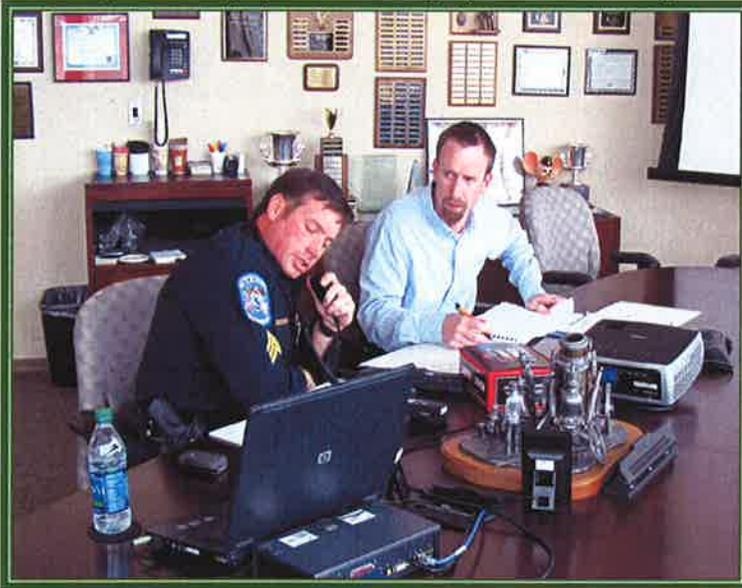


The City of New Brighton 2013 Budget

The City That Works For You

Provide for the Safety and Security of the Community



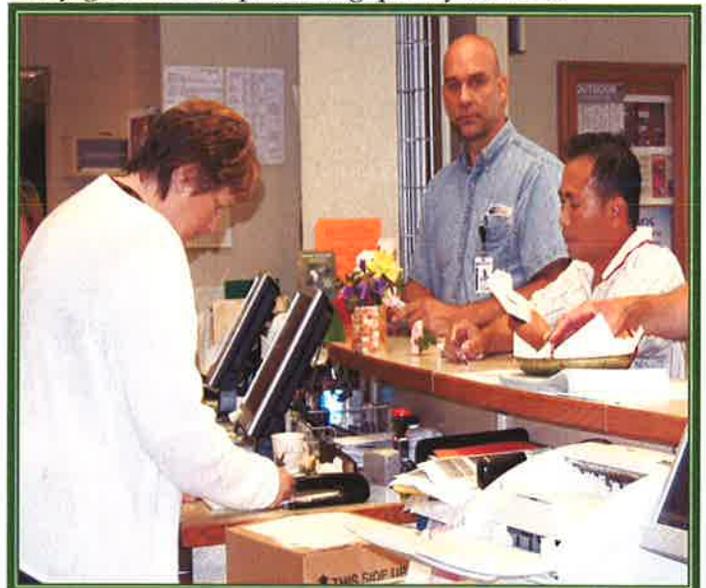
Assuring a clean, well-kept living environment



Promote a Healthy Business Climate



City government providing quality services



**City of New Brighton
2013 BUDGET
General Fund Summary**

	2010	2011	2012	2012	2013	% Change	2013	% Change	2013	% Change
	Actual	Actual	Adopted	Projected	Dept.	12/13	City Mgr	12/13	Adopted	12/13
			Budget	2012	Requested		Recommend		Budget	
					Budget		Budget		Budget	
Property Taxes	7,054,877	7,299,051	7,287,300	7,287,300	7,287,300	0.00%	7,356,400	0.95%	7,287,300	0.00%
Licenses	117,979	123,821	122,500	130,700	124,300	1.47%	124,300	1.47%	124,300	1.47%
Permits	363,693	567,582	368,500	345,400	386,900	4.99%	450,900	22.36%	450,900	22.36%
Fines	59,827	60,733	65,000	65,000	65,000	0.00%	65,000	0.00%	65,000	0.00%
Intergovernmental	757,248	598,437	621,500	609,400	556,700	-10.43%	556,700	-10.43%	556,700	-10.43%
Charges for Services	3,677,838	3,634,372	3,630,400	3,758,000	3,794,000	4.51%	3,794,000	4.51%	3,794,000	4.51%
Investment Income	106,975	88,891	80,000	35,000	30,000	-62.50%	30,000	-62.50%	30,000	-62.50%
Miscellaneous/Other	212,569	228,755	247,900	283,200	235,500	-5.00%	235,500	-5.00%	235,500	-5.00%
Transfers In	0	13,465	0	0	0	#DIV/0!	53,800	#DIV/0!	88,300	#DIV/0!
Total Revenue	12,351,006	12,615,107	12,423,100	12,514,000	12,479,700	0.46%	12,666,600	1.96%	12,632,000	1.68%
Admin	682,704	659,530	674,600	680,700	686,800	1.81%	684,800	1.51%	681,400	1.01%
Legal	106,719	106,412	102,000	102,000	105,000	2.94%	105,000	2.94%	105,000	2.94%
Central Services	133,456	152,731	146,800	149,800	165,200	12.53%	145,200	-1.09%	145,200	-1.09%
Finance	483,904	487,921	536,900	527,800	543,900	1.30%	537,600	0.13%	534,500	-0.45%
Elections	36,679	25,683	49,600	49,700	39,500	-20.36%	39,500	-20.36%	39,200	-20.97%
License Bureau	118,741	115,721	133,600	123,600	138,400	3.59%	137,800	3.14%	126,100	-5.61%
Community Dev	656,448	599,413	681,500	671,000	708,600	3.98%	710,800	4.30%	705,900	3.58%
Recycling	163,105	214,142	207,400	206,500	216,700	4.48%	216,700	4.48%	216,700	4.48%
Parks	811,814	898,712	941,700	945,300	1,029,800	9.36%	1,014,100	7.69%	1,022,400	8.57%
Forestry	51,651	87,883	86,400	85,600	140,600	62.73%	140,400	62.50%	140,000	62.04%
Recreation	499,505	532,066	597,200	575,200	609,600	2.08%	608,000	1.81%	604,200	1.17%
CC	1,192,429	996,421	1,120,200	1,105,100	1,203,400	7.43%	1,201,800	7.28%	1,196,500	6.81%
Police	3,919,744	3,847,174	3,971,800	3,951,200	4,090,400	2.99%	4,066,700	2.39%	4,063,900	2.32%
Fire	859,280	814,855	827,000	835,400	851,700	2.99%	849,100	2.67%	845,000	2.18%
Engineering	360,181	373,709	387,200	386,500	401,200	3.62%	399,800	3.25%	396,900	2.51%
Streets	310,107	278,746	283,700	285,500	291,200	2.64%	290,400	2.36%	289,900	2.19%
Garage	557,165	572,026	586,900	585,300	552,100	-5.93%	551,400	-6.05%	551,700	-6.00%
Transfers Out	2,447,226	951,600	1,123,600	1,123,600	967,500	-13.89%	967,500	-13.89%	967,500	-13.89%
Total Expenses	13,390,858	11,714,745	12,458,100	12,389,800	12,741,600	2.28%	12,666,600	1.67%	12,632,000	1.40%
Net Rev over Exp	(1,039,852)	900,362	(35,000)	124,200	(261,900)		0		0	

CITY OF NEW BRIGHTON STRATEGIC PLAN 2013

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 supporting 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 relation 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 various 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 first point of contact with customers at 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 2010	FTE 2011	FTE 2012	FTE 2013
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	0.00	0.00	0.00	0.00
	1	Office Assistant	1.00	1.00	1.00	1.00
	1	Office Assistant	1.00	1.00	1.00	1.00
	.25	Office Assistant-Seasonal	0.00	0.00	0.25	0.25
Total			4.00	4.00	4.25	4.25

Proposed Changes to Service Level or Revenue

The 2012 budget maintains current services levels within the Administration Department. This year's budget continues to fund a portion of the cost for producing and mailing the City Newsletter/Parks and Recreation Brochure. The City newsletters and Parks and Recreation Brochure assist the City by communicating with residents on important topics. As a means of saving money on printing and posting costs, in 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 2013 and the expenditures are offset by revenue generated.

In April 2012, the City began providing human resource consultant services to the City of St. Anthony. This agreement will continue in 2013 and the expenditures are also 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, continues to enhance our efforts to reach the public.
- 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.

**2013 BUDGET
ADMINISTRATION
101-41112**

	2010 Actual	2011 Actual	2012 Adopted Budget	Projected 2012	2013	% Change 12/13	2013	% Change 12/13	2013	% Change 12/13	
					Dept. Requested Budget		City Mgr Recommend Budget		Adopted Budget		
PERSONNEL SERVICES											
Regular Wage	1100	331,428	335,090	348,700	348,700	361,200	3.58%	361,200	3.58%	358,000	2.67%
Overtime	1110	3,621	585	0	2,000	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Severance Pay	1400	6,264	2,727	1,100	1,100	300	-72.73%	300	-72.73%	300	-72.73%
Mileage	1500	4,800	4,800	4,800	4,800	4,800	0.00%	4,800	0.00%	4,800	0.00%
FICA	1640	25,472	25,392	26,200	26,200	27,000	3.05%	27,000	3.05%	26,800	2.29%
PERA	1645	21,453	22,101	23,100	23,100	24,100	4.33%	24,000	3.90%	23,800	3.03%
Insurance	1650	38,432	40,709	43,300	43,300	35,600	-17.78%	35,100	-18.94%	35,300	-18.48%
Workers Compensation	1660	2,100	1,900	1,800	1,800	1,900	5.56%	1,900	5.56%	1,900	5.56%
CC Membership	1675	1,494	1,470	1,900	1,900	1,900	0.00%	1,900	0.00%	1,900	0.00%
TOTAL		435,064	434,774	450,900	452,900	456,800	1.31%	456,200	1.18%	452,800	0.42%
MATERIALS AND SUPPLIES											
General Materials	2170	2,282	4,699	1,500	2,500	2,500	66.67%	2,500	66.67%	2,500	66.67%
Books & Periodicals	2250	59	449	500	500	750	50.00%	750	50.00%	750	50.00%
Small Equipment	2280	0	90	500	500	750	50.00%	750	50.00%	750	50.00%
TOTAL		2,341	5,238	2,500	3,500	4,000	60.00%	4,000	60.00%	4,000	60.00%
CONTRACTUAL SERVICES											
Professional Services	3300	23,208	23,684	22,000	22,000	24,000	9.09%	24,000	9.09%	24,000	9.09%
Arbitration	2,000										
Sand Creek Group-EAP	3,500										
ABG of Red Wing	14,000										
Annual Council-Department Retreat	3,500										
ABG-COBRA Administration	1,000										
Promotions	3309	0	3,698	4,700	4,700	4,700	0.00%	4,700	0.00%	4,700	0.00%
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	1,095	0	2,000	2,000	2,000	0.00%	2,000	0.00%	2,000	0.00%
Printing & Publishing	3340	6,692	8,185	8,100	8,100	8,100	0.00%	8,100	0.00%	8,100	0.00%
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-Neighborhood Meeting Postcards	1,500										
Memberships & Dues	3360	137,258	125,805	126,400	129,500	127,000	0.47%	127,000	0.47%	127,000	0.47%
Community Partners w/Youth	12,000										
Northwest Youth and Family Services	35,700										
North Suburban Cable Commission	53,011										
League of MN Cities	15,000										
Assoc. of Metro Municipalities	7,400										
Nat'l League of Cities	1,900										
ICMA	1,500										
MAMA-Lotter	45										
MPELRA - Johnson	150										
MCMA - Lotter/Johnson	80										
APMP-Johnson	30										
IPMA - HR Johnson	150										
Training	3370	5,831	4,641	6,500	6,500	6,500	0.00%	6,500	0.00%	6,500	0.00%
Recruitment Costs	3373	2,156	1,067	500	500	700	40.00%	700	40.00%	700	40.00%
Subsistence	3375	7,992	5,837	7,000	7,000	7,000	0.00%	7,000	0.00%	7,000	0.00%
Travel	3380	5,566	905	3,000	3,000	3,000	0.00%	3,000	0.00%	3,000	0.00%
Risk Mgmt. Internal Charge	3563	4,600	6,000	5,600	5,600	5,400	-3.57%	5,400	-3.57%	5,400	-3.57%
Info. Tech. Internal Charge	3564	36,500	31,000	30,400	30,400	32,600	7.24%	31,200	2.63%	31,200	2.63%
Other Services	3590	12,406	8,458	5,000	5,000	5,000	0.00%	5,000	0.00%	5,000	0.00%
First Lab-Qtrly 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	238				#DIV/0!		#DIV/0!		#DIV/0!
Legal Services	3703						#DIV/0!		#DIV/0!		#DIV/0!
TOTAL		245,299	219,518	221,200	224,300	226,000	2.17%	224,600	1.54%	224,600	1.54%
TOTAL		682,704	659,530	674,600	680,700	686,800	1.81%	684,800	1.51%	681,400	1.01%

CITY OF NEW BRIGHTON STRATEGIC PLAN 2013

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 could 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.

**2013 BUDGET
LEGAL
101-41115**

		2010	2011	2012	2012	2013	% Change	2013	% Change	2013	% Change
		Actual	Actual	Adopted	Projected	Dept.	12/13	City Mgr	12/13	Adopted	12/13
				Budget	2012	Requested		Recommend		Budget	
						Budget		Budget		Budget	
CONTRACTUAL SERVICES											
Professional Services	3703	106,719	106,412	100,000	100,000	103,000	3.00%	103,000	3.00%	103,000	3.00%
Prosecuting Attorney	55,750										
City Attorney top hourly rate is \$151	47,250										
Other Services	3590	0		2,000	2,000	2,000	0.00%	2,000	0.00%	2,000	0.00%
TOTAL		106,719	106,412	102,000	102,000	105,000	2.94%	105,000	2.94%	105,000	2.94%
TOTAL		106,719	106,412	102,000	102,000	105,000	2.94%	105,000	2.94%	105,000	2.94%

CITY OF NEW BRIGHTON STRATEGIC PLAN 2013

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.

**2013 BUDGET
CENTRAL SERVICES
101-41119**

		2010 Actual	2011 Actual	2012		2013 Dept.		2013 City Mgr		2013	
				Adopted Budget	Projected 2012	Requested Budget	% Change 12/13	Recommend Budget	% Change 12/13	Adopted Budget	% Change 12/13
MATERIALS AND SUPPLIES											
General Materials	2170	28,200	27,366	25,000	28,000	26,000	4.00%	26,000	4.00%	26,000	4.00%
Small Equipment	2280	0	8,461	500	500	700	40.00%	700	40.00%	700	40.00%
Miscellaneous	500										
TOTAL		28,200	35,827	25,500	28,500	26,700	4.71%	26,700	4.71%	26,700	-6.32%
CONTRACTUAL SERVICES											
Professional Services	3300	105	2,539	8,500	8,500	27,500	223.53%	7,500	-11.76%	7,500	-11.76%
Time Savers-Secretarial Services	6,500										
Community Survey	0										
Other Studies	1,000										#DIV/0!
Electricity	3318	18,497	25,041	21,900	21,900	25,800	17.81%	25,800	17.81%	25,800	17.81%
Natural Gas	3319	7,304	11,025	9,700	9,700	11,300	16.49%	11,300	16.49%	11,300	16.49%
Postage	3330	13,162	20,028	14,000	14,000	14,000	0.00%	14,000	0.00%	14,000	0.00%
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%	300	0.00%
Cleaning	3350	18,151	19,944	21,000	21,000	21,000	0.00%	21,000	0.00%	21,000	0.00%
Waste Removal	3351	1,588	1,240	1,800	1,800	1,800	0.00%	1,800	0.00%	1,800	0.00%
Subscrip/Member Dues	3360	0	205	200	200	200	0.00%	200	0.00%	200	0.00%
Subsistence	3375	18	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Buildings & Grounds	3510	18,315	11,135	15,000	15,000	15,000	0.00%	15,000	0.00%	15,000	0.00%
HVAC	6,000										
Elevator	2,000										
Furnishings	2,000										
Miscellaneous	3,000										
Non-Fleet Internal Charge	3561	22,400	22,400	23,900	23,900	16,600	-30.54%	16,600	-30.54%	16,600	-30.54%
Other Services	3590	5,716	3,347	5,000	5,000	5,000	0.00%	5,000	0.00%	5,000	0.00%
TOTAL		105,256	116,904	121,300	121,300	138,500	14.18%	118,500	-2.31%	118,500	-2.31%
TOTAL		133,456	152,731	146,800	149,800	165,200	12.53%	145,200	-1.09%	145,200	-1.09%

CITY OF NEW BRIGHTON STRATEGIC PLAN 2013

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 one 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 prepares 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 accounts receivable function includes utility billing. Water meters are read and customers are billed on a quarterly basis. The City Council approves utility rates after considering the recommendations given in the rate study. Changes in utility rates are implemented according to their adopted resolution. Sanitary sewer is not a metered service. Sewer rates are determined by the amount of water consumed during the respective customer's winter quarter. Each year the accounts receivable clerk will re-calculate each customer's quarterly sewer charge.

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.

Personnel Status and Strategy

Full-Time	# of People	Position	FTE 2010	FTE 2011	FTE 2012	FTE 2013
	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 assets financing plan for replacement of our vehicles and equipment as part of the Fleet and Non-Fleet plans, and the Pavement Management plans.

**2013 BUDGET
FINANCE
101-42113**

	2010	2011	2012	2012	2013		2013		2013	
	Actual	Actual	Adopted	Projected	Dept.	% Change	City Mgr	% Change	Adopted	% Change
			Budget	2012	Budget	12/13	Budget	12/13	Budget	12/13
PERSONNEL SERVICES										
Regular Wage 1100	285,454	287,212	292,600	292,600	298,400	1.98%	298,400	1.98%	295,500	0.99%
Overtime 1110	860	410	3,800	3,800	3,900	2.63%	3,900	2.63%	3,800	0.00%
Severance Pay 1400	7,074	(7,600)	2,100	2,100	100	-95.24%	100	-95.24%	100	-95.24%
FICA 1640	20,742	20,979	22,400	22,400	22,900	2.23%	22,900	2.23%	22,800	1.79%
PERA 1645	19,932	20,696	21,500	21,500	21,900	1.86%	21,900	1.86%	21,700	0.93%
Insurance 1650	28,161	29,469	30,900	30,900	36,900	19.42%	36,300	17.48%	36,500	18.12%
Workers Compensation 1660	1,300	1,200	1,200	1,200	1,300	8.33%	1,300	8.33%	1,300	8.33%
CC Membership 1675	0	268	100	100	100	0.00%	100	0.00%	100	0.00%
TOTAL	363,523	352,634	374,600	374,600	385,500	2.91%	384,900	2.75%	381,800	1.92%
MATERIALS AND SUPPLIES										
Miscellaneous Materials 2170	799	842	1,600	1,200	1,200	-25.00%	1,200	-25.00%	1,200	-25.00%
Books & Periodicals 2250	89	22	300	400	400	33.33%	400	33.33%	400	33.33%
Small Equipment 2280	0		400	1,800	400	0.00%	400	0.00%	400	0.00%
TOTAL	888	864	2,300	3,400	2,000	-13.04%	2,000	-13.04%	2,000	-13.04%
CONTRACTUAL SERVICES										
Professional Services 3300	1,538	1,484	1,700	1,700	1,800	5.88%	1,800	5.88%	1,800	5.88%
Postage/Delivery 3330	0	0	200	200	200	0.00%	200	0.00%	200	0.00%
Printing & Publishing 3340	2,217	2,100	5,400	3,500	6,200	14.81%	6,200	14.81%	6,200	14.81%
Subscriptions & Dues 3360	1,435	988	1,600	1,600	1,800	12.50%	1,800	12.50%	1,800	12.50%
Training 3370	1,659	996	4,400	2,000	4,400	0.00%	4,400	0.00%	4,400	0.00%
Subsistence 3375	254	357	2,300	900	2,500	8.70%	2,500	8.70%	2,500	8.70%
Travel 3380	1,349	1,260	2,300	2,200	2,400	4.35%	2,400	4.35%	2,400	4.35%
Maintenance: 3510	33,632	32,054	33,800	33,000	34,500	2.07%	34,500	2.07%	34,500	2.07%
Non-Fleet 3561	1,600	1,600	1,600	1,600	1,700	6.25%	1,700	6.25%	1,700	6.25%
Risk Mgmt. Internal Charge 3563	2,800	4,000	4,000	4,000	3,900	-2.50%	3,900	-2.50%	3,900	-2.50%
Info. Tech. Internal Charge 3564	37,400	52,500	50,500	50,500	51,400	1.78%	50,700	0.40%	50,700	0.40%
Other Services 3590	543	1,328	13,000	8,200	8,200	-36.92%	3,200	-75.38%	3,200	-75.38%
Audit 3701	34,430	35,588	38,700	38,700	36,900	-4.65%	36,900	-4.65%	36,900	-4.65%
Legal 3703	636	168	500	1,700	500	0.00%	500	0.00%	500	0.00%
TOTAL	119,493	134,423	160,000	149,800	156,400	-2.25%	150,700	-5.81%	150,700	-5.81%
TOTAL	483,904	487,921	536,900	527,800	543,900	1.30%	537,600	0.13%	534,500	-0.45%

**2013 BUDGET
ELECTIONS
101-42114**

		2010	2011	2012	2012	2013	% Change	2013	% Change	2013	% Change
		Actual	Actual	Adopted Budget	Projected 2012	Dept. Budget	12/13	City Mgr Budget	12/13	Adopted Budget	12/13
<u>PERSONNEL SERVICES</u>											
Regular Wage	1100	17,748	10,715	26,800	26,800	15,900	-40.67%	15,900	-40.67%	15,700	-41.42%
Overtime	1110	314	0	3,600	3,600	3,600	0.00%	3,600	0.00%	3,600	0.00%
FICA	1640	614	551	800	800	900	12.50%	900	12.50%	800	0.00%
PERA	1645	511	526	800	800	800	0.00%	800	0.00%	800	0.00%
Insurance	1650	1,108	1,162	1,200	1,200	1,500	25.00%	1,500	25.00%	1,500	25.00%
Workers Compensation	1660	200	100	100	100	100	0.00%	100	0.00%	100	0.00%
Unemployment	1670	50	30	0	100	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
TOTAL		20,545	13,084	33,300	33,400	22,800	-31.53%	22,800	-31.53%	22,500	-32.43%
<u>MATERIALS AND SUPPLIES</u>											
General Materials	2170	126	0	400	400	400	0.00%	400	0.00%	400	0.00%
Ramsey County ballots											
TOTAL		126	0	400	400	400	0.00%	400	0.00%	400	0.00%
<u>CONTRACTUAL SERVICES</u>											
Professional Services - Ramsey	3300	1,727	1,735	1,800	1,800	1,900	5.56%	1,900	5.56%	1,900	5.56%
Postage/Delivery	3330	816	43	2,200	2,200	2,200	0.00%	2,200	0.00%	2,200	0.00%
Printing & Publishing	3340	1,454	987	1,500	1,500	1,600	6.67%	1,600	6.67%	1,600	6.67%
Subsistence	3375	132	112	300	300	300	0.00%	300	0.00%	300	0.00%
Travel	3380	179	22	200	200	100	-50.00%	100	-50.00%	100	-50.00%
Non-Fleet Internal Charge	3561	9,400	9,400	9,500	9,500	9,800	3.16%	9,800	3.16%	9,800	3.16%
Risk Mgmt. Internal Charge	3563	2,300	300	200	200	200	0.00%	200	0.00%	200	0.00%
Legal Services	3703	0	0	200	200	200	0.00%	200	0.00%	200	0.00%
TOTAL		16,008	12,599	15,900	15,900	16,300	2.52%	16,300	2.52%	16,300	2.52%
TOTAL		36,679	25,683	49,600	49,700	39,500	-20.36%	39,500	-20.36%	39,200	-20.97%

**2013 BUDGET
LICENSE BUREAU
101-42116**

		2012		2013		2013		2013			
		Actual	Actual	Dept.	City Mgr	Dept.	City Mgr	Dept.	City Mgr		
		2010	2011	2012	2012	2013	2013	2013	2013		
		Actual	Actual	Adopted Budget	Projected 2012	Requested Budget	% Change 12/13	Recommend Budget	% Change 12/13	Adopted Budget	% Change 12/13
PERSONNEL SERVICES											
Regular Wage	1100	74,845	79,266	77,600	77,600	79,100	1.93%	79,100	1.93%	78,400	1.03%
Overtime	1110	1,818	263	3,000	3,000	3,400	13.33%	3,400	13.33%	3,400	13.33%
Severance Pay	1400	3,726	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
FICA	1640	5,819	6,066	6,200	6,200	6,300	1.61%	6,300	1.61%	6,300	1.61%
PERA	1645	5,339	5,533	5,800	5,800	6,000	3.45%	6,000	3.45%	5,900	1.72%
Insurance	1650	11,818	12,394	13,100	13,100	14,600	11.45%	14,400	9.92%	14,300	9.16%
Workers Compensation	1660	500	400	300	300	300	0.00%	300	0.00%	300	0.00%
CC Membership	1675	0	0	200	200	200	0.00%	200	0.00%	200	0.00%
TOTAL		103,865	103,922	106,200	106,200	109,900	3.48%	109,700	3.30%	108,800	2.45%
MATERIALS AND SUPPLIES											
Materials and Supplies	2170	0	144	100	100	200	100.00%	200	100.00%	200	100.00%
Books & Periodicals	2250	0	0	200	200	200	0.00%	200	0.00%	200	0.00%
TOTAL		0	144	300	300	400	33.33%	400	33.33%	400	33.33%
CONTRACTUAL SERVICES											
Promotions/Advertising	3309	0	98	1,200	1,200	1,200	0.00%	1,200	0.00%	1,200	0.00%
Memberships & Dues	3360	253	637	500	700	700	40.00%	700	40.00%	700	40.00%
Training	3370	0	20	400	300	300	-25.00%	300	-25.00%	300	-25.00%
Subsistence	3375	3	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Risk Mgmt. Internal Charge	3563	2,500	900	800	800	800	0.00%	800	0.00%	800	0.00%
Info. Tech. Internal Charge	3564	12,100	10,000	9,700	9,700	10,200	5.15%	9,800	1.03%	9,800	1.03%
Other Services	3590	20	0	14,100	4,000	14,500	2.84%	14,500	2.84%	3,700	-73.76%
Bad Debt Expense	7400	0	0	400	400	400	0.00%	400	0.00%	400	0.00%
TOTAL		14,876	11,655	27,100	17,100	28,100	3.69%	27,700	2.21%	16,900	-37.64%
TOTAL		118,741	115,721	133,600	123,600	138,400	3.59%	137,800	3.14%	126,100	-5.61%

**2013 BUDGET
TRANSFERS OUT
101-40000**

		2010	2011	2012	Projected	2013	% Change	2013	% Change	2013	% Change
		Actual	Actual	Adopted	2012	Dept.	12/13	City Mgr	12/13	Adopted	12/13
				Budget		Requested		Recommend		Budget	
						Budget		Budget		Budget	
TRANSFERS OUT											
Street Reconstruction Fund #422	9992	160,626									
Debt Service Funds:											
2002A PSC, Fund # 316	9992	470,000									
1999 SA Imp., Fund # 361	9992	12,800									
2001 SA Imp., Fund # 362	9992	153,000	187,500	2,100	2,100	0		0			
2003 SA Imp., Fund # 363	9992	178,800	227,300	0							
2004 SA Imp., Fund # 364	9992	146,000	128,700	147,500	0						
2007A SA Imp., Fund #365	9992	39,400	15,100	45,900	45,900	44,500		44,500		44,500	
2009A SA Imp., Fund #366	9992	28,600	0	27,900	27,900	26,700		26,700		26,700	
2010A Cap Imp., Fund #324	9992	0	393,000	393,000	393,000	393,000		393,000		393,000	
2011A Cap Imp., Fund #367	9992		0	58,700	58,700	15,000		15,000		15,000	
2011A Cap Imp., Fund #368	9992		0	276,500	276,500	140,400		140,400		140,400	
2012A Cap Imp., Fund #369	9992			0	0	43,400		43,400		43,400	
2012A Cap Imp., Fund #370	9992			0	147,500	132,500		132,500		132,500	
Total Debt Service Funds		<u>1,028,600</u>	<u>951,600</u>	<u>951,600</u>	<u>951,600</u>	<u>795,500</u>	<u>-16.40%</u>	<u>795,500</u>	<u>-16.40%</u>	<u>795,500</u>	<u>-16.40%</u>
Equipment Certificates	9992			0		0		0		0	
Capital Replacement Funds	9992		0	172,000	172,000	172,000		172,000		172,000	
Fleet	9992	253,000									
Non-Fleet	9992	1,005,000									
TOTAL		<u>2,447,226</u>	<u>951,600</u>	<u>1,123,600</u>	<u>1,123,600</u>	<u>967,500</u>	<u>-13.89%</u>	<u>967,500</u>	<u>-13.89%</u>	<u>967,500</u>	<u>-13.89%</u>

CITY OF NEW BRIGHTON STRATEGIC PLAN 2013

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 2013 (including recycling) is \$925,150 or \$36,250 higher than 2012. This represents a 4.0 percent increase over 2012. There are several factors driving this increase, which are described on the next page.

Expenditures

Personnel Services

Personnel services is expected to increase by \$23,600 or 4.2 percent, mostly due to projected increases in salaries (3.2 percent) and associated benefit levels. The biggest component is a 14.0 percent increase in health insurance premium costs. There are no changes in staffing levels for the department in 2013. Some staff are still moving through their salary steps, which explains why the increase is more than the 2 percent programmed COLA.

Materials and Supplies

The material and supplies budget have essentially been held flat for 2013.

Contractual Services

The contractual services budget for 2013 was increased by \$3,450 or 2.98 percent. Within this expense category, most expenses were held flat or adjusted to maintain fiscal discipline. The training budget was increased to accommodate educational needs related to implementation of 2012 Building Code. In addition, new funds have been programmed to cover the annual software license for the code enforcement module. Internal charges for fleet and information technology were also increased. CD staff has been deferring the replacement of vehicles for a couple years, but does plan to replace the 2002 Toyota Prius in 2013. A decision on the exact type of replacement vehicle will be made in early 2013.

Recycling Program

The City is in the final year of 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. In response to comments from Council and the public, staff is proposing to hold a fall clean-up day at an estimated cost of \$10,000. Coupled with a reduction in materials and supplies, the recycling budget is slated to increase by \$9,250 or 4.4 percent. Staff would recommend a fee increase to help cover most of this cost.

Revenues

The three primary sources of departmental revenues include building permits, charges for services and recycling program fees. Overall, revenues are projected to increase by 4.35 percent or \$34,325 for 2013.

Building Permits

Building permit activity is very difficult to predict from year to year. A staff analysis of building permit revenues from 1999-2011 revealed the following:

- Activity is highly variable from year to year.

- The bulk of permit revenue is generated from commercial and residential construction, but each component tends to run counter-cyclical. For example, when commercial activity is up, residential activity tends to be down and vice versa.
- Permit activity generally follows the broader economy. During periods of economic growth, construction activity seems to pick up as well. To the extent that economic forecasting (generally done at the national and regional level) is accurate, staff can make certain predictions about local activity.
- Staff relies a great deal on industry experts for construction activity forecasts. For several years, staff has utilized the American Institute of Architects (AIA) Consensus Construction Forecast Panel for commercial/industrial/retail activity. The AIA panel includes representatives from McGraw Hill Construction, IHS-Global Insight, Moody's economy.com, Reed Business Information, Associated Builders & Contractors and FMI. The AIA forecast suggests that construction activity will pick by 6 percent in 2013.

Forecasting residential permit activity is equally challenging, since most economic forecasts look at new construction starts. Since New Brighton is fully developed, the majority of residential permit activity is generated from remodeling. Reed's Construction Data anticipates that residential remodeling will increase by 4.7 percent in 2013.

Based on these factors, staff is projecting an increase in building permit revenues of \$18,425 or 5% over 2012.

Charges for Services

This category is comprised of internal costs for staff time and overhead that is charged to the Tax Increment Financing District funds and the recycling program. Several staff within the department and in other departments log time spent on development-related tasks (mostly New Brighton Exchange). While recycling administrative costs were increased (\$700), the development charges were held flat for 2013.

Recycling Revenues

As previously mentioned, recycling fees are proposed to be increased to help cover the cost of a fall clean-up day. This will raise an additional \$12,000 and represents a 6.7 percent increase in revenues. Additional recycling program details are discussed on the next page.

Strategic Opportunities and Challenges

There are several strategic opportunities and challenges facing the Community Development Department in 2013 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 is now in discussions with Pulte Homes that is proposing to build single-family homes on a 21 acre tract of land. This project would continue the development progress made with the recent completion of The View Apartments. Stuartco, which developed The View project, has development rights that extend into 2013 on an adjacent site. APi Group is also in discussions with City staff about an expansion on their site, or possibly on adjacent land. There are many details that still need to be worked out with each of these developer groups.
 - Marketing: The City has been working with Colliers International and Ryan Companies to market the commercial sites on the east side of Old Highway 8. SO far, Ryan has prepared a couple of different proposals, but neither project materialized. Both groups are tracking marketing activity and identifying potential users.
- Planning & Zoning: There is continued interest in re-examining the City's land use polices and regulations. Over the last couple of years, staff has reviewed temporary sign regulations and landscaping standards. Other potential topics include recodification of the Zoning Code to reflect current zoning terminology and nomenclature. Staff is also contemplating a shift toward using on-line service to maintain and update the Zoning Code.
- Building Inspections: The biggest issue in 2013 will be implementation of the IBC Code update and associated training needs.
- Code Enforcement/Recycling: Staff continues to deal with an increasing number of hoarding and "clutter houses". In many instances the remedies are temporary. This has been a growing problem is likely to persist as the population ages. The City will also need to address the recycling services contract, which is set to expire at the end of 2013. The City could chose to negotiate an extension with the current vendor or put the contract out for bid. Ramsey County has also implemented a performance measurement system in conjunction with future SCORE funding. SCORE funds help subsidize administration of the City's recycling program. One of the County's expectations is that cities will enhance outreach efforts and program offerings, such as recycling collection in multifamily buildings or adding organics collection – all of which have financial implications.
- 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 service could greatly internal/external customer service.

Personnel Status and Strategy

No additional full-time staffing needs have been identified for 2013.

	# of People	Position	FTE 2011	FTE 2012	FTE 2013
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	0.50	0.00
Total	7		6.00	6.50 *	6.00

* 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.

**2013 BUDGET
COMMUNITY DEVELOPMENT
101-43151**

	2010 Actual	2011 Actual	2012 Adopted Budget	Projected 2012	2013	2013		2013		
					Dept. Requested Budget	% Change 12/13	City Mgr Recommend Budget	% Change 12/13	Adopted Budget	% Change 12/13
PERSONNEL SERVICES										
Regular Wage 1100	426,542	402,628	439,000	439,000	453,100	3.21%	453,100	3.21%	448,700	2.21%
Severance Pay 1400	16,062	2,639	5,600	5,600	6,100	8.93%	6,100	8.93%	6,100	8.93%
FICA 1640	31,976	30,041	33,600	33,600	34,700	3.27%	34,700	3.27%	34,300	2.08%
PERA 1645	29,703	29,188	31,800	31,800	32,900	3.46%	32,900	3.46%	32,500	2.20%
Insurance 1650	43,302	43,792	47,600	47,600	54,300	14.08%	53,500	12.39%	53,800	13.03%
Workers Compensation 1660	2,000	1,900	1,600	1,600	1,700	6.25%	1,700	6.25%	1,700	6.25%
Unemployment 1670	13,600	3,590	0	1,000	0	#DIV/0!	0	#DIV/0!	0	-100.00%
CC Membership 1675	1,324	407	1,400	500	1,400	0.00%	1,400	0.00%	1,400	180.00%
TOTAL	564,509	514,185	560,600	560,700	584,200	4.21%	583,400	4.07%	578,500	3.17%
MATERIALS AND SUPPLIES										
General Materials 2170	196	966	2,000	1,500	1,500	-25.00%	1,500	-25.00%	1,500	0.00%
Books & Periodicals 2250	80	23	800	500	1,000	25.00%	1,000	25.00%	1,000	100.00%
Uniforms 2260		241	0	200	800	#DIV/0!	800	#DIV/0!	800	300.00%
Small Equipment 2280	137	1,578	2,500	1,000	2,000	-20.00%	2,000	-20.00%	2,000	100.00%
TOTAL	413	2,808	5,300	3,200	5,300	0.00%	5,300	0.00%	5,300	65.63%
CONTRACTUAL SERVICES										
Professional Services 3300	1,986	9,260	9,000	7,500	9,000	0.00%	9,000	0.00%	9,000	20.00%
Electrical Inspections 3301	25,471	20,195	30,000	30,000	30,000	0.00%	30,000	0.00%	30,000	0.00%
Postage 3330	0	0	2,000	1,000	1,300	-35.00%	1,300	-35.00%	1,300	30.00%
Printing & Publishing 3340	555	609	4,000	3,000	3,500	-12.50%	3,500	-12.50%	3,500	16.67%
Subscriptions & Dues 3360	2,707	670	4,000	3,000	3,500	-12.50%	3,500	-12.50%	3,500	16.67%
Training 3370	3,322	2,747	5,000	4,500	6,500	30.00%	6,500	30.00%	6,500	44.44%
Subsistence 3375	247	179	3,000	1,000	3,000	0.00%	3,000	0.00%	3,000	200.00%
Travel 3380	212	141	2,000	500	2,000	0.00%	2,000	0.00%	2,000	0.00%
Maintenance: 3510	3,426	0	9,600	9,600	11,000	14.58%	11,000	14.58%	11,000	14.58%
PermitWorks support (Tautges,Redpath)										
Fleet Internal Charge 3562	5,700	5,700	5,900	5,900	6,100	3.39%	6,100	3.39%	6,100	3.39%
Risk Mgmt. Internal Charge 3563	1,500	5,500	5,400	5,400	5,200	-3.70%	5,200	-3.70%	5,200	-3.70%
Info. Tech. Internal Charge 3564	46,400	36,700	35,700	35,700	38,000	6.44%	36,000	0.84%	36,000	0.84%
Credit Card Fees 3585	0	0	0	0	0	#DIV/0!	5,000	#DIV/0!	5,000	#DIV/0!
Other Services 3590	0	10	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Audit & Financial 3701	0	665	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Legal Costs 3703	0	44	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
TOTAL	91,526	82,420	115,600	107,100	119,100	3.03%	122,100	5.62%	122,100	5.62%
TOTAL	656,448	599,413	681,500	671,000	708,600	3.98%	710,800	4.30%	705,900	3.58%

**2013 BUDGET
RECYCLING PROGRAM
101-43152**

		2012		2013		2013		2013		
		Adopted Budget	Projected 2012	Dept. Requested Budget	% Change 12/13	City Mgr Recommend Budget	% Change 12/13	Adopted Budget	% Change 12/13	
MATERIALS AND SUPPLIES										
General Materials	2170	1,000	100	300	-70.00%	300	200.00%	300	-70.00%	
TOTAL		1,000	100	300	-70.00%	300	200.00%	300	-70.00%	
CONTRACTUAL SERVICES										
Postage	3330	1,300	1,300	2,600	100.00%	2,600	100.00%	2,600	100.00%	
Printing & Publishing	3340	3,000	3,000	6,000	100.00%	6,000	100.00%	6,000	100.00%	
Waste Removal	3351	180,000	180,000	185,000	2.78%	185,000	2.78%	185,000	2.78%	
Other Services	3590	22,100	22,100	22,800	3.17%	22,800	3.17%	22,800	3.17%	
Adm fee	22,100									
TOTAL		206,400	206,400	216,400	4.84%	216,400	4.84%	216,400	4.84%	
TOTAL		207,400	206,500	216,700	4.48%	216,700	4.48%	216,700	4.48%	

CITY OF NEW BRIGHTON STRATEGIC PLAN 2013

PARKS & RECREATION

- **PARKS, FORESTRY, PROGRAMS and
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 12.5 full-time and seven permanent 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 of 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 175 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 Emerald Ash Borer (EAB), Dutch Elm, Oak Wilt and hazardous trees. The City initiated an EAB injection program in 2010 for boulevard and selected park trees; reapplication occurred in 2012 on half the boulevard trees and will occur on the other half of the trees in 2013. 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 30 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 summer child care, youth and adult sport leagues, senior trips and fitness classes.

