

# **City of Crystal**

## 2013 Budget



2013 ANNUAL BUDGET  
OF THE  
CITY OF CRYSTAL, MINNESOTA

ReNae Bowman  
Mayor

David Anderson  
Councilmember

Mark Hoffmann  
Councilmember

Joseph Selton  
Councilmember

John Budziszewski  
Councilmember

Janet Moore  
Councilmember

Julie Deshler  
Councilmember

Anne Norris  
City Manager

Charles Hansen  
Finance Director



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CITY OF CRYSTAL  
2013 ADOPTED BUDGET

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December 17, 2012

### **City of Crystal 2013 Budget**

This is the Adopted 2013 Operating and Capital Budget for the City of Crystal. It was adopted at the regular City Council meeting on Tuesday, December 4, 2012. This was the final step in a process that began on September 4, 2012 with adoption of a proposed 2013 budget and tax levy. The proposed tax levy was forwarded to Hennepin County and used to prepare the individual tax statements that each property owner received in mid November.

The adopted 2013 property tax levy is \$9,162,709, which is an \$111,506 or 1.20% reduction from the 2012 tax levy.

The State of Minnesota made a change in the property tax system that took effect with taxes payable in 2012. Prior to 2012, the property tax system included a program called the Market Value Homestead Credit (MVHC). The MVHC was replaced by a program called the Market Value Homestead Exclusion (MVHE). Elimination of the MVHC had different results on different property types. Most moderately valued owner occupied homes saw their 2012 property tax bill increase or decrease by less than 2% compared to the 2011 property tax bill. Most commercial, industrial, rental housing and high value homes saw their 2012 property tax bill increase by more than 2% compared to the 2011 property tax bill. Since MVHE is in effect for both 2012 and 2013, it will cause no further shifting of taxes between properties.

There are three major taxes in Minnesota, the income tax, the sales tax and the property tax. Income taxes are entirely collected by the state and sales taxes are mostly collected by the state. Property taxes are mostly collected by cities, counties and schools. Historically, two thirds of taxes were collected by the state and one third by cities, counties and schools. But the state provides relatively few services directly to the public. Cities, counties and schools provide most services to the public. This imbalance was solved by the state providing various financial aid programs to cities, counties and schools. In the last ten years, the state has first cut income tax rates and then refused to raise any new taxes. The resulting state budget problems have caused cuts in aid to cities, counties and schools. They have responded by cutting services and raising property taxes. Ironically, of the income, sales and property taxes, it is the property tax that people tend to hate the most.

Crystal's 2013 General Fund budget increases by \$44,587 or 0.37% compared to the adopted 2012 budget. Since the property tax levy declined, the budget was balanced by increases in revenues other than property taxes.

The city budget is made up of financial units called funds. Over thirty funds make up the City's financial organization, but only four of the funds levy property taxes. Since it is the property tax that most directly affects homeowners, those funds were the focus of many of the budget discussions. These funds are the General Fund, the Economic Development Authority Fund, the Pool Bond Fund, and the County Highway 81 Bond Fund.

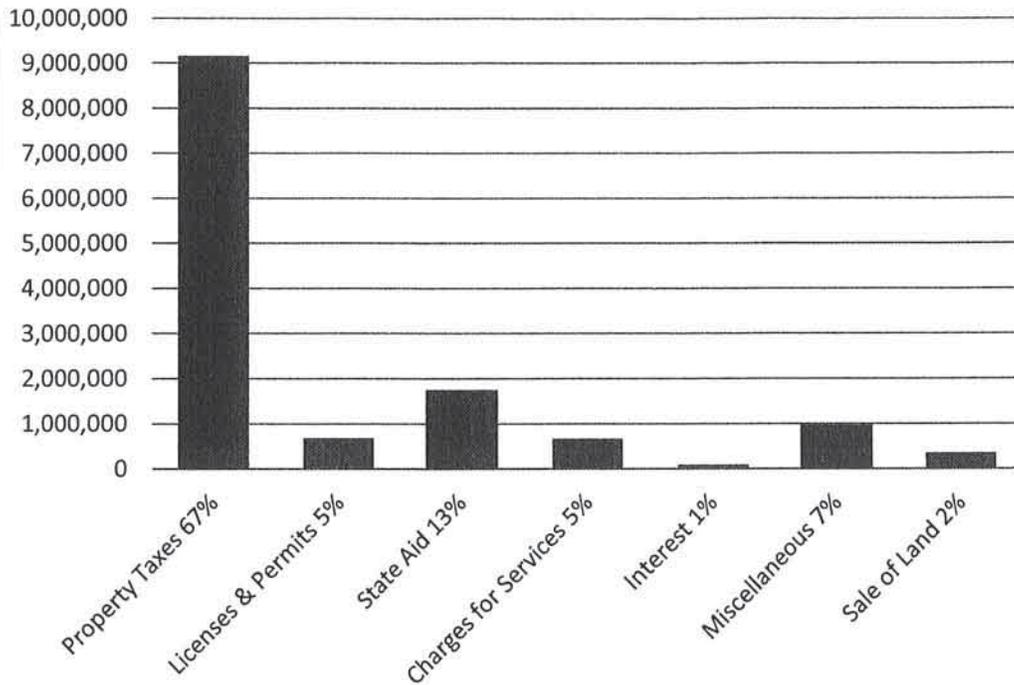
Budget Summary for the Combined General Fund, EDA Fund, Pool Bond Fund, and County Highway 81 Bond Fund

<b>Revenue:</b>	<u>2012</u>	<u>2013</u>	<u>Percent Change</u>
Property Taxes	\$9,274,214	\$9,162,709	-1.20%
Licenses & Permits	557,380	683,880	22.70%
State Aid	1,755,443	1,756,509	0.06%
Charges for Services	602,318	669,090	11.09%
Interest Income	130,404	92,641	-28.96%
Miscellaneous	965,050	972,348	0.76%
Sale of Land	<u>226,146</u>	<u>352,470</u>	<u>55.86%</u>
Total Revenue	<u>\$13,510,955</u>	<u>\$13,689,647</u>	<u>1.32%</u>
<b>Expenditures:</b>			
General Government	\$1,962,292	\$1,912,918	-2.52%
Police & Fire	5,543,432	5,713,230	3.06%
Community Development	627,133	631,831	0.75%
Streets & Parks	2,697,452	2,701,999	0.17%
Recreation	1,319,731	1,250,849	-5.22%
Debt Service	714,109	401,549	-43.77%
Economic Development Authority	<u>616,449</u>	<u>596,968</u>	<u>-3.16%</u>
Total Expenditures	<u>\$13,480,598</u>	<u>\$13,209,344</u>	<u>-2.01%</u>

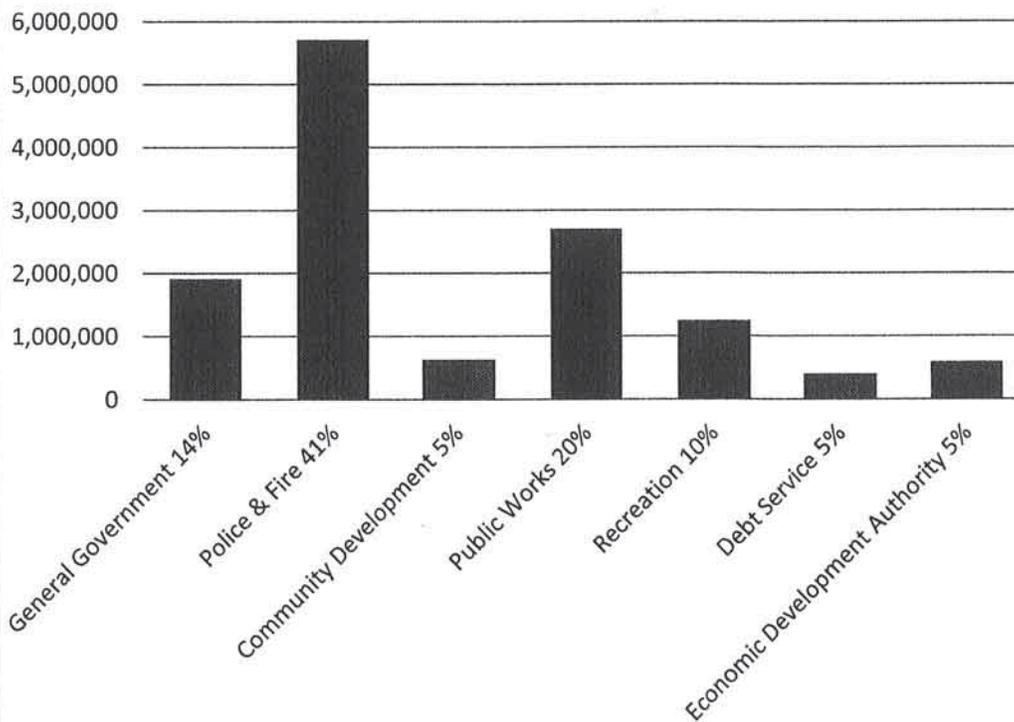
Revenues of the General Fund, EDA Fund, Pool Bond Fund, and County Highway 81 Bond Fund are shown in the pie chart on the following page. They are highly dependent on the property tax which equals 67% of the total. State aid comes in second at 13%. Actual state aid may be less than the amount promised by the State of Minnesota.

Expenditures of the General Fund, EDA Fund, and Pool Bond Fund are shown in the pie chart on the next page. The Police and Fire departments represent the largest operations with 41% of the total budget.

### Revenues of the General, EDA, Pool Bonds and County Highway 81 Bonds



### Expenditures of the General, EDA, Pool Bond and County Highway 81 Bond



### **Budget Overview**

The Combining Statement of 2013 Budgets on page 12 shows the total revenues and expenditures of all funds. It shows a total operating deficit of \$1,659,743. While many funds have surpluses or deficits, the biggest deficits are in utility funds where construction projects add \$1,554,414 on top of operations and the Capital Projects funds where the Phase 13 street reconstruction project draws down some of the fund balance.

### **General Fund**

The General Fund budget includes transfers to capital projects that provide for the future needs of the city for buildings, parks, mobile equipment and roads.

General Fund transfers are as follows:

<u>Transfer to:</u>	<u>Adopted</u> <u>2012</u>	<u>Adopted</u> <u>2013</u>	<u>Dollar</u> <u>Change</u>	<u>Percent</u> <u>Change</u>
Permanent Improvement Revolving	659,000	578,800	-80,200	-12.17%
Police Equipment Revolving	114,400	125,700	11,300	9.88%
Street Maintenance	<u>69,300</u>	<u>71,400</u>	<u>2,100</u>	<u>3.03%</u>
Total Transfers	842,700	775,900	-66,800	-7.93%

### **Special Revenue Funds**

The City's Tax Increment Financing (TIF) Funds are classified as special revenue funds. For the many years these funds have been committed to paying off debt from past development projects. However, they have reached the point where some of the incoming TIF revenues can be committed to new development projects. This could include redevelopment of the Cavanaugh School site into senior housing. The Bass Lake Road/Becker Park District #2150 expired on December 31, 2009. This meant that it no longer collected tax increments, but it was able to spend existing resources on projects that were obligated by the end of 2009. The Bass Lake Road/Becker Park District #2150 had expended all of its tax increment revenue by the end of 2012 and remaining assets were transferred to the Economic Development Authority as of December 31, 2012.

The Economic Development Authority will continue to promote redevelopment of properties throughout the city by means of the rehabilitation grant program and the purchase of blighted houses.

### **Debt Service Funds**

The City of Crystal had nine different bond issues with a total of \$13,518,886 in outstanding bonds as of December 31, 2012. Payments in 2013 will include \$1,399,109 on the principal of the debt and \$400,011 of interest.

Revenue sources for payment of debt service include property taxes and special assessments. Proceeds from the debt have been used to rebuild the pool, finance the reconstruction of streets and pay the local share of the County Highway 81 project. The City of Crystal's debt has been assigned an Aa2 rating by Moody's Investors Service.

### Capital Projects Funds

The Permanent Improvement Revolving (PIR) Fund budget represents the 2013 plan for the majority of the City's capital improvements and vehicle replacements. It is supported by two major sources of revenue – investment income and a transfer from the General Fund.

Major projects in the PIR 2013 budget include paving of an alley, heating and air conditioning upgrades at city hall, south fire station roof replacement, purchase a tandem axel dump truck, purchase of a variety of smaller trucks & equipment and repair projects for a variety of city facilities.

The Police Equipment Revolving Fund provides for the purchase of police vehicles and other technology needs of the Police Department.

The Street Maintenance Fund accounts for the cost of seal coating streets that have been reconstructed under the Crystal Local Street Reconstruction program. Streets that were reconstructed in the Fair School Neighborhood in 2005 during Phase 7 are scheduled to receive a seal coating during 2013. It also accounts for intensified maintenance of the pavement in Phases 1, 2 and 3. This pavement needs more maintenance because it is deteriorating faster than expected. Costs are estimated to be \$10,000 in 2013 for intensified patching and that will continue annually until the phases undergo mill and overlay. The streets will also need one extra seal coating before they undergo the mill and overlay in the years 2017, 2018 and 2019.

Street reconstruction in the City's 16 phase program continues in 2013 with the construction of Phase 13, which is the Becker Park North neighborhood. Phase 14 will not be constructed until the year 2015 and so planning and survey work will be done in 2014.

### Utility Funds

The utility funds include the Water, Sanitary Sewer, Storm Drainage, Street Light and Recycling funds. Operations of the utility funds in 2013 are designed to maintain the infrastructure and level of service that Crystal residents have been receiving. The staff annually updates a five-year utility rate study reviewing operational and capital needs.

The City of Crystal receives its water supply through a Joint Water Commission (JWC) with the cities of Golden Valley and New Hope. The JWC purchases water in a contract with the City of Minneapolis.

On November 20, 2012, the city council approved the 2013 utility rates as follows:

Water	1,000 gallons per unit	2012 Price per unit	2013 Price per unit	Percent Change
Tier #1	0 to 30 units	\$3.94	\$4.05	2.79%
Tier #2	31 to 60 units	\$4.34	\$4.45	2.53%
Tier #3	over 60 units	\$4.75	\$4.85	2.11%
Service charge for 1" meters, per quarter		\$4.50	\$4.60	2.22%

	2012 Quarterly Rate	2013 Quarterly Rate	Percent Change
Sewer, residential, per quarter	\$46.20	\$46.80	1.30%
Sewer, commercial, per 100 cubic feet	\$2.04	\$2.07	1.47%
Storm Drainage, residential, per quarter	\$10.20	\$10.80	5.88%
Storm Drainage, commercial, per residential equivalency factor	\$51.00	\$54.00	5.88%
Storm Drainage, commercial, per acre	\$255.00	\$270.00	5.88%
Street Lights, residential, per quarter	\$4.20	\$4.35	3.57%
Street Lights, commercial, per quarter	\$4.20	\$4.35	3.57%
Street Lights, multi-family, per quarter	\$3.15	\$3.26	3.49%
Recycling, per quarter	\$10.65	\$10.65	0%

Respectfully submitted,

*Charles Hansen*

Charles Hansen  
Finance Director

City of Crystal

RESOLUTION NO. 2012 - 103

RESOLUTION APPROVING THE 2013 PROPERTY TAX LEVIES

WHEREAS, the City of Crystal Charter and State Law require adoption of an annual property tax levy and certification of that levy to the county auditor, and

WHEREAS, the City Council has met to discuss the property tax levy, has provided notifications and publications, and has held public hearings in conformance with the requirements of the City Charter and State Law, and

WHEREAS, the Housing and Redevelopment Authority levy is limited to .000185 of the taxable market value of all property located within the City of Crystal.

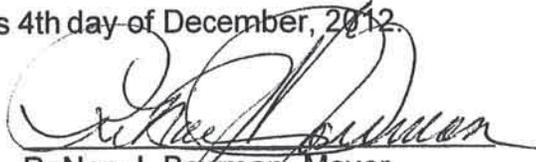
NOW, THEREFORE, BE IT RESOLVED that there is levied upon all taxable property lying within the City of Crystal the following amounts:

General Tax Levy	\$8,150,000
Market Value Based Referendum Levy for	
Pool Bonds Debt Service	210,400
County Highway 81 Debt Service	563,153
Housing and Redevelopment Authority	<u>239,156</u>
Total Levy	\$9,162,709

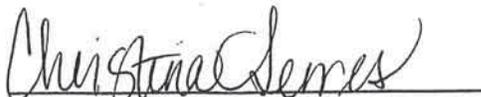
BE IT FURTHER RESOLVED that the City Clerk shall certify to the Hennepin County Auditor a copy of this resolution approving the tax levies listed above for the City of Crystal.

BE IT FURTHER RESOLVED that the full amount of the property tax levy for the Market Value Based Referendum Levy for Pool Bonds Debt Service as established when the bonds were sold is not needed due to the available balance in the debt service fund.

Adopted by the Crystal City Council this 4th day of December, 2012.

  
ReNae J. Bowman, Mayor

ATTEST:

  
Christina Serres, City Clerk

**City of Crystal  
RESOLUTION NO. 2012 - 101**

**RESOLUTION APPROVING THE 2013 GENERAL FUND BUDGET**

WHEREAS, Section 7.05 of the City of Crystal Charter requires adoption of an annual budget, and

WHEREAS, the City Council has met to discuss the budget, has provided notifications and publications, and has held public hearings in conformance with the requirements of the City Charter and State Law, and

WHEREAS, the attached budget shows in detail the estimated revenues of the General Fund and the appropriation to each department in the General Fund.

NOW, THEREFORE, BE IT RESOLVED that appropriations in the 2013 General Fund Budget are as follows:

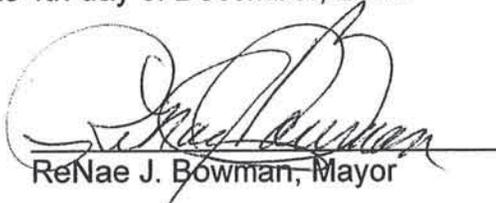
Mayor & Council	\$116,013
Administration	919,857
Human Resources	57,420
Assessing	214,639
Legal	90,000
Elections	5,039
Finance	457,176
Police	4,559,035
Fire	955,040
Planning	208,452
Building Inspection	248,954
Housing Inspection	146,318
Environmental Health	28,107
Engineering	329,980
Street Maintenance	822,433
Park Maintenance	724,952
Forestry	158,396
City Buildings	173,004
Recreation	643,657
Community Center	341,964
Waterslide / Pool	234,491
Transfer to Police Equip Replacement	125,700
Transfer to Permanent Improvement FD	578,800
Transfer to Street Maintenance Fund	71,400
Total Appropriations	<u>\$12,210,827</u>

RESOLUTION 2012 - 101  
Continued

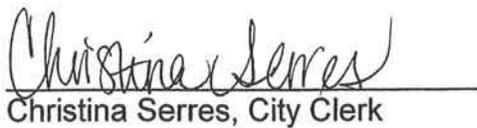
BE IT FURTHER RESOLVED that sources of financing, sufficient to cover appropriations, include current revenues and the use of fund balance as follows:

Current Property Tax Levy	\$8,150,000
Property Tax Penalties & Interest	10,000
Special Assessments	187,200
Licenses, Permits & Inspections	683,880
Intergovernmental Revenues	1,756,509
Charges for Services	653,090
Fines & Forfeits	297,000
Administrative Fines	50,000
Investment Earnings	60,000
Miscellaneous Revenue	72,000
Interfund Services	291,148
Total Revenues	<u>\$12,210,827</u>

Adopted by the Crystal City Council this 4th day of December, 2012.

  
ReNae J. Bowman, Mayor

ATTEST:

  
Christina Serres, City Clerk

**City of Crystal  
RESOLUTION NO. 2012 - 102**

**RESOLUTION APPROVING THE 2013 BUDGETS FOR THE SPECIAL REVENUE,  
DEBT SERVICE, CAPITAL PROJECTS, ENTERPRISE, AND INTERNAL SERVICE  
FUNDS**

WHEREAS, Section 7.05 of the City of Crystal Charter requires adoption of an annual budget, and

WHEREAS, the City Council has met to discuss the budget, has provided notifications and publications, and has held public hearings in conformance with the requirements of the City Charter and State Law, and

WHEREAS, the attached budget shows in detail the estimated revenues and the appropriation of each fund.

NOW, THEREFORE, BE IT RESOLVED that the 2013 Budgets are as follows:

	<u>Revenues</u>	<u>Appropriations</u>
<u>Special Revenue Funds</u>		
TIF #2151, Anthony Shopping Center	113,750	100,825
TIF #2152, Phase 1 Housing	10,100	15,276
TIF #2153, Phase 2 Housing	12,400	200,454
TIF #2154, Suburban Hotel	113,100	15,468
TIF #2155, Heathers Assisted Living	154,017	120,546
Economic Development Authority	703,406	596,968
City Initiative Fund	27,000	55,500
Special Projects/Grants Fund	<u>36,000</u>	<u>36,000</u>
Total Special Revenue	<u>\$1,169,773</u>	<u>\$1,141,037</u>
 <u>Debt Service Funds</u>		
GO Improvement Bonds, 2004A	\$135,288	\$179,237
GO Improvement Bonds, 2005A	108,180	131,700
GO Pool Bonds, 2005B	212,261	209,000
GO Improvement Bonds, 2006A	181,620	169,698
GO Improvement Bonds, 2008A	241,488	229,111
GO Improvement Bonds, 2009A	344,918	300,066
GO Street Bonds, 2010B	563,153	192,549
GO Improvement Bonds, 2011A	250,063	181,380
GO Improvement Bonds, 2012A	<u>331,959</u>	<u>0</u>
Total Debt Service	<u>\$2,368,930</u>	<u>\$1,592,741</u>

RESOLUTION 2012 - 102

Continued

	<u>Revenues</u>	<u>Appropriations</u>
<u>Capital Projects Funds</u>		
Permanent Improvement	\$967,850	\$1,067,600
Revolving Fund		
Major Building Replacement Fund	96,000	
Police Equipment Revolving Fund	168,836	170,202
Fire Equipment Revolving Fund	6,300	
Street Maintenance Fund	132,480	99,370
Street Reconstruction Fund	<u>4,466,596</u>	<u>5,722,420</u>
Total Capital Projects	\$5,838,062	\$7,059,592
 <u>Enterprise Funds Operating</u>		
Water Utility Fund	\$3,013,000	\$2,974,243
Sewer Utility Fund	1,972,200	1,976,194
Storm Drainage Utility Fund	1,552,328	1,261,492
Street Light Utility Fund	174,941	183,247
Recycling Fund	<u>334,620</u>	<u>329,097</u>
Total Enterprise Operating	\$7,047,089	\$6,724,273
 <u>Enterprise Funds Capital</u>		
Water Utility Fund		\$55,328
Sewer Utility Fund		615,290
Storm Drainage Utility Fund		873,796
Street Light Utility Fund		<u>10,000</u>
Total Enterprise Capital		\$1,554,414
 <u>Internal Service Funds</u>		
Self Insurance Fund	\$197,783	\$197,783
Post Employment Health Benefits	<u>1,835</u>	<u>13,375</u>
Total Internal Service	\$199,168	\$211,158

Adopted by the Crystal City Council this 4th day of December, 2012.

  
 ReNae J. Bowman, Mayor

ATTEST:

  
 Christina Serres, City Clerk

**City of Crystal**  
**Combining Statement of 2013 Adopted Budgets**

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Total Governmental Funds	Utility Funds Operating	Utility Funds Capital	Internal Service Funds	TOTAL
<b>REVENUES</b>									
Property Taxes	8,150,000	626,156	773,553		9,549,709				9,549,709
Delinquent Tax & Penalty	10,000				10,000				10,000
Special Assessments	187,200		1,559,899	1,371,842	3,118,941	60,000			3,178,941
Licenses & Permits	683,880				683,880				683,880
Intergovernmental	1,756,509	18,000		110,000	1,884,509	835,000			2,719,509
Charges for Services	653,090	34,000			687,090	5,954,289		157,983	6,799,362
Fines & Forfeits	297,000				297,000				297,000
Administrative Fines	50,000				50,000				50,000
Interest	60,000	47,147	35,478	256,446	399,071	81,800		9,635	490,506
Miscellaneous	72,000	81,000		233,546	386,546	116,000		32,000	534,546
Interfund Services	291,148				291,148				291,148
Sale of Property		352,470		15,000	367,470				367,470
Sale of Bonds				3,006,928	3,006,928				3,006,928
<b>Total Revenues</b>	<b>12,210,827</b>	<b>1,158,773</b>	<b>2,368,930</b>	<b>4,993,762</b>	<b>20,732,292</b>	<b>7,047,089</b>		<b>199,618</b>	<b>27,978,999</b>
<b>EXPENDITURES</b>									
General Government	1,860,144	6,000		164,000	2,030,144			21,844	2,051,988
Public Safety	5,514,075	77,000		273,202	5,864,277			63,099	5,927,376
Public Works	2,208,765	0		6,579,290	8,788,055			94,558	8,882,613
Recreation	1,220,112	8,500		43,100	1,271,712			13,683	1,285,395
Community Development	631,831	1,038,537			1,670,368			17,973	1,688,341
Public Utilities							1,554,414		1,554,414
Debt Service			1,592,741		1,592,741				1,592,741
<b>Total Expenditures</b>	<b>11,434,927</b>	<b>1,130,037</b>	<b>1,592,741</b>	<b>7,059,592</b>	<b>21,217,297</b>	<b>6,655,873</b>	<b>1,554,414</b>	<b>211,158</b>	<b>29,638,742</b>
<b>TRANSFERS</b>									
In		11,000		844,300	855,300				855,300
Out	775,900	11,000			786,900	68,400			855,300
<b>SURPLUS -DEFICIT</b>	<b>0</b>	<b>28,736</b>	<b>776,189</b>	<b>-1,221,530</b>	<b>-416,605</b>	<b>322,816</b>	<b>-1,554,414</b>	<b>-11,540</b>	<b>-1,659,743</b>
<b>Est. Dec. 2013 Fund Balance</b>	<b>7,514,970</b>	<b>4,627,579</b>	<b>4,932,679</b>	<b>26,239,211</b>	<b>43,314,439</b>	<b>24,766,669</b>		<b>863,007</b>	<b>68,944,115</b>

City of Crystal  
 General Fund 2013 Adopted Budget  
 Appropriations by Department

General Government	
Mayor & Council	116,013
Administration	919,857
Human Resources	57,420
Assessing	214,639
Legal	90,000
Elections	5,039
Finance	457,176
	<u>1,860,144</u>
Public Safety	
Police	4,559,035
Fire	955,040
	<u>5,514,075</u>
Community Development	
Planning	208,452
Building Inspection	248,954
Housing Inspection	146,318
Environmental Health	28,107
	<u>631,831</u>
Public Works	
Engineering	329,980
Streets	822,433
Park Maintenance	724,952
Forestry	158,396
City Buildings	173,004
	<u>2,208,765</u>
Recreation	
Recreation	643,657
Community Center	341,964
Waterslide / Pool	234,491
	<u>1,220,112</u>
Transfer to Permanent Improvement Revolving Fund	578,800
Transfer to Police Equipment Revolving Fund	125,700
Transfer to Street Maintenance Fund	71,400
	<u>775,900</u>
TOTAL GENERAL FUND BUDGET	<u><u>12,210,827</u></u>

City of Crystal  
Special Revenue Funds  
Combining Statement of 2013 Adopted Budgets

