sharing for this project have not yet been determined, but, it will likely result in increased costs in the future. The current CAD system is 20 years old and is owned by the City of St. Paul.
- Ramsey County Police Agencies (including St. Paul and Ramsey County Sheriff’s Office) are beginning to investigate the costs of a new Records Management System (RMS). Currently, cities in Ramsey County have a difficult time easily sharing information since there are currently four RMS systems currently in use. Cost estimates are unknown at this time but the Ramsey County Sheriff’s Office is taking the lead in this process. However, it is known that the costs for RMS in its existing form will be increasing by nearly \$3,000 for 2012 to a total of \$45,159.75

- The Police and Fire Division will continue to work closely with our neighborhoods to ensure safety and enhance communications. The Neighborhood Oriented Policing program is continuing to develop and has become a mainstay of every police officer's duties and expectations in New Brighton. Firefighters participate in Neighborhood meetings as well and are taking on larger roles in fire safety education with our children. With that, the Police Division will also continue the neighborhood and safety related activity of traffic safety education and enforcement. We will continue to focus our efforts on our mobile home community and deteriorating high crime multi family properties in 2012 and beyond to help increase prevention, trust, and community involvement with a hope for decreased crime and disorder. This effort will require multiple partners and expertise in diverse communities, language and culture.
- We have observed a decrease in crime rates for Part One offenses in recent years hitting a low mark in 2009. Part One offenses increased slightly in 2010 but the numbers seem to be stable in 2011. Violent crime such as homicide, rape, robbery and aggravated assault remain at low numbers. New Brighton is a safe City. Our commitment to crime prevention, crime free multi housing, and neighborhood policing must continue unabated to ensure successful results and a safe City. Arrests, calls for service and traffic enforcement remain at constant or slightly increasing rates. Continued attention needs to be paid to prevention, communication, education, and visibility by public safety personnel. Police in cooperation with schools, social service agencies, corrections and parents will need to be vigilant in preventing and/or reducing juvenile crime. The challenge will be to maintain a relatively static crime rate and continue to promote the reality of safety in the City of New Brighton.
- Public Safety will need to continue to enhance operations through the use of technology. Crime mapping data, information on demand via computers, and sharing of information with the public in electronic formats will serve to enhance the ability of personnel to respond appropriately to police and fire needs. Convenient and timely information sharing for the public will also keep our citizens better informed and more able to respond to problems in neighborhoods. CAD system updates in the near future will allow for improved availability of data for personnel deployment. Public Safety greatly increased the number and timeliness of crime alerts in 2011. We also initiated and fully participate in "social media" to include Facebook and Twitter and this new approach has been well received.
- The Department of Public Safety moved full operations into the Public Safety Center in October 2003. This facility provides opportunities to include additional training at reduced rates for New Brighton personnel as well as the potential for use as an Alternate State Emergency Operations Center. The challenge will be to fully utilize the space and capability of the facility within our staffing limitations. We also have worked to reduce energy consumption and have completed the transition to more energy efficient lights in 2009. Our challenge will be to properly maintain the facility, equipment and furniture with shrinking resources.
- The Department of Public Safety will continue to use volunteers such as Volunteers in Public Safety, Police Reserves, and Police Explorers to assist in performing functions and duties that do not require paid staff members. Budget challenges will be offset by continued and aggressive use of volunteers and in particular will be used to assist in

carrying out the continuing commitment to crime watch, National Night Out, CERT, Citizens Police Academy, Red Cross Blood Drives and the Santa Cop program. Volunteers have also been critical in graffiti abatement and in implementing Project Lifesaver. We did end our active participation in Project Lifesaver in 2011 finding that client numbers were very low. We have combined with Ramsey County's Project Lifesaver to provide for a more efficient model for this program maintenance and delivery.

- The Department of Public Safety will be challenged in its Homeland Security. While this City has a plan in place, training for a changing world which includes terrorists in our nation will be a high priority. Continued training and participation in the North Suburban Haz Mat Team will be imperative to the needed response capabilities to haz mat and/or WMD related incidents. This training includes not only Public Safety and other government officials, but will include citizens. Public Safety will also be working with the Ramsey County Division of Emergency Management and Homeland Security to further integrate and implement a county wide Emergency Operations Plan. And, we will continue with the national initiative for communities organized to recognize and respond to terrorist incidents to include participating and training our community members as Citizen Emergency Response Teams (CERT).
- The Department of Public Safety will be faced with the challenge of delivering services and purchasing appropriate emergency vehicles, energy, and equipment in a time of decreasing public funding. This challenge may lead to the continuing review of a consolidation of services including contracting to provide public safety services for or in conjunction with other cities.

Personnel Status and Strategy

- Sgt. John Kaiser and Officer Bitzan will be retiring prior to the end of 2011 resulting in the hiring of two police officers and internal promotion of a Police Sergeant. Currently, we have filled Sgt. Kaiser's temporary vacancy using "Acting Sergeants" to include Mitch Singer and now Troy Hyland in that capacity. We will continue to fill licensed police officer positions to maintain the current level of 27 police officers. This is two fewer authorized police officer positions than this Agency employed as recently as 2007. The strategy will be to maintain a lean Agency that is stable in numbers.

	# of People	Position	FTE 2009	FTE 2010	FTE 2011	FTE 2012
Full- Time	Current					
	1	Director	1.00	1.00	1.00	1.00
	2	Deputy Director	2.00	2.00	2.00	2.00
	4	Sergeant	5.00	4.00	4.00	4.00
	3	Detective	3.00	3.00	3.00	3.00
	17	Police Officer	18.00	18.00	17.00	17.00
	1	Public Safety Officer	1.00	1.00	1.00	1.00
	1	Fire Marshal	1.00	1.00	1.00	1.00
	1	Office Assistant	1.00	1.00	1.00	1.00
	1	Office Technician	1.00	1.00	1.00	1.00
	1	Office Supervisor	1.00	1.00	1.00	1.00
Subtotal	32		34.00	33.00	32.00	32.00
Part- Time						
	2	Public Safety Officer	1.50	1.50	1.50	1.50
	1	Office Technician	.50	.50	.50	.50
Subtotal	3		2.00	2.00	2.00	2.00
Total	35		36.00	35.00	34.00	34.00

**2012 BUDGET
POLICE
101-45121**

		2009	2010	2011	2011	2012	% Change	2012	% Change	2012	% Change
		Actual	Actual	Adopted	Projected	Dept.	11/12	City Mgr	11/12	Adopted	11/12
				Budget	2011	Requested		Recommend		Budget	
PERSONNEL SERVICES											
Regular Wage	1100	2,166,861	2,185,386	2,220,200	2,200,200	2,236,400	0.73%	2,236,400	0.73%		-100.00%
Premium Pay:											
SELF, Longevity, & Education Pay				35,800	35,800	35,800	0.00%	35,800	0.00%		-100.00%
Specialist Pay				14,200	14,200	14,200	0.00%	14,200	0.00%		-100.00%
LTD Insurance	1650			4,400	4,400	4,700	6.82%	4,700	6.82%		-100.00%
Overtime	1110	122,066	143,881	163,900	155,000	163,900	0.00%	163,900	0.00%		-100.00%
Severance	1400	58,833	44,436	19,500	19,500	16,600	-14.87%	16,600	-14.87%		-100.00%
FICA	1640	43,158	43,856	47,700	47,700	47,200	-1.05%	47,200	-1.05%		-100.00%
PERA	1645	318,014	318,106	337,200	337,200	336,600	-0.18%	336,600	-0.18%		-100.00%
Insurance	1650	228,776	245,295	250,100	250,100	268,400	7.32%	268,400	7.32%		-100.00%
Workers' Comp	1660	62,900	76,500	78,700	78,700	77,500	-1.52%	77,500	-1.52%		-100.00%
CC Membership	1675	1,538	1,221	1,600	1,600	1,200	-25.00%	1,200	-25.00%		-100.00%
TOTAL		3,002,146	3,058,681	3,173,300	3,144,400	3,202,500	0.92%	3,202,500	0.92%	0	-100.00%
MATERIALS AND SUPPLIES											
General Materials	2170	17,248	14,306	18,000	18,000	18,000	0.00%	18,000	0.00%		-100.00%
Ammunition	2190	0	0	3,500	3,500	3,500	0.00%	3,500	0.00%		-100.00%
Books & Periodicals	2250	740	501	900	900	900	0.00%	900	0.00%		-100.00%
Uniforms	2260	17,040	21,447	30,500	30,000	30,500	0.00%	30,500	0.00%		-100.00%
Body Armour	2261	6,421	(695)	2,600	4,600	2,600	0.00%	2,600	0.00%		-100.00%
Small Equipment	2280	3,811	3,916	3,800	3,800	3,800	0.00%	3,800	0.00%		-100.00%
TOTAL		45,260	39,475	59,300	60,800	59,300	0.00%	59,300	0.00%	0	-100.00%
CONTRACTUAL SERVICES											
Professional Services	3300	128,235	139,499	151,000	151,000	173,500	14.90%	173,500	14.90%		-100.00%
Dispatching	149,500										
CJIN	5,200										
BCA/CJDN	3,000										
Veterinary Services	6,000										
St. Paul Lab/Bomb	3,100										
Polygraph (4)	1,500										
Tobacco Compliance	750										
Carwash	2,000										
Roof Mgmt.	1,000										
Allina medical review	5,000										
Identikit	500										
Ramsey County tags	500										
Crime Prevention Efforts:											
Buy program	3303	43	26	1,000	1,000	1,000	0.00%	1,000	0.00%		-100.00%
Explorer program	3304	0	0	500	500	500	0.00%	500	0.00%		-100.00%
Reserve program	3305	6,077	3,418	6,200	6,200	6,200	0.00%	6,200	0.00%		-100.00%
Neighborhood Prevention Act	3306	8,583	8,713	10,300	10,300	10,300	0.00%	10,300	0.00%		-100.00%
CERTS	2,000										
VIPS	2,300										
Nat'l Night Out	4,000										
Electricity	3318	41,657	42,904	45,000	45,000	45,000	0.00%	45,000	0.00%		-100.00%
Natural Gas	3319	30,023	27,592	31,000	31,000	31,900	2.90%	31,900	2.90%		-100.00%
Postage	3330	26	84	200	200	200	0.00%	200	0.00%		-100.00%
Printing/Publishing	3340	0	469	100	100	100	0.00%	100	0.00%		-100.00%
Cleaning	3350	37,166	35,425	35,000	35,000	35,000	0.00%	35,000	0.00%		-100.00%
Waste Removal	3351	2,919	3,171	3,000	3,000	3,000	0.00%	3,000	0.00%		-100.00%
Memberships & Dues	3360	4,050	2,719	3,700	3,700	3,700	0.00%	3,700	0.00%		-100.00%
Training	3370	19,493	14,189	23,000	23,000	23,000	0.00%	23,000	0.00%		-100.00%
Tuition Reimbursement	3371	365	0	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Recruitment Costs	3373	0	0	2,400	2,400	2,400	0.00%	2,400	0.00%		-100.00%
Psychs (4)	1,200										
Physcials (4)	1,200										
Subsistence	3375	6,977	5,772	12,000	12,000	12,000	0.00%	12,000	0.00%		-100.00%
Travel	3380	833	2,529	7,300	7,300	7,300	0.00%	7,300	0.00%		-100.00%
Maintenance-Equipment:	3510	139,107	121,463	103,000	103,000	105,900	2.82%	105,900	2.82%		-100.00%
Buildings & Grounds	48,300										
Records Mgmt. (St. Paul RMS)	45,200										
POSS maintenance	1,500										
Radio System	8,000										
Non-Fleet Internal Charge	3561	17,800	17,800	8,900	8,900	9,200	3.37%	9,200	3.37%		-100.00%
Fleet Internal Charge	3562	97,400	97,400	48,500	48,500	50,000	3.09%	50,000	3.09%		-100.00%
Risk Mgmt. Internal Charge	3563	39,600	40,500	38,600	38,600	32,400	-16.06%	32,400	-16.06%		-100.00%
Info. Tech. Internal Charge	3564	245,900	257,500	165,900	165,900	154,000	-7.17%	154,000	-7.17%		-100.00%
Pavement Mgmt Charge	3565	0	0	1,700	1,700	1,900	11.76%	1,900	11.76%		-100.00%
Other Services	3590	526	415	1,500	1,500	1,500	0.00%	1,500	0.00%		-100.00%
TOTAL		826,780	821,588	699,800	699,800	710,000	1.46%	710,000	1.46%	0	-100.00%
TOTAL		3,874,186	3,919,744	3,932,400	3,905,000	3,971,800	1.00%	3,971,800	1.00%	0	-100.00%

2012 BUDGET
FIRE & EMERGENCY MANAGEMENT
101-45129

		2009	2010	2011	2011	2012	% Change	2012	% Change	2012	% Change
		Actual	Actual	Adopted	Projected	Dept.	11/12	City Mgr	11/12	Adopted	11/12
				Budget	2011	Requested		Recommend		Budget	
						Budget		Budget		Budget	
PERSONNEL SERVICES											
Regular Wage	1100	174,549	173,081	185,300	185,300	182,600	-1.46%	182,600	-1.46%		-100.00%
Overtime	1110	751	0	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Fire Calls	1200	102,137	100,319	105,700	105,700	108,000	2.18%	108,000	2.18%		-100.00%
Fire Drills/meetings/training	1250	77,508	57,527	69,000	69,000	70,400	2.03%	70,400	2.03%		-100.00%
Fire Spec. Duty / Maint.	1300	12,744	18,648	17,300	17,300	17,700	2.31%	17,700	2.31%		-100.00%
Severance	1400	10,147	0	0	2,400	0	#DIV/0!	0	#DIV/0!		#DIV/0!
FICA/Retirement	1640	16,595	15,103	19,700	19,700	19,700	0.00%	19,700	0.00%		-100.00%
PERA	1645	22,098	20,465	22,700	22,700	22,500	-0.88%	22,500	-0.88%		-100.00%
Insurance	1650	12,483	14,352	18,000	18,000	18,700	3.89%	18,700	3.89%		-100.00%
Workers' Comp	1660	10,000	11,800	21,700	21,700	24,300	11.98%	24,300	11.98%		-100.00%
Unemployment	1670	(530)	0	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
CC Membership	1675	4,937	3,832	5,200	5,200	6,300	21.15%	6,300	21.15%		-100.00%
TOTAL		443,419	415,127	464,600	467,000	470,200	1.21%	470,200	1.21%	0	-100.00%
MATERIALS AND SUPPLIES											
General Materials	2170	9,622	20,233	16,000	16,000	16,000	0.00%	16,000	0.00%		-100.00%
Books & Periodicals	2250	860	566	900	900	900	0.00%	900	0.00%		-100.00%
Uniforms	2260	14,930	3,979	13,700	13,700	13,700	0.00%	13,700	0.00%		-100.00%
Small Equipment	2280	13,462	14,468	14,500	14,500	14,500	0.00%	14,500	0.00%		-100.00%
TOTAL		38,874	39,246	45,100	45,100	45,100	0.00%	45,100	0.00%	0	-100.00%
CONTRACTUAL SERVICES											
Professional Services	3300	6,822	7,329	8,500	8,500	8,500	0.00%	8,500	0.00%		-100.00%
Emergency Management (Siren Maint)	7,500										
Roof Mgmt	1,000										
Pension Payments	3302										
City Cont.Relief Assoc		46,200	46,200	46,200	46,200	46,200	0.00%	46,200	0.00%		-100.00%
State Aid		82,298	86,146	82,000	82,000	82,000	0.00%	82,000	0.00%		-100.00%
Memberships & Dues	3360	2,978	2,433	2,800	2,800	2,800	0.00%	2,800	0.00%		-100.00%
Training	3370	10,436	11,550	10,300	10,300	10,300	0.00%	10,300	0.00%		-100.00%
Recruitment Costs	3373	0	3,475	3,200	3,200	3,200	0.00%	3,200	0.00%		-100.00%
Psychs (4)	1,600										
Physicals (4)	1,600										
Subsistence	3375	4,003	5,649	5,000	5,000	5,000	0.00%	5,000	0.00%		-100.00%
Travel	3380	999	9	3,200	3,200	3,200	0.00%	3,200	0.00%		-100.00%
Maintenance-Equipment											
Buildings & Grounds	3510	10,832	482	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Non-Fleet Internal Charge	3561	23,500	23,500	11,700	11,700	12,100	3.42%	12,100	3.42%		-100.00%
Fleet Internal Charge	3562	126,900	126,900	63,100	63,100	65,000	3.01%	65,000	3.01%		-100.00%
Risk Mgmt. Internal Charge	3563	21,100	21,600	23,800	23,800	22,000	-7.56%	22,000	-7.56%		-100.00%
Info. Tech. Internal Charge	3564	64,500	67,600	51,100	51,100	49,400	-3.33%	49,400	-3.33%		-100.00%
Other Services	3590	866	2,034	2,000	2,000	2,000	0.00%	2,000	0.00%		-100.00%
TOTAL		401,434	404,907	312,900	312,900	311,700	-0.38%	311,700	-0.38%	0	-100.00%
TOTAL		883,727	859,280	822,600	825,000	827,000	0.53%	827,000	0.53%	0	-100.00%

CITY OF NEW BRIGHTON STRATEGIC PLAN 2012

PUBLIC WORKS

- **STREETS AND SIDEWALKS, FLEET MAINTENANCE, AND ENGINEERING**

Service Description

Public Works provides the traditional City services that are essential for suburban communities: streets and sidewalks, water, sanitary sewer, storm water, fleet maintenance, and engineering. Streets and sidewalks, fleet maintenance, and engineering are paid for through general fund taxes whereas water, sanitary sewer, and storm water are enterprise funds and paid for through user fees. The service description and budgetary information on water, sanitary sewer, and storm sewer can be found under the Enterprise Fund tab of this Strategic Plan.