The New Brighton Community Center 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 377,000 visits per year, for recreational, social, and business purposes. Annually, the NBCC hosts nearly 1,100 birthday parties, over 850 business rentals, over 160 receptions and events, over 150 community group meetings, and has over 1,400 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 the lease is a 30 year agreement. 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; 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 is conducted for all regular part-time and seasonal staff. This is 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 2009	FTE 2010	FTE 2011	FTE 2012	FTE 2013
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	1.00	1.00	1.00	1.00
	3	Recreation Supervisor	4.00	2.00	3.00	3.00	3.00
	1	Parks Maintenance Superintendent	1.00	1.00	1.00	1.00	1.00
	3.5	Maintenance Worker	2.5	2.5	2.5	2.5	3.5
	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	0	0	0	0
	0	Recreation Programmer	1.00	1.00	1.00	0	0
Total		Full-time	14.5	11.5	11.5	11.5	12.5
		Reg. Part-time, Part-time & Seasonal FTEs	20.34	18.99	18.33	17.25	18.66
		Total Parks & Recreation FTEs	34.84	30.444	29.83	28.75	31.16
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.

**2013 BUDGET
PARKS
101-44141**

		2012		2013		2013		2013			
		Adopted Budget	Projected 2012	Dept. Requested Budget	% Change 12/13	City Mgr Recommend Budget	% Change 12/13	Adopted Budget	% Change 12/13		
PERSONNEL SERVICES											
Regular Wage	1100	380,937	370,774	391,800	391,800	453,900	15.85%	441,900	12.79%	403,500	2.99%
Overtime	1110	5,498	3,086	9,600	9,600	9,800	2.08%	9,800	2.08%	9,800	2.08%
Severance Pay	1400	11,066	2,603	5,900	5,900	5,700	-3.39%	5,700	-3.39%	5,700	-3.39%
FICA	1640	27,429	26,415	30,700	30,700	35,500	15.64%	34,600	12.70%	31,600	2.93%
PERA	1645	25,058	25,664	26,500	26,500	30,500	15.09%	29,600	11.70%	26,900	1.51%
Insurance	1650	47,545	51,319	53,900	53,900	70,500	30.80%	69,500	28.94%	57,900	7.42%
Workers Compensation	1660	8,100	8,000	7,900	7,900	8,100	2.53%	8,100	2.53%	8,100	2.53%
Unemployment	1670	232	250	1,000	1,000	1,000	0.00%	1,000	0.00%	1,000	0.00%
CC Membership	1675	675	1,057	900	900	1,200	33.33%	1,200	33.33%	900	0.00%
TOTAL		506,540	489,168	528,200	528,200	616,200	16.66%	601,400	13.86%	545,400	3.26%
MATERIALS AND SUPPLIES											
Maint Materials	2140	11,620	20,034	21,000	22,200	21,500	2.38%	21,500	2.38%	21,500	2.38%
General Materials	2170	9,154	8,803	8,500	11,300	8,500	0.00%	8,500	0.00%	8,500	0.00%
Maintenance Supplies	2171	12,001	11,678	13,000	13,000	14,000	7.69%	14,000	7.69%	14,000	7.69%
Uniforms	2260	1,931	1,751	1,000	1,500	600	-40.00%	600	-40.00%	600	-40.00%
Small Equipment	2280	2,814	4,026	4,500	4,600	4,500	0.00%	4,500	0.00%	4,500	0.00%
TOTAL		37,520	46,292	48,000	52,600	49,100	2.29%	49,100	2.29%	49,100	2.29%
CONTRACTUAL SERVICES											
Professional Services	3300	195	279	5,500	5,500	1,000	-81.82%	1,000	-81.82%	1,000	-81.82%
Electricity	3318	17,829	21,034	20,500	20,500	22,300	8.78%	22,300	8.78%	22,300	8.78%
Natural Gas	3319	4,824	4,765	5,200	5,100	5,100	-1.92%	5,100	-1.92%	5,100	-1.92%
Utilities	3320	1,509	1,496	2,200	2,000	2,000	-9.09%	2,000	-9.09%	2,000	-9.09%
Postage	3330	5,400	4,900	4,500	4,500	4,500	0.00%	4,500	0.00%	4,500	0.00%
Printing & Publishing	3340	14,441	14,936	17,000	16,000	15,000	-11.76%	15,000	-11.76%	15,000	-11.76%
Waste Removal	3351	9,986	9,231	10,500	10,500	10,500	0.00%	10,500	0.00%	10,500	0.00%
Memberships & Dues	3360	3,369	3,389	3,300	3,600	3,900	18.18%	3,900	18.18%	3,900	18.18%
Training	3370	1,029	1,479	2,700	2,700	2,200	-18.52%	2,200	-18.52%	2,200	-18.52%
Subsistence	3375	261	1,289	2,200	2,200	2,000	-9.09%	2,000	-9.09%	2,000	-9.09%
Travel	3380	617	494	1,800	1,800	1,600	-11.11%	1,600	-11.11%	1,600	-11.11%
Maintenance-Equipment											
Buildings & Grounds	3510	27,494	44,893	32,500	32,500	32,500	0.00%	32,500	0.00%	96,800	197.85%
Non-Fleet Internal Charge (Ft)	3561	63,000	79,100	81,500	81,500	83,900	2.94%	83,900	2.94%	83,900	2.94%
Fleet Internal Charge	3562	44,000	44,000	45,300	45,300	46,700	3.09%	46,700	3.09%	46,700	3.09%
Risk Mgmt. Internal Charge	3563	44,000	54,600	51,700	51,700	48,900	-5.42%	48,900	-5.42%	48,900	-5.42%
Info. Tech. Internal Charge	3564	29,800	16,900	16,400	16,400	17,500	6.71%	16,600	1.22%	16,600	1.22%
Pavement Mgmt Charge	3565	0	60,300	62,200	62,200	64,400	3.54%	64,400	3.54%	64,400	3.54%
Other Services	3590	0	167	500	500	500	0.00%	500	0.00%	500	0.00%
TOTAL		267,754	363,252	365,500	364,500	364,500	-0.27%	363,600	-0.52%	427,900	17.07%
TOTAL		811,814	898,712	941,700	945,300	1,029,800	9.36%	1,014,100	7.69%	1,022,400	8.57%

**2013 BUDGET
FORESTRY
101-44142**

			2012	2013	2013		2013		2013		
	2010	2011	Adopted	Projected	Dept.	% Change	City Mgr	% Change	Adopted	% Change	
	Actual	Actual	Budget	2012	Requested	12/13	Recommend	12/13	Budget	12/13	
					Budget		Budget		Budget		
PERSONNEL SERVICES											
Regular Wage	1100	9,432	10,101	12,700	12,700	39,500	211.02%	39,500	211.02%	39,100	207.87%
FICA	1640	722	773	1,000	1,000	3,000	200.00%	3,000	200.00%	3,000	200.00%
Workers Compensation	1660	1,900	300	300	300	400	33.33%	400	33.33%	400	33.33%
Unemployment Compensatio	1670	0	0	500	200	500	0.00%	500	0.00%	500	0.00%
TOTAL		12,054	11,174	14,500	14,200	43,400	199.31%	43,400	199.31%	43,000	196.55%
MATERIALS AND SUPPLIES											
General Materials	2170	6,316	8,285	10,000	10,000	35,000	250.00%	35,000	250.00%	35,000	250.00%
Books and Periodicals	2250	77	0	200	100	100	-50.00%	100	-50.00%	100	-50.00%
Uniforms	2260	200	200	400	200	400	0.00%	400	0.00%	400	0.00%
TOTAL		6,593	8,485	10,600	10,300	35,500	234.91%	35,500	234.91%	35,500	234.91%
CONTRACTUAL SERVICES											
Professional Services	3300	23,321	58,748	52,500	52,500	52,500	0.00%	52,500	0.00%	52,500	0.00%
Subscriptions & Dues	3360	15	115	200	100	200	0.00%	200	0.00%	200	0.00%
Training	3370	165	0	200	100	200	0.00%	200	0.00%	200	0.00%
Subsistence	3375	103	0	100	100	100	0.00%	100	0.00%	100	0.00%
Fleet Internal Chg.	3562	4,500	4,500	4,600	4,600	4,700	2.17%	4,700	2.17%	4,700	2.17%
Risk Mgmt. Internal Charge	3563	900	900	500	500	500	0.00%	500	0.00%	500	0.00%
Info. Tech. Internal Charge	3564	4,000	3,300	3,200	3,200	3,500	9.38%	3,300	3.13%	3,300	3.13%
Other Services	3590	0	661	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
TOTAL		33,004	68,224	61,300	61,100	61,700	0.65%	61,500	0.33%	61,500	0.33%
TOTAL		51,651	87,883	86,400	85,600	140,600	62.73%	140,400	62.50%	140,000	62.04%

**2013 BUDGET
RECREATION PROGRAMS
101-44143**

		2012		2013		2013		2013			
		Actual	Actual	Dept. Requested Budget	Projected 2012 Budget	% Change 12/13	City Mgr Recommend Budget	% Change 12/13	Adopted Budget	% Change 12/13	
PERSONNEL SERVICES											
Regular Wage	1100	305,566	351,862	372,700	382,700	396,800	6.47%	396,800	6.47%	393,000	5.45%
Severance Pay	1400	11,624	(927)	2,200	2,200	2,200	0.00%	2,100	-4.55%	2,100	-4.55%
FICA	1640	22,533	25,652	28,500	28,500	30,300	6.32%	30,300	6.32%	30,100	5.61%
PERA	1645	13,495	18,152	17,800	17,800	19,300	8.43%	19,300	8.43%	19,100	7.30%
Insurance	1650	18,012	28,001	31,500	31,500	32,900	4.44%	32,400	2.86%	32,800	4.13%
Workers Compensation	1660	4,900	4,100	4,000	4,000	4,000	0.00%	4,000	0.00%	4,000	0.00%
Unemployment Compensatio	1670	3,580	1,470	3,500	3,500	3,500	0.00%	3,500	0.00%	3,500	0.00%
CC Membership	1675	814	1,355	1,600	1,600	1,600	0.00%	1,600	0.00%	1,600	0.00%
TOTAL		380,524	429,665	461,800	471,800	490,600	6.24%	490,000	6.11%	486,200	5.28%
MATERIALS AND SUPPLIES											
General Materials	2170	19,484	12,461	16,500	9,600	14,600	-11.52%	14,600	-11.52%	14,600	-11.52%
Books & Periodicals	2250	0	0	500	0	0	-100.00%	0	-100.00%	0	-100.00%
Uniforms	2260	310	0	700	300	500	-28.57%	500	-28.57%	500	-28.57%
Small Equipment	2280	675	0	900	500	500	-44.44%	500	-44.44%	500	-44.44%
TOTAL		20,469	12,461	18,600	10,400	15,600	-16.13%	15,600	-16.13%	15,600	-16.13%
CONTRACTUAL SERVICES											
Professional Services	3300	16,416	13,029	15,400	8,200	13,400	-12.99%	13,400	-12.99%	13,400	-12.99%
Postage	3330	0	0	1,100	500	500	-54.55%	500	-54.55%	500	-54.55%
Printing & Publishing	3340	674	2,091	2,900	2,700	2,900	0.00%	2,900	0.00%	2,900	0.00%
Training	3370	120	285	1,800	1,300	1,800	0.00%	1,800	0.00%	1,800	0.00%
Subsistence	3375	115	204	800	100	300	-62.50%	300	-62.50%	300	-62.50%
Travel	3380	407	226	1,500	500	500	-66.67%	500	-66.67%	500	-66.67%
Maintenance:	3510	4,487	4,675	4,800	4,500	4,600	-4.17%	4,600	-4.17%	4,600	-4.17%
Risk Mgmt. Internal Charge	3563	3,000	4,800	6,000	6,000	6,000	0.00%	6,000	0.00%	6,000	0.00%
Info. Tech. Internal Charge	3564	28,100	20,800	20,200	20,200	21,400	5.94%	20,400	0.99%	20,400	0.99%
Credit Card Fees	3585	0	0	0	0	0	#DIV/0!	8,800	#DIV/0!	8,800	#DIV/0!
Other Services	3590	45,193	43,830	62,300	49,000	50,000	-19.74%	41,200	-33.87%	41,200	-33.87%
Scholarships-Rec Programs	3595	0	0	0	0	2,000	#DIV/0!	2,000	#DIV/0!	2,000	#DIV/0!
TOTAL		98,512	89,940	116,800	93,000	103,400	-11.47%	102,400	-12.33%	102,400	-12.33%
TOTAL		499,505	532,066	597,200	575,200	609,600	2.08%	608,000	1.81%	604,200	1.17%

**2013 BUDGET
COMMUNITY CENTER
101-44144**

			2012		2013		2013		2013		
	2010	2011	Adopted	Projected	Dept.	% Change	City Mgr	% Change	Adopted	% Change	
	Actual	Actual	Budget	2012	Requested	12/13	Recommend	12/13	Budget	12/13	
					Budget		Budget		Budget		
PERSONNEL SERVICES											
Regular Wage	1100	428,405	405,289	458,500	458,500	518,100	13.00%	518,100	13.00%	513,100	11.91%
Severance Pay	1400	17,794	(3,851)	1,400	1,400	500	-64.29%	500	-64.29%	500	-64.29%
FICA	1640	32,085	30,338	35,100	35,100	39,600	12.82%	39,600	12.82%	39,300	11.97%
PERA	1645	25,401	24,849	35,200	35,200	39,300	11.65%	39,300	11.65%	39,000	10.80%
Insurance	1650	28,793	25,754	27,200	27,200	28,500	4.78%	28,100	3.31%	28,400	4.41%
Workers' Comp	1660	5,000	4,900	4,800	4,800	4,800	0.00%	4,800	0.00%	4,800	0.00%
Unemployment Comp	1670	2,700	191	3,000	500	3,000	0.00%	3,000	0.00%	3,000	0.00%
CC Membership	1675	1,317	1,350	1,800	1,800	1,800	0.00%	1,800	0.00%	1,800	0.00%
TOTAL		541,495	488,820	567,000	564,500	635,600	12.10%	635,200	12.03%	629,900	11.09%
MATERIALS AND SUPPLIES											
General Materials	2170	40,186	35,662	43,400	44,300	44,700	3.00%	44,700	3.00%	44,700	3.00%
Uniforms	2260	842	552	1,000	1,000	2,100	110.00%	2,100	110.00%	2,100	110.00%
Small Equipment	2280	937	3,628	1,400	1,400	1,400	0.00%	1,400	0.00%	1,400	0.00%
TOTAL		41,965	39,842	45,800	46,700	48,200	5.24%	48,200	5.24%	48,200	5.24%
CONTRACTUAL SERVICES											
Professional Services	3300	3,631	1,303	4,600	2,800	3,400	-26.09%	3,400	-26.09%	3,400	-26.09%
Promotions & Advertising	3309	3,100	1,188	4,500	2,400	6,300	40.00%	6,300	40.00%	6,300	40.00%
Communications	3310	376	266	1,000	1,000	1,000	0.00%	1,000	0.00%	1,000	0.00%
Electricity	3318	60,137	66,942	65,000	68,000	71,000	9.23%	71,000	9.23%	71,000	9.23%
Natural Gas	3319	22,986	24,558	35,000	25,500	27,200	-22.29%	27,200	-22.29%	27,200	-22.29%
Utility Charges	3320	6,382	5,890	6,500	4,000	2,600	-60.00%	2,600	-60.00%	2,600	-60.00%
Postage	3330	14	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Printing & Publishing	3340	6,873	2,413	7,600	5,000	6,700	-11.84%	6,700	-11.84%	6,700	-11.84%
Cleaning	3350	58,613	56,660	66,500	66,500	66,900	0.60%	66,900	0.60%	66,900	0.60%
Waste Removal	3351	4,430	5,074	6,700	6,700	6,700	0.00%	6,700	0.00%	6,700	0.00%
Memberships	3360	840	775	800	800	800	0.00%	800	0.00%	800	0.00%
Training	3370	1,566	437	1,300	700	1,200	-7.69%	1,200	-7.69%	1,200	-7.69%
Subsistence	3375	294	579	600	400	400	-33.33%	400	-33.33%	400	-33.33%
Travel	3380	762	1,359	1,000	1,000	1,100	10.00%	1,100	10.00%	1,100	10.00%
Maintenance-Equipment											
Buildings & Grounds	3510	50,337	60,374	58,000	57,500	66,300	14.31%	66,300	14.31%	66,300	14.31%
Non-Fleet Internal Charge	3561	326,600	163,200	178,700	178,700	184,100	3.02%	184,100	3.02%	184,100	3.02%
Risk Mgmt. Internal Charge	3563	9,400	10,000	9,200	9,200	9,500	3.26%	9,500	3.26%	9,500	3.26%
Info. Tech. Internal Charge	3564	33,800	24,500	23,800	23,800	25,200	5.88%	24,000	0.84%	24,000	0.84%
Pavement Mgmt Charge	3565	0	12,800	13,500	13,500	14,200	5.19%	14,200	5.19%	14,200	5.19%
Credit Card Fees	3585	0	0	0	0	0	#DIV/0!	15,000	#DIV/0!	15,000	#DIV/0!
Other Services	3590	10,581	19,545	12,000	14,300	15,000	25.00%	0	-100.00%	0	-100.00%
Items for Resale	3650	8,247	8,716	11,100	12,100	10,000	-9.91%	10,000	-9.91%	10,000	-9.91%
Theft/Vandalism	7401	0	1,180	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
TOTAL		608,969	467,759	507,400	493,900	519,600	2.40%	518,400	2.17%	518,400	2.17%
TOTAL		1,192,429	996,421	1,120,200	1,105,100	1,203,400	7.43%	1,201,800	7.28%	1,196,500	6.81%

CITY OF NEW BRIGHTON STRATEGIC PLAN 2013

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 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 twelve consecutive years (1st in the Nation in 2005 and 2009) for its National Night Out activities and plans to continue that performance in 2013 and beyond. Public Safety also received its second International Association of Chiefs of Police (IACP) Community Policing Award in 2011 further demonstrating the commitment to community policing. The NOP program finished its first attempt at police officers contacting and/or knocking on the door of all residents of New Brighton in 2011. The input from residents was and has been extremely positive. In 2012, the Police Division's Neighborhood Officers will contact every business in the City to provide information as well as to update emergency contacts.

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). Deputy Chief 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 Fire Investigation Team (FIT) 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 and the State of MN renewed this Agreement in 2012. 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 hours. Our goal is to maintain current personnel levels in 2013.

We have observed a rise in reported incidents of controlled substance incidents along with ongoing drug sales from properties in New Brighton. These incidents can quickly result in a "blight" on neighborhoods, diminished property values not to mention the associated crime. These resulting investigations require substantial investigative resources and specialized training and experience to bring to successful and timely resolutions. We will recommend deployment of one police officer to be assigned full time to the Ramsey County Drug Task Force. This will provide for more resources from the Drug Task Force including our assigned officer to work on more local investigations and to further train our personnel for working on more complex drug related criminal concerns.

We will be studying a potential request for additional hours for our Public Safety Officers in budget year 2014. Currently we have three Public Safety Officers with one who is full time and two others who are at 30 hours per week. Our Public Safety Officers serve to relieve our on duty

police officers from a number of duties where a licensed officer is not required; to include prisoner transports, animal complaints, and assists to the public.

Strategic Opportunities and Challenges

- The Mounds View School District has notified the City that the Area Learning Center located at the Pike Lake Education Center will no longer be utilizing a School Resource Officer beginning with the 2012 – 13 School Year. This will result in the elimination of one School Resource Officer for that school and the associated reimbursement. This will be about a \$79,000 loss in revenue for the 2013 budget year.
- 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 and is a model for cooperation and collaboration in government public safety services. The ECC's Computer Aided Dispatch (CAD) system will be fully replaced in 2013. A consultant (DELTWRX) was hired to provide recommendations for CAD and they are now working on the replacement process. The current CAD system is more than 20 years old and is owned by the City of St. Paul. The new CAD system will be owned and managed by Ramsey County. This decision will result in increased costs to every municipality in Ramsey County for the capital expenditures in purchasing this system as well as potential increased costs in maintenance and oversight for the system. This system will improve service and will provide enhanced, reliable response data for Agencies.
- Deployment of one police officer to the Ramsey County Drug Task Force is needed to investigate and combat ongoing reports of controlled substance violations. This deployment of an existing officer should result in more aggressive and timely investigations into these cases. This deployment of one officer will be offset by receipt of \$20,000 in grant funding along with a vehicle for use by the assigned Officer during the length of the assignment.
- 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 in hiring full time staff or providing duty crews 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/Crime Free Multi Housing 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.

- Ramsey County Police Agencies (including St. Paul and Ramsey County Sheriff's Office) are continuing 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 four different 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.
- 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 problematic multi family properties in 2013 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 2011. However thru the first four months of 2012, we have observed Part One offenses increase by more than 13% compared to 2011 with the largest increases observed in Burglaries. While the numbers are still low, this trend is noteworthy. Violent crime such as homicide, rape, robbery and aggravated assault remain at low numbers. New Brighton is a safe City. Our commitments to crime prevention, crime free multi housing, and neighborhood policing must continue unabated to ensure successful results and a safe City. We are also beginning to see an increase in calls for service. Through April of 2012, we have increased calls for service by 2.5%. 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 2012. 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 which is now nearly a decade old 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 continue 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 ended 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's maintenance and delivery. Our Volunteers also have renewed their commitment to homeland security training and participation in local and regional exercises.
- 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

- Officer Troy Hyland will be deployed for about the first six months of 2013 serving with the Army National Guard as a Captain and Commander of the 257th Military Police Company. Officer B.J. DeBoer will transition back to the Patrol Division from SRO duties at Pike Lake Education Center assisting in maintaining patrol staffing at an adequate level. Current licensed police officer positions will maintain at 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. We will also continue to utilize our non sworn staff to assist with calls for service and details that do not require a licensed peace officer.

- There will be no hiring process for Firefighters in 2013 as our staffing is at a stable level. There is the potential for retirements of a small number of Firefighters in 2013 but we have a highly active and engaged paid on call firefighting staff.

	# of People	Position	FTE 2010	FTE 2011	FTE 2012	FTE 2013
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	4.00	4.00	4.00	4.00
	3	Detective	3.00	3.00	3.00	3.00
	17	Police Officer	18.00	17.00	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		33.00	32.00	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		35.00	34.00	34.00	34.00

**2013 BUDGET
POLICE
101-45121**

	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Projected 2012	2013 Dept. Requested Budget	% Change 12/13	2013 City Mgr Recommend Budget	% Change 12/13	2013 Adopted Budget	% Change 12/13
PERSONNEL SERVICES										
Regular Wage 1100	2,185,386	2,165,161	2,236,400	2,217,800	2,297,600	2.74%	2,297,600	2.74%	2,293,000	2.53%
Premium Pay:										
SELF, Longevity, & Education Pay			35,800	35,800	33,700	-5.87%	33,700	-5.87%	33,700	-5.87%
Specialist Pay			14,200	14,200	12,700	-10.56%	12,700	-10.56%	12,700	-10.56%
LTD Insurance 1650			4,700	4,700	4,700	0.00%	4,700	0.00%	4,700	0.00%
Overtime 1110	143,881	143,834	163,900	163,900	163,900	0.00%	163,900	0.00%	163,900	0.00%
Severance 1400	44,436	42,694	16,600	16,600	18,000	8.43%	18,000	8.43%	18,000	8.43%
FICA 1640	43,856	43,413	47,200	46,900	48,600	2.97%	48,600	2.97%	48,400	2.54%
PERA 1645	318,106	317,589	336,600	333,900	344,100	2.23%	344,100	2.23%	343,600	2.08%
Insurance 1650	245,295	252,708	268,400	267,400	286,100	6.59%	281,800	4.99%	284,300	5.92%
Workers' Comp 1660	76,500	78,700	77,500	77,500	78,600	1.42%	78,600	1.42%	78,600	1.42%
CC Membership 1675	1,221	2,270	1,200	2,100	1,200	0.00%	1,200	0.00%	1,200	0.00%
TOTAL	3,058,681	3,046,369	3,202,500	3,180,800	3,289,200	2.71%	3,284,900	2.57%	3,282,100	2.49%
MATERIALS AND SUPPLIES										
General Materials 2170	14,306	13,171	18,000	18,000	18,000	0.00%	18,000	0.00%	18,000	0.00%
Ammunition 2190	0	7,036	3,500	3,800	3,500	0.00%	3,500	0.00%	3,500	0.00%
Books & Periodicals 2250	501	981	900	1,200	900	0.00%	900	0.00%	900	0.00%
Uniforms 2260	21,447	25,052	30,500	30,500	30,500	0.00%	30,500	0.00%	30,500	0.00%
Body Armour 2261	(695)	8,973	2,600	3,100	2,600	0.00%	2,600	0.00%	2,600	0.00%
Small Equipment 2280	3,916	4,961	3,800	3,800	3,800	0.00%	3,800	0.00%	3,800	0.00%
TOTAL	39,475	60,174	59,300	60,400	59,300	0.00%	59,300	0.00%	59,300	0.00%
CONTRACTUAL SERVICES										
Professional Services 3300	139,499	149,851	173,500	173,500	191,700	10.49%	179,800	3.63%	179,800	3.63%
Dispatching 155,800										
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										
Identkit 500										
Ramsey County tags 500										
Buy program 3303 26	26	40	1,000	1,000	1,000	0.00%	1,000	0.00%	1,000	0.00%
Explorer program 3304 0	0	286	500	500	500	0.00%	500	0.00%	500	0.00%
Reserve program 3305 3,418	3,418	2,348	6,200	6,200	6,200	0.00%	6,200	0.00%	6,200	0.00%
Neighborhood Prevention Ac 3306 8,713	8,713	10,469	10,300	10,300	10,300	0.00%	10,300	0.00%	10,300	0.00%
CERTS 2,000										
VIPS 2,300										
Nat'l Night Out 4,000										
Electricity 3318 42,904	42,904	44,650	45,000	45,000	46,000	2.22%	46,000	2.22%	46,000	2.22%
Natural Gas 3319 27,592	27,592	25,426	31,900	31,900	27,000	-15.36%	27,000	-15.36%	27,000	-15.36%
Postage 3330 84	84	175	200	200	200	0.00%	200	0.00%	200	0.00%
Printing/Publishing 3340 469	469	26	100	100	100	0.00%	100	0.00%	100	0.00%
Cleaning 3350 35,425	35,425	37,009	35,000	35,000	36,000	2.86%	36,000	2.86%	36,000	2.86%
Waste Removal 3351 3,171	3,171	3,159	3,000	3,000	3,200	6.67%	3,200	6.67%	3,200	6.67%
Memberships & Dues 3360 2,719	2,719	3,413	3,700	3,700	3,700	0.00%	3,700	0.00%	3,700	0.00%
Training 3370 14,189	14,189	20,913	23,000	23,000	23,000	0.00%	23,000	0.00%	23,000	0.00%
Recruitment Costs 3373 0	0	6,575	2,400	2,400	2,400	0.00%	2,400	0.00%	2,400	0.00%
Psychs (4) 1,200										
Physicals (4) 1,200										
Subsistence 3375 5,772	5,772	14,994	12,000	12,000	12,000	0.00%	12,000	0.00%	12,000	0.00%
Travel 3380 2,529	2,529	2,077	7,300	7,300	7,300	0.00%	7,300	0.00%	7,300	0.00%
Maintenance-Equipment: 3510 121,463	121,463	154,748	105,900	105,900	105,900	0.00%	105,900	0.00%	105,900	0.00%
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	9,200	9,200	9,500	3.26%	9,500	3.26%	9,500	3.26%
Fleet Internal Charge 3562 97,400	97,400	48,500	50,000	50,000	51,800	3.60%	51,800	3.60%	51,800	3.60%
Risk Mgmt. Internal Charge 3563 40,500	40,500	38,600	32,400	32,400	37,300	15.12%	37,300	15.12%	37,300	15.12%
Info. Tech. Internal Charge 3564 257,500	257,500	165,900	154,000	154,000	163,200	5.97%	155,700	1.10%	155,700	1.10%
Pavement Mgmt Charge 3565 0	0	1,700	1,900	1,900	2,100	10.53%	2,100	10.53%	2,100	10.53%
Other Services 3590 415	415	872	1,500	1,500	1,500	0.00%	1,500	0.00%	1,500	0.00%
TOTAL	821,588	740,631	710,000	710,000	741,900	4.49%	722,500	1.76%	722,500	1.76%
TOTAL	3,919,744	3,847,174	3,971,800	3,951,200	4,090,400	2.99%	4,066,700	2.39%	4,063,900	2.32%

**2013 BUDGET
FIRE & EMERGENCY MANAGEMENT
101-45129**

		2010	2011	2012	2012	2013	% Change	2013	% Change	2013	% Change
		Actual	Actual	Adopted Budget	Projected 2012	Dept. Requested Budget	12/13	City Mgr Budget	12/13	Adopted Budget	12/13
PERSONNEL SERVICES											
Regular Wage	1100	173,081	177,073	182,600	182,600	188,000	2.96%	188,000	2.96%	186,100	1.92%
Overtime	1110	0	63	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Fire Calls	1200	100,319	99,465	108,000	108,000	110,000	1.85%	109,900	1.76%	108,900	0.83%
Fire Drills/meetings/training	1250	57,527	80,048	70,400	70,400	72,000	2.27%	71,800	1.99%	71,100	0.99%
Fire Spec. Duty / Maint.	1300	18,648	12,837	17,700	17,700	18,000	1.69%	18,000	1.69%	17,800	0.56%
Severance	1400	0	2,343	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
FICA/Retirement	1640	15,103	16,184	19,700	19,700	20,300	3.05%	20,300	3.05%	20,100	2.03%
PERA	1645	20,465	22,116	22,500	22,500	23,100	2.67%	23,100	2.67%	22,900	1.78%
Insurance	1650	14,352	17,699	18,700	18,700	20,500	9.63%	20,300	8.56%	20,400	9.09%
Workers' Comp	1660	11,800	21,700	24,300	24,300	25,000	2.88%	25,000	2.88%	25,000	2.88%
Unemployment	1670	0	717	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
CC Membership	1675	3,832	5,702	6,300	6,300	6,300	0.00%	6,300	0.00%	6,300	0.00%
TOTAL		415,127	455,947	470,200	470,200	483,200	2.76%	482,700	2.66%	478,600	1.79%
MATERIALS AND SUPPLIES											
General Materials	2170	20,233	10,060	16,000	16,000	16,000	0.00%	16,000	0.00%	16,000	0.00%
Books & Periodicals	2250	566	756	900	1,300	900	0.00%	900	0.00%	900	0.00%
Uniforms	2260	3,979	11,065	13,700	13,700	13,700	0.00%	13,700	0.00%	13,700	0.00%
Small Equipment	2280	14,468	14,161	14,500	14,500	14,500	0.00%	14,500	0.00%	14,500	0.00%
TOTAL		39,246	36,042	45,100	45,500	45,100	0.00%	45,100	0.00%	45,100	0.00%
CONTRACTUAL SERVICES											
Professional Services	3300	7,329	8,985	8,500	8,500	9,000	5.88%	9,000	5.88%	9,000	5.88%
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%	46,200	0.00%
State Aid		86,146	82,509	82,000	85,700	82,000	0.00%	82,000	0.00%	82,000	0.00%
Memberships & Dues	3360	2,433	3,251	2,800	2,800	2,800	0.00%	2,800	0.00%	2,800	0.00%
Training	3370	11,550	11,578	10,300	10,300	10,300	0.00%	10,300	0.00%	10,300	0.00%
Recruitment Costs	3373	3,475	640	3,200	6,200	3,200	0.00%	3,200	0.00%	3,200	0.00%
Psychs (4)	1,600										
Physicals (4)	1,600										
Subsistence	3375	5,649	5,716	5,000	6,300	5,000	0.00%	5,000	0.00%	5,000	0.00%
Travel	3380	9	504	3,200	3,200	3,200	0.00%	3,200	0.00%	3,200	0.00%
Maintenance-Equipment											
Buildings & Grounds	3510	482	13,279	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Non-Fleet Internal Charge	3561	23,500	11,700	12,100	12,100	12,500	3.31%	12,500	3.31%	12,500	3.31%
Fleet Internal Charge	3562	126,900	63,100	65,000	65,000	67,000	3.08%	67,000	3.08%	67,000	3.08%
Risk Mgmt. Internal Charge	3563	21,600	23,800	22,000	22,000	28,000	27.27%	28,000	27.27%	28,000	27.27%
Info. Tech. Internal Charge	3564	67,600	51,100	49,400	49,400	52,200	5.67%	50,100	1.42%	50,100	1.42%
Other Services	3590	2,034	504	2,000	2,000	2,000	0.00%	2,000	0.00%	2,000	0.00%
TOTAL		404,907	322,866	311,700	319,700	323,400	3.75%	321,300	3.08%	321,300	3.08%
TOTAL		859,280	814,855	827,000	835,400	851,700	2.99%	849,100	2.67%	845,000	2.18%

CITY OF NEW BRIGHTON STRATEGIC PLAN 2013

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, 49 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

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 since the early 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, 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. This 0.5 FTE is not proposed in the 2013 budget.

Personnel Status and Strategy

	# of People	Position	FTE 2010	FTE 2011	FTE 2012	FTE 2013
Full-Time	1	Director	1.00	1.00	1.00	1.00
	0	Senior Eng. Tech / Supervisor	1.00	0.00	0.00	0.00
	1	Civil Engineer II	0.00	1.00	1.00	1.00
	0	Civil Engineer I	1.00	1.00	0.00	0.00
	1	Public Works Technician	0.00	0.00	1.00	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	19.50
Part-Time		Engineering Intern	0.0	0.0	0.0	0.0
Subtotal	0		0.0	0.0	0.0	19.50*

* 4 Seasonal Employees not listed [(2) 180-day temporary workers & (2) summer workers]

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.
 - Annual Street Reconstruction Program
 - Annual Pavement Management Program
 - Annual Crack Seal and Seal Coat Program
- Manage the costs of motor fuel for the fleet. We currently partner with the City of St. Anthony on our gasoline purchases. We purchase diesel through the State of Minnesota's cooperative venture program.
- Manage the costs of the outside repairs of 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.
- In 2013, the Engineering Department will be focusing on implementing stormwater mitigations projects from the July 16, 2011 flood event.