	TIF 2151 Anthony Shop Ctr	TIF 2152 Phase 1 Housing	TIF 2153 Phase 2 Housing	TIF 2154 Suburban Motel	TIF 2155 Lamp Lighter	Economic Develop Authority	City Initiatives	Special Projects /Grants	TOTAL
<b>REVENUES</b>									
Property Taxes	108,000	10,000	12,000	113,000	144,000	239,156		18,000	626,156
Intergovernmental						16,000		18,000	18,000
Charges for Services						30,780			34,000
Interest	5,750	100	400	100	10,017	54,000			47,147
Miscellaneous							27,000		81,000
Sale of Property						352,470			352,470
<b>Total Revenues</b>	<b>113,750</b>	<b>10,100</b>	<b>12,400</b>	<b>113,100</b>	<b>154,017</b>	<b>692,406</b>	<b>27,000</b>	<b>36,000</b>	<b>1,158,773</b>
<b>EXPENDITURES</b>									
General Government							6,000		6,000
Public Safety							41,000	36,000	77,000
Recreation							8,500		8,500
Community Development	98,625	13,076	198,254	13,268	118,346	596,968			1,038,537
Debt Service									0
<b>Total Expenditures</b>	<b>98,625</b>	<b>13,076</b>	<b>198,254</b>	<b>13,268</b>	<b>118,346</b>	<b>596,968</b>	<b>55,500</b>	<b>36,000</b>	<b>1,130,037</b>
<b>TRANSFERS</b>									
In						11,000			11,000
Out	2,200	2,200	2,200	2,200	2,200				11,000
<b>SURPLUS -DEFICIT</b>	<b>12,925</b>	<b>-5,176</b>	<b>-188,054</b>	<b>97,632</b>	<b>33,471</b>	<b>106,438</b>	<b>-28,500</b>	<b>0</b>	<b>28,736</b>
<b>Est. Dec. 2013 Fund Balance</b>	<b>300,847</b>	<b>0</b>	<b>0</b>	<b>-193,831</b>	<b>798,873</b>	<b>3,670,991</b>	<b>30,511</b>	<b>20,188</b>	<b>4,627,579</b>

City of Crystal  
Debt Service Funds  
Combining Statement of 2013 Adopted Budgets

	2004A	2005A	2005B	2006A	2008A	2009A	2010B	2011A	2012A	
	Improvmt	Improvmt	Pool	Improvmt	Improvmt	Improvmt	Street	Improvmt	Improvmt	
	Bonds	Bonds	Bonds	Bonds	Bonds	Bonds	Reconst	Bonds	Bonds	
	Phase 6	Phase 7	Bonds	Phase 8	Phase 9	Phase 10	Bonds	Phase 11	Phase 11	TOTAL
REVENUES										
Property Taxes			210,400				563,153			773,553
Special Assessments	128,996	102,953		175,278	236,775	334,966		248,972	331,959	1,559,899
Interest	6,292	5,227	1,861	6,342	4,713	9,952		1,091		35,478
Total Revenues	135,288	108,180	212,261	181,620	241,488	344,918	563,153	250,063	331,959	2,368,930
EXPENDITURES										
Contractual Services	700	400		700	4,000	750		750		7,300
Debt Service Principal	145,000	100,000	155,000	125,000	155,000	200,000	192,549	145,000		1,217,549
Debt Service Interest	33,537	31,300	54,000	43,998	70,111	99,316		35,630		367,892
Total Expenditures	179,237	131,700	209,000	169,698	229,111	300,066	192,549	181,380	0	1,592,741
SURPLUS -DEFICIT	-43,949	-23,520	3,261	11,922	12,377	44,852	370,604	68,683	331,959	776,189
Est. Dec. 2013 Fund Balance	732,955	594,729	297,717	763,718	631,978	1,260,198	52,845	266,580	331,959	4,932,679

City of Crystal  
 Capital Improvement Funds  
 Combining Statement of 2013 Adopted Budgets

	Permanent Improvement Revolving	Major Building Replacement	Police Equipment Revolving	Fire Equipment Revolving	Street Maintenance	Street Reconstruct	TOTAL
<b>REVENUES</b>							
Special Assessments	132,600				33,437	1,205,805	1,371,842
Intergovernmental	10,000					100,000	110,000
Interest	73,350	96,000	28,136	6,300	27,643	25,017	256,446
Miscellaneous	29,700					203,846	233,546
Sale of Property	75,000		15,000				15,000
Sale of Bonds	320,650	96,000	43,136	6,300	61,080	2,931,928	3,006,928
<b>Total Revenues</b>							<b>4,993,762</b>
<b>EXPENDITURES</b>							
General Government	164,000						164,000
Public Safety	103,000		170,202				273,202
Public Works	757,500				99,370	5,722,420	6,579,290
Community Center & Pool	43,100						43,100
<b>Total Expenditures</b>	<b>1,067,600</b>	<b>0</b>	<b>170,202</b>	<b>0</b>	<b>99,370</b>	<b>5,722,420</b>	<b>7,059,592</b>
<b>TRANSFERS</b>							
In	647,200		125,700		71,400		844,300
Out							0
<b>SURPLUS -DEFICIT</b>	<b>-99,750</b>	<b>96,000</b>	<b>-1,366</b>	<b>6,300</b>	<b>33,110</b>	<b>-1,255,824</b>	<b>-1,221,530</b>
<b>Est. Dec. 2013 Fund Balance</b>	<b>8,507,534</b>	<b>9,881,755</b>	<b>3,183,391</b>	<b>640,163</b>	<b>1,872,029</b>	<b>2,154,339</b>	<b>26,239,211</b>

City of Crystal  
Utility Funds  
Combining Statement of 2013 Adopted Budgets

	Water Fund	Sewer Fund	Storm Drainage Fund	Street Light Fund	Recycling Fund	TOTAL
<b>REVENUES</b>						
Special Assessments	60,000					60,000
Intergovernmental			835,000			835,000
Charges for Services	2,819,000	1,921,000	711,828	168,441	334,020	5,954,289
Interest	27,000	42,200	5,500	6,500	600	81,800
Miscellaneous	107,000	9,000				116,000
<b>Total Revenues</b>	<b>3,013,000</b>	<b>1,972,200</b>	<b>1,552,328</b>	<b>174,941</b>	<b>334,620</b>	<b>7,047,089</b>
<b>EXPENDITURES</b>						
Wages & benefits	311,632	311,632	172,543			795,807
Professional & Contractual Serv	94,568	56,318	36,084		323,400	510,370
JWC & MCES	2,150,230	1,270,154				3,420,384
Utilities	4,200	23,500	7,760	132,000		167,460
Repair & Maintenance	38,100	19,900	603,200	4,000		665,200
Supplies	50,500	55,550	17,950	4,000		128,000
Communications	7,600	6,850	3,230			17,680
Dues, Insurance & Training	16,265	11,525	62,374	3,447	413	94,024
Depreciation	183,676	103,293	258,341	30,870		576,180
Administrative Services Charge	117,472	117,472	31,610	8,930	5,284	280,768
<b>Total Operating Expenditures</b>	<b>2,974,243</b>	<b>1,976,194</b>	<b>1,193,092</b>	<b>183,247</b>	<b>329,097</b>	<b>6,655,873</b>
<b>TRANSFERS</b>						
Out			68,400			68,400
<b>SURPLUS -DEFICIT</b>	<b>38,757</b>	<b>-3,994</b>	<b>290,836</b>	<b>-8,306</b>	<b>5,523</b>	<b>322,816</b>
<b>Est. Dec. 2013 Fund Balance</b>	<b>7,640,587</b>	<b>7,419,884</b>	<b>8,345,774</b>	<b>1,207,934</b>	<b>152,490</b>	<b>24,766,669</b>
<b>CAPITAL IMPROVEMENT PLAN</b>	<b>55,328</b>	<b>615,290</b>	<b>873,796</b>	<b>10,000</b>	<b>0</b>	<b>1,554,414</b>

City of Crystal  
Internal Service Funds  
Combining Statement of 2013 Adopted Budgets

	Self Insurance Fund	Post Employment Fund	<u>TOTAL</u>
<b>REVENUES</b>			
Charges for Services	157,983		157,983
Interest	7,800	1,835	9,635
Miscellaneous	32,000		32,000
Total Revenues	197,783	1,835	199,618
<b>EXPENDITURES</b>			
Wages & benefits		13,375	13,375
Insurance & Miscellaneous	197,783		197,783
Total Expenditures	197,783	13,375	211,158
<b>SURPLUS -DEFICIT</b>			
	0	-11,540	-11,540
Est. Dec. 2013 Fund Balance	738,456	124,551	863,007

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Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00100 GENERAL						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4005 TOTAL PROPERTY TAXES						
4010 PROP TAX - CURRENT	7,300,031-	7,699,235-	7,821,015-	8,258,049-	8,150,000-	8,150,000-
4015 PROP TAX - DELINQUENT	146,283-	98,081-	112,915-			
4020 PROP TAX - PENALTIES/ INTEREST	17,700-	10,176-	11,517-	9,000-	10,000-	10,000-
4005 TOTAL PROPERTY TAXES	7,464,014-	7,807,491-	7,945,447-	8,267,049-	8,160,000-	8,160,000-
4050 TOTAL SPECIAL ASSESSMENTS						
4055 SPECIAL ASSESS - INCOME	33,935-	100,688-	174,237-	150,000-	150,000-	150,000-
4060 SPECIAL ASSESS - DELINQUENT	2,907-	1,955-	9,062-	6,000-	6,000-	6,000-
4065 SPECIAL ASSESS - PREPAID	1,260-					
4070 SPECIAL ASSESS - PENALTIES	516-	818-	3,685-		1,200-	1,200-
4075 SPECIAL ASSESS - INTEREST	7,224-	17,321-	36,179-	30,000-	30,000-	30,000-
4050 TOTAL SPECIAL ASSESSMENTS	45,842-	120,782-	223,163-	186,000-	187,200-	187,200-
4100 TOTAL LICENSES						
4105 LICENSES - MISCELLANEOUS	18,590-	7,807-	11,887-	12,000-	12,000-	12,000-
4110 LICENSES - AMUSEMENT - MISC	1,110-	1,208-	1,155-	1,200-	1,200-	1,200-
4115 LICENSES - BEER AND TAVERN	5,903-	5,603-	4,630-	4,800-	4,800-	4,800-
4125 LICENSES - B BOARD/ SIGN HANG	1,080-	1,600-	1,200-	1,200-	1,200-	1,200-
4130 LICENSES - BOWLING ALLEY	1,480-	1,280-	1,280-	1,280-	1,280-	1,280-
4135 LICENSES - CIGARETTE	8,667-	8,342-	7,800-	8,400-	8,000-	8,000-
4140 LICENSES - CLUB/ SUNDAY SALES	2,450-	2,725-	2,450-	2,500-	2,500-	2,500-
4145 LICENSES - DOG & KENNEL	8,446-	7,734-	7,392-	7,200-	7,500-	7,500-
4155 LICENSES - GARBAGE AND REFUSE	5,768-	6,649-	5,725-	6,000-	6,000-	6,000-
4157 LICENSES - GAS PUMP & STATION	1,603-	2,133-	2,240-	2,100-	2,100-	2,100-
4165 LICENSES - LIQUOR - OFF SALE	3,675-	3,770-	3,340-	3,600-	3,600-	3,600-
4167 LICENSES - LIQUOR - ON SALE	53,221-	52,525-	52,250-	52,000-	53,200-	53,200-
4175 LICENSES - PLUMBING AND GAS	10,665-	10,485-	10,755-	10,000-	11,000-	11,000-
4191 LICENSES - TREE TRIMMING	2,720-	3,200-	3,300-	3,000-	3,000-	3,000-
4100 TOTAL LICENSES	125,377-	115,059-	115,404-	115,280-	117,380-	117,380-
4200 TOTAL PERMITS						
4205 PERMITS - MISCELLANEOUS	75-		40-			
4210 PERMITS - BUILDING	185,724-	204,108-	202,106-	150,000-	200,000-	200,000-
4220 PERMITS - DRIVEWAY & CURB CUTS	8,250-	6,240-	11,355-	6,000-	10,000-	10,000-
4225 PERMITS - FIRE - MISCELLANEOUS	4,167-	6,520-	9,071-	6,000-	6,000-	6,000-
4240 PERMITS - MECHANICAL	32,305-	36,237-	34,939-	28,000-	28,000-	28,000-
4250 PERMITS - PLUMBING	24,069-	26,542-	27,051-	20,000-	25,000-	25,000-
4255 PERMITS - SEWER	12,055-	7,889-	8,849-	10,000-	10,000-	10,000-
4260 PERMITS - SIGNS	6,459-	9,738-	9,300-	6,500-	6,500-	6,500-
4265 PERMITS - STREET EXCAVATION	4,645-	6,085-	3,565-	5,000-	4,000-	4,000-
4270 PERMITS - WATER	470-	3,587-	1,303-	600-	1,000-	1,000-
4200 TOTAL PERMITS	278,219-	306,944-	307,578-	232,100-	290,500-	290,500-
4275 TOTAL HOUSING INSPECTIONS						
4276 VACANT BLDG REGISTRATIONS	50,530-	64,075-	73,450-	25,000-	65,000-	65,000-
4280 HOUSING - POINT OF SALE INSPEC	56,075-	62,613-	57,530-	55,000-	60,000-	60,000-
4285 HOUSING - RENTAL LICENSING	106,325-	117,851-	120,731-	130,000-	151,000-	151,000-
4275 TOTAL HOUSING INSPECTIONS	212,930-	244,539-	251,711-	210,000-	276,000-	276,000-
4300 TOTAL FED INTERGOVERNMENTAL						
4317 FEDERAL -DTF EQUITABLE SHARING	10,685-	20,458-	17,647-	18,000-	16,000-	16,000-

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Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
4300 TOTAL FED INTERGOVERNMENTAL	10,685-	20,458-	17,647-	18,000-	16,000-	16,000-
4345 TOTAL STATE INTERGOVERNMENTAL						
4347 STATE - MISCELLANEOUS	1,305-					
4349 STATE - BULLETPROOF VESTS		320-				
4357 STATE - MARKET VALUE CREDIT	469,532-	117,559-	119,972-			
4360 STATE - LOCAL GOVERNMENT AID	1,566,922-	1,455,066-	1,455,066-	1,455,000-	1,455,066-	1,455,066-
4367 STATE - PENSION AID - POLICE	183,407-	188,623-	196,238-	195,000-	195,000-	195,000-
4370 STATE - PERAAID	17,043-	17,043-	17,043-	17,043-	17,043-	17,043-
4382 STATE - POST BOARD REIMBURSE	11,496-	10,396-	10,604-	10,400-	10,400-	10,400-
4385 STATE - STREET AID	60,000-	60,000-	60,000-	60,000-	60,000-	60,000-
4345 TOTAL STATE INTERGOVERNMENTAL	2,309,705-	1,849,007-	1,858,923-	1,737,443-	1,737,509-	1,737,509-
4390 TOTAL OTHER INTERGOVERNMENTAL						
4392 COUNTY - MISCELLANEOUS		6,667-	8,533-		3,000-	3,000-
4390 TOTAL OTHER INTERGOVERNMENTAL		6,667-	8,533-		3,000-	3,000-
4400 TOTAL CH. FOR SERV. -GEN GOV'T						
4402 ADMIN CHARGES - NONTAXABLE	760-	397-	785-	450-	600-	600-
4403 ADMIN CHARGES - TAXABLE	5,457-	7,518-	7,123-	7,200-	7,200-	7,200-
4404 ADMIN SERV PROV - HRG	7,870-	8,026-	8,270-	8,518-	8,660-	8,660-
4406 REIMBURSEMENT -CY FROLICS	10,000-	10,000-	10,000-	10,000-	10,000-	10,000-
4410 REIMBURSEMENT -ROBB FORESTER	39,518-	42,139-	43,235-	44,500-	36,900-	36,900-
4414 FEES - DOMESTIC PARTNER REG			40-			
4416 FEES - ELECTRICAL APPL / INSP			21,090-		28,000-	28,000-
4418 FEES - PLANNING & ZONING	3,600-	7,500-	9,000-	4,800-	4,000-	4,000-
4420 NONTAXABLE-NOTARY,SURVEYS,ETC	649-	1,218-	1,056-	600-	1,000-	1,000-
4430 TAXABLE-COPIES, MAPS, DOCS,ETC	595-	471-	368-	450-	450-	450-
4436 SAC CHARGES	6,000-	14,700-	40,140-	1,400-	1,000-	1,000-
4440 SURCHARGES	910-	305-	71-	600-		
4441 CITY-PROVIDED SERVICES	25,093-	10,229-	20,930-	15,000-	15,000-	15,000-
4400 TOTAL CH. FOR SERV. -GEN GOV'T	100,453-	82,045-	162,108-	93,518-	112,810-	112,810-
4450 TOTAL CHARGES FOR SERV. - REC						
4455 REC RECEIPTS - YOUTH	72,945-	68,458-	91,330-	79,100-	87,150-	87,150-
4460 REC RECEIPTS - ADULT	56,765-	63,118-	64,414-	64,250-	67,700-	67,700-
4465 REC RECEIPTS - SENIOR	23,230-	27,808-	14,399-	19,900-	18,000-	18,000-
4470 REC RECEIPTS - SP EVENT/ OTHER	20,101-	24,060-	27,147-	22,800-	24,400-	24,400-
4485 USE OF CITY REC FACILITIES	4,054-	4,543-	5,225-	4,200-	5,000-	5,000-
4490 REC - ACTIVITY ASSIST REVENUE	1,366-	1,346-	1,641-			
4450 TOTAL CHARGES FOR SERV. - REC	178,461-	189,332-	204,156-	190,250-	202,250-	202,250-
4500 TOTAL CHARGES FOR SERV. - CCC						
4513 CCC - FACILITY - ROOM RENTAL	81,161-	77,998-	74,463-	82,500-	80,000-	80,000-
4520 CCC - OPEN GYM ADULT	7,239-	6,209-	6,872-	7,500-	7,200-	7,200-
4523 CCC - OPEN GYM YOUTH	135-	92-	142-	150-	150-	150-
4500 TOTAL CHARGES FOR SERV. - CCC	88,535-	84,299-	81,477-	90,150-	87,350-	87,350-
4550 TOTAL CHARGES FOR SERV. - POOL						
4556 POOL - DAILY ADMISSIONS	47,265-	52,778-	52,054-	56,000-	56,000-	56,000-
4562 POOL - SEASON TICKETS	69,949-	66,408-	69,810-	76,000-	70,000-	70,000-
4565 POOL - SWIMMING LESSONS	21,963-	22,415-	22,653-	24,000-	24,000-	24,000-
4568 POOL - SPECIAL EVENTS	1,275-	2,158-	1,284-	2,100-	2,100-	2,100-
4569 POOL - GROUP/RENTAL-TAXABLE	1,382-	1,006-	836-	1,500-	1,500-	1,500-
4570 POOL - GROUP/RENTAL-NONTAXABLE	890-	4,958-	3,238-	4,500-	4,500-	4,500-

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## Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
4571 POOL - CONCESSIONS -TAXABLE	23,197-	23,148-	1,090-	18,500-	18,500-	18,500-
4595 POOL - ACTIVITY ASSIST REVENUE	384-	664-	662-			
4550 TOTAL CHARGES FOR SERV. - POOL	166,304-	173,535-	151,626-	182,600-	176,600-	176,600-
4600 TOTAL CH. FOR SERV. -P. SAFETY						
4603 ANIMAL IMPOUND & BOARDING	5,365-	6,348-	7,537-	5,700-	7,500-	7,500-
4604 DANGEROUS ANIMAL REG FEE		300-	50-			
4605 LICENSE INVESTIGATION	400-	3,600-	2,750-	3,000-	2,800-	2,800-
4610 ACCIDENT & POLICE REPORTS	454-	306-	352-	400-	300-	300-
4611 FINGERPRINTING	1,850-	1,225-	1,750-	1,600-	1,400-	1,400-
4612 PAWN SHOP TRANSACTION FEES	23,790-	27,280-	28,948-	24,000-	30,000-	30,000-
4615 PHOTOS, VIDEOS, DVD'S, ETC	803-	982-	1,300-	900-	1,200-	1,200-
4620 REIMBURSEMENT -SCHOOL RES OFF	8,167-	15,031-	22,744-	12,500-	30,880-	30,880-
4600 TOTAL CH. FOR SERV. -P. SAFETY	40,829-	55,072-	65,431-	48,100-	74,080-	74,080-
4625 TOTAL CH. FOR SERV. - P WORKS						
4700 TOTAL FINES AND FORFEITURES						
4705 FINES - COURT & FORFEITED BAIL	248,700-	240,840-	280,819-	240,000-	290,000-	290,000-
4710 FINES - F ALARM CALLS - POLICE	4,120-	5,440-	5,800-	4,000-	4,500-	4,500-
4715 FINES - LIQUOR LIC VIOLATIONS	6,750-	7,500-	750-	3,500-	2,000-	2,000-
4720 FINES - TOBACCO LIC VIOLATIONS		575-		500-	500-	500-
4725 FINES - ADMINISTRATIVE FINES	112,103-	150,389-	41,170-	120,000-	50,000-	50,000-
4740 FORFEITURE-CONFISCATED ITEMS	20,053-	4,340-	5,486-			
4700 TOTAL FINES AND FORFEITURES	391,726-	409,085-	334,025-	368,000-	347,000-	347,000-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	157,344-	134,555-	120,624-	88,000-	60,000-	60,000-
4880 CHANGE IN F.V. OF INVESTMENTS	27,652	12,624-	31,835-			
4800 TOTAL INVESTMENT EARNINGS	129,692-	147,179-	152,459-	88,000-	60,000-	60,000-
4900 TOTAL MISCELLANEOUS						
4902 MISCELLANEOUS RECEIPTS	7,652-	4,564-	8,188-	6,000-	6,000-	6,000-
4904 CASH OVER & SHORT	90-	80-	44			
4906 CASH OVER & SHORT - REC/POOL	40		50			
4907 VENDING MACHINE COMMISSIONS	1,755-	1,505-	1,599-	1,500-	1,500-	1,500-
4908 PYMTS IN LIEU OF TAXES (PILOT)		5,525-	7,896-	7,715-	8,500-	8,500-
4915 REIMBURSEMENT -OTHER	20-	4,768-	3,836-		2,000-	2,000-
4937 PROP LEASES>COMMUNICATION EQ	41,825-	49,019-	54,124-	48,000-	54,000-	54,000-
4950 DONATIONS	400-	8,700-	3,500-			
4900 TOTAL MISCELLANEOUS	51,701-	74,161-	79,048-	63,215-	72,000-	72,000-
4980 INTERFUND SERVICES PROVIDED						
4986 ADMIN SERV PROV - STREET IMP	5,343-		10,381-	10,380-	10,380-	10,380-
4990 ADMIN SERV PROV - WATER	124,014-	114,495-	118,913-	112,320-	117,472-	117,472-
4991 ADMIN SERV PROV - SEWER	124,014-	114,495-	118,913-	112,320-	117,472-	117,472-
4992 ADMIN SERV PROV - ST DRAINAGE	36,338-	30,809-	31,998-	30,224-	31,610-	31,610-
4993 ADMIN SERV PROV - ST LIGHTING	8,450-	8,704-	9,040-	8,539-	8,930-	8,930-
4994 ADMIN SERV PROV - RECYCLING	5,000-	5,150-	5,349-	5,052-	5,284-	5,284-
4980 INTERFUND SERVICES PROVIDED	303,159-	273,653-	294,594-	278,835-	291,148-	291,148-
5000 TOTAL OTHER FINANCING SOURCES						
5100 TOTAL TRANSFERS IN						

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## Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
4001 REVENUES	11,897,631-	11,959,307-	12,253,329-	12,168,540-	12,210,827-	12,210,827-
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	5,394,636	5,349,210	5,406,855	5,600,771	5,671,462	5,671,462
6015 OVERTIME-REGULAR EMPLOYEES	141,811	133,738	126,697	156,296	146,946	146,946
6020 COMPENSATION PROGRAM	1,750					
6050 SALARIES/WAGES-TEMP EMPLOYEES	229,441	248,147	215,854	307,303	259,828	259,828
6055 OVERTIME-TEMP EMPLOYEES	236	112	471	200	200	200
6060 DEMO REIMB FROM EDA/TIF FUNDS		28,131-	28,197-	16,000-	10,500-	10,500-
6003 TOTAL SALARIES AND WAGES	5,767,874	5,703,075	5,721,679	6,048,570	6,067,936	6,067,936
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	289,227	281,398	283,791	308,443	309,053	309,053
6110 PERA - COORDINATED	219,013	228,991	232,882	245,010	247,106	247,106
6115 PERA - POLICE	307,390	307,062	323,913	338,779	343,130	343,130
6120 PERA - DCP	1,586	1,553	1,586	1,602	1,634	1,634
6140 HEALTH INSURANCE	594,118	692,205	695,575	661,832	727,993	727,993
6142 HEALTH SAVINGS ACCOUNTS	7,526	12,874	31,082			
6145 DENTAL INSURANCE	10,248	10,111	9,172	9,558	12,930	12,930
6150 LIFE INSURANCE	3,861	2,236	2,207	2,379	2,379	2,379
6155 RETIRE HLTH SAVINGS PLAN	80,676	85,326	85,160	88,209	89,366	89,366
6170 CLOTHING & CLOTHING ALLOW	33,557	19,625	25,086	30,108	30,108	30,108
6175 AUTO ALLOWANCE	6,000	6,000	6,000	6,000	6,000	6,000
6180 EDUCATIONAL ASSISTANCE	27,890	8,513	4,237	10,000	8,000	8,000
6185 WORKERS COMP INSURANCE	118,706	111,600	120,921	129,991	132,110	132,110
6190 UNEMPLOYMENT INSURANCE	533	2,926	3,596			
6195 COMPENSATED ABSENCES	10,285	12,838	28,740			
6100 TOTAL EMPLOYEE BENEFITS	1,710,616	1,783,259	1,853,949	1,831,911	1,909,809	1,909,809
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	137,684	72,421	98,315	136,035	115,103	115,103
6210 ASSESSOR SERVICES - HENN CO	127,117	134,783	136,514	143,170	142,000	142,000
6215 AUDIT SERVICES	25,500	26,200	25,900	26,500	26,700	26,700
6225 BANK CHARGES & CR CARD FEES	10,678	11,791	10,437	13,480	12,420	12,420
6240 FIRE PROTECTION SERVICES	1,046,551	999,908	991,617	964,578	954,718	954,718
6250 LEGAL SERVICES - GENERAL	85,583	80,146	92,702	80,000	90,000	90,000
6255 LEGAL SERVICES - H RESOURCES	512					
6260 LEGAL SERVICES - PROSECUTION	104,416	100,862	101,057	105,000	110,000	110,000
6270 MEDICAL EXAMS & EVALUATIONS	4,295	931	7,009	5,000	7,000	7,000
6200 TOTAL PROFESSIONAL SERVICES	1,542,336	1,427,042	1,463,551	1,473,763	1,457,941	1,457,941
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	67,689	109,016	118,631	94,270	134,220	134,220
6315 TREE TRIM / REMOVAL SERVICES	70,212	51,941	74,950	63,000	65,000	65,000
6320 LOGIS SERVICES	175,786	212,562	219,065	231,065	245,899	245,899
6325 PRISONER SERVICES	49,410	58,717	48,313	52,000	55,000	55,000
6330 ANIMAL CONTROL -CITY/NEW HOPE	50,839	36,067	34,457	38,500	39,500	39,500
6335 ANIMAL CONTROL -PUPS & OTHER	16,443	19,620	21,921	20,500	22,900	22,900
6337 AUTOMATED PAWN SYS -CITY/MPLS	11,895	12,587	9,398	12,000	12,000	12,000
6300 TOTAL CONTRACTUAL SERVICES	442,274	500,509	526,735	511,335	574,519	574,519
6400 TOTAL UTILITIES						
6405 ELECTRIC SERVICE	110,119	132,729	135,182	145,200	137,000	137,000