- Provide safe, efficient, and attractive streets and sidewalks
- Provide engineering services for City projects
- Provide maintenance and repair to City equipment and vehicle, to insure operator safety and equipment reliability and long life

The Street Division is responsible for plowing, sanding, patching and repairing 70 miles of streets, 2.6 miles of public alleys, and 21 miles of sidewalks throughout the City. City crews plow an average of 12 snow falls per season. Snowplowing begins as soon as practical, normally after the snow has stopped, and at least 2 inches of snow has fallen. A system of priority routes, consisting of higher volume collector streets, is plowed first, followed by the remaining lower volume local streets on a rotational basis. The Street Division performs street patching, crack sealing, and sweeping for sealcoating, during the spring and summer months. The Street Division is responsible for street signage and also the City owned street lighting systems on Silver Lake Road, Old Highway 8, 5th Avenue NW, and 10th Street NW.

The Engineering Division plans for and oversees the rehabilitation/reconstruction of approximately 2.5 miles of streets annually. All streets in New Brighton are on an approximately 30-year rehabilitation schedule. Needed repairs to public and private underground utilities are coordinated with the street rehabilitation projects. In addition, the Engineering Division designs and contracts for several park and utility system projects annually, performs the design and inspection for contract maintenance projects for the street and utility departments, maintains the maps and records of the City street and utility systems, performs miscellaneous traffic counts and studies, and manages the publicly owned City right-of-ways. The Engineering Division also reviews private development proposals from the standpoint of impact on traffic, utility service, and surface water drainage and provides information on the streets and utility systems to citizens, staff, contractors and developers.

The City Garage Division is responsible for the maintenance of New Brighton's fleet of vehicles and heavy equipment. The division is staffed by two mechanics who are responsible for all of the preventive maintenance, and most of the normal maintenance and repair for: 27 heavy equipment units, such as fire trucks, dump trucks, street sweepers, tractors, and loaders, 47 cars, vans, and pickups, including squad cars, and over 49 large specialty units such as riding mowers, sidewalk snowplows, generators, asphalt pavers, rollers, plus numerous trailers, pumps, compressors, tampers, mowers, and trimmers. The City Garage Division budgets for the purchase all of the parts, fuels, and lubricants for the City fleet and all of the building and grounds costs for the garage.

Proposed Changes in Service Level or Revenue

Public Works has been down 0.5 FTE since 1997. Since then the sidewalk system has substantially increased in length, newly federally mandated storm water requirements have increased workload in the area of cleaning and maintenance of storm water facilities, and aging infrastructure, particularly in the water division, has resulted in a growing work load. Water main breaks which typically occur during the winter months have increased from approximately 20 breaks per season in the 1990's to approximately 30 breaks per season in the 2000's. Also on occasions, the crew size, considering normal vacation and comp time use, is not sufficient to handle certain tasks, such as snowplowing emergencies. On these occasions supervisors have had to assist with snow plowing, and/or the completion of the plowing has been delayed resulting in inconvenience to the public. In the area of storm water the City is performing only the minimum necessary work to remain compliant with our NPDES permit. An additional 0.5 FTE would allow public works to perform city wide summer street sweeping, the cleaning of storm outlets, ponds, and catch basins which have been identified as deficient, as well as augment the public works pool of personnel during the summer months. For 2012, this 0.5 FTE position is not included in the budget.

Personnel Status and Strategy

	# of People	Position	FTE 2009	FTE 2010	FTE 2011	FTE 2012
Full-Time	1	Director	1.00	1.00	1.00	1.00
	0	Senior Eng. Tech / Supervisor	1.00	1.00	0.00	0.00
	1	Civil Engineer II	0.00	0.00	1.00	1.00
	0	Civil Engineer I	1.00	1.00	1.00	0.00
	1	Public Works Technician	0.00	0.00	0.00	1.00
	1	Engineering Aide 4	1.00	1.00	1.00	1.00
	9.50	Maintenance Worker	9.50	9.50	9.50	9.50
	2	Mechanic	2.00	2.00	2.00	2.00
	1	Superintendent	1.00	1.00	1.00	1.00
	1	Office Assistant	1.00	1.00	1.00	1.00
	2	Supervisor	2.00	2.00	2.00	2.00
	Subtotal	19.5		19.50	19.50	19.50
Part-Time		Engineering Intern	0.0	0.0	0.0	0.0
Subtotal	0		0.0	0.0	0.0	0.0
Total	19.5*		19.50*	19.50*	19.50*	19.50*

*approx. 5 seasonal employees not listed

Strategic Opportunities and Challenges

- Continue to focus on the maintenance and upkeep of the City's infrastructure through the street renovation and contract maintenance programs. Starting in 2012, the City will commence the second round of street renovations in the community.
- In 2009, the City started a three year program to replace all street address signage. This program upgrades the existing signs to have a minimum letter size of 6-inches and to be reflective.
- Manage the costs of motor fuel for the fleet.
- Manage the costs of salt for the winter snow plow season.
- The City has traditionally included a substantial engineering fee on street rehabilitation project bonding for projects the engineering staff designs. This procedure provides revenues to the General Fund.
- New for 2012 is the implementation of the Pavement Management Program.

**2012 BUDGET
ENGINEERING
101-46131**

		2009 Actual	2010 Actual	2011 Adopted Budget	2011 Projected 2011	2012	% Change 11/12	2012	% Change 11/12	2012 Adopted Budget	% Change 11/12
						Dept. Budget		City Mgr Budget			
PERSONNEL SERVICES											
Regular Wage	1100	284,264	238,831	266,400	246,000	262,900	-1.31%	262,900	-1.31%		-100.00%
Overtime	1110	14,383	19,050	12,200	12,200	12,900	5.74%	12,900	5.74%		-100.00%
Severance Pay	1400	57,974	4,720	1,300	1,300	1,900	46.15%	1,900	46.15%		-100.00%
FICA	1640	20,407	19,048	21,300	21,300	21,000	-1.41%	21,000	-1.41%		-100.00%
PERA	1645	20,774	17,941	20,200	20,200	20,000	-0.99%	20,000	-0.99%		-100.00%
Insurance	1650	32,274	29,516	35,900	35,900	37,300	3.90%	37,300	3.90%		-100.00%
Workers' Comp	1660	1,400	1,400	1,300	1,300	1,000	-23.08%	1,000	-23.08%		-100.00%
CC Membership	1675	764	1,221	1,000	1,000	800	-20.00%	800	-20.00%		-100.00%
TOTAL		432,240	331,727	359,600	339,200	357,800	-0.50%	357,800	-0.50%	0	-100.00%
MATERIALS AND SUPPLIES											
General Materials	2170	207	76	1,000	500	500	-50.00%	500	-50.00%		-100.00%
Books & Periodicals	2250	199	33	200	200	200	0.00%	200	0.00%		-100.00%
Uniforms	2260	295	294	500	500	500	0.00%	500	0.00%		-100.00%
Small Equipment	2280	0	135	1,000	1,000	500	-50.00%	500	-50.00%		-100.00%
TOTAL		701	538	2,700	2,200	1,700	-37.04%	1,700	-37.04%	0	-100.00%
CONTRACTUAL SERVICES											
Memberships & Dues	3360	565	716	1,000	1,000	1,000	0.00%	1,000	0.00%		-100.00%
Training	3370	690	755	1,500	1,500	1,500	0.00%	1,500	0.00%		-100.00%
Subsistence	3375	369	715	1,000	1,000	1,000	0.00%	1,000	0.00%		-100.00%
Travel	3380	727	630	700	700	700	0.00%	700	0.00%		-100.00%
Non-Fleet Internal Charge	3561	1,000	1,000	1,200	1,200	1,300	8.33%	1,300	8.33%		-100.00%
Fleet Internal Charge	3562	2,800	2,800	2,800	2,800	3,000	7.14%	3,000	7.14%		-100.00%
Risk Mgmt. Internal Charge	3563	1,000	1,100	2,500	2,500	2,500	0.00%	2,500	0.00%		-100.00%
Info. Tech. Internal Charge	3564	19,300	20,200	16,700	16,700	16,200	-2.99%	16,200	-2.99%		-100.00%
Other Services	3590	57	0	500	500	500	0.00%	500	0.00%		-100.00%
TOTAL		26,508	27,916	27,900	27,900	27,700	-0.72%	27,700	-0.72%	0	-100.00%
TOTAL		459,449	360,181	390,200	369,300	387,200	-0.77%	387,200	-0.77%	0	-100.00%

**2012 BUDGET
STREETS
101-46132**

		2009	2010	2011	Projected	2012	% Change	2012	% Change	2012	% Change
		Actual	Actual	Adopted	2011	Dept.	11/12	City Mgr	11/12	Adopted	11/12
				Budget		Requested		Recommend		Budget	
PERSONNEL SERVICES											
Regular Wages	1100	115,494	115,564	119,200	105,000	119,000	-0.17%	119,000	-0.17%		-100.00%
Overtime	1110	8,548	9,633	8,800	8,800	8,800	0.00%	8,800	0.00%		-100.00%
Severance Pay	1400	1,203	15,881	800	800	1,000	25.00%	1,000	25.00%		-100.00%
FICA	1640	9,514	9,473	9,800	9,800	9,800	0.00%	9,800	0.00%		-100.00%
PERA	1645	7,693	7,752	8,300	8,300	8,200	-1.20%	8,200	-1.20%		-100.00%
Insurance	1650	14,499	14,557	16,200	16,200	17,600	8.64%	17,600	8.64%		-100.00%
Workers' Comp	1660	6,200	7,300	7,100	7,100	7,200	1.41%	7,200	1.41%		-100.00%
Unemployment Comp	1670	0	608	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
CC Membership	1675	0	268	100	100	0	-100.00%	0	-100.00%		-100.00%
TOTAL		163,151	181,036	170,300	156,100	171,600	0.76%	171,600	0.76%	0	-100.00%
MATERIALS AND SUPPLIES											
General Materials	2170	62,353	68,811	60,000	60,000	65,000	8.33%	65,000	8.33%		-100.00%
Small Equipment	2280	3,333	3,983	3,200	3,200	3,200	0.00%	3,200	0.00%		-100.00%
TOTAL		65,686	72,794	63,200	63,200	68,200	7.91%	68,200	7.91%	0	-100.00%
CONTRACTUAL SERVICES											
Printing & Publishing	3340	54	0	300	100	100	-66.67%	100	-66.67%		-100.00%
Memberships & Dues	3360	160	7	100	0	100	0.00%	100	0.00%		-100.00%
Training	3370	740	1,170	700	1,500	800	14.29%	800	14.29%		-100.00%
Subsistence	3375	0	0	200	200	200	0.00%	200	0.00%		-100.00%
Travel	3380	0	0	300	0	300	0.00%	300	0.00%		-100.00%
Maintenance Bldg & Equip.	3510	3,652	0	1,000	1,400	1,000	0.00%	1,000	0.00%		-100.00%
Non-Fleet Internal Charge	3561	4,400	4,400	4,400	4,400	5,000	13.64%	5,000	13.64%		-100.00%
Fleet Internal Charge	3562	26,600	26,600	13,200	13,200	13,900	5.30%	13,900	5.30%		-100.00%
Risk Mgmt. Internal Charge	3563	11,300	11,100	12,800	12,800	3,000	-76.56%	3,000	-76.56%		-100.00%
Info. Tech. Internal Charge	3564	12,400	13,000	10,900	10,900	10,500	-3.67%	10,500	-3.67%		-100.00%
Pavement Mgmt Charge	3565	0	0	7,700	7,700	8,000	3.90%	8,000	3.90%		-100.00%
Other Services	3590	1,027	0	1,500	1,000	1,000	-33.33%	1,000	-33.33%		-100.00%
TOTAL		60,333	56,277	53,100	53,200	43,900	-17.33%	43,900	-17.33%	0	-100.00%
TOTAL		289,170	310,107	286,600	272,500	283,700	-1.01%	283,700	-1.01%	0	-100.00%

**2012 BUDGET
CITY GARAGE
101-46134**

		2011		2012		2012		2012		
		Adopted	Projected	Dept.	% Change	City Mgr	% Change	Adopted	% Change	
		Budget	2011	Requested	11/12	Recommend	11/12	Budget	11/12	
				Budget		Budget				
		2009	2010	2011	2012	2012	2012	2012	2012	
		Actual	Actual	2011	2012	2012	2012	2012	2012	
PERSONNEL SERVICES										
Regular Wage	1100	96,330	98,813	100,500	99,500	101,700	1.19%	101,700	1.19%	-100.00%
Overtime	1110	6,704	5,995	5,900	5,900	5,900	0.00%	5,900	0.00%	-100.00%
Severance Pay	1400	(122)	7,035	0	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!
FICA	1640	7,037	7,093	8,100	8,100	8,200	1.23%	8,200	1.23%	-100.00%
PERA	1645	7,153	7,300	7,700	7,700	7,800	1.30%	7,800	1.30%	-100.00%
Insurance	1650	18,980	19,977	21,000	21,000	21,900	4.29%	21,900	4.29%	-100.00%
Workers' Comp	1660	3,800	4,300	3,700	3,700	3,600	-2.70%	3,600	-2.70%	-100.00%
TOTAL		139,882	150,513	146,900	145,900	149,100	1.50%	149,100	1.50%	0 -100.00%
MATERIALS AND SUPPLIES										
General Materials	2170	105,964	99,296	95,000	95,000	97,500	2.63%	97,500	2.63%	-100.00%
Motor Fuels	2240	205,660	153,292	160,000	160,000	170,000	6.25%	170,000	6.25%	-100.00%
Books & Periodicals	2250	1,095	2,909	1,200	1,200	1,200	0.00%	1,200	0.00%	-100.00%
Uniforms(s)	2260	3,610	4,184	4,600	4,600	4,600	0.00%	4,600	0.00%	-100.00%
Small Equipment	2280	8,412	3,971	3,900	3,900	3,900	0.00%	3,900	0.00%	-100.00%
TOTAL		324,741	263,652	264,700	264,700	277,200	4.72%	277,200	4.72%	0 -100.00%
CONTRACTUAL SERVICES										
Prof Services - Roof Mgmt	3300	3,700	2,959	1,300	0	0	-100.00%	0		
Electricity	3318	15,816	14,693	16,800	16,200	16,200	-3.57%	16,200	-3.57%	-100.00%
Natural Gas	3319	13,538	11,850	21,400	14,300	14,300	-33.18%	14,300	-33.18%	-100.00%
Cleaning	3350	25,885	28,300	21,200	24,000	21,200	0.00%	21,200	0.00%	-100.00%
Waste Removal	3351	3,849	4,551	5,100	5,100	5,100	0.00%	5,100	0.00%	-100.00%
Memberships & Dues	3360	630	345	500	500	500	0.00%	500	0.00%	-100.00%
Training	3370	218	95	700	500	500	-28.57%	500	-28.57%	-100.00%
Subsistence	3375	0	0	300	200	200	-33.33%	200	-33.33%	-100.00%
Travel	3380	59	38	300	200	200	-33.33%	200	-33.33%	-100.00%
Maintenance-Equipment										
Buildings & Grounds	3510	20,174	21,226	17,800	17,800	18,300	2.81%	18,300	2.81%	-100.00%
Fleet Maintenance	3521	20,200	29,708	30,000	30,000	30,000	0.00%	30,000	0.00%	-100.00%
Outside repairs										
Risk Mgmt. Internal Charge	3563	19,200	20,200	4,100	4,100	11,300	175.61%	11,300	175.61%	-100.00%
Info. Tech. Internal Charge	3564	8,600	9,000	7,500	7,500	7,300	-2.67%	7,300	-2.67%	-100.00%
Other Services	3590	2,444	35	500	500	500	0.00%	500	0.00%	-100.00%
TOTAL		134,313	143,000	127,500	120,900	125,600	-1.49%	125,600	-1.49%	0 -100.00%
TOTAL		598,936	557,165	539,100	531,500	551,900	2.37%	551,900	2.37%	0 -100.00%