**2013 BUDGET
ENGINEERING
101-46131**

		2012		2013		2013		2013			
		Actual	Actual	Dept. Requested Budget	City Mgr Recommended Budget	% Change 12/13	% Change 12/13	Adopted Budget	% Change 12/13		
PERSONNEL SERVICES											
Regular Wage	1100	238,831	247,690	262,900	262,900	274,100	4.26%	274,100	4.26%	271,400	3.23%
Overtime	1110	19,050	12,517	12,900	12,900	12,700	-1.55%	12,700	-1.55%	12,600	-2.33%
Severance Pay	1400	4,720	4,321	1,900	1,900	1,600	-15.79%	1,600	-15.79%	1,600	-15.79%
FICA	1640	19,048	18,330	21,000	21,000	21,800	3.81%	21,800	3.81%	21,600	2.86%
PERA	1645	17,941	18,874	20,000	20,000	20,800	4.00%	20,800	4.00%	20,600	3.00%
Insurance	1650	29,516	33,830	37,300	37,300	37,200	-0.27%	36,700	-1.61%	37,000	-0.80%
Workers' Comp	1660	1,400	1,300	1,000	1,000	1,100	10.00%	1,100	10.00%	1,100	10.00%
CC Membership	1675	1,221	1,221	800	800	800	0.00%	800	0.00%	800	0.00%
TOTAL		331,727	338,083	357,800	357,800	370,100	3.44%	369,600	3.30%	366,700	2.49%
MATERIALS AND SUPPLIES											
General Materials	2170	76	0	500	300	500	0.00%	500	0.00%	500	0.00%
Books & Periodicals	2250	33	33	200	100	200	0.00%	200	0.00%	200	0.00%
Uniforms	2260	294	579	500	500	500	0.00%	500	0.00%	500	0.00%
Small Equipment	2280	135	7,793	500	500	500	0.00%	500	0.00%	500	0.00%
TOTAL		538	8,405	1,700	1,400	1,700	0.00%	1,700	0.00%	1,700	0.00%
CONTRACTUAL SERVICES											
Memberships & Dues	3360	716	595	1,000	1,000	800	-20.00%	800	-20.00%	800	-20.00%
Training	3370	755	743	1,500	600	1,000	-33.33%	1,000	-33.33%	1,000	-33.33%
Subsistence	3375	715	473	1,000	800	800	-20.00%	800	-20.00%	800	-20.00%
Travel	3380	630	508	700	400	700	0.00%	700	0.00%	700	0.00%
Maintenance of Bldg/ Equip	3510	0	1,420	0	1,500	1,500	#DIV/0!	1,500	#DIV/0!	1,500	#DIV/0!
Non-Fleet Internal Charge	3561	1,000	1,200	1,300	1,300	1,400	7.69%	1,400	7.69%	1,400	7.69%
Fleet Internal Charge	3562	2,800	2,800	3,000	3,000	3,200	6.67%	3,200	6.67%	3,200	6.67%
Risk Mgmt. Internal Charge	3563	1,100	2,500	2,500	2,500	2,200	-12.00%	2,200	-12.00%	2,200	-12.00%
Info. Tech. Internal Charge	3564	20,200	16,700	16,200	16,200	17,300	6.79%	16,400	1.23%	16,400	1.23%
Other Services	3590	0	282	500	0	500	0.00%	500	0.00%	500	0.00%
TOTAL		27,916	27,221	27,700	27,300	29,400	6.14%	28,500	2.89%	28,500	2.89%
TOTAL		360,181	373,709	387,200	386,500	401,200	3.62%	399,800	3.25%	396,900	2.51%

**2013 BUDGET
STREETS
101-46132**

		2010	2011	2012	2012	2013		2013		2013	
		Actual	Actual	Adopted Budget	Projected 2012	Dept. Requested Budget	% Change 12/13	City Mgr Recommend Budget	% Change 12/13	Adopted Budget	% Change 12/13
PERSONNEL SERVICES											
Regular Wages	1100	115,564	109,930	119,000	119,000	120,200	1.01%	120,200	1.01%	119,800	0.67%
Overtime	1110	9,633	8,496	8,800	8,800	8,800	0.00%	8,800	0.00%	8,800	0.00%
Severance Pay	1400	15,881	(3,437)	1,000	1,000	200	-80.00%	200	-80.00%	200	-80.00%
FICA	1640	9,473	9,146	9,800	9,800	9,900	1.02%	9,900	1.02%	9,800	0.00%
PERA	1645	7,752	7,529	8,200	8,200	8,400	2.44%	8,400	2.44%	8,300	1.22%
Insurance	1650	14,557	14,676	17,600	17,600	17,700	0.57%	17,400	-1.14%	17,500	-0.57%
Workers' Comp	1660	7,300	7,100	7,200	7,200	7,400	2.78%	7,400	2.78%	7,400	2.78%
Unemployment Comp	1670	608	1,093	0	1,000	1,000	#DIV/0!	1,000	#DIV/0!	1,000	#DIV/0!
CC Membership	1675	268	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
TOTAL		181,036	154,533	171,600	172,600	173,600	1.17%	173,300	0.99%	172,800	0.70%
MATERIALS AND SUPPLIES											
General Materials	2170	68,811	67,378	65,000	65,000	66,500	2.31%	66,500	2.31%	66,500	2.31%
Small Equipment	2280	3,983	1,944	3,200	3,200	3,200	0.00%	3,200	0.00%	3,200	0.00%
TOTAL		72,794	69,322	68,200	68,200	69,700	2.20%	69,700	2.20%	69,700	2.20%
CONTRACTUAL SERVICES											
Printing & Publishing	3340	0	27	100	100	100	0.00%	100	0.00%	100	0.00%
Memberships & Dues	3360	7	7	100	100	100	0.00%	100	0.00%	100	0.00%
Training	3370	1,170	1,590	800	800	1,500	87.50%	1,500	87.50%	1,500	87.50%
Subsistence	3375	0	216	200	200	200	0.00%	200	0.00%	200	0.00%
Travel	3380	0	100	300	100	100	-66.67%	100	-66.67%	100	-66.67%
Maintenance Bldg & Equip.	3510	0	3,901	1,000	2,000	1,000	0.00%	1,000	0.00%	1,000	0.00%
Non-Fleet Internal Charge	3561	4,400	4,400	5,000	5,000	5,800	16.00%	5,800	16.00%	5,800	16.00%
Fleet Internal Charge	3562	26,600	13,200	13,900	13,900	14,600	5.04%	14,600	5.04%	14,600	5.04%
Risk Mgmt. Internal Charge	3563	11,100	12,800	3,000	3,000	3,900	30.00%	3,900	30.00%	3,900	30.00%
Info. Tech. Internal Charge	3564	13,000	10,900	10,500	10,500	11,200	6.67%	10,700	1.90%	10,700	1.90%
Pavement Mgmt Charge	3565	0	7,700	8,000	8,000	8,400	5.00%	8,400	5.00%	8,400	5.00%
Other Services	3590	0	50	1,000	1,000	1,000	0.00%	1,000	0.00%	1,000	0.00%
TOTAL		56,277	54,891	43,900	44,700	47,900	9.11%	47,400	7.97%	47,400	7.97%
TOTAL		310,107	278,746	283,700	285,500	291,200	2.64%	290,400	2.36%	289,900	2.19%

**2013 BUDGET
CITY GARAGE
101-46134**

		2012		2013		2013		2013			
		Adopted Budget	Projected 2012	Dept. Requested Budget	% Change 12/13	City Mgr Recommend Budget	% Change 12/13	Adopted Budget	% Change 12/13		
PERSONNEL SERVICES											
Regular Wage	1100	98,813	101,678	101,700	101,700	103,700	1.97%	103,700	1.97%	103,700	1.97%
Overtime	1110	5,995	5,481	5,900	5,900	5,600	-5.08%	5,600	-5.08%	5,600	-5.08%
Severance Pay	1400	7,035	(286)	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
FICA	1640	7,093	7,158	8,200	8,200	8,400	2.44%	8,400	2.44%	8,400	2.44%
PERA	1645	7,300	7,622	7,800	7,800	7,900	1.28%	7,900	1.28%	7,900	1.28%
Insurance	1650	19,977	20,879	21,900	21,900	22,900	4.57%	22,600	3.20%	22,900	4.57%
Workers' Comp	1660	4,300	3,700	3,600	3,600	3,700	2.78%	3,700	2.78%	3,700	2.78%
CC Membership	1675	0	642	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
TOTAL		150,513	146,874	149,100	149,100	152,200	2.08%	151,900	1.88%	152,200	2.08%
MATERIALS AND SUPPLIES											
General Materials	2170	99,296	104,846	97,500	97,500	100,400	2.97%	100,400	2.97%	100,400	2.97%
Motor Fuels	2240	153,292	156,231	170,000	155,000	170,000	0.00%	170,000	0.00%	170,000	0.00%
Books & Periodicals	2250	2,909	1,810	1,200	2,700	1,800	50.00%	1,800	50.00%	1,800	50.00%
Uniforms	2260	4,184	4,494	4,600	5,900	4,700	2.17%	4,700	2.17%	4,700	2.17%
Small Equipment	2280	3,971	4,963	3,900	7,400	4,000	2.56%	4,000	2.56%	4,000	2.56%
TOTAL		263,652	272,344	277,200	268,500	280,900	1.33%	280,900	1.33%	280,900	1.33%
CONTRACTUAL SERVICES											
Prof Services - Roof Mgmt	3300	2,959	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Electricity	3318	14,693	16,175	16,200	16,200	16,700	3.09%	16,700	3.09%	16,700	3.09%
Natural Gas	3319	11,850	11,625	14,300	12,000	12,300	-13.99%	12,300	-13.99%	12,300	-13.99%
Cleaning	3350	28,300	23,158	21,200	19,500	21,200	0.00%	21,200	0.00%	21,200	0.00%
Waste Removal	3351	4,551	5,123	5,100	5,100	5,100	0.00%	5,100	0.00%	5,100	0.00%
Memberships & Dues	3360	345	0	500	500	500	0.00%	500	0.00%	500	0.00%
Training	3370	95	61	500	100	200	-60.00%	200	-60.00%	200	-60.00%
Subsistence	3375	0	6	200	100	100	-50.00%	100	-50.00%	100	-50.00%
Travel	3380	38	16	200	100	100	-50.00%	100	-50.00%	100	-50.00%
Maintenance-Equipment											
Buildings & Grounds	3510	21,226	19,765	18,300	25,000	18,800	2.73%	18,800	2.73%	18,800	2.73%
Fleet Maintenance	3521	29,708	54,938	30,000	35,000	30,900	3.00%	30,900	3.00%	30,900	3.00%
Outside repairs											
Risk Mgmt. Internal Charge	3563	20,200	4,100	11,300	11,300	4,800	-57.52%	4,800	-57.52%	4,800	-57.52%
Info. Tech. Internal Charge	3564	9,000	7,500	7,300	7,300	7,800	6.85%	7,400	1.37%	7,400	1.37%
Other Services	3590	35	10,341	500	500	500	0.00%	500	0.00%	500	0.00%
TOTAL		143,000	152,808	125,600	132,700	119,000	-5.25%	118,600	-5.57%	118,600	-5.57%
CAPITAL OUTLAY											
Capital Outlay	6200	0	0	35,000	35,000	0		0		0	
TOTAL		0	0	35,000	35,000	0	-100.00%	0	-100.00%	0	-100.00%
TOTAL		557,165	572,026	586,900	585,300	552,100	-5.93%	551,400	-6.05%	551,700	-6.00%

2013 BUDGET
General Fund Revenues

	2010 Actual	2011 Actual	2012		2013 Dept.		2013 City Mgr		2013	
			Adopted Budget	Projected 2012	Requested Budget	% Change 12/13	Recommended Budget	% Change 12/13	Adopted Budget	% Change 12/13
Revenue:										
General property taxes:										
Current Levy	6,996,270	7,017,700	7,287,300	7,287,300	7,287,300	0.00%	7,356,400	0.95%	7,287,300	0.00%
Delinquent and adjustments	(3,743)	180,815	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Other	62,350	100,536	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Total general property taxes	7,054,877	7,299,051	7,287,300	7,287,300	7,287,300	0.00%	7,356,400	0.95%	7,287,300	0.00%
Licenses	117,979	123,821	122,500	130,700	124,300	1.47%	124,300	1.47%	124,300	1.47%
Permits	363,693	567,582	368,500	345,400	386,900	4.99%	450,900	22.36%	450,900	22.36%
Intergovernmental:										
Federal grants:										
Section 8	4,560	4,810	3,500	3,600	4,500	28.57%	4,500	28.57%	4,500	28.57%
Other - public safety	0	764	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
State:										
Manufactured home homestead credit	6,485	6,403	6,500	6,500	6,500	0.00%	6,500	0.00%	6,500	0.00%
Police State aid	183,659	179,608	190,000	173,100	190,000	0.00%	190,000	0.00%	190,000	0.00%
Fire State aid	84,146	81,509	82,000	85,700	82,000	0.00%	82,000	0.00%	82,000	0.00%
MSA Road maintenance	171,826	11,200	11,200	11,200	11,200	0.00%	11,200	0.00%	11,200	0.00%
Market Value Homestead Credit	2,819	153	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Less MVHC State Cuts	0	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
PERA State aid - general government	16,906	16,906	16,900	16,900	16,900	0.00%	16,900	0.00%	16,900	0.00%
Other State aid - public safety	33,241	36,531	37,700	37,700	38,900	3.18%	38,900	3.18%	38,900	3.18%
County:										
Recycling	46,275	45,921	45,700	44,500	45,700	0.00%	45,700	0.00%	45,700	0.00%
City:										
St Anthony - HR Services	0	0	0	7,000	11,000	#DIV/0!	11,000	#DIV/0!	11,000	#DIV/0!
School District:										
School Liaison Program	207,331	214,632	228,000	223,200	150,000	-34.21%	150,000	-34.21%	150,000	-34.21%
Total intergovernmental	757,248	598,437	621,500	609,400	556,700	-10.43%	556,700	-10.43%	556,700	-10.43%
Charges for services:										
General government	11,977	30,246	11,300	11,300	30,100	166.37%	30,100	166.37%	30,100	166.37%
Community Development	1,349	(3)	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Public Safety	13,279	8,254	10,100	10,100	10,100	0.00%	10,100	0.00%	10,100	0.00%
Public Works	1,040	1,401	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
License bureau	134,508	157,510	135,000	180,000	165,000	22.22%	165,000	22.22%	165,000	22.22%
Recycling fee	185,408	168,865	180,000	180,000	192,000	6.67%	192,000	6.67%	192,000	6.67%
Eng and admin fees- comm development	190,277	121,277	147,100	147,100	147,800	0.48%	147,800	0.48%	147,800	0.48%
Eng and admin fees- public works	1,112,136	1,089,158	1,090,300	1,092,200	1,115,900	2.35%	1,115,900	2.35%	1,115,900	2.35%
Eng and admin fees- Gen/finance	15,500	16,000	16,500	16,500	20,800	26.06%	20,800	26.06%	20,800	26.06%
Parks	41,756	27,911	33,800	32,000	30,600	-9.47%	30,600	-9.47%	30,600	-9.47%
Forestry	2,248	3,792	5,500	5,500	5,500	0.00%	5,500	0.00%	5,500	0.00%
Community Center	760,869	857,891	847,100	893,700	916,600	8.20%	916,600	8.20%	916,600	8.20%
Recreation programs	343,577	277,915	286,400	312,300	280,100	-2.20%	280,100	-2.20%	280,100	-2.20%
Fire inspection fees	15,395	16,085	17,500	17,500	17,500	0.00%	17,500	0.00%	17,500	0.00%
Alarm fees	16,920	9,360	15,000	14,000	14,000	-6.67%	14,000	-6.67%	14,000	-6.67%
Cable Franchise fee	224,034	233,177	224,000	235,000	235,000	4.91%	235,000	4.91%	235,000	4.91%
City Utilities Franchise fee	104,500	107,600	110,800	110,800	113,000	1.99%	113,000	1.99%	113,000	1.99%
Excel Franchise Fee	503,065	507,933	500,000	500,000	500,000	0.00%	500,000	0.00%	500,000	0.00%
Total charges for services	3,677,838	3,634,372	3,630,400	3,758,000	3,794,000	4.51%	3,794,000	4.51%	3,794,000	4.51%
Fines and forfeits	59,827	60,733	65,000	65,000	65,000	0.00%	65,000	0.00%	65,000	0.00%
Investment income:										
Interest on investments	106,975	88,891	80,000	35,000	30,000	-62.50%	30,000	-62.50%	30,000	-62.50%
Total investment income	106,975	88,891	80,000	35,000	30,000	-62.50%	30,000	-62.50%	30,000	-62.50%
Other:										
Rents	205,932	220,184	242,800	241,800	230,000	-5.27%	230,000	-5.27%	230,000	-5.27%
Contributions, donations and misc.	3,000	4,130	3,500	4,800	3,500	0.00%	3,500	0.00%	3,500	0.00%
Refunds and reimbursements	3,637	4,441	1,600	36,600	2,000	25.00%	2,000	25.00%	2,000	25.00%
Total other	212,569	228,755	247,900	283,200	235,500	-5.00%	235,500	-5.00%	235,500	-5.00%
Other Financing Sources										
Transfers In from Other Funds	0	13,465	0	0	0	#DIV/0!	53,800	#DIV/0!	88,300	#DIV/0!
Total Other Financing Sources	0	13,465	0	0	0	#DIV/0!	53,800	#DIV/0!	88,300	#DIV/0!
Total General Fund Revenues	12,351,006	12,615,107	12,423,100	12,514,000	12,479,700	0.46%	12,666,600	1.96%	12,632,000	1.68%

**2013 BUDGET
General/Admin Revenues
Function 30000**

Account Code	2010 Actual	2011 Actual	2012 Adopted Budget	Projected 2012	2013	2013		2013		% Change 12/13	
					Dept. Requested Budget	City Mgr	Recommend Budget	% Change 12/13	Adopted Budget		% Change 12/13
<i>Intergovernmental:</i>											
City of St Anthony - HR Services	5720	0	0	7,000	11,000	#DIV/0!	11,000	#DIV/0!	11,000	#DIV/0!	
Sub-total Intergov't Rev.		0	0	7,000	11,000	#DIV/0!	11,000	#DIV/0!	11,000	#DIV/0!	
<i>Charges for services:</i>											
Arden Hills Cable TV Taping	6602	3,995	6,425	5,500	5,500	5,900	7.27%	5,900	7.27%	5,900	7.27%
Scrap Metal	6621	1,590	1,660	1,500	1,500	1,500	0.00%	1,500	0.00%	1,500	0.00%
Sub-total charges for service		5,585	8,085	7,000	7,000	7,400	5.71%	7,400	5.71%	7,400	5.71%
<i>Other revenues:</i>											
Donations	7804	2,000	3,224	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Sub-total Rents		2,000	3,224	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Total General/Admin Revenues		7,585	11,309	7,000	14,000	18,400	162.86%	18,400	162.86%	18,400	162.86%

2013 BUDGET
General/Finance Revenues
Function 31000

Account Code	2010 Actual	2011 Actual	2012		2013	% Change 12/13	2013		2013		
			Adopted Budget	Projected 2012	Dept. Requested Budget		City Mgr Recommend Budget	% Change 12/13	Adopted Budget	% Change 12/13	
Taxes-Current Levy	1111	6,996,270	7,017,700	7,287,300	7,287,300	7,287,300	0.00%	7,356,400	0.95%	7,287,300	0.00%
Less Market Value Homestead Credit							#DIV/0!		#DIV/0!		#DIV/0!
Taxes - Delinquent & Adj	12&1114	(3,743)	180,815	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Taxes - Other	17&1118	62,350	100,536	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Sub-total taxes		7,054,877	7,299,051	7,287,300	7,287,300	7,287,300	0.00%	7,356,400	0.95%	7,287,300	0.00%
State Aids:											
PERA Reimbursement	5511	16,906	16,906	16,900	16,900	16,900	0.00%	16,900	0.00%	16,900	0.00%
Manufactured Homes Homestead	5507	6,485	6,403	6,500	6,500	6,500	0.00%	6,500	0.00%	6,500	0.00%
Market Value Homestead Credit	5512	2,819	153	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Less MVHC State Cuts				0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Sub-total intergovernmental		26,210	23,462	23,400	23,400	23,400	0.00%	23,400	0.00%	23,400	0.00%
General Finance:											
General Government Revenues	601-6602	4,087	504	200	200	200	0.00%	200	0.00%	200	0.00%
Notary Fees	6602	209	160	200	200	200	0.00%	200	0.00%	200	0.00%
NSF Fees	6602	900	850	900	900	900	0.00%	900	0.00%	900	0.00%
Lodging Tax	6602	1,858	3,902	3,000	3,000	3,600	20.00%	3,600	20.00%	3,600	20.00%
St. Anthony SD Elections	6602	0	2,716	0	0	2,800	#DIV/0!	2,800	#DIV/0!	2,800	#DIV/0!
Mounds View SD Elections	6602	0	14,992	0	0	15,000	#DIV/0!	15,000	#DIV/0!	15,000	#DIV/0!
License Bureau - Registrar Fee	6605	134,508	157,510	135,000	180,000	165,000	22.22%	165,000	22.22%	165,000	22.22%
Cable Franchise Fee	6642	224,034	233,177	224,000	235,000	235,000	4.91%	235,000	4.91%	235,000	4.91%
Over/Short	7890	(662)	(963)	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Sub-total charges for service		364,934	412,848	363,300	419,300	422,700	16.35%	422,700	16.35%	422,700	16.35%
Eng/Admins Fees:											
Investment Admin Fee	6647	15,500	16,000	16,500	16,500	20,800	26.06%	20,800	26.06%	20,800	26.06%
Sub-total Eng/Admin Fees		15,500	16,000	16,500	16,500	20,800	26.06%	20,800	26.06%	20,800	26.06%
Miscellaneous:											
Refunds/Reimb	7805	27	736	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Interest Earnings	8801,880:	106,975	88,891	80,000	35,000	30,000	-62.50%	30,000	-62.50%	30,000	-62.50%
		107,002	89,627	80,000	35,000	30,000	-62.50%	30,000	-62.50%	30,000	-62.50%
Transfers:											
Transfer In (Comm, Reinvest, Fd)	9980	0	13,465	0	0	0	#DIV/0!	0	#DIV/0!	34,500	#DIV/0!
Sub-total Transfers		0	13,465	0	0	0	#DIV/0!	0	#DIV/0!	34,500	#DIV/0!
Total General/Finance Revenues		7,568,523	7,854,453	7,770,500	7,781,500	7,784,200	0.18%	7,853,300	1.07%	7,818,700	0.62%

2013 BUDGET
Community Development Revenues
Function 33000

Account Code	2010 Actual	2011 Actual	2012 Adopted Budget	Projected 2012	2013 Dept. Requested Budget	% Change 12/13	2013 City Mgr Recommend Budget	% Change 12/13	2013 Adopted Budget	% Change 12/13	
Community Development											
Licenses and Fees	2230	51,658	48,118	44,200	49,000	46,400	4.98%	46,400	4.98%	46,400	4.98%
Sub-total Licenses		51,658	48,118	44,200	49,000	46,400	4.98%	46,400	4.98%	46,400	4.98%
Building Fees:											
Mechanical Permits	3302	36,759	45,024								
Plumbing Permits	3303	16,217	39,263								
Building Permits	3304	225,086	340,884	368,500	345,400	386,900	4.99%	450,900	22.36%	450,900	22.36%
Electrical Permits	3305	23,201	37,995								
Contractors Licenses	3306	24,710	31,920								
Investigative Fee	3307	3,410	4,563								
Misc Permits/Licenses	3309	18,000	20,395								
Permit Admin Fee	3310	16,310	30,036								
SAC/Surcharge Admin	3311		17,502								
Sub-total Permits		363,693	567,582	368,500	345,400	386,900	4.99%	450,900	30.54%	450,900	22.36%
Intergovernmental Revenues											
Recycling Grant (SCORE)	5439	46,275	45,921	45,700	44,500	45,700	0.00%	45,700	0.00%	45,700	0.00%
Section 8	5713	4,560	4,810	3,500	3,600	4,500	28.57%	4,500	28.57%	4,500	28.57%
Sub-total Intergov't Rev.		50,835	50,731	49,200	48,100	50,200	2.03%	50,200	2.03%	50,200	2.03%
SAC/Surcharge											
	6602	1,380	0	0	0	0	0.00%	0	0.00%	0	#DIV/0!
Sub-total Charges for Service		1,380	0	0	0	0	#DIV/0!	0	0	0	#DIV/0!
Development Fee											
	6647	168,577	21,700	125,000	125,000	125,000	0.00%	125,000	0.00%	125,000	0.00%
Recycling Adm Fee	6647	21,700	99,577	22,100	22,100	22,800	3.17%	22,800	3.17%	22,800	3.17%
Sub-total Admin Fees		190,277	121,277	147,100	147,100	147,800	0.48%	147,800	0.48%	147,800	0.48%
Misc. Revenue											
Over/short	7890	(31)	(3)	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Sub-total Misc Revenue		(31)	(3)	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Total Comm. Dev. Revenues		657,812	787,705	\$609,000	589,600	631,300	3.66%	695,300	14.17%	695,300	14.17%
Recycling											
Recycling Fee	6640	185,408	168,865	180,000	180,000	192,000	6.67%	192,000	6.67%	192,000	6.67%
Clean-Up Day fees		0	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Total Recycling Revenues		185,408	168,865	180,000	180,000	192,000	6.67%	192,000	6.67%	192,000	6.67%
Total Comm. Dev. & Recycling Revenue:		843,220	956,570	789,000	769,600	823,300	4.35%	887,300	12.46%	887,300	12.46%

2013 BUDGET
Park & Recreation Revenues
Function 34000

Account Code	2010 Actual	2011 Actual	2012 Adopted Budget	Projected 2012	2013	2013		2013		2013 Adopted Budget	% Change 12/13
					Dept. Requested Budget	% Change 12/13	City Mgr	% Change 12/13			
Forestry											
Contract License	2220	2,380	2,700	2,600	2,600	2,600	0.00%	2,600	0.00%	2,600	0.00%
Sub-total Licenses		2,380	2,700	2,600	2,600	2,600	0.00%	2,600	0.00%	2,600	0.00%
Tree Removal Fee	6644	1,300	3,792	5,500	5,500	5,500	0.00%	5,500	0.00%	5,500	0.00%
Tree Sales	6644	948	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0
Sub-total Charges for Service		2,248	3,792	5,500	5,500	5,500	0.00%	5,500	0.00%	5,500	0.00%
Transfer In from Comm Reinvest								53,800	#DIV/0!	53,800	#DIV/0!
Sub-total Transfers In		0	0	0	0	0	0	53,800	#DIV/0!	53,800	#DIV/0!
Total Forestry		4,628	6,492	8,100	8,100	8,100	0.00%	61,900	664.20%	61,900	664.20%
Parks											
Park Facilities Rental	6601	41,756	27,911	33,800	32,000	30,600	-9.47%	30,600	-9.47%	30,600	-9.47%
Sub-total Charges for Service		41,756	27,911	33,800	32,000	30,600	-9.47%	30,600	-9.47%	30,600	-9.47%
Total Parks		41,756	27,911	33,800	32,000	30,600	-9.47%	30,600	-9.47%	30,600	-9.47%
Recreation Programs											
Registrations	6645	233,959	210,790	213,500	250,000	217,200	1.73%	217,200	1.73%	217,200	1.73%
St. Anthony Recreation Program	6660	41,490	5,782	4,700	4,700	4,700	0.00%	4,700	0.00%	4,700	0.00%
Aquatics	6661	68,128	61,343	68,200	57,600	58,200	-14.66%	58,200	-14.66%	58,200	-14.66%
Sub-total Charges for Service		343,577	277,915	286,400	312,300	280,100	-2.20%	280,100	-2.20%	280,100	-2.20%
Total Recreation		343,577	277,915	286,400	312,300	280,100	-2.20%	280,100	-2.20%	280,100	-2.20%
Community Center											
CC Taxable Merchandise	6779	150	266	0	300	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
CC Merchandise	6780	12,135	13,223	14,500	14,500	17,200	18.62%	17,200	18.62%	17,200	18.62%
Special Fees (Lease Utilities)	6781	1,882	2,895	2,100	11,000	10,900	419.05%	10,900	419.05%	10,900	419.05%
Personal Training	6785	0	24,694	28,800	24,700	31,400	9.03%	31,400	9.03%	31,400	9.03%
Registrations/Course Revenue	6786	67,761	52,635	50,200	52,500	53,700	6.97%	53,700	6.97%	53,700	6.97%
Rentals	6787	240,558	253,878	238,900	254,200	243,500	1.93%	243,500	1.93%	243,500	1.93%
Memberships	6788	406,640	221,872	258,500	250,000	295,600	14.35%	295,600	14.35%	295,600	14.35%
Lease Rental	6789	31,599	15,798	16,900	16,900	17,100	1.18%	17,100	1.18%	17,100	1.18%
Dailies/Punch Passes	6790	0	272,166	237,200	257,600	238,200	0.42%	238,200	0.42%	238,200	0.42%
CC Silver Sneakers	6791	0	250	0	12,000	9,000	#DIV/0!	9,000	#DIV/0!	9,000	#DIV/0!
Over/Short (nsf)	6646&789	144	214	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Sub-total Charges for Service		760,869	857,891	847,100	893,700	916,600	8.20%	916,600	8.20%	916,600	8.20%
Donations	7804	0	830	0	1,300	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Refunds and reimb	7805	0	2,887	1,600	3,100	2,000	25.00%	2,000	25.00%	2,000	25.00%
Sub-total Other		0	3,717	1,600	4,400	2,000	25.00%	2,000	25.00%	2,000	25.00%
Total NBCC		760,869	861,608	848,700	898,100	918,600	8.24%	918,600	8.24%	918,600	8.24%
Total Parks & Rec Revenues		1,150,830	1,173,926	1,177,000	1,250,500	1,237,400	5.13%	1,291,200	9.70%	1,291,200	9.70%

2013 BUDGET
Public Safety Revenues
Function 35000

Account Code	2010 Actual	2011 Actual	2012		2013		2013		2013		
			Adopted Budget	Projected 2012	Dept. Requested Budget	% Change 12/13	City Mgr Recommend Budget	% Change 12/13	Adopted Budget	% Change 12/13	
Police											
Liquor Licenses	2210	45,221	52,433	54,000	55,600	54,000	0.00%	54,000	0.00%	54,000	0.00%
Fireworks Licenses	2211	200	200	200	200	200	0.00%	200	0.00%	200	0.00%
Personal Service Licenses	2212	2,245	2,570	1,700	4,100	2,300	35.29%	2,300	35.29%	2,300	35.29%
CrimeFreeMultiFamHous Fee	2213	15,085	15,370	16,300	16,300	16,300	0.00%	16,300	0.00%	16,300	0.00%
Sub-total Licenses		62,751	70,573	72,200	76,200	72,800	0.83%	72,800	0.83%	72,800	0.83%
Fines											
	4401	59,827	60,733	65,000	65,000	65,000	0.00%	65,000	0.00%	65,000	0.00%
Sub-total Fines		59,827	60,733	65,000	65,000	65,000	0.00%	65,000	0.00%	65,000	0.00%
Police State Aid											
Police State Aid	5504	183,659	179,608	190,000	173,100	190,000	0.00%	190,000	0.00%	190,000	0.00%
Fire State Aid	5505	84,146	81,509	82,000	85,700	82,000	0.00%	82,000	0.00%	82,000	0.00%
Post Board/Vests	5508	2,887	2,184	3,000	3,000	3,000	0.00%	3,000	0.00%	3,000	0.00%
Post Board/Training Reimburse	5508	13,339	19,526	9,500	9,500	9,500	0.00%	9,500	0.00%	9,500	0.00%
FF Relief Assoc	5508	2,000	1,000	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
PS Disability - Health Ins Reimb	5508	15,015	13,671	25,200	25,200	26,400	4.76%	26,400	4.76%	26,400	4.76%
Misc State Grants	5508	0	150	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Federal Reimb. - HSEM/Firefigh	5612	0	764	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
High School Liaison Officer:											
School	5718	74,000	71,925	76,000	72,000	73,000	-3.95%	73,000	-3.95%	73,000	-3.95%
Middle School Liaison Officer	5718	71,700	73,124	77,000	75,600	77,000	0.00%	77,000	0.00%	77,000	0.00%
MVSD ALC School Resource Of	5718	61,631	69,583	75,000	75,600	0	-100.00%	0	-100.00%	0	-100.00%
Sub-total Intergov't Rev.		508,377	513,044	537,700	519,700	460,900	-14.28%	460,900	-14.28%	460,900	-14.28%
Freeway Towing - Admin Fees											
Freeway Towing - Admin Fees	6602	9,576	6,048	9,000	9,000	9,000	0.00%	9,000	0.00%	9,000	0.00%
Accident Reports	6602	728	331	300	300	300	0.00%	300	0.00%	300	0.00%
Background Investigations	6602	2,650	1,625	500	500	500	0.00%	500	0.00%	500	0.00%
Alarm Fee	6606	16,920	9,360	15,000	14,000	14,000	-6.67%	14,000	-6.67%	14,000	-6.67%
Administrative Violations	6609	75	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Fire Inspections	6656	15,395	16,085	17,500	17,500	17,500	0.00%	17,500	0.00%	17,500	0.00%
Day Care Inspections	6657	250	250	300	300	300	0.00%	300	0.00%	300	0.00%
Sub-total Charges for Service		45,594	33,699	42,600	41,600	41,600	-2.35%	41,600	-2.35%	41,600	-2.35%
Firearms Range & Bunk Room R											
Firearms Range & Bunk Room R	7803	13,450	5,284	4,000	3,000	1,800	-55.00%	1,800	-55.00%	1,800	-55.00%
Refunds and Reimbursements	7805	3,610	818	0	3,500	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Long Lake Wtr Patrol Donations	7808	3,000	3,300	3,500	3,500	3,500	0.00%	3,500	0.00%	3,500	0.00%
Sub-total Misc Revenue		20,060	9,402	7,500	10,000	5,300	-29.33%	5,300	-29.33%	5,300	-29.33%
Total Public Safety Revenues		696,609	687,451	725,000	712,500	645,600	-10.95%	645,600	-10.95%	645,600	-10.95%

2013 BUDGET
Public Works Revenues
Function 36000

Account Code	2010 Actual	2011 Actual	2012 Adopted Budget	Projected 2012	2013 Dept.		2013 City Mgr		2013		
					Budget	% Change 12/13	Recommend Budget	% Change 12/13	Adopted Budget	% Change 12/13	
State Aids:											
MSA	5502	171,826	11,200	11,200	11,200	11,200	0.00%	11,200	0.00%	11,200	0.00%
Sub-total intergovernmental		<u>171,826</u>	<u>11,200</u>	<u>11,200</u>	<u>11,200</u>	<u>11,200</u>	<u>0.00%</u>	<u>11,200</u>	<u>0.00%</u>	<u>11,200</u>	<u>0.00%</u>
Engineering											
Right of Way permits	2290	1,190	2,430	3,500	2,900	2,500	-28.57%	2,500	-28.57%	2,500	-28.57%
Sub-total Licenses		<u>1,190</u>	<u>2,430</u>	<u>3,500</u>	<u>2,900</u>	<u>2,500</u>	<u>-28.57%</u>	<u>2,500</u>	<u>-28.57%</u>	<u>2,500</u>	<u>-28.57%</u>
Eng/Admin Fees											
Utility Franchise Fee (Xcel)	6641	503,065	507,933	500,000	500,000	500,000	0.00%	500,000	0.00%	500,000	0.00%
City Utility Franchise Fee - Water	6643	35,900	37,000	38,100	38,100	38,900	2.10%	38,900	2.10%	38,900	2.10%
City Utility Franchise Fee - Sewer	6643	57,400	59,100	60,900	60,900	62,100	1.97%	62,100	1.97%	62,100	1.97%
City Utility Franchise Fee - Stormwater	6643	11,200	11,500	11,800	11,800	12,000	1.69%	12,000	1.69%	12,000	1.69%
Water Admin Fee	6647	124,300	128,000	131,800	131,800	134,400	1.97%	134,400	1.97%	134,400	1.97%
Sewer Admin Fee	6647	124,300	128,000	131,800	131,800	134,400	1.97%	134,400	1.97%	134,400	1.97%
Stormwater Admin Fee	6647	105,600	108,800	112,100	112,100	114,300	1.96%	114,300	1.96%	114,300	1.96%
Sewer Admin Fee Sump Pump Program	6647	22,500	23,200	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Street Light Admin. Chg.	6647	6,000	6,200	6,400	6,400	6,500	1.56%	6,500	1.56%	6,500	1.56%
Garage Services for Enterprises Fees	6647	291,900	300,700	300,700	300,700	315,800	5.02%	315,800	5.02%	315,800	5.02%
Plant #1 Adm Fee	6647	141,120	143,695	147,000	148,900	150,000	2.04%	150,000	2.04%	150,000	2.04%
Plant #1 Direct Time	6647	103,918	85,223	100,000	100,000	100,000	0.00%	100,000	0.00%	100,000	0.00%
Projects	6647	192,498	165,340	160,500	160,500	160,500	0.00%	160,500	0.00%	160,500	0.00%
Sub-total Eng/Admin Fees		<u>1,719,701</u>	<u>1,704,691</u>	<u>1,701,100</u>	<u>1,703,000</u>	<u>1,728,900</u>	<u>1.63%</u>	<u>1,728,900</u>	<u>1.63%</u>	<u>1,728,900</u>	<u>1.63%</u>
Rents											
Verizon 660 5th St	6787	27,693	28,523	29,400	29,400	30,300	3.06%	30,300	3.06%	30,300	3.06%
Tmobil - 675 Forestdale Rd	6787	7,993	19,472	21,000	21,000	21,800	3.81%	21,800	3.81%	21,800	3.81%
Verizon (US West) -700 Silver Lk Rd	6787	20,851	21,685	22,500	22,500	23,400	4.00%	23,400	4.00%	23,400	4.00%
Nextel - 660 5th st	6787	17,611	18,316	19,100	19,100	0	-100.00%	0	-100.00%	0	-100.00%
Nextel - 700 Silver lake rd	6787	18,316	19,101	19,800	19,800	20,600	4.04%	20,600	4.04%	20,600	4.04%
Sprint Nextel- 660 5th st	6787	19,051	19,813	20,600	20,600	21,400	3.88%	21,400	3.88%	21,400	3.88%
T-Mobile (Well 12 Site) 2400 Miss.	6787	11,968	12,844	12,700	12,700	13,200	3.94%	13,200	3.94%	13,200	3.94%
Sirius XM Satellite Radio - 660 5th st	6787	20,633	21,316	22,200	22,200	23,100	4.05%	23,100	4.05%	23,100	4.05%
Cingular-ATT - Well 12	6787	18,168	18,171	18,900	18,900	19,700	4.23%	19,700	4.23%	19,700	4.23%
Clearwire - Freedom Park	6787	0	0	18,900	18,900	19,700	4.23%	19,700	4.23%	19,700	4.23%
Clearwire - South Water Tower	6787	17,698	20,800	21,600	21,600	22,500	4.17%	22,500	4.17%	22,500	4.17%
TTM Forestdale Water Tower Lease	6787	5,000	4,992	5,200	5,200	5,400	3.85%	5,400	3.85%	5,400	3.85%
TTM - South Water Tower Lease	6787	5,000	4,992	5,200	5,200	5,400	3.85%	5,400	3.85%	5,400	3.85%
Clear Channel	6787	0	1,151	1,200	1,200	1,200	0.00%	1,200	0.00%	1,200	0.00%
Williams Energy - (Garage)	6787	500	500	500	500	500	0.00%	500	0.00%	500	0.00%
Sub-total Rents		<u>190,482</u>	<u>211,676</u>	<u>238,800</u>	<u>238,800</u>	<u>228,200</u>	<u>-4.44%</u>	<u>228,200</u>	<u>-4.44%</u>	<u>228,200</u>	<u>-4.44%</u>
Other charges for service											
Sub-total Charges for Service	6602	1,040	1,401	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
		<u>1,040</u>	<u>1,401</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>
Other											
Refunds and reimbursements	7805	0	0	0	30,000	0	#DIV/0!	0	-100.00%	0	#DIV/0!
Sub-total Other		<u>0</u>	<u>0</u>	<u>0</u>	<u>30,000</u>	<u>0</u>	<u>#DIV/0!</u>	<u>0</u>	<u>#DIV/0!</u>	<u>0</u>	<u>#DIV/0!</u>
Total Public Works											
		<u>2,084,239</u>	<u>1,931,398</u>	<u>1,954,600</u>	<u>1,985,900</u>	<u>1,970,800</u>	<u>0.83%</u>	<u>1,970,800</u>	<u>0.83%</u>	<u>1,970,800</u>	<u>0.83%</u>

CITY OF NEW BRIGHTON STRATEGIC PLAN 2013

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.
- Continue spot replacement and recalibration of water meters and a systematic approach to use of new technology when economically feasible, such as radio read remotes.
- Establish a cross-connection prevention and education program between critical businesses and the City water supply.
- 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 developed a 5-year program starting in 2006 to identify and eliminate possible illegal connections that contribute to the infiltration/inflow problem. This program allowed 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. This program will be completed in 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 2012/2013 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.