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## Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
6410 GAS SERVICE	77,834	59,603	63,656	63,300	65,000	65,000
6415 RUBBISH REMOVAL	16,243	8,708	10,669	10,700	10,250	10,250
6420 CITY UTILITY CHARGES	74,082	81,906	82,457	85,500	87,200	87,200
6400 TOTAL UTILITIES	278,279	282,947	291,963	304,700	299,450	299,450
6440 TOTAL REPAIR & MAINT SERVICES						
6445 BUILDING R & M SERVICES	14,402	23,902	17,039	18,200	22,100	22,100
6450 EQUIPMENT R & M SERVICES	42,356	24,716	31,282	35,150	30,275	30,275
6455 VEHICLE R & M SERVICES	33,062	23,607	34,401	30,800	32,075	32,075
6470 SERVICE CONTRACTS	57,414	59,916	50,611	68,450	70,550	70,550
6471 PAINTING - SIGNALS & STRIPING			20,058	21,500	12,000	12,000
6440 TOTAL REPAIR & MAINT SERVICES	147,233	132,142	153,390	174,100	167,000	167,000
6480 TOTAL RENTALS						
6485 RENTALS - MISCELLANEOUS	1,989	1,064	722	900	1,150	1,150
6490 RENTALS - OFFICE EQUIPMENT	18,211	18,553	17,200	13,800	12,500	12,500
6495 RENTALS - MACHINERY & EQUIP	6,318	4,777	4,294	5,200	5,200	5,200
6480 TOTAL RENTALS	26,518	24,393	22,215	19,900	18,850	18,850
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	121,112	121,496	125,142	140,625	139,725	139,725
6510 PAPER PRODUCTS	5,056	8,229	5,303	5,500	5,700	5,700
6515 AMMUNITION & GUN RANGE USE	5,255	10,126	6,752	7,000	7,000	7,000
6520 COMMODITIES PURCH FOR RESALE	25,822	22,277	9,692	16,000	17,450	17,450
6525 BLDG REPAIR/MAINT SUPPLIES	8,166	3,084	9,500	7,400	7,500	7,500
6530 LANDSCAPE MAT'L& SUPPLIES	8,425	8,618	6,489	10,200	14,700	14,700
6535 EQUIP MAINT SUPPLIES	10,841	12,590	15,695	15,250	15,950	15,950
6540 VEHICLE SUPPLIES	26,965	30,464	28,206	36,200	35,700	35,700
6545 MOTOR FUELS	96,112	135,996	171,341	170,000	175,600	175,600
6550 STREET MAINTENANCE MATERIALS	35,079	34,965	46,833	45,000	45,000	45,000
6555 SAFETY SUPPLIES	3,266	2,980	2,863	2,900	3,600	3,600
6560 STREET SIGNS & POSTS	5,789	3,143	2,601	3,000	4,000	4,000
6565 PLAYGROUND MAINT SUPPLIES	8,914	10,687	11,415	12,000	12,000	12,000
6570 BALLFIELD MAINT SUPPLIES	6,303	4,451	3,657	6,000	6,000	6,000
6571 TRAIL MAINTENANCE MATERIALS			371	8,000	6,000	6,000
6500 TOTAL SUPPLIES	367,103	409,107	445,860	485,075	495,925	495,925
6600 TOTAL COMMUNICATIONS						
6605 POSTAGE	52,808	36,345	29,429	34,250	33,500	33,500
6610 PHONE SERVICES	28,091	29,179	32,286	42,185	51,585	51,585
6615 COMMUNICATION CONNECT CHARGES	46,978	40,177	39,092	48,820	43,520	43,520
6620 DELIVERY CHARGES	558	928	627	985	560	560
6600 TOTAL COMMUNICATIONS	128,434	106,629	101,433	126,240	129,165	129,165
6650 TOTAL PRINTING AND ADVERTISING						
6655 PRINTING - NEWSLETTERS	39,112	28,587	26,502	40,000	40,200	40,200
6660 PRINTING - NOTICES/ORDINANCES	4,443	5,570	5,786	5,400	4,900	4,900
6665 PRINTING - GENERAL	6,134	7,422	4,975	9,790	7,300	7,300
6690 ADVERTISING - GENERAL	1,320	1,468	1,831	1,850	1,850	1,850
6695 ADVERTISING - EMPLOYMENT	2,732	3,284	3,083	4,200	1,200	1,200
6650 TOTAL PRINTING AND ADVERTISING	53,742	46,331	42,177	61,240	55,450	55,450
6700 TOTAL INSURANCE						
6705 INSURANCE	111,187	131,726	131,118	136,611	134,452	134,452
6700 TOTAL INSURANCE	111,187	131,726	131,118	136,611	134,452	134,452

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Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	40,365	38,730	39,918	51,370	47,550	47,550
6820 DUES AND SUBSCRIPTIONS	51,716	38,034	38,037	35,435	36,035	36,035
6830 LICENSES, PERMITS AND TAXES	7,293	5,805	3,077	4,310	4,400	4,400
6840 BOOKS AND PUBLICATIONS	1,292	1,034	978	1,910	1,760	1,760
6850 AWARDS	12,131	19,314	10,719	12,960	13,625	13,625
6875 BAD DEBT	5,021	21,232	3,138	360	360	360
6880 SWAT	6,151	7,832	7,210	7,000	7,000	7,000
6881 COMPLIANCE CHECKS	159	212	117	250	250	250
6882 CRIME PREV & COMM POLICING	3,429	5,214	4,359	5,300	5,300	5,300
6883 NEIGHBORHOOD OUTREACH	1,761	3,428	2,521	3,200	3,200	3,200
6800 TOTAL MISCELLANEOUS	129,317	140,835	110,074	122,095	119,480	119,480
7300 TOTAL CONTINGENCY						
7305 CONTINGENCY RESERVE				28,000	4,950	4,950
7300 TOTAL CONTINGENCY				28,000	4,950	4,950
7400 TOTAL TRANSFERS OUT						
7427 TRANSFER OUT- PERF FUND	85,200	94,850	102,300	114,400	125,700	125,700
7430 TRANSFER OUT- PIR FUND	253,020	621,100	493,250	659,000	578,800	578,800
7432 TRANSFER OUT- FIRE EQ REV FUND	98,899	281,900	725,000			
7435 TRANSFER OUT- STR MAINT FUND	63,420	65,300	167,250	69,300	71,400	71,400
7400 TOTAL TRANSFERS OUT	500,539	1,063,150	1,487,800	842,700	775,900	775,900
6001 EXPENDITURES AND EXPENSES	11,205,453	11,751,145	12,351,943	12,166,240	12,210,827	12,210,827
4000 REVENUES AND EXPENDITURES	692,179-	208,162-	98,614	2,300-		
00100 GENERAL	692,179-	208,162-	98,614	2,300-		

## Mayor and Council Department Profile and Budget Summary

The Mayor and Council are the elected legislative and policy making body for Crystal's City government as set forth in the City's Charter. The Crystal City Council is composed of a mayor and six council members who are elected by the eligible voters of the city. The Mayor is the presiding officer of the council. In all other ways, the Mayor and Council members have the same authority and responsibilities.

ReNae Bowman	Mayor
Mark Hoffmann	Ward 1
Joseph Selton	Ward 2
Janet Moore	Ward 3
Julie Deshler	Ward 4
David Anderson	Section I
John Budziszewski	Section II

### **Functions and Products**

- Make policy decisions on behalf of Crystal's 22,168 residents ranging from land use and subdivision applications to program development and awards of contracts
- Establish budget priorities and adopt the annual budget
- Set the annual property tax levy as one of the funding sources for the budget.
- Ensure public participation in decisions through input at meetings, public hearings, neighborhood meetings, advisory commissions and community groups
- Evaluate the annual performance of the city manager
- Establish goals and objectives for the City
- Orient new Council Members, when appropriate

### **Funding Sources**

The Mayor and Council are supported by general taxes.

### **2013 Goals and Objectives**

1. Provide for salaries and benefits for the mayor and council members
2. Provide funding to professional service: NWHHSC (*joint powers agreement*)
3. Provide training and networking opportunities for elected officials (in-state only)
4. Provide membership to organizations where the benefit to the city is the greatest with the following organizations:
  - League of MN Cities (LMC)
  - Metro Cities
5. Provide appreciation awards for volunteers and employees.
  - Years of Service awards and employee recognition
  - Holiday party
  - Retirement awards and parties
  - Annual dinner for volunteers (active and resigned commissioners/guests; active and resigned police reserves and explorers/guests)
6. Provide for biennial bus tour for elected officials and advisory commissions

Continue to work towards goals:

- Maintain and preserve infrastructure
- Protect and update Crystal
- Maintain and improve community's quality of life
- Maintain an collaborative and accountable organization

**Budget Highlights:**

<b>Line Item/Description</b>	<b>Amount</b>	<b>Discussion</b>
6205 – Professional Services	\$9,303	<b>Decrease by \$27,585</b> This budget item reflects funding to Northwest Hennepin Human Services Council. A once-every-five-year community survey was done in 2012.
6615 – Communication Charges	\$1,750	Technology stipend (\$250 per council member)
6810 – Training	\$4,000	This budget item reflects a limited training budget for the mayor and each council member for in-state training only. (\$750/council member and \$1,000/mayor.)
6820 – Dues and Subscriptions	\$23,125	Keep memberships with the organizations that provide the greatest benefit for city: <ul style="list-style-type: none"> <li>• Metro Cities (\$7,559)</li> <li>• League of Minnesota Cities (\$15,566)</li> </ul> Continue to temporarily defer memberships with: <ul style="list-style-type: none"> <li>• National League of Cities</li> </ul>
6850 - Awards	\$5,000	<ul style="list-style-type: none"> <li>• Years of Service awards and employee recognition (\$1,075)</li> <li>• Holiday party (\$900)</li> <li>• Retirement awards and parties (\$275)</li> <li>• Annual Appreciation Dinner for city commissions/volunteers(\$2,500)</li> <li>• Annual Appreciation Dinner for police reserves and explorers (\$250)</li> </ul>

## Administration Department Profile and Budget Summary

The Administration Department oversees the daily operations and policies of the City Council under the direction of the City Manager. This department includes the functions of City Clerk, Human Resources, Communications and Information Technology. This department works together with and coordinates the activities of all City government departments for effective and efficient operation of the city.

**Personnel Expenses:** This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	<u>2011 Budget</u>	<u>2012 Budget</u>	<u>2013 Budget</u>
City Manager	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00
Human Resources Representative	.90	.60	.60
IT Manager	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00
Assessing Specialist	.15	.15	.15
Customer Service Representative	1.00	1.00	1.00
Communications Assistant	.60	.60	.60

**Staff:** These personnel are supervised or work in this department, although part of their personnel expenses may be charged to another department in which they also work.

- **City Manager:** Directs the administration of the City government as provided for by the City Charter, City ordinances and resolutions, and within the guidelines and policies set by the City Council. The City Manager manages operations of all city departments including financial activities, personnel functions, planning and community development programs, public safety, maintenance, public works, recreation, communications.
- **Assistant City Manager:** Assists the City Manager in the overall administration and operational activities of City affairs. Oversees the functions of: Human Resources, Labor Relations, Information Technology/Computers, General Administration, Office Administration, Communications, Safety. Oversee the management of the clerical functions of City Hall to meet the demands of the Administration, Community Development and Engineering Departments.
- **City Clerk:** Provides maintenance of City records, maintains custody of ordinances and other official documents, and oversees licensing functions and the CDL drug and alcohol testing program. This position supervises all elections and City voter records, is secretary to the City Council
- **Human Resources Representative:** Performs professional level Human Resources work in the areas of recruitment, selection, training, compensation, and performance evaluations; responsible to adhere to applicable state and federal laws.

- IT Manager: Coordinates and addresses citywide information technology needs. Provides both user support and network management to all systems. Works with LOGIS and other outside vendors to ensure system and user needs are met. Provides technical support for PC's and Local Area Network (LAN). Assists in budgeting, purchasing, training and planning for Information Technologies.
- Administrative Services Coordinator: Acts as Deputy City Clerk providing backup to the City Clerk in all aspects of council operations, election procedures and requirements. Supervision and coordination of clerical staff of City Hall, acts as the communications manager publishing the City newsletters, and handles advisory board and commission vacancies and operations.
- Assessing Specialist: Responsible for front counter and customer service as it relates to assessing (homesteads/market valuations) and special assessments for City offices. Handles a wide variety of support work for Community Development and Administration in conjunction with other City functions.
- Customer Service Representative: In conjunction with another CSR, works at the front counter to provide customer service and receptionist work for City offices. Handles a wide variety of support work for city departments.
- Communications Assistant: Provides administrative support for desktop publishing, Administration, Communications and Community Development. Coordinates updates from all departments and performs data entry and management for the City's Website.

### **Functions and Products**

- Carry out the policies of the City Council under the direction of the City Manager
- Prepare for and administer 26 City Council meetings, over 42 Council work sessions, and 7 Citizen Input Time meetings, including agenda materials and follow up on actions taken or discussed at meetings. Respond to citizen issues raised at Citizen Input Time, Council meetings and in general.
- Interact with the public in a professional and responsive manner
- Direct the daily administrative operations
- Oversight of the annual budget
- Manage City Communications including, press releases, quarterly City Newsletters, web site, cable system, and social media.
- Coordinate and manage information systems city wide, including computer, and telephone systems. Also, assist in the management of the building security system.
- Administer the City Safety program.
- Manage data practices compliance under state law and city retention schedule.
- Supervise the election process for municipal, state and national elections.
- Staff the Human Rights Commission; including attending 4 meetings, assisting with agenda preparation and administration of 6-10 meetings.
- Staff the Environmental Quality Commission, including attending 6 of 11 meetings, assisting with agenda preparation and administration of 11 meetings.
- Serve as a Northwest Hennepin Human Services Council board member.
- Serve as a West Metro Fire board member.

## Funding Sources

The Department exists to support all City Departments. It generates revenue from various administrative licenses, election fees, and is supported by general taxes.

## 2013 Goals and Objectives

### City Manager

- Work on the advancement of the City Council goals set during the 2011 goal setting sessions.
- Continue to work with the Mayor and City Council members on projects, such as long-range financial planning. Continue work towards a sustainable budget, recognizing the reality of decreased state funding.
- Carry on the work with department heads to set departmental expectations and long-range plans.
- Assist with orientation of new council members.
- Monitor Legislative actions and the effect on city operations.
- Continue to participate in and manage Citizen Input Time.
- Continue to participate in Crystal Business Association.
- Continue to serve as a West Metro Fire Board member and its various sub-committees (pension and budget).

### General Administration and Communications

- Provide high-quality customer service to customers on a daily basis.
- Continue communications with the community through the City Newsletter, website, and social media tools.
- Continue to provide administrative assistance and support citywide.
- Continue to translate key documents/forms and informational items into various languages as appropriate.
- Continue the web streaming of council meetings and electronic posting of council packets.
- Monitor storage of official records and explore alternative storage options.

### Information Technology

- Purchase new hardware and software according to updated replacement schedule.
- Assist with the electronic posting of council packets.
- Manage telecommunication technology.
- Coordinate the technology needs of departments and facilities.
- Continue to serve as an information technology resource for the organization by troubleshooting and solving technical issues.

### Safety

- Coordinate the annual safety training/presentation.
- Conduct safety audits, as needed.
- Administer the Crystal Safety Manual, including the Accident Injury Assessment Committee.
- Continue the S.A.F.E. (Stop Accidents for Everyone) Awards program by recognizing employees who have a good safety record.
- Provide appropriate safety training, as needed.

**Budget Highlights:**

<b>Line Item/Description</b>	<b>Amount</b>	<b>Discussion</b>
6205 – Professional Services	\$6,000	This covers the cost of website hosting, maintenance and upgrades through Revise, network connections, record destruction services (shred it), communication consulting and various city-wide professional services related to electronic recycling, liquor licensing, and property descriptions .
6320 – LOGIS Services	\$43,974	This is the administration department share of the Local Government Information Systems charges, which includes services for: Business License & Code Enforcement, internet, systems development, network wellness, fiber optic network maintenance and network engineering.
6470 – Service Contracts	\$21,700	The City is a member of LOGIS (Local Government Information Systems). LOGIS negotiates contracts for various computer software licenses (Websence, pest patrol, Altiris, Cisco, Microsoft, Etrust antivirus, Arcserv, Identitsys, etc.). Includes the maintenance of 126+ computers. In addition, it includes managed print and re-write software maintenance for the copier and printers.
6505 – Misc. Operating Supplies	\$25,000	This covers the cost of all office supplies for City Hall and public works facilities which includes paper, toner, letterhead, envelopes, etc.
6605 – Postage	\$30,000	This is for postage using a mailing service.
6655 – Printing Newsletters	\$40,000	This provides for the costs of designing, editing, printing, WEB production and mail preparation, and postage of the combined city newsletter and recreation publication four times a year. Each edition contains a 12 page city newsletter and a 2 – 44 page recreation publication. The summer edition the publication contains the water quality information as mandated by state law.
6810 – Training and Travel	\$9,000	This provides for training and travel expenses for the administration department (10 staff members) as well as for city wide training (98 regular staff) related to safety, diversity, data practices, writing skills, sexual harassment, and supervisory skills.
6850 – Awards	\$4,500	This provides for the costs of the Stop Accidents for Everyone Awards program by recognizing employees who have a good safety record.

## Human Resources Department Profile and Budget Summary

The Human Resources Department is part of the Administration Department and addresses all matters relating to personnel, including recruitment, compensation, training and labor negotiations. It maintains the personnel policies and procedures for the City. It also administers the safety program and provides safety education.

**Staff:** These personnel are supervised or work in this department, although their personnel expenses are charged to the Administration Department in which they also work.

- Assistant City Manager/Human Resources Manager: Oversees the Human Resources and Labor Relations functions including, research and preparation for negotiations, grievances, mediations and arbitrations. This position also serves as the staff liaison to the Employee Review Board.
- City Clerk: Administers the tuition reimbursement and Transportation Employee Drug & Alcohol Testing programs. Assists with special projects.
- Human Resources Representative: Performs professional level Human Resources work in the areas of recruitment, selection, training, compensation, and performance evaluations; responsible to adhere to applicable state and federal laws.

### **Functions and Products**

- Administer the City Compensation Plan.
- Administer the City of Crystal Personnel Rules/Regulations.
- Monitors pay equity compliance with the state law.
- Manage recruitment and selection:

	2008	2009	2010	2011	2012 (6/15)
Recruitments	13	15	11	16	17
Applications Reviewed	241	380	755	336	633
Interviews Conducted	65	93	119	96	133

- 2012: one Human Resources Representative, one Community Service Officers, one Maintenance I (Parks), one Temporary Streets Maintenance, one Temporary Utilities Maintenance, four Temporary Park Maintenance, one Temporary Forestry Assistant, one Temporary Engineering Technician, one Housing Inspector, one Office Assistant III, one Recreation Office Clerk, one Lieutenant, one Sergeant, one Police Officer.
- Manage the Performance Evaluation process of 100 employees.
- Conduct new hire orientation.
- Administer Drug and Alcohol testing according to Federal Regulations.
- Complete Federal Equal Opportunity Reporting documents.
- Maintain personnel files.
- Administer the City Safety Program.
- Staff the Safety/Risk Management Committee.
- Manage negotiations of three bargaining units.
- Manage grievances and arbitrations.
- Organize city wide training and customized department training, as needed.

- Respond to workplace issues.
- Participate in Labor Management Committees
- Staff the Employee Review Board

**Funding Sources**

The does not generate revenue and is supported by general taxes.

**2013 Goals and Objectives**

- Continue to assist city departments with recruitment and selection, utilizing electronic recruiting software.
- Continue to be a resource for human resource issues and information.
- Conduct negotiations with bargaining units and manage grievances and arbitrations.
- Pay Equity reporting.
- Implement the updated job evaluation system.
- Assist with retaining qualified employees.
- Continue the compensation study to review compensation levels and ranges for all positions.
- Continue to find appropriate and effective training for Supervisors as well as training needs determined by department heads.
- Continue to ensure a safe workplace in an effort to avoid and reduce work-related injuries through safety training and reporting.

**Budget Highlights:**

<b>Line Item/Description</b>	<b>Amount</b>	<b>Discussion</b>
6180 – Educational Assistance	\$8,000	This is for educational assistance of 60% of the cost of undergraduate tuition, books and fees and 40 – 60% of the cost of graduate school tuition for eligible employees up to \$1,200 or \$2,400 per year depending on employee group.
6205 – Professional Services	\$30,000	This is for costs associated with professional services such as labor negotiations, coaching, investigations, pay equity, testing and consulting. This line item also includes the State of Minnesota BCA criminal history check fee (\$15.00 each) for applicants applying for jobs that involve working with children.
6270 – Medical Exams & Evaluations	\$7,000	This covers the costs of drug testing (mandated by the Federal Government for CDL license holders), pre-employment testing, and post employment vaccinations.
6320 – LOGIS Services -	\$8,101	This covers the Human Resources share of the LOGIS services. It also includes the NEOGOV applicant tracking software service.
6470 – Service Contracts	\$3,210	This is for our service contract for NEO GOV, which is our online application tracking system.
6695 – Advertising-Employment	\$1,000	This is for the cost of advertising employment opportunities.

## Assessing Department Profile and Budget Summary

Hennepin County provides assessing services for the City of Crystal on a contract basis.

**Personnel Expenses:** This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	2011 Actual	2012 Budget	2013 Budget
Assessing Specialist	.75	.75	.75

**Staff:** This employee is supervised or works in this department, although part of the personnel expenses may be charged to another department in which they also work.

**Assessing Specialist:** Responsible for front counter and customer service as it relates to assessing (homesteads/market valuations) and special assessments. Handles a wide variety of support work for Administration, Community Development, and Finance in conjunction with other City functions.

### **Functions and Products**

- Register property owners for homestead classification
- Maintain property tax records
- Process, track, and report special assessments
- Provide support to Hennepin County Assessors
- Provide assistance to Administration, Community Development, and Finance

	2006	2007	2008	2009	2010	2011	2012 <sup>615</sup>
1. Number of new property owners Applying for homestead status	310	275	305	367	245	263	99
2. Special assessment *payments	780	111	300	513	144	278	201

*\*These were prepaid assessments and not certified to Hennepin County.*

### **Funding Sources**

This Department exists to support all City Departments and Hennepin County. It does not generate revenue and is supported by general taxes.

### **2013 Goals and Objectives**

- Provide salary and benefits for an assessing specialist
- Provide funding for professional services provided by Hennepin County (assessing)
- Provide funding for communication connect charges that allow computer access to Hennepin County's Database for assessors and assessing specialist
- Utilize special assessment module to streamline special assessments, citations for delinquent properties, etc.

### **Budget Highlights:**

Line Item/Description	Amount	Discussion
6210 – Contractual Services	\$142,000	Contract for Hennepin County assessing staff to review property assessed values in five-year cycles.
6320 – LOGIS Services	\$112,484	Special assessment module to manage special assessments, delinquent properties, etc.

## Legal Department Profile and Budget Summary

The Legal Department provides legal counsel, through a contract with a local law firm, to the City Council, commissions and City staff on municipal questions. Prosecution services are included in the Police Department's budget in Department 18. Specialized matters are handled by firms engaged for special projects.

### **Staff**

City Attorney: Attends Council meetings, provides legal opinions and aids in the development of ordinances, resolutions and policies. The City Attorney's office also assists on Human Resources matters. The City currently contracts with the law firm of Kennedy & Graven.

### **Functions and Products**

	2006	2007	2008	2009	2010	2011	2012 -YTD
Attend City Council meetings	26	26	24	24	23	25	11
Attend Economic Development Authority meetings	14	20	18	20	17	13	9

- Provide legal guidance to elected officials and city staff.

### **Funding Sources**

The Department exists to support the City Council and all City Departments. It does not generate revenue and is supported by general taxes.

### **2013 Goals and Objectives**

- Continue to provide legal services and guidance to elected officials and city staff, including attend meetings, reviewing and preparing contracts and other legal documents.

### **Budget Highlights:**

The current contract with the city attorney's firm expires at the end of 2012. The city attorney's hourly rates have remained the same since 2009 and the retainer increased slightly in 2011. The city attorney is proposing a two year contract (2013-14) with a \$1,200 increase (2.8%) in the retainer and a \$3 increase in hourly rates. This line item is increased to reflect actual costs in recent years.

## **Election Department**

### **Profile and Budget Summary**

The election division administers federal, state, judicial, and municipal elections in accordance with Federal and State Laws, the Crystal City Charter, and City Ordinances. In general, elections are conducted every other year in even years only unless a special election is called by the City Council or State. The City has not appropriated money for an election in an odd-numbered year.

#### **Personnel Expenses**

**Staff:** The following personnel work within this department and the expenses are charged to it for regularly scheduled elections years.

**Temporary employees:** 150 election judges work under the direction of the City Clerk and Administrative Services Coordinator. There are a number of duties that judges perform: working at the polling places on election days, serving on the Absentee Ballot Board, administering Absentee Voting at Crystal's health facilities, assisting with public accuracy testing on election equipment, or assisting City staff with absentee voting two weeks prior to each election.

**City Staff:** These personnel are supervised or work in this department, although their personnel expenses are charged to the Administration Department in which they also work.

- **City Clerk:** Provides maintenance of City records, maintains custody of ordinances and other official documents, and oversees licensing functions. This position manages and oversees all aspects of elections and is secretary to the City Council.
- **Administrative Services Coordinator:** Acts as Deputy City Clerk providing backup to the City Clerk/Office Manager in all aspects of council operations, election procedures and requirements, coordination of clerical functions of City Hall, publishing the City and employee newsletters, supervising customer service representatives and handles advisory board and commission vacancies and operations.

#### **Functions and Products**

- Managing voting by absentee ballot 45 days prior to each election
- Training and certifying judges for elections
- Securing and preparing eleven polling places with staff, equipment, and supplies
- Preparing and assembling candidate filing packets
- Testing and maintaining integrity of election equipment
- Preparing for and conducting public accuracy tests and demonstrations
- Assisting with recounts

#### **Funding Sources**

- The Department exists to support the election process of government for its citizens. It does not generate revenue and is supported by general taxes.

**2013 Goals and Objectives**

- Provide for elections in accordance with Federal and State Laws, City Charter, and City Ordinances
- Maintain highest level of ethics in the election process
- Administer efficient elections
- Provide salaries of temporary employees for required training and time worked during elections
- Provide for lease and maintenance agreements with Hennepin County or for the purchase of new election equipment
- Provide for programming costs of election equipment and memory data cards
- Provide for facility rental and custodial fees at polling places
- Provide for updated election forms, per State Statutes and Secretary of State's Office
- Provide for possible implementation of Voter I.D. amendment

<b>Line Item/Description</b>	<b>Amount</b>	<b>Discussion</b>
6470 – Service Contracts	\$3,600	<b>Increase by \$600.</b> The service contract with Hennepin County covers election equipment (which includes the vote tabulators and assistive voting equipment).
6605 – Postage	\$500	This cost is incurred by Hennepin County charging back postage for returned postal verification cards
6620 – Delivery charges	\$100	This cost is incurred by Hennepin County charging the city for a courier to deliver election supplies
6810 – Training & Travel	\$125	Reflects costs associated with mileage reimbursement for required election training classes

## Finance Department Profile and Budget Summary

The Finance Department provides fiscal management of all funds of the City including accounting, budgeting, financial reporting, investments, debt issuance, risk management, payroll and utility billing.

**Personnel Expenses:** This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2013 Budget</u>
Finance Director	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00
Accounts Payable/Benefits Specialist	1.00	1.00	1.00
Accounting Clerk	.625	.625	.625
Utility Billing Specialist (1)	1.00	1.00	1.00
Payroll/Utility Billing Specialist (1)	1.00	.80	1.00

(1) The cost of these positions is charged to the Utility Funds

**Staff:** These personnel are supervised or work in this department, although part of their personnel expenses may be charged to another department in which they also work. An increase in the Payroll/Utility Billing Specialist is needed to support new websites and computer systems that provide services to the public and other city departments. These new systems not only take time to implement, but then require ongoing maintenance and training.

- **Finance Director:** Plans and directs the administration, coordination, and control of all financial functions and accounting activities for the City. Manages annual budget, capital improvement plan, invests city funds, debt issuance and servicing, insurance and tax increment financing administration.
- **Assistant Finance Director:** Assist the Finance Director in the administration, coordination, and control of all accounting activities for the City. Manages monthly and annual financial reporting, coordinates work with independent auditors, maintains fixed asset records and provides daily supervision of Finance Department staff.
- **Accounts Payable/Benefits Specialist:** Processes accounting transactions in a timely and efficient manner, in accordance with department policy, to meet the financial needs of end-users. Process accounts payable transactions. Administers employee benefits including: insurance, COBRA & retiree benefits and the annual open enrollment periods.
- **Utility Billing Specialist:** Processes accounting transactions in a timely and efficient manner in accordance with department policy. Processes utility billing including meter readings, monthly billings, payments, ownership changes, meter changes and annual assessment of delinquent accounts and provides customer service to utility customers.
- **Payroll/Utility Billing Specialist (Part-time):** Processes accounting transactions in a timely and efficient manner in accordance with department policy. Processes bi-weekly payrolls for employees & payroll tax payments and prepares quarterly and annual payroll tax returns. Acts as the backup to other department personnel, particularly utility billing and

provides customer service to utility customers. Increasing from 0.80 to 1.0 FTE to provide increase support for websites and computer systems.