2012 BUDGET
General Fund Revenues

	2009	2010	2011	2011	2012	% Change	2012	% Change	2012	% Change
	Actual	Actual	Adopted	Projected	Dept.	11/12	City Mgr	11/12	Adopted	11/12
			Budget	2011	Requested		Recommend		Budget	
Revenue:										
General property taxes:										
Current Levy	6,965,785	6,996,270	7,395,700	7,395,700	7,395,700	0.00%	7,395,700	0.00%	0	-100.00%
Less Market Value Homestead Credit	0	0	(280,400)	(280,400)	0	-100.00%	0	-100.00%	0	-100.00%
Delinquent and adjustments	29,994	(3,743)	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Other	48,162	62,350	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Total general property taxes	7,043,941	7,054,877	7,115,300	7,115,300	7,395,700	3.94%	7,395,700	3.94%	0	-100.00%
Licenses	122,356	117,979	112,100	122,000	122,500	9.28%	122,500	9.28%	0	-100.00%
Permits	315,513	363,693	310,000	373,000	368,500	18.87%	368,500	18.87%	0	-100.00%
Intergovernmental:										
Federal grants:										
Section 8	5,880	4,560	3,500	3,500	3,500	0.00%	3,500	0.00%	0	-100.00%
Other - public safety	94	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
State:										
Local Government Aid	0	0	156,400	156,400	156,400	0.00%	156,400	0.00%	0	-100.00%
Less LGA State Cuts	0	0	(156,400)	(156,400)	(156,400)	0.00%	(156,400)	0.00%	0	-100.00%
Manufactured home homestead credit	7,904	6,485	7,000	7,000	6,500	-7.14%	6,500	-7.14%	0	-100.00%
Police State aid	189,033	183,659	190,000	190,000	190,000	0.00%	190,000	0.00%	0	-100.00%
Fire State aid	81,298	84,146	82,000	82,000	82,000	0.00%	82,000	0.00%	0	-100.00%
MSA Road maintenance	164,875	171,826	11,200	11,200	11,200	0.00%	11,200	0.00%	0	-100.00%
Market Value Homestead Credit	164,464	2,819	280,400	280,400	0	-100.00%	0	-100.00%	0	-100.00%
Less MVHC State Cuts	0	0	(280,400)	(280,400)	0	-100.00%	0	-100.00%	0	-100.00%
PERA State aid - general government	16,906	16,906	16,900	16,900	16,900	0.00%	16,900	0.00%	0	-100.00%
Other State aid - public safety	35,211	33,241	34,500	34,500	37,700	9.28%	37,700	9.28%	0	-100.00%
Other State aid - public works	1,093	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
County:										
Recycling	45,706	46,275	45,700	45,700	45,700	0.00%	45,700	0.00%	0	-100.00%
School District:										
School Liaison Program	219,134	207,331	223,300	225,000	228,000	2.10%	228,000	2.10%	0	-100.00%
Total intergovernmental	931,598	757,248	614,100	615,800	621,500	1.21%	621,500	1.21%	0	-100.00%
Charges for services:										
General government	21,788	11,977	23,900	29,500	11,300	-52.72%	11,300	-52.72%	0	-100.00%
Community Development	3,026	1,349	0	1,600	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Public Safety	9,055	13,279	10,400	10,600	10,100	-2.88%	10,100	-2.88%	0	-100.00%
Public Works	377	1,040	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
License bureau	128,212	134,508	133,000	133,000	135,000	1.50%	135,000	1.50%	0	-100.00%
Recycling fee	170,168	185,408	180,000	180,000	180,000	0.00%	180,000	0.00%	0	-100.00%
Eng and admin fees- comm development	230,147	190,277	244,500	171,700	147,100	-39.84%	147,100	-39.84%	0	-100.00%
Eng and admin fees- public works	1,148,048	1,112,136	1,080,200	1,123,600	1,090,300	0.94%	1,090,300	0.94%	0	-100.00%
Eng and admin fees- Gen/finance	15,000	15,500	16,000	16,000	16,500	3.13%	16,500	3.13%	0	-100.00%
Parks	24,127	41,756	33,000	33,800	33,800	2.42%	33,800	2.42%	0	-100.00%
Forestry	27,291	2,248	8,000	5,500	5,500	-31.25%	5,500	-31.25%	0	-100.00%
Community Center	929,602	760,869	724,700	794,400	847,100	16.89%	847,100	16.89%	0	-100.00%
Recreation programs	386,871	343,577	293,700	268,100	286,400	-2.49%	286,400	-2.49%	0	-100.00%
Fire inspection fees	13,100	15,395	17,500	16,000	17,500	0.00%	17,500	0.00%	0	-100.00%
Alarm fees	11,160	16,920	15,000	15,000	15,000	0.00%	15,000	0.00%	0	-100.00%
Cable Franchise fee	222,099	224,034	220,000	224,000	224,000	1.82%	224,000	1.82%	0	-100.00%
City Utilities Franchise fee	104,500	104,500	107,600	107,600	110,800	2.97%	110,800	2.97%	0	-100.00%
Excel Franchise Fee	525,074	503,065	500,000	500,000	500,000	0.00%	500,000	0.00%	0	-100.00%
Total charges for services	3,969,645	3,677,838	3,607,500	3,630,400	3,630,400	0.63%	3,630,400	0.63%	0	-100.00%
Fines and forfeits	65,897	59,827	65,000	65,000	65,000	0.00%	65,000	0.00%	0	-100.00%
Investment income:										
Interest on investments	119,220	106,975	96,000	70,000	80,000	-16.67%	80,000	-16.67%	0	-100.00%
Total investment income	119,220	106,975	96,000	70,000	80,000	-16.67%	80,000	-16.67%	0	-100.00%
Other:										
Rents	200,796	205,932	233,700	227,800	242,800	3.89%	242,800	3.89%	0	-100.00%
Contributions, donations and misc.	4,084	3,000	4,200	3,300	3,500	-16.67%	3,500	-16.67%	0	-100.00%
Refunds and reimbursements	36,528	3,637	1,800	2,800	1,600	-11.11%	1,600	-11.11%	0	-100.00%
Total other	241,408	212,569	239,700	233,900	247,900	3.42%	247,900	3.42%	0	-100.00%
Other Financing Sources										
Use of Reserves	0	0	10,000	10,000	0	-100.00%	0	-100.00%	0	-100.00%
Total Other Financing Sources	0	0	10,000	10,000	0	-100.00%	0	-100.00%	0	-100.00%
Total General Fund Revenues	12,809,578	12,351,006	12,169,700	12,235,400	12,531,500	2.97%	12,531,500	2.97%	0	-100.00%

**2012 BUDGET
General/Admin Revenues
Function 30000**

Account Code	2009 Actual	2010 Actual	2011 Adopted Budget	Projected 2011	2012	% Change 11/12	2012	% Change 11/12	2012	% Change 11/12
					Dept. Requested Budget		City Mgr Recommend Budget		Adopted Budget	
<i>Charges for services:</i>										
Arden Hills Cable TV Taping	6602	4,560	3,995	5,200	5,300	5,500	5.77%	5,500	5.77%	-100.00%
Scrap Metal	6621		1,590	1,800	1,500	#DIV/0!	1,500	#DIV/0!	#DIV/0!	#DIV/0!
Sub-total charges for service		4,560	5,585	5,200	7,100	7,000	34.62%	7,000	34.62%	0 -100.00%
<i>Other revenues:</i>										
City Hall Office Space Rental - Capital Group	6787	15,463	0	0	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!
Donations	7804	0	2,000	0	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!
Sub-total Rents		15,463	2,000	0	0	0	#DIV/0!	0	#DIV/0!	0 #DIV/0!
Total General/Admin Revenues		20,023	7,585	5,200	7,100	7,000	34.62%	7,000	34.62%	0 -100.00%

2012 BUDGET
General/Finance Revenues
Function 31000

Account Code	2009 Actual	2010 Actual	2011		2012	% Change 11/12	2012		2012	
			Adopted Budget	Projected 2011	Dept. Requested Budget		City Mgr Recommend Budget	% Change 11/12	Adopted Budget	% Change 11/12
Taxes-Current Levy	1111	6,965,785	6,996,270	7,395,700	7,395,700	7,395,700	0.00%	7,395,700	0.00%	-100.00%
Less Market Value Homestead Credit			(280,400)	(280,400)	0	-100.00%	0	-100.00%		-100.00%
Taxes - Delinquent & Adj	12&1114	29,994	(3,743)	0	0	#DIV/0!	0			
Taxes - Other	17&1118	48,162	62,350	0	0	#DIV/0!	0			
Sub-total taxes		7,043,941	7,054,877	7,115,300	7,115,300	7,395,700	3.94%	7,395,700	3.94%	0
State Aids:										
LGA	5501	0	0	156,400	156,400	156,400	0.00%	156,400	0.00%	-100.00%
Less LGA State Cuts			(156,400)	(156,400)	(156,400)	0.00%	(156,400)	0.00%		-100.00%
PERA Reimbursement	5511	16,906	16,906	16,900	16,900	16,900	0.00%	16,900	0.00%	-100.00%
Manufactured Homes Homestead	5507	7,904	6,485	7,000	7,000	6,500	-7.14%	6,500	-7.14%	-100.00%
Market Value Homestead Credit	5512	164,464	2,819	280,400	280,400	0	-100.00%	0	-100.00%	-100.00%
Less MVHC State Cuts			(280,400)	(280,400)	0	-100.00%	0	-100.00%		-100.00%
Sub-total intergovernmental		189,274	26,210	23,900	23,900	23,400	-2.09%	23,400	-2.09%	0
General Finance:										
General Government Revenues	601-6602	2,442	4,087	3,000	3,000	200	-93.33%	200	-93.33%	-100.00%
Notary Fees	6602		209		200	200		200		
NSF Fees	6602		900		900	900		900		
Lodging Tax	6602		1,858		3,000	3,000		3,000		
St. Anthony SD Elections	6602	2,558	0	2,600	2,600	0	-100.00%	0	-100.00%	-100.00%
Mounds View SD Elections	6602	13,051	0	13,100	13,100	0	-100.00%	0	-100.00%	-100.00%
License Bureau - Registrar Fee	6605	128,212	134,508	133,000	133,000	135,000	1.50%	135,000	1.50%	-100.00%
Cable Franchise Fee	6642	222,099	224,034	220,000	224,000	224,000	1.82%	224,000	1.82%	-100.00%
Over/Short	7890	(823)	(662)	0	(400)	0	#DIV/0!	0	#DIV/0!	#DIV/0!
Sub-total charges for service		367,539	364,934	371,700	379,400	363,300	-2.26%	363,300	-2.26%	0
Eng/Admins Fees:										
Investment Admin Fee	6647	15,000	15,500	16,000	16,000	16,500	3.13%	16,500	3.13%	-100.00%
Sub-total Eng/Admin Fees		15,000	15,500	16,000	16,000	16,500	3.13%	16,500	3.13%	0
Miscellaneous:										
Refunds/Reimb	7805	979	27	0	700	0	#DIV/0!	0	#DIV/0!	#DIV/0!
Use of Reserves	7860	0	0	10,000	10,000	0	-100.00%	0	-100.00%	-100.00%
Interest Earnings	8801,880	119,220	106,975	96,000	70,000	80,000	-16.67%	80,000	-16.67%	-100.00%
		120,199	107,002	106,000	80,700	80,000	-24.53%	80,000	-24.53%	0
Total General/Finance Revenues		7,735,953	7,568,523	7,632,900	7,615,300	7,878,900	3.22%	7,878,900	3.22%	0

2012 BUDGET
Community Development Revenues
Function 33000

Account Code	2009 Actual	2010 Actual	2011 Adopted Budget	Projected 2011	2012 Dept. Requested Budget	% Change 11/12	2012 City Mgr Recommend Budget	% Change 11/12	2012 Adopted Budget	% Change 11/12
Community Development										
Licenses and Fees	2230	48,126	51,658	43,300	45,700	44,200	2.08%	44,200	2.08%	-100.00%
Sub-total Licenses		<u>48,126</u>	<u>51,658</u>	<u>43,300</u>	<u>45,700</u>	<u>44,200</u>	<u>2.08%</u>	<u>44,200</u>	<u>2.08%</u>	<u>0</u> <u>-100.00%</u>
Building Fees:										
Mechanical Permits	3302	35,288	36,759							
Plumbing Permits	3303	12,528	16,217							
Building Permits	3304	190,624	225,086	310,000	373,000	368,500	18.87%	368,500	18.87%	-100.00%
Electrical Permits	3305	22,149	23,201							
Contractors Licenses	3306	21,230	24,710							
Investigative Fee	3307	6,659	3,410							
Misc Permits/Licenses	3309	11,745	18,000							
Permit Admin Fee	3310	15,290	16,310							
Sub-total Permits		<u>315,513</u>	<u>363,693</u>	<u>310,000</u>	<u>373,000</u>	<u>368,500</u>	<u>18.87%</u>	<u>368,500</u>	<u>-1.21%</u>	<u>0</u> <u>-100.00%</u>
Intergovernmental Revenues										
Recycling Grant (SCORE)	5439	45,706	46,275	45,700	45,700	45,700	0.00%	45,700	0.00%	-100.00%
Section 8	5713	5,880	4,560	3,500	3,500	3,500	0.00%	3,500	0.00%	-100.00%
Sub-total Intergov't Rev.		<u>51,586</u>	<u>50,835</u>	<u>49,200</u>	<u>49,200</u>	<u>49,200</u>	<u>0.00%</u>	<u>49,200</u>	<u>0.00%</u>	<u>0</u> <u>-100.00%</u>
SAC/Surcharge	6602	3,063	1,380	0	1,600	0	0.00%	0	0.00%	#DIV/0!
Sub-total Charges for Service		<u>3,063</u>	<u>1,380</u>	<u>0</u>	<u>1,600</u>	<u>0</u>	<u>#DIV/0!</u>	<u>0</u>	<u>0</u>	<u>0</u> <u>#DIV/0!</u>
Development Fee	6647	209,147	168,577	222,800	150,000	125,000	-43.90%	125,000	-43.90%	-100.00%
Recycling Adm Fee	6647	21,000	21,700	21,700	21,700	22,100	1.84%	22,100	1.84%	-100.00%
Sub-total Admin Fees		<u>230,147</u>	<u>190,277</u>	<u>244,500</u>	<u>171,700</u>	<u>147,100</u>	<u>-39.84%</u>	<u>147,100</u>	<u>-14.33%</u>	<u>0</u> <u>-100.00%</u>
Misc. Revenue										
Over/short	7890	(37)	(31)	0	0	0	#DIV/0!	0	#DIV/0!	
Sub-total Misc Revenue		<u>(37)</u>	<u>(31)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>#DIV/0!</u>	<u>0</u>	<u>#DIV/0!</u>	<u>0</u> <u>#DIV/0!</u>
Total Comm. Dev. Revenues		<u>648,398</u>	<u>657,812</u>	<u>647,000</u>	<u>641,200</u>	<u>609,000</u>	<u>-5.87%</u>	<u>609,000</u>	<u>-5.87%</u>	<u>\$0</u> <u>-100.00%</u>
Recycling										
Recycling Fee	6640	170,168	185,408	180,000	180,000	180,000	0.00%	180,000	0.00%	-100.00%
Total Recycling Revenues		<u>170,168</u>	<u>185,408</u>	<u>180,000</u>	<u>180,000</u>	<u>180,000</u>	<u>0.00%</u>	<u>180,000</u>	<u>0.00%</u>	<u>0</u> <u>-100.00%</u>
Total Comm. Dev. & Recycling Revenue:		<u>818,566</u>	<u>843,220</u>	<u>827,000</u>	<u>821,200</u>	<u>789,000</u>	<u>-4.59%</u>	<u>789,000</u>	<u>-4.59%</u>	<u>0</u> <u>-100.00%</u>