**2013 BUDGET
WATER
701-46711**

		2010	2011	2012	Projected	2013	% Change	2013	% Change	2013	% Change
		Actual	Actual	Adopted	2012	Dept.	12/13	City Mgr	12/13	Adopted	12/13
				Budget		Requested		Budget		Budget	
REVENUES											
Utility Service Revenue	6651	1,132,665	1,164,336	1,432,900	1,200,000	1,432,900	0.00%	1,432,900	0.00%	1,432,900	0.00%
Utility Flat Fees	6652	(1,563)									
Utility Late Fees	6603	7,816	6,494								
Plant #1 Reimbursements	6647	199,249	181,398	207,000	185,600	189,300	-8.55%	189,300	-8.55%	189,300	-8.55%
Utility Adjustments	6602	12,161	6,781								
Fridley	6625	12,431	17,495	8,400	18,000	20,000	138.10%	20,000	138.10%	20,000	138.10%
Total for Charges for Service		1,362,759	1,376,504	1,648,300	1,403,600	1,642,200	-0.37%	1,642,200	-0.37%	1,642,200	-0.37%
Refunds & Reimbursements	7805	6,321	0	0	8,100	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Capital Contribution	7807	241,069	322,264	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Misc. State Grants	5508	2,606	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Interest Earnings	8801	10,074	3,869	3,800	1,000	800	-78.95%	800	-78.95%	800	-78.95%
Transfers In	9980	0	1,638	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Total Miscellaneous		260,070	327,771	3,800	9,100	800	-78.95%	800	-78.95%	800	-78.95%
Total Revenues		1,622,829	1,704,275	1,652,100	1,412,700	1,643,000	-0.55%	1,643,000	-0.55%	1,643,000	-0.55%
PERSONNEL SERVICES											
Regular Wage	1100	385,033	356,192	385,700	385,700	397,600	3.09%	397,600	3.09%	395,800	2.62%
Overtime	1110	27,277	23,753	24,000	24,000	24,300	1.25%	24,300	1.25%	24,300	1.25%
Severance	1400	12,614	0	700	700	3,800	442.86%	3,800	442.86%	3,800	442.86%
FICA	1640	30,425	28,422	31,300	31,300	32,300	3.19%	32,300	3.19%	32,100	2.56%
PERA	1645	27,454	26,374	27,500	27,500	28,200	2.55%	28,200	2.55%	28,000	1.82%
Insurance	1650	48,650	49,760	57,200	57,200	58,200	1.75%	57,300	0.17%	57,400	0.35%
Worker's Compensation	1660	21,200	13,400	13,800	13,800	14,700	6.52%	14,700	6.52%	14,700	6.52%
Unemployment Comp	1670	608	957	0	1,000	1,000	#DIV/0!	1,000	#DIV/0!	1,000	#DIV/0!
CC Membership	1675	0	536	100	300	100	0.00%	100	0.00%	100	0.00%
TOTAL		553,261	499,394	540,300	541,500	560,200	3.68%	559,300	3.52%	557,200	3.13%
MATERIALS AND SUPPLIES											
General Materials	2170	48,611	66,796	67,000	67,000	69,000	2.99%	69,000	2.99%	69,000	2.99%
Watermeters/remotes	20,000										
Water main breaks	47,000										
Chemicals	2175	25,689	28,525	31,000	31,000	31,900	2.90%	31,900	2.90%	31,900	2.90%
Books & Periodicals	2250	402	296	300	300	300	0.00%	300	0.00%	300	0.00%
Small Equipment	2280	7,793	2,500	2,600	2,600	2,700	3.85%	2,700	3.85%	2,700	3.85%
TOTAL		82,495	98,117	100,900	100,900	103,900	2.97%	103,900	2.97%	103,900	2.97%
CONTRACTUAL SERVICES											
Professional Services	3300	56,365	57,930	68,000	68,000	68,000	0.00%	68,000	0.00%	68,000	0.00%
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	16,093	16,262	30,400	16,000	20,000	-34.21%	20,000	-34.21%	20,000	-34.21%
Natural Gas	3319	7,318	6,424	10,500	7,000	10,500	0.00%	10,500	0.00%	10,500	0.00%
Postage	3330	2,837	3,898	4,400	4,400	4,400	0.00%	4,400	0.00%	4,400	0.00%
Utility Bills	4,400										
Printing & Publishing	3340	6,326	5,908	6,500	6,500	6,500	0.00%	6,500	0.00%	6,500	0.00%
NBS - utility bills (w40%,s40%,ss20%)	4,000										
U/B inserts	2,500										
Memberships & Dues	3360	306	271	500	500	500	0.00%	500	0.00%	500	0.00%
Training	3370	1,036	2,012	2,000	500	2,000	0.00%	2,000	0.00%	2,000	0.00%
Subsistence	3375	0	0	300	300	300	0.00%	300	0.00%	300	0.00%
Travel	3380	322	331	300	300	300	0.00%	300	0.00%	300	0.00%
Maintenance-Equipment											
Buildings & Grounds	3510	86,903	33,638	69,500	69,500	71,500	2.88%	71,500	2.88%	71,500	2.88%
Garage Maintenance	3550	142,900	147,200	151,600	147,200	154,600	1.98%	154,600	1.98%	154,600	1.98%
Administrative Charge	3551	124,300	128,000	131,800	131,800	134,400	1.97%	134,400	1.97%	134,400	1.97%
City Utility ROW Fee	3552	35,900	37,000	38,100	38,100	38,900	2.10%	38,900	2.10%	38,900	2.10%
Non-Fleet Internal Charge	3561	5,000	5,200	6,300	6,300	6,700	6.35%	6,700	6.35%	6,700	6.35%
Fleet Internal Charge	3562	60,100	67,100	69,700	69,700	72,300	3.73%	72,300	3.73%	72,300	3.73%
Risk Mgmt. Internal Charge	3563	21,700	24,000	25,300	25,300	25,400	0.40%	25,400	0.40%	25,400	0.40%
Info. Tech. Internal Charge	3564	30,400	30,400	31,000	31,000	32,800	5.81%	32,800	5.81%	32,800	5.81%
Pavement Mgmt Charge	3565	0	3,100	3,200	3,200	3,300	3.13%	3,300	3.13%	3,300	3.13%
Other Services	3590	1,888	1,940	3,800	4,400	3,800	0.00%	3,800	0.00%	3,800	0.00%
Audit & Financial	3701	3,559	3,702	3,900	3,900	3,200	-17.95%	3,200	-17.95%	3,200	-17.95%
TOTAL		603,253	574,316	657,100	633,900	659,400	0.35%	659,400	0.35%	659,400	0.35%
OTHER											
Debt Service:											
Principal	25010	30,000	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Interest	8802	3,915	488	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Transfer Out to Cap. Imp. Fund	9992										
Water Infrastructure		332,200	342,200	352,500	146,500	150,900	-57.19%	150,900	-57.19%	150,900	-57.19%
Annual Street Reconstruction		43,700	45,000	46,400	252,400	260,000	460.34%	260,000	460.34%	260,000	460.34%
07-08 Elect. Exp Fd 206		1,993	1,748	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
TOTAL		411,808	389,436	398,900	398,900	410,900	3.01%	410,900	3.01%	410,900	3.01%
Total Expenses		1,650,817	1,561,263	1,697,200	1,675,200	1,734,400	2.19%	1,733,500	2.14%	1,731,400	2.02%
Net Revenues over Expenses		(27,988)	143,012	(45,100)	(262,500)	(91,400)		(90,500)		(88,400)	

**2013 BUDGET
SEWER
702-46712**

		2010	2011	2012	2012	2013	% Change	2013	% Change	2013	% Change
		Actual	Actual	Adopted Budget	Projected 2012	Dept. Requested Budget	12/13	City Mgr Recommend Budget	12/13	Adopted Budget	12/13
REVENUES											
Utility Services Revenue	6651	1,967,096	2,134,320	2,451,800	2,200,000	2,451,800	0.00%	2,451,800	0.00%	2,451,800	0.00%
Utility Late Fees	6003	89,542	99,470	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Plant #1 Reimbursements	6647	100,017	85,198	0	86,700	88,400	#DIV/0!	88,400	#DIV/0!	88,400	#DIV/0!
Utility Adjustments	6602	4,127	4,110	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Total for Charges for Service		<u>2,160,782</u>	<u>2,323,098</u>	<u>2,451,800</u>	<u>2,286,700</u>	<u>2,540,200</u>	<u>3.61%</u>	<u>2,540,200</u>	<u>3.61%</u>	<u>2,540,200</u>	<u>3.61%</u>
Misc. State Grants	5508	312	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
MWCC Interest/Credit	7820	16,818	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Capital Contribution	7807	219,964	16,954	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Interest Earnings	8801	7,155	7,187	6,000	2,400	2,600	-56.67%	2,600	-56.67%	2,600	-56.67%
Other Interest	8805	17,571	17,695	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Total Miscellaneous		<u>261,820</u>	<u>41,836</u>	<u>6,000</u>	<u>2,400</u>	<u>2,600</u>	<u>-56.67%</u>	<u>2,600</u>	<u>-56.67%</u>	<u>2,600</u>	<u>-56.67%</u>
Total Revenues		<u>2,422,602</u>	<u>2,364,934</u>	<u>2,457,800</u>	<u>2,289,100</u>	<u>2,542,800</u>	<u>3.46%</u>	<u>2,542,800</u>	<u>3.46%</u>	<u>2,542,800</u>	<u>3.46%</u>
PERSONNEL SERVICES											
Regular Wage	1100	305,343	283,769	303,100	303,100	314,200	3.66%	314,200	3.66%	312,300	3.04%
Overtime	1110	13,822	12,137	14,900	14,900	13,000	-12.75%	13,000	-12.75%	13,000	-12.75%
Severance	1400	8,418	218	1,300	1,300	3,000	130.77%	3,000	130.77%	3,000	130.77%
FICA	1640	23,610	22,396	24,300	24,300	25,000	2.88%	25,000	2.88%	24,900	2.47%
PERA	1645	21,475	20,535	22,600	22,600	23,100	2.21%	23,100	2.21%	22,900	1.33%
Insurance	1650	34,176	33,788	39,700	39,700	39,600	-0.25%	39,000	-1.76%	39,100	-1.51%
Workers' Comp	1660	21,800	18,900	19,500	19,500	20,700	6.15%	20,700	6.15%	20,700	6.15%
Unemployment Comp	1670	608	958	0	1,000	1,000	#DIV/0!	1,000	#DIV/0!	1,000	#DIV/0!
TOTAL		<u>429,252</u>	<u>392,701</u>	<u>425,400</u>	<u>426,400</u>	<u>439,600</u>	<u>3.34%</u>	<u>439,000</u>	<u>3.20%</u>	<u>436,900</u>	<u>2.70%</u>
MATERIALS AND SUPPLIES											
General Materials	2170	9,703	16,186	13,200	13,200	13,600	3.03%	13,600	3.03%	13,600	3.03%
Small Equipment	2280	2,215	6,797	9,100	9,100	9,100	0.00%	9,100	0.00%	9,100	0.00%
TOTAL		<u>11,918</u>	<u>22,983</u>	<u>22,300</u>	<u>22,300</u>	<u>22,700</u>	<u>1.79%</u>	<u>22,700</u>	<u>1.79%</u>	<u>22,700</u>	<u>1.79%</u>
CONTRACTUAL SERVICES											
Professional Services	3300	6,053	10,138	8,000	8,000	9,000	12.50%	9,000	12.50%	9,000	12.50%
Meter reading	6,500										
Other	2,500										
Telephone	3310	4,306	4,114	4,800	4,800	4,800	0.00%	4,800	0.00%	4,800	0.00%
Electricity	3318	4,005	5,101	4,300	4,300	5,200	20.93%	5,200	20.93%	5,200	20.93%
Utility Charges - Mounds View	3320	800	718	571	800	800	0.00%	800	0.00%	800	0.00%
MCES	3322	1,264,502	1,269,945	1,272,500	1,272,500	1,361,000	6.95%	1,362,700	7.09%	1,362,700	7.09%
Postage	3330	2,800	2,800	4,400	2,800	3,000	-31.82%	3,000	-31.82%	3,000	-31.82%
Utility Bills	3,000										
Printing & Publishing	3340	4,075	3,600	4,200	4,200	4,200	0.00%	4,200	0.00%	4,200	0.00%
NBS - utility bills (w40%,s40%,ss20%)	4,000										
U/B inserts	200										
Training	3370	1,073	1,139	1,500	1,500	1,500	0.00%	1,500	0.00%	1,500	0.00%
Subsistence	3375	0	0	300	300	300	0.00%	300	0.00%	300	0.00%
Travel	3380	0	23	300	300	300	0.00%	300	0.00%	300	0.00%
Maint.-Equip,Bldg & Grnds	3510	126,323	85,985	117,100	100,000	120,600	2.99%	120,600	2.99%	120,600	2.99%
T.V. inspections	50,000										
System repairs	17,200										
Root treatments	15,400										
Joint sealing	35,000										
Equipment rental	3,000										
Garage Maintenance	3550	142,900	147,200	151,600	147,200	154,600	1.98%	154,600	1.98%	154,600	1.98%
Administrative Charge	3551	124,300	128,000	131,800	131,800	134,400	1.97%	134,400	1.97%	134,400	1.97%
City Utility ROW Fee	3552	57,400	59,100	60,900	60,900	62,100	1.97%	62,100	1.97%	62,100	1.97%
Non-Fleet Internal Charge	3561	5,000	5,200	6,300	6,300	6,700	6.35%	6,700	6.35%	6,700	6.35%
Fleet Internal Charge	3562	73,400	78,800	81,100	81,100	83,400	2.84%	83,400	2.84%	83,400	2.84%
Risk Mgmt. Internal Charge	3563	12,600	29,300	31,600	31,600	31,700	0.32%	31,700	0.32%	31,700	0.32%
Info. Tech. Internal Charge	3564	30,400	30,400	31,000	31,000	32,800	5.81%	32,800	5.81%	32,800	5.81%
Pavement Mgmt Charge	3565	0	3,100	3,200	3,200	3,300	3.13%	3,300	3.13%	3,300	3.13%
Other Services	3590	5,199	1,456	3,000	3,000	3,100	3.33%	3,100	3.33%	3,100	3.33%
Audit & Financial	3701	3,559	3,702	3,900	3,900	3,200	-17.95%	3,200	-17.95%	3,200	-17.95%
TOTAL		<u>1,868,613</u>	<u>1,869,674</u>	<u>1,922,600</u>	<u>1,899,500</u>	<u>2,026,000</u>	<u>5.38%</u>	<u>2,027,700</u>	<u>5.47%</u>	<u>2,027,700</u>	<u>5.47%</u>
OTHER											
Transfer Out to Cap. Proj.	9992	53,000	54,600	56,200	56,200	57,900	3.02%	57,900	3.02%	57,900	3.02%
Annual Street Reconstruction											
Sump Pump Program		20,000	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Sump Pump Program - Admin		22,500	23,200	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Sewer Infrastructure		175,000	125,000	125,000	125,000	125,000	0.00%	125,000	0.00%	125,000	0.00%
TOTAL		<u>270,500</u>	<u>202,800</u>	<u>181,200</u>	<u>181,200</u>	<u>182,900</u>	<u>0.94%</u>	<u>182,900</u>	<u>0.94%</u>	<u>182,900</u>	<u>0.94%</u>
Total Expenses		<u>2,580,283</u>	<u>2,488,158</u>	<u>2,551,500</u>	<u>2,529,400</u>	<u>2,671,200</u>	<u>4.69%</u>	<u>2,672,300</u>	<u>4.73%</u>	<u>2,670,200</u>	<u>4.65%</u>
Net Revenues over Expenses		<u>(157,681)</u>	<u>(123,224)</u>	<u>(93,700)</u>	<u>(240,300)</u>	<u>(128,400)</u>		<u>(129,500)</u>		<u>(127,400)</u>	

**2013 BUDGET
STREET LIGHT SYSTEM
704-40000**

			2012	2013		2013		2013			
	2010	2011	Adopted	Projected	Dept.	City Mgr	% Change	Adopted	% Change		
	Actual	Actual	Budget	2012	Budget	Budget	12/13	Budget	12/13		
REVENUES											
Utility Service Revenue	6651	164,902	176,641	192,900	177,000	192,900	0.00%	192,900	0.00%	192,900	0.00%
Total for Charges for Service		164,902	176,641	192,900	177,000	192,900	0.00%	192,900	0.00%	192,900	0.00%
Investment Earnings	8801	(365)	(175)	(300)	(200)	(100)	-66.67%	(100)	-66.67%	(100)	-66.67%
Total Miscellaneous		(365)	(175)	(300)	(200)	(100)	-66.67%	(100)	-66.67%	(100)	-66.67%
Total Revenues		164,537	176,466	192,600	176,800	192,800	0.10%	192,800	0.10%	192,800	0.10%
MATERIALS AND SUPPLIES											
General Materials	2170	0	0	2,500	5,100	2,500	0.00%	2,500	0.00%	2,500	0.00%
TOTAL		0	0	2,500	5,100	2,500	0.00%	2,500	0.00%	2,500	0.00%
CONTRACTUAL SERVICES											
Professional Services	3300	0	1,311	500	0	500	0.00%	500	0.00%	500	0.00%
Electricity	3318	127,088	156,553	148,300	148,300	152,700	2.97%	152,700	2.97%	152,700	2.97%
Maint. Equip, Bldg & Grnds	3510	2,203	2,337	25,000	27,500	10,000	-60.00%	10,000	-60.00%	10,000	-60.00%
Administrative Charge	3551	6,000	6,200	6,400	6,400	6,500	1.56%	6,500	1.56%	6,500	1.56%
Risk Mgmt. Internal Charge	3563	0	16,400	18,300	18,300	18,600	1.64%	18,600	1.64%	18,600	1.64%
Total Contractual Services		135,291	182,801	198,500	200,500	188,300	-5.14%	188,300	-5.14%	188,300	-5.14%
Total Expenses		135,291	182,801	201,000	205,600	190,800	-5.07%	190,800	-5.07%	190,800	-5.07%
Net Revenue over Expenses		29,246	(6,335)	(8,400)	(28,800)	2,000		2,000		2,000	

CITY OF NEW BRIGHTON STRATEGIC PLAN 2013

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.

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; new netting was installed in 2012. In addition a new paver patio floor was installed in the gazebo on hole #8 and all maintenance sheds were painted. 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 2010	FTE 2011	FTE 2012	FTE 2013
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 25,500 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.

**2013 BUDGET
BRIGHTWOOD HILLS GOLF COURSE
741-44721**

	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Projected 2012	2013 Dept. Requested Budget	% Change 12/13	2013 City Mgr Recommend Budget	% Change 12/13	2013 Adopted Budget	% Change 12/13
REVENUES:										
CHARGES FOR SERVICE										
Taxable Services 6601	6,949	5,943	6,000	6,700	6,000	0.00%	6,000	0.00%	6,000	0.00%
Non-Taxable 6602	3,311	3,053	2,300	3,200	2,900	26.09%	2,900	26.09%	2,900	26.09%
Golf Membership 6701	11,726	13,489	14,000	14,500	16,200	15.71%	16,200	15.71%	16,200	15.71%
Greens Fee 6702	210,582	164,480	221,600	163,000	211,600	-4.51%	211,600	-4.51%	211,600	-4.51%
Practice Range 6703	1,788	2,253	3,000	2,300	2,500	-16.67%	2,500	-16.67%	2,500	-16.67%
Lessons 6706	19,566	18,505	17,100	17,200	17,100	0.00%	17,100	0.00%	17,100	0.00%
Food for Resale 6771	24,823	18,987	25,000	23,000	25,000	0.00%	25,000	0.00%	25,000	0.00%
Cart Rental 6772	21,280	15,700	19,800	18,000	20,000	1.01%	20,000	1.01%	20,000	1.01%
TOTAL	300,025	242,410	308,800	247,900	301,300	-2.43%	301,300	-2.43%	301,300	-2.43%
MISCELLANEOUS										
Rental/Room 7803	3,914	4,170	4,400	3,400	3,700	-15.91%	3,700	-15.91%	3,700	-15.91%
Over/Short 7890	(334)	(71)	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Transfers In - from Closed B 9980	279,953	57,900	55,900	55,900	53,900	-3.58%	0	-100.00%	0	-100.00%
Interest Earnings 8801	3,264	878	1,300	1,300	0	-100.00%	0	-100.00%	0	-100.00%
TOTAL	286,797	62,877	61,600	60,600	57,600	-6.49%	3,700	-93.99%	3,700	-93.99%
Total Revenues	586,822	305,287	370,400	308,500	358,900	-3.10%	305,000	-17.66%	305,000	-17.66%
EXPENSES:										
PERSONNEL SERVICES										
Regular Wage 1100	131,054	129,763	147,100	147,100	152,400	3.60%	152,400	3.60%	150,900	2.58%
Severance Pay 1400	0	0	0	0	100	#DIV/0!	100	#DIV/0!	100	#DIV/0!
FICA 1640	9,523	9,417	11,300	11,300	11,700	3.54%	11,700	3.54%	11,500	1.77%
PERA 1645	8,300	8,409	8,700	8,700	9,000	3.45%	9,000	3.45%	8,900	2.30%
Insurance 1650	10,626	11,106	11,700	11,700	12,200	4.27%	12,000	2.56%	12,200	4.27%
Workers' Comp 1660	2,300	3,100	3,100	3,100	3,000	-3.23%	3,000	-3.23%	3,000	-3.23%
Unemployment Comp 1670	284	1,984	2,000	4,500	4,500	125.00%	4,500	125.00%	4,500	125.00%
TOTAL	162,087	163,779	183,900	186,400	192,900	4.89%	192,700	4.79%	191,100	3.92%
MATERIALS AND SUPPLIES										
General Materials 2170	15,338	19,591	16,000	16,300	16,500	3.13%	16,500	3.13%	16,500	3.13%
Uniforms 2260	110	180	200	0	200	0.00%	200	0.00%	200	0.00%
Small Equipment 2280	2,064	139	1,500	1,500	1,500	0.00%	1,500	0.00%	1,500	0.00%
TOTAL	17,512	19,910	17,700	17,800	18,200	2.82%	18,200	2.82%	18,200	2.82%
CONTRACTUAL SERVICES										
Professional Services 3300	1,082	2,591	7,100	5,100	7,100	0.00%	7,100	0.00%	7,100	0.00%
Telephone 3310	585	557	600	600	600	0.00%	600	0.00%	600	0.00%
Electricity 3318	5,719	5,726	6,000	6,000	6,000	0.00%	6,000	0.00%	6,000	0.00%
Natural Gas 3319	1,181	1,042	1,000	1,000	1,000	0.00%	1,000	0.00%	1,000	0.00%
Utility Charges 3320	866	694	800	800	800	0.00%	800	0.00%	800	0.00%
Printing & Publishing 3340	4,222	2,395	3,500	4,200	4,200	20.00%	4,200	20.00%	4,200	20.00%
Waste Removal 3351	2,642	2,278	2,500	2,700	2,500	0.00%	2,500	0.00%	2,500	0.00%
Subscriptions & Dues 3360	1,840	1,271	2,200	2,300	2,300	4.55%	2,300	4.55%	2,300	4.55%
Training 3370	275	434	400	400	400	0.00%	400	0.00%	400	0.00%
Travel 3380	16	102	100	100	100	0.00%	100	0.00%	100	0.00%
Maintenance-Equipment Buildings & Grounds 3510	7,042	8,460	8,700	8,700	8,700	0.00%	8,700	0.00%	8,700	0.00%
Non-Fleet Internal Charge 3561	22,000	22,700	23,400	23,400	24,100	2.99%	24,100	2.99%	24,100	2.99%
Fleet Internal Charge 3562	80,200	3,000	3,100	3,100	3,200	3.23%	3,200	3.23%	3,200	3.23%
Risk Mgmt. Internal Charge 3563	22,100	22,400	25,400	25,400	25,800	1.57%	25,800	1.57%	25,800	1.57%
Info. Tech. Internal Charge 3564	6,400	5,900	6,000	6,000	6,500	8.33%	6,500	8.33%	6,500	8.33%
Pavement Mgmt Charge 3565	0	2,200	2,500	2,500	2,800	12.00%	2,800	12.00%	2,800	12.00%
Credit Card Fees 3585	0	0	0	0	0	#DIV/0!	3,500	#DIV/0!	3,500	#DIV/0!
Other Services 3590	10,613	11,748	11,500	10,600	10,600	-7.83%	7,100	-38.26%	7,100	-38.26%
Items for Resale (Food) 3650	11,832	9,671	11,000	12,200	11,000	0.00%	11,000	0.00%	11,000	0.00%
Golf Merchandise 3660	6,360	9,043	4,100	3,700	4,400	7.32%	4,400	7.32%	4,400	7.32%
Audit 3701	1,779	1,851	2,000	1,800	1,000	-50.00%	1,000	-50.00%	1,000	-50.00%
TOTAL	186,754	114,063	121,900	120,600	123,100	0.98%	123,100	0.98%	123,100	0.98%
OTHER										
Debt Service:										
Principal 25010	30,000	35,000	35,000	35,000	35,000	0.00%	0	-100.00%	0	-100.00%
Interest 8802	23,620	21,893	20,300	20,300	18,300	-9.85%	0	-100.00%	0	-100.00%
Agent Fee 8803	431	431	600	600	600	0.00%	0	-100.00%	0	-100.00%
Transfer to Other funds 9992	0	4,321	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
TOTAL	54,051	61,645	55,900	55,900	53,900	-3.58%	0	-100.00%	0	-100.00%
Total Expenses	420,404	359,397	379,400	380,700	388,100	2.29%	334,000	-11.97%	332,400	-12.39%
Net Revenues over Expenses	166,418	(54,110)	(9,000)	(72,200)	(29,200)		(29,000)		(27,400)	

CITY OF NEW BRIGHTON STRATEGIC PLAN 2013

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, administering 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.

**2013 BUDGET
RISK MANAGEMENT
601-40000**

		2010	2011	2012	Projected	2013	% Change	2013	% Change	2013	% Change
		Actual	Actual	Adopted	2012	Dept.	12/13	City Mgr	12/13	Adopted	12/13
				Budget		Requested	Recomm	Recommend	Budget	Budget	Budget
REVENUES:											
CHARGES FOR SERVICE											
Internal Service Revenues	6610	253,300	290,600	290,100	290,100	294,600	1.55%	294,600	1.55%	294,600	1.55%
Workers Comp. Revenues	6611	182,200	179,000	180,000	180,000	184,900	2.72%	184,900	2.72%	184,900	2.72%
TOTAL		435,500	469,600	470,100	470,100	479,500	2.00%	479,500	2.00%	479,500	2.00%
MISCELLANEOUS											
Refunds and reimbursements	7805	75,004	70,840	0	28,900	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Interest Earnings	8801	18,259	18,923	18,000	7,500	8,300	-53.89%	8,300	-53.89%	8,300	-53.89%
TOTAL		93,263	89,763	18,000	36,400	8,300	-53.89%	8,300	-53.89%	8,300	-53.89%
Total Revenues		528,763	559,363	488,100	506,500	487,800	-0.06%	487,800	-0.06%	487,800	-0.06%
EXPENSES:											
PERSONNEL SERVICES											
Regular Wage	1100	11,853	11,808	12,100	12,100	12,400	2.48%	12,400	2.48%	12,300	1.65%
FICA	1640	873	876	900	900	900	0.00%	900	0.00%	900	0.00%
PERA	1645	825	856	900	900	900	0.00%	900	0.00%	900	0.00%
Insurance	1650	895	937	1,000	1,000	1,200	20.00%	1,200	20.00%	1,200	20.00%
Workers Compensation	1660	100	100	100	100	100	0.00%	100	0.00%	100	0.00%
TOTAL		14,546	14,577	15,000	15,000	15,500	3.33%	15,500	3.33%	15,400	2.67%
MATERIALS AND SUPPLIES											
Miscellaneous Materials	2170	0	278	2,300	2,300	2,300	0.00%	2,300	0.00%	2,300	0.00%
Supplies	300										
Wellness	2,000										
TOTAL		0	278	2,300	2,300	2,300	0.00%	2,300	0.00%	2,300	0.00%
CONTRACTUAL SERVICES											
Professional Services -	3300	16,098	19,949	20,300	20,300	21,000	3.45%	19,100	-5.91%	19,100	-5.91%
ILC Safety Contract	7,100										
Insurance Agent	12,000										
Training	3370	0	0	300	300	500	66.67%	500	66.67%	500	66.67%
Workers Comp Ins. Premium	3482	141,383	132,190	156,900	149,700	175,700	11.98%	175,700	11.98%	175,700	11.98%
Insurance Premiums	3483	220,094	188,727	199,400	193,800	203,100	1.86%	203,100	1.86%	203,100	1.86%
Municipal Liability	70,688										
Property	76,043										
Equipment Breakdown	11,420										
Mobile Property	7,955										
Faithful Performance	2,017										
Auto Liability & Physical Damage	26,855										
Liquor Liability	657										
Sewer Backup	6,012										
Volunteer Accident	1,450										
Workers Comp. Ins. Deductible	3484	9,723	20,689	12,000	12,000	12,000	0.00%	12,000	0.00%	12,000	0.00%
Liability Ins. Deductibles	3485	70,095	34,162	100,000	100,000	100,000	0.00%	100,000	0.00%	100,000	0.00%
Prior Year Liability Ins. Deduct	3486	8,468	5,582	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Other Services	3590	4,316	1,024	6,200	6,000	5,800	-6.45%	5,800	-6.45%	5,800	-6.45%
Annual Hearing Tests-PW Workers	800										
Employee Wellness Program	0										
Personal Trainer	5,000										
TOTAL		470,177	402,323	495,100	482,100	518,100	4.65%	516,200	4.26%	516,200	4.26%
Total Expenses		484,723	417,178	512,400	499,400	535,900	4.59%	534,000	4.22%	533,900	4.20%
Net Revenues over Expenses		44,040	142,185	(24,300)	7,100	(48,100)		(46,200)		(46,100)	

CITY OF NEW BRIGHTON STRATEGIC PLAN 2013

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, virtual systems 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 area 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 to better service 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 2010	FTE 2011	FTE 2012	FTE 2013
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

IT Mission Statement

- The Department of Information Technology will provide the highest quality technology-based services, in the most cost-effective manner, to facilitate the City's mission as it applies to the management of the City's current and future IT needs.

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 explore and utilize new technology that can be used to communicate more efficiently with our residents.
- The City will continue to implement a virtual server and computer systems that allow both a reliable and cost effective use capital purchases of equipment
- 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.