- **Accounting Clerk (Part-time):** Processes accounting transactions in a timely and efficient manner, in accordance with department policy. Acts as the backup to other department personnel, balances cash drawer daily and prepares bank deposits, reconciles monthly bank statements and processes accounts receivable billings.

**Functions and Products**

- Produces annual budget in cooperation with the City Council and senior staff to guide taxation, spending and service level decisions for the next year.
- Produces capital improvement plan in cooperation with the City Council and senior staff to guide equipment and infrastructure purchase decisions for the next five years.
- Issues vendor checks in payment for supplies and contractual services.
- Issues payroll checks in payment for services of employees.
- Produces utility bills to collect for water, sewer, storm drainage, street light, and recycling services provided to city residents and businesses.
- Provides monthly and quarterly financial reports to inform the City Council and senior staff.
- Provides for annual audit by independent CPA firm required by state law and city charter.
- Produces comprehensive annual financial report (CAFR) meeting the standards of the Certificate of Achievement for Excellence in Financial Reporting from the GFOA.
- Invests city funds in accordance with goals for safety, liquidity, and yield.
- Purchases property and liability insurance.
- Issues debt as needed while sustaining bond rating of Aa2 from Moody’s Investors Service.
- Investigates and recommends financial planning and policy changes to the City Council.
- Administer accounting and reporting for the tax increment financing districts.

**Funding Sources**

The department is supported by general property taxes and revenues of the utility funds.

**2013 Goals and Objectives**

- Support implementation of a new version of the utility billing system.
- Provide financial reporting to the City Manager and Department Heads.
- Support long range financial planning by the City Council.
- Review and update the financial policies of the city.

**Budget Highlights:**

<b>Line Item/Description</b>	<b>Amount</b>	<b>Discussion</b>
6205 / Professional Services	\$4,800	Administration of flexible spending accounts & health savings accounts.
6215 / Audit Services	\$26,700	Cost of the annual financial audit by CPAs.
6320 / LOGIS Services	\$48,448	Cost of the financial & payroll modules
6470 / Service Contracts	\$810	Maintenance on fixed asset software
6660 / Printing Notices	\$3,000	Cost of publishing Truth-in-Taxation, budget, and financial reports as required by state law.
6665 / Printing General	\$1,500	Cost of printing budgets and financial reports.

## Police Department Profile and Budget Summary

The Police Department provides professional police protection and services. Its mission statement is "*Service with compassion and integrity.*" Its vision is to be a professional, well-equipped department, utilizing state of the art technologies and creative policing strategies that focus on problem solving and neighborhood policing.

### Staff

- Chief of Police: Responsible for the overall operations of the Police Department and personnel, including volunteers. The Chief of Police is primarily responsible for the implementation of policies and programs necessary for the coordination and approval of requests for mutual aid, prevention of crime, apprehension of criminals, and the delivery of police services.
- Deputy Chief of Police (At this time the position is vacant, however, in the future it will be utilized). Senior level leadership position responsible for assisting with the administration, management and direction of the Police Department. Assists and supports the Chief of Police in the planning, coordination and supervision of personnel. Provides leadership to influence department members to excel within the community policing philosophy. Responsible for ensuring police protection to the City at all times. The Deputy Chief assumes responsibility for the department in the absence of the Chief of Police.
- Police Lieutenant (3): Performs responsible supervisory and routine skilled administrative police work supervising and directing an assigned functional area of the Police Department, including full supervisory authority over assigned staff. May be assigned to either patrol/ community service or investigation divisions.
- Police Sergeant (4): Supervises, manages and participates in all phases of police work; assigns, enforces and interprets all orders which involve line personnel in accordance with prescribed department procedures; and performs other duties as assigned.
- Police Officer (22): This position is that of a MN P.O.S.T. Board Licensed Police Officer. The Police Officer works under the daily and direct supervision of a designated police supervisor or O.I.C. in an assigned patrol district during a specified period of time. The Police Officer is responsible for protection of life and property, neighborhood problem solving, maintenance of order, prevention of crime, enforcement of laws, apprehension of criminals and providing general public service. The position also assists in the investigation of criminal offenses, accidents or other police related problems.
- Juvenile Specialist: Assists the investigative staff in the investigation and evaluation of juvenile, vulnerable adult and criminal sexual assault cases. To work primarily in diverting juveniles away from deeper involvement in the juvenile justice system and preventing the occurrence of delinquent behavior. Works in all areas involving juveniles and vulnerable adults.
- Records Office Manager: To coordinate the clerical functions; to maintain office equipment and forms; to manage all records and flow of paper to meet the demands of the Police Department. Act as Terminal Agency Coordinator for Federal mandatory crime reporting functions.
- Office Assistant III (2.5): In conjunction with other Office Assistants, provides clerical support, reception duties and maintains a clerical system meeting the demands of Police Department operations.

- Support Services Coordinator: To maintain the police property/evidence room in a manner consistent with department policy, state and federal laws. Fulfills requests of criminal justice professionals for DVDs, CDs, and miscellaneous tapes. Assists officers with technology related problems and performs other duties as assigned.
- Community Service Officer (6): Uniformed, non-sworn position in the Police Department. Performs support duties to police operations and the community. Performs duties which require less training and fewer qualifications than those of a sworn Police Officer and which do not require the exercise of licensed peace officer authority. Employees hired into this position are bound by all appropriate rules and regulations and applicable policies and procedures of the City of Crystal and its Police Department, including the Crystal Police Department manual.
- Reserve Officer (16): The Reserve Officer is a uniformed, non-sworn volunteer in the Police Department. This position provides supplementary assistance to the Police Department under the general direction of the Chief of Police within the limitations set forth by state statutes, city ordinances, department rules and regulations, and the Crystal Reserve Officer's Rules and Regulations. Reserves performed 1,842 hours of volunteer service.
- Police Explorers (11): The Police Explorer is a volunteer career exploration program. Explorers both learn and perform volunteer activities for the city and department such as; traffic direction, parking cars and staffing informational booths. The Airport Open House, Crystal Frolics, Home Show, Bike Rodeo and Vehicle Fair are examples of events staffed by Explorers. Explorers performed 1,071.5 hours of volunteer service.
- Police Volunteers (5): The non-sworn police volunteer includes the Citizens on Patrol, Storefront, and Office volunteers that patrol city streets in order to deter, observe and report crime, staff the storefront office and assist in our police records unit.

**Functions and Products:**

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Calls for Service or Events	24,427	29,395	30,007	30,681	32,716
Fingerprints captured	370	336	404	349	414
Arrests Adult	785	840	912	843	942
Arrests Juvenile	265	318	353	238	245
Animal Control Calls	932	742	709	334*	501
Animal Control Officer initiated	257	217	159	109*	107
Property Processed	4000	4400	4995	5256	5935
Photographs Archived	2643	3912	3995	3929	3572
Recordings Archived	4041	4510	4000	3811	3409
Part 1 Crimes	781	826	863	762	672
Part 2 Crimes	827	1,005	944	901	918
DWI Arrests	143	126	139	147	189
Vehicle crash responses	417	556	502	609	885
Citations issued	3,408	4,697	5,139	5,369	6199
Cases Cleared	48%	50%	52%	52%	50%

\*Crystal cases involving full-time ACO

## **Funding Sources**

Police Equipment Revolving Fund (PERF): Equipment and vehicle purchases are made from this capital fund which is separate from the General Fund. Major sources of revenue for the PERF are grants, interest earnings and transfers from the General Fund.

General Operating: The Robbinsdale Area School District personnel anticipate that Highview Alternative School will close at the end of the 2011-2012 school year. With that said, the school is still open and it plans to shut its doors by the end of September 2012. However, we have been asked to supply our School Resource Officer at Robbinsdale Middle School for 0.5 hours a week (20 hours a week). We have added \$30,880 to our revenue for Safe Schools reimbursement.

We have also seen an increase with court fines because of our proactive policing efforts.

### Estimated Revenues in 2013 General Fund Budget:

Dog Licenses	7,500
Reimb. Drug Task Force OT	16,000
State pension aid	195,000
Post Board reimbursement	10,400
Animal impound & boarding	6,500
License Investigations	2,800
Accident and police reports	300
Fingerprinting	1,400
Pawn Shop	30,000
Photos, tapes, etc.	1,200
Safe Schools reimbursement	30,880
Court Fines & Forfeited Bail	280,000
False Alarm Calls	3,500
Liquor License violations	2,000
Total Revenues	556,600

### **2013 Goals and Objectives:**

- Develop and implement the canine program
- Implement and train officers on Workforce Director
- Continue to succession plan and partner with other agencies for internal Leadership Training
- Improve domestic assault statistics by implementing the D.A.R.T. program.
- Enhance the police department web page by increasing the amount of police service related information including the implementation of a compliment / concern form and a case incident report form on the website.
- Continue to promote community policing at the neighborhood level in order to keep our community safe and to deliver cost effective police services.

**Budget Highlights:**

The 2013 operating budget includes a slight increase of approximately 2.5 percent over that of the 2012 budget. An increase in the professional services is necessary to offset rising costs. For example, Project Peace will experience a significant increase due to an increase in domestic related calls and services requested by Crystal residents, and PERA benefits. The increase in phone services is necessary due to technology improvements. The addition to the K9 unit will add approximately 6,000 in overtime costs due to FLSA. We will absorb this amount in our overtime line item.

<b>Line Item/Description</b>	<b>Amount</b>	<b>Discussion</b>
6205-Professional Services	\$60,000	Project Peace: \$40,000.00 Cornerhouse: \$4,300.00 Lexipol: \$3,100.00 Document Destruction: \$450.00 Language Line: \$600.00 Workforce Director: \$5,000.00 (\$115.00 per employee) Lexis Nexis: \$1,000 Miscellaneous, based on Police activity: \$5,550.00
6260-Legal Services-Prosecution	\$110,000	Prosecutes criminal offenses on behalf of the city.
6325 – Prisoner Services	\$55,000	Holding arrested persons at the Hennepin County Jail
6455-Vehicle Repair & Maintenance Services	\$26,000	Repairs on the departments marked and unmarked vehicles.
6470-Service Contracts	\$6,000	Veripic and L3 Communications.

**Fire Department**  
**West Metro Fire-Rescue District**  
Profile and Budget Summary

West Metro Fire-Rescue District provides fire services to the communities of Crystal and New Hope through a joint powers agreement. The District was established on July 1, 1998 after over six years of study, discussions, consultant reports and special legislation. The District provides an efficient delivery system and eliminates duplication in capital purchases. A seven member board of directors, appointed by each City Council, governs the District.

**Staff**

- Fire Chief
- Deputy Chief
- Executive Assistant
- Deputy Fire Marshals (2)
- Fire Specialist
- Paid, On Call Firefighters (authorized for up to 66 including 3 District Chiefs)

**Functions and Products**

The District provides the following services: fire suppression; emergency medical support; specialized rescue and extrication services; fire prevention through code enforcement and public safety education; emergency hazardous materials release response; fire cause and origin investigations; and emergency preparedness planning and response.

**Funding Sources**

The District is funded primarily through general revenue funds from Crystal and New Hope, based on a formula created in the joint powers agreement. In 2010, the West Metro Fire-Rescue District applied for and received a federal SAFER grant. This grant is being used to offset the cost of the Fire Specialist position. This position assists with District administration as well as serving on a daytime response crew for certain calls to reduce the need for some daytime paid on call firefighter calls.

**2013 Goals and Objectives**

- Maintain a competitive employment environment to hire and retain quality personnel
- Maintain fleet of apparatus and vehicles for safe, timely response to calls for service
- Maintain an effective fire prevention program
- Maintain an effective training program

**Budget Highlights**

The 2013 contribution to the West Metro Fire-Rescue District budget is slightly below the 2012 funding level.

## Planning and Code Enforcement Division Profile and Budget Summary

The Planning, Housing and Code Enforcement division provides professional planning support for all community planning and zoning functions; administers the property maintenance code; coordinates all residential redevelopment efforts; coordinates related code enforcement activities.

**Personnel Expenses:** This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2013 Budget</u>
Community Development Director	.20	.20	.20
City Planner/Asst. Comm. Dev. Dir.	.50	.50	.50
Code Enforcement Specialist	1.00	1.00	1.00
Sr. Customer Service Representative	.10	.10	.10
Rental Licensing Specialist	.25	.25	.25
Community Development Clerk	.45	.45	.45

**Staff:** These personnel are supervised or work in this department, although part of their personnel expenses may be charged to another department in which they also work.

- **Community Development Director:** Plans and directs community development functions including economic development, planning and zoning, building, housing, code enforcement, environmental health and redevelopment.
- **City Planner/Assistant Community Development Director:** Serves as the city's principal planner and advises the department director in land use issues affecting redevelopment and economic development. Serves as a resource to residents, developers, Planning Commission, City Council, EDA and co-workers on land use and redevelopment matters. Coordinates housing redevelopment programs and serves as a resource for commercial redevelopment activities. Manages all operations and staff members within the Planning and Development Division. Serves as department director in the absence of the Community Development Director.
- **Code Enforcement Specialist:** Supports initiatives that improve and maintain community vitality and livability and heighten community awareness of property reinvestment and pride in ownership, including coordination of code enforcement activities. Responsible for administration and interpretation of the city's zoning code. Under the guidance of the Assistant Community Development Director, analyzes existing enforcement programs and procedures, recommends new programs and strategies where warranted, coordinates enforcement programs with Police Department activities and monitors delegated work assignments, as appropriate.
- **Rental Licensing Specialist:** Under the direction of the division manager, responsible for providing a variety of general office support for Community Development Department activities, including sign code administration and rental licensing; assists Customer Service Representatives with department-related licensing and permitting tasks, as directed. Serves as a backup to the Customer Service Representatives at the front counter.

- Senior Customer Service Representative: Responsible for front counter and customer service as it relates to assessing (homesteads/market valuations) and special assessments for City offices. Handles a wide variety of support work for Community Development and Administration in conjunction with other City functions.
- Community Development Clerk: This half-time clerical position provides support services to the department, particularly in the areas focusing on maintaining residential properties, in an effort to forestall blight and adverse impacts associated with foreclosed and abandoned properties. Additional responsibilities focus on eliminating clerical duties at higher levels within the department. This position assumes many of the clerical duties of the housing inspectors, making more time available in the day for scheduling of inspections.

### **Functions and Products**

- Administer the rental licensing system.
- Provide planning and community development support to the Planning Commission, EDA and City Council.
- Coordinate administrative enforcement program and coordinate all code enforcement efforts.
- Administer sign ordinance, subdivision regulations, zoning ordinance.

#### 2012 efforts include:

- Continue proactive code enforcement program and response to citizen complaints. Improved citation process and follow-up.
- Coordinate and lead monthly code enforcement meetings to maintain communication between inspectors, Community Service Officers, Community Development Staff, Police Department and WMFRD.
- *Focus on Enforcement* articles in the City newsletter.
- Neighborhood sweeps.
- Monthly sweeps of duplexes and major corridors; 4-plexes 2x/month.
- Issuance of administrative notices and citations.
- Initiate effort to amend abatement procedures in city code for consistency.
- Inspect vacant, foreclosed or gas and water shut-off properties for maintenance issues and to see that buildings were secure.
- Continue foreclosure monitoring.
- Completed Comprehensive Plan update.
- Prepared zoning ordinance amendments for Council adoption following adoption of updated Comprehensive Plan.
- Provide professional support to the Planning Commission.
- Respond daily to inquiries from citizens, business owners, developers and realtors.
- Continue to provide support for the Vacant Building Registration program.
- Administer rental licensing program.
- Continue to perform nuisance abatement actions and court-ordered abatements.

### **Funding Sources**

- Division activities and personnel are funded primarily out of the general fund, with the exception of personnel costs associated with the positions of Community Development Director and City Planner/Assistant Community Development Director, which are funded out of the EDA budget at 50%.

- Revenue generated by the division include:

	<u>2012 (budgeted)</u>	<u>2012 (YTD 12/07/12)</u>
○ Planning Commission application fees:	\$ 4,800	\$ 3,500
○ Administrative Citations:	\$120,000	\$ 54,946
○ Sign permits:	\$ 6,500	\$ 9,217
○ Rental licenses:	\$130,000	\$144,379
○ Vacant Building Registrations:	<u>\$ 25,000</u>	<u>\$ 58,900</u>
Totals:	\$286,300	\$270,942

### **2013 Goals and Objectives**

- Provide planning and community development support to the Planning Commission, EDA and City Council.
- Continue aggressive implementation of administrative enforcement program to abate code violations.
- Continue proactive and reactive code enforcement approaches in furtherance of the comprehensive strategy for a responsive, efficient and effective code enforcement program.
- Through the position of Code Enforcement Specialist, continue to manage and coordinate all code enforcement programs and focus on department activities that help ensure the health of the city's neighborhoods.
- Continue to improve response time and effectiveness in resolution of citizens' reports of violations.
- Continued administration and effective enforcement of Rental Licensing and maintenance provisions of the Property Maintenance Code.
- Maintain heightened level of awareness and enforcement efforts for foreclosed and vacant properties.
- Continue to provide support to the Vacant Property Registration program.
- Continue participation in the Bottineau Boulevard Partnership and Transit Initiative and other inter-jurisdictional planning efforts for improvements within the CSAH 81 corridor. The partnership's efforts likely will continue through 2013 and beyond, provided continued federal, state and county funding.
- Provide administration of sign and zoning ordinances and applicable sections of city code.

## Building Safety and Inspections Division Profile and Budget Summary

The Building Safety and Inspections Division administers and enforces the State Building Code and Crystal's Property Maintenance Code, conducts plan reviews and inspections, and coordinates efforts with other enforcement agencies and departments, as necessary. The division works with property owners and contractors to certify that new construction and alterations to existing structures meet applicable codes.

**Personnel Expenses:** This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2013 Budget</u>
Community Development Director	.10	.10	.10
Building Official	1.00	1.00	1.00
Code Compliance Inspector	.50	.50	.50
Rental Licensing Specialist	.25	.25	.25
Customer Service Representative	.60	.60	.60

**Staff:** These personnel are supervised or work in this division, although part of their personnel expenses may be charged to another division in which they also work.

- **Community Development Director:** Plans and directs community development functions including economic development, planning and zoning, environmental health, building, housing, and code enforcement.
- **Building Official:** Coordinates and provides building inspection and plan review services for all construction in the community and enforces provisions of the State Building Code and applicable portions of the City Code. Is a resource to residents, developers, architects, engineers and co-workers with respect to building code and building code related questions.
- **Code Compliance Inspector:** Conducts housing and building inspections in accordance with the city's Property Maintenance Code and Building Code. Conducts investigations of alleged violations of City Code in support of Community Development Department code enforcement responsibilities. Provides clarification on requirements of the Property Maintenance Code, Building Code and City Code to residents, property owners, building contractors and co-workers. Provides support in building, housing, environmental health, zoning and code enforcement as necessary and as directed by the Community Development Director.
- **Rental Licensing Specialist:** Under the direction of the Community Development Director, responsible for providing a wide variety of general office support and technical assistance for Community Development Department activities, including sign code administration, housing maintenance code administration, planning and redevelopment, housing, and building inspections; assists Customer Service Representatives with Department-related licensing and permitting tasks, as directed. Serves as a backup to the Customer Service Representatives at the front counter.
- **Customer Service Representatives:** Two Customer Service Representatives work at the front counter to provide customer service and receptionist work for City offices, particularly the scheduling of building inspections and the coordination of the building permit process.

### **Functions and Products**

- Administration and enforcement of State Building Code.
- Provide advisory services to residents and contractors considering or seeking permits.
- Reviews building plans for compliance with codes.
- Coordinate all building and housing inspection services.
- Coordinate electrical inspections with contracted service provider.
- Number of permits issued for building, mechanical and plumbing:
  - 2011: 1,391
  - 2012 (YTD 12/07/12): 1,365

### **Revenue Sources**

- Division activities and personnel are funded by general fund dollars.
- Revenues from building, mechanical and plumbing permits and plan reviews:
  - 2011: \$ 258,877
  - 2012 Budget: \$198,000
  - 2012 (YTD 12/07/12): \$225,042

### **2013 Goals and Objectives**

- Continue plan review and building inspection responsibilities.
- Participate in the review and updating provisions of the city's development codes, where appropriate.
- Continue aggressive enforcement of the State Building Code in order to prevent and abate code violations.
- Continue improvement in response time for building inspections and turn-around time for permit applications during the construction season.

### **Budget Highlights:**

During the shutdown of State services in 2011, the city found it necessary to contract privately with one of the State Electrical Inspectors in order to continue to meet customer demands for electrical permits and inspections. Staff anticipates continuing this contractual arrangement indefinitely in light of minimal administrative responsibilities associated with the permitting process. In return for providing these modest administrative services, the city receives 20% of the fees collected for electrical permits and inspections. Prior to entering into this service agreement, the State of MN retained 100% of the fees.

## Housing Inspections Division Profile and Budget Summary

The purpose of the Housing Inspection Division is to administer and enforce housing inspection and licensing programs and to coordinate efforts with other involved agencies and departments, as necessary.

**Personnel Expenses:** This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2013 Budget</u>
Community Development Director	.10	.10	.10
Housing Inspector	1.00	1.00	.80
Code Compliance Inspector	.50	.50	.50
Rental Licensing Specialist	.50	.50	.50
Customer Service Representative	.30	.30	.30

**Staff:** Division personnel work under direction of the Community Development Director, although part of their personnel expenses may be funded from another division to which they also provide support.

- **Community Development Director:** Plan and direct community development functions including economic development, planning and zoning, environmental health, building, housing, code enforcement and assessing.
- **Housing Inspector:** Provides housing inspections and enforcement for all point of sale and rental licensing inspections in accordance with Crystal's Property Maintenance Code. Provides clarification on the requirements of the Property Maintenance Code to residents, potential residents, realtors, rental property owners and co-workers. Provides support in building, environmental health, zoning and code enforcement, as necessary.
- **Code Compliance Inspector:** Conducts housing and building inspections in accordance with the city's Property Maintenance Code and Building Code. Conducts investigations of alleged violations of City Code in support of Community Development Department code enforcement responsibilities. Provides clarification on requirements of the Property Maintenance Code, Building Code and City Code to residents, property owners, building contractors and co-workers. Provides support in building, housing, environmental health, zoning and code enforcement as necessary and as directed by the Community Development Director.
- **Rental Licensing Specialist:** Under the direction of the Community Development Director and City Planner/Assistant Community Development Director, responsible for providing a wide variety of general office support and technical assistance for Community Development Department activities, including sign code administration, property maintenance code administration, planning and redevelopment, housing and building inspections; assists Customer Service Representatives with Department-related licensing and permitting tasks, as directed. Serves as a periodic backup to the Customer Service Representatives at the front counter.
- **Community Development Clerk:** This half-time clerical position provides support services to the department, particularly in the areas focusing on maintaining residential properties, in an effort to forestall blight and adverse impacts associated with foreclosed and abandoned properties. Additional responsibilities focus on eliminating clerical duties at higher levels

within the department. This position assumes many of the clerical duties of the housing inspectors, making more time available in the day for scheduling of inspections.

- **Customer Service Representatives:** Two Customer Service Representatives work at the front counter to provide customer service and receptionist work for City offices, particularly assisting with the routing of housing inquiries and occasional scheduling of housing inspections.

### **Functions and Products**

- Enforces the city's Property Maintenance Code through effective, thorough and timely inspections and follow-up.
- Conducts all point-of-sale and rental license inspections.

### **Funding Sources**

- Division activities and personnel are funded primarily out of the general fund, with the exception of Housing Inspector position, for which 50% of the personnel costs are funded out of the EDA budget.
- Revenues from property maintenance inspections (point of sale):
  - 2011: \$ 50,850
  - 2012 Budget: \$ 55,000
  - 2012 (YTD 12/07/12): \$ 58,380

### **2013 Goals and Objectives**

- Enforce the rental housing inspection and licensing program aggressively and effectively to ensure the health, safety and well-being of rental housing occupants in the city.
- Administer the city's Property Maintenance Code through effective, thorough and timely inspections and follow-up to prevent deterioration and blight in all structures.
- Continued improvement to response time for inspection and resolution of housing maintenance complaints and point of sale and rental housing inspections.
- Provide support to code enforcement staff in the department on housing maintenance matters.
- Administer Vacant Property Registration process, in coordination with the Code Enforcement Specialist.
- Maintain heightened response regarding inspection of and enforcement efforts for foreclosed properties.

### **Budget Highlights:**

The position of Housing Inspector has been reduced from 1.0 FTE to .80 FTE. This reduction was made possible by enhanced operational efficiencies within the inspection division.

## Environmental Health Division Profile and Budget Summary

The purpose of the Environmental Health Division is to administer and enforce local health and environmental regulations.

**Personnel Expenses:** This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2013 Budget</u>
Community Development Director	.10	.10	.10
Customer Service Representatives	.10	.10	.10

**Intergovernmental Service Agreement:** Since 2007, the City of Brooklyn Park has provided inspection services for all environmental health related activities under an intergovernmental agreement with the City of Crystal. Due to the success of the cooperative relationship with Brooklyn Park, the contract has been extended on an annual basis and is in place through December 2012. The services included in the agreement are provided on an hourly fee basis and include follow-up and inspection of health and environmental reports, responding to health and environmental emergencies, inspection of garbage trucks, and enforcement of other miscellaneous local health codes. Under the agreement, Crystal retains responsibility for certain administrative responsibilities, including intake of all license applications, forwarding licenses to the City Council for action and license issuance.

**Staff:** These personnel are supervised or work in this department under the direction of the Community Development Director, although part of their personnel expenses may be charged to another department in which they also work.

- **Brooklyn Park Environmental Health Specialists:** Administer the City's environmental health program. Enforces applicable provisions of the city code governing hazardous properties and ensures the safe, healthful operation of all facilities that require local licensure, including but not limited to therapeutic massage, tanning, garbage and refuse. Ensures the maintenance of environmentally safe residential environments. Serves as a resource and provides education to operators and the community on the environment and health-related issues.
- **Community Development Director:** Plans and directs environmental health activities and administers the contract with Brooklyn Park, along with other community development functions including economic development, planning and zoning, building, housing, code enforcement and redevelopment.
- **Customer Service Representatives:** Two Customer Service Representatives work at the front counter to provide customer service and receptionist work for City offices, particularly assisting with the routing of inquiries concerning health and safety.

### **Functions and Products**

- Ensure the safe, healthful operation of all facilities that require local licensure, including but not limited to tanning, and garbage and refuse; and through inspections, enforcement and education.
- Enforce applicable health provisions of the City Code to ensure the maintenance of environmentally safe and healthy residential environments.
- Provide education and resources to operators and the community on the environment and health-related issues.

### **Revenue Sources**

- Contracted activities are funded out of the general fund.
- Division activities support existing licensing programs and resulting revenue streams.
- Revenues from issuance of health-related licenses (garbage truck licenses):

### **2013 Goals and Objectives**

- Continue a responsive, local, environmental health inspection and licensing program.
- Continue aggressive enforcement of city garbage and refuse ordinance and assist with enforcement of the city's Property Maintenance Code.
- Provide environmental health support to code enforcement staff in the department.
- Provide cooperative support to police department in resolution of housing, health and welfare matters.

### **Budget Highlights:**

The proposed budget for 2013 contemplates continuation of the contractual arrangement with the City of Brooklyn Park for the provision of environmental health services at an hourly rate, with a cap of \$4,000, which is unchanged from 2012.

## Engineering Department Profile and Budget Summary

The Engineering Department manages the City's infrastructure, oversees large public works projects, and maintains record databases. This includes all city public facilities such as streets, sewer, water, and drainage utilities, parks and pools, and city buildings.

**Personnel Expenses:** This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2013 Budget</u>
City Engineer/Public Works Director	1.00	1.00	1.00
Engineering Project Manager	1.00	1.00	1.00
GIS/Engineering Technician	1.00	1.00	1.00
Seasonal Street Project Technician	0.30	0.30	0.30

**Staff:** These personnel are supervised or work in this department, although part of their personnel expenses may be charged to another department in which they also work.