2012 BUDGET
Park & Recreation Revenues
Function 34000

	Account Code	2009 Actual	2010 Actual	2011		2012		2012		2012	
				Adopted Budget	Projected 2011	Dept. Requested Budget	% Change 11/12	City Mgr Recommen Budget	% Change 11/12	Adopted Budget	% Change 11/12
Forestry											
Contract License	2220	2,545	2,380	2,200	2,400	2,600	18.18%	2,600	18.18%		-100.00%
Sub-total Licenses		2,545	2,380	2,200	2,400	2,600	18.18%	2,600	18.18%	0	-100.00%
Tree Removal Fee	6644	5,419	1,300	8,000	5,500	5,500	-31.25%	5,500	-31.25%		-100.00%
Tree Sales	6644	2,163	948	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Mounds View	6644	19,709	0	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Sub-total Charges for Service		27,291	2,248	8,000	5,500	5,500	-31.25%	5,500	-31.25%	0	-100.00%
Total Forestry		29,836	4,628	10,200	7,900	8,100	-20.59%	8,100	-20.59%	0	-100.00%
Parks											
Park Facilities Rental	6601	24,127	41,756	33,000	33,800	33,800	2.42%	33,800	2.42%		-100.00%
Sub-total Charges for Service		24,127	41,756	33,000	33,800	33,800	2.42%	33,800	2.42%	0	-100.00%
Total Parks		24,127	41,756	33,000	33,800	33,800	2.42%	33,800	2.42%	0	-100.00%
Recreation Programs											
Registrations	6645	329,839	233,959	212,000	195,600	213,500	0.71%	213,500	0.71%		-100.00%
St. Anthony Recreation Program	6660	57,032	41,490	6,000	4,500	4,700	-21.67%	4,700	-21.67%		-100.00%
Aquatics	6661	0	68,128	75,700	68,000	68,200	-9.91%	68,200	-9.91%		-100.00%
Sub-total Charges for Service		386,871	343,577	293,700	268,100	286,400	-2.49%	286,400	-2.49%	0	-100.00%
Total Recreation		386,871	343,577	293,700	268,100	286,400	-2.49%	286,400	-2.49%	0	-100.00%
Community Center											
CC Taxable Merchandise	6779	0	150	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
CC Merchandise	6780	12,964	12,135	12,300	12,700	14,500	17.89%	14,500	17.89%		-100.00%
Special Fees (Lease Utilities)	6781	16,523	1,882	1,700	1,700	2,100	23.53%	2,100	23.53%		-100.00%
Personal Training	6785	0	0	25,900	27,200	28,800	11.20%	28,800			
Registrations/Course Revenue	6786	72,140	67,761	35,200	46,000	50,200	42.61%	50,200	42.61%		-100.00%
Rentals	6787	226,444	240,558	230,900	236,800	238,900	3.46%	238,900	3.46%		-100.00%
Memberships	6788	407,422	406,640	164,100	215,800	258,500	57.53%	258,500	57.53%		-100.00%
Lease Rental	6789	193,786	31,599	16,600	16,900	16,900	1.81%	16,900	1.81%		-100.00%
Dailies/Punch Passes	6790	0	0	238,000	237,300	237,200	-0.34%	237,200	-0.34%		-100.00%
Over/Short (nsf)	6646&7891	323	144	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Sub-total Charges for Service		929,602	760,869	724,700	794,400	847,100	16.89%	847,100	16.89%	0	-100.00%
Sale of Small equipment	7801	300	0	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Donations	7804	1,434	0	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Refunds and reimb	7805	27,993	0	1,800	1,600	1,600	-11.11%	1,600	-11.11%		-100.00%
Sub-total Other		29,727	0	1,800	1,600	1,600	-11.11%	1,600	-11.11%	0	-100.00%
Total NBCC		959,329	760,869	726,500	796,000	848,700	16.82%	848,700	16.82%	0	-100.00%
Total Parks & Rec Revenues		1,400,163	1,150,830	1,063,400	1,105,800	1,177,000	10.68%	1,177,000	10.68%	0	-100.00%

2012 BUDGET
Public Safety Revenues
Function 35000

Account Code	2009 Actual	2010 Actual	2011 Adopted Budget	Projected 2011	2012		2012		2012	
					Dept. Requested Budget	% Change 11/12	City Mgr Recommend Budget	% Change 11/12	Adopted Budget	% Change 11/12
Police										
Liquor Licenses	2210	51,350	45,221	44,900	52,400	54,000	20.27%	54,000	20.27%	-100.00%
Fireworks Licenses	2211	0	200	200	0	200	0.00%	200	0.00%	-100.00%
Personal Service Licenses	2212	1,735	2,245	1,700	1,700	1,700	0.00%	1,700	0.00%	-100.00%
CrimeFreeMultiFamHous Fee	2213	14,720	15,085	16,300	16,300	16,300	0.00%	16,300	0.00%	-100.00%
Sub-total Licenses		67,805	62,751	63,100	70,400	72,200	14.42%	72,200	14.42%	0 -100.00%
Fines										
	4401	65,897	59,827	65,000	65,000	65,000	0.00%	65,000	0.00%	-100.00%
Sub-total Fines		65,897	59,827	65,000	65,000	65,000	0.00%	65,000	0.00%	0 -100.00%
Police State Aid										
	5504	189,033	183,659	190,000	190,000	190,000	0.00%	190,000	0.00%	-100.00%
Fire State Aid										
	5505	81,298	84,146	82,000	82,000	82,000	0.00%	82,000	0.00%	-100.00%
Post Board/Vests										
	5508	2,753	2,887	3,000	3,000	3,000	0.00%	3,000	0.00%	-100.00%
Post Board/Training Reimburse										
	5508	16,100	13,339	9,500	9,500	9,500	0.00%	9,500	0.00%	-100.00%
FF Relief Assoc										
	5508	0	2,000	0	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!
PS Disability - Health Ins Reimb.										
	5508	15,358	15,015	22,000	22,000	25,200	14.55%	25,200	14.55%	-100.00%
Misc State Grants										
	5508	1,000	0	0	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!
Federal Reimb. - HSEM/Firefigh										
	5612	94	0	0	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!
High School Liaison Officer:										
School										
	5718	74,000	74,000	76,000	75,600	76,000	0.00%	76,000	0.00%	-100.00%
Middle School Liaison Officer										
	5718	71,700	71,700	75,300	76,100	77,000	2.26%	77,000	2.26%	-100.00%
MVSD ALC School Resource Of										
	5718	73,434	61,631	72,000	73,300	75,000	4.17%	75,000	4.17%	-100.00%
Sub-total Intergov't Rev.		524,770	508,377	529,800	531,500	537,700	1.49%	537,700	1.49%	0 -100.00%
Freeway Towing - Admin Fees										
	6602	8,260	9,576	9,000	9,000	9,000	0.00%	9,000	0.00%	-100.00%
Accident Reports										
	6602	528	728	600	300	300	-50.00%	300	-50.00%	-100.00%
Background Investigations										
	6602	117	2,650	500	1,000	500	0.00%	500	0.00%	-100.00%
Alarm Fee										
	6606	11,160	16,920	15,000	15,000	15,000	0.00%	15,000	0.00%	-100.00%
Administrative Violations										
	6609	0	75	0	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!
Fire Inspections										
	6656	13,100	15,395	17,500	16,000	17,500	0.00%	17,500	0.00%	-100.00%
Day Care Inspections										
	6657	150	250	300	300	300	0.00%	300	0.00%	-100.00%
Sub-total Charges for Service		33,315	45,594	42,900	41,600	42,600	-0.70%	42,600	-0.70%	0 -100.00%
Sale of City Property										
	7802	0	0	700	300	0	-100.00%	0	-100.00%	-100.00%
Firearms Range & Bunk Room R										
	7803	9,500	13,450	5,000	5,000	4,000	-20.00%	4,000	-20.00%	-100.00%
Donations - Explorers										
	7804	50	0	0	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!
Refunds and Reimbursements										
	7805	7,556	3,610	0	500	0	#DIV/0!	0	#DIV/0!	#DIV/0!
Long Lake Wtr Patrol Donations										
	7808	2,300	3,000	3,500	3,000	3,500	0.00%	3,500	0.00%	-100.00%
Sub-total Misc Revenue		19,406	20,060	9,200	8,800	7,500	-18.48%	7,500	-18.48%	0 -100.00%
Total Public Safety Revenues		711,193	696,609	710,000	717,300	725,000	2.11%	725,000	2.11%	0 -100.00%

2012 BUDGET
Public Works Revenues
Function 36000

Account Code	2009 Actual	2010 Actual	2011		2012	% Change 11/12	2012		2012	
			Adopted Budget	Projected 2011	Dept. Requested Budget		City Mgr Budget	Recommend % Change 11/12	Adopted Budget	% Change 11/12
State Aids:										
MSA	5502	164,875	171,826	11,200	11,200	11,200	0.00%	11,200	0.00%	-100.00%
Misc State	5508	1,093	0	0	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!
Sub-total intergovernmental		165,968	171,826	11,200	11,200	11,200	0.00%	11,200	0.00%	0 -100.00%
Engineering										
Right of Way permits	2290	3,880	1,190	3,500	3,500	3,500	0.00%	3,500	0.00%	-100.00%
Sub-total Licenses		3,880	1,190	3,500	3,500	3,500	0.00%	3,500	0.00%	0 -100.00%
Eng/Admin Fees										
Utility Franchise Fee (Xcel)	6641	525,074	503,065	500,000	500,000	500,000	0.00%	500,000	0.00%	-100.00%
City Utility Franchise Fee - Water	6643	35,900	35,900	37,000	37,000	38,100	2.97%	38,100	2.97%	-100.00%
City Utility Franchise Fee - Sewer	6643	57,400	57,400	59,100	59,100	60,900	3.05%	60,900	3.05%	-100.00%
City Utility Franchise Fee - Stormwater	6643	11,200	11,200	11,500	11,500	11,800	2.61%	11,800	2.61%	-100.00%
Water Admin Fee	6647	124,300	124,300	128,000	128,000	131,800	2.97%	131,800	2.97%	-100.00%
Sewer Admin Fee	6647	124,300	124,300	128,000	128,000	131,800	2.97%	131,800	2.97%	-100.00%
Stormwater Admin Fee	6647	105,600	105,600	108,800	108,800	112,100	3.03%	112,100	3.03%	-100.00%
Sewer Admin Fee Sump Pump Program	6647	21,800	22,500	23,200	23,200	0	-100.00%	0	-100.00%	-100.00%
Street Light Admin. Chg.	6647	6,000	6,000	6,200	6,200	6,400	3.23%	6,400	3.23%	-100.00%
Garage Services for Enterprises Fees	6647	291,900	291,900	300,700	300,700	300,700	0.00%	300,700	0.00%	-100.00%
Plant #1 Adm Fee	6647	141,830	141,120	145,300	143,700	147,000	1.17%	147,000	1.17%	-100.00%
Plant #1 Direct Time	6647	84,942	103,918	85,000	100,000	100,000	17.65%	100,000	17.65%	-100.00%
Projects	6647	247,376	192,498	155,000	185,000	160,500	3.55%	160,500	3.55%	-100.00%
Sub-total Eng/Admin Fees		1,777,622	1,719,701	1,687,800	1,731,200	1,701,100	0.79%	1,701,100	0.79%	0 -100.00%
Rents										
Verizon 660 5th St	6787	26,900	27,693	28,500	28,500	29,400	3.16%	29,400	3.16%	-100.00%
Tmobil - 675 Forestdale Rd	6787	18,671	7,993	20,200	19,500	21,000	3.96%	21,000	3.96%	-100.00%
Verizon (US West) -700 Silver Lk Rd	6787	20,035	20,851	21,700	21,700	22,500	3.69%	22,500	3.69%	-100.00%
Nextel - 660 5th st	6787	17,000	17,611	18,400	18,400	19,100	3.80%	19,100	3.80%	-100.00%
Nextel - 700 Silver lake rd	6787	17,594	18,316	19,000	19,000	19,800	4.21%	19,800	4.21%	-100.00%
Sprint Nextel- 660 5th st	6787	18,374	19,051	19,900	19,800	20,600	3.52%	20,600	3.52%	-100.00%
T-Mobile (Well 12 Site) 2400 Miss.	6787	22,242	11,968	11,900	12,300	12,700	6.72%	12,700	6.72%	-100.00%
Sirius XM Satelite Radio - 660 5th st	6787	19,839	20,633	21,400	21,300	22,200	3.74%	22,200	3.74%	-100.00%
Cingular-ATT - Well 12	6787	11,200	18,168	18,200	18,200	18,900	3.85%	18,900	3.85%	-100.00%
Clearwire - Freedom Park	6787	0	0	18,200	18,200	18,900	3.85%	18,900	3.85%	-100.00%
Clearwire - South Water Tower	6787	0	17,698	20,800	20,800	21,600	3.85%	21,600	3.85%	-100.00%
TTM Forestdale Water Tower Lease	6787	0	5,000	5,000	1,700	5,200	4.00%	5,200	4.00%	-100.00%
TTM - South Water Tower Lease	6787	0	5,000	5,000	1,700	5,200	4.00%	5,200	4.00%	-100.00%
Clear Channel	6787	0	0	0	1,200	1,200	#DIV/0!	1,200	#DIV/0!	#DIV/0!
Cingular-Darling prop	6787	3,478	0	0	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!
Williams Energy - (Garage)	6787	500	500	500	500	500	0.00%	500	0.00%	-100.00%
Sub-total Rents		175,833	190,482	228,700	222,800	238,800	4.42%	238,800	4.42%	0 -100.00%
Other charges for service	6602	377	1,040	0	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!
Sub-total Charges for Service		377	1,040	0	0	0	#DIV/0!	0	#DIV/0!	0 #DIV/0!
Total Public Works		2,123,680	2,084,239	1,931,200	1,968,700	1,954,600	1.21%	1,954,600	1.21%	0 -100.00%

CITY OF NEW BRIGHTON STRATEGIC PLAN 2012

PUBLIC WORKS

- **WATER, SANITARY SEWER, STORMWATER, AND STREET LIGHTING**

Service Description

Public Works provides the traditional City services that are essential for suburban communities: streets and sidewalks, water, sanitary sewer, storm water, fleet maintenance, and engineering. Streets and sidewalks, fleet maintenance, and engineering are paid for through general fund taxes whereas water, sanitary sewer, and storm water are enterprise funds and paid for through user fees.