**2013 BUDGET
INFORMATION TECHNOLOGY FUND
605-40000**

	2010 Actual	2011 Actual	2012 Adopted Budget	Projected 2012	2013	2013		2013			
					Dept. Requested Budget	% Change 12/13	City Mgr Recommend Budget	% Change 12/13	Adopted Budget	% Change 12/13	
REVENUES											
Internal Service Revenues	6610	675,100	527,000	508,000	508,000	537,900	5.89%	518,200	2.01%	518,200	2.01%
In-house Eng & Admin	6647	520	405	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Total for Charges for Service		675,620	527,405	508,000	508,000	537,900	5.89%	518,200	2.01%	518,200	2.01%
Grant	5508-5718	1,500	1,500	0	1,500	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Family Academy Charter reimb	7805	180	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Army Reimbursement	7810	6,000	6,000	6,000	6,000	6,000	0.00%	6,000	0.00%	6,000	0.00%
Interest Earnings	8801	20,684	23,507	22,000	22,000	9,800	-55.45%	9,800	-55.45%	9,800	-55.45%
Total Miscellaneous		28,364	31,007	28,000	29,500	15,800	-43.57%	15,800	-43.57%	15,800	-43.57%
Total Revenues		703,984	558,412	536,000	537,500	553,700	3.30%	534,000	0%	534,000	-0.37%
PERSONNEL SERVICES											
Regular Wage	1100	100,202	103,916	109,300	109,300	115,600	5.76%	115,600	6%	114,500	5%
Overtime	1110	4,541	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Severance Pay	1400	6,465	1,440	1,900	1,900	600	-68.42%	600	-68%	600	-68%
FICA	1640	7,922	8,314	8,400	8,400	8,800	4.76%	8,800	5%	8,800	5%
PERA	1645	7,294	7,534	7,900	7,900	8,400	6.33%	8,400	6%	8,300	5%
Insurance	1650	13,422	11,502	12,100	12,100	12,700	4.96%	12,500	3%	12,500	3%
Workers Compensation	1660	800	800	800	800	800	0.00%	800	0%	800	0%
Unemployment Insurance	1670	2,345	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
FSC Employee Membership	1675	407	407	400	400	400	0.00%	400	0%	400	0%
Total Personnel Services		143,398	133,913	140,800	140,800	147,300	4.62%	147,100	4%	145,900	4%
MATERIALS AND SUPPLIES											
General Materials	2170	10,323	8,964	11,000	11,000	11,000	0.00%	11,000	0%	11,000	0%
Small Equipment	2280	10,523	18,828	20,000	20,000	20,000	0.00%	20,000	0%	20,000	0%
Total Materials and Supplies		20,846	27,792	31,000	31,000	31,000	0.00%	31,000	0%	31,000	0%
CONTRACTUAL SERVICES											
Professional Services:	3300	6,522	6,436	10,000	10,000	10,000	0.00%	9,000	-10.00%	9,000	-10%
Ramsey County GIS support	3,000										
Nexus IT Consulting Services	5,000										
Development assistance consulting:											
Intranet	1,000										
Telephone:	3310	89,475	89,487	93,000	93,000	95,000	2.15%	95,000	2.15%	95,000	2%
Basic services	34,700										
Long distance	1,000										
Pagers	2,300										
Comm equipment	2,000										
Cellular phones	37,000										
Internet	18,000										
Training	3370	0	385	0	0	500	#DIV/0!	500	#DIV/0!	500	#DIV/0!
Maintenance:	3510	49,256	50,044	95,000	95,000	103,000	8.42%	99,000	4.21%	99,000	4%
Web page support (Avenet)	1,000										
Upgrade Website	6,000										
Electronic Recordkeeping (Laserfiche)	11,000										
Network	9,500										
Copiers & office equipment	8,000										
Phone support	7,500										
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										

**2013 BUDGET
INFORMATION TECHNOLOGY FUND
605-40000**

		2012		2013		2013		2013			
		Actual	Actual	Adopted Budget	Projected 2012	Dept. Requested Budget	% Change 12/13	City Mgr Recommend Budget	% Change 12/13	Adopted Budget	% Change 12/13
Risk Mgmt. Internal Chg.	3563	2,300	2,200	3,500	3,500	3,600	2.86%	3,600	2.86%	3,600	3%
Other Services	3590	13,675	149	1,000	1,000	1,000	0.00%	1,000	0.00%	1,000	0.00%
Total Contractual Services		161,228	148,701	202,500	202,500	213,100	5.23%	208,100	2.77%	208,100	3%
CAPITAL OUTLAY											
Equipment:	6200	42,431	121,340	223,300							
Replacement of PCs (10)				12,400	15,000			15,000		15,000	
Replacement of printers				3,100	3,000			3,000		3,000	
Replacement of network equip.				15,500	15,000			10,000		10,000	
Replacement of network server				20,600	20,000			15,000		15,000	
Replacement of PS vehicle laptops (4)				17,000	17,000			17,000		17,000	
Finance system (Therefore)				0	128,700			128,700		128,700	
Fire Vehicle Laptops (3)				12,400	12,400			10,000		10,000	
GIS Upgrade				6,200	6,200			6,200		6,200	
Public Safety Property Mgmt Program				0	7,300			0		0	
Total Capital Outlay		42,431	121,340	223,300	87,200	224,600		204,900		204,900	
Total Expenses		367,903	431,746	597,600	461,500	616,000		591,100		589,900	
Net Revenues over Expenses		336,081	126,666	(61,600)	76,000	(62,300)		(57,100)		(55,900)	

**2013 BUDGET
FLEET REPLACEMENT FUND
603-40000**

	2010 Actual	2011 Actual	2012 Adopted Budget	Projected 2012	2013 Dept. Requested Budget	% Change 12/13	2013 City Mgr Recommend Budget	% Change 12/13	2013 Adopted Budget	% Change 12/13	
REVENUES:											
CHARGES FOR SERVICE											
Internal Service Revenues	6610	573,300	379,300	391,600	391,600	404,400	3.27%	404,400	3.27%	404,400	3.27%
TOTAL		573,300	379,300	391,600	391,600	404,400	3.27%	404,400	3.27%	404,400	3.27%
MISCELLANEOUS											
Bond Proceeds - Equip Cert	7707	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	
Misc Grants	5718	9,000	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	
Sale of City property	7802	20,244	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	
Interest Earnings	8801	100,402	99,749	96,000	37,000	41,300	-56.98%	41,300	-56.98%	41,300	-56.98%
Transfer in	9980	253,000	0	0	165,600	165,600	#DIV/0!	165,600	#DIV/0!	165,600	#DIV/0!
TOTAL		382,646	99,749	96,000	202,600	206,900	115.52%	206,900	115.52%	206,900	115.52%
Total Revenues		955,946	479,049	487,600	594,200	611,300	25.37%	611,300	25.37%	611,300	25.37%
EXPENSES:											
CONTRACTUAL SERVICES											
Audit & Financial	3701	1,995	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	
TOTAL		1,995	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	
CAPITAL OUTLAY											
Urgent:		524,690	511,299								
Community Development:											
Toyota Prius Staff Car					25,000		0		0		
Parks:											
John Deere Turbo Mower			48,500	49,900							
Dodge Ram Pickup					47,000		36,200		36,200		
Police:											
Chev Tahoe - Sgt					40,100		40,100		40,100		
Ford Crown Vic Squad			34,400	35,400							
Ford Crown Vic Squad			34,400	35,400							
Ford Crown Vic Squad			34,400	35,400							
Fire:											
Luverne Commander II Truck					540,800		540,800		540,800		
Engineering:											
Ford Taurus					23,300		0		0		
Public Works:											
Chevy Silverado w/plow package					34,500		34,500		34,500		
Int'l Dump (box & hydraulics)					180,600		180,600		180,600		
Int'l Dump (box & hydraulics)					180,600		180,600		180,600		
773T Bobcat (annual lease)			1,800	1,600	1,700		1,700		1,700		
MT Trackless Sidewalk Plow					148,900		148,900		148,900		
John Deere Front-End Loader			27,200	27,200							
Inger Rand Asphalt Compactor			19,800	14,000							
Hydraulic Pavement Frost Breaker			21,300	12,900							
Water:											
4 x 4 Pickup Truck					24,500		24,500		24,500		
F350 XL 2wd Pickup Truck					27,000		0		0		
Golf:											
Club Car - Workhorse			16,000	16,000							
Urgent subtotal:		0	0	237,800	227,800	1,274,000		1,187,900		1,187,900	
Potentially Defer:											
Public Works:											
Versa Vac Sewer Inductor			265,300	124,900							
Potentially Defer subtotal:		0	0	265,300	124,900	0		0		0	
Total Capital Outlay		524,690	511,299	503,100	352,700	1,274,000		1,187,900		1,187,900	
Total Expenses		526,685	511,299	503,100	352,700	1,274,000		1,187,900		1,187,900	
Net Revenues over Expenses		429,261	(32,250)	(15,500)	241,500	(662,700)		(576,600)		(576,600)	

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Capital Replacement Justification Form

Current Asset Detail

Asset ID	Fleet	Department	Community Development
Asset Description	2002 Toyota Prius		
Date Acquire	2002	Purchase Price	\$21,364.00

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$25,000	10	This vehicle is used by the Code Enforcement Officer for inspections on a daily basis. The unit was taken out of the Fleet plan in 2008/2009 and not scheduled for replacement. The plan was to use the vehicle until the end of its useful life and then have the Code Enforcement Officer use the 2003 Ford Focus. In 2011, a decision was made to
2012	2013	\$22,800	10	This vehicle is used by the Code Enforcement Officer for inspections on a daily basis. The unit was taken out of the Fleet plan in 2008/2009 and not scheduled for replacement. The plan was to use the vehicle until the end of its useful life and then have the Code Enforcement Officer use the 2003 Ford Focus. In 2011, a decision was made to



ID 1309537692

AssetID

CityID 028

Vehicle Condition Index Vehicle 028 Toyota Prius

Factor	Points
Age 11	One point for each year of chronological age, base on in-service date.
Miles/Hours 37,138 4	One point for each 10,000 miles of use.
Type of Service 1	1, 3, 5 points are assigned based on the type of service that vehicle receives. For instance, a police patrol car would be given a 5 because it is in severe duty service. In contrast, an administrative sedan would be given a 1.
Reliability 2	Points are assigned as 1, 2, 3, 4, or 5 depending on the frequency or repair/downtime. A 5 would be assigned to a vehicle that has 4% to 5% downtime or more, 4 for 3% to 4% downtime, 3 for 2% to 3% downtime, 2 for 1% to 2% downtime and one point would be assigned for vehicles with less than 1% downtime.
M&R Costs 1 Maintenance and Repair \$1,630 Price of car \$21,363 8% of original cost of vehicle	1 to 5 points are assigned based on total life M&R costs (not including repair of accident damage). A 5 is assigned to a vehicle with life M&R costs equal to or greater than the vehicle's original purchase price, while a 1 is given to a vehicle with life M&R costs equal to 20% or less of its original purchase cost.
Condition 2	This category takes into consideration body condition, rust, interior condition, accident history, anticipated repairs, etc. A scale of 1 to 5 points is used with 5 being poor condition.
Cost Per Mile 2 Lifetime average of \$0.10 per mile	Points are assigned as 1, 2, 3, 4, or 5 depending on the cost per mile relative to class. A 5 would be assigned to a vehicle with costs per mile in excess of 20% for the class. 4 – 15% > than class, 3 – 10% > than class, 2 – 05% > than class, 1 – equal to class.
Point Ranges	Under 21 points Condition I Excellent 21 to 25 points Condition II Good 25 to 30 points Condition III Qualifies for replacement 31 points and above Condition IV Needs immediate consideration
Risk Factor (independent) (Not calculated in VCI)	A high "risk factor" is a determination that the vehicle is projected to operate at a cost higher than > the vehicle class. A medium "risk factor" is a determination that the vehicle is projected to operate at a cost equal to the vehicle class. A low "risk factor" is a determination that the vehicle is projected to operate at a cost lower than < the vehicle class.

Vehicle Condition Index Summary

Department:

Factor	Vehicle #
Age	11
Miles/Hours	4
Type of Service	1
Reliability	2
M&R Costs	1
Condition	2
Cost Per Mile	2
TOTAL	23.5

Risk Factor: Medium

Notes: This VCI completed June 7, 2012

2002 Toyota Prius - Community Development

Year	Miles	Parts / O.R. Cost	Estimated Labor	Total	Cost / Mile	5-YR Average Cost / Mile
2002	2968	\$ 6.12	\$ 4.59	\$ 10.71	\$ 0.00	
2003	3158	\$ 10.80	\$ 8.10	\$ 18.90	\$ 0.01	
2004	5937	\$ 14.60	\$ 10.95	\$ 25.55	\$ 0.00	
2005	3109	\$ 186.19	\$ 139.64	\$ 325.83	\$ 0.10	
2006	5963	\$ 9.33	\$ 7.00	\$ 16.33	\$ 0.00	0.02
2007	560	\$ 127.50	\$ 95.63	\$ 223.13	\$ 0.40	0.10
2008	5158	\$ 76.09	\$ 57.07	\$ 133.16	\$ 0.03	0.11
2009	1547	\$ 176.08	\$ 132.06	\$ 308.14	\$ 0.20	0.15
2010	4700	\$ 184.92	\$ 138.69	\$ 323.61	\$ 0.07	0.14
2011	808	\$ 140.00	\$ 105.00	\$ 245.00	\$ 0.30	0.20
2012	1466	\$ -	\$ -	\$ -	\$ -	0.14

\$ 1,630.35 \$ 0.10

Labor Factor 0.75
 O & M Cost \$ 1,630.35
 Original Cost \$ 21,363.00
 Rank 8%

VEHICLE # 028
 DEPARTMENT COM
 YEAR 2002
 CHASSIS MAKE TOYOTA
 CHASSIS MODEL PRIUS
 ENGINE MAKE TOYOTA
 ENGINE MODEL 1.5 - 4 CYL

RETURN TO MAIN SCREEN
 ENTER NEW REPAIR
 ENTER NEW VEHICLE
 ENTER NEW PART

EDIT THIS VEHICLE'S INFORMATION
 EDIT REPAIR INFORMATION FOR THIS VEHICLE
 EDIT PART INFORMATION FOR THIS VEHICLE

SERIAL # JT2BK12UX20049629

STAFF CAR

PART	PART ID	DESCRIPTION
GOODYEAR	P175/65R14	INTEGRITY \$70.31ea.

Repairs

REPORT DATE	MILEAGE / ODOMETER	PARTS	WORK AND PARTS USED
8/17/2011	35672	\$0.00	warranty recall Carlson Toyota (steering gear recall)
1/5/2011	33908	\$140.00	replaced failed battery
9/1/2010	33100	\$5.00	PLUGGED RIGHT FRONT TIRE
7/21/2010	32980	\$14.64	Eng. Oil & filter 4qt. 5w30 oil & filter
3/10/2010	31400	\$150.64	Mount & balance 2 new front tires GDY Integrity P175/65/R14
3/10/2010	31400	\$14.64	eng. Oil & filter service 4qt. 5w30 oil & filter
1/23/2009	28400	\$176.08	Service: 4 qts 5w30 oil, filter, washer fluid. Replace failed battery. Install block heater
7/16/2008	26853	\$76.09	Service: 4 qts oil and filter. Front brake job - 1 pads 2 rotors.
1/24/2007	21695	\$118.17	Replaced failed starting battery.
1/18/2007	21693	\$9.33	Service: 4 qts 5w30 oil, filter, washer fluid.
1/11/3/2006	21135	\$172.45	MAPLEWOOD TOYOTA - Warranty - replace engine control module and air refiner
4/7/2006	19203		MAPLEWOOD TOYOTA (warranty) - replace catalytic converter.
2/3/2006	18607	\$9.33	Service: 4 qts 5w30 oil, filter, washer fluid.
5/26/2005	15172	\$162.87	Service: 4 qts 5w30 oil, oil filter, lube. Replace 4 tires.
3/2/2005		\$8.53	Replace wiper blades.

REPORT DATE	MILEAGE / ODOMETER	PARTS	WORK AND PARTS USED
1/21/2005		\$8.53	Replace wiper blade
1/20/2005	13660	\$6.26	Replace wiper blade.
9/23/2004	12063	\$7.30	Service: 4 qts 5w30 oil, filter, washer fluid.
1/21/2004	9040	\$7.30	Service: 4 qts 5w30 oil, oil filter, washer fluid.
6/2/2003	6126	\$8.30	Service: 4 qts 5w30 oil, filter, washer fluid
3/21/2003	5165	\$2.50	Repair left front tire w/ patch.
1/31/2002	500	\$21.29	Install floor mats
	2968	\$6.12	Service: 4 qts 5w30 oil, filter, lube

Capital Replacement Justification Form

Current Asset Detail

Fund	Fleet	Department	Parks
Asset Description	2003 Dodge Ram pickup 3/4 Ton w/plow package		
Date Acquired	2003	Purchase Price	\$21,069.00

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$36,200	10	This vehicle is used to plow snow in winter at NBCC, parks, and trails. In summer it is used to pull trailers, haul heavy loads i.e. dirt, rock or lumber in addition to every day use of getting staff around the city to do their jobs. For the next version of replacement we would like to reduce our labor costs for staff to manually remove product from back of truck and we would be able to get projects done in a more timely manner. We would like to replace this vehicle with a 1-ton with plow and dump box.
2012	2013	\$35,100	10	This vehicle is used to plow snow in winter at NBCC, parks, neighborhood centers and trails. In summer it is used to pull trailers, haul heavy loads i.e. dirt, rock or lumber in addition to every day use of getting staff around the city to do their jobs.
2011	2012	\$32,800	10	



Vehicle Condition Index Vehicle 036 Dodge Ram - Parks

Factor	Points												
Age	10												
Miles/Hours 41,218	4												
Type of Service	3												
Reliability	2												
M&R Costs Maintenance and repair \$5,326 Price of truck \$21,069 25% of original cost of vehicle	2												
Condition	5												
Cost Per Mile	1												
Point Ranges	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Under 21 points</td> <td style="width: 33%;">Condition I</td> <td style="width: 33%;">Excellent</td> </tr> <tr> <td>21 to 25 points</td> <td>Condition II</td> <td>Good</td> </tr> <tr> <td>25 to 30 points</td> <td>Condition III</td> <td>Qualifies for replacement</td> </tr> <tr> <td>31 points and above</td> <td>Condition IV</td> <td>Needs immediate consideration</td> </tr> </table>	Under 21 points	Condition I	Excellent	21 to 25 points	Condition II	Good	25 to 30 points	Condition III	Qualifies for replacement	31 points and above	Condition IV	Needs immediate consideration
Under 21 points	Condition I	Excellent											
21 to 25 points	Condition II	Good											
25 to 30 points	Condition III	Qualifies for replacement											
31 points and above	Condition IV	Needs immediate consideration											
Risk Factor (independent) (Not calculated in VCI)	<p>A high "risk factor" is a determination that the vehicle is projected to operate at a cost higher than > the vehicle class.</p> <p>A medium "risk factor" is a determination that the vehicle is projected to operate at a cost equal to the vehicle class.</p> <p>A low "risk factor" is a determination that the vehicle is projected to operate at a cost lower than < the vehicle class.</p>												

Vehicle Condition Index Summary

Department:

Factor	Vehicle #
Age	10
Miles/Hours	4
Type of Service	3
Reliability	2
M&R Costs	2
Condition	5
Cost Per Mile	1
TOTAL	27

Risk Factor: Medium

Notes: This VCI completed June 18, 2012

Capital Replacement Justification Form

Current Asset Detail

Asset ID 40 | Fleet

Department Police

Asset Description 2009 Chevrolet Tahoe

Date Acquire 2009

Purchase Price \$31,705.33

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$40,100	4	Marked patrol vehicle used by Public Safety Officers (PSOs) to respond to calls for service, provide prisoner transports, conduct administrative errands, & deploy neighborhood speed trailers. High mileage necessitates frequent replacement.
2012	2013	\$40,100	4	Marked patrol vehicle used by Public Safety Officers (PSOs) to respond to calls for service, provide prisoner transports, conduct administrative errands, & deploy neighborhood speed trailers. High mileage necessitates frequent replacement.
2011	2013	\$35,800	4	Marked patrol vehicle used by Public Safety Officers (PSOs) to respond to calls for service, provide prisoner transports, conduct administrative errands, & deploy neighborhood speed trailers. High mileage necessitates frequent replacement.



ID 40

AssetID 1323

CityID 095

Capital Replacement Justification Form

Current Asset Detail

Asset ID 7 Fleet

Department Fire

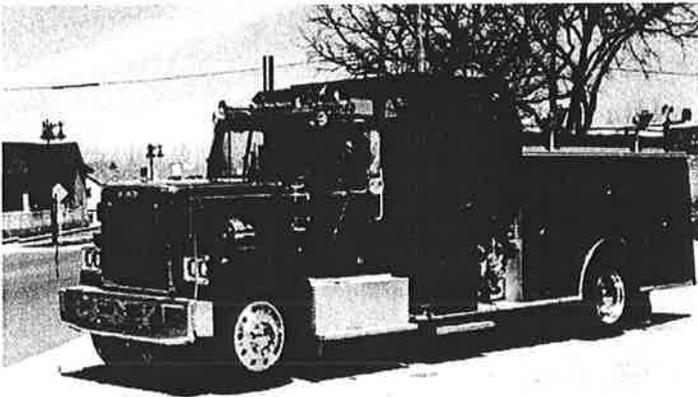
Asset Description Luverne Commander II truck 1250 GPM pumper on GMC chassis plus RAM husrt tool & manifold block plus syntor radio w/extended control (Life extended assuming 621 is replaced)

Date Acquire 1987

Purchase Price \$153,461.00

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$540,800	20	Reserve engine used only as backup pumper. Governed by NFPA 1901 Standard for Automotive Fire Apparatus. Failed annual pump test initially. Replacement has already been delayed 5 years. NFPA 1901 recommends vehicles older than 1991 be placed in reserve status.
2012	2013	\$540,800	20	Reserve engine used only as backup pumper. Governed by NFPA 1901 Standard for Automotive Fire Apparatus. Failed annual pump test initially. Replacement has already been delayed 4 years. NFPA 1901 recommends vehicles older than 1991 be placed in reserve status.
2011	2013	\$530,500	20	Reserve engine used only as backup pumper. Governed by NFPA 1901 Standard for Automotive Fire Apparatus. Failed annual pump test initially. Replacement has already been delayed 3 years. NFPA 1901 recommends vehicles older than 1991 be placed in reserve status.



ID 7

AssetID 545

CityID 866

Capital Replacement Justification Form

Current Asset Detail

id	Fleet	Department	Engineering
Asset Description	2005 Ford Taurus		
Date Acquire	2005	Purchase Price	\$12,560.00

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$23,278	8	Pool vehicle for Engineering and Community Development
2012	2013	\$22,600	8	Pool vehicle for Engineering and Community Development
2011	2013	\$21,900	8	



ID	4	AssetID	705	CityID	057
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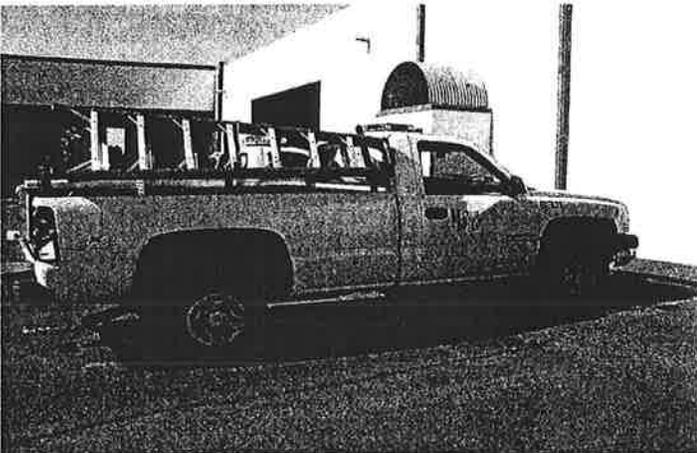
Capital Replacement Justification Form

Current Asset Detail

Fund	Fleet	Department	Public Works (shared)
Asset Description	2003 Chevy Silverado 2500HD/plow package		
Date Acquired	2003	Purchase Price	\$25,130.00

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$34,500	10	This truck is used to transport personnel and equipment to various job sites. It has a snow plow package for plowing alleys and parking lots, and is set up for all street sign work.
2012	2013	\$33,600	10	This truck is used to transport personnel and equipment to various job sites. It has a snow plow package for plowing alleys and parking lots, and is set up for all street sign work.
2011	2013	\$34,600	10	



ID 63

AssetID 707

CityID 0311

Vehicle Condition Index Vehicle 0311 Chevrolet Pickup

Factor	Points													
Age	10	One point for each year of chronological age, base on in-service date.												
Miles/Hours 57,100 miles	6	One point for each 10,000 miles of use.												
Type of Service	5	1, 3, 5 points are assigned based on the type of service that vehicle receives. For instance, a police patrol car would be given a 5 because it is in severe duty service. In contrast, an administrative sedan would be given a 1.												
Reliability	4	Points are assigned as 1, 2, 3, 4, or 5 depending on the frequency or repair/downtime. A 5 would be assigned to a vehicle that has 4% to 5% downtime or more, 4 for 3% to 4% downtime, 3 for 2% to 3% downtime, 2 for 1% to 2% downtime and one point would be assigned for vehicles with less than 1% downtime.												
M&R Costs \$7,586 Price of truck \$25,130 30% of original cost of truck	1.5	1 to 5 points are assigned based on total life M&R costs (not including repair of accident damage). A 5 is assigned to a vehicle with life M&R costs equal to or greater than the vehicle's original purchase price, while a 1 is given to a vehicle with life M&R costs equal to 20% or less of its original purchase cost.												
Condition Truck is well-worn inside and out. It is used every day in the street department and has a plow route.	4	This category takes into consideration body condition, rust, interior condition, accident history, anticipated repairs, etc. A scale of 1 to 5 points is used with 5 being poor condition.												
Cost Per Mile Lifetime average 0.13 per mile	2	Points are assigned as 1, 2, 3, 4, or 5 depending on the cost per mile relative to class. A 5 would be assigned to a vehicle with costs per mile in excess of 20% for the class. 4 – 15% > than class, 3 – 10% > than class, 2 – 05% > than class, 1 – equal to class.												
Point Ranges		<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Under 21 points</td> <td style="width: 33%;">Condition I</td> <td style="width: 33%;">Excellent</td> </tr> <tr> <td>21 to 25 points</td> <td>Condition II</td> <td>Good</td> </tr> <tr> <td>25 to 30 points</td> <td>Condition III</td> <td>Qualifies for replacement</td> </tr> <tr> <td>31 points and above</td> <td>Condition IV</td> <td>Needs immediate consideration</td> </tr> </table>	Under 21 points	Condition I	Excellent	21 to 25 points	Condition II	Good	25 to 30 points	Condition III	Qualifies for replacement	31 points and above	Condition IV	Needs immediate consideration
Under 21 points	Condition I	Excellent												
21 to 25 points	Condition II	Good												
25 to 30 points	Condition III	Qualifies for replacement												
31 points and above	Condition IV	Needs immediate consideration												
Risk Factor (independent) (Not calculated in VCI)		<p>A high "risk factor" is a determination that the vehicle is projected to operate at a cost higher than > the vehicle class.</p> <p>A medium "risk factor" is a determination that the vehicle is projected to operate at a cost equal to the vehicle class.</p> <p>A low "risk factor" is a determination that the vehicle is projected to operate at a cost lower than < the vehicle class.</p>												

Vehicle Condition Index Summary

Department:

Factor	Vehicle # 0311
Age	10
Miles/Hours	6
Type of Service	5
Reliability	4
M&R Costs	1.5
Condition	4
Cost Per Mile	2
TOTAL	32.5

Risk Factor: High

Vehicle Condition Index completed July 2, 2012

2003 Chevrolet pickup (0311) - Public Works

Year	Miles	Parts / O.R. Cost	Estimated Labor	Total	Cost / Mile	5-YR Average Cost / Mile
2003	3217	\$ 21.09	\$ 15.82	\$ 36.91	0.01	
2004	9273	\$ 81.98	\$ 61.49	\$ 143.47	0.02	
2005	7438	\$ 195.18	\$ 146.39	\$ 341.57	0.05	
2006	6134	\$ 921.74	\$ 691.31	\$ 1,613.05	0.26	
2007	7713	\$ 887.94	\$ 665.96	\$ 1,553.90	0.20	
2008	5125	\$ 191.50	\$ 143.63	\$ 335.13	0.07	0.11
2009	4600	\$ 236.96	\$ 177.72	\$ 414.68	0.09	0.12
2010	4549	\$ 480.09	\$ 360.07	\$ 840.16	0.18	0.13
2011	5951	\$ 1,150.54	\$ 862.91	\$ 2,013.45	0.34	0.16
2012	2600	\$ 168.11	\$ 126.08	\$ 294.19	0.11	0.18
				\$ 7,586.48	0.13	

Labor Factor 0.75
 O & M Cost \$ 7,586.48
 Original Cost \$25,130.00
 Rank 30%

VEHICLE # 0311
 DEPARTMENT STR
 YEAR 2003
 CHASSIS MAKE CHEVY
 CHASSIS MODEL K2500
 ENGINE MAKE CHEVY
 ENGINE MODEL 6.0

RETURN TO MAIN SCREEN
 ENTER NEW REPAIR
 ENTER NEW VEHICLE
 ENTER NEW PART
 EDIT THIS VEHICLE'S INFORMATION
 EDIT REPAIR INFORMATION FOR THIS VEHICLE
 EDIT PART INFORMATION FOR THIS VEHICLE

SERIAL # 1GCHK24473E289195

DESCRIPTION 3/4 TON PICKUP 4x4

PARTS	PART ID	DESCRIPTION
01432	oil filter	oil filter
general	AT2 265/70/16	TIRE \$131.57

Repairs

REPORT DATE	MILEAGE / ODOMETER	PARTS	WORK AND PARTS USED
6/26/2012	57100		\$23.85 eng. Oil & filter service 6qt. 5w30 oil & filter
6/14/2012	56789		\$63.09 replaced failed flasher control mod.
3/2/2012	55401		\$25.00 machined new pin 1 1/4"x6" & (2) 1/4"x2" roll pin
1/19/2012	55000		\$56.17 replaced driver side tail lamp assy
12/2/2011	54000		\$21.85 eng. Oil & filter service 6qt 5w30 oil & filter
7/29/2011	52110		\$180.44 D & D Instruments Cluster repair(step motor)
7/29/2011	52110		\$561.80 mount & balance 4 tires General AT2 265/70/16
4/14/2011	50400		\$28.94 change engine oil and filter. Changed left front daytime running light below headlight
3/2/2011	49650		\$9.50 replaced steering wheel cover
2/28/2011	49638		\$348.01 install new seat foam and cover on drivers seat.
12/6/2010	48049		\$167.00 replace wipers and left taillight
9/16/2010	47450		\$21.85 change engine oil and filter #
7/20/2010	46678		\$97.76 replaced blower motor resistor & harness
2/3/2010	44300		\$193.48 Replace rear pads and rotors. Replace rear u-joint. Change engine oil and filter. See
11/16/2009	43500		\$4.00 replace passenger reverse lightbulb. Replaced dome light bulb

REPORT DATE	MILEAGE / ODOMETER	PARTS	WORK AND PARTS USED
2009	8/31/2009 42630	\$134.13	REPLACED BROKEN DRIVER SIDE TAIL LAMP ASSY.
	7/15/2009 42300	\$2.00	REPAIR FLASHLIGHT CHARGER, MISC. ELEC CONNECTORS
	4/21/2009 41165	\$73.62	Replace failed battery.
	4/15/2009 41164	\$23.21	Service: 6 qts 5w30 oil, filter, lube, washer fluid.
	12/8/2008 38900	\$71.35	Replace fuel pressure regulator. Replaced air and fuel filters.
	7/21/2008 37166	\$15.50	Service: 6 qts 15w40 oil and filter.
	2/29/2008	\$104.65	Repair and reposition plow harness.
2008	12/13/2007 33775	\$21.20	Installed winter wiper blades.
	12/4/2007 33504	\$33.24	Replaced stuck thermostat.
	11/30/2007 33475	\$47.12	Replaced blower motor resistor.
	11/6/2007 33104	\$675.88	Service: 6 qts 5w30 oil, filter, washer fluid, lube. Mount and balance 4 tires.
	8/9/2007	\$94.50	Replace 2 strobe tubes in light bar.
	5/2/2007 29493	\$16.00	Service: 6 qts 15w40 oil, filter, washer fluid.
	11/15/2006 26062	\$38.00	Service: 6 qts 5w30 oil, filter, lube, washer fluid, Transmission service - 4 qts ATF, filter.
	10/10/2006 25582	\$104.82	Replace both strobe lights left side in light bar.
	7/21/2006 23827	\$28.43	Service: 6qts 15w40 oil, filter. 6 pin round trailer wiring - recepticle, bracket, wire harness.
	5/23/2006	\$15.41	Replace tail gate lever bezel.
	2/1/2006 20063	\$43.08	Replace plow solenoid.
	1/24/2006 19928	\$692.00	Service: 6 qts oil, filter and ATF. Replace all 4 tires. GOODYEAR - align front end. R
2006	10/26/2005	\$2.25	Replace left rear brake light bulb
	10/20/2005 18153	\$44.15	Replace failed park/neutral switch.
	10/13/2005	\$97.44	Repair light bar w/ 2 strobe tubes
	9/22/2005 17555	\$2.50	Repair right front tire w/ patch.
	7/13/2005 16130	\$10.00	Service: 6 qts 15w30 oil, filter, washer fluid.
	3/8/2005	\$26.29	Install floor mats.
	2/28/2005	\$38.84	Re-seal plow pump.
	11/12/2004 12490	\$10.09	Service: 6 qts 5w30 oil, filter, washer fluid.
	6/16/2004 9286	\$99.72	Install flashlight.
	4/26/2004 7983	\$71.89	Replace light bar strobe tube.
2003	8/25/2003 3217	\$9.39	Service: 6 qts 15w40 oil, filter, lube, washer fluid.
	4/23/2003 96	\$99.00	RHINO LINING OF WHITE BEAR - install box liner.
	4/23/2003 96	\$676.14	Install vehicle graphics. Install light bar and flash light.
	10445	\$11.70	Service: 6 qts 15w40 oil, filter, lube, washer fluid.

Vehicle Condition Index Vehicle 987 International Dump Truck

Factor	Points
Age 15	One point for each year of chronological age, base on in-service date.
Miles/Hours 3 28,453 miles	One point for each 10,000 miles of use.
Type of Service 5	1, 3, 5 points are assigned based on the type of service that vehicle receives. For instance, a police patrol car would be given a 5 because it is in severe duty service. In contrast, an administrative sedan would be given a 1.
Reliability 2	Points are assigned as 1, 2, 3, 4, or 5 depending on the frequency or repair/downtime. A 5 would be assigned to a vehicle that has 4% to 5% downtime or more, 4 for 3% to 4% downtime, 3 for 2% to 3% downtime, 2 for 1% to 2% downtime and one point would be assigned for vehicles with less than 1% downtime.
M&R Costs \$22,232 1 Price of truck \$85,869 26% of original cost of truck	1 to 5 points are assigned based on total life M&R costs (not including repair of accident damage). A 5 is assigned to a vehicle with life M&R costs equal to or greater than the vehicle's original purchase price, while a 1 is given to a vehicle with life M&R costs equal to 20% or less of its original purchase cost.
Condition 2	This category takes into consideration body condition, rust, interior condition, accident history, anticipated repairs, etc. A scale of 1 to 5 points is used with 5 being poor condition.
Cost Per Mile 5 5 year initial Average = \$0.20 per mile 5 year final Average = \$1.40 per mile	Points are assigned as 1, 2, 3, 4, or 5 depending on the cost per mile relative to class. A 5 would be assigned to a vehicle with costs per mile in excess of 20% for the class. 4 – 15% > than class, 3 – 10% > than class, 2 – 05% > than class, 1 – equal to class.
Point Ranges	Under 21 points Condition I Excellent 21 to 25 points Condition II Good 25 to 30 points Condition III Qualifies for replacement 31 points and above Condition IV Needs immediate consideration
Risk Factor (independent) (Not calculated in VCI)	A high "risk factor" is a determination that the vehicle is projected to operate at a cost higher than > the vehicle class. A medium "risk factor" is a determination that the vehicle is projected to operate at a cost equal to the vehicle class. A low "risk factor" is a determination that the vehicle is projected to operate at a cost lower than < the vehicle class.

Vehicle Condition Index Summary

Department:

Factor	Vehicle # 987
Age	15
Miles/Hours	3
Type of Service	5
Reliability	2
M&R Costs	1
Condition	2
Cost Per Mile	5
TOTAL	33

Risk Factor: High

Vehicle Condition Index completed on July 2, 2012

1998 International Dump Truck (987)

Year	Miles	Parts / O.R. Cost	Estimated Labor	Total	Cost / Mile	5-YR Average Cost / Mile
1998	1	50				
1999	2	2754	\$ 65.91	\$ 49.43	\$ 115.34	0.04
2000	3	1920	\$ 277.07	\$ 207.80	\$ 484.87	0.25
2001	4	3082	\$ 646.71	\$ 485.03	\$ 1,131.74	0.37
2002	5	2977	\$ 540.13	\$ 405.10	\$ 945.23	0.32
2003	6	2012	\$ 1,297.88	\$ 973.41	\$ 2,271.29	1.13
2004	7	2232	\$ 3,062.64	\$ 2,296.98	\$ 5,359.62	2.40
2005	8	2760	\$ 542.83	\$ 407.12	\$ 949.95	0.34
2006	9	2580	\$ 935.48	\$ 701.61	\$ 1,637.09	0.63
2007	10	1755	\$ 753.70	\$ 565.28	\$ 1,318.98	0.75
2008	11	1913	\$ 828.51	\$ 621.38	\$ 1,449.89	0.76
2009	12	965	\$ 883.26	\$ 662.45	\$ 1,545.71	1.60
2010	13	1700	\$ 1,714.58	\$ 1,285.94	\$ 3,000.52	1.77
2011	14	1189	\$ 443.10	\$ 332.33	\$ 775.43	0.65
2012	15	564	\$ 712.25	\$ 534.19	\$ 1,246.44	2.21
				\$22,232.09	0.88	1.40

Labor Factor 0.75
 O & M Cost \$22,232.09
 Original Cost \$85,869.00
 Rank 26%

VEHICLE # 987
 DEPARTMENT STR
 YEAR 1999
 CHASSIS MAKE IH
 CHASSIS MODEL 2554
 ENGINE MAKE IH
 ENGINE MODEL 530E

RETURN TO MAIN SCREEN
 ENTER NEW REPAIR
 ENTER NEW VEHICLE
 ENTER NEW PART

EDIT THIS VEHICLE'S INFORMATION
 EDIT REPAIR INFORMATION FOR THIS VEHICLE
 EDIT PART INFORMATION FOR THIS VEHICLE

SERIAL # 1HTGBADR7XH594480
 DESCRIPTION SINGLE AXLE DUMPTRUCK W/ SNOW EQUIPMENT
 PARTS

Repairs

REPORT DATE	MILEAGE / ODOMETER	PARTS	WORK AND PARTS USED
4/22/2012	28453	\$291.94	replaced failed starter
4/22/2012	28453	\$25.46	replaced failed air brake pressure sending unit
2/29/2012	28200	\$87.65	towed in w/loader replaced blown oil line at compressor 18qt. 15w40
2/8/2012	28000	\$307.20	replaced failed spinner motor
12/22/2011	127889	\$42.57	replace failed bearing on box vibrator
10/21/2011	127550	\$150.00	Replaced passenger side winter door pannel
10/21/2011	127550	\$250.53	annual inspection 32qt 15w40 20qt ATF, fuel, air, trans & oil filters
11/20/2010	1026700	\$1,150.27	remove wing cylinder. Catco rebuild
10/1/2010	1026302	\$15.64	D O T inspection replaced fuel filters lubed all zerks only 1315 miles since last fluid &
9/30/2010	1026302	\$237.04	replace box vibrator/failed load test 325amp draw
9/30/2010	1026302	\$311.63	replaced batteries/ failed load test, replaced alternator/weak 10.6v at full load
12/9/2009	25000	\$435.28	replaced failed fan hub & fan belt 1gal 50/50 coolant
10/21/2009	24987	\$86.58	annual inspection, eng oil & filter service
5/22/2009		\$361.40	Replaced sander spinner motor - motor, coupler set, hose.
12/20/2008		\$194.25	GLASS 7 - replace broken windshield.