- **City Engineer/Public Works Director:** Plan, coordinate and direct all Public Works improvement and maintenance programs involving streets, parks, utilities, engineering and buildings. Administer all functions within Public Works, Engineering, Parks, Streets, Utilities and Building maintenance. Oversee and participate in operation of Bassett and Shingle Watershed Management Organizations (WMO's). Monitor and manage required State and Federal regulations and reporting. Provided support to all other city departments.
- **Engineering Project Manager:** Coordinates and manages all aspects of engineering projects including developing plans and specifications, soliciting proposals or bids, tabulating proposals, and managing contracts. To provide engineering and public works information to the public, including private sector and other agencies. To provide field supervision of construction work with respect to staking, inspection, tests, and measurement of quantities for payment. To perform related duties of surveying, inspection, measurements, computations, and record keeping.
- **GIS/Engineering Technician:** Develops and maintains the City's Geographic Information System (GIS) (50%) and performing engineering technician duties (50%). Position provides services to Engineering Department and technical support to other city departments, public and private agencies, and the general public as needed. Provides support to street reconstruction projects.
- **Engineering/Public Works Administrative Assistant:** Provides administrative support for the Public Works Department, including Engineering and Forestry; assists Customer Service Representatives with Department-related tasks, as directed. Provides support to street reconstruction projects. The cost of this position is charged to the utility funds. This is a 0.6 FTE position.
- **Seasonal Street Project Technician:** Provides office and field support services to the Engineering and Public Works Departments. This is summer part time construction season position. Duties include managing the driveway program that is part of the street reconstruction projects; conducting traffic counts; assisting in field surveying work on annual alley reconstruction project; and miscellaneous other duties.

## **Functions and Products**

- Manage annual building improvement/maintenance capital projects (avg \$250K).
- Manage street reconstruction projects (avg \$5.5M per year).
- Manage annual street maintenance sealcoat, concrete repair projects (avg \$200K).
- Design and manage other large projects e.g. sanitary sewer and water main lining and reconstruction; annual alley reconstruction.
- Prepare plans and specifications for annual and misc projects (avg 4/year).
- Participate in large highway projects, currently Henn. Co. Rd. 81 Part 2 and Henn. Co. Rd 9 reconstruction through Robbinsdale.
- Participate in operation of Bassett and Shingle WMO's and related projects.
- Manage permits for right of way (30/year), State permits (5), County permits (8).
- Provide one on one contact with resident, commercial, governmental and other "customers" via phone, email, direct mail, front counter, on site meetings, open house and other public meetings (3 persons x 230 days x 6 per day = 4,140/year).
- Manage and maintain city infrastructure records including utilities, easements, property, buildings, streets, maps, project files.
- Prepare and manage annual budgets and long term capital programs.
- Provide support service to all other city departments.
- Provide technical and management support to the enterprise funds including JWC.
- Manage State Aid Street System and budgets.
- Manage City's flood plain management program.

## **Funding Sources**

This department generates no revenue and is supported by property taxes.

## **2013 Goals and Objectives**

- Becker Park Phase 13 Street Reconstruction.
- Complete annual sealcoat, concrete, retaining wall, and street striping programs.
- Continue work on JWC Emergency Water Supply design and potential construction.
- Manage various city building maintenance, parking lots, etc projects.
- Continue to maintain city infrastructure and land records files.
- Manage JWC Forcemain Design and Reconstruction Project through Robbinsdale.
- Complete construction - North Branch Bassett Creek Erosion Control Project.
- Continue city buildings facilities study.
- Continue to implement lowered Memory Pond Watershed floodplain.
- Continue with sanitary sewer lining projects.
- Continue to work on the Public Works facilities study and upgrade project.
- Develop Street Sign Inventory and Retro-reflectivity Program.
- Continue with alley reconstruction program – Phase 7 of 10.

## Street Maintenance Department Profile and Budget Summary

The Street Department maintains approximately 90 miles of local streets (which excludes 10 miles of county roads). This includes the pavement, curb and gutter, sidewalks, signs, decorative street lights, and other miscellaneous items. The main workload consists of snowplowing and salt/sanding, street sweeping, crack sealing, pothole patching, bituminous overlay paving, rehab in the current year's sealcoat area, concrete repair, and equipment maintenance. With every street reconstruction project there are more miles of sidewalk that must be plowed and maintained. In addition, the County Road 81 Projects have and will add more miles of trail to be maintained.

The workload also includes many other miscellaneous maintenance and construction projects – during warm weather: grass cutting, trail and floating boardwalk construction, parking lot and basketball court rebuilding, and tree trimming and removal. In the winter, the Department performs building maintenance functions such as painting, and partition and storage area construction, and many other miscellaneous projects that vary from year to year depending on the need.

In addition, the Department does a considerable amount of work for the EDA, be it cleaning and boarding up properties or demolishing existing structures. It is estimated that the EDA will reimburse the Street Department for \$14,000 of personnel expenses in 2013.

The Department has two full time mechanics who work on both equipment maintenance and the city hall and police motor pools. Some of the building and equipment maintenance duties at City Hall and the Community Center are also assigned to the mechanics along with snow plowing on an as needed basis. One full time Maintenance 1 position was eliminated in 2010.

### **Personnel Expenses**

This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2013 Budget</u>
Street Superintendent	1.00	1.00	1.00
Maintenance III – Mechanic	2.00	2.00	2.00
Maintenance III – Heavy Equip Operator	2.00	2.00	2.00
Maintenance I	3.00	3.00	3.00
Seasonal part-time maintenance	0.50	0.50	0.50

### **Staff**

These personnel are all supervised and work in this department, and all their personnel expenses are charged to this department.

- **Street Superintendent**: Supervisory work in directing the activities of street maintenance operations. Responsible for the maintenance of all street related facilities including all City equipment and vehicles.

- Maintenance III – Mechanic (2): Maintain all City vehicles and equipment in good working order to minimize interruption in providing maintenance services. Also performs HEO and Maintenance I duties.
- Maintenance III – Heavy Equipment Operator (HEO) (2): Operate heavy equipment to construct, repair and maintain City streets, utilities, parks and other facilities. Performs routine manual and semi-skilled labor for City maintenance functions. Operates light or medium vehicles and equipment.
- Maintenance I (3): Performs manual and semi-skilled maintenance work in the operation of light or medium weight trucks and other equipment and performs labor related tasks as required to maintain the city's parks, facilities and streets.
- Seasonal part-time maintenance: This part-time position is used to assist in all Department maintenance operations during the busy summer season.

### **Functions and Products**

The main product is a safe and aesthetic local road transportation system. This is provided by some of the following functions:

- Patch, crack seal, overlay, pave and otherwise maintain local streets.
- Remove snow and provide ice control for streets, remove snow for sidewalks.
- Provide tree maintenance as time allows.
- Keep street clean to prevent debris and pollution from entering waterways.
- Provide support services to other departments, including backup manpower.
- Provide building maintenance services as time allows.
- Maintain equipment.
- Construct new and reconstruct old facilities such as parking lots, basketball courts, and EDA projects.
- Provide labor and equipment to the EDA for house demolition and other tasks.

### **Funding Sources**

This department does not generate any revenue and is supported by property taxes.

### **2013 Goals and Objectives**

- Continue to provide a high quality local road transportation system through continued quality maintenance.
- Continue to perform overlays in "last to be built" Phases 14-16 neighborhoods.
- Continue to repair raveling wear course in Phases 1-3.
- Prepare Phase 7 for sealcoat.
- Continue with salt application reduction program.
- Paint portions of the Public Works complex as needed.
- Assist with tree trimming and removal.
- Provide emergency assistance to neighboring jurisdictions as needed.
- Manage annual traffic signal painting program.
- Perform milling and grading work in annual alley reconstruction project.
- Remove and repave Becker south and Bassett North parking lots, and one basketball court.
- Continue with retaining wall and trail reconstruction and maintenance.

## **Budget Highlights**

There are no new significant budget items. Relatively constant oil and energy prices have made it somewhat easier to forecast these costs, at least in the short term. The small 2011-2012 snowfall resulted in some energy savings. Funds continue to be budgeted in the PIR for maintaining the streets in Phases 14 – 16 as they continue to deteriorate while awaiting reconstruction.

<b>Line Item/Description</b>	<b>Amount</b>	<b>Discussion</b>
6471 – Painting & Striping	\$12,000	This is the annual street striping and traffic signal painting programs. Using epoxy paint continues to save money in the annual striping budget.
6550 – Street Maintenance Materials	\$45,000	This includes asphalt, crack sealing material, tack oil, and road salt and sand. The cost of oil based products continues to go up and down. The cost of salt continues to increase.

## **Park Maintenance Department Profile and Budget Summary**

The Park Maintenance Department maintains approximately 250 acres of city property, which is made up of twenty-six parks plus the City Hall, Community Center, and Public Works complexes. Included with routine turf maintenance are such things as playgrounds, park buildings, trash receptacles, irrigation systems and a myriad of other tasks.

In 2012 the reconstruction of County Road 81 increased the workload for the Department. The City is responsible for all the rights of way turf areas and new landscape planting beds.

In addition, the Department does work for the EDA, be it cleaning and boarding up properties or demolishing existing structures. It also assists Community Development in code enforcement by cleaning up abandoned/foreclosed properties. It is estimated that the EDA will reimburse the Park Department for \$2,000 of personnel expenses in 2013.

### **Personnel Expenses**

This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2013 Budget</u>
Park Superintendent	1.00	1.00	1.00
Maintenance I	5.00	5.00	5.00
Seasonal Park Maintenance	0.50	1.00	1.00

### **Staff**

These personnel are supervised and work in this department. All of their personnel expenses are charged to this department.

- Park Superintendent: Supervisory work in directing the activities of park maintenance operations. Responsible for park facilities and equipment.
- Maintenance I (5): Performs manual and semi-skilled maintenance work in the operation of light or medium weight trucks and other equipment and performs labor related tasks as required to maintain the city's parks, facilities and streets.
- Seasonal Park Maintenance (4): Assist maintenance personnel in the maintenance of park equipment, turf and facilities, and other seasonal functions.

### **Functions and Products**

- Provide a safe and functional environment that meets the recreational needs of Crystal residences.

### **Funding Sources**

This department generates no revenue and is supported by property taxes.

## 2013 Goals and Objectives

- Continue the high level of quality park maintenance.
- Replace park fencing in various locations.
- Upgrade Skate Park equipment.
- Restore native vegetation at various shoreland sites.
- Build permanent Welcome Park hockey rink.
- Continue work with Recreation Department and Park Commission and ongoing evaluation of existing park facilities, making necessary adjustments, so the needs of the community and the constraints of the budget are balanced

## Budget Highlights

<b>Line Item/Description</b>	<b>Amount</b>	<b>Discussion</b>
6305 – Misc. Contractual Services	\$18,400	This is the mowing of certain properties by an outside contractor and controlled burns of prairie grass areas. This has increased by \$6,400 to maintain the new Co.Rd. 81 corridor and another \$5,000 to absorb miscellaneous landscaping work (formerly included in the Permanent Improvement Revolving Fund).
6315 – Tree Trim / Removal Service	\$15,000	This is the trimming and removal of dead or diseased trees from city owned park land. This is an increase of \$2,000 from 2012.
6420 – City Utility Charges	\$48,000	This includes water for irrigation and storm drainage utility fees.
6530 – Landscape Materials and Supplies	\$14,200	This has increased by \$5,000 to absorb landscaping materials formerly included in the Permanent Improvement Revolving Fund.
6810 – Training & Travel	\$1,400	This provides continuing education and training for the department staff.

## Forestry Department Profile and Budget Summary

The Forestry Department is responsible for the management of the tree population in the City, and provides code enforcement relating to long grass, weeds, brush and wood piles, and right-of-way encroachment. The position also provides technical assistance to the residents and works closely with other City Departments.

### Personnel Expenses

This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.). Approximately one half of the City Forester expenses are billed to the City of Robbinsdale.

	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2013 Budget</u>
City Forester	1.00	1.00	1.00
Seasonal Forestry Assistant	.35	.49	.49

### Staff

These personnel are supervised and work in this Department and their personnel expenses are charged to this Department.

- City Forester: The employee in this position is employed by the City of Crystal, **but works half-time in Crystal and half-time in Robbinsdale**. This position is responsible for inspections of trees and other vegetation within both Cities. Duties include, but are not limited to: inspecting trees on public and private property; recommending proper care, maintenance and/or disposal of trees to control diseases; responding to residents' inquiries; enforcing all landscape-related City Code; reviewing all new development landscape plans; integrating forestry into city-wide planning, and caring for and maintaining City trees.
- Seasonal Forestry/Public Works: Assists city forestry and engineering personnel with tree disease management, code enforcement, tree inventory, and other duties as assigned

### Functions and Products

- Evaluates potential diseased trees, largely Dutch elm and oak wilt diseases.
- Monitor emerald ash borer threat to public trees and implement control program.
- Quantifies and evaluates City-owned trees and other natural resources.
- Shares in management of long grass enforcement program.
- Responds to resident complaints and inquiries.
- Directs the city tree removal and tree trimming contractors.
- Conducts paperwork necessary to facilitate the removal of diseased private trees.
- Manages the tree planting program (replant the boulevards in areas where trees may not have been adequately replaced under the street reconstruction contract.)
- Reviews all new development landscape plans.
- Applies for and administers cost-share grants.

- With input from other staff, elected officials, and citizens, develops and implements the comprehensive forestry management plan.

**Funding Sources**

The Forestry Section of the Public Works Department is funded by the General Fund, and by cost-share grants when available and reimbursement from the City of Robbinsdale for the half-time forester position. Most tree planting is funded by the Permanent Improvement Revolving Fund.

**2013 Goals and Objectives**

- Continue to implement the emerald ash borer management program.
- Work with Staff and Council on City Code changes.
- Continue responding to resident requests.
- Continue to provide input to the street reconstruction program.
- Coordinate tree pruning, tree removing, stump grinding, lawn maintenance, and tree planting contracts.
- Continue diseased tree management through thorough inspections, enforcement, and follow up.
- Continue to provide design and construction assistance in the street reconstruction projects.
- Continue sighting, planting, and establishing new trees on public lands, planting at least 50 new trees, including reforesting previous street reconstruction project areas.
- Continue facilitating technically sound in-house tree maintenance.
- Continue contract, grant, and general administration.
- Continue seeking and pursuing cost-share grant opportunities, submitting application for at least one grant.
- Continue enforcing landscape and tree related Code.
- Continue managing long grass enforcement program.
- Continue reviewing new development landscape plans.
- Continue cooperative work with other departments.
- Complete the computer based public property tree inventory.

**Budget Highlights**

<b>Line Item/Description</b>	<b>Amount</b>	<b>Discussion</b>
6315 – Tree Trim / Removal Service	\$50,000	This is the cost for a contractor to trim and remove trees.

## **City Buildings Department Profile and Budget Summary**

The City Buildings Department manages four major items for all City Buildings, including short-term routine maintenance work, utilities such as gas, electric, and sewer and water, building cleaning, and long term building maintenance such as roofs and heating/ventilating.

### **Personnel Expenses**

This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2013 Budget</u>
Custodian	0.50	0.50	0.50

### **Staff**

The custodian is supervised and works in this Department and the personnel expenses are charged to this Department.

- **City Engineer/Public Works Director:** Plan, coordinate and direct all Public Works improvement and maintenance programs involving streets, parks, utilities, engineering and buildings. Administer all functions within Public Works, Engineering, Parks, Streets, Utilities and City Building operations and maintenance.
- **Custodian – Public Works:** Provide and monitor janitorial and light maintenance services to City buildings with primary responsibility being City Hall. This formerly 1.0 FTE position provided custodial services to Public Works. Due to budget constraints, this position was reduced to 0.5 FTE in 2010.

### **Functions and Products**

- Provide daily cleaning services including contracted twice annual carpet and window cleaning.
- Provide routine light maintenance such as changing light bulbs and some minor repairs.
- Through City Engineer, provide for repair and maintenance of building HVAC, lighting, plumbing, landscape, parking lot, and other building operating equipment.
- Through City Engineer, provide for long term replacement of building HVAC, roof, parking, plumbing, lighting and other related components.
- End product is reliable, comfortable building environment in which to work and conduct public business.

### **Funding Sources**

The Department generates no revenue and is supported by property taxes.

### **2013 Goals and Objectives**

- Continue to provide reliable, comfortable building environment in which to work and conduct public business.
- Continue to manage building roofs, HVAC, plumbing, lighting and related equipment.
- Ensure routine maintenance of city buildings.
- Becker south and Bassett north parking lots reconstruction.

**Budget Highlights**

One of the biggest variables is energy costs to heat, cool, and light city buildings. The unit prices for gas and electricity continue to fluctuate. The proposed numbers for 2013 reflect a middle of the road approach.

<b>Line Item/Description</b>	<b>Amount</b>	<b>Discussion</b>
6445 – Building Repair & Maintenance Services	\$5,000	Electrical: \$ 500.00 Fire Alarm System: \$ 700.00 Window Repair & Cleaning: \$ 300.00 Security system/keycard readers: \$ 1,500 Boiler: \$ 1,000 HVAC: \$ 1,000
6450 – Equipment R & M Services	\$15,000	Based on 2011-12 experience: HVAC Repairs: \$ 10,000 Electrical Repairs: \$ 1,500 Door, security system, Council Chambers AV repairs: \$ 3,500
6470 – Service Contracts	\$20,500	Annual service contracts: HVAC system: \$ 8,000 Fire alarms/sprinklers: \$ 1,500 Security systems (City Hall and Community Center) and backflow: \$ 3,600 Copiers: \$ 4,300 Pest Control: \$ 800 Civil defense sirens: \$ 1,500 Carpet cleaning: \$ 800
6610 – Telephone / Mobile Phone	\$21,000	This includes all City local and long distance telephone service, parts and labor to maintain the telephone equipment.

## Recreation Department Profile and Budget Summary

The Recreation Department assesses the needs of the residents and then provides quality opportunities for involvement in a wide range of active and passive leisure-time pursuits for all ages and abilities.

**Personnel Expenses:** This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2013 Budget</u>
Recreation Director	1.00	1.00	1.00	1.00
Recreation Supervisors	2.27	2.15	2.10	2.20
Office Assistant II	1.00	1.00	1.00	1.00
Recreation Office Clerk	.43	.48	.48	.48
Seasonal Positions	1.92	1.77	1.79	2.00

**Staff:** These personnel are supervised or work in this department, although part of their personnel expenses may be charged to another department in which they also work.

- **Recreation Director:** Direct all operations and functions of the department, including recreation programs, Community Center, Performing Arts Center and outdoor Municipal Pool. Assure continual improvement in recreation service.
- **Recreation Supervisor (1 Full-time, 2 Part-time):** Plan, develop, implement and administer recreational opportunities through recreation program development and coordination and facility management to meet the needs and plans of the City, department and community.
- **Office Assistant II:** Provide general office functions including typing, copying, filing, recordkeeping, and database entry for the Recreation Department and Community Center facility. To provide receptionist duties including answering and directing all telephone calls, responding to customers at the counter, and providing accurate and timely information regarding services. To provide excellent customer service.
- **Recreation Office Clerk:** Assist the Office Assistant II with general clerical duties and provide excellent customer service.
- **Seasonal Positions:**
  - Adult class instructors (sports, exercise)
  - Scorekeepers
  - Youth class instructors and assistants (sports, dance, baton, gymnastics, camp, and craft)
  - Building/warming house supervisors and attendants
  - Field supervisors and attendants
  - Playground/activity leaders
  - Open gym supervisors
  - Umpires and officials

To many Crystal residents the availability and accessibility of recreation services are directly related to community quality of life. Without comprehensive recreation programs/facilities that meet the changing lifelong recreation needs of children, teens, adults, and seniors, a community lacks the building blocks of a vital, safe, and healthy place to live.

**Parks and recreation services:**

- Organization and supervision of recreation programs driven by community needs
  - Over 100 recreation programs for youth, adults and senior citizens are offered.
  - Many programs are cooperative with other cities/agencies.
  - Both city-owned and school district owned facilities are used.
  - Recreation brochure is published 4 times per year and combined with the city newsletter.
  - On-Line registration is provided as well as in person, fax and telephone.

	2011 Registrations	2010 Registrations
Pre-school Activities	819 (does not include open gym numbers)	406 (does not include open gym numbers)
Youth Sports	516	514
Other Youth Activities	737	731
Teens	720	475
Adult Sports	232 Teams	272 Teams
Other Adult Activities	347	135
Senior Center Membership	327	418
Senior Classes	397	420
Senior Special Events	1887	3653
Becker Concerts	225+	375+
Warming House	4342	4578
Community Events	3930+	4040+
Adaptive	6	8

- Planning and operation of recreation facilities
  - Monitor the use of the 28 city parks and facilities.
    - 2011 –65 picnic permits and 150 practice field permits issued
    - 2010 –77 picnic permits and 151 practice field permits issued
  - Operate the Crystal Aquatic Center.
  - Operate the Crystal Community Center, a 32,000 square foot community/senior center.
- In cooperation with the City Engineer and Public Works Department, development, design, and maintenance of parks and park facilities.
- The Department works closely with the Parks and Recreation Advisory Commission, holding 5 neighborhood meetings each year as well as other community meetings as needed on park issues.
  - 2012 schedule: Twin Lake Shores, Bassett Creek, Hagemeister Pond Preserve, Lee and Becker Parks.

**Funding Sources**

The Department is funded through the General Fund. Recreation program receipts cover 3.13% of the total department expenditures.

**2013 Goals and Objectives**

- To identify and provide quality leisure services and recreation facilities in the most efficient manner and at a fair and reasonable cost to the taxpayer
- To consult and cooperate with community groups/agencies to ensure a broad range of recreation opportunities are available and minimize the duplication of services.
- To maintain a program of continual evaluation and assessment of community recreational services in order to plan a variety of leisure activities which meet the needs and desires of our citizens
- To promote and publicize leisure services and programs for all ages and all members of the community including our immigrant population.
- To attract more “baby boomers” to our programs by increasing the 20 hour/week Recreation Supervisor’s hours to 24 hours per week. This staff member coordinates the senior and non adult sports programs.
- To investigate a joint work/social experience program for teens patterned after the Cookie Cart program in north Minneapolis.
- To provide quality customer service.
- With the Park and Recreation Commission and Public Works/City Engineer, analyze and develop plans for improvements to existing facilities through implementation of the Commission Long Range plan.
- To coordinate the activities of the Park and Recreation Commission.
- Maintain current level of recreation programming with the current fee structure.
- To provide several free/low cost community special events throughout the year.
- To continue to work with the Administration Department on revamping the City Newsletter-Recreation Brochure.

**Budget Highlights:**

Line Item/Description	Amount	Discussion
6010 Salaries – Regular Employees	\$363,468	Increased by \$7,048 for a Recreation Supervisor to go from 20 to 24 hours
6100 Employee Benefits	107,938	
6305 Contractual Services	77,200	Contracted services for various programs: Youth and teen programs: \$19,200* Adult programs: \$33,500* Senior Programs and Events: \$6,190** Community Events: \$10,700 Misc. handicapped services: \$5,000 * All costs are covered by program fees ** A portion of costs are covered by program fees
6610 Phone Services	1,600	Cost of a pay phone in Becker park for public use (\$650) and city issued cell phones for staff use (\$950).
6655 Printing Newsletters	200	Cost of printing the front and back cover of the senior newsletter. There are often photos on the cover that turn out better when printed professionally
6620 Dues and Subscriptions	3,880	Increase of \$175 for music licenses

## Crystal Community Center Department Profile and Budget Summary

The Recreation Department is charged with the general operation of the Crystal Community Center facility. This responsibility includes: scheduling space for recreation activities, community groups and other renters; processing payments and deposits; making recommendations on rental rates, scheduling staff and working with the Public Works department on building maintenance needs.

**Personnel Expenses:** This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2013 Budget</u>
Recreation Director	0.00	0.00	0.00	0.00
Facilities Supervisor	1.00	1.00	1.00	1.00
Community Center Supervisors	0.48	0.48	0.48	0.48
Custodians	1.66	1.66	1.75	1.75
Temporary Staff	1.12	1.03	1.28	1.22

**Staff:** These personnel are supervised or work in this department, although part of their personnel expenses may be charged to another department in which they also work.

- **Recreation Director:** Directs all operations and functions of the department, including recreation programs, Community Center, Performing Arts Center and outdoor Municipal Pool. Assure continual improvement in recreation service.
- **Facilities Supervisor:** Plan, develop, implement and administer recreational opportunities through recreation program development and coordination and facility management to meet the needs and plans of the City, department and community.
- **Community Center Supervisor (1):** Under supervision of the Facilities/Recreation Supervisor, provides general supervision of the community center facility by maintaining a safe and orderly facility while enforcing necessary regulations.
- **Custodians (1.75):** Provide and monitor janitorial and light maintenance services to City buildings with primary responsibility being the Crystal Community Center.
- **Temporary Staff:** Includes substitute building supervisors, wedding workers and open gym supervisors.

### **Functions and Products**

- Provide CCC and Forest School facility for rental space and recreation programs.

	<u>2011</u>	<u>2010</u>
CCC – Rental Permits	340	346
CCC – Recreation Program Permits	219	247
Forest – Rental Permits	11	25
Forest – School Use Permits	9	9
Forest – Recreation Program Permits	21	32

## **Funding Sources**

The Department is funded by the General Fund. Fees are charged for rentals and programs. The Department is 25.1% fee supported.

## **2013 Goals and Objectives**

- Provide for maintenance and operation expenses for the CCC facility.
- Keep the CCC building in good repair by fixing things promptly.
- Provide quality customer service.
- To further develop the community-school concept at the Forest Community Gyms providing recreation programs in partnership with the school and the community.
- To provide supervision of the Forest facility during programming and rental hours.

## Waterslide/Swimming Pool Department Profile and Budget Summary

The Recreation Department is charged with the general operation of the Crystal Municipal Pool facility. This responsibility includes: planning the swim instructional program; hiring and training seasonal staff; recommending fees for lessons, season tickets, and general admissions; operating a concession stand; working with the Public Works Department on maintenance needs.

**Personnel Expenses:** This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2013 Budget</u>
Pool support staff	3.93	4.16	5.43	5.20
Water Safety Instructors	0.52	0.51	0.60	0.62
Cashier/Concession Worker	0.57	0.00	0.00	0.54
Pool/Waterslide Total	5.02	4.67	6.03	6.03

**Staff:** These personnel are supervised or work in this department, although part of their personnel expenses may be charged to another department in which they also work.

- **Recreation Director:** Directs all operations and functions of the department, including recreation programs, Community Center, Performing Arts Center and outdoor Municipal Pool. Assure continual improvement in recreation service.
- **Facilities Supervisor:** Plan, develop, implement and administer recreational opportunities through recreation program development and coordination and facility management to meet the needs and plans of the City, department and community.
- **Seasonal Positions:**  
 Pool Manager/Assistant Managers: Responsible for the overall daily operation of the pool.  
 Guest Services Manager: Responsible for the front desk and concessions operation; oversees money handling.  
 Lifeguards: Responsible for general safety  
 Water Safety Instructors: Swim lesson instructors  
 Cashier: Receives admissions  
 Concession Worker: Prepares and sells food  
 Support Staff – slide attendant, crossing guard, custodial, deck attendant, night watch:  
 Responsible for cleaning and maintenance.

### **Functions and Products**

- Provide a clean, safe environment for people of all ages to enjoy recreational swimming.  
2011 Attendance – 33,220  
2011 Passes Sold - 607  
2010 Attendance – 35,681  
2010 Passes Sold - 671
- Offer a variety of levels of swim lessons for adults and children.  
2011 – 530 swim lesson registrations  
2010 – 507 swim lesson registrations
- Offer a variety of special events in the pool.  
2011 events include: Dive in Movie, Splash Bash, Little Splashers Pool Time, and Moonlight Teen Swim.
- A joint season ticket program with New Hope; tickets are good at both pools.
- A reciprocity program with Robbinsdale – Crystal residents between weight/exercise room in Robbinsdale and swimming lessons at Crystal.
- Provide coupons in local mailings for discount pool admissions.
- Provide group rentals and birthday party events.
- Provide a concession stand and vending area with various refreshments for pool patrons.