The Water Division provides residents with a safe, efficient, and economical water supply through state-of-the-art filtration plants, equipment, and monitoring. The water system consists of 92 miles of watermains, 750 fire hydrants, 5 water treatment plants, 11 wells, 4 water storage tanks, and 5,700 service connections. The City has an on-going odd/even lawn sprinkling policy to insure there will be an adequate supply of water for domestic purposes and fire protection during high water use periods.

The Sanitary Sewer Division cleans and maintains a 74 mile system of sanitary sewers and 5 lift stations. The lift stations are inspected daily and the sewer system cleaned and inspected on a biennial basis to eliminate problems and backups. In addition, approximately 100,000 feet of the sewer system are television inspected annually. The final treatment and disposal of sanitary sewerage is handled on the metro level by Metropolitan Council Environmental Services. The City of New Brighton pays the MCES in excess of a million dollars annually for sewage treatment and disposal.

The Stormwater Division was created in 1994 to prevent flooding and erosion, promote groundwater infiltration, and improve the surface water quality of City lakes, wetlands and watercourses. The storm water system consists of approximately 33 miles of storm drainage pipe and numerous natural and manmade holding ponds which purify stormwater through settling and natural biological treatment.

Water meter reading and utility billing for the enterprise funds is administered through the Finance Department.

- Provide safe and high quality water supply to meet present and future needs
- Provide a healthy and attractive urban environment through the collection of sanitary sewage
- To prevent flooding and erosion and enhance the water quality of City lakes, wetlands and watercourses

Personnel Status and Strategy

See public works/engineering narrative.

Strategic Opportunities and Challenges

- Continue to focus on the maintenance and upkeep of the City's infrastructure through the street renovation and contract maintenance programs.
- Stormwater education and capital projects will be a significant challenge in protecting the City's natural resources and achieving compliance with federal NPDES mandates.
- Continue to monitor the amount of overhead and staff time necessary to effectively handle the responsibilities of the stormwater utility as well as assure that the utility is adequately handling its operational and capital costs.
- Establish a water meter program for replacement and recalibration of meters and a systematic approach to use of new technology when economically feasible, such as radio read remotes.
- A report by Metropolitan Council Environmental Services indicates that New Brighton was found to have excessive infiltration/inflow in the sanitary sewer system. Possible sources of infiltration/inflow are sump pumps, drain tile, and rain leaders that are illegally connected into the sewer system. The City has developed a 5-year program starting in 2006 to identify and eliminate possible illegal connections that contribute to the infiltration/inflow problem. This program allows the City to apply a credit against the Metropolitan Council Environmental Services annual peak flow surcharge of \$27,300. The residential and non-commercial component of this program is complete. The City is inspecting each commercial property starting in 2011-2013.
- Manage the costs of the City's street lighting system, including the areas to be added during the next several years through redevelopment.
- New for 2011/2012 will be the regular monitoring of gas vapor wells installed in the east side of Old Highway 8. This monitoring is a requirement of the MPCA as part of the Miller Dump Closure project, City Project 07-5.

**2012 BUDGET
WATER
701-46711**

		2009	2010	2011	2012	2012	2012	2012	2012		
		Actual	Actual	Adopted Budget	Projected 2011	Dept. Requested Budget	% Change 11/12	City Mgr Recommend Budget	% Change 11/12	Adopted Budget	% Change 11/12
REVENUES											
Utility Service Revenue	6651	1,201,973	1,132,665	1,342,800	1,377,786	1,432,900	6.71%	1,432,900	6.71%		-100.00%
Utility Flat Fees	6652	0	(1,563)								
Utility Late Fees	6603	23,783	7,816								
Plant #1 Reimbursements	6647	194,500	199,249	204,000	204,000	207,000	1.47%	207,000	1.47%		-100.00%
Utility Adjustments	6602	11,795	12,161								
Fridley	6625	11,791	12,431	8,400	8,400	8,400	0.00%	8,400	0.00%		-100.00%
Total for Charges for Service		1,443,842	1,362,759	1,555,200	1,590,186	1,648,300	5.99%	1,648,300	5.99%	0	-100.00%
Refunds & Reimbursements	7805	0	6,321	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Capital Contribution	7807	295,371	241,069	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Misc. State Grants	5508	1,895	2,606	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Interest Earnings	8801	13,799	10,074	13,600	5,000	3,800	-72.06%	3,800	-72.06%		-100.00%
Prior Period Adj.	9999	157,855	0	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Total Miscellaneous		468,920	260,070	13,600	5,000	3,800	-72.06%	3,800	-72.06%	0	-100.00%
Total Revenues		1,912,762	1,622,829	1,568,800	1,595,186	1,652,100	5.31%	1,652,100	5.31%	0	-100.00%
PERSONNEL SERVICES											
Regular Wage	1100	375,718	385,033	385,900	360,000	385,700	-0.05%	385,700	-0.05%		-100.00%
Overtime	1110	24,097	27,277	24,000	24,000	24,000	0.00%	24,000	0.00%		-100.00%
Severance	1400	746	12,614	600	600	700	16.67%	700	16.67%		-100.00%
FICA	1640	27,214	30,425	31,400	31,400	31,300	-0.32%	31,300	-0.32%		-100.00%
PERA	1645	26,862	27,454	27,500	27,500	27,500	0.00%	27,500	0.00%		-100.00%
Insurance	1650	48,198	48,650	53,300	53,300	57,200	7.32%	57,200	7.32%		-100.00%
Worker's Compensation	1660	19,793	21,200	13,400	13,400	13,800	2.99%	13,800	2.99%		-100.00%
Unemployment Comp	1670	0	608	0	400	0	#DIV/0!	0	#DIV/0!		#DIV/0!
CC Membership	1675	0	0	100	100	100	0.00%	100	0.00%		-100.00%
TOTAL		522,628	553,261	536,200	510,700	540,300	0.76%	540,300	0.76%	0	-100.00%
MATERIALS AND SUPPLIES											
General Materials	2170	51,909	48,611	67,000	67,000	67,000	0.00%	67,000	0.00%		-100.00%
Watermeters/remotes										20,000	
Water main breaks										47,000	
Chemicals	2175	29,406	25,689	31,000	31,000	31,000	0.00%	31,000	0.00%		-100.00%
Books & Periodicals	2250	0	402	300	300	300	0.00%	300	0.00%		-100.00%
Small Equipment	2280	4,046	7,793	2,500	2,500	2,600	4.00%	2,600	4.00%		-100.00%
TOTAL		85,361	82,495	100,800	100,800	100,900	0.10%	100,900	0.10%	0	-100.00%
CONTRACTUAL SERVICES											
Professional Services	3300	62,928	56,365	66,000	66,000	68,000	3.03%	68,000	3.03%		-100.00%
Meter reading assistance			6,500								
Leak Detect			9,000								
Other & water sampling			10,000								
Roof Mgmt			500								
MDH Water Connection fee			42,000								
Electricity	3318	28,689	16,093	30,400	30,400	30,400	0.00%	30,400	0.00%		-100.00%
Natural Gas	3319	9,860	7,318	10,500	10,500	10,500	0.00%	10,500	0.00%		-100.00%
Postage	3330	4,378	2,837	4,400	4,400	4,400	0.00%	4,400	0.00%		-100.00%
Utility Bills			4,400								
Printing & Publishing	3340	6,549	6,326	5,300	6,500	6,500	22.64%	6,500	22.64%		-100.00%
NBS - utility bills (w40%,s40%,ss20%)			4,000								
U/B inserts			2,500								
Memberships & Dues	3360	480	306	500	500	500	0.00%	500	0.00%		-100.00%
Training	3370	704	1,036	2,000	2,000	2,000	0.00%	2,000	0.00%		-100.00%
Subsistence	3375	188	0	300	300	300	0.00%	300	0.00%		-100.00%
Travel	3380	87	322	300	300	300	0.00%	300	0.00%		-100.00%
Maintenance-Equipment											
Buildings & Grounds	3510	40,618	86,903	67,600	67,600	69,500	2.81%	69,500	2.81%		-100.00%
Garage Maintenance	3550	142,900	142,900	147,200	147,200	151,600	2.99%	151,600	2.99%		-100.00%
Administrative Charge	3551	124,300	124,300	128,000	128,000	131,800	2.97%	131,800	2.97%		-100.00%
City Utility ROW Fee	3552	35,900	35,900	37,000	37,000	38,100	2.97%	38,100	2.97%		-100.00%
Non-Fleet Internal Charge	3561	2,900	5,000	5,200	5,200	6,300	21.15%	6,300	21.15%		-100.00%
Fleet Internal Charge	3562	60,100	60,100	67,100	67,100	69,700	3.87%	69,700	3.87%		-100.00%
Risk Mgmt. Internal Charge	3563	21,200	21,700	24,000	24,000	25,300	5.42%	25,300	5.42%		-100.00%
Info. Tech. Internal Charge	3564	30,400	30,400	30,400	30,400	31,000	1.97%	31,000	1.97%		-100.00%
Pavement Mgmt Charge	3565	0	0	3,100	3,100	3,200	3.23%	3,200	3.23%		-100.00%
Other Services	3590	1,788	1,888	3,800	3,800	3,800	0.00%	3,800	0.00%		-100.00%
Audit & Financial	3701	3,551	3,559	3,700	3,702	3,900	5.41%	3,900	5.41%		-100.00%
TOTAL		577,520	603,253	636,800	638,002	657,100	3.19%	657,100	3.19%	0	-100.00%
OTHER											
Debt Service:											
Principal	25010	30,000	30,000	105,000	105,000	0	-100.00%	0	-100.00%		-100.00%
Interest	8802	4,898	3,915	3,300	3,300	0	-100.00%	0	-100.00%		-100.00%
Agent	8803	0	0	600	600	0	-100.00%	0	-100.00%		-100.00%
Transfer Out to Cap. Imp. Fund	9992										
Water Infrastructure		322,500	332,200	342,200	342,200	352,500	3.01%	352,500	3.01%		-100.00%
Annual Street Reconstruction		42,400	43,700	45,000	45,000	46,400	3.11%	46,400	3.11%		-100.00%
07-08 Elect. Exp Fd 206		6,022	1,993	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
TOTAL		405,820	411,808	496,100	496,100	398,900	-19.59%	398,900	-19.59%	0	-100.00%
Total Expenses		1,591,329	1,650,817	1,769,900	1,745,602	1,697,200	-4.11%	1,697,200	-4.11%	0	-100.00%
Net Revenues over Expenses		321,433	(27,988)	(201,100)	(150,416)	(45,100)		(45,100)		0	

**2012 BUDGET
SEWER
702-46712**

		2009	2010	2011	2011	2012	% Change	2012	% Change	2012	% Change
		Actual	Actual	Adopted	Projected	Dept.	11/12	City Mgr	11/12	Adopted	11/12
				Budget	2011	Requested		Recommend		Budget	
REVENUES											
Utility Services Revenue	6651	1,922,763	1,967,096	2,390,700	2,335,000	2,451,800	2.56%	2,451,800	2.56%		-100.00%
Utility Late Fees	6003	72,700	89,542								
Plant #1 Reimbursements	6647	99,517	100,017								
Utility Adjustments	6602	3,625	4,127								
Total for Charges for Service		2,098,605	2,160,782	2,390,700	2,335,000	2,451,800	2.56%	2,451,800	2.56%	0	-100.00%
Misc. State Grants	5508	0	312	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
MWCC Interest/Credit	7820	18,865	16,818	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Capital Contribution	7807	422,917	219,964	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Over/Short	7890	10	0	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Interest Earnings	8801	17,744	7,155	12,500	5,600	6,000	-52.00%	6,000	-52.00%		-100.00%
Other Interest	8805	20,918	17,571	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Total Miscellaneous		480,454	261,820	12,500	5,600	6,000	-52.00%	6,000	-52.00%	0	-100.00%
Total Revenues		2,579,059	2,422,602	2,403,200	2,340,600	2,457,800	2.27%	2,457,800	2.27%	0	-100.00%
PERSONNEL SERVICES											
Regular Wage	1100	298,781	305,343	307,200	287,200	303,100	-1.33%	303,100	-1.33%		-100.00%
Overtime	1110	12,799	13,822	14,600	14,600	14,900	2.05%	14,900	2.05%		-100.00%
Severance	1400	434	8,418	5,300	5,300	1,300	-75.47%	1,300	-75.47%		-100.00%
FICA	1640	23,065	23,610	24,600	24,600	24,300	-1.22%	24,300	-1.22%		-100.00%
PERA	1645	21,006	21,475	22,800	22,800	22,600	-0.88%	22,600	-0.88%		-100.00%
Insurance	1650	33,288	34,176	37,200	37,200	39,700	6.72%	39,700	6.72%		-100.00%
Workers' Comp	1660	19,400	21,800	18,900	18,900	19,500	3.17%	19,500	3.17%		-100.00%
Unemployment Comp	1670	0	608	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
CC Membership	1675	0	0	500	0	0	-100.00%	0	-100.00%		-100.00%
TOTAL		408,773	429,252	431,100	410,600	425,400	-1.32%	425,400	-1.32%	0	-100.00%
MATERIALS AND SUPPLIES											
General Materials	2170	12,890	9,703	12,900	12,900	13,200	2.33%	13,200	2.33%		-100.00%
Small Equipment	2280	3,876	2,215	9,100	9,100	9,100	0.00%	9,100	0.00%		-100.00%
TOTAL		16,766	11,918	22,000	22,000	22,300	1.36%	22,300	1.36%	0	-100.00%
CONTRACTUAL SERVICES											
Professional Services	3300	5,635	6,053	8,000	8,000	8,000	0.00%	8,000	0.00%		-100.00%
Meter reading	6,500										
Other	1,500										
Telephone	3310	4,106	4,306	4,800	4,800	4,800	0.00%	4,800	0.00%		-100.00%
Electricity	3318	5,122	4,005	4,200	4,200	4,300	2.38%	4,300	2.38%		-100.00%
Utility Charges - Mounds View	3320	701	718	700	700	800	14.29%	800	14.29%		-100.00%
MCES	3322	1,256,251	1,264,502	1,269,900	1,269,900	1,272,500	0.20%	1,272,500	0.20%		-100.00%
Postage	3330	3,650	2,800	4,400	4,400	4,400	0.00%	4,400	0.00%		-100.00%
Utility Bills	4,400										
Printing & Publishing	3340	3,953	4,075	4,200	4,200	4,200	0.00%	4,200	0.00%		-100.00%
NBS - utility bills (w40%,s40%,ss20%)	4,000										
U/B inserts	200										
Training	3370	1,053	1,073	1,500	1,500	1,500	0.00%	1,500	0.00%		-100.00%
Subsistence	3375	0	0	300	300	300	0.00%	300	0.00%		-100.00%
Travel	3380	0	0	300	300	300	0.00%	300	0.00%		-100.00%
Maint.-Equip,Bldg & Grads	3510	84,163	126,323	113,700	113,700	117,100	2.99%	117,100	2.99%		-100.00%
T.V. inspections	48,000										
System repairs	15,700										
Root treatments	15,400										
Joint sealing	35,000										
Equipment rental	3,000										
Garage Maintenance	3550	142,900	142,900	147,200	147,200	151,600	2.99%	151,600	2.99%		-100.00%
Administrative Charge	3551	124,300	124,300	128,000	128,000	131,800	2.97%	131,800	2.97%		-100.00%
City Utility ROW Fee	3552	57,400	57,400	59,100	59,100	60,900	3.05%	60,900	3.05%		-100.00%
Non-Fleet Internal Charge	3561	2,900	5,000	5,200	5,200	6,300	21.15%	6,300	21.15%		-100.00%
Fleet Internal Charge	3562	73,400	73,400	78,800	78,800	81,100	2.92%	81,100	2.92%		-100.00%
Risk Mgmt. Internal Charge	3563	12,200	12,600	29,300	29,300	31,600	7.85%	31,600	7.85%		-100.00%
Info. Tech. Internal Charge	3564	30,400	30,400	30,400	30,400	31,000	1.97%	31,000	1.97%		-100.00%
Pavement Mgmt Charge	3565	0	0	3,100	3,100	3,200	3.23%	3,200	3.23%		-100.00%
Other Services	3590	2,908	5,199	3,000	3,000	3,000	0.00%	3,000	0.00%		-100.00%
Audit & Financial	3701	3,424	3,559	3,700	3,702	3,900	5.41%	3,900	5.41%		-100.00%
TOTAL		1,814,466	1,868,613	1,899,800	1,899,802	1,922,600	1.20%	1,922,600	1.20%	0	-100.00%
OTHER											
Debt Service:											
Interest	8802	306	0	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Transfer Out to Cap. Proj.	9992										
Annual Street Reconstruction		51,500	53,000	54,600	54,600	56,200	2.93%	56,200	2.93%		-100.00%
Sump Pump Program		40,000	20,000	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Sump Pump Program - Admin		21,800	22,500	23,200	23,200	0	-100.00%	0	-100.00%		-100.00%
Sewer Infrastructure		150,000	175,000	125,000	125,000	125,000	0.00%	125,000	0.00%		-100.00%
TOTAL		263,606	270,500	202,800	202,800	181,200	-10.65%	181,200	-10.65%	0	-100.00%
Total Expenses		2,503,611	2,580,283	2,555,700	2,535,202	2,551,500	-0.16%	2,551,500	-0.16%	0	-100.00%
Net Revenues over Expenses		75,448	(157,681)	(152,500)	(194,602)	(93,700)		(93,700)		0	