REPORT DATE	MILEAGE / ODOMETER	PARTS	WORK AND PARTS USED
2008	10/29/2008 24035	\$228.12	Service: 32 qts 15w40 oil, 1 hydraulic filter, 1 fuel filter, 1 oil filter, lube. Transmission
	10/29/2008 24035	\$339.67	KREMER SPRING - replaced u-bolts on front springs
	4/7/2008	\$7.87	Replace headlight.
	3/4/2008	\$13.00	Repaired box - hoist cylinder rod end and installed zerks at rod end box pivot - 2 zerks
	1/11/2008	\$45.60	Replaced auger bearing.
2007	10/20/2007 22122	\$328.72	ASTLEFORD INTERNATIONAL - replace steering shaft U-joint.
	10/17/2007 22115	\$328.72	ASTLEFORD INTERNATIONAL - replace steering column u-joint.
	10/17/2007 22115	\$82.70	Service: 32 qts 15w40 oil, filter, fuel filter. D.O.T. inspection - sticker. Install passeng
	2/22/2007	\$13.56	Replace wiper blades.
2006	12/4/2006	\$7.50	Replace sander light bulb.
	10/19/2006 20367	\$839.69	Replace front tires.
	10/11/2006 20334	\$88.29	Service: oil, oil filter, hydraulic filter, 2 fuel filters. D.O.T. inspection / brake dryer serv
	12/16/2005	\$301.71	Replace turn signal switch and batteries.
2005	10/3/2005 17787	\$66.68	Service: 32 qts 15w40 oil, filter, fuel filter, lube, washer fluid. D.O.T. inspection - dece
	7/1/2005 17477		Install cab door.
	3/15/2005 15077		Repair sander spinner hydraulic couplings
	2/9/2005 16783	\$22.76	Replace fuel filters and add fuel and oil conditioner.
	1/3/2005 16400	\$151.68	Replace water pump - h2o pump, belt, 5 gal coolant, h2o filter.
2004	10/26/2004 15027	\$101.10	Service: 1 oil filter, 1 trans filter, 32 qts 15w40 oil, 18 ATF, 1 fuel filter, 1 hydraulic filter
	10/26/2004 15027	\$1,353.37	D.O.T. inspection - 4 tires, 1 oil pan, 2 LED lights.
	6/28/2004 1481	\$1,580.21	TRUCK ALIGN - replace rear springs.
	2/19/2004 13658	\$27.96	Replaced broken passenger side mirror
	12/5/2003 12795	\$247.16	Replace sander motor and quick connectors.
	1/14/2003	\$3.00	Install winter passenger side door.
2003	10/24/2003 12640	\$775.32	NORTHSTAR INTERNATIONAL - replace power steering pump.
	10/8/2003 12633	\$50.37	Service: 32 qts 15w40 oil, oil filter, D.O.T. inspection, 1 sticker, 2 lamps.
	9/25/2003 12565	\$37.49	Replace box vibrator solenoid.
	5/16/2003 11957	\$117.15	Replace 2 batteries
	4/18/2003 11822		Remount passenger side door.
	4/16/2003	\$60.12	Replace wing hydraulic hose assembly and right side tail lamp assembly.
	2/4/2003 11614	\$7.24	Replace sander light.
2002	12/6/2002 10783	\$292.82	Replace sander auger motor.
	10/24/2002 10424	\$41.80	Service: 32 qts 15w40 oil and filter

REPORT DATE	MILEAGE / ODOMETER	PARTS	WORK AND PARTS USED
10/10/2002	9436	\$2.00	D.O.T. inspection and sticker.
10/10/2002	9436	\$189.97	Service: valve cap, oil filter, H2O filter, fuel filter, filter kit, hydraulic filter, air filter, 8 gal
3/14/2002	8391	\$13.54	Repair wiper regulator arm and replace wiper blades
12/6/2001	7806	\$302.22	Repair wiring to transmission - towing through Interstate
10/26/2001	7732	\$10.00	Replace turn signal flasher
10/12/2001	7679	\$4.00	Replace both rear side marker bulbs
10/12/2001	7679	\$26.56	Replace seat height adjuster valve
10/12/2001	7679	\$126.65	Service: 8 gals oil, lube, filter, adjust brakes, change trans fluid & filters, 4 1/2 gal tran
5/1/2001			Repair fuel pressure regulator - warranty
5/1/2001	6645		Replace fuel pressure regulator (warranty)
5/1/2001	6645	\$14.41	Service: fuel filter
5/1/2001		\$105.30	Towing from garage to North Star International (Shorty's)
3/12/2001	6420	\$26.88	Replace hydraulic hose / plow pivot & fittings and add 1 1/2 gal hydraulic oil
2/8/2001	5644	\$10.69	Replace left side headlamp assembly
1/18/2001		\$20.00	Add hydraulic oil
12/26/2000		\$2.00	Repair leak on dual driver's side - remove axle..seal w/ silicone
12/11/2000	4724	\$9.95	Replace fuel filter, water in fuel
10/16/2000	4490	\$48.60	Service: 8 gals oil, filter, lube, adjust brakes, D.O.T. inspection and sticker
10/16/2000	4490	\$5.34	Replace radiator cap
5/8/2000	4208	\$5.35	Replace right side head lamp
1/4/2000	3480	\$205.83	Make and install Lexan door on right side - lexan, alum angle, misc hardware
10/12/1999	2804	\$64.79	Service: 7 gallons oil, oil filter, 2 fuel filters, lube.
10/12/1999	2804	\$0.00	D.O.T. Inspection - sticker.
7/16/1999	2594	\$1.12	Replace missing clevis pin for end gate latch.
1/21/1999	33	\$7.64	INSTALL VEHICLE # DECAL
11/16/1998	50	\$6.99	REFLECTIVE STRIP ON SANDER
10/21/1998	1157	\$0.00	(NORTHSTAR INTERNATIONAL/WARRANTY), HARD STARTING, SAEF FILE,
10/16/1998	33	\$0.00	(STANDARD SPRING) CONVERT LOAD LEVELER TO AUTOMATIC

2002

2001

2000

1999

Capital Replacement Justification Form

Current Asset Detail

Fund	Fleet	Department	Public Works (shared)
Asset Description	99 Internat'l Dump (box & hydraulics-\$34000)33,000 GVW cab & chassis (\$51869.25)		
Date Acquired	1998	Purchase Price	\$85,869.00

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$180,600	15	Astleford truck chassis \$81,225 Crysteel plow, hydraulics \$94,050
2012	2013	\$180,600	15	Astleford truck chassis \$81,225 Crysteel plow, hydraulics \$94,050
2011	2013	\$172,200	15	



ID 65

AssetID 611

CityID 988

Vehicle Condition Index Vehicle 988 International Dump Truck

Factor	Points
Age	15 One point for each year of chronological age, base on in-service date.
Miles/Hours 37,529 miles	4 One point for each 10,000 miles of use.
Type of Service	5 1, 3, 5 points are assigned based on the type of service that vehicle receives. For instance, a police patrol car would be given a 5 because it is in severe duty service. In contrast, an administrative sedan would be given a 1.
Reliability	3 Points are assigned as 1, 2, 3, 4, or 5 depending on the frequency or repair/downtime. A 5 would be assigned to a vehicle that has 4% to 5% downtime or more, 4 for 3% to 4% downtime, 3 for 2% to 3% downtime, 2 for 1% to 2% downtime and one point would be assigned for vehicles with less than 1% downtime.
M&R Costs \$49,488 Price of truck \$85,869 58% of original cost of truck	3 1 to 5 points are assigned based on total life M&R costs (not including repair of accident damage). A 5 is assigned to a vehicle with life M&R costs equal to or greater than the vehicle's original purchase price, while a 1 is given to a vehicle with life M&R costs equal to 20% or less of its original purchase cost.
Condition	2 This category takes into consideration body condition, rust, interior condition, accident history, anticipated repairs, etc. A scale of 1 to 5 points is used with 5 being poor condition.
Cost Per Mile 5 year initial Average = \$0.16 per mile 5 year final Average = \$1.89 per mile	5 Points are assigned as 1, 2, 3, 4, or 5 depending on the cost per mile relative to class. A 5 would be assigned to a vehicle with costs per mile in excess of 20% for the class. 4 – 15% > than class, 3 – 10% > than class, 2 – 05% > than class, 1 – equal to class.
Point Ranges	Under 21 points Condition I Excellent 21 to 25 points Condition II Good 25 to 30 points Condition III Qualifies for replacement 31 points and above Condition IV Needs immediate consideration
Risk Factor (independent) (Not calculated in VCI)	A high "risk factor" is a determination that the vehicle is projected to operate at a cost higher than > the vehicle class. A medium "risk factor" is a determination that the vehicle is projected to operate at a cost equal to the vehicle class. A low "risk factor" is a determination that the vehicle is projected to operate at a cost lower than < the vehicle class.

Vehicle Condition Index Summary

Department:

Factor	Vehicle # 988
Age	15
Miles/Hours	4
Type of Service	5
Reliability	3
M&R Costs	3
Condition	2
Cost Per Mile	5
TOTAL	37

Risk Factor: High

Vehicle Condition Index completed on July 2, 2012

1998 International Dump Truck (988)

Year	Miles	Parts / O.R. Cost	Estimated Labor	Total	Cost / Mile	5-YR Average Cost / Mile
1998	1	2102	\$ 11.18	\$ 8.39	\$ 19.57	\$ 0.01
1999	2	2491	\$ 68.99	\$ 51.74	\$ 120.73	\$ 0.05
2000	3	2176	\$ 481.56	\$ 361.17	\$ 842.73	\$ 0.39
2001	4	2800	\$ 364.80	\$ 273.60	\$ 638.40	\$ 0.23
2002	5	4222	\$ 256.03	\$ 192.02	\$ 448.05	\$ 0.11
2003	6	3103	\$ 516.33	\$ 387.25	\$ 903.58	\$ 0.29
2004	7	2178	\$ 2,622.87	\$ 1,967.15	\$ 4,590.02	\$ 2.11
2005	8	3429	\$ 2,297.78	\$ 1,723.34	\$ 4,021.12	\$ 1.17
2006	9	2134	\$ 893.06	\$ 669.80	\$ 1,562.86	\$ 0.73
2007	10	2046	\$ 9,738.77	\$ 7,304.08	\$ 17,042.85	\$ 8.33
2008	11	4249	\$ 3,400.27	\$ 2,550.20	\$ 5,950.47	\$ 1.40
2009	12	1437	\$ 2,626.06	\$ 1,969.55	\$ 4,595.61	\$ 3.20
2010	13	2933	\$ 1,968.02	\$ 1,476.02	\$ 3,444.04	\$ 1.17
2011	14	1696	\$ 2,901.06	\$ 2,175.80	\$ 5,076.86	\$ 2.99
2012	15	333	\$ 132.36	\$ 99.27	\$ 231.63	\$ 0.70
				\$49,488.50		1.52

Labor Factor 0.75
 O & M Cost \$49,488.50
 Original Cost \$85,869.00
 Rank 58%

REPORT DATE	MILEAGE / ODOMETER	PARTS	WORK AND PARTS USED
2012	1/24/2012 37529	\$132.36	replaced failed water pump
	12/7/2011 37196	\$130.78	replaced failed serpentine belt tensioner
	10/28/2011 37078	\$250.53	annual inspection 32qt 15w40 20qt ATF fuel, air, trans, & oil filters
	10/27/2011 37078	\$1,501.42	replaced steer tires & right rear drive tires(POMPS)
	7/18/2011 36835	\$71.85	replaced cracked 45deg. Sander fitting 4gal hyd oil.tightend plow lift hose connection
	5/20/2011 36579	\$617.52	(gauges inop.)replaced inst. Pannel circuit board
	3/7/2011 36150	\$244.54	rebuilt plow lift cylinder(catco)
	2/18/2011 36000	\$84.42	replaced 2 fuel lines replaced oil/ fuel return manifold gasket
	12/13/2010 35500	\$700.00	replaced left rear tires & wheels "Flugelled"
	10/13/2010 35006	\$55.55	repair loose hyd fitting on spinner hose. Add 5 gallons of hyd oil
	10/1/2010 34940	\$260.40	complete fluids & filters service air, coolant, fuel, hyd, eng.& trans. oil. Serviced batte
	8/16/2010 34747	\$507.66	replaced failed strobe power supply
	8/16/2010 34747	\$109.19	replaced driver side rear & rear roof strobe tube
	2/12/2010 33706	\$137.93	replaced worn out seat base
	2/12/2010 33706	\$55.98	replaced pinched wing heel cylinder hose 2gal. Hyd oil
	2/12/2010 33706	\$56.88	remove muffler replace cracked band clamps (2) 4" (2) 5"
	2/10/2010	\$84.43	replace right rear strobe rewired strobe harness
	12/16/2009 32567	\$13.56	replaced wiper blades
	11/30/2009 32560	\$4.50	replace two cab marker lights and replace broken wire in right front headlight harness
	11/6/2009	\$2,136.55	commercial truck & trailer(fleet ded. Claim)
	10/13/2009 32365	\$77.98	dot insp. Eng. Oil & filter service
	2/17/2009 31547	\$365.72	Replace parking brake control valve in dash, broken ground strap, failed tail lamps w
	1/7/2009 31284	\$27.75	Replace lower radiator hose clamp and add 3 gallons coolant.
	12/31/2008 31130	\$104.81	Install new blinker switch.
	12/9/2008	\$13.86	Installed new clamp at exhaust inlet w/ 4.5" clamp.
	11/18/2008 30295	\$24.76	Replaced strobe lights - upper passenger side and front strobe.
	10/7/2008 29917	\$2,501.73	TRUCK ALIGN - replaced both front leaf springs and align front end.
	10/7/2008 29917	\$735.29	DOT inspection. Transmission service w/ filters, oil change, fuel filter, lube, hydraulic
	6/12/2008 29400		Repair dash lights.
	5/30/2008	\$19.82	Replace driver side rear brake and tail light. Checked instrument panel.
	11/6/2007	\$28.11	Topped off hydraulic oil tank w/ 3 gallons.
	10/3/2007 26881	\$423.92	Service: 32 qts 15w40 oil, filter, fuel filter. D.O.T. Inspection. Repalce 2 batteries, bra
	9/18/2007 26691	\$50.97	Replace right side tail light assembly and right side rear ID light.
2007			
2008			
2009			
2010			
2011			
2012			

REPORT DATE	MILEAGE / ODOMETER	PARTS	WORK AND PARTS USED
2002 7/11/2002	12853	\$46.90	Service: 8 gallons oil, filter, lube, repair air leaks at tail gate accumulator
5/23/2002	12506	\$10.00	Replace flasher
10/25/2001		\$25.00	Make up plow hydraulic hose
10/10/2001	9569	\$211.90	Replace left front tire
10/10/2001	9569		Replace right side outer axle shaft seal - silicone
10/10/2001	9569	\$1.25	Replace right rear side marker bulb
10/10/2001	9569	\$126.65	Service: 8 gal oil, filter, lube, change transmission fluid w/ 4 1/2 gal ATF, filters, adjust
11/14/2000	6769	\$15.88	Replace right side head lamp
10/12/2000	6681	\$196.56	Replace left rear brake chamber and bracket
10/12/2000	6681	\$4.00	Repair washer fluid hose routing to right side of windshield and install clear door
10/12/2000	6681	\$5.00	Tighten wing stop bracket
10/12/2000	6681	\$48.60	Service: 8 gals oil, filter, lube, D.O.T. inspection and sticker
7/12/2000	6595	\$5.69	Replace radiator cap
5/23/2000			Back up lite out - passenger side. Replaced bulb assembly. Re install right side door for summer
1/4/2000	5704	\$205.83	Make and install Lexan door on right side - lexan, alum angle, misc hardware
10/12/1999	4593	\$2.00	D.O.T. Inspection - sticker.
10/12/1999	4593	\$64.79	Service: 7 gallons oil, oil filter, 2 fuel filters, lube.
8/13/1999	4150	\$2.20	Replace right/rear axel gasket.
2/5/1999		\$0.00	(CRYSTEEL WARR.) REPLACE BOX VIBRATOR MOTOR
1/21/1999		\$7.04	INSTALL VEHICLE # DECAL
11/30/1998	2102	\$11.18	REPLACE R/S TAIL-BRAKE LIGHT BULB
11/30/1998	2102	\$0.00	TIGHTEN REAR VIEW MIRRORS
11/4/1998	1960	\$0.00	CENTER STEERING WHEEL
10/16/1998		\$0.00	(STANDARD SPRING) CONVERT LOAD LEV, ELER TO AUTOMATIC,
10/1/1998		\$52.50	INSTALL LIC. PLATES, REFLECTIVE ST, RIPING, DOOR DECALS AND TRUCK N

REPORT DATE	MILEAGE / ODOMETER	PARTS	WORK AND PARTS USED
2007	6/18/2007 26571	\$40.48	Replace failed bearing and repair connection at electric motor.
	6/8/2007 26383		Repaired electrical connection at starter.
	3/7/2007 25870	\$9,195.29	INTERSTATE POWER SYSTEMS - replace transmission.
	10/3/2006 24635	\$188.95	Service: 32 qts 15w40 oil, oil filter, hydraulic filter, lube. D.O.T. inspection - sticker, ai
	4/7/2006 23863	\$624.95	Replace body builder circuit board.
	3/3/2006 23449	\$38.10	Replace bailed bearing in box vibrator.
	2/21/2006	\$41.06	Replace sander light left rear side, marker on left side, and plow parking lamp bulbs. Repair box vibe.
	1/4/2006 23034		
	12/2/2005	\$62.10	Replace right rear strobe lamp.
2005	11/29/2005 22501	\$130.88	Replace box hoist lower hydraulic cylinder bolt and parking brake dash valve.
	11/16/2005 22441	\$532.72	Replace sander auger motor, bushing, and bearing.
	9/28/2005 22036	\$71.88	Service: 32 qts 15w40 oil, oil filter, fuel filter, lube. D.O.T. inspection - decal, lamp, bu
	7/1/2005 21634	\$33.07	Install cab door. Replace left rear strobe light.
	2/9/2005 20745	\$1,465.13	TRUCK ALIGN - replace rear springs.
	1/27/2005 20645	\$2.00	Resealed spinner control valve.
	10/19/2004 19072	\$1,692.04	D.O.T. inspection, 6 tires, brakes, lights, dryer cartridge, Trans. Service - 32 qts 15w
	10/5/2004		Tailgate airline leaking - tighten to accuator.
2004	8/31/2004 19024	\$21.70	Repaired air leak at tailgate latch cylinder. Replace failed back up alarm.
	7/16/2004 18896	\$57.84	Replace passenger side door latch.
	2/19/2004 18334	\$806.87	NORTHSTAR INTERNATIONAL - replace power steering pump.
	1/12/2004	\$34.42	Repaired leaking hose on sander w/ fitting and 6 gal hydraulic oil. Replaced missing
	1/6/2004	\$10.00	Repair box vibrator w/ bearing
	11/4/2003		Install winter passenger side door.
	10/28/2003 16894	\$7.87	Replace left side headlamp.
	9/26/2003 16875	\$250.50	NORTHSTAR INTERNATIONAL - engine dies at idle.
2003	9/15/2003 16777	\$131.97	Service: 32 qts oil, lube, 2 fuel filters, oil filter. D.O.T. inspection - sticker, lights, horn
	7/24/2003 16447	\$9.06	Replace low brake pressure switch.
	4/28/2003 15763		Install passenger side door.
	1/13/2003 13947	\$116.93	Replace turn signal switch and flasher.
	12/31/2002 13791	\$10.00	Replace failed flasher.
	11/13/2002	\$10.00	Replace turn signal flasher assembly
2002	10/17/2002 13203	\$177.13	Service: 10 gal oil, oil filter, fuel filter air filter, seperator, hydraulic filter, coolant filter,
	10/17/2002 13203	\$2.00	D.O.T. inspection and sticker

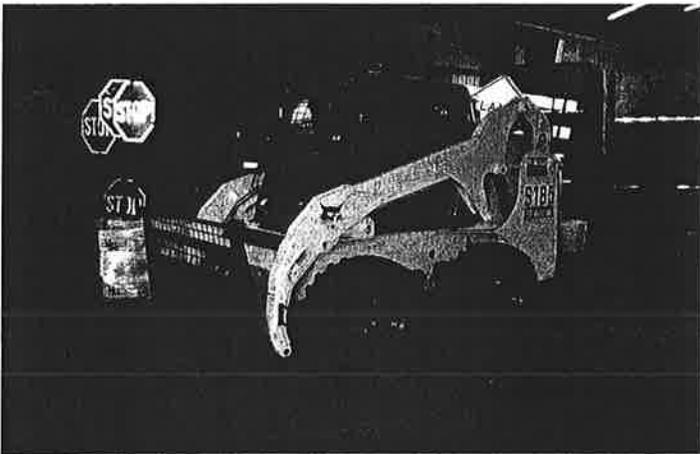
Capital Replacement Justification Form

Current Asset Detail

id	Fleet	Department	Public Works (shared)
Asset Description	773T Bobcat (Annual upgrade)		
Date Acquire	2010	Purchase Price	\$2,124.00

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$1,603	1	City-owned machine. This is a one-year upgrade, with no servicing or maintenance required. Complete warranty.
2012	2012	\$1,800	1	City-owned machine. This is a one-year upgrade, with no servicing or maintenance required. Complete warranty.
2011	2011	\$1,700	1	



ID 49

AssetID

CityID 0910

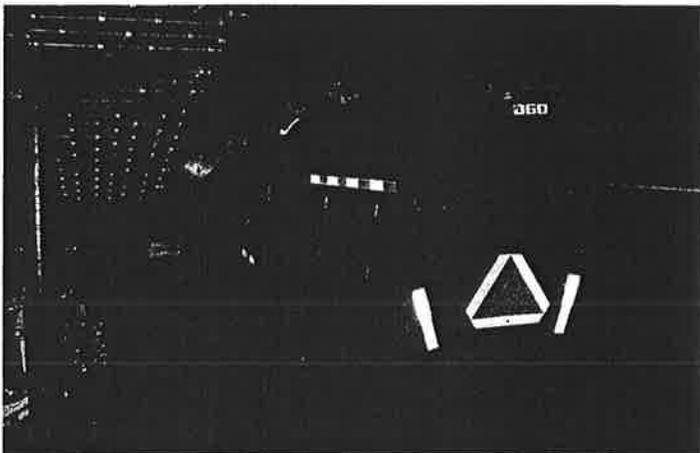
Capital Replacement Justification Form

Current Asset Detail

Fund	Fleet	Department	Public Works (shared)
Asset Description	MT Trackless Sidewalk plow with snowblower		
Date Acquired	1998	Purchase Price	\$69,747.00

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$148,900	15	One of two machines to plow the 21 miles of sidewalk, and 10 miles of trails. This is a rugged machine that is essential to clearing the large amount of snow that is deposited on the sidewalks.
2012	2013	\$148,900	15	One of two machines to plow the 21 miles of sidewalk, and 10 miles of trails.
2011	2013	\$144,500	15	



ID 62

AssetID 614

CityID 9811

VEHICLE # 9811
 DEPARTMENT STR
 YEAR 1998
 CHASSIS MAKE TRACK
 CHASSIS MODEL MTSTD
 ENGINE MAKE CUMM
 ENGINE MODEL B3.9-C

RETURN TO MAIN SCREEN

ENTER NEW REPAIR
 ENTER NEW VEHICLE
 ENTER NEW PART

EDIT THIS VEHICLE'S INFORMATION
 EDIT REPAIR INFORMATION FOR THIS VEHICLE
 EDIT PART INFORMATION FOR THIS VEHICLE

SERIAL # 456531351440

DESCRIPTION TRACKLESS SIDEWALK SNOWPLOW

PARTS

Repairs

REPORT DATE	MILEAGE / ODOMETER	PARTS	WORK AND PARTS USED
1/4/2012	2562	\$187.57	removed steer motor & replaced ruptured hyd. Steering hoses
10/18/2011	2538hrs	\$43.80	eng. Oil & filter service, replaced fuel filter & lubed zerks
10/18/2011	2538hrs	\$133.81	replaced failed battery
1/14/2011	2508	\$20.00	lube machine and disassemble high/low range lever and clean/lube linkage
12/10/2010	2450	\$40.57	fuel & oil filters lubed zerks
12/8/2010	2431	\$85.85	replace large fitting on back by differential. 5 gallons of hyd. Fluid
1/14/2010	2331	\$33.82	replace chain for chute direction. Replace heater switch. Weld passenger side blow
1/11/2010	2331	\$45.27	change engine oil and filter. Lube chassis
12/23/2009		\$55.00	Installed wiper vibrator & wired
12/23/2009		\$25.00	Installed 2 forward facing lamps & wired
6/7/2009	2177	\$40.62	ENG. OIL, FILTER & LUBE SERVICE, 10QT 15W40, FUEL FILTER
3/13/2009	2146	\$150.26	Replace high pressure hydraulic hose, add fluid.
2/26/2009	2110	\$248.30	Replace broken driver side mirror and throttle cable.
2/19/2009	2096	\$10.81	Repair turn signals - 1 flasher 536, 1 flasher 537, 1 tail light, 2 marker light. Lube and
1/19/2009		\$138.34	Repair snow blower P.T.O. shaft w/ yoke and bearing kit.

REPORT DATE	MILEAGE / ODOMETER	PARTS	WORK AND PARTS USED
1/4/2009		\$337.35	Repair leaking hydraulic fluid w/ hose and 5 gal of hydraulic oil
12/11/2008		\$150.50	Replace mirror bracket and mirror.
9/15/2008 1800		\$418.82	Install new windshield, radio and speakers.
6/20/2008 1900		\$34.61	Service: 10 qts 15w40 oil, filter, fuel filter, lube.
3/7/2008 1888		\$252.99	Repair leaking front lift cylinder, rod & seal kit. Repair o-ring on drive pump left rear
11/28/2007 1750		\$5.00	Rewired seat air comp.
3/12/2007 1673		\$31.50	Service: 15w40 oil, oil and fuel filters, lube.
3/27/2006 1465		\$54.50	Service: 10 qts oil, filter, lube. Remove and replace hydraulic hose to install protective
1/23/2006 1412		\$27.76	Replace turn signal flasher. Bleed brakes, check for leaks. Replace brake light switch
1/6/2006 1400		\$17.86	Service: 10 qts 15w40 oil, filter, lube.
12/21/2005 1361			Remove link from blower chain
3/8/2005		\$17.71	Snow blower attachment - secure hydraulic hoses on snow blower discharge chute w
2/8/2005 1287		\$331.20	Service: 10 qts 15w40 oil, filter, lube. Repair hydraulic steer cylinder. Repair throttle l
12/1/2004 1188		\$173.65	Replace throttle cable.
11/19/2004 1186		\$2.00	Repair window coming off left side.
10/28/2004		\$12.65	Spare key.
10/11/2004		\$26.33	Charge out air filters.
10/8/2004 1150		\$43.48	Replace failed hanger bearing
2/19/2004 1133		\$20.93	Service: 10 qts 15w40 oil, filter, lube, fuel filter.
2/2/2004		\$8.88	Replace wiper blade
12/5/2003 971		\$53.06	Replace door strut and repair door.
11/6/2003 957		\$358.71	Remove and replace fuel cut solenoid and 50 amp breaker.
10/31/2003 1027		\$80.00	Repair coolant leak - 16' 5/8" hose and 6 gal coolant
10/8/2003 957		\$6.00	Service for winter - replace screws in left door window. Lube. Rewired radio.
7/18/2003 987		\$52.75	Repair charging system.
5/14/2003 952		\$38.54	Service: 10 qts 15w40 oil, air filter, fuel filter, oil filter, 4 qts hydraulic oil, lube
2/27/2003 924		\$8.00	Grease. Replace left rear side marker lamp.
2/27/2003 924		\$33.93	Replace broken door hinge.
2/12/2003 885		\$2.50	Replace hydraulic fittings
2/12/2003 863		\$5.00	Misc electrical - checked wiring at ignition switch for headlights and heater. Rewire w
2/7/2003 874		\$109.77	Diagnose and replace 50 amp circuit breaker.
3/27/2002 782		\$22.42	Service: 10 qts oil, filter, lube, fuel filter, checked heater fan and lights - ok.
3/14/2002		\$170.46	Replace throttle cable

REPORT DATE	MILEAGE / ODOMETER	PARTS	WORK AND PARTS USED
3/14/2002		\$10.00	Replace left side headlamp bulb
2/10/2002	880	\$129.22	Lube all zerks and repair drive shaft
11/14/2001	604	\$44.84	Service: 10 qts oil, filter, lube, fuel filter, air filter
11/14/2001	604	\$5.00	Install interior fan
11/14/2001	604	\$88.65	Replace headlamps and rear side marker assembly
10/12/2001	560	\$72.46	Replace battery
3/12/2001		\$152.41	CATCO - repair blower drive shaft
1/10/2001	420	\$17.11	Service: 10 qts oil, filter, lube
10/19/2000	296	\$18.79	Replace air filter, lube chassis, correct hydraulic fluid level
2/17/2000	242		Install side plates on blower
2/17/2000	242	\$16.87	Service: 10 qts oil, filter, lube
12/23/1999		\$45.00	Install 2-way radio
10/26/1999		\$16.37	Service: 10 qts oil, oil filter, lube.
3/10/1999		\$0.00	TIGHTEN HYD. FITTING AT CHUTE
2/1/1999		\$31.89	STRAIGHTEN SNOW BLOWER, REPLACE US SHOE,
11/2/1998		\$0.00	INSTALL FIRE EXTINGUISHER
		\$4.47	Replace throttle lever.
		\$18.90	Replace lift lever latch.
		1149	

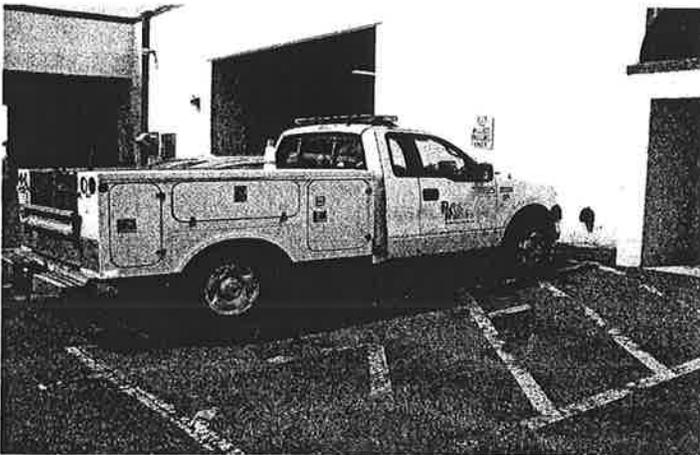
Capital Replacement Justification Form

Current Asset Detail

Fund	Fleet	Department	Water
Asset Description	F150 4X4 pick up (Water Sup.)		
Date Acquired	2005	Purchase Price	\$20,387.00

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$24,500	8	Transportation for Water supervisor. Fully loaded with tools and maps. Fiberglass service body from 1996 on it. Will re-use the service body on the next truck. We will look at an extended cab for more inside storage
2012	2013	\$20,100	8	Transportation for Water supervisor. Fully loaded with tools and maps. Fiberglass service body from 1996 on it. Will re-use the service body on the next truck.
2011	2013	\$33,500	8	



ID 88

AssetID 709

CityID 055

Vehicle Condition Index Vehicle 055 Ford Pickup

Factor	Points	
Age	8	One point for each year of chronological age, base on in-service date.
Miles/Hours 85,750 miles	7	One point for each 10,000 miles of use.
Type of Service	3	1, 3, 5 points are assigned based on the type of service that vehicle receives. For instance, a police patrol car would be given a 5 because it is in severe duty service. In contrast, an administrative sedan would be given a 1.
Reliability	2	Points are assigned as 1, 2, 3, 4, or 5 depending on the frequency or repair/downtime. A 5 would be assigned to a vehicle that has 4% to 5% downtime or more, 4 for 3% to 4% downtime, 3 for 2% to 3% downtime, 2 for 1% to 2% downtime and one point would be assigned for vehicles with less than 1% downtime.
M&R Costs \$8,435 Price of truck \$20,387 41% of original cost of truck	2	1 to 5 points are assigned based on total life M&R costs (not including repair of accident damage). A 5 is assigned to a vehicle with life M&R costs equal to or greater than the vehicle's original purchase price, while a 1 is given to a vehicle with life M&R costs equal to 20% or less of its original purchase cost.
Condition Truck is well-worn inside and out. It is used every day in the street department and has a plow route.	3	This category takes into consideration body condition, rust, interior condition, accident history, anticipated repairs, etc. A scale of 1 to 5 points is used with 5 being poor condition.
Cost Per Mile Lifetime average 0.13 per mile	2	Points are assigned as 1, 2, 3, 4, or 5 depending on the cost per mile relative to class. A 5 would be assigned to a vehicle with costs per mile in excess of 20% for the class. 4 – 15% > than class, 3 – 10% > than class, 2 – 05% > than class, 1 – equal to class.
Point Ranges		Under 21 points Condition I Excellent 21 to 25 points Condition II Good 25 to 30 points Condition III Qualifies for replacement 31 points and above Condition IV Needs immediate consideration
Risk Factor (independent) (Not calculated in VCI)		A high "risk factor" is a determination that the vehicle is projected to operate at a cost higher than > the vehicle class. A medium "risk factor" is a determination that the vehicle is projected to operate at a cost equal to the vehicle class. A low "risk factor" is a determination that the vehicle is projected to operate at a cost lower than < the vehicle class.

Vehicle Condition Index Summary

Department:

Factor	Vehicle # 0311
Age	8
Miles/Hours	7
Type of Service	3
Reliability	2
M&R Costs	2
Condition	3
Cost Per Mile	2
TOTAL	27

Risk Factor: High

This vehicle will be moved down into Public Works truck pool for 8 more years

Vehicle Condition Index completed July 2, 2012

2005 Ford pickup (055) - Public Works

Year	Miles	Parts / O.R. Cost	Estimated Labor	Total	Cost / Mile	5-YR Average Cost / Mile
2005	5098	\$ 289.64	\$ 217.23	\$ 506.87	\$ 0.10	
2006	9194	\$ 192.28	\$ 144.21	\$ 336.49	\$ 0.04	
2007	7438	\$ 1,033.46	\$ 775.10	\$ 1,808.56	\$ 0.24	
2008	14862	\$ 415.63	\$ 311.72	\$ 727.35	\$ 0.05	
2009	11852	\$ 616.54	\$ 462.41	\$ 1,078.95	\$ 0.09	0.10
2010	14311	\$ 323.13	\$ 242.35	\$ 565.48	\$ 0.04	0.09
2011	14151	\$ 1,315.42	\$ 986.57	\$ 2,301.99	\$ 0.16	0.12
2012	7550	\$ 634.11	\$ 475.58	\$ 1,109.69	\$ 0.15	0.10

\$ 8,435.37 \$ 0.13

Labor Factor 0.75
 O & M Cost \$ 8,435.37
 Original Cost \$ 20,387.00
 Rank 41%

VEHICLE #	055	RETURN TO MAIN SCREEN	EDIT THIS VEHICLE'S INFORMATION
DEPARTMENT	WTR	ENTER NEW REPAIR	EDIT REPAIR INFORMATION FOR THIS VEHICLE
YEAR	2005	ENTER NEW VEHICLE	EDIT PART INFORMATION FOR THIS VEHICLE
CHASSIS MAKE	FORD	ENTER NEW PART	
CHASSIS MODEL	F-150		
ENGINE MAKE	FORD		
ENGINE MODEL	4.6		

SERIAL # 1FTRF14W25NB10276
 DESCRIPTION 1/2 TON 4x4 PICKUP, water supervisor

PARTS

Repairs

REPORT DATE	MILEAGE / ODOMETER	PARTS	WORK AND PARTS USED
6/19/2012	285750	\$27.89	eng. Oil & filter service 6qt. 5w30 oil & filter 1lb. R134
4/12/2012	282750	\$79.95	front end alignment (midway ford)
4/11/2012	282700	\$21.85	eng. Oil & filter service 6qt. 5w30 oil & filter
4/11/2012	282700	\$84.78	replaced lower ball joints (both sides)
3/22/2012	281831	\$335.39	replaced failed alternator & Battery
1/27/2012	279792	\$21.85	eng. Oil & filter service 6qt 5w30 oil & filter (lost card from 12/21/11)
1/18/2012	279100	\$47.96	new keyless entry fob
1/13/2012	279000	\$14.44	R & R broken fuel cap
12/21/2011	278200	\$22.85	eng. Oil & filter service 6qt 5w30 oil & filter
12/21/2011	278200	\$56.78	sparkplugs, air & fuel filters
11/15/2011	276971	\$605.94	mount & balance 4 goodyear LT245/75/17
10/12/2011	275750	\$5.00	patched leaking right rear tire
9/28/2011	275105	\$22.85	change engine oil and filter
8/19/2011	274343	\$156.53	replaced front coil over shock shocks
8/19/2011	274343	\$21.85	eng. Oil & filter service 6qt. 5w30 oil & filter

2012
2011

REPORT DATE	MILEAGE / ODOMETER	PARTS	WORK AND PARTS USED
2011	5/24/2011 71471	\$21.85	change engine oil and filter
	2/8/2011 67300	\$379.93	4 wheel brake job pads & rotors
	2/7/2011 67263	\$21.84	eng. Oil & filter service 6 qt 5w30 oil & filter
	11/15/2010 64049	\$21.84	change engine oil and filter.
	9/17/2010 61473	\$40.66	replaced wiper blades
	9/9/2010 61605	\$78.88	no start. Diag found fuel computer broken. Replaced fuel computer and fuse number
	8/31/2010 60875	\$1.50	traced ABS wiring from rear speed sensor to A pillar repaired short at driver side sill
	8/31/2010 60875	\$33.17	replaced 4WD actuator solenoid
	6/28/2010 57546	\$21.25	eng. Oil & filter service 6qt. 5w30 oil & filter
	3/30/2010 55390	\$21.25	Eng. Oil & filter service 6qt. 5w30 oil & filter
	1/13/2010 52300	\$21.48	change engine oil and filter. Check for noise in driveline. Poss wheel hubs. No repair
	11/4/2009 49738	\$83.10	replace engine oil and filter. Changed rear abs sensor.
	11/4/2009 49738	\$540.36	MOUNT & BALANCE 4 NEW GOODYEAR
	8/11/2009 46884	\$20.35	ENG. OIL & FILTER SERVICE 6QT. 5W30 & OIL FILTER
	7/21/2009 46434	\$3.00	CHECKED A/C ADDED 1LB R134
	4/1/2009 42701	\$21.25	ENG. OIL & FILTER SERVICE 6QT. 5W30 & OIL FILTER
	1/30/2009 40490	\$40.64	Replace front air bag sensor.
	11/7/2008 37886	\$20.94	Service: 6 qts 5w30 oil, filter, washer fluid.
	5/6/2008 31373	\$165.05	Service: 6 qts 5w30 oil, filter, air filter. Front brake job - 1 set pads, 2 rotor.
	1/12/2008 28597	\$235.29	Service: 5w30 oil, filter, lube. Replace interior rearview mirror. Rotate tires. Bleed rear
	10/16/2007 23024	\$15.29	Service: 5w30 oil and oil filter.
	8/8/2007 21341	\$959.19	Service: 6 1/2 qts oil, filter, air filter, fuel filter. Replace all 4 tires, rear brake pads, rot
	6/13/2007 19996	\$45.75	Replace right front light bar strobe tube.
	2/9/2007 16677	\$15.76	Service: 6 qts 15w40 oil, filter, washer fluid.
	10/23/2006 14292	\$12.76	Service: 6 qts 5w30 oil, filter, washer fluid.
	10/6/2006 14044	\$48.72	Replace right rear strobe lube.
	6/5/2006 10982	\$11.71	Service: 6 1/2 qts oil, filter, washer fluid, lube. Rotate tires.
	2/9/2006 8018	\$12.69	Service: 6 qts 5w30 oil, filter, washer fluid.
	10/20/2005 5098	\$119.16	Service: 6 qts 5w30 oil, filter, washer fluid. Install power tamer on flashlight and 2-wa
	6/17/2005 2032	\$10.78	Service: 6 qts 5w30 oil, filter, washer fluid.
	3/28/2005 100	\$10.75	Service: 6 1/2 qts oil, filter, lube.
	3/28/2005 100	-\$132.52	Install floor mats, license plate frame, mudflaps, vehicle graphics. Spare key made.
	3/28/2005 100	\$137.48	ROSEVILL RADIO - install 2-way radio

REPORT DATE	MILEAGE / ODOMETER	PARTS	WORK AND PARTS USED
3/28/2005,100		\$2,169.94	PCS INSTALLS - install lightbar
3/28/2005,100		\$130.63	Transfer work box - misc wiring, connections. Install flashlight.