### **Funding Sources**

The Department is funded by the General Fund. Revenue is generated and the Department is 75.3% fee supported through sales of season tickets, daily admissions and concessions sales.

### **2013 Goals and Objectives**

- To provide a 10 week swimming season
- To provide a concession stand in combination with the vending area
- To monitor the overall operation for the concession area.
- To provide appropriate levels of supervision/staffing/maintenance to coincide with usage.
- Maintain swimming pool facility and programs including special events.
- Continue extended hours to 9 p.m. on Tuesdays, Thursdays and Saturdays.
- Maintain the facility in good, safe working order.
- Work with New Hope to evaluate fees charged for the season tickets and daily admissions.
- Maintain joint season ticket program with New Hope with an early bird rate then an increased rate.
- Continue reciprocity program with Robbinsdale regarding swim lessons and gym memberships.
- Continue working with the Public Works Department on pool maintenance.

### **Budget Highlights:**

Line Item/Description	Amount	Discussion
6305 Contractual Services	1,500	Decreased \$1800 due to negotiating a lower fee with Red Cross because of NRPA membership
6445 Building Repair/Maint	600	Increased \$300 due to increased costs of repair items

## Transfers to Other Funds Budget Summary

The purpose of this department is to summarize transfers to other funds, as approved by the City Council.

All of the funds listed below rely on interest earnings for part of their revenues. The continued low interest rates have substantially reduced interest earnings and negatively affected the ability of these funds to carry out their assigned purpose.

- Permanent Improvement Revolving Fund (PIR) transfer - This transfer provides money for the City's long-term capital improvements, equipment replacement and future city building improvement costs. In the 2013 budget, the transfer is set at \$578,800 for 2013.
- Police Equipment Revolving Fund (PERF) transfer – This fund was established to account for the police department's capital needs in a manner similar to the PIR Fund. It was created from a surplus remaining after the old Crystal Police Relief Association was merged in the State of Minnesota PERA plan. The fund is supported by investment income and a transfer from the General Fund. Support continues in the 2013 budget with a transfer of \$125,700. This is a 10% increase over the 2012 transfer. Equipment and technology needs of the Police Department have increased at the same time that interest earnings are declining. Increased transfers from the General Fund only fill part of this gap.
- Street Maintenance Fund transfer – Resolution 2000-12 established the Street Maintenance Fund to provide for the sealcoating of streets so that residents would not be levied special assessments for sealcoating of streets while they were still paying the special assessment related to the reconstruction of their street. Overlays of the streets, needed about once every 20 years, will still be paid for by special assessment. This program applies to streets that have been reconstructed under the City's street improvement program. The transfer is set at \$71,400 for 2013, which is a 3% increase over the 2012 transfer.

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00100 GENERAL						
04 MAYOR AND COUNCIL						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	57,884	57,224	57,884	58,463	59,632	59,632
6003 TOTAL SALARIES AND WAGES	57,884	57,224	57,884	58,463	59,632	59,632
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	3,937	3,886	4,428	4,472	4,562	4,562
6120 PERA - DCP	1,586	1,553	1,586	1,602	1,634	1,634
6185 WORKERS COMP INSURANCE	81	103	116	117	119	119
6100 TOTAL EMPLOYEE BENEFITS	5,603	5,542	6,130	6,191	6,315	6,315
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	11,789	127	2,000	36,888	9,303	9,303
6200 TOTAL PROFESSIONAL SERVICES	11,789	127	2,000	36,888	9,303	9,303
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	1,305	943	1,957	1,200	1,200	1,200
6500 TOTAL SUPPLIES	1,305	943	1,957	1,200	1,200	1,200
6600 TOTAL COMMUNICATIONS						
6615 COMMUNICATION CONNECT CHARGES				1,750	1,750	1,750
6600 TOTAL COMMUNICATIONS				1,750	1,750	1,750
6650 TOTAL PRINTING AND ADVERTISING						
6665 PRINTING - GENERAL	24		350	200	200	200
6650 TOTAL PRINTING AND ADVERTISING	24		350	200	200	200
6700 TOTAL INSURANCE						
6705 INSURANCE	1,334	1,529	638	506	538	538
6700 TOTAL INSURANCE	1,334	1,529	638	506	538	538
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	5,586	157	1,175	4,170	4,000	4,000
6820 DUES AND SUBSCRIPTIONS	39,034	27,393	26,910	22,630	23,125	23,125
6830 LICENSES, PERMITS AND TAXES	4,260	1,875				
6850 AWARDS	4,486	12,259	3,673	4,285	5,000	5,000
6800 TOTAL MISCELLANEOUS	53,366	41,684	31,758	31,085	32,125	32,125
7300 TOTAL CONTINGENCY						
7305 CONTINGENCY RESERVE				28,000	4,950	4,950
7300 TOTAL CONTINGENCY				28,000	4,950	4,950
6001 EXPENDITURES AND EXPENSES	131,305	107,049	100,717	164,283	116,013	116,013
04 MAYOR AND COUNCIL	131,305	107,049	100,717	164,283	116,013	116,013

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
<b>06 ADMINISTRATION</b>						
<b>6001 EXPENDITURES AND EXPENSES</b>						
<b>6003 TOTAL SALARIES AND WAGES</b>						
6010 SALARIES/WAGES-REG EMPLOYEES	539,832	551,983	535,702	552,361	569,483	569,483
6015 OVERTIME-REGULAR EMPLOYEES	1,290	167	171	250	250	250
6003 TOTAL SALARIES AND WAGES	541,123	552,150	535,873	552,611	569,733	569,733
<b>6100 TOTAL EMPLOYEE BENEFITS</b>						
6105 S SEC / MEDICARE	38,985	39,646	39,713	41,038	42,476	42,476
6110 PERA - COORDINATED	36,708	38,960	38,832	40,064	41,306	41,306
6140 HEALTH INSURANCE	42,988	49,813	52,134	52,124	55,064	55,064
6142 HEALTH SAVINGS ACCOUNTS	1,557	1,854	4,988			
6145 DENTAL INSURANCE	928	1,019	1,068	1,110	1,026	1,026
6150 LIFE INSURANCE	671	510	513	519	519	519
6155 RETIRE HLTH SAVINGS PLAN	4,777	5,854	5,405	5,645	5,764	5,764
6175 AUTO ALLOWANCE	6,000	6,000	6,000	6,000	6,000	6,000
6185 WORKERS COMP INSURANCE	2,926	3,071	3,257	3,359	3,458	3,458
6195 COMPENSATED ABSENCES			12,006			
6100 TOTAL EMPLOYEE BENEFITS	135,542	146,727	163,916	149,859	155,613	155,613
<b>6200 TOTAL PROFESSIONAL SERVICES</b>						
6205 PROFESSIONAL SERVICES	5,386	4,982	7,687	6,000	6,000	6,000
6225 BANK CHARGES & CR CARD FEES	158	123	310	360	500	500
6200 TOTAL PROFESSIONAL SERVICES	5,544	5,105	7,998	6,360	6,500	6,500
<b>6300 TOTAL CONTRACTUAL SERVICES</b>						
6320 LOGIS SERVICES	25,669	43,848	42,399	41,129	43,974	43,974
6300 TOTAL CONTRACTUAL SERVICES	25,669	43,848	42,399	41,129	43,974	43,974
<b>6440 TOTAL REPAIR &amp; MAINT SERVICES</b>						
6470 SERVICE CONTRACTS	15,309	15,858	18,460	22,000	21,700	21,700
6440 TOTAL REPAIR & MAINT SERVICES	15,309	15,858	18,460	22,000	21,700	21,700
<b>6480 TOTAL RENTALS</b>						
6490 RENTALS - OFFICE EQUIPMENT	429	193				
6480 TOTAL RENTALS	429	193				
<b>6500 TOTAL SUPPLIES</b>						
6505 OPERATING SUPPLIES	24,826	23,440	17,926	25,000	25,000	25,000
6535 EQUIP MAINT SUPPLIES	301	560	400	500		
6500 TOTAL SUPPLIES	25,126	23,999	18,326	25,500	25,000	25,000
<b>6600 TOTAL COMMUNICATIONS</b>						
6605 POSTAGE	45,116	28,104	22,769	30,000	30,000	30,000
6610 PHONE SERVICES	1,208	1,316	1,309	1,500	2,500	2,500
6615 COMMUNICATION CONNECT CHARGES	270	270	270	270	270	270
6620 DELIVERY CHARGES	492	264	244	650	400	400
6600 TOTAL COMMUNICATIONS	47,087	29,954	24,591	32,420	33,170	33,170
<b>6650 TOTAL PRINTING AND ADVERTISING</b>						
6655 PRINTING - NEWSLETTERS	22,658	12,071	8,867	40,000	40,000	40,000
6660 PRINTING - NOTICES/ORDINANCES	543	1,746	1,260	1,000	1,000	1,000
6665 PRINTING - GENERAL	745	646	867	1,000	1,000	1,000
6650 TOTAL PRINTING AND ADVERTISING	23,946	14,463	10,995	42,000	42,000	42,000

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
6700 TOTAL INSURANCE						
6705 INSURANCE	2,983	3,558	4,008	4,626	4,367	4,367
6700 TOTAL INSURANCE	2,983	3,558	4,008	4,626	4,367	4,367
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	6,769	7,518	7,452	12,000	9,000	9,000
6820 DUES AND SUBSCRIPTIONS	4,389	3,671	3,924	4,700	4,300	4,300
6850 AWARDS	5,170	3,597	4,374	4,500	4,500	4,500
6800 TOTAL MISCELLANEOUS	16,328	14,786	15,750	21,200	17,800	17,800
6001 EXPENDITURES AND EXPENSES	839,085	850,641	842,314	897,705	919,857	919,857
06 ADMINISTRATION	839,085	850,641	842,314	897,705	919,857	919,857

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
08 HUMAN RESOURCES DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6020 COMPENSATION PROGRAM	1,750					
6003 TOTAL SALARIES AND WAGES	1,750					
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	134					
6110 PERA - COORDINATED	118					
6180 EDUCATIONAL ASSISTANCE	27,890	8,513	4,237	10,000	8,000	8,000
6100 TOTAL EMPLOYEE BENEFITS	28,142	8,513	4,237	10,000	8,000	8,000
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	29,041	20,288	26,656	30,000	30,000	30,000
6270 MEDICAL EXAMS & EVALUATIONS	4,295	931	7,009	5,000	7,000	7,000
6200 TOTAL PROFESSIONAL SERVICES	33,336	21,220	33,665	35,000	37,000	37,000
6300 TOTAL CONTRACTUAL SERVICES						
6320 LOGIS SERVICES	5,853	7,149	11,811	9,529	8,101	8,101
6300 TOTAL CONTRACTUAL SERVICES	5,853	7,149	11,811	9,529	8,101	8,101
6440 TOTAL REPAIR & MAINT SERVICES						
6470 SERVICE CONTRACTS				3,210	3,210	3,210
6440 TOTAL REPAIR & MAINT SERVICES				3,210	3,210	3,210
6650 TOTAL PRINTING AND ADVERTISING						
6695 ADVERTISING - EMPLOYMENT	2,732	3,284	3,083	4,000	1,000	1,000
6650 TOTAL PRINTING AND ADVERTISING	2,732	3,284	3,083	4,000	1,000	1,000
6700 TOTAL INSURANCE						
6705 INSURANCE	142	179	135	122	109	109
6700 TOTAL INSURANCE	142	179	135	122	109	109
6001 EXPENDITURES AND EXPENSES	71,955	40,345	52,931	61,861	57,420	57,420
08 HUMAN RESOURCES DEPARTMENT	71,955	40,345	52,931	61,861	57,420	57,420

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
10 ASSESSING DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	39,180	38,746	39,427	39,728	40,477	40,477
6015 OVERTIME-REGULAR EMPLOYEES		164	69			
6003 TOTAL SALARIES AND WAGES	39,180	38,910	39,496	39,728	40,477	40,477
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	2,646	2,609	2,634	3,039	3,096	3,096
6110 PERA - COORDINATED	2,709	2,838	2,875	2,880	2,935	2,935
6140 HEALTH INSURANCE	8,550	9,915	11,111	9,614	9,943	9,943
6150 LIFE INSURANCE	31	17	17	17	17	17
6155 RETIRE HLTH SAVINGS PLAN	614	610	621	531	535	535
6185 WORKERS COMP INSURANCE	221	230	257	258	262	262
6100 TOTAL EMPLOYEE BENEFITS	14,771	16,219	17,515	16,339	16,788	16,788
6200 TOTAL PROFESSIONAL SERVICES						
6210 ASSESSOR SERVICES - HENN CO	127,117	134,783	136,514	143,170	142,000	142,000
6320 LOGIS SERVICES				11,000	12,484	12,484
6200 TOTAL PROFESSIONAL SERVICES	127,117	134,783	136,514	154,170	154,484	154,484
6600 TOTAL COMMUNICATIONS						
6615 COMMUNICATION CONNECT CHARGES	2,220	1,992	2,615	1,800	2,500	2,500
6600 TOTAL COMMUNICATIONS	2,220	1,992	2,615	1,800	2,500	2,500
6700 TOTAL INSURANCE						
6705 INSURANCE	254	284	318	363	390	390
6700 TOTAL INSURANCE	254	284	318	363	390	390
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	265	7				
6800 TOTAL MISCELLANEOUS	265	7				
6001 EXPENDITURES AND EXPENSES	183,807	192,194	196,458	212,400	214,639	214,639
10 ASSESSING DEPARTMENT	183,807	192,194	196,458	212,400	214,639	214,639

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
12 LEGAL DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6250 LEGAL SERVICES - GENERAL	85,583	80,146	92,702	80,000	90,000	90,000
6255 LEGAL SERVICES - H RESOURCES	512					
6200 TOTAL PROFESSIONAL SERVICES	86,094	80,146	92,702	80,000	90,000	90,000
6001 EXPENDITURES AND EXPENSES	86,094	80,146	92,702	80,000	90,000	90,000
12 LEGAL DEPARTMENT	86,094	80,146	92,702	80,000	90,000	90,000

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
14 ELECTION DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6015 OVERTIME-REGULAR EMPLOYEES		565		565		
6050 SALARIES/WAGES-TEMP EMPLOYEES		31,430		33,653		
6003 TOTAL SALARIES AND WAGES		31,994		34,218		
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE		43		43		
6110 PERA - COORDINATED		35		41		
6185 WORKERS COMP INSURANCE		28		4		
6100 TOTAL EMPLOYEE BENEFITS		106		88		
6440 TOTAL REPAIR & MAINT SERVICES						
6470 SERVICE CONTRACTS	1,496	2,850	2,850	3,000	3,600	3,600
6440 TOTAL REPAIR & MAINT SERVICES	1,496	2,850	2,850	3,000	3,600	3,600
6480 TOTAL RENTALS						
6485 RENTALS - MISCELLANEOUS		454		450		
6480 TOTAL RENTALS		454		450		
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	1,609	2,159	217	2,200	500	500
6500 TOTAL SUPPLIES	1,609	2,159	217	2,200	500	500
6600 TOTAL COMMUNICATIONS						
6605 POSTAGE	291			750	500	500
6620 DELIVERY CHARGES		587	358	215	100	100
6600 TOTAL COMMUNICATIONS	291	587	358	965	600	600
6650 TOTAL PRINTING AND ADVERTISING						
6660 PRINTING - NOTICES/ORDINANCES		450		300		
6665 PRINTING - GENERAL		1,951		2,000		
6650 TOTAL PRINTING AND ADVERTISING		2,401		2,300		
6700 TOTAL INSURANCE						
6705 INSURANCE	145	23	196	34	214	214
6700 TOTAL INSURANCE	145	23	196	34	214	214
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL		199		125	125	125
6800 TOTAL MISCELLANEOUS		199		125	125	125
6001 EXPENDITURES AND EXPENSES	3,541	40,774	3,620	43,380	5,039	5,039
14 ELECTION DEPARTMENT	3,541	40,774	3,620	43,380	5,039	5,039

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
<b>16 FINANCE DEPARTMENT</b>						
<b>6001 EXPENDITURES AND EXPENSES</b>						
<b>6003 TOTAL SALARIES AND WAGES</b>						
6010 SALARIES/WAGES-REG EMPLOYEES	287,832	268,855	271,000	274,017	279,026	279,026
6015 OVERTIME-REGULAR EMPLOYEES	3,784	5,964	1,281	3,600	1,737	1,737
6050 SALARIES/WAGES-TEMP EMPLOYEES	918	4,369				
<b>6003 TOTAL SALARIES AND WAGES</b>	<b>292,534</b>	<b>279,188</b>	<b>272,281</b>	<b>277,617</b>	<b>280,763</b>	<b>280,763</b>
<b>6100 TOTAL EMPLOYEE BENEFITS</b>						
6105 S SEC / MEDICARE	21,561	20,385	19,909	21,238	21,478	21,478
6110 PERA - COORDINATED	19,679	19,261	19,740	20,127	20,355	20,355
6140 HEALTH INSURANCE	27,096	33,931	32,039	33,950	36,240	36,240
6142 HEALTH SAVINGS ACCOUNTS	1,557	1,854	7,200			
6145 DENTAL INSURANCE	528	528	528	528	768	768
6150 LIFE INSURANCE	158	80	80	81	81	81
6155 RETIRE HLTH SAVINGS PLAN	3,319	2,892	2,924	3,002	3,025	3,025
6185 WORKERS COMP INSURANCE	1,719	1,641	1,767	1,806	1,820	1,820
6195 COMPENSATED ABSENCES	345					
<b>6100 TOTAL EMPLOYEE BENEFITS</b>	<b>75,962</b>	<b>80,571</b>	<b>84,187</b>	<b>80,732</b>	<b>83,767</b>	<b>83,767</b>
<b>6200 TOTAL PROFESSIONAL SERVICES</b>						
6205 PROFESSIONAL SERVICES	7,562	3,114	3,887	3,647	4,800	4,800
6215 AUDIT SERVICES	25,500	26,200	25,900	26,500	26,700	26,700
<b>6200 TOTAL PROFESSIONAL SERVICES</b>	<b>33,062</b>	<b>29,314</b>	<b>29,787</b>	<b>30,147</b>	<b>31,500</b>	<b>31,500</b>
<b>6300 TOTAL CONTRACTUAL SERVICES</b>						
6305 CONTRACTUAL SERVICES	656	565	693	720	720	720
6320 LOGIS SERVICES	39,998	43,539	45,502	45,752	48,448	48,448
<b>6300 TOTAL CONTRACTUAL SERVICES</b>	<b>40,655</b>	<b>44,103</b>	<b>46,195</b>	<b>46,472</b>	<b>49,168</b>	<b>49,168</b>
<b>6440 TOTAL REPAIR &amp; MAINT SERVICES</b>						
6470 SERVICE CONTRACTS	674	674	806	810	810	810
<b>6440 TOTAL REPAIR &amp; MAINT SERVICES</b>	<b>674</b>	<b>674</b>	<b>806</b>	<b>810</b>	<b>810</b>	<b>810</b>
<b>6500 TOTAL SUPPLIES</b>						
6505 OPERATING SUPPLIES	452	1,014	800	1,000	1,000	1,000
<b>6500 TOTAL SUPPLIES</b>	<b>452</b>	<b>1,014</b>	<b>800</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>6600 TOTAL COMMUNICATIONS</b>						
6610 PHONE SERVICES	206	209	210	210	780	780
6620 DELIVERY CHARGES	47	52	25	70	60	60
<b>6600 TOTAL COMMUNICATIONS</b>	<b>253</b>	<b>261</b>	<b>235</b>	<b>280</b>	<b>840</b>	<b>840</b>
<b>6650 TOTAL PRINTING AND ADVERTISING</b>						
6660 PRINTING - NOTICES/ORDINANCES	2,829	2,659	2,916	3,000	3,000	3,000
6665 PRINTING - GENERAL	1,479	901	1,337	1,440	1,500	1,500
<b>6650 TOTAL PRINTING AND ADVERTISING</b>	<b>4,308</b>	<b>3,560</b>	<b>4,254</b>	<b>4,440</b>	<b>4,500</b>	<b>4,500</b>
<b>6700 TOTAL INSURANCE</b>						
6705 INSURANCE	2,692	3,121	3,438	3,871	3,208	3,208
<b>6700 TOTAL INSURANCE</b>	<b>2,692</b>	<b>3,121</b>	<b>3,438</b>	<b>3,871</b>	<b>3,208</b>	<b>3,208</b>
<b>6800 TOTAL MISCELLANEOUS</b>						
6810 TRAINING AND TRAVEL	1,433	104	805	1,800	1,200	1,200
6820 DUES AND SUBSCRIPTIONS	405	430	345	450	360	360

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6840 BOOKS AND PUBLICATIONS	52	40	50	60	60	60
6800 TOTAL MISCELLANEOUS	1,890	574	1,200	2,310	1,620	1,620
6001 EXPENDITURES AND EXPENSES	452,482	442,380	443,182	447,679	457,176	457,176
16 FINANCE DEPARTMENT	452,482	442,380	443,182	447,679	457,176	457,176

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
18 POLICE DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	2,522,218	2,515,475	2,602,639	2,694,467	2,727,714	2,727,714
6015 OVERTIME-REGULAR EMPLOYEES	127,670	111,109	118,214	140,000	135,000	135,000
6050 SALARIES/WAGES-TEMP EMPLOYEES		7,097	3,889			
6003 TOTAL SALARIES AND WAGES	2,649,888	2,633,681	2,724,742	2,834,467	2,862,714	2,862,714
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	60,801	57,808	61,343	65,155	64,158	64,158
6110 PERA - COORDINATED	27,761	27,581	29,956	34,933	34,790	34,790
6115 PERA - POLICE	307,390	307,062	323,913	338,779	343,130	343,130
6140 HEALTH INSURANCE	303,974	346,443	345,599	329,520	360,439	360,439
6142 HEALTH SAVINGS ACCOUNTS	1,557	4,481	14,744			
6145 DENTAL INSURANCE	5,060	5,016	4,752	5,016	6,912	6,912
6150 LIFE INSURANCE	1,589	876	872	989	989	989
6155 RETIRE HLTH SAVINGS PLAN	52,706	55,891	56,939	57,190	59,788	59,788
6170 CLOTHING & CLOTHING ALLOW	28,204	14,093	19,957	25,000	25,000	25,000
6185 WORKERS COMP INSURANCE	68,692	66,183	74,125	78,751	80,470	80,470
6190 UNEMPLOYMENT INSURANCE		2,111	2,869			
6195 COMPENSATED ABSENCES	9,400	10,529	786			
6100 TOTAL EMPLOYEE BENEFITS	867,134	898,073	935,855	935,333	975,676	975,676
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	31,864	36,952	55,800	54,500	60,000	60,000
6225 BANK CHARGES & CR CARD FEES	118	125	124	120	120	120
6260 LEGAL SERVICES - PROSECUTION	104,416	100,862	101,057	105,000	110,000	110,000
6200 TOTAL PROFESSIONAL SERVICES	136,398	137,939	156,981	159,620	170,120	170,120
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES			2,083			
6320 LOGIS SERVICES	60,551	70,246	70,785	74,235	82,545	82,545
6325 PRISONER SERVICES	49,410	58,717	48,313	52,000	55,000	55,000
6330 ANIMAL CONTROL -CITY/NEW HOPE	50,839	36,067	34,457	38,500	39,500	39,500
6335 ANIMAL CONTROL -PUPS & OTHER	16,443	19,620	21,921	20,500	22,900	22,900
6337 AUTOMATED PAWN SYS -CITY/MPLS	11,895	12,587	9,398	12,000	12,000	12,000
6300 TOTAL CONTRACTUAL SERVICES	189,138	197,237	186,958	197,235	211,945	211,945
6400 TOTAL UTILITIES						
6440 TOTAL REPAIR & MAINT SERVICES						
6450 EQUIPMENT R & M SERVICES	1,960	6,060	2,420	5,500	5,200	5,200
6455 VEHICLE R & M SERVICES	27,814	15,350	28,578	26,000	26,000	26,000
6470 SERVICE CONTRACTS	7,416	5,115	1,993	7,500	6,000	6,000
6440 TOTAL REPAIR & MAINT SERVICES	37,190	26,525	32,990	39,000	37,200	37,200
6480 TOTAL RENTALS						
6485 RENTALS - MISCELLANEOUS	257					
6490 RENTALS - OFFICE EQUIPMENT	4,907	5,304	5,602	6,000	6,000	6,000
6480 TOTAL RENTALS	5,163	5,304	5,602	6,000	6,000	6,000
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	20,378	20,091	24,332	23,500	26,400	26,400
6515 AMMUNITION & GUN RANGE USE	5,255	10,126	6,752	7,000	7,000	7,000
6525 BLDG REPAIR/MAINT SUPPLIES	493	132	691	1,000	1,000	1,000

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6535 EQUIP MAINT SUPPLIES	2,005	1,951	3,695	3,500	4,000	4,000
6540 VEHICLE SUPPLIES	10,455	17,299	14,058	15,500	16,000	16,000
6545 MOTOR FUELS	53,854	83,553	103,442	104,500	106,000	106,000
6555 SAFETY SUPPLIES	473	587	376	600	600	600
6500 TOTAL SUPPLIES	92,914	133,737	153,345	155,600	161,000	161,000
6600 TOTAL COMMUNICATIONS						
6610 PHONE SERVICES	12,516	12,560	11,285	14,000	18,200	18,200
6615 COMMUNICATION CONNECT CHARGES	44,488	37,915	36,207	45,000	39,000	39,000
6600 TOTAL COMMUNICATIONS	57,005	50,476	47,491	59,000	57,200	57,200
6650 TOTAL PRINTING AND ADVERTISING						
6665 PRINTING - GENERAL	2,132	2,985	1,540	3,000	3,000	3,000
6650 TOTAL PRINTING AND ADVERTISING	2,132	2,985	1,540	3,000	3,000	3,000
6700 TOTAL INSURANCE						
6705 INSURANCE	20,787	24,470	26,339	29,292	28,530	28,530
6700 TOTAL INSURANCE	20,787	24,470	26,339	29,292	28,530	28,530
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	18,520	22,962	23,064	24,800	24,800	24,800
6820 DUES AND SUBSCRIPTIONS	2,163	850	1,515	2,000	2,000	2,000
6830 LICENSES, PERMITS AND TAXES	1,350	875	1,387	1,800	1,800	1,800
6840 BOOKS AND PUBLICATIONS	1,204	62	500	800	800	800
6850 AWARDS	386	393	121	500	500	500
6875 BAD DEBT	310		352			
6880 SWAT	6,151	7,832	7,210	7,000	7,000	7,000
6881 COMPLIANCE CHECKS	159	212	117	250	250	250
6882 CRIME PREV & COMM POLICING	3,429	5,214	4,359	5,300	5,300	5,300
6883 NEIGHBORHOOD OUTREACH	1,761	3,428	2,521	3,200	3,200	3,200
6800 TOTAL MISCELLANEOUS	35,433	41,829	41,146	45,650	45,650	45,650
6001 EXPENDITURES AND EXPENSES	4,093,181	4,152,255	4,312,990	4,464,197	4,559,035	4,559,035
18 POLICE DEPARTMENT	4,093,181	4,152,255	4,312,990	4,464,197	4,559,035	4,559,035

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20 FIRE DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6240 FIRE PROTECTION SERVICES	1,046,551	999,908	991,617	964,578	954,718	954,718
6200 TOTAL PROFESSIONAL SERVICES	1,046,551	999,908	991,617	964,578	954,718	954,718
6700 TOTAL INSURANCE						
6705 INSURANCE		269	245	257	322	322
6700 TOTAL INSURANCE		269	245	257	322	322
6001 EXPENDITURES AND EXPENSES	1,046,551	1,000,177	991,862	964,835	955,040	955,040
20 FIRE DEPARTMENT	1,046,551	1,000,177	991,862	964,835	955,040	955,040