**2012 BUDGET
STORMWATER
703-49500**

		2009	2010	2011	2011	2012	% Change	2012	% Change	2012	% Change
		Actual	Actual	Adopted	Projected	Dept.	11/12	City Mgr	11/12	Adopted	11/12
				Budget	2011	Budget		Recommend		Budget	
REVENUES											
Utility Service Revenue	6651	699,963	635,574	651,100	599,000	599,000	-8.00%	599,000	-8.00%		-100.00%
Plant #1 Reimbursements	6647	<u>53,876</u>	<u>59,380</u>								
Total for Charges for Service		<u>753,839</u>	<u>694,954</u>	<u>651,100</u>	<u>599,000</u>	<u>599,000</u>	<u>-8.00%</u>	<u>599,000</u>	<u>-8.00%</u>	<u>0</u>	<u>-100.00%</u>
Interest Earnings	8801-8803	6,784	6,673	5,600	8,000	8,200	46.43%	8,200	46.43%		-100.00%
Assessments	1111-1317	51	44	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Capital Contributions	7807	192,414	269,278	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Transfers In/Prior Yr.	9980-9999	28,086	0	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Total Miscellaneous		<u>227,335</u>	<u>275,995</u>	<u>5,600</u>	<u>8,000</u>	<u>8,200</u>	<u>46.43%</u>	<u>8,200</u>	<u>46.43%</u>	<u>0</u>	<u>-100.00%</u>
Total Revenues		<u>981,174</u>	<u>970,949</u>	<u>656,700</u>	<u>607,000</u>	<u>607,200</u>	<u>-7.54%</u>	<u>607,200</u>	<u>-7.54%</u>	<u>0</u>	<u>-100.00%</u>
PERSONNEL SERVICES											
Regular Wage	1100	104,520	103,673	107,600	100,000	103,000	-4.28%	103,000	-4.28%		-100.00%
Overtime	1110	6,649	7,500	7,700	7,700	8,100	5.19%	8,100	5.19%		-100.00%
Severance	1400	243	3,626	100	100	100	0.00%	100	0.00%		-100.00%
FICA	1640	8,046	8,438	8,800	8,800	8,500	-3.41%	8,500	-3.41%		-100.00%
PERA	1645	6,713	6,847	6,700	6,700	6,400	-4.48%	6,400	-4.48%		-100.00%
Insurance	1650	13,145	13,344	14,700	14,700	15,800	7.48%	15,800	7.48%		-100.00%
Workers' Comp	1660	7,800	8,700	6,800	6,800	7,100	4.41%	7,100	4.41%		-100.00%
Unemployment Comp	1670	0	608	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
CC Membership	1675	0	0	100	0	0	NA	0	-100.00%		-100.00%
TOTAL		<u>147,116</u>	<u>152,736</u>	<u>152,500</u>	<u>144,800</u>	<u>149,000</u>	<u>-2.30%</u>	<u>149,000</u>	<u>-2.30%</u>	<u>0</u>	<u>-100.00%</u>
MATERIALS AND SUPPLIES											
General Materials	2170	5,781	5,883	12,500	12,500	12,500	0.00%	12,500	0.00%		-100.00%
Small Equipment	2280	2,266	170	2,400	2,400	2,400	0.00%	2,400	0.00%		-100.00%
TOTAL		<u>8,047</u>	<u>6,053</u>	<u>14,900</u>	<u>14,900</u>	<u>14,900</u>	<u>0.00%</u>	<u>14,900</u>	<u>0.00%</u>	<u>0</u>	<u>-100.00%</u>
CONTRACTUAL SERVICES											
Professional Services	3300	1,860	0	1,000	1,000	5,000	400.00%	5,000	400.00%		-100.00%
Roof Mgmt	1,000										
T.V. Inspections	4,000										
Postage - utility bills	3330	1,961	1,400	2,000	2,000	2,000	0.00%	2,000	0.00%		-100.00%
Printing/publishing	3340	1,674	1,990	2,400	2,400	2,400	0.00%	2,400	0.00%		-100.00%
NBS - utility bills	1,800										
U/B inserts	600										
Subscrip/Memb/Dues	3360	0	0	500	500	500	0.00%	500	0.00%		-100.00%
Training	3370	1,813	1,765	1,000	1,000	2,000	100.00%	2,000	100.00%		-100.00%
Maint. Equip, Bldg & Grnds	3510	39,600	29,551	21,000	21,000	25,000	19.05%	25,000	19.05%		-100.00%
Garage Maintenance	3550	6,100	6,100	6,300	6,300	6,500	3.17%	6,500	3.17%		-100.00%
Administrative Charge	3551	105,600	105,600	108,800	108,800	112,100	3.03%	112,100	3.03%		-100.00%
City Utility ROW Fee	3552	11,200	11,200	11,500	11,500	11,800	2.61%	11,800	2.61%		-100.00%
Non-Fleet Internal Charge	3561	2,900	5,000	5,200	5,200	6,300	21.15%	6,300	21.15%		-100.00%
Fleet Internal Charge	3562	51,700	51,700	48,600	48,600	50,000	2.88%	50,000	2.88%		-100.00%
Risk Mgmt. Internal Charge	3563	7,900	8,200	6,900	6,900	7,100	2.90%	7,100	2.90%		-100.00%
Info. Tech. Internal Charge	3564	12,500	12,500	12,500	12,500	12,700	1.60%	12,700	1.60%		-100.00%
Pavement Mgmt Charge	3565	0	0	1,500	1,500	1,500	0.00%	1,500	0.00%		-100.00%
Other Services	3590	1,171	1,433	3,800	3,800	3,800	0.00%	3,800	0.00%		-100.00%
Audit & Financial	3701	1,058	868	900	900	1,000	11.11%	1,000	11.11%		-100.00%
TOTAL		<u>247,037</u>	<u>237,307</u>	<u>233,900</u>	<u>233,900</u>	<u>249,700</u>	<u>6.76%</u>	<u>249,700</u>	<u>6.76%</u>	<u>0</u>	<u>-100.00%</u>
OTHER											
Other Exp	6769	0	0	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Debt Service:											
Principal	25010 -27200	101,600	40,000	3,500	3,500	0	-100.00%	0	-100.00%		-100.00%
Interest	8802	2,184	170	200	200	0	-100.00%	0	-100.00%		-100.00%
Agent Fee	8803	431	0	600	600	0	-100.00%	0	-100.00%		-100.00%
Other Interest	8806	4,533	1,233	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Transfer Out - Lake Diane	9992	0	800	800	800	800	0.00%	800	0.00%		-100.00%
Transfer Out - Bicentennial I	9992	1,500	482	700	0	0	-100.00%	0	-100.00%		-100.00%
Transfer Out to Cap. Proj.	9992										
Annual Street Reconstruction		53,000	54,600	56,200	56,200	57,900	3.02%	57,900	3.02%		-100.00%
Pond Dredgings		50,000	50,000	50,000	50,000	50,000	0.00%	50,000	0.00%		-100.00%
Curb & Drainage Improvements		0	0	0	0	100,000	#DIV/0!	100,000	#DIV/0!		#DIV/0!
TOTAL		<u>213,248</u>	<u>147,285</u>	<u>112,000</u>	<u>111,300</u>	<u>208,700</u>	<u>86.34%</u>	<u>208,700</u>	<u>86.34%</u>	<u>0</u>	<u>-100.00%</u>
Total Expenses		<u>615,448</u>	<u>543,381</u>	<u>513,300</u>	<u>504,900</u>	<u>622,300</u>	<u>21.24%</u>	<u>622,300</u>	<u>21.24%</u>	<u>0</u>	<u>-100.00%</u>
Net Revenue over Expenses		<u>365,726</u>	<u>427,568</u>	<u>143,400</u>	<u>102,100</u>	<u>(15,100)</u>		<u>(15,100)</u>		<u>0</u>	

**2012 BUDGET
STREET LIGHT SYSTEM
704-40000**

		2011		2012		2012		2012		
		Adopted	Projected	Dept.	% Change	City Mgr	% Change	Adopted	% Change	
		Budget	2011	Budget	11/12	Budget	11/12	Budget	11/12	
2009	2010									
Actual	Actual	Budget	2011	Budget	11/12	Budget	11/12	Budget	11/12	
REVENUES										
Utility Service Revenue	6651	159,264	164,902	171,900	183,900	192,900	12.22%	192,900	12.22%	-100.00%
Total for Charges for Service		159,264	164,902	171,900	183,900	192,900	12.22%	192,900	12.22%	0 -100.00%
Refunds Reimbursements	7805	10,849	0	0	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!
Investment Earnings	8801	(450)	(365)	(600)	(200)	(300)	-50.00%	(300)	-50.00%	-100.00%
Total Miscellaneous		10,399	(365)	(600)	(200)	(300)	-50.00%	(300)	-50.00%	0 -100.00%
Total Revenues		169,663	164,537	171,300	183,700	192,600	12.43%	192,600	12.43%	0 -100.00%
MATERIALS AND SUPPLIES										
General Materials	2170	1,293	0	2,500	2,500	2,500	0.00%	2,500	0.00%	-100.00%
TOTAL		1,293	0	2,500	2,500	2,500	0.00%	2,500	0.00%	0 -100.00%
CONTRACTUAL SERVICES										
Professional Services	3300	0	0	500	500	500	0.00%	500	0.00%	-100.00%
Electricity	3318	139,779	127,088	148,300	148,300	148,300	0.00%	148,300	0.00%	-100.00%
Maint. Equip, Bldg & Grnds	3510	7,072	2,203	10,000	5,000	25,000	150.00%	25,000	150.00%	-100.00%
Administrative Charge	3551	6,000	6,000	6,200	6,200	6,400	3.23%	6,400	3.23%	-100.00%
Risk Mgmt. Internal Charge	3563	0	0	16,400	16,400	18,300	11.59%	18,300	11.59%	-100.00%
Total Contractual Services		152,851	135,291	181,400	176,400	198,500	9.43%	198,500	9.43%	0 -100.00%
Total Expenses		154,144	135,291	183,900	178,900	201,000	9.30%	201,000	9.30%	0 -100.00%
Net Revenue over Expenses		15,519	29,246	(12,600)	4,800	(8,400)		(8,400)		0

CITY OF NEW BRIGHTON STRATEGIC PLAN 2012

BRIGHTWOOD HILLS GOLF COURSE

Service Description

The City of New Brighton owns and operates Brightwood Hills Golf Course, a 9-hole, par 30, municipal golf course for residents of New Brighton and the surrounding communities to enjoy. The course is nestled neatly into a residential area on its east side and borders a commercial-retail area on the west. Brightwood Hills is home to many adult, junior, and senior golf leagues and offers opportunities for tournaments and corporate events.

- Operate a well-maintained, efficient, customer-oriented golf course.
- Provide the community with a warm, inviting facility for local meetings, family events, and social functions.

The clubhouse was constructed in 1999 allowing the building to operate year round. From November to March, the clubhouse is marketed as a rental facility for meetings, reunions, family events, etc. A full-time Golf Operations Manager oversees the facility and course business. As an enterprise operation, Brightwood Hills pays for the provision of its services through user fees. Similar to a private business, the annual profits or losses are the responsibility of the golf course fund. The golf course continues to pay the debt service on the facility. Fleet and non-fleet purchases are occurring as a revenue source has been identified to cover those costs.

Proposed Changes to Service Level or Revenue

The City began a Parks, Recreation, and Trails Strategic Planning process in 2005 to develop a service delivery strategy for the department. This process included developing an operational plan for Brightwood Hills. A community survey was performed to measure the community's satisfaction with current service levels and to establish priorities for the future. 89% of the community indicated that Brightwood Hills is a value to New Brighton due to its recreational opportunities for seniors, adult, youth, and families and its value as undeveloped open space.

A six stalled practice range is used by lesson participants and those purchasing a bucket of ball. In 2011, the timbers on tee box on hole number 6 were reconstructed, the number 7 green was elongated and the fairways were widened. The City will continue to strive to implement service level enhancements to ensure that Brightwood Hills remains a community asset. The primary goal is to ensure that the City's golf course is financially viable; managed in a creative, innovative, entrepreneurial and team-oriented manner; and a positive image is

maintained within the local golf community. High quality customer service and course maintenance conditions will continue to be the focal point for staff to ensure that all golfers have a quality and positive experience.

Personnel Status and Strategy

	# of People	Position	FTE 2008	FTE 2009	FTE 2010	FTE 2011
Full-Time	1	Golf Operations Manager	1.00	1.00	1.00	1.00
Total		Full-time FTEs	1.00	1.00	1.00	1.00
		Seasonal/Part-Time FTEs	3.9	3.9	3.9	3.9
		Total Parks & Recreation FTEs	4.9	4.9	4.9	4.9

Strategic Opportunities and Challenges Brightwood Hills Golf Course

1. To attract at least 26,000 golfers per year to Brightwood Hills.
2. To evaluate new revenue generating opportunities.
3. To market the clubhouse as a meeting site for local business meetings and social functions.
4. To attract golf events and groups that will utilize the course during non-peak hours.
5. To continually increase the quality of golf course maintenance to attract new golfers, retain current golfers, and positively promote the City's image.
6. To proactively address changes in course conditions, due to weather conditions, in order to minimize any degradation in course quality.