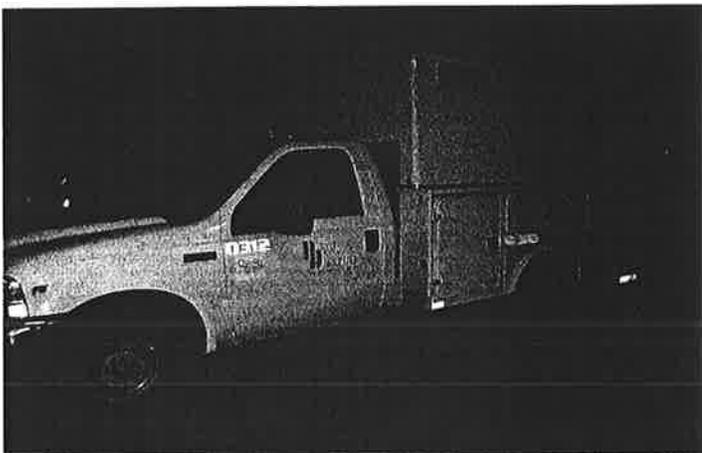
Capital Replacement Justification Form

Current Asset Detail

Fleet		Department	Water
Asset Description	2003 F350 XL 2WD truck		
Date Acquire	2003	Purchase Price	\$34,515.00

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$27,000	10	This truck will be sold at public auction, and replaced with a Ford Transit. An enclosed trailer will be built to replace the large fiberglass box that is currently on this truck. Transit cost after trade: \$11,500 Trailer \$13,000
2012	2013	\$26,600	10	This truck is fully loaded with tools and maps for water main break repairs, and is used as transportation for the Treatment Plant Operator. It has a fiberglass service body on it, that will be transferred to the next vehicle.
2011	2013	\$27,400	10	



ID 91

AssetID 708

CityID 0312

**2013 BUDGET
NON-FLEET REPLACEMENT FUND
604-40000**

	2010	2011	2012	2012	2013	% Change	2013	% Change	2013	% Change	
	Actual	Actual	Adopted	Projected	Dept.	12/13	City Mgr	12/13	Adopted	12/13	
			Budget	2012	Requested		Recommend		Budget		
REVENUES:											
CHARGES FOR SERVICE											
Internal Service Revenues	6610	506,700	340,200	365,100	365,100	369,500	1.21%	369,500	1.21%	369,500	1.21%
TOTAL		506,700	340,200	365,100	365,100	369,500	1.21%	369,500	1.21%	369,500	1.21%
MISCELLANEOUS											
Bond Proceeds	7707	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	
Interest Earnings	8801	54,063	64,946	64,000	24,000	27,000	-57.81%	27,000	-57.81%	27,000	-57.81%
Transfers	9980	1,306,171	0	0	6,400	6,400	#DIV/0!	6,400	#DIV/0!	6,400	#DIV/0!
TOTAL		1,360,234	64,946	64,000	30,400	33,400	-47.81%	33,400	-47.81%	33,400	-47.81%
Total Revenues		1,866,934	405,146	429,100	395,500	402,900	-6.11%	402,900	-6.11%	402,900	-6.11%
EXPENSES:											
CONTRACTUAL SERVICES											
Audit & Financial	3701	1,995	0	0	0	0	0	0	0	0	
TOTAL		1,995	0	0	0	0	0	0	0	0	
CAPITAL OUTLAY											
		548,000	180,463								
Urgent:											
Parks:											
Skate Park				0	35,000						
Irrigation - Vermont				6,900	0						
Neighborhood Center Cameras				15,000	0	15,000		15,000		15,000	
Playground - Hansen				72,100	72,100						
Playground - Hidden Oaks						40,000		40,000		40,000	
Chairs at Neighborhood Centers						14,200		14,200		14,200	
NBCC:											
Carpeting - leased space areas						30,000		30,000		30,000	
Locker Room Renovation (excluding lockers)			306,000	0	306,000		306,000		306,000	306,000	
Restroom Renovation			90,000	0	90,000		90,000		90,000	90,000	
Water Softner					6,100		6,100		6,100	6,100	
Life Fitness Treadmill			7,500	7,500						7,500	
Life Fitness Treadmill			7,500	7,500						7,500	
Life Fitness Treadmill			7,500	0	7,500		7,500		7,500	7,500	
Life Fitness Treadmill			7,500	0	7,500		7,500		7,500	7,500	
Senior Room #'s 221 & 222 Improvements			21,700	0	21,700		21,700		21,700	21,700	
Lockers - Men's & Women's			16,200	0	16,200		16,200		16,200	16,200	
Locker Room Floors/Fitness center			13,100	0	13,100		13,100		13,100	13,100	
Police:											
Exercise Equipment					27,300		27,300		27,300	27,300	
Night Vision Enforcer					5,000		5,000		5,000	5,000	
Varda alarm					5,000		5,000		5,000	5,000	
mp5 machine guns (8)			20,600	0							
Radar Units (6 units)			13,000	0	13,500		13,500		13,500	13,500	
Fire:											
Apparatus Bay Floor					20,600		20,600		20,600	20,600	
Fire Hose			10,500	0							
Rope (ice rescue, confined space)			5,300	0	5,300		5,300		5,300	5,300	
Water Rescue Suits (four)			5,400	0							
Golf:											
Well Pump Motor					18,000		18,000		18,000	18,000	
Maintenance Bldg					31,900		31,900		31,900	31,900	
Clubhouse Carpet			7,800	7,800							
Driving Range			7,000	0							
Urgent subtotal:		0	0	640,600	129,900	693,900		693,900		693,900	
Potentially Defer:											
Finance:											
Two Hand-Held Meter Reading Devices			14,600	14,600							
Elections:											
Accuvote Ballot Tabulators					41,300		41,300		41,300	41,300	
Auto Mark Ballot Markers					36,700		36,700		36,700	36,700	
Engineering:											
Sokkia Electronic Total Station					32,000		32,000		32,000	32,000	
NBCC:											
Carpeting - leased space areas			30,000	0							

**2013 BUDGET
NON-FLEET REPLACEMENT FUND
604-40000**

	2010 Actual	2011 Actual	2012 Adopted Budget	Projected 2012	2013 Dept. Requested Budget	% Change 12/13	2013 City Mgr Recommend Budget	% Change 12/13	2013 Adopted Budget	% Change 12/13
Potentially Defer subtotal:	0	0	44,600	14,600	110,000		110,000		110,000	
Total Capital Outlay	548,000	180,463	685,200	144,500	803,900		803,900		803,900	
Total Expenses	549,995	180,463	685,200	144,500	803,900		803,900		803,900	
Net Revenues over Expenses	1,316,939	224,683	(256,100)	251,000	(401,000)		(401,000)		(401,000)	

Current Asset Detail

Fund Non-Fleet

Department Parks Capital

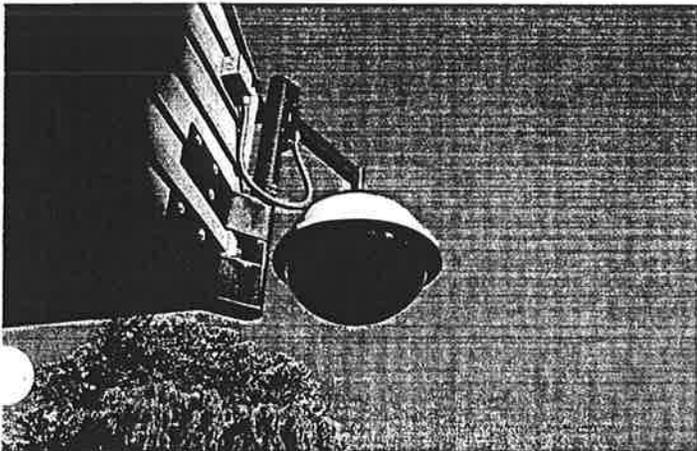
Asset Description Neighborhood Center Cameras

Date Acquired 2000

Purchase Price _____

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$15,000	10	Cameras provide security for the users of the neighborhood centers and to help with apprehending vandals. Life is being based on current condition of equipment and quality of picture. 6/20/11 Spoke with Andre, we agree we should update the cameras and recording device to DVR in 2012 at a cost of \$15,000. Wait to upgrade to Fiber optic when other projects present themselves and makes sense to upgrade. Replacement cost in 2012 will be \$15,000 in 2013 we will move replacement cost back to \$32,700 to include the future replacement of Fiber optic when the time comes.(CW)
2012	2012	\$15,000	10	Cameras provide security for the users of the neighborhood centers and to help with apprehending vandals. Life is being based on current condition of equipment and quality of picture. 6/20/11 Spoke with Andre, we agree we should update the cameras and recording device to DVR in 2012 at a cost of \$15,000. Wait to upgrade to Fiber optic when other projects present themselves and makes sense to upgrade. Replacement cost in 2012 will be \$15,000 in 2013 we will move replacement cost back to \$32,700 to include the future replacement of Fiber optic when the time comes. (CW)
2011	2012	\$32,700	10	Cameras provide security for the users of the neighborhood centers and to help with apprehending vandals. Life is being based on current condition of equipment and quality of picture.



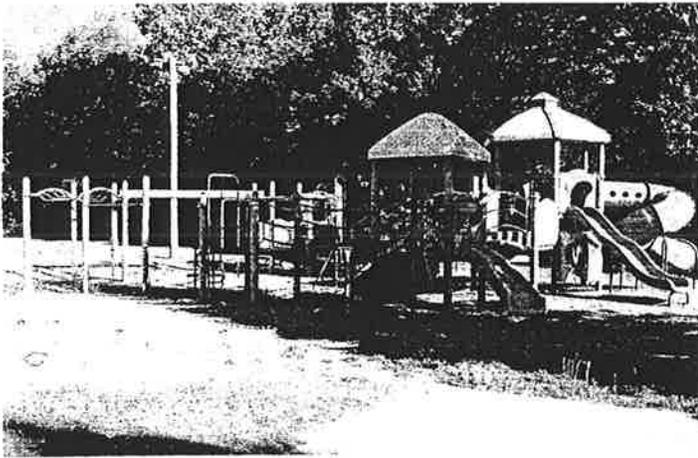
Capital Replacement Justification Form

Current Asset Detail

Asset ID	Non-Fleet	Department	Parks Capital
Asset Description	Playground - Hidden Oaks		
Date Acquired	1998	Purchase Price	\$37,468.67

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$40,000	15	Playground at Hidden Oaks Park. Structure was installed in 1998, Some parts are in need of replacing, would recommend replacing structure in 2013.(CW)
2012	2013	\$39,200	15	
2011	2013	\$39,200	15	



247

AssetID

346

CityID

Capital Replacement Justification Form

Current Asset Detail

1	Non-Fleet	Department	Parks Capital
Asset Description	Chairs at Neighborhood Centers		
Date Acquired	2001	Purchase Price	

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$14,200	12	Neighborhood Center chairs are necessary to host a variety of meetings, events and playground programs. Over time chairs show wear and incur cracks and other deteriorations. Replacement is necessary to allow for continued rentals. Life expectancy and cost were calculated by past experience and market rates.
2012	2013	\$14,700	12	Neighborhood Center chairs are necessary to host a variety of meetings, events and playground programs. Over time chairs show wear and incur cracks and other deteriorations. Replacement is necessary to allow for continued rentals. Life expectancy and cost were calculated by past experience and market rates.
2011	2013	\$15,100	12	

No pic Available

235

AssetID

CityID

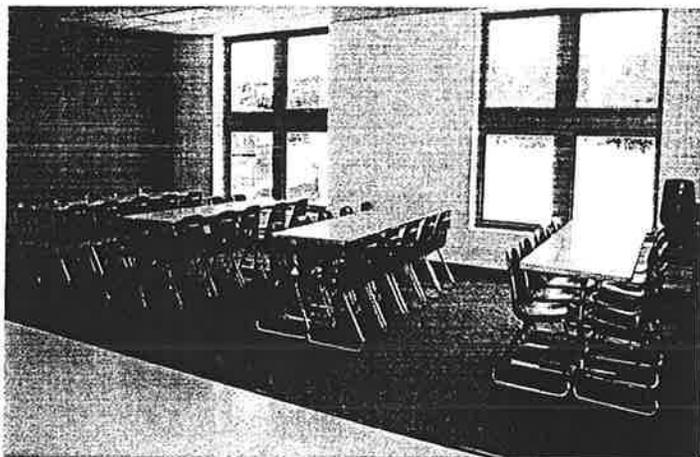
Capital Replacement Justification Form

Current Asset Detail

Asset ID	Non-Fleet	Department	Community Center
Asset Description	Carpeting - leased space areas		
Date Acquired	2005	Purchase Price	

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$30,000	7	Carpeting is an inexpensive flooring option for rooms and hallways. The leased space has been heavily used in the past and carpeting must be replaced on a regular basis. Life is based on past experience, cost is based on current market rates.
2012	2012	\$30,000	7	Carpeting is an inexpensive flooring option for rooms and hallways. The leased space has been heavily used in the past and carpeting must be replaced on a regular basis. Life is based on past experience, cost is based on current market rates.
2011	2012	\$37,100	7	Carpeting is an inexpensive flooring option for rooms and hallways. The leased space has been heavily used in the past and carpeting must be replaced on a regular basis. Life is based on past experience, cost is based on current market rates.



ID 138

AssetID

CityID

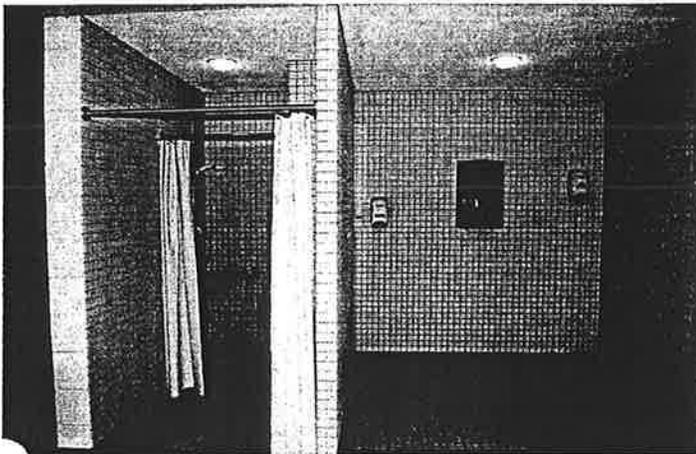
Capital Replacement Justification Form

Current Asset Detail

Asset Category	Non-Fleet	Department	Community Center
Asset Description	locker room renovation (excluding lockers)		
Date Acquired	1994	Purchase Price	

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$306,000		15-HGA estimated \$350,000 to update 2 locker rooms and 6 restrooms plus \$75,000 for proper ventilation in both locker rooms. Total costs being included in justification forms with ID numbers 130, 131, 144, 147.
2012	2012	\$306,000		15-HGA estimated \$350,000 to update 2 locker rooms and 6 restrooms plus \$75,000 for proper ventilation in both locker rooms. An additional funding mechanism needs to be found as the current capital improvement plan will not support this major upgrade. Total costs being included in justification forms with ID numbers 130, 131, 144, 147.
2011	2011	\$31,000		15 Locker rooms are a main component in a fitness center. Current locker rooms do not have adequate ventilation creating a "muggy" environment. In addition tiles are beginning to crack and the men's locker room has "team" style showers offering no privacy. Life expectancy is based on current experience and cost is calculated at current market rates.



130

AssetID

780

CityID

Capital Replacement Justification Form

Current Asset Detail

d Non-Fleet

Department

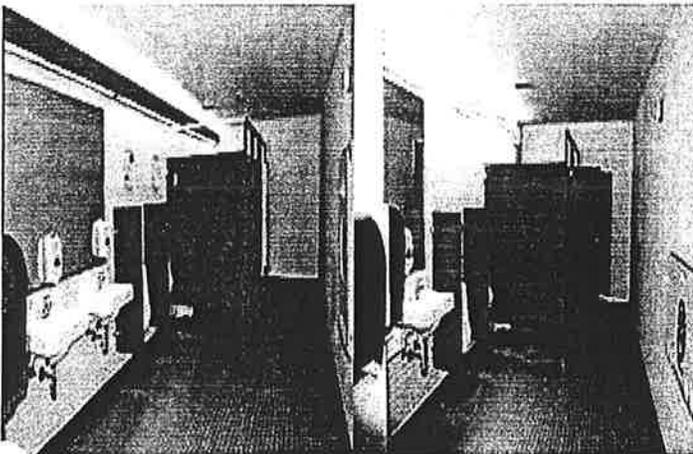
Asset Description

Date Acquired

Purchase Price

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$90,000	15	HGA estimated \$350,000 to update 2 locker rooms and 6 restrooms plus \$75,000 for proper ventalation in both locker rooms. Total costs being included in justification forms with ID numbers 130, 131, 144, 147.
2012	2012	\$90,000	15	HGA estimated \$350,000 to update 2 locker rooms and 6 restrooms plus \$75,000 for proper ventilation in both locker rooms. An additional funding mechanism needs to be found as the current capital improvement plan will not support this major upgrade. Total costs being included in justification forms with ID numbers 130, 131, 144, 147.
2011	2011	\$40,000	15	Restrooms are extremely heavily used and show deterioration which includes rust on partitions and cracking tyles. In addition, children friendly updates are needed to satisfy customers of the Eagles Nest Indoor Playground. Life expectancy is based on current experience and cost is calculated by market rates.



AssetID

CityID

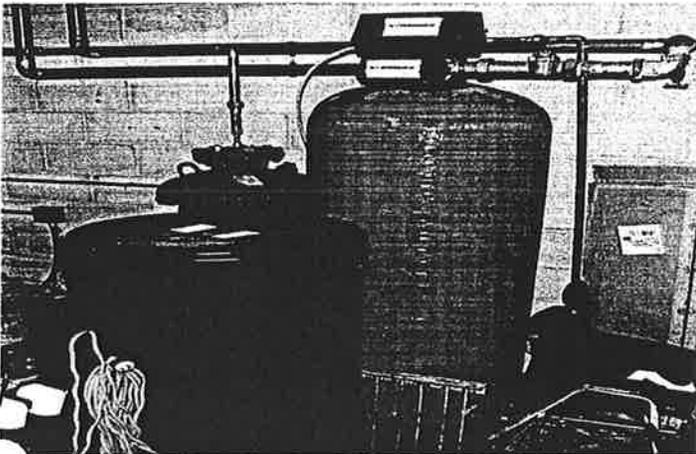
Capital Replacement Justification Form

Current Asset Detail

d	Non-Fleet	Department	Community Center
Asset Description	WATER SOFTNER		
Date Acquired	1994	Purchase Price	

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$6,100	17	The water softner provides soft water for the NBCC including the showers. Soft water is necessary for customer satisfaction. Life is based on past experience, cost is based on current market rates.
2012	2012	\$6,100	17	The water softner provides soft water for the NBCC including the showers. Soft water is necessary for customer satisfaction. Life is based on past experience, cost is based on current market rates.
2011	2011	\$6,100	17	The water softner provides soft water for the FSC including the showers. Soft water is necessary for customer satisfaction. Life is based on past experience, cost is based on current market rates.



137

AssetID 791

CityID

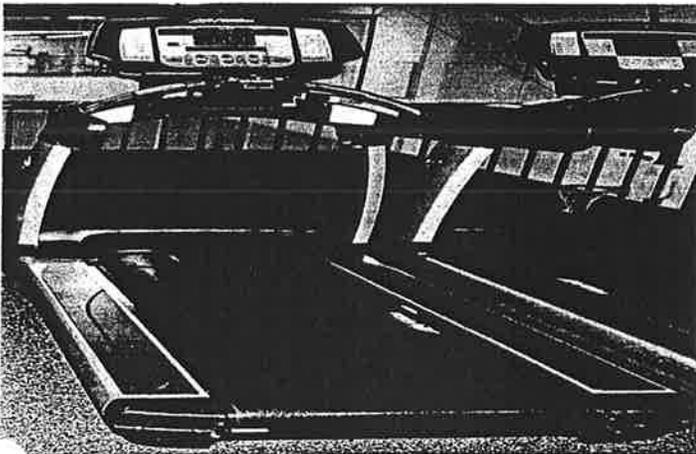
Capital Replacement Justification Form

Current Asset Detail

d	Non-Fleet	Department	Community Center
Asset Description	treadmill (TWT104201)		
Date Acquired	2008	Purchase Price	\$6,680.76

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$7,500		5NBCC Fitness Center provides equipment for general public daily use. Periodic replacement of commercial fitness equipment is vital to provide service to our users in fitness center membership sales, competition, patron safety and reinvestment. Equipment may become unpredictable and unsafe with repairs and prevention needing to be done more frequently. Life and replacement costs have been calculated by past experience and current market/manufacturer rates.
2012	2013	\$7,800		5The NB Community Center provides equipment for general public daily use. Periodic replacement of commercial fitness equipment is vital to provide service to our users in fitness center membership sales, competition, patron safety and reinvestment. Equipment may become unpredictable and unsafe with repairs and prevention needing to be done more frequently. Life and replacement costs have been calculated by past experience and current market/manufacturer rates.
2011	2013	\$8,000		5The FSC Fitness Center provides equipment for general public daily use. Periodic replacement of commercial fitness equipment is vital to provide service to our users in fitness center membership sales, competition, patron safety and reinvestment. Equipment may become unpredictable and unsafe with repairs and prevention needing to be done more frequently. Life and replacement costs have been calculated by past experience and current market/manufacturer rates.



122

AssetID

917

CityID

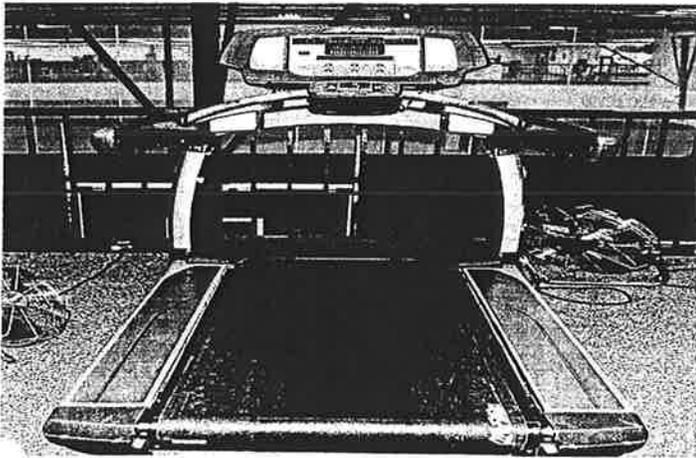
Capital Replacement Justification Form

Current Asset Detail

d	Non-Fleet	Department	Community Center
Asset Description	treadmill (TWT104828)		
Date Acquired	2008	Purchase Price	\$6,680.76

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$7,500		5The NB Community Center provides equipment for general public daily use. Periodic replacement of commercial fitness equipment is vital to provide service to our users in fitness center membership sales, competition, patron safety and reinvestment. Equipment may become unpredictable and unsafe with repairs and prevention needing to be done more frequently. Life and replacement costs have been calculated by past experience and current market/manufacturer rates.
2012	2013	\$7,800		5The NB Community Center provides equipment for general public daily use. Periodic replacement of commercial fitness equipment is vital to provide service to our users in fitness center membership sales, competition, patron safety and reinvestment. Equipment may become unpredictable and unsafe with repairs and prevention needing to be done more frequently. Life and replacement costs have been calculated by past experience and current market/manufacturer rates.
2011	2013	\$8,000		5The FSC Fitness Center provides equipment for general public daily use. Periodic replacement of commercial fitness equipment is vital to provide service to our users in fitness center membership sales, competition, patron safety and reinvestment. Equipment may become unpredictable and unsafe with repairs and prevention needing to be done more frequently. Life and replacement costs have been calculated by past experience and current market/manufacturer rates.



123

AssetID

918

CityID

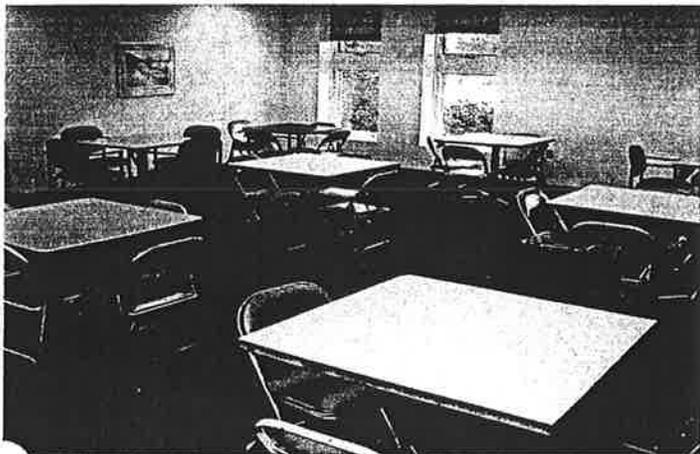
Capital Replacement Justification Form

Current Asset Detail

	d Non-Fleet		Department Community Center
Asset Description	senior room improvements (Room 222)		
Date Acquired	2000	Purchase Price	

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$21,700	12	Room 222 contains card tables, chairs, television, cabinets and other furnishings. These items must be replaced in order to ensure safety of equipment. Life expectancy and cost were calculated by past experience and market rates.
2012	2012	\$21,700	12	The senior rooms contain card tables, chairs, television, cabinets, furnishings (sofa, table, etc.). These items must be replaced in order to ensure safety of equipment. Life expectancy and cost were calculated by past experience and market rates.
2011	2012	\$21,700	12	The senior rooms contain card tables, chairs, television, cabinets, furnishings (sofa, table, etc.). These items must be replaced in order to ensure safety of equipment. Life expectancy and cost were calculated by past experience and market rates.



126

AssetID

1112

CityID

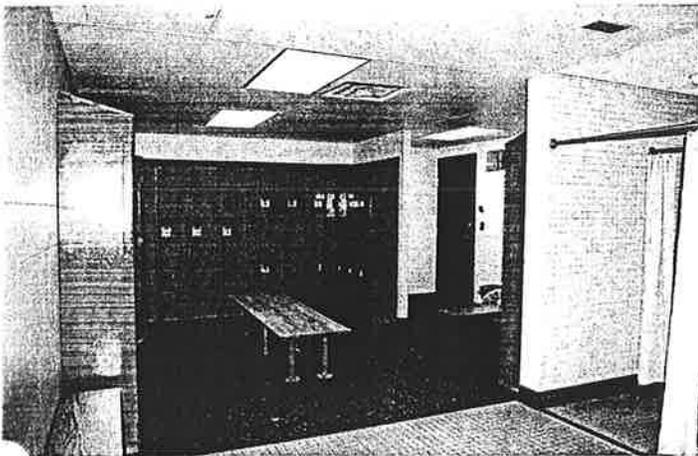
Capital Replacement Justification Form

Current Asset Detail

d	Non-Fleet	Department	Community Center
Asset Description	Lockers - mens & womens		
Date Acquired	2004	Purchase Price	\$11,235.22

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$16,200	10	Lockers provide secure locations for customers items. High use increases wear and must be periodically replaced. Life is based on past experience, cost is based on current market rates.
2012	2012	\$16,200	10	Lockers provide secure locations for customers items. High use increases wear and must be periodically replaced. Pushing up the year to coincide with restroom and locker room renovations. Life is based on past experience, cost is based on current market rates.
2011	2014	\$16,200	10	Lockers provide secure locations for customers items. High use increases wear and must be periodically replaced. Life is based on past experience, cost is based on current market rates.



144

AssetID

CityID

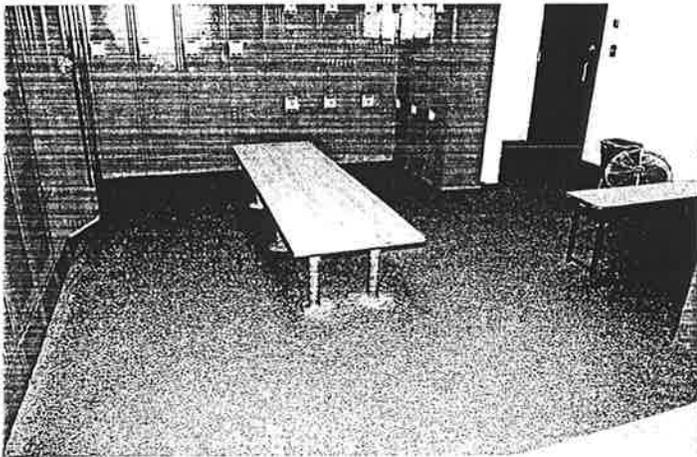
Capital Replacement Justification Form

Current Asset Detail

id	Non-Fleet	Department	Community Center
Asset Description	LOCKER ROOM FLOORS		
Date Acquired	2005	Purchase Price	\$6,341.34

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$13,100		7 Lockerroom floors have experienced heavy usage and exist in a humid, hot environment. Life expectancy is based on current experience and cost is calculated by market rates.
2012	2012	\$13,100		7 Lockerroom floors have experienced heavy usage and exist in a humid, hot environment. Life expectancy is based on current experience and cost is calculated by market rates.
2011	2012	\$13,100		7 Lockerroom floors have experienced heavy usage and exist in a humid, hot environment. Life expectancy is based on current experience and cost is calculated by market rates.



ID	147	AssetID	771	CityID	
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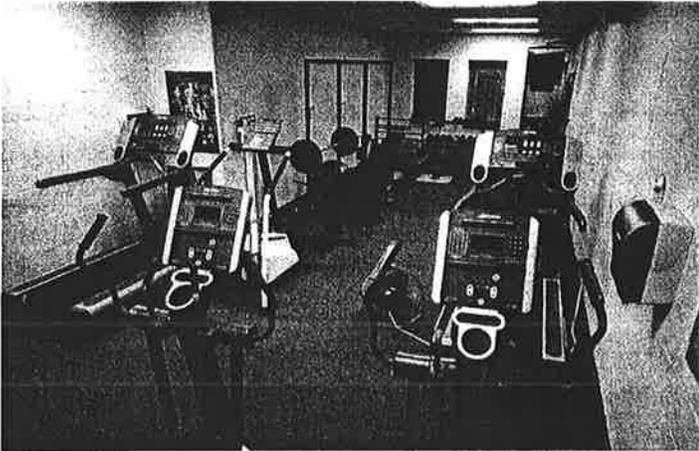
Capital Replacement Justification Form

Current Asset Detail

Fund	Non-Fleet	Department	Police
Asset Description	Exercise Equipment		
Date Acquire	2005	Purchase Price	\$22,231.88

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$27,300	8	Used by public safety personnel for cardiac exercise. Placement in Public Safety Center workout room allows close access to police and fire operational areas in the event of an emergency call for service.
2012	2013	\$27,300	8	Used by public safety personnel for cardiac exercise. Placement in Public Safety Center workout room allows close access to police and fire operational areas in the event of an emergency call for service.
2011	2013	\$27,300	8	Used by public safety personnel for cardiac exercise. Placement in Public Safety Center workout room allows close access to police and fire operational areas in the event of an emergency call for service.



ID | 186

AssetID |

CityID |

Capital Replacement Justification Form

Current Asset Detail

Fund	Non-Fleet	Department	Police
Asset Description	Night Vision Enforcer		
Date Acquire	2000	Purchase Price	\$5,228.96

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$5,000	12	Allows nighttime observation of subjects to assist with the apprehension during in-progress crime.
2012	2013	\$5,200	12	Allows nighttime observation of subjects to assist with the apprehension during in-progress crime.
2011	2012	\$5,200	12	Allows nighttime observation of subjects to assist with the apprehension during in-progress crime.



ID 177

AssetID 9

CityID

Capital Replacement Justification Form

Current Asset Detail

Fund Non-Fleet

Department Police

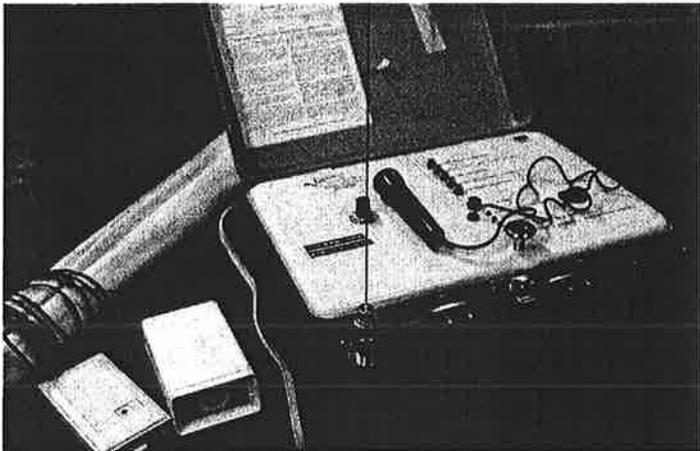
Asset Description replace Varda Alarm

Date Acquire 2008

Purchase Price

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$5,000	10	A Voice Activated Radio Dispatched Alarm, or VARDA-alarm, is a type of burglar alarm that, when activated or 'tripped', broadcasts the type and location of alarm over the local police radio frequency using a pre-recorded audio message. Replaced delayed for compatible technology with 800 MHz radio system and new CAD system.
2012	2021	\$5,000	10	A Voice Activated Radio Dispatched Alarm, or VARDA-alarm, is a type of burglar alarm that, when activated or 'tripped', broadcasts the type and location of alarm over the local police radio frequency using a pre-recorded audio message. Replaced delayed for compatible technology with 800 MHz radio system.
2011	2011	\$5,000	10	A Voice Activated Radio Dispatched Alarm, or VARDA-alarm, is a type of burglar alarm that, when activated or 'tripped', broadcasts the type and location of alarm over the local police radio frequency using a pre-recorded audio message. Replaced delayed for compatible technology with 800 MHz radio system.



ID 180

AssetID 733

CityID

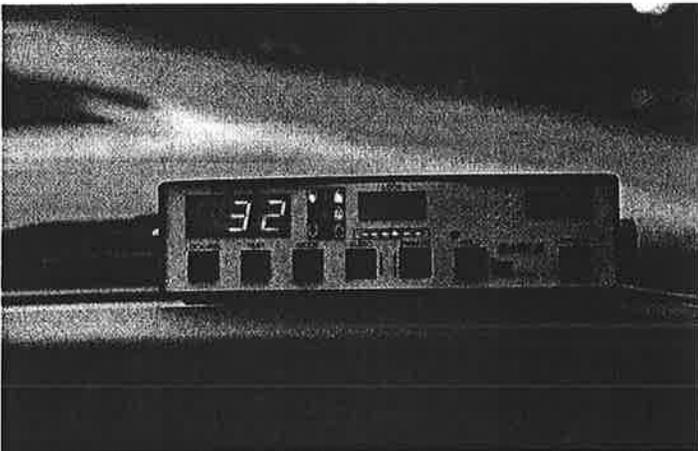
Capital Replacement Justification Form

Current Asset Detail

Fund	Non-Fleet	Department	Police
Asset Description	Radar Units (6 units)		
Date Acquire	2001	Purchase Price	\$10,933.83

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$13,500	10	Used for traffic speed enforcement. Based on maintenance/reliability have extended lifecycle and postponed replacement since 2010.
2012	2012	\$13,000	8	Used for traffic speed enforcement. Request remaining from 2010.
2011	2012	\$13,000	8	Used for traffic speed enforcement. Request remaining from 2010.