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22 PLANNING & CODE ENFORCEMENT						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	140,866	146,078	146,550	150,623	155,278	155,278
6015 OVERTIME-REGULAR EMPLOYEES	187	506	9	1,288	208	208
6050 SALARIES/WAGES-TEMP EMPLOYEES	362					
6003 TOTAL SALARIES AND WAGES	141,415	146,584	146,559	151,911	155,486	155,486
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	10,301	10,637	10,139	11,621	11,895	11,895
6110 PERA - COORDINATED	9,149	9,667	10,579	11,014	11,273	11,273
6140 HEALTH INSURANCE	17,611	20,031	21,074	19,869	20,841	20,841
6142 HEALTH SAVINGS ACCOUNTS		977	1,150			
6145 DENTAL INSURANCE	132	138	127	132	192	192
6150 LIFE INSURANCE	86	48	46	47	47	47
6155 RETIRE HLTH SAVINGS PLAN	615	1,059	1,047	1,685	1,712	1,712
6185 WORKERS COMP INSURANCE	531	631	693	744	762	762
6100 TOTAL EMPLOYEE BENEFITS	38,426	43,188	44,855	45,112	46,722	46,722
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	863	2,705		750	750	750
6200 TOTAL PROFESSIONAL SERVICES	863	2,705		750	750	750
6440 TOTAL REPAIR & MAINT SERVICES						
6455 VEHICLE R & M SERVICES	111	66	139	100	150	150
6440 TOTAL REPAIR & MAINT SERVICES	111	66	139	100	150	150
6480 TOTAL RENTALS						
6485 RENTALS - MISCELLANEOUS	417					
6480 TOTAL RENTALS	417					
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	497	70	47	400	300	300
6540 VEHICLE SUPPLIES		254	95	100	100	100
6545 MOTOR FUELS	743	1,166	1,475	1,450	1,500	1,500
6500 TOTAL SUPPLIES	1,240	1,490	1,617	1,950	1,900	1,900
6600 TOTAL COMMUNICATIONS						
6610 PHONE SERVICES	439	444	450	250	250	250
6620 DELIVERY CHARGES	19	26		50		
6600 TOTAL COMMUNICATIONS	458	470	450	300	250	250
6650 TOTAL PRINTING AND ADVERTISING						
6660 PRINTING - NOTICES/ORDINANCES	1,071	686	1,610	1,000	750	750
6665 PRINTING - GENERAL	949	356		1,000	500	500
6650 TOTAL PRINTING AND ADVERTISING	2,019	1,042	1,610	2,000	1,250	1,250
6700 TOTAL INSURANCE						
6705 INSURANCE	835	968	1,063	1,200	1,154	1,154
6700 TOTAL INSURANCE	835	968	1,063	1,200	1,154	1,154
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	44	35	311	500	500	500
6820 DUES AND SUBSCRIPTIONS	861	250	250		250	250
6830 LICENSES, PERMITS AND TAXES		15		40	40	40

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
6875 BAD DEBT		12,168				
6800 TOTAL MISCELLANEOUS	905	12,468	561	540	790	790
6001 EXPENDITURES AND EXPENSES	186,688	208,981	196,854	203,863	208,452	208,452
22 PLANNING & CODE ENFORCEMENT	186,688	208,981	196,854	203,863	208,452	208,452

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24 BLDG INSPECTION DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	138,785	141,353	142,341	146,822	148,874	148,874
6015 OVERTIME-REGULAR EMPLOYEES	45			493	51	51
6003 TOTAL SALARIES AND WAGES	138,829	141,353	142,341	147,315	148,925	148,925
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	9,808	9,980	9,878	11,270	11,393	11,393
6110 PERA - COORDINATED	9,034	9,334	10,320	10,680	10,797	10,797
6140 HEALTH INSURANCE	17,560	20,490	19,507	17,502	18,300	18,300
6145 DENTAL INSURANCE	106	110	101	106	154	154
6150 LIFE INSURANCE	104	58	61	56	56	56
6155 RETIRE HLTH SAVINGS PLAN	735	753	1,250	1,468	914	914
6185 WORKERS COMP INSURANCE	524	623	689	739	745	745
6100 TOTAL EMPLOYEE BENEFITS	37,870	41,347	41,805	41,821	42,359	42,359
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	7,670					
6225 BANK CHARGES & CR CARD FEES	3,805	4,701	4,620	6,000	5,000	5,000
6200 TOTAL PROFESSIONAL SERVICES	11,475	4,701	4,620	6,000	5,000	5,000
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES			7,582		22,400	22,400
6320 LOGIS SERVICES	24,127	24,223	24,098	23,799	24,941	24,941
6300 TOTAL CONTRACTUAL SERVICES	24,127	24,223	31,680	23,799	47,341	47,341
6440 TOTAL REPAIR & MAINT SERVICES						
6455 VEHICLE R & M SERVICES	24	199	494	100	150	150
6440 TOTAL REPAIR & MAINT SERVICES	24	199	494	100	150	150
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	768	213	173	300	300	300
6540 VEHICLE SUPPLIES	12	21	305	100	100	100
6545 MOTOR FUELS	684	1,052	1,372	1,300	1,400	1,400
6500 TOTAL SUPPLIES	1,463	1,287	1,849	1,700	1,800	1,800
6600 TOTAL COMMUNICATIONS						
6610 PHONE SERVICES	523	484	488	400	540	540
6600 TOTAL COMMUNICATIONS	523	484	488	400	540	540
6650 TOTAL PRINTING AND ADVERTISING						
6665 PRINTING - GENERAL	64					
6650 TOTAL PRINTING AND ADVERTISING	64					
6700 TOTAL INSURANCE						
6705 INSURANCE	1,037	1,103	1,221	1,357	1,289	1,289
6700 TOTAL INSURANCE	1,037	1,103	1,221	1,357	1,289	1,289
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	880	975	777	1,000	1,000	1,000
6820 DUES AND SUBSCRIPTIONS	100	300	350	350	400	400
6830 LICENSES, PERMITS AND TAXES		84		50	50	50
6840 BOOKS AND PUBLICATIONS		275	49	100	100	100
6800 TOTAL MISCELLANEOUS	980	1,633	1,176	1,500	1,550	1,550

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6001 EXPENDITURES AND EXPENSES	216,392	216,330	225,676	223,992	248,954	248,954
24 BLDG INSPECTION DEPARTMENT	216,392	216,330	225,676	223,992	248,954	248,954

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26 HOUSING INSPECTION DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	126,117	127,899	130,624	134,498	112,175	112,175
6015 OVERTIME-REGULAR EMPLOYEES	67					
6003 TOTAL SALARIES AND WAGES	126,184	127,899	130,624	134,498	112,175	112,175
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	9,997	10,131	9,889	10,289	8,581	8,581
6110 PERA - COORDINATED	8,859	9,407	9,446	9,751	8,133	8,133
6140 HEALTH INSURANCE	14,569	17,124	11,325	9,225	9,888	9,888
6145 DENTAL INSURANCE	370	374	260	264		
6150 LIFE INSURANCE	117	64	55	55	55	55
6155 RETIRE HLTH SAVINGS PLAN	1,612	1,619	1,173	1,452	993	993
6185 WORKERS COMP INSURANCE	532	648	690	657	552	552
6100 TOTAL EMPLOYEE BENEFITS	36,055	39,367	32,838	31,693	28,202	28,202
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	250	250	250	250	250	250
6225 BANK CHARGES & CR CARD FEES	437	537	446	500	500	500
6200 TOTAL PROFESSIONAL SERVICES	687	787	696	750	750	750
6300 TOTAL CONTRACTUAL SERVICES						
6320 LOGIS SERVICES	1,485	1,485	1,485	1,485	1,485	1,485
6300 TOTAL CONTRACTUAL SERVICES	1,485	1,485	1,485	1,485	1,485	1,485
6440 TOTAL REPAIR & MAINT SERVICES						
6455 VEHICLE R & M SERVICES	211	11	127	50	200	200
6440 TOTAL REPAIR & MAINT SERVICES	211	11	127	50	200	200
6480 TOTAL RENTALS						
6485 RENTALS - MISCELLANEOUS	834					
6480 TOTAL RENTALS	834					
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	21			75	150	150
6540 VEHICLE SUPPLIES	97	2	225	100	100	100
6545 MOTOR FUELS	587	721	1,053	900	1,100	1,100
6500 TOTAL SUPPLIES	705	723	1,278	1,075	1,350	1,350
6600 TOTAL COMMUNICATIONS						
6610 PHONE SERVICES	288	280	277	300	300	300
6600 TOTAL COMMUNICATIONS	288	280	277	300	300	300
6650 TOTAL PRINTING AND ADVERTISING						
6665 PRINTING - GENERAL	132	132	415	250	400	400
6650 TOTAL PRINTING AND ADVERTISING	132	132	415	250	400	400
6700 TOTAL INSURANCE						
6705 INSURANCE	790	832	921	1,039	986	986
6700 TOTAL INSURANCE	790	832	921	1,039	986	986
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	75	370		100	450	450
6830 LICENSES, PERMITS AND TAXES		15		15	20	20

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
6875 BAD DEBT		5,992				
6800 TOTAL MISCELLANEOUS	75	6,377		115	470	470
6001 EXPENDITURES AND EXPENSES	167,445	177,894	168,662	171,255	146,318	146,318
26 HOUSING INSPECTION DEPARTMENT	167,445	177,894	168,662	171,255	146,318	146,318

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
28 HEALTH DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	14,355	15,088	14,802	15,075	14,982	14,982
6003 TOTAL SALARIES AND WAGES	14,355	15,088	14,802	15,075	14,982	14,982
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	814	846	1,050	1,153	1,146	1,146
6110 PERA - COORDINATED	665	691	1,072	1,093	1,086	1,086
6140 HEALTH INSURANCE	924	1,142	4,013	1,715	1,840	1,840
6145 DENTAL INSURANCE			92	26	38	38
6150 LIFE INSURANCE	4	3	10	5	5	5
6155 RETIRE HLTH SAVINGS PLAN	30	31	134	144	145	145
6185 WORKERS COMP INSURANCE	35	47	78	78	77	77
6100 TOTAL EMPLOYEE BENEFITS	2,473	2,760	6,449	4,214	4,337	4,337
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	5,986	4,002	2,036	4,000	4,000	4,000
6200 TOTAL PROFESSIONAL SERVICES	5,986	4,002	2,036	4,000	4,000	4,000
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES			4,275			
6300 TOTAL CONTRACTUAL SERVICES			4,275			
6400 TOTAL UTILITIES						
6415 RUBBISH REMOVAL	6,656	2,504	5,547	4,500	4,500	4,500
6400 TOTAL UTILITIES	6,656	2,504	5,547	4,500	4,500	4,500
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	264	318	24	100	100	100
6500 TOTAL SUPPLIES	264	318	24	100	100	100
6650 TOTAL PRINTING AND ADVERTISING						
6660 PRINTING - NOTICES/ORDINANCES					50	50
6650 TOTAL PRINTING AND ADVERTISING					50	50
6700 TOTAL INSURANCE						
6705 INSURANCE	109	125	136	134	138	138
6700 TOTAL INSURANCE	109	125	136	134	138	138
6800 TOTAL MISCELLANEOUS						
6875 BAD DEBT	572	1,194	561			
6800 TOTAL MISCELLANEOUS	572	1,194	561			
6001 EXPENDITURES AND EXPENSES	30,416	25,990	33,829	28,023	28,107	28,107
28 HEALTH DEPARTMENT	30,416	25,990	33,829	28,023	28,107	28,107

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
30 ENGINEERING DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	237,216	236,781	238,396	242,418	246,287	246,287
6050 SALARIES/WAGES-TEMP EMPLOYEES	4,950		8,944	9,600	9,600	9,600
6055 OVERTIME-TEMP EMPLOYEES			146			
6003 TOTAL SALARIES AND WAGES	242,166	236,781	247,486	252,018	255,887	255,887
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	18,387	17,962	18,745	19,279	19,575	19,575
6110 PERA - COORDINATED	16,008	16,595	17,284	17,575	17,856	17,856
6140 HEALTH INSURANCE	13,492	20,648	24,628	21,132	22,928	22,928
6145 DENTAL INSURANCE	528	726	792	792	1,152	1,152
6150 LIFE INSURANCE	125	68	68	69	69	69
6155 RETIRE HLTH SAVINGS PLAN	2,674	2,674	2,697	2,765	2,787	2,787
6185 WORKERS COMP INSURANCE	828	1,021	1,163	1,184	1,203	1,203
6100 TOTAL EMPLOYEE BENEFITS	52,043	59,694	65,377	62,796	65,570	65,570
6440 TOTAL REPAIR & MAINT SERVICES						
6450 EQUIPMENT R & M SERVICES	143			150	75	75
6455 VEHICLE R & M SERVICES	26	15	13	150	75	75
6470 SERVICE CONTRACTS	288	373	224	300	300	300
6440 TOTAL REPAIR & MAINT SERVICES	456	389	237	600	450	450
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	642	1,041	745	1,200	1,200	1,200
6540 VEHICLE SUPPLIES	12	6	8	100	100	100
6545 MOTOR FUELS	352	685	1,242	850	1,300	1,300
6500 TOTAL SUPPLIES	1,006	1,733	1,996	2,150	2,600	2,600
6600 TOTAL COMMUNICATIONS						
6610 PHONE SERVICES	906	880	689	900	1,560	1,560
6600 TOTAL COMMUNICATIONS	906	880	689	900	1,560	1,560
6650 TOTAL PRINTING AND ADVERTISING						
6665 PRINTING - GENERAL	52			100		
6650 TOTAL PRINTING AND ADVERTISING	52			100		
6700 TOTAL INSURANCE						
6705 INSURANCE	1,225	1,444	1,544	1,998	1,913	1,913
6700 TOTAL INSURANCE	1,225	1,444	1,544	1,998	1,913	1,913
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	1,897	1,218	1,196	1,000	1,000	1,000
6820 DUES AND SUBSCRIPTIONS	375	571	985	700	800	800
6830 LICENSES, PERMITS AND TAXES		150	46	200	200	200
6800 TOTAL MISCELLANEOUS	2,272	1,939	2,227	1,900	2,000	2,000
6001 EXPENDITURES AND EXPENSES	300,126	302,859	319,555	322,462	329,980	329,980
30 ENGINEERING DEPARTMENT	300,126	302,859	319,555	322,462	329,980	329,980

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
32 STREET MAINTENANCE DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	471,738	445,619	417,381	439,533	449,819	449,819
6015 OVERTIME-REGULAR EMPLOYEES	4,446	9,255	5,064	5,000	5,000	5,000
6050 SALARIES/WAGES-TEMP EMPLOYEES			12,304	18,000	18,002	18,002
6055 OVERTIME-TEMP EMPLOYEES			116			
6060 DEMO REIMB FROM EDA/TIF FUNDS		28,131-	27,468-	14,000-	10,250-	10,250-
6003 TOTAL SALARIES AND WAGES	476,184	426,743	407,396	448,533	462,571	462,571
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	35,614	33,910	32,166	35,384	36,171	36,171
6110 PERA - COORDINATED	32,117	31,875	30,619	32,228	32,974	32,974
6140 HEALTH INSURANCE	52,177	60,619	65,845	64,822	68,851	68,851
6142 HEALTH SAVINGS ACCOUNTS		1,854	2,400			
6145 DENTAL INSURANCE	1,584	1,584	1,122	1,056	1,536	1,536
6150 LIFE INSURANCE	376	194	178	184	184	184
6155 RETIRE HLTH SAVINGS PLAN	4,614	5,032	4,874	4,963	5,017	5,017
6170 CLOTHING & CLOTHING ALLOW	2,696	2,762	2,390	2,625	2,625	2,625
6185 WORKERS COMP INSURANCE	23,065	19,388	19,409	20,976	21,517	21,517
6195 COMPENSATED ABSENCES		2,309	15,948			
6100 TOTAL EMPLOYEE BENEFITS	152,243	159,527	174,953	162,238	168,875	168,875
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	13,564	16,497	545			
6300 TOTAL CONTRACTUAL SERVICES	13,564	16,497	545			
6400 TOTAL UTILITIES						
6405 ELECTRIC SERVICE	15,153	18,398	17,375	20,000	18,000	18,000
6410 GAS SERVICE	11,127	9,247	9,205	9,600	9,300	9,300
6415 RUBBISH REMOVAL	1,619	1,233	1,096	1,200	1,200	1,200
6420 CITY UTILITY CHARGES	1,751	1,213	1,158	1,500	1,200	1,200
6400 TOTAL UTILITIES	29,650	30,091	28,834	32,300	29,700	29,700
6440 TOTAL REPAIR & MAINT SERVICES						
6445 BUILDING R & M SERVICES	2,389	439	619	3,500	3,500	3,500
6450 EQUIPMENT R & M SERVICES	4,654	2,173	3,318	3,000	3,000	3,000
6455 VEHICLE R & M SERVICES	4,808	6,456	3,148	4,000	4,000	4,000
6470 SERVICE CONTRACTS	2,643	2,189	696	1,500	1,500	1,500
6471 PAINTING - SIGNALS & STRIPING			20,058	21,500	12,000	12,000
6440 TOTAL REPAIR & MAINT SERVICES	14,493	11,257	27,839	33,500	24,000	24,000
6480 TOTAL RENTALS						
6495 RENTALS - MACHINERY & EQUIP	2,000	246		500	500	500
6480 TOTAL RENTALS	2,000	246		500	500	500
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	6,005	5,998	8,165	6,000	6,000	6,000
6525 BLDG REPAIR/MAINT SUPPLIES	1,644	1,581	6,951	1,400	2,000	2,000
6535 EQUIP MAINT SUPPLIES	6,556	6,712	6,767	8,000	8,000	8,000
6540 VEHICLE SUPPLIES	10,124	9,246	11,636	13,000	13,000	13,000
6545 MOTOR FUELS	23,261	27,351	35,210	34,200	36,000	36,000
6550 STREET MAINTENANCE MATERIALS	35,079	34,965	46,833	45,000	45,000	45,000
6555 SAFETY SUPPLIES	1,465	807	1,084	1,200	1,200	1,200
6560 STREET SIGNS & POSTS	5,789	3,143	2,601	3,000	4,000	4,000

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
6500 TOTAL SUPPLIES	89,921	89,804	119,248	111,800	115,200	115,200
6600 TOTAL COMMUNICATIONS						
6610 PHONE SERVICES	473	507	529	500	980	980
6600 TOTAL COMMUNICATIONS	473	507	529	500	980	980
6700 TOTAL INSURANCE						
6705 INSURANCE	15,237	18,448	18,966	18,217	17,907	17,907
6700 TOTAL INSURANCE	15,237	18,448	18,966	18,217	17,907	17,907
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	1,610	1,650	1,159	1,600	1,600	1,600
6820 DUES AND SUBSCRIPTIONS	572	340	526	500	500	500
6830 LICENSES, PERMITS AND TAXES	483	774	494	600	600	600
6800 TOTAL MISCELLANEOUS	2,665	2,764	2,179	2,700	2,700	2,700
6001 EXPENDITURES AND EXPENSES	796,430	755,884	780,488	810,288	822,433	822,433
32 STREET MAINTENANCE DEPARTMENT	796,430	755,884	780,488	810,288	822,433	822,433

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
34 PARK MAINTENANCE DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	314,280	319,696	300,449	328,978	324,082	324,082
6015 OVERTIME-REGULAR EMPLOYEES	4,195	5,908	1,855	3,900	3,900	3,900
6050 SALARIES/WAGES-TEMP EMPLOYEES	20,408	10,920	25,635	21,600	21,600	21,600
6055 OVERTIME-TEMP EMPLOYEES	236	112	209	200	200	200
6060 DEMO REIMB FROM EDA/TIF FUNDS			729-	2,000-	250-	250-
6003 TOTAL SALARIES AND WAGES	339,119	336,635	327,419	352,678	349,532	349,532
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	24,337	24,031	24,378	27,133	26,758	26,758
6110 PERA - COORDINATED	21,491	22,822	21,917	24,134	23,779	23,779
6140 HEALTH INSURANCE	38,129	46,028	35,276	38,446	56,121	56,121
6142 HEALTH SAVINGS ACCOUNTS	1,557	1,854	600			
6145 DENTAL INSURANCE	528	528	330	528	768	768
6150 LIFE INSURANCE	251	137	124	138	138	138
6155 RETIRE HLTH SAVINGS PLAN	3,510	3,510	3,017	3,570	3,207	3,207
6170 CLOTHING & CLOTHING ALLOW	1,749	1,736	1,700	1,875	1,875	1,875
6185 WORKERS COMP INSURANCE	7,070	7,248	7,633	8,383	8,279	8,279
6190 UNEMPLOYMENT INSURANCE			87			
6100 TOTAL EMPLOYEE BENEFITS	98,623	107,893	95,061	104,207	120,925	120,925
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	5,095	8,776	8,996	7,000	18,400	18,400
6315 TREE TRIM / REMOVAL SERVICES	28,422	13,097	24,282	13,000	15,000	15,000
6300 TOTAL CONTRACTUAL SERVICES	33,517	21,873	33,277	20,000	33,400	33,400
6400 TOTAL UTILITIES						
6405 ELECTRIC SERVICE	18,409	20,625	20,701	22,500	21,000	21,000
6410 GAS SERVICE	10,268	6,988	10,075	7,500	10,200	10,200
6415 RUBBISH REMOVAL	2,235	1,616	1,245	1,500	1,500	1,500
6420 CITY UTILITY CHARGES	45,024	48,758	44,798	48,000	48,000	48,000
6400 TOTAL UTILITIES	75,936	77,987	76,818	79,500	80,700	80,700
6440 TOTAL REPAIR & MAINT SERVICES						
6445 BUILDING R & M SERVICES	1,748	5,097	1,260	5,000	5,000	5,000
6450 EQUIPMENT R & M SERVICES	2,573	3,226	7,803	2,500	3,000	3,000
6455 VEHICLE R & M SERVICES	69	1,510	1,758	400	1,500	1,500
6470 SERVICE CONTRACTS	799	1,111	736	300	800	800
6440 TOTAL REPAIR & MAINT SERVICES	5,189	10,945	11,557	8,200	10,300	10,300
6480 TOTAL RENTALS						
6495 RENTALS - MACHINERY & EQUIP	207	528	218	500	500	500
6480 TOTAL RENTALS	207	528	218	500	500	500
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	12,997	10,202	15,370	13,000	13,500	13,500
6525 BLDG REPAIR/MAINT SUPPLIES	564	78	127	1,200	1,200	1,200
6530 LANDSCAPE MAT'LS & SUPPLIES	7,900	8,192	6,489	9,200	14,200	14,200
6535 EQUIP MAINT SUPPLIES	1,465	2,464	3,444	1,800	2,500	2,500
6540 VEHICLE SUPPLIES	5,930	3,069	1,427	7,000	6,000	6,000
6545 MOTOR FUELS	16,126	20,519	26,501	25,600	27,200	27,200
6555 SAFETY SUPPLIES	448	790	457	800	800	800
6565 PLAYGROUND MAINT SUPPLIES	8,914	10,687	11,415	12,000	12,000	12,000

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
6570 BALLFIELD MAINT SUPPLIES	6,303	4,451	3,657	6,000	6,000	6,000
6571 TRAIL MAINTENANCE MATERIALS			371	8,000	6,000	6,000
6500 TOTAL SUPPLIES	60,647	60,452	69,259	84,600	89,400	89,400
6600 TOTAL COMMUNICATIONS						
6610 PHONE SERVICES	233	236	252	300	780	780
6600 TOTAL COMMUNICATIONS	233	236	252	300	780	780
6700 TOTAL INSURANCE						
6705 INSURANCE	33,310	40,538	36,542	37,512	37,515	37,515
6700 TOTAL INSURANCE	33,310	40,538	36,542	37,512	37,515	37,515
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	1,387	1,051	873	1,600	1,400	1,400
6820 DUES AND SUBSCRIPTIONS	60	65	111	150	150	150
6830 LICENSES, PERMITS AND TAXES		218		250	250	250
6840 BOOKS AND PUBLICATIONS	37		65	100	100	100
6800 TOTAL MISCELLANEOUS	1,484	1,334	1,049	2,100	1,900	1,900
6001 EXPENDITURES AND EXPENSES	648,264	658,421	651,454	689,597	724,952	724,952
34 PARK MAINTENANCE DEPARTMENT	648,264	658,421	651,454	689,597	724,952	724,952

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
36 FORESTRY DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	58,280	55,623	58,668	58,280	59,381	59,381
6015 OVERTIME-REGULAR EMPLOYEES		100	34	800	800	800
6050 SALARIES/WAGES-TEMP EMPLOYEES	9,740	14,377	11,830	15,000	15,001	15,001
6003 TOTAL SALARIES AND WAGES	68,020	70,100	70,532	74,080	75,182	75,182
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	5,161	5,270	5,433	5,667	5,751	5,751
6110 PERA - COORDINATED	3,933	3,905	4,256	4,283	4,363	4,363
6140 HEALTH INSURANCE	600	600	600	900	900	900
6150 LIFE INSURANCE	42	23	23	23	23	23
6155 RETIRE HLTH SAVINGS PLAN	728	728	732	748	755	755
6185 WORKERS COMP INSURANCE	1,717	1,896	2,067	2,171	2,222	2,222
6100 TOTAL EMPLOYEE BENEFITS	12,180	12,422	13,111	13,792	14,014	14,014
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	11,773	11,372	11,046	13,000	13,000	13,000
6315 TREE TRIM / REMOVAL SERVICES	41,790	38,844	50,668	50,000	50,000	50,000
6300 TOTAL CONTRACTUAL SERVICES	53,562	50,215	61,713	63,000	63,000	63,000
6440 TOTAL REPAIR & MAINT SERVICES						
6455 VEHICLE R & M SERVICES			144			
6440 TOTAL REPAIR & MAINT SERVICES			144			
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	102	1,030	897	1,000	1,000	1,000
6530 LANDSCAPE MAT'L& SUPPLIES	525	426		500	500	500
6535 EQUIP MAINT SUPPLIES			60	250	250	250
6540 VEHICLE SUPPLIES	336	567	453	300	300	300
6545 MOTOR FUELS	506	949	1,045	1,200	1,100	1,100
6500 TOTAL SUPPLIES	1,469	2,972	2,455	3,250	3,150	3,150
6600 TOTAL COMMUNICATIONS						
6610 PHONE SERVICES					720	720
6600 TOTAL COMMUNICATIONS					720	720
6650 TOTAL PRINTING AND ADVERTISING						
6660 PRINTING - NOTICES/ORDINANCES		29		100	100	100
6665 PRINTING - GENERAL				100	100	100
6650 TOTAL PRINTING AND ADVERTISING		29		200	200	200
6700 TOTAL INSURANCE						
6705 INSURANCE	480	579	638	701	695	695
6700 TOTAL INSURANCE	480	579	638	701	695	695
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	336	559	611	575	575	575
6820 DUES AND SUBSCRIPTIONS	235	265	240	250	250	250
6830 LICENSES, PERMITS AND TAXES	100	50	10	150	150	150
6840 BOOKS AND PUBLICATIONS				100	100	100
6875 BAD DEBT	4,138	367	29	360	360	360
6800 TOTAL MISCELLANEOUS	4,809	1,240	890	1,435	1,435	1,435

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
6001 EXPENDITURES AND EXPENSES	140,521	137,557	149,482	156,458	158,396	158,396
36 FORESTRY DEPARTMENT	140,521	137,557	149,482	156,458	158,396	158,396