**2012 BUDGET
BRIGHTWOOD HILLS GOLF COURSE
741-44721**

	2009	2010	2011	2011	2012	%	2012	%	2012	%
	Actual	Actual	Adopted	Projected	Requested	Change	City Mgr	Change	Adopted	Change
			Budget	2011	Budget	11/12	Budget	11/12	Budget	11/12
REVENUES:										
CHARGES FOR SERVICE										
Taxable Services 6601	9,033	6,949	6,000	6,000	6,000	0.00%	6,000	0.00%		-100.00%
Non-Taxable 6602	734	3,311	2,900	2,600	2,300	-20.69%	2,300	-20.69%		-100.00%
Golf Membership 6701	13,423	11,726	11,600	14,400	14,000	20.69%	14,000	20.69%		-100.00%
Greens Fee 6702	222,908	210,582	230,000	188,700	221,600	-3.65%	221,600	-3.65%		-100.00%
Practice Range 6703	2,192	1,788	3,600	4,600	3,000	-16.67%	3,000	-16.67%		-100.00%
Lessons 6706	18,700	19,566	17,000	18,700	17,100	0.59%	17,100	0.59%		-100.00%
Food for Resale 6771	25,670	24,823	26,000	22,700	25,000	-3.85%	25,000	-3.85%		-100.00%
Cart Rental 6772	20,215	21,280	20,000	19,300	19,800	-1.00%	19,800	-1.00%		-100.00%
TOTAL	312,875	300,025	317,100	277,000	308,800	-2.62%	308,800	-2.62%	0	-100.00%
MISCELLANEOUS										
Rental/Room 7803	4,305	3,914	4,400	4,400	4,400	0.00%	4,400	0.00%		-100.00%
Over/Short 7890	(104)	(334)	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Transfers In - from Closed Bi 9980	56,100	279,953	57,900	57,900	55,900	-3.45%	55,900	-3.45%		-100.00%
Interest Earnings 8801	2,315	3,264	1,900	1,000	1,300	-31.58%	1,300	-31.58%		-100.00%
TOTAL	62,616	286,797	64,200	63,300	61,600	-4.05%	61,600	-4.05%	0	-100.00%
Total Revenues	375,491	586,822	381,300	340,300	370,400	-2.86%	370,400	-2.86%	0	-100.00%
EXPENSES:										
PERSONNEL SERVICES										
Regular Wage 1100	128,383	131,054	140,800	125,400	147,100	4.47%	147,100	4.47%		-100.00%
Severance Pay 1400	0	0	100	100	0	-100.00%	0	-100.00%		-100.00%
FICA 1640	9,117	9,523	10,800	10,800	11,300	4.63%	11,300	4.63%		-100.00%
PERA 1645	7,804	8,300	8,600	8,600	8,700	1.16%	8,700	1.16%		-100.00%
Insurance 1650	8,946	10,626	11,200	11,200	11,700	4.46%	11,700	4.46%		-100.00%
Workers' Comp 1660	2,300	2,300	3,100	3,100	3,100	0.00%	3,100	0.00%		-100.00%
Unemployment Comp 1670	0	284	0	2,500	2,000	#DIV/0!	2,000	#DIV/0!		#DIV/0!
TOTAL	156,550	162,087	174,600	161,700	183,900	5.33%	183,900	5.33%	0	-100.00%
MATERIALS AND SUPPLIES										
General Materials 2170	13,953	15,338	16,000	16,000	16,000	0.00%	16,000	0.00%		-100.00%
Uniforms 2260	0	110	200	200	200	0.00%	200	0.00%		-100.00%
Small Equipment 2280	2,987	2,064	1,500	1,500	1,500	0.00%	1,500	0.00%		-100.00%
TOTAL	16,940	17,512	17,700	17,700	17,700	0.00%	17,700	0.00%	0	-100.00%
CONTRACTUAL SERVICES										
Professional Services 3300	2,541	1,082	5,300	7,300	7,100	33.96%	7,100	33.96%		-100.00%
Telephone 3310	580	585	600	600	600	0.00%	600	0.00%		-100.00%
Electricity 3318	6,929	5,719	6,900	6,900	6,000	-13.04%	6,000	-13.04%		-100.00%
Natural Gas 3319	1,062	1,181	1,400	1,400	1,000	-28.57%	1,000	-28.57%		-100.00%
Utility Charges 3320	838	866	700	700	800	14.29%	800	14.29%		-100.00%
Printing & Publishing 3340	3,172	4,222	3,400	3,400	3,500	2.94%	3,500	2.94%		-100.00%
Waste Removal 3351	1,076	2,642	1,500	2,500	2,500	66.67%	2,500	66.67%		-100.00%
Subscriptions & Dues 3360	1,202	1,840	2,200	2,100	2,200	0.00%	2,200	0.00%		-100.00%
Training 3370	80	275	400	400	400	0.00%	400	0.00%		-100.00%
Travel 3380	13	16	0	100	100	#DIV/0!	100	#DIV/0!		#DIV/0!
Maintenance-Equipment Buildings & Grounds 3510	5,933	7,042	11,800	8,200	8,700	-26.27%	8,700	-26.27%		-100.00%
Non-Fleet Internal Charge 3561	0	22,000	22,700	22,700	23,400	3.08%	23,400	3.08%		-100.00%
Fleet Internal Charge 3562	0	80,200	3,000	3,000	3,100	3.33%	3,100	3.33%		-100.00%
Risk Mgmt. Internal Charge 3563	21,900	22,100	22,400	22,400	25,400	13.39%	25,400	13.39%		-100.00%
Info. Tech. Internal Charge 3564	6,400	6,400	5,900	5,900	6,000	1.69%	6,000	1.69%		-100.00%
Pavement Mgmt Charge 3565	0	0	2,200	2,200	2,500	13.64%	2,500	13.64%		-100.00%
Other Services 3590	12,025	10,613	11,500	11,500	11,500	0.00%	11,500	0.00%		-100.00%
Items for Resale (Food) 3650	13,260	11,832	13,000	11,000	11,000	-15.38%	11,000	-15.38%		-100.00%
Golf Merchandise 3660	6,869	6,360	5,200	6,700	4,100	-21.15%	4,100	-21.15%		-100.00%
Audit 3701	1,712	1,779	1,900	1,851	2,000	5.26%	2,000	5.26%		-100.00%
TOTAL	85,592	186,754	122,000	120,851	121,900	-0.08%	121,900	-0.08%	0	-100.00%
OTHER										
Debt Service:										
Principal 25010	30,000	30,000	35,000	35,000	35,000	0.00%	35,000	0.00%		-100.00%
Interest 8802	25,300	23,620	22,300	22,300	20,300	-8.97%	20,300	-8.97%		-100.00%
Agent Fee 8803	431	431	600	600	600	0.00%	600	0.00%		-100.00%
TOTAL	55,731	54,051	57,900	57,900	55,900	-3.45%	55,900	-3.45%	0	-100.00%
Total Expenses	314,813	420,404	372,200	358,151	379,400	1.93%	379,400	1.93%	0	-100.00%
Net Revenues over Expenses	60,678	166,418	9,100	(17,851)	(9,000)		(9,000)		0	

CITY OF NEW BRIGHTON STRATEGIC PLAN 2012

RISK MANAGEMENT

Service Description

The Finance Director and the Assistant to the City Manager share the risk management duties. The Finance Director is responsible for risk management activities such as: obtaining insurance, loss control, and processing claims. The Assistant to the City Manager is responsible for the safety committee, claims investigation, administrating claims, and monitoring litigation.

- Obtain appropriate insurance coverages
- Facilitate employee safety committee
- Manage claim processing and administration
- Conduct claims investigations

Proposed Changes in Service Level

Continue to monitor the appropriateness of the current deductible levels. Insurance premiums can be reduced by increasing the levels of deductibles. However, the City will then be self-insured to that level.

Strategic Opportunities and Challenges

The goal of risk management is threefold:

- To create a safe workplace
- To prevent catastrophic financial losses
- To provide budgetary stability

The implementation of a risk management program aids in preventing worksite accidents and injuries, and in reducing medical expenses and other costs related to lost workdays, replacement workers, etc. Risk management allows for a more effective use of City funds. An effective risk management program can save funds that may otherwise be spent on costly insurance policies, the replacement of damaged property, or paying claims related to liability or worker's compensation.

The City faces unique risks not found in the private sector. This is true for a number of reasons. First, some City services are inherently high risk. The activities of police and firefighters, for example, are dangerous and involve the potential for financial loss. In addition, most cities cannot manage risk by discontinuing a service. A critical activity such as road maintenance cannot be avoided.

Second, the scope of the City is enormous. We provide a multitude of services, including law enforcement, firefighting, and regulatory oversight, to name a few. Geographically, the scope of the City is broad as well. It includes City property, parks, and right of way. Realistically, the City cannot constantly monitor all activities in its domain.

Third, the City is unable to exercise total control over its physical environment. During normal business hours, the City does not restrict citizen access to many of its facilities. City Hall, the Family Service Center, and the License Bureau must be accessible to the public. Moreover, some public spaces —roadways, for example — are open for business 24 hours a day, seven days a week.

**2012 BUDGET
RISK MANAGEMENT
601-40000**

		2009	2010	2011	2011	2012	2012	2012	2012	
		Actual	Actual	Adopted	Projected	Dept.	City Mgr	City Mgr	Adopted	% Change
				Budget	2011	Requested	Budget	Budget	Budget	11/12
						Budget				11/12
REVENUES:										
CHARGES FOR SERVICE										
Internal Service Revenues	6610	246,600	253,300	290,600	290,600	290,100	290,100	290,100	290,100	-0.17%
Workers Comp. Revenues	6611	157,700	182,200	179,000	179,000	180,000	180,000	180,000	180,000	0.56%
TOTAL		404,300	435,500	469,600	469,600	470,100	470,100	470,100	470,100	0.11%
MISCELLANEOUS										
Refunds and reimbursements	7805	104,917	75,004	0	3,000	0	0	0	0	#DIV/0!
Interest Earnings	8801	23,030	18,259	18,300	17,400	18,000	18,000	18,000	18,000	-1.64%
TOTAL		127,947	93,263	18,300	20,400	18,000	18,000	18,000	18,000	-1.64%
Total Revenues		532,247	528,763	487,900	490,000	488,100	488,100	488,100	488,100	0.04%
EXPENSES:										
PERSONNEL SERVICES										
Regular Wage	1100	11,851	11,853	12,100	11,900	12,100	12,100	12,100	12,100	0.00%
FICA	1640	884	873	900	900	900	900	900	900	0.00%
PERA	1645	824	825	900	900	900	900	900	900	0.00%
Insurance	1650	850	895	1,000	1,000	1,000	1,000	1,000	1,000	0.00%
Workers Compensation	1660	100	100	100	100	100	100	100	100	0.00%
TOTAL		14,509	14,546	15,000	14,800	15,000	15,000	15,000	15,000	0.00%
MATERIALS AND SUPPLIES										
Miscellaneous Materials	2170	0	0	2,300	2,300	2,300	2,300	2,300	2,300	0.00%
Supplies		300								
Wellness		2,000								
TOTAL		0	0	2,300	2,300	2,300	2,300	2,300	2,300	0.00%
CONTRACTUAL SERVICES										
Professional Services -	3300	20,060	16,098	20,300	20,000	20,300	20,300	20,300	20,300	0.00%
ILC Safety Contract		9,000								
Insurance Agent		11,300								
Memberships & Dues	3360	0	0	600	0	0	0	0	0	-100.00%
MN Safety Council		0								
Training	3370	0	0	300	300	300	300	300	300	0.00%
Workers Comp Ins. Premium	3482	175,009	141,383	161,600	132,200	156,900	156,900	156,900	156,900	-2.91%
Insurance Premiums	3483	244,501	220,094	230,600	188,900	199,400	199,400	199,400	199,400	-13.53%
Municipal Liability		70,724								
Property		72,492								
Equipment Breakdown		10,439								
Mobile Property		7,630								
Faithful Performance		2,017								
Auto Liability & Physical Damage		27,333								
Liquor Liability		1,066								
Sewer Backup		6,006								
Volunteer Accident		1,675								
Workers Comp. Ins. Deductible	3484	6,598	9,723	10,000	20,000	12,000	12,000	12,000	12,000	20.00%
Liability Ins. Deductibles	3485	55,465	70,095	50,000	100,000	100,000	100,000	100,000	100,000	100.00%
Prior Year Liability Ins. Deduct	3486	17,319	8,468	0	900	0	0	0	0	#DIV/0!
Other Services	3590	3,820	4,316	6,200	6,200	6,200	6,200	6,200	6,200	0.00%
Annual Hearing Tests-PW Workers		800								
Employee Wellness Program		0								
Personal Trainer		5,400								
TOTAL		522,772	470,177	479,600	468,500	495,100	495,100	495,100	495,100	3.23%
Total Expenses		537,281	484,723	496,900	485,600	512,400	512,400	512,400	512,400	3.12%
Net Revenues over Expenses		(5,034)	44,040	(9,000)	4,400	(24,300)	(24,300)	(24,300)	0	

CITY OF NEW BRIGHTON STRATEGIC PLAN 2012

INFORMATION TECHNOLOGY

Service Area Description

Information Technology (IT) resides in the Administration Department. It provides for the maintenance and upkeep of the City's information technology resources, including computer systems, network hardware and software, electronic security system, meeting room technology, telephone system, cell phones and copiers. With the exception of licensing and related fees that are directly tied to a specific department, all IT costs are captured in this department. The significant costs associated with the upgrading of the City's computer hardware and software systems are in this budget center as well. IT is structured as an internal service fund, which provides for the maintenance of the City's information technology systems. Structuring this budget as an internal service fund allows for users (other departments) to be charged for their utilization of the services provided for in the area of technology.

Proposed Changes in Service Level or Revenue

The City has made a significant investment in IT over the last five years in terms of personnel and capital. This investment has allowed the organization to improve efficiencies and better service to the public. Due to this significant investment, the City's primary focus is to maintain its current IT infrastructure and less on implementing new systems. However, the City will continue to search for new ways to help keep technology current and to implement improved service delivery methods.

Personnel Status and Strategy

	# of People	Position	FTE 2009	FTE 2010	FTE 2011	FTE 2012
Full-Time						
	1	IT Administrator	1.00	1.00	1.00	1.00
	1	IT Technician	1.00	1.00	1.00	1.00
Total	2		2.00	2.00	2.00	2.00

Strategic Opportunities and Challenges

- The City will continue to ensure that the City's equipment, software, and servers are current and operational. One of the departmental focuses will be on maintaining the City's current Information Technology infrastructure to ensure that it continues to meet the City's present and future needs.

- The City will continue to operate the Information Technology in a manner that is cost effective yet still meets the City's on-going and changing computer needs.
- The full implementation of a new electronic recordkeeping system occurred in 2005 and 2006. A significant amount of documents have been scanned into the system, including a number of official City records. IT staff would like to proceed with the scanning project to ensure that current and historical documents are scanned and maintained properly in the future.
- The use of GIS systems provides a great opportunity for the City to improve its base of knowledge regarding various databases associated with geographic parcels. There will be a continued focus on increasing the use of GIS applications, throughout every department. Some of this support will come from our joint powers partners such as the Ramsey County GIS system and the North Suburban Cable Commission.
- The effective use of current infrastructure to provide the most cost effective data and communications network to support both current and future system needs will continue to be a focus.
- The City will continue to expand its security system utilizing both video surveillance and card access. The focus is on ensuring safety and reducing key control costs.
- The City will continue to implement a five year IT capital equipment replacement schedule to ensure that the City is budgeting appropriately for future Information Technology expenditures.