ID 178

AssetID 11

CityID

Capital Replacement Justification Form

Current Asset Detail

Fund Non-Fleet

Department Fire

Asset Description Appartus bay floor

Date Acquire 2003

Purchase Price _____

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$20,600	10	Finished layer protects concrete structure from dirt, moisture, road salt and other contaminants.
2012	2013	\$20,600	10	Finished layer protects concrete structure from dirt, moisture, road salt and other contaminants.
2011	2013	\$13,600	10	Finished layer protects concrete structure from dirt, moisture, road salt and other contaminants.



ID 167

AssetID _____

CityID _____

Capital Replacement Justification Form

Current Asset Detail

Fund Non-Fleet Department Fire

Asset Description rope (ice rescue, confined space)

Date Acquire 2005 Purchase Price

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$5,300	6	Used to maintain lifeline with firefighter rescuer and retrieve victim. Governed by NFPA 1670 Standard on Operations and Training for Technical Search and Rescue Incidents and NFPA 1983 Standard on Life Safety Rope and Equipment for Emergency Services. Routine use and maintenance help identify need for ongoing replacement of
2012	2012	\$5,300	6	Used to maintain lifeline with firefighter rescuer and retrieve victim. Governed by NFPA 1670 Standard on Operations and Training for Technical Search and Rescue Incidents and NFPA 1983 Standard on Life Safety Rope and Equipment for Emergency Services. Routine use and maintenance help identify need for ongoing replacement of
2011	2012	\$5,100	6	Used to maintain lifeline with firefighter rescuer and retrieve victim. Governed by NFPA 1670 Standard on Operations and Training for Technical Search and Rescue Incidents and NFPA 1983 Standard on Life Safety Rope and Equipment for Emergency Services. Routine use and maintenance help identify need for ongoing replacement of



ID 166

AssetID 739

CityID

Current Asset Detail

Fund Non-Fleet

Department Golf

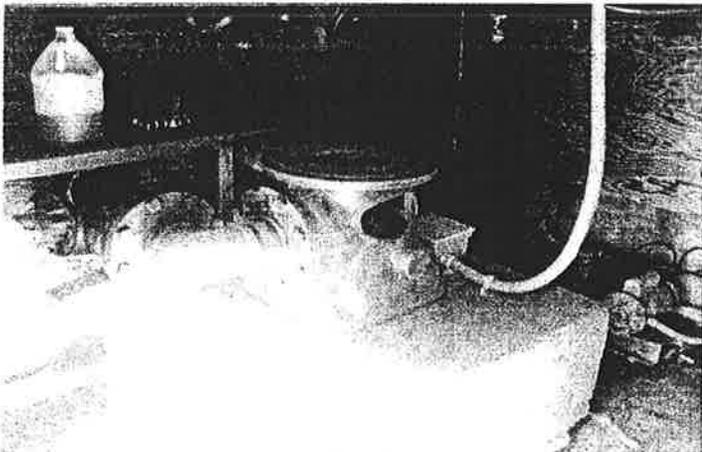
Asset Description Well PUMP MOTOR/MAINTENANCE

Date Acquired 2004

Purchase Price \$9,533.00

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$18,000	5	Well company pulls and inspects well for any damage or wear problems. Helps to avoid pump failure. Life based on Well companys recommendation. Many factors weigh in on the life of pump, ie. Drought years, corrosiveness of water, electrical problems. 6/20/2011 Spoke with Mccarthy well, as long as pump is running fine there is no reason to pull and go through it. Need to keep funds available for when it is time to pull it. Move to 2013 (CW). 6/20/12 Spoke with McCarthy well again, Due to rise in brass and copper prices, replacement cost raised to 18,000.(CW)
2012	2013	\$15,500	5	Well company pulls and inspects well for any damage or wear problems. Helps to avoid pump failure. Life based on Well companys recommendation. Many factors weigh in on the life of pump, ie. Drought years, corrosiveness of water, electrical problems. 6/20/2011 Spoke with Mccarthy well, as long as pump is running fine there is no reason to pull and go through it. Need to keep funds available for when it is time to pull it. Move to 2013 (CW)
2011	2012	\$15,500	5	Well company pulls and inspects well for any damage or wear problems. Helps to avoid pump failure. Life based on Well companys recommendation. Many factors weigh in on the life of pump, ie. Drought years, corrosiveness of water, electrical problems.



Current Asset Detail

Fund Non-Fleet

Department Golf

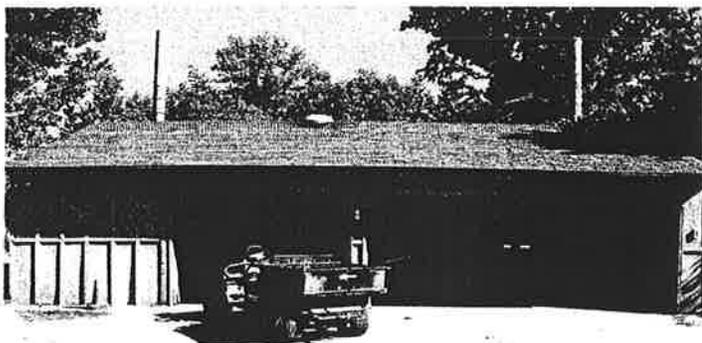
Asset Description Maintenance building

Date Acquired 1983

Purchase Price \$15,313.64

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$31,900	30	This is the two stall garage by old putting green. Has been re shingled once that I am aware of and garage doors/openers have been replaced. Used to store golf equipment throughout the year. New building to replace existing double garage, fertilizer shed and single garage at golf course.(CW)
2012	2013	\$32,900	30	This is the two stall garage by old putting green. Has been re shingled once that I am aware of and garage doors/openers have been replaced. Used to store golf equipment throughout the year.
2011	2013	\$33,900	30	This is the two stall garage by old putting green. Has been re shingled once that I am aware of and garage doors/openers have been replaced. Used to store golf equipment throughout the year.



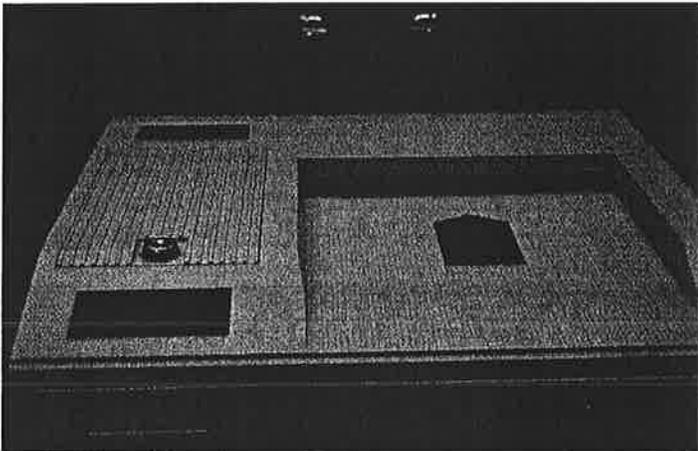
Capital Replacement Justification Form

Current Asset Detail

Fund	Non-Fleet	Department	Elections
Asset Description	Accuvote Precinct Tabulators (6)		
Date Acquire	2002	Purchase Price	\$26,310.33

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$41,300	8	Six tabulators at \$6,884 each, one for each precinct & one for absentee; increased by two tabulators. Mandatory for conducting elections in conjunction with Ramsey County. Ramsey County will facilitate the replacements. There is a Federal requirement, the Help America Vote Act, to use an electronic voting system. This is the
2012	2013	\$29,400	7	Recommend continued deferral since 2010. Mandatory for conducting elections in conjunction with Ramsey County. Ramsey County will facilitate the replacements. There is a Federal requirement, the Help America Vote Act, to use an electronic voting system. This is the system used to be consistent with Ramsey County. (Four tabulators at
2011	2013	\$28,500	7	Mandatory for conducting elections in conjunction with Ramsey County. There is a Federal requirement, the Help America Vote Act, to use an electronic voting system. This is the system used to be consistent with Ramsey County. (Four tabulators, one for each precinct.)



ID	106	AssetID	65	CityID
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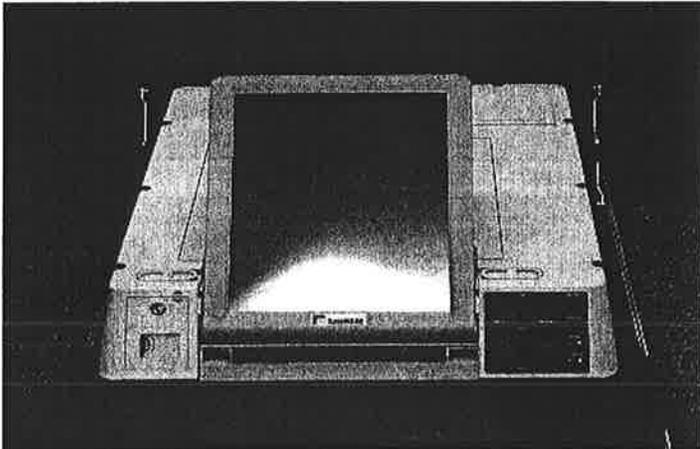
Capital Replacement Justification Form

Current Asset Detail

Fund	Non-Fleet	Department	Elections
Asset Description	Auto Mark ballot markers (5)		
Date Acquire	2006	Purchase Price	\$28,000.00

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$36,700	8	Mandatory for conducting elections in conjunction with Ramsey County. Ramsey County facilitates replacements. There is a Federal requirement, the Help America Vote Act, to use an electronic voting system. This is the system used to be consistent with Ramsey County. (Five ballot markers, one for each precinct, and one for City Hall which
2012	2013	\$36,700	7	Recommend to continue deferring (since 2010). Mandatory for conducting elections in conjunction with Ramsey County. Ramsey County facilitates replacements. There is a Federal requirement, the Help America Vote Act, to use an electronic voting system. This is the system used to be consistent with Ramsey County. (Five ballot
2011	2013	\$35,600	7	Mandatory for conducting elections in conjunction with Ramsey County. There is a Federal requirement, the Help America Vote Act, to use an electronic voting system. This is the system used to be consistent with Ramsey County. (Five ballot markers, one for each precinct, and one for City Hall which is programmed to accept all



ID	107	AssetID		CityID	
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Capital Replacement Justification Form

Current Asset Detail

Fund	Non-Fleet	Department	Engineering
Asset Description	Sokkia Electronic Total Station		
Date Acquire	1994	Purchase Price	\$14,819.48

Replacement Detail

Bud Year	Rep. Year	Proj. Rep. Cost	Life	Justification/Purpose/Impacts/Consequences
2013	2013	\$32,000	12	
2012	2013	\$32,000	12	
2011	2011	\$32,000	12	

ID | 114

AssetID | 477

CityID |

**2013 BUDGET
PAVEMENT MANAGEMENT FUND
606-40000**

	2010 Actual	2011 Actual	2012 Adopted Budget	Projected 2012	2013 Dept. Requested Budget	% Change 12/13	2013 City Mgr Recommend Budget	% Change 12/13	2013 Adopted Budget	% Change 12/13
REVENUES:										
CHARGES FOR SERVICE										
Internal Service Revenues 6610	0	92,400	96,000	96,000	100,200	4.38%	100,200	4.38%	100,200	4.38%
TOTAL	0	92,400	96,000	96,000	100,200	4.38%	100,200	4.38%	100,200	4.38%
MISCELLANEOUS										
Interest Earnings 8801	1,851	6,910	4,000	3,700	4,500	12.50%	4,500	12.50%	4,500	12.50%
Transfer Fm Fd 421 Cap. Proj. 9980	0	107,372	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Transfer Fm Fd 422 Cap. Proj. 9980	250,000	200,000	150,000	150,000	100,000	-33.33%	100,000	-33.33%	100,000	-33.33%
TOTAL	251,851	314,282	154,000	153,700	104,500	-32.14%	104,500	-32.14%	104,500	-32.14%
Total Revenues	251,851	406,682	250,000	249,700	204,700	-18.12%	204,700	-18.12%	204,700	-18.12%
EXPENSES:										
OTHER										
Capital Outlay Replacements: 6200		253,501			0		0		0	
Parks:										
Meadow Wood Hard Court			8,300	8,300	0		0		0	
Rehab & Repair all 6 Tennis Courts			45,000	45,000	0		0		0	
Hansen East 5th St Parking Lot			26,500	26,500	0		0		0	
Driftwood East Parking Lot			13,900	13,900	0		0		0	
Veterans Park Trails			0	23,000	0		0		0	
City Hall Parking Lot			0	87,000	0		0		0	
Total Capital Outlay	0	253,501	93,700	203,700	0		0		0	
Total Expenses	0	253,501	93,700	203,700	0		0		0	
Net Revenues over Expenses	251,851	153,181	156,300	46,000	204,700		204,700		204,700	

2013 Debt Service

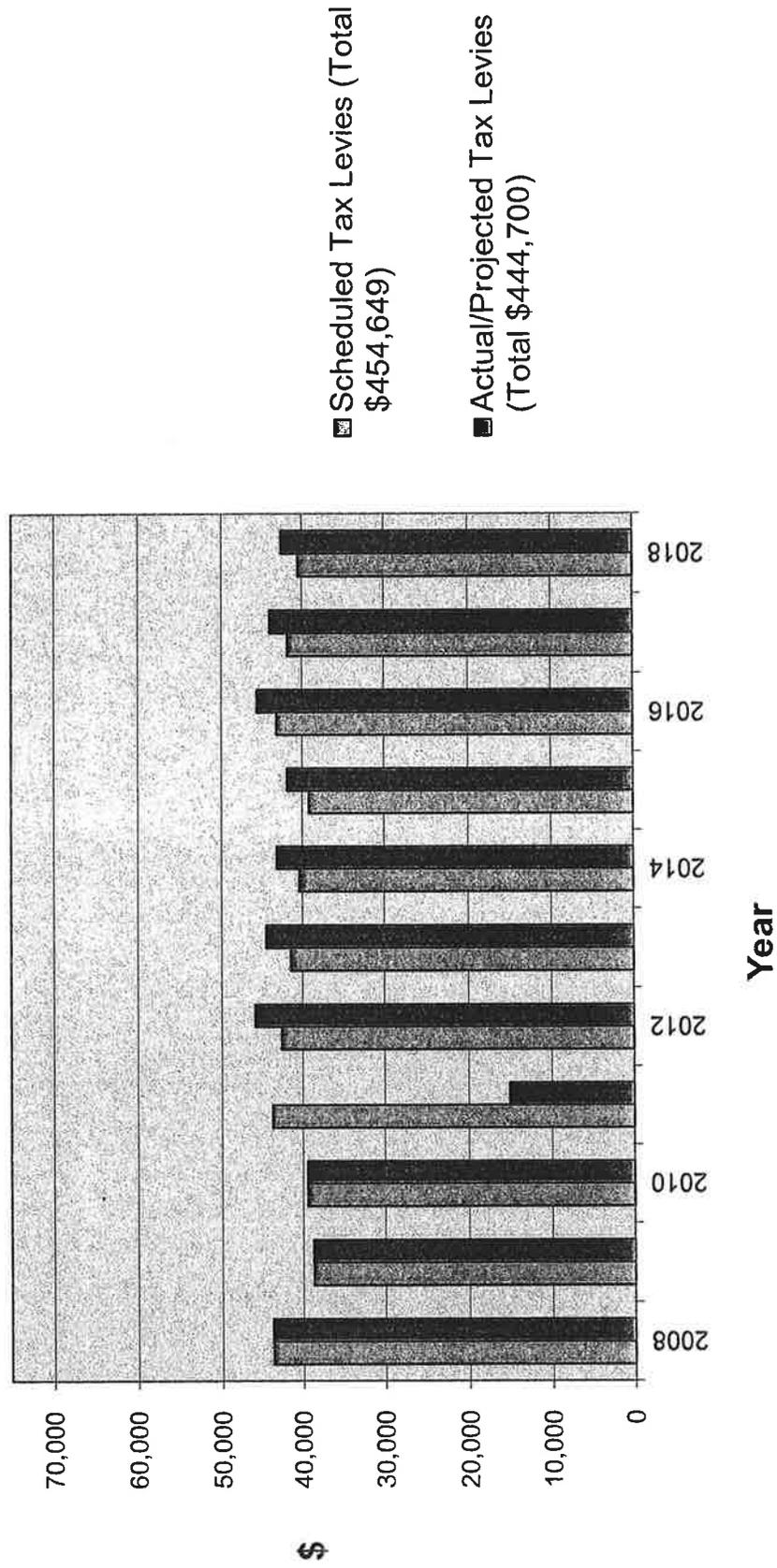
Outstanding Bonds	Principal Due in 2013	Interest Due in 2013	Total Debt Service Due in 2013
General Obligation Bonds:			
G.O. Improvement Bonds:			
2007A Improvement Bonds	40,000	10,940	50,940
2009A Improvement Bonds	35,000	9,800	44,800
2010A Refunding Bonds	765,000	59,625	824,625
2011A Improvement Bonds	60,000	13,663	73,663
2011A Refunding Bonds	310,000	2,480	312,480
2012A Improvement Bonds	-	8,832	8,832
2012A Refunding Bonds	160,000	2,633	162,633
Total G.O. Improvement Bonds	<u>1,370,000</u>	<u>107,973</u>	<u>994,028</u>
Tax Increment Bonds:			
2004B Taxable Tax Increment Bonds	200,000	29,865	229,865
2006A Tax Increment Bonds	235,000	961,750	1,196,750
2007B Tax Increment Bonds	125,000	647,220	772,220
2009A Tax Increment Bonds	150,000	1,875	151,875
2009B Taxable Tax Increment Bonds	360,000	4,500	364,500
2011A Tax Increment Bonds	180,000	4,718	184,718
2011B Taxable Tax Increment Bonds	515,000	23,068	538,068
2012A Ref Tax Increment Bonds	595,000	11,409	606,409
Total Tax Increment Bonds	<u>2,360,000</u>	<u>1,684,404</u>	<u>4,044,404</u>
Revenue Bonds:			
1999C Golf Course Revenue Bonds	35,000	18,300	53,300
Total Revenue Bonds	<u>35,000</u>	<u>18,300</u>	<u>53,300</u>
Total 2013 Debt Service	<u><u>\$3,765,000</u></u>	<u><u>\$1,810,677</u></u>	<u><u>\$5,091,732</u></u>

Reserves Used to Lower Debt Service Tax Levies

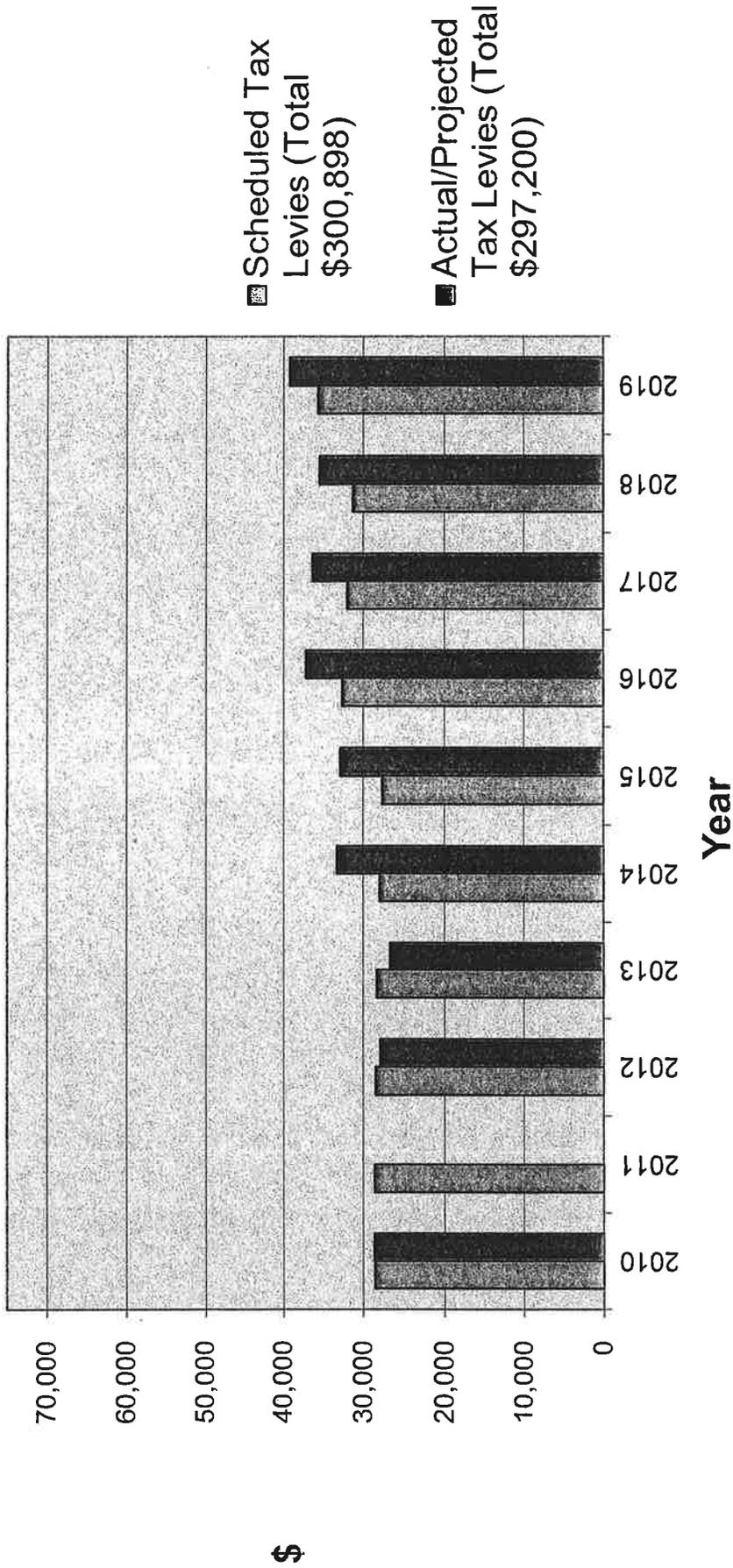
Year	Closed Bund Fund	Community Reinvestment Fund (1)	Total Reserves	Actual Debt Serv Tax Levy	Total Levy & reserves	% of Total paid w/reserves
2002	80,000	800,970	880,970	1,731,975	2,612,945	33.72%
2003	0	979,178	979,178	1,881,000	2,860,178	34.23%
2004	54,400	1,623,148	1,677,548	1,657,600	3,335,148	50.30%
2005	130,000	968,300	1,098,300	1,305,000	2,403,300	45.70%
2006	140,000	660,000	800,000	1,410,000	2,210,000	36.20%
2007	140,000	877,944	1,017,944	1,418,600	2,436,544	41.78%
2008	184,200	899,700	1,083,900	1,295,700	2,379,600	45.55%
2009	232,000	704,800	936,800	898,700	1,835,500	51.04%
2010	166,154	1,317,203	1,483,357	1,028,600	2,511,957	59.05%
2011	103,200	485,000	588,200	951,600	1,539,800	38.20%
2012	71,784	437,100	508,884	951,600	1,460,484	34.84%
2013	53,731	441,700	495,431	795,500	1,290,931	38.38%
	<u>1,355,469</u>	<u>10,195,043</u>	<u>11,550,512</u>	<u>15,325,875</u>	<u>26,876,387</u>	42.98%

(1) Includes Environmental Restoration Fund, which was closed into the Community Reinvestment Fund in 2005.

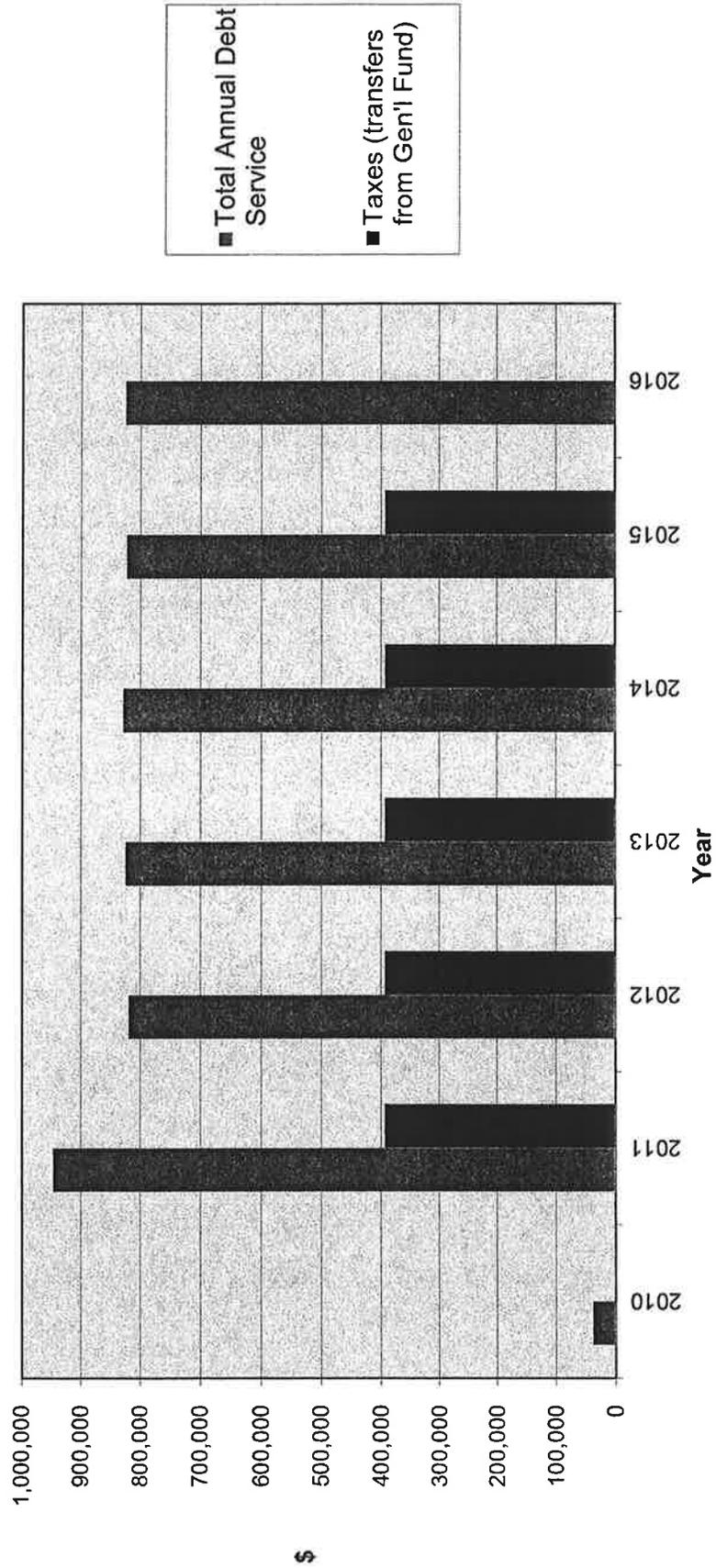
2007A GO Imp Bonds, Fund # 365



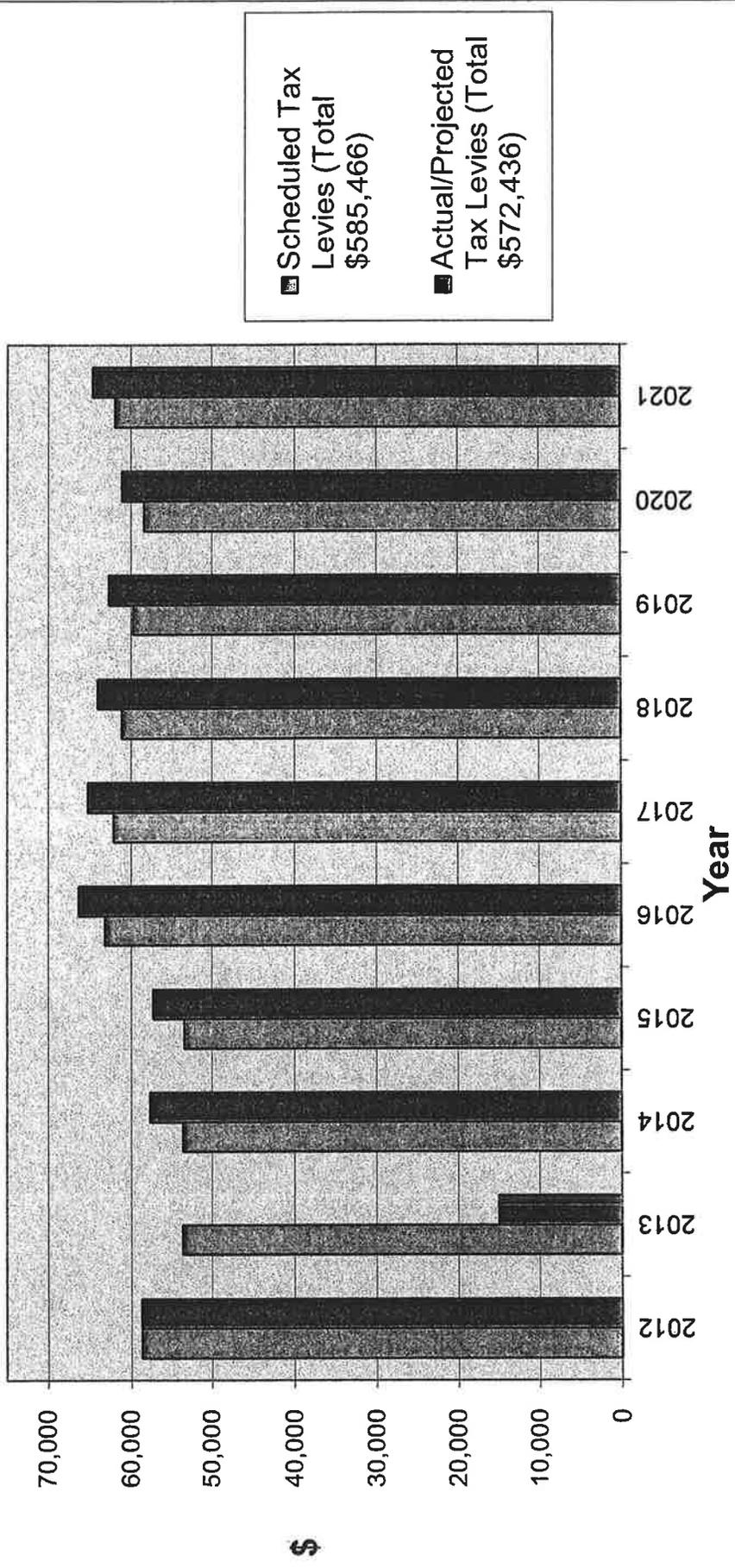
2009A GO Imp Bonds, Fund # 366



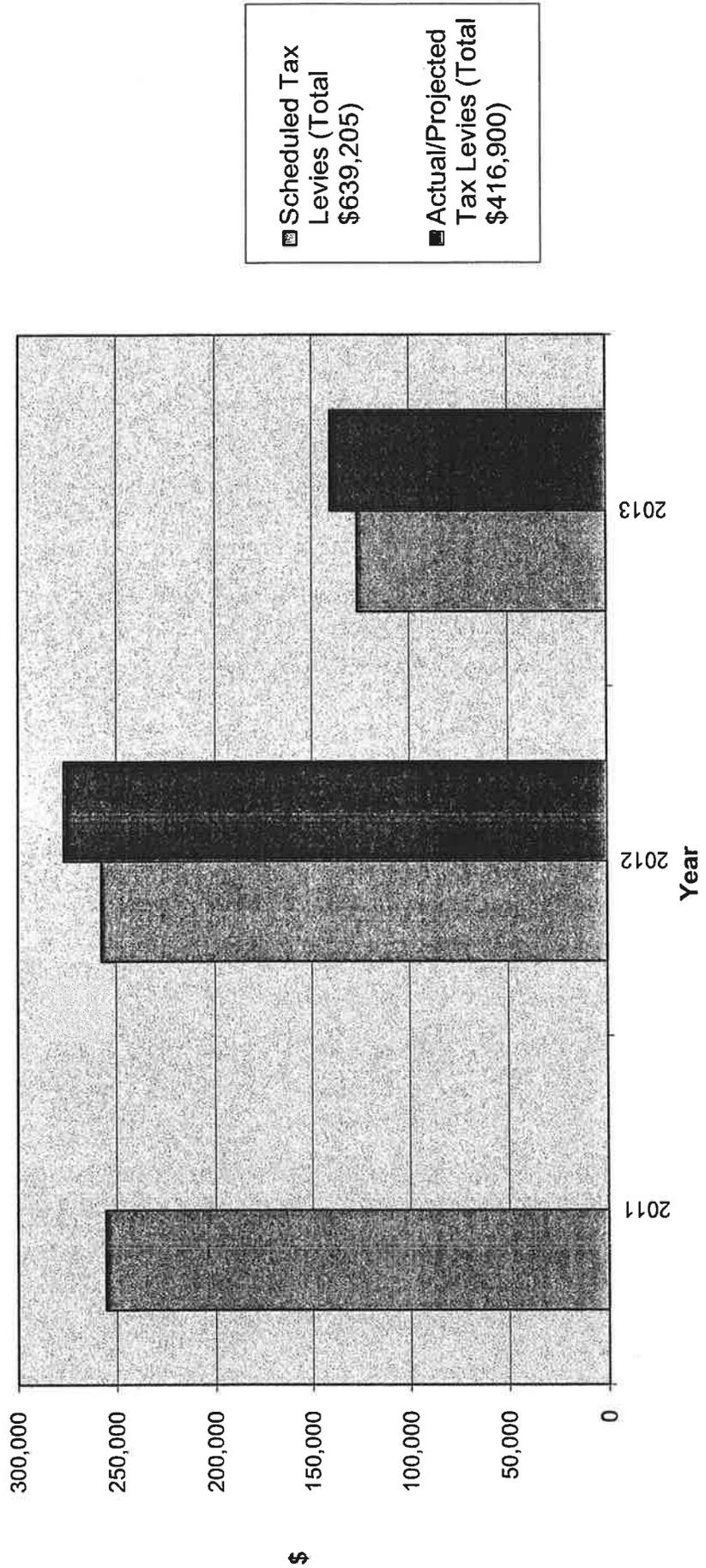
2010A GO Capital Imp Bonds, Fund # 324



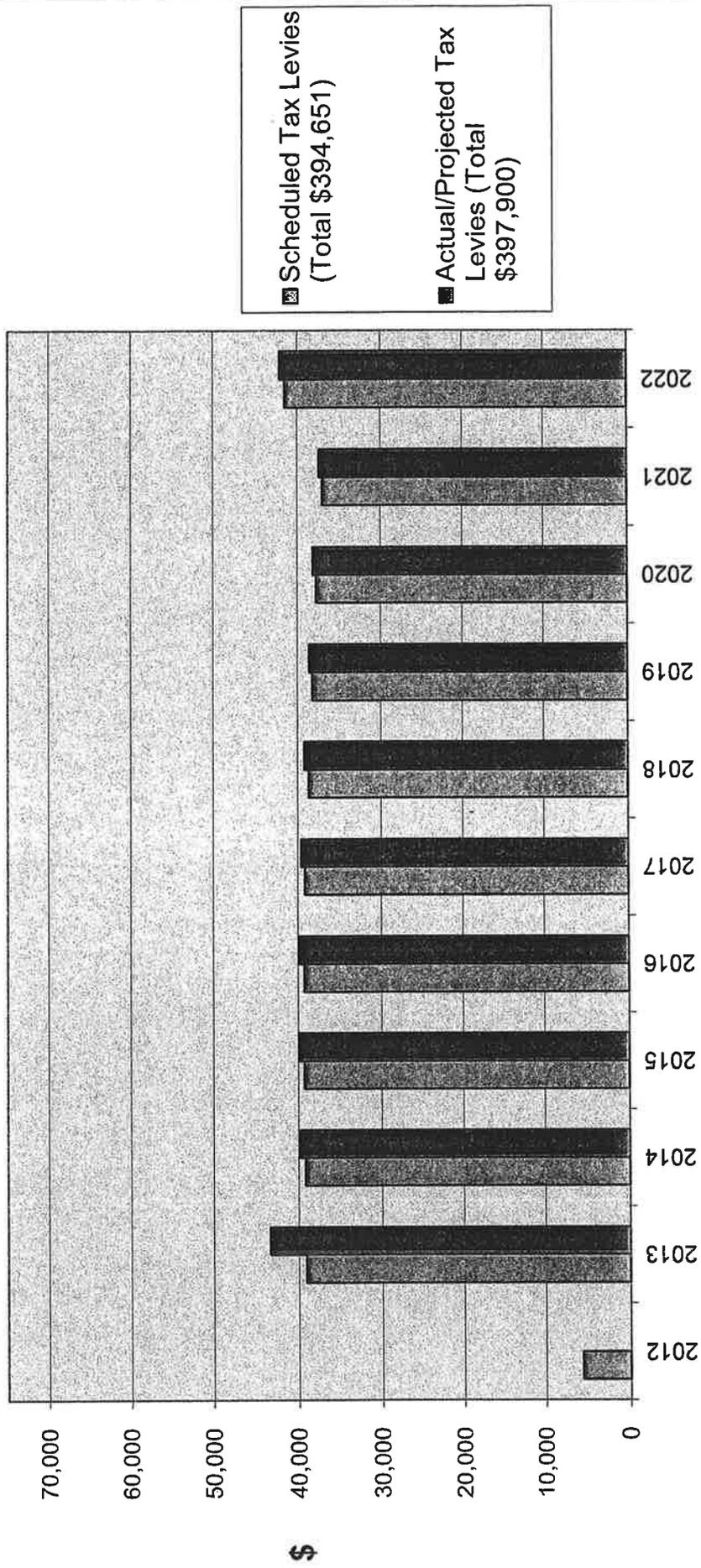
2011A GO Imp Bonds, Fund # 367



2011A GO Ref Bonds, Fund # 368



2012A GO Imp Bonds, Fund # 369



2012A GO Ref Bonds, Fund # 370