**2012 BUDGET
INFORMATION TECHNOLOGY FUND
605-40000**

		2009	2010	2011	2011	2012	% Change	2012	% Change	2012	% Change
		Actual	Actual	Adopted Budget	Projected 2011	Dept. Requested Budget	11/12	City Mgr Recommend Budget	11/12	Adopted Budget	11/12
REVENUES											
Internal Service Revenues	6610	648,100	675,100	527,000	527,000	508,000	-3.61%	508,000	-4%		-100%
In-house Eng & Admin	6647	3,401	520	0	100	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Total for Charges for Service		651,501	675,620	527,000	527,100	508,000	-3.61%	508,000	-4%	0	-100%
Grant	5508-5718	0	1,500	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Family Academy Charter reimb	7805	424	180	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Army Reimbursement	7810	6,000	6,000	6,000	6,000	6,000	0.00%	6,000	0%		-100%
Interest Earnings	8801	17,584	20,684	14,900	21,800	22,000	47.65%	22,000	48%		-100%
Total Miscellaneous		24,008	28,364	20,900	27,800	28,000	33.97%	28,000	34%	0	-100%
Total Revenues		675,509	703,984	547,900	554,900	536,000	-2.17%	536,000	-2%	0	-100%
PERSONNEL SERVICES											
Regular Wage	1100	103,692	100,202	106,000	102,000	109,300	3.11%	109,300	3%		-100%
Overtime	1110	368	4,541	0	1,000	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Severance Pay	1400	530	6,465	2,200	2,200	1,900	-13.64%	1,900	-14%		-100%
FICA	1640	7,952	7,922	8,100	8,100	8,400	3.70%	8,400	4%		-100%
PERA	1645	7,225	7,294	7,700	7,700	7,900	2.60%	7,900	3%		-100%
Insurance	1650	13,522	13,422	11,600	11,600	12,100	4.31%	12,100	4%		-100%
Workers Compensation	1660	800	800	800	800	800	0.00%	800	0%		-100%
Unemployment Insurance	1670	14,930	2,345	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
FSC Employee Membership	1675	0	407	0	0	400	#DIV/0!	400	#DIV/0!		#DIV/0!
Total Personnel Services		149,019	143,398	136,400	133,400	140,800	3.23%	140,800	3%	0	-100%
MATERIALS AND SUPPLIES											
General Materials	2170	6,669	10,323	11,000	11,000	11,000	0.00%	11,000	0%		-100%
Small Equipment	2280	2,779	10,523	22,500	20,000	20,000	-11.11%	20,000	-11%		-100%
Total Materials and Supplies		9,448	20,846	33,500	31,000	31,000	-7.46%	31,000	-7%	0	-100%
CONTRACTUAL SERVICES											
Professional Services:	3300	4,914	6,522	10,000	9,000	10,000	0.00%	10,000	11.11%		-100%
Ramsey County GIS support	3,000										
Nexus IT Consulting Services	6,000										
Development assistance consulting:											
Intranet	1,000										
Telephone:	3310	91,924	89,475	96,000	88,800	93,000	-3.13%	93,000	-3.13%		-100%
Basic services	32,700										
Long distance	1,000										
Pagers	2,300										
Comm equipment	2,000										
Cellular phones	37,000										
Internet	18,000										
Training	3370	648	0	0	0	0	#DIV/0!	0	#DIV/0!		#DIV/0!
Maintenance:	3510	25,739	49,256	95,500	60,000	95,000	-0.52%	95,000	-0.52%		-100%
Web page support (Avenet)	1,000										
Electronic Recordkeeping (Laserfiche)	11,000										
Network	9,500										
Copiers & office equipment	8,000										
Phone support	10,000										
Postage Machine (Pitney Bowes)	500										
Cable Operations-Maintenance	4,000										
Security Software (Access Card Reader)	6,000										
Backup System	3,000										
Certificate Renewal for Web Site	500										
Auxillium West/HR Source	500										
MS Office Maint.	7,000										
Script Logic	6,000										
Email Anti Virus Renewal	2,000										
Fire Wall	4,000										
VSPHERE Virtual Enviroment Renewal	8,000										
Anti Virus end point	4,500										
Network Operating System	4,500										
V-Brick Webstreaming	2,500										
Comcast Modem-Police/Golf Course	3,000										
Risk Mgmt. Internal Chg.	3563	2,200	2,300	2,200	2,200	3,500	59.09%	3,500	59.09%		-100%

**2012 BUDGET
INFORMATION TECHNOLOGY FUND
605-40000**

	2009 Actual	2010 Actual	2011 Adopted Budget	Projected 2011	2012	2012		2012	
					Dept. Requested Budget	City Mgr Recommend Budget	% Change 11/12	% Change 11/12	Adopted Budget
Other Services									
3590	3,469	13,675	1,000	1,000	1,000	0.00%	1,000	0.00%	-100.00%
Total Contractual Services	128,894	161,228	204,700	161,000	202,500	-1.07%	202,500	-1.07%	0
CAPITAL OUTLAY									
Equipment:	139,771	42,431							
6200									
Replacement of PCs (10)			12,000	12,000	12,400		12,400		
Replacement of printers			3,000	3,000	3,100		3,100		
Replacement of network equip.			15,000	15,000	15,500		15,500		
Replacement of network server			20,000	20,000	20,600		20,600		
Replacement of PS vehicle laptops (4)			16,500	16,500	17,000		17,000		
Finance system (Therefore)			125,000	0	128,800		128,800		
Fire Vehicle Laptops (3)			4,000	4,000	12,400		12,400		
GIS Upgrade					6,200		6,200		
Public Safety Property Mgmt Program					7,300		7,300		
Replace Plotter in City Hall			25,000	18,200					
Replace video projector in PSC 3rd flr training room			6,200	6,200					
Security System Upgrades/replacements			25,000	16,000					
Cable TV Character generator			5,000	3,600					
Total Capital Outlay	139,771	42,431	256,700	114,500	223,300	59.76%	223,300	-13.01%	0
Total Expenses	427,132	367,903	631,300	439,900	597,600	-5.34%	597,600	-5.34%	0
Net Revenues over Expenses	248,377	336,081	(83,400)	115,000	(61,600)		(61,600)		0

**2012 BUDGET
FLEET REPLACEMENT FUND
603-40000**

	2009 Actual	2010 Actual	2011 Adopted Budget	Projected 2011	2012 Dept. Requested Budget	% Change 11/12	2012 City Mgr Recommend Budget	% Change 11/12	2012 Adopted Budget	% Change 11/12
REVENUES:										
CHARGES FOR SERVICE										
Internal Service Revenues	6610	493,100	573,300	379,300	379,300	391,600	3.24%	391,600	3.24%	-100.00%
TOTAL		493,100	573,300	379,300	379,300	391,600	3.24%	391,600	3.24%	0
MISCELLANEOUS										
Bond Proceeds - Equip Cert	7707	0	0	536,400	536,400	0	-100.00%	0	-100.00%	-100.00%
Misc Grants	5718	0	9,000	0	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!
Sale of City property	7802	29,780	20,244	0	1,700	0	#DIV/0!	0	#DIV/0!	#DIV/0!
Interest Earnings	8801	123,499	100,402	98,000	94,800	96,000	-2.04%	96,000	-2.04%	-100.00%
Transfer in	9980	0	253,000	0	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!
TOTAL		153,279	382,646	634,400	632,900	96,000	-84.87%	96,000	-84.87%	0
Total Revenues		646,379	955,946	1,013,700	1,012,200	487,600	-51.90%	487,600	-51.90%	0
EXPENSES:										
CONTRACTUAL SERVICES										
Audit & Financial	3701	0	1,995	0	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!
TOTAL		0	1,995	0	0	0	#DIV/0!	0	#DIV/0!	0
CAPITAL OUTLAY										
Urgent:		414,582	524,690							
Parks:										
Toro Grounsmaster 360 (John Deere Mower)			46,400	18,000						
1600 Turbo Mower (John Deere Mower)			46,400	37,000						
John Deere Turbo Mower					48,500		48,500			
Police:										
2007 Ford Crown Victoria Squad			31,400	31,400						
Chev Impala			28,600	28,600						
Dodge Charger PS Director			28,600	28,600						
Chev Tahoe - Sgt			37,800	37,800						
Ford Crown Vic Squad - deferred from 2011					34,400		34,400			
Ford Crown Vic Squad - deferred from 2011					34,400		34,400			
Ford Crown Vic Squad - deferred from 2011					34,400		34,400			
Public Works:										
Elgin SE Street Sweeper			158,600	148,900						
Bearcat Crack Filler Machine			41,900	41,900						
Flatbed Truck ton & 1/2			66,700	57,700						
773T Bobcat (annual lease)			1,700	1,700	1,800		1,800			
John Deere Front-End Loader					27,200		27,200			
Inger Rand Asphalt Compactor					19,800		19,800			
Hydraulic Pavement Frost Breaker					21,300		21,300			
Golf:										
Toro Reel Mower			30,700	25,000						
Tool Cat w/attachments			60,000	50,300						
John Deere Mower				13,000						
Club Car - Workhorse					16,000		16,000			
Urgent subtotal:		0	0	578,800	519,900	237,800		237,800		0
Potentially Defer:										
Police:										
Ford Crown Vic Squad			31,400	0						
Ford Crown Vic Squad			31,400	0						
Ford Crown Vic Squad			31,400	0						
Public Works:										
Versa Vac Sewer Inductor					265,300		265,300			
Potentially Defer subtotal:		0	0	94,200	0	265,300		265,300		0
Total Capital Outlay		414,582	524,690	673,000	519,900	503,100		503,100		0
Total Expenses		414,582	524,690	673,000	519,900	503,100		503,100		0
Net Revenues over Expenses		231,797	431,256	340,700	492,300	(15,500)		(15,500)		0

**2012 BUDGET
NON-FLEET REPLACEMENT FUND
604-40000**

	2009	2010	2011	2011	2012		2012		2012	
	Actual	Actual	Adopted	Projected	Dept.	% Change	City Mgr	% Change	Adopted	% Change
			Budget	2011	Budget	11/12	Budget	11/12	Budget	11/12
REVENUES:										
CHARGES FOR SERVICE										
Internal Service Revenues	6610	187,900	506,700	340,200	340,200	354,500	4.20%	354,500	4.20%	-100.00%
TOTAL		187,900	506,700	340,200	340,200	354,500	4.20%	354,500	4.20%	0 -100.00%
MISCELLANEOUS										
Bond Proceeds	7707	0	0	20,600	20,600	0	-100.00%	0	-100.00%	-100.00%
Grants	5612	20,000	0	0	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!
Interest Earnings	8801	40,725	54,063	34,300	60,200	64,000	86.59%	64,000	86.59%	-100.00%
Transfers	9980	399,015	1,306,171	0	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!
TOTAL		459,740	1,360,234	54,900	80,800	64,000	16.58%	64,000	16.58%	0 -100.00%
Total Revenues		647,640	1,866,934	395,100	421,000	418,500	5.92%	418,500	5.92%	0 -100.00%
EXPENSES:										
CONTRACTUAL SERVICES										
Audit & Financial	3701	0	1,995	0	0	0		0		
TOTAL		0	1,995	0	0	0		0		0
CAPITAL OUTLAY										
		97,770	548,000							
Urgent:										
Parks:										
Skate Park				31,700	31,700	0		0		
Sunny Square NC Carpeting				7,500	6,700	0		0		
Play Equipment				7,700	7,700	0		0		
Irrigation - Vermont						6,900		6,900		
Neighborhood Center Cameras						15,000		15,000		
Playground - Hansen						72,100		72,100		
NBCC:										
Monitors & VCR's				10,500	10,500	0		0		
Meeting Room Improve.				13,000	13,000	0		0		
Carpeting - 218,220,224,221 & 222, UL hallway				16,000	16,000	0		0		
locker room renovation (excluding lockers)				31,000		306,000		306,000		
Restroom Renovation				40,000		90,000		90,000		
Gymnasium divider curtain				16,000	16,000	0		0		
Water Softner				6,100	6,100	0		0		
Gym floor maint.				21,100	21,100	0		0		
Carpeting - offices,fitness ctr,RamA/gym				19,000	19,000	0		0		
Water Heaters (4)				32,500	29,400	0		0		
Life Fitness Treadmill						7,500		7,500		
Life Fitness Treadmill						7,500		7,500		
Life Fitness Treadmill						7,500		7,500		
Life Fitness Treadmill						7,500		7,500		
Senior Room #'s 221 & 222 Improvements						21,700		21,700		
Lockers - Men's & Women's						16,200		16,200		
Locker Room Floors/Fitness center						13,100		13,100		
Police:										
Varda alarm				5,000	5,000	0		0		
mp5 machine guns (8) - deferred from 2011						20,600		20,600		
Radar Units (6 units) - deferred from 2011						13,000		13,000		
Fire:										
Washer/Extractor				6,700	6,700	0		0		
Thermal Imager Red - hand held				10,000	10,000	0		0		
Gas monitors				5,000	5,000	0		0		
Fire Hose - deferred from 2011						10,500		10,500		
Rope (ice rescue, confined space) - deferred from 2011						5,300		5,300		
Water Rescue Suits (four)						5,400		5,400		
Golf:										
Clubhouse Carpet						7,800		7,800		
Driving Range						7,000		7,000		
Urgent subtotal:		0	0	278,800	203,900	640,600		640,600		0
Potentially Defer:										
Finance:										
Two Hand-Held Meter Reading Devices				14,200	0	14,600		14,600		
Engineering:										
Sokkia Electronic Total Station				32,000	0	0		0		
NBCC:										
Carpeting - leased space areas						30,000		30,000		

**2012 BUDGET
NON-FLEET REPLACEMENT FUND
604-40000**

	2009 Actual	2010 Actual	2011 Adopted Budget	Projected 2011	2012 Dept. Requested Budget	% Change 11/12	2012 City Mgr Recommend Budget	% Change 11/12	2012 Adopted Budget	% Change 11/12
Garage										
Furnance			52,000	52,000	0		0			
Police:										
mp5 machine guns (8)			20,600	0						
Radar Units (6 units)			13,000	0						
Fire:										
Fire Hose			10,200	0						
Rope (ice rescue, confined space)			5,100	0						
Potentially Defer subtotal:	<u>0</u>	<u>0</u>	<u>147,100</u>	<u>52,000</u>	<u>44,600</u>		<u>44,600</u>		<u>0</u>	
Total Capital Outlay	<u>97,770</u>	<u>548,000</u>	<u>425,900</u>	<u>255,900</u>	<u>685,200</u>		<u>685,200</u>		<u>0</u>	
Transfer out	9992 43,700	0	0	0	0		0		0	
Total Expenses	<u>141,470</u>	<u>549,995</u>	<u>425,900</u>	<u>255,900</u>	<u>685,200</u>		<u>685,200</u>		<u>0</u>	
Net Revenues over Expenses	<u>506,170</u>	<u>1,316,939</u>	<u>(30,800)</u>	<u>165,100</u>	<u>(266,700)</u>		<u>(266,700)</u>		<u>0</u>	

**2012 BUDGET
PAVEMENT MANAGEMENT FUND
606-40000**

	2009	2010	2011	Projected	2012	% Change	2012	% Change	2012	% Change
	Actual	Actual	Adopted	2011	Dept.	11/12	City Mgr	11/12	Adopted	11/12
			Budget		Budget		Budget		Budget	
REVENUES:										
CHARGES FOR SERVICE										
Internal Service Revenues	6610	0	0	92,400	92,400	96,000	3.90%	96,000	3.90%	-100.00%
TOTAL		0	0	92,400	92,400	96,000	3.90%	96,000	3.90%	0 -100.00%
MISCELLANEOUS										
Interest Earnings	8801	0	1,851	0	4,800	4,000	#DIV/0!	4,000	#DIV/0!	#DIV/0!
Transfer Fm Fd 422 Cap. Proj.	9980	0	250,000	0	200,000	0	#DIV/0!	0	#DIV/0!	0 #DIV/0!
TOTAL		0	251,851	0	204,800	4,000	#DIV/0!	4,000	#DIV/0!	0 #DIV/0!
Total Revenues		0	251,851	92,400	297,200	100,000	8.23%	100,000	8.23%	0 -100.00%
EXPENSES:										
OTHER										
Capital Outlay Replacements:	6200									
Parks:										
Vermont Hard Court		0	0	8,000	8,000					
Silver Oaks Hard Court		0	0	8,000	8,000					
Vermont Trail		0	0	2,000	2,000					
Hansen West 5th St Parking Lot		0	0	88,500	88,500					
Meadow Wood Hard Court						8,300		8,300		
Rehab & Repair all 6 Tennis Courts						45,000		45,000		
Hansen East 5th St Parking Lot						26,500		26,500		
Driftwood East Parking Lot						13,900		13,900		
Total Capital Outlay		0	0	106,500	106,500	93,700		93,700		0
Transfer out	9992	0	0	0	0	0		0		0
Total Expenses		0	0	106,500	106,500	93,700		93,700		0
Net Revenues over Expenses		0	251,851	(14,100)	190,700	6,300		6,300		0