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
38 CITY BUILDINGS						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	35,776	20,625	15,863	18,338	18,684	18,684
6003 TOTAL SALARIES AND WAGES	35,776	20,625	15,863	18,338	18,684	18,684
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	2,118	1,139	1,063	1,403	1,429	1,429
6110 PERA - COORDINATED	2,415	1,445	1,150	1,329	1,355	1,355
6140 HEALTH INSURANCE	11,400	10,936	8,209	7,044	7,643	7,643
6150 LIFE INSURANCE	42	18	11	23	23	23
6155 RETIRE HLTH SAVINGS PLAN	300	238	150	150	150	150
6170 CLOTHING & CLOTHING ALLOW	333	349	350	188	188	188
6185 WORKERS COMP INSURANCE	1,291	719	586	677	696	696
6100 TOTAL EMPLOYEE BENEFITS	17,898	14,844	11,519	10,814	11,484	11,484
6200 TOTAL PROFESSIONAL SERVICES						
6400 TOTAL UTILITIES						
6405 ELECTRIC SERVICE	31,002	39,415	39,908	42,600	40,000	40,000
6410 GAS SERVICE	14,623	12,656	13,246	13,200	13,500	13,500
6415 RUBBISH REMOVAL	2,369	1,461	1,184	1,200	1,200	1,200
6420 CITY UTILITY CHARGES	8,866	7,269	11,035	7,200	11,000	11,000
6400 TOTAL UTILITIES	56,860	60,802	65,372	64,200	65,700	65,700
6440 TOTAL REPAIR & MAINT SERVICES						
6445 BUILDING R & M SERVICES	3,373	3,570	4,629	4,000	5,000	5,000
6450 EQUIPMENT R & M SERVICES	18,386	11,398	13,743	15,000	15,000	15,000
6470 SERVICE CONTRACTS	18,946	19,740	13,175	17,000	20,500	20,500
6440 TOTAL REPAIR & MAINT SERVICES	40,705	34,708	31,547	36,000	40,500	40,500
6480 TOTAL RENTALS						
6490 RENTALS - OFFICE EQUIPMENT	6,248	6,256	5,315	900		
6480 TOTAL RENTALS	6,248	6,256	5,315	900		
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	3,965	4,135	2,429	5,500	5,000	5,000
6510 PAPER PRODUCTS	3,681	2,605	3,579	2,800		
6525 BLDG REPAIR/MAINT SUPPLIES	3,587	734	1,331	2,500	2,200	2,200
6530 LANDSCAPE MAT'LS & SUPPLIES				500		
6535 EQUIP MAINT SUPPLIES		745	1,022	300	300	300
6555 SAFETY SUPPLIES	880	796	946	300	1,000	1,000
6500 TOTAL SUPPLIES	12,113	9,015	9,306	11,900	8,500	8,500
6600 TOTAL COMMUNICATIONS						
6610 PHONE SERVICES	7,523	8,879	13,372	21,000	21,000	21,000
6600 TOTAL COMMUNICATIONS	7,523	8,879	13,372	21,000	21,000	21,000
6700 TOTAL INSURANCE						
6705 INSURANCE	7,435	7,836	7,668	7,474	6,866	6,866
6700 TOTAL INSURANCE	7,435	7,836	7,668	7,474	6,866	6,866
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	76		143	100	100	100
6830 LICENSES, PERMITS AND TAXES	180	130	130	190	170	170

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
6800 TOTAL MISCELLANEOUS	256	130	273	290	270	270
6001 EXPENDITURES AND EXPENSES	184,814	163,095	160,234	170,916	173,004	173,004
38 . CITY BUILDINGS	184,814	163,095	160,234	170,916	173,004	173,004

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
40 RECREATION DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	271,631	267,776	289,969	300,349	316,043	316,043
6015 OVERTIME-REGULAR EMPLOYEES				200		
6050 SALARIES/WAGES-TEMP EMPLOYEES	53,620	53,366	40,410	49,750	47,425	47,425
6003 TOTAL SALARIES AND WAGES	325,250	321,141	330,379	350,299	363,468	363,468
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	23,776	23,059	23,647	26,796	27,808	27,808
6110 PERA - COORDINATED	18,337	23,674	21,273	21,790	23,298	23,298
6140 HEALTH INSURANCE	31,554	45,832	54,808	47,125	49,552	49,552
6142 HEALTH SAVINGS ACCOUNTS	1,298					
6145 DENTAL INSURANCE	220				384	384
6150 LIFE INSURANCE	162	84	91	115	115	115
6155 RETIRE HLTH SAVINGS PLAN	2,718	2,709	2,461	2,901	2,565	2,565
6185 WORKERS COMP INSURANCE	4,036	3,561	3,737	4,104	4,216	4,216
6190 UNEMPLOYMENT INSURANCE	533	815	640			
6195 COMPENSATED ABSENCES	540					
6100 TOTAL EMPLOYEE BENEFITS	83,174	99,734	106,656	102,831	107,938	107,938
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	36,719					
6225 BANK CHARGES & CR CARD FEES	6,160	6,305	4,935	6,500	6,300	6,300
6200 TOTAL PROFESSIONAL SERVICES	42,879	6,305	4,935	6,500	6,300	6,300
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	28,684	68,779	75,171	69,250	77,200	77,200
6320 LOGIS SERVICES	18,104	22,072	22,986	24,136	23,921	23,921
6300 TOTAL CONTRACTUAL SERVICES	46,788	90,852	98,157	93,386	101,121	101,121
6440 TOTAL REPAIR & MAINT SERVICES						
6450 EQUIPMENT R & M SERVICES	146					
6470 SERVICE CONTRACTS	4,649	2,761	1,985	3,000	2,300	2,300
6440 TOTAL REPAIR & MAINT SERVICES	4,795	2,761	1,985	3,000	2,300	2,300
6480 TOTAL RENTALS						
6485 RENTALS - MISCELLANEOUS	481	610	722	450	1,150	1,150
6490 RENTALS - OFFICE EQUIPMENT	6,628	6,799	6,283	6,900	6,500	6,500
6495 RENTALS - MACHINERY & EQUIP	4,111	4,003	4,075	4,200	4,200	4,200
6480 TOTAL RENTALS	11,220	11,412	11,081	11,550	11,850	11,850
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	22,050	19,310	20,533	24,850	22,775	22,775
6520 COMMODITIES PURCH FOR RESALE	10,883	10,047	9,568	9,650	11,100	11,100
6500 TOTAL SUPPLIES	32,934	29,357	30,101	34,500	33,875	33,875
6600 TOTAL COMMUNICATIONS						
6605 POSTAGE	7,400	8,240	6,660	3,500	3,000	3,000
6610 PHONE SERVICES	1,624	1,544	1,525	950	1,600	1,600
6600 TOTAL COMMUNICATIONS	9,024	9,784	8,185	4,450	4,600	4,600
6650 TOTAL PRINTING AND ADVERTISING						
6655 PRINTING - NEWSLETTERS	16,455	16,517	17,634		200	200
6665 PRINTING - GENERAL	48			100	100	100

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
6690 ADVERTISING - GENERAL	28	25		250	250	250
6695 ADVERTISING - EMPLOYMENT				200	200	200
6650 TOTAL PRINTING AND ADVERTISING	16,531	16,541	17,634	550	750	750
6700 TOTAL INSURANCE						
6705 INSURANCE	2,058	2,393	2,726	3,168	2,950	2,950
6700 TOTAL INSURANCE	2,058	2,393	2,726	3,168	2,950	2,950
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	1,487	1,926	1,650	1,000	1,000	1,000
6820 DUES AND SUBSCRIPTIONS	3,521	3,898	2,881	3,705	3,880	3,880
6830 LICENSES, PERMITS AND TAXES		144		150		
6850 AWARDS	2,089	3,065	2,551	3,675	3,625	3,625
6875 BAD DEBT		158				
6800 TOTAL MISCELLANEOUS	7,098	9,191	7,082	8,530	8,505	8,505
6001 EXPENDITURES AND EXPENSES	581,750	599,472	618,923	618,764	643,657	643,657
40 RECREATION DEPARTMENT	581,750	599,472	618,923	618,764	643,657	643,657

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
42 COMMUNITY CENTER						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	138,646	140,390	145,158	146,821	149,525	149,525
6015 OVERTIME-REGULAR EMPLOYEES	129			200		
6050 SALARIES/WAGES-TEMP EMPLOYEES	28,303	24,448	18,602	28,000	22,000	22,000
6003 TOTAL SALARIES AND WAGES	167,078	164,838	163,760	175,021	171,525	171,525
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	12,348	12,243	12,168	13,389	13,122	13,122
6110 PERA - COORDINATED	9,783	10,694	13,537	12,530	12,276	12,276
6140 HEALTH INSURANCE	13,492	8,654	9,409	8,844	9,443	9,443
6145 DENTAL INSURANCE	264	88				
6150 LIFE INSURANCE	104	57	57	58	58	58
6155 RETIRE HLTH SAVINGS PLAN	1,724	1,725	1,736	1,995	2,009	2,009
6170 CLOTHING & CLOTHING ALLOW	575	686	688	420	420	420
6185 WORKERS COMP INSURANCE	2,352	1,803	1,896	2,115	1,982	1,982
6100 TOTAL EMPLOYEE BENEFITS	40,644	35,950	39,491	39,351	39,310	39,310
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	6,947	900	7,297	1,000	1,000	1,000
6300 TOTAL CONTRACTUAL SERVICES	6,947	900	7,297	1,000	1,000	1,000
6400 TOTAL UTILITIES						
6405 ELECTRIC SERVICE	33,157	42,292	44,556	45,700	45,000	45,000
6410 GAS SERVICE	25,061	20,467	19,543	21,000	20,000	20,000
6415 RUBBISH REMOVAL	2,700	1,623	1,289	1,800	1,500	1,500
6420 CITY UTILITY CHARGES	4,158	13,814	15,296	13,800	15,000	15,000
6400 TOTAL UTILITIES	65,076	78,196	80,685	82,300	81,500	81,500
6440 TOTAL REPAIR & MAINT SERVICES						
6445 BUILDING R & M SERVICES	6,344	14,168	9,026	5,400	8,000	8,000
6450 EQUIPMENT R & M SERVICES	13,481	909	2,275	8,000	3,000	3,000
6470 SERVICE CONTRACTS	5,194	9,244	9,687	9,660	9,660	9,660
6440 TOTAL REPAIR & MAINT SERVICES	25,019	24,321	20,988	23,060	20,660	20,660
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	8,231	9,399	10,161	9,800	9,800	9,800
6510 PAPER PRODUCTS	1,375	5,624	1,725	2,700	5,700	5,700
6525 BLDG REPAIR/MAINT SUPPLIES	1,151	135	236	500	500	500
6535 EQUIP MAINT SUPPLIES	514	158		500	500	500
6500 TOTAL SUPPLIES	11,271	15,316	12,122	13,500	16,500	16,500
6600 TOTAL COMMUNICATIONS						
6610 PHONE SERVICES	1,756	1,769	1,829	1,800	2,300	2,300
6600 TOTAL COMMUNICATIONS	1,756	1,769	1,829	1,800	2,300	2,300
6700 TOTAL INSURANCE						
6705 INSURANCE	7,317	8,928	8,549	8,661	8,879	8,879
6700 TOTAL INSURANCE	7,317	8,928	8,549	8,661	8,879	8,879
6800 TOTAL MISCELLANEOUS						
6830 LICENSES, PERMITS AND TAXES	312	602	368	215	290	290
6875 BAD DEBT		1,353	2,196			
6800 TOTAL MISCELLANEOUS	312	1,955	2,564	215	290	290

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
6001 EXPENDITURES AND EXPENSES	325,420	332,172	337,284	344,908	341,964	341,964
42 COMMUNITY CENTER	325,420	332,172	337,284	344,908	341,964	341,964

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Budget Report

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
44 WATERSLIDE / SWIMMING POOL						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6050 SALARIES/WAGES-TEMP EMPLOYEES	111,139	102,141	94,240	131,700	126,200	126,200
6003 TOTAL SALARIES AND WAGES	111,139	102,141	94,240	131,700	126,200	126,200
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	8,502	7,814	7,209	10,074	9,654	9,654
6110 PERA - COORDINATED	246	209	24	558	530	530
6185 WORKERS COMP INSURANCE	3,086	2,758	2,761	3,868	3,730	3,730
6100 TOTAL EMPLOYEE BENEFITS	11,834	10,781	9,995	14,500	13,914	13,914
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	555					
6200 TOTAL PROFESSIONAL SERVICES	555					
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	970	2,127	944	3,300	1,500	1,500
6300 TOTAL CONTRACTUAL SERVICES	970	2,127	944	3,300	1,500	1,500
6400 TOTAL UTILITIES						
6405 ELECTRIC SERVICE	12,398	12,000	12,642	14,400	13,000	13,000
6410 GAS SERVICE	16,755	10,244	11,587	12,000	12,000	12,000
6415 RUBBISH REMOVAL	664	272	309	500	350	350
6420 CITY UTILITY CHARGES	14,284	10,852	10,169	15,000	12,000	12,000
6400 TOTAL UTILITIES	44,100	33,367	34,707	41,900	37,350	37,350
6440 TOTAL REPAIR & MAINT SERVICES						
6445 BUILDING R & M SERVICES	548	629	1,505	300	600	600
6450 EQUIPMENT R & M SERVICES	1,014	950	1,722	1,000	1,000	1,000
6470 SERVICE CONTRACTS				170	170	170
6440 TOTAL REPAIR & MAINT SERVICES	1,561	1,579	3,227	1,470	1,770	1,770
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	17,000	22,134	21,367	25,500	25,500	25,500
6520 COMMODITIES PURCH FOR RESALE	14,938	12,230	123	6,350	6,350	6,350
6525 BLDG REPAIR/MAINT SUPPLIES	727	425	164	800	600	600
6535 EQUIP MAINT SUPPLIES			307	400	400	400
6500 TOTAL SUPPLIES	32,665	34,788	21,961	33,050	32,850	32,850
6600 TOTAL COMMUNICATIONS						
6610 PHONE SERVICES	395	72	71	75	75	75
6600 TOTAL COMMUNICATIONS	395	72	71	75	75	75
6650 TOTAL PRINTING AND ADVERTISING						
6665 PRINTING - GENERAL	508	452	465	600	500	500
6690 ADVERTISING - GENERAL	1,292	1,443	1,831	1,600	1,600	1,600
6650 TOTAL PRINTING AND ADVERTISING	1,800	1,895	2,296	2,200	2,100	2,100
6700 TOTAL INSURANCE						
6705 INSURANCE	13,017	15,099	15,827	16,079	16,482	16,482
6700 TOTAL INSURANCE	13,017	15,099	15,827	16,079	16,482	16,482
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL			702	1,000	800	800

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
6830 LICENSES, PERMITS AND TAXES	608	875	642	650	850	850
6840 BOOKS AND PUBLICATIONS		657	313	750	600	600
6800 TOTAL MISCELLANEOUS	608	1,532	1,657	2,400	2,250	2,250
6001 EXPENDITURES AND EXPENSES	218,644	203,380	184,925	246,674	234,491	234,491
44 WATERSLIDE / SWIMMING POOL	218,644	203,380	184,925	246,674	234,491	234,491

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**Fund:** Tax Increment Financing District #2151  
**Fund Number:** 206 **Dept. No. 62**  
**District Name:** TIF Redevelopment District #2

**DESCRIPTION OF ACTIVITY**

This fund is used to account for collection and disbursement of tax revenues for activities within TIF District #2151, Anthony Shopping Center. The date of the first receipt of tax increment by this district was July 1991. Last receipt of tax increment is expected in December 2016 and the district will expire on December 31, 2016.

**MAJOR OBJECTIVES FOR 2013**

No major projects are budgeted for 2013. This fund returns a set amount of tax increment back to the property owners as part of a development agreement. The three property owners are the Cub Foods store, the Liquor Store, and the Video Store. Revenue notes are payable only if sufficient tax increment is generated by the properties. For the 2013 budget, it is estimated that \$96,524 be paid as principal and interest on the Tax Increment revenue notes 1995A, 1995B, and 1996A.

The remaining tax increment revenue, after debt service, is used to offset administrative expenses of the EDA and provide funding for redevelopment projects in other tax increment district funds. Under state law, 25% of the tax increment revenues can be pooled with other tax increment districts for similar development projects.

TIF District #2151 provided financing for TIF District #2154 (Suburban Motel) in the form of an internal loan. The loan balance was \$150,000 as of December 31, 2011. It is expected that TIF District #2154 will be to repay the loan by the end of 2016.

**FINANCIAL ANALYSIS**

<b>Tax Increment District #2151 Fund</b>	<b>2012 Budget</b>	<b>2013 Budget</b>
Cash & Investments - Beginning Balance	\$ 125,217	\$ 157,755
<i><u>Revenues</u></i>		
Property Tax - Tax Increment	105,300	108,000
Investment Income	1,000	800
Principal repayment from TIF Dist. #2154	20,000	30,000
Interest payment from TIF District #2154	5,833	4,950
<i><u>Expenditures</u></i>		
District Administrative Costs	(2,071)	(2,101)
<i><u>Debt Service</u></i>		
Principal Payment on Pay-as-you-go Note	(38,071)	(41,376)
Interest Payment on Pay-as-you-go Note	(58,453)	(55,148)
<i><u>Transfers</u></i>		
Transfer Out – EDA Fund	(1,000)	(2,200)
Cash & Investments - Ending Balance	\$ 157,755	\$ 200,680

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00206 TIF #2151 - ANTHONY SHOP CTR						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4005 TOTAL PROPERTY TAXES						
4010 PROP TAX - CURRENT	104,481-	106,081-	104,277-	105,300-	108,000-	108,000-
4015 PROP TAX - DELINQUENT		13,565-				
4005 TOTAL PROPERTY TAXES	104,481-	119,646-	104,277-	105,300-	108,000-	108,000-
4345 TOTAL STATE INTERGOVERNMENTAL						
4357 STATE - MARKET VALUE CREDIT	352-	362-	385-			
4345 TOTAL STATE INTERGOVERNMENTAL	352-	362-	385-			
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	72-	949-	1,390-	1,000-	800-	800-
4810 INTEREST - INTERNAL FUNDS	9,625-	6,750-	6,233-	6,000-	4,950-	4,950-
4880 CHANGE IN F.V. OF INVESTMENTS	13	89-	362-			
4800 TOTAL INVESTMENT EARNINGS	9,684-	7,788-	7,985-	7,000-	5,750-	5,750-
4900 TOTAL MISCELLANEOUS						
5100 TOTAL TRANSFERS IN						
4001 REVENUES	114,517-	127,796-	112,647-	112,300-	113,750-	113,750-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	1,172	879	928	2,000	2,000	2,000
6250 LEGAL SERVICES - GENERAL		1,102	109			
6200 TOTAL PROFESSIONAL SERVICES	1,172	1,981	1,036	2,000	2,000	2,000
6650 TOTAL PRINTING AND ADVERTISING						
6660 PRINTING - NOTICES/ORDINANCES		24	24	36	40	40
6650 TOTAL PRINTING AND ADVERTISING		24	24	36	40	40
6700 TOTAL INSURANCE						
6705 INSURANCE	33	32	30	35	61	61
6700 TOTAL INSURANCE	33	32	30	35	61	61
7100 TOTAL DEBT SERVICE						
7110 PRINCIPAL PAYMENTS	42,116	39,073	35,251	38,071	41,376	41,376
7120 INTEREST EXPENSE	68,266	64,610	61,503	58,453	55,148	55,148
7100 TOTAL DEBT SERVICE	110,382	103,683	96,754	96,524	96,524	96,524
7400 TOTAL TRANSFERS OUT						
7425 TRANSFER OUT- EDA (ADMIN)		208	1,500	1,000	2,200	2,200
7400 TOTAL TRANSFERS OUT		208	1,500	1,000	2,200	2,200
6001 EXPENDITURES AND EXPENSES	111,587	105,928	99,345	99,595	100,825	100,825
4000 REVENUES AND EXPENDITURES	2,930-	21,868-	13,302-	12,705-	12,925-	12,925-
00206 TIF #2151 - ANTHONY SHOP CTR	2,930-	21,868-	13,302-	12,705-	12,925-	12,925-

**Fund:** Tax Increment Financing District #2152  
**Fund Number:** 207 **Dept. No. 64**  
**District Name:** Housing Replacement District #1

**DESCRIPTION OF ACTIVITY**

This fund is used to account for collection and disbursement of tax revenues for activities within TIF District #2152, Phase 1 Housing Replacement. Funds from this district may not be pooled and used in conjunction with other tax increment districts within the City of Crystal.

The date of the first receipt of tax increment by this district was July 1998. Last receipt of tax increment is expected in December 2013 and the district will expire and go out of existence on December 31, 2013. It will be possible to still expend District money in future years for existing obligations.

**MAJOR OBJECTIVES FOR 2013**

Special legislation was enacted by the State of Minnesota in 2008 which broadens the authority of the City of Crystal to use increments from their housing replacement TIF districts for any purpose in the city that is permitted for housing district increments under general law.

Housing District #1 began to supplement funds from the EDA for the home improvement rebate program administered by the Greater Metropolitan Housing Corporation once funds from the Bass Lake Road/Becker Park TIF District were exhausted.

**FINANCIAL ANALYSIS**

<b>Tax Increment District #2152 Fund</b>	<b>2012 Budget</b>	<b>2013 Budget</b>
Cash & Investments - Beginning Balance	\$ 145,697	\$ 5,176
<i>Revenues</i>		
Property Tax - Tax Increment	11,000	10,000
Market Value Credit		
Investment Income	2,000	100
<i>Expenditures</i>		
District Administrative Costs	(2,071)	(2,101)
Home Improvement Rebate Program	(150,000)	(10,975)
<i>Transfers</i>		
Transfer Out – EDA Fund	(1,450)	(2,200)
Cash & Investments - Ending Balance	\$ 5,176	\$ 0

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00207 TIF #2152 - PHASE 1 HOUSING						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4005 TOTAL PROPERTY TAXES						
4010 PROP TAX - CURRENT	10,637-	10,581-	10,399-	11,000-	10,000-	10,000-
4005 TOTAL PROPERTY TAXES	10,637-	10,581-	10,399-	11,000-	10,000-	10,000-
4345 TOTAL STATE INTERGOVERNMENTAL						
4357 STATE - MARKET VALUE CREDIT	505-	562-	629-			
4345 TOTAL STATE INTERGOVERNMENTAL	505-	562-	629-			
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	2,223-	2,791-	2,691-	2,000-	100-	100-
4880 CHANGE IN F.V. OF INVESTMENTS	390	262-	701-			
4800 TOTAL INVESTMENT EARNINGS	1,833-	3,053-	3,393-	2,000-	100-	100-
5100 TOTAL TRANSFERS IN						
4001 REVENUES	12,975-	14,196-	14,420-	13,000-	10,100-	10,100-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	906	461	866	2,000	2,000	2,000
6250 LEGAL SERVICES - GENERAL			675			
6275 HOME IMP REBATE PROG				134,000	9,775	9,775
6276 HOME IMP REBATE PROG - ADMIN				16,000	1,200	1,200
6200 TOTAL PROFESSIONAL SERVICES	906	461	1,541	152,000	12,975	12,975
6600 TOTAL COMMUNICATIONS						
6650 TOTAL PRINTING AND ADVERTISING						
6660 PRINTING - NOTICES/ORDINANCES		21	24	36	40	40
6650 TOTAL PRINTING AND ADVERTISING		21	24	36	40	40
6700 TOTAL INSURANCE						
6705 INSURANCE	150	47	12	35	61	61
6700 TOTAL INSURANCE	150	47	12	35	61	61
6800 TOTAL MISCELLANEOUS						
7400 TOTAL TRANSFERS OUT						
7425 TRANSFER OUT- EDA (ADMIN)		100	200	1,450	2,200	2,200
7400 TOTAL TRANSFERS OUT		100	200	1,450	2,200	2,200
6001 EXPENDITURES AND EXPENSES	1,056	629	1,777	153,521	15,276	15,276
4000 REVENUES AND EXPENDITURES	11,919-	13,568-	12,643-	140,521	5,176	5,176
00207 TIF #2152 - PHASE 1 HOUSING	11,919-	13,568-	12,643-	140,521	5,176	5,176

**Fund:** Tax Increment Financing District #2153  
**Fund Number:** 208 **Dept. No. 66**  
**District Name:** Housing Replacement District #2

**DESCRIPTION OF ACTIVITY**

This fund is used to account for collection and disbursement of tax revenues for activities within TIF District #2153, Phase 2 Housing Replacement. Funds from this district may not be pooled and used in conjunction with other tax increment districts within the City of Crystal.

The date of the first receipt of tax increment by this district was July 1998. Last receipt of tax increment is expected in December 2013 and the district will expire and go out of existence on December 31, 2013. It will be possible to still expend any remaining District money in future years for existing obligations.

**MAJOR OBJECTIVES FOR 2013**

Special legislation was enacted by the State of Minnesota in 2008 which broadens the authority of the City of Crystal to use increments from their housing replacement TIF districts for any purpose in the city that is permitted for housing district increments under general law.

Housing District #2 is the funding source for down payment assistance to encourage the purchase and rehab of vacant houses using FHA/HUD's 203K loan program, and the EDA's local match for state-funded interest rate buy-down for Community Fix-Up Fund loans to homeowners.

Housing District #2 will begin to supplement funds from the EDA for the home improvement rebate program administered by the Greater Metropolitan Housing Corporation in 2013.

**FINANCIAL ANALYSIS**

<b>Tax Increment District #2153 Fund</b>	<b>2012 Budget</b>	<b>2013 Budget</b>
Cash & Investments – Beginning Balance	\$ 208,810	\$ 188,054
<i><u>Revenues</u></i>		
Property Tax - Tax Increment	15,600	12,000
Investment Income	2,800	400
<i><u>Expenditures</u></i>		
District Administrative Costs	(2,071)	(1,101)
Community Fix-up and HUD 203K loans	(36,000)	(36,000)
Home Improvement Rebate Program		(161,153)
<i><u>Transfers</u></i>		
Transfer Out – EDA Fund	(1,085)	(2,200)
Cash & Investments – Ending Balance	\$ 188,054	\$ 0

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Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00208 TIF #2153 - PHASE 2 HOUSING						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4005 TOTAL PROPERTY TAXES						
4010 PROP TAX - CURRENT	16,364-	14,536-	14,460-	15,600-	12,000-	12,000-
4015 PROP TAX - DELINQUENT	1,323-					
4005 TOTAL PROPERTY TAXES	17,688-	14,536-	14,460-	15,600-	12,000-	12,000-
4345 TOTAL STATE INTERGOVERNMENTAL						
4357 STATE - MARKET VALUE CREDIT	1,143-	1,348-	1,230-			
4345 TOTAL STATE INTERGOVERNMENTAL	1,143-	1,348-	1,230-			
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	4,612-	3,961-	3,836-	2,800-	400-	400-
4880 CHANGE IN F.V. OF INVESTMENTS	809	371-	1,000-			
4800 TOTAL INVESTMENT EARNINGS	3,803-	4,332-	4,835-	2,800-	400-	400-
5100 TOTAL TRANSFERS IN						
4001 REVENUES	22,633-	20,216-	20,525-	18,400-	12,400-	12,400-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	945	484	869	2,000	1,000	1,000
6275 HOME IMP REBATE PROG					144,000	144,000
6276 HOME IMP REBATE PROG - ADMIN					17,153	17,153
6305 CONTRACTUAL SERVICES				36,000	36,000	36,000
6200 TOTAL PROFESSIONAL SERVICES	945	484	869	38,000	198,153	198,153
6600 TOTAL COMMUNICATIONS						
6650 TOTAL PRINTING AND ADVERTISING						
6660 PRINTING - NOTICES/ORDINANCES		21	24	36	40	40
6650 TOTAL PRINTING AND ADVERTISING		21	24	36	40	40
6700 TOTAL INSURANCE						
6705 INSURANCE	150	105	21	35	61	61
6700 TOTAL INSURANCE	150	105	21	35	61	61
6800 TOTAL MISCELLANEOUS						
7400 TOTAL TRANSFERS OUT						
7425 TRANSFER OUT- EDA (ADMIN)		100	250	1,085	2,200	2,200
7400 TOTAL TRANSFERS OUT		100	250	1,085	2,200	2,200
6001 EXPENDITURES AND EXPENSES	1,095	710	1,164	39,156	200,454	200,454
4000 REVENUES AND EXPENDITURES	21,538-	19,506-	19,361-	20,756	188,054	188,054
00208 TIF #2153 - PHASE 2 HOUSING	21,538-	19,506-	19,361-	20,756	188,054	188,054

**Fund:** Tax Increment Financing District #2154  
**Fund Number:** 209 **Dept. No. 68**  
**District Name:** TIF Redevelopment District #3

**DESCRIPTION OF ACTIVITY**

This fund is used to account for collection and disbursement of tax revenues for activities within TIF District #2154, Suburban Motel Site. The Suburban Motel site was re-developed in 1999-2000. Funds from this district may not be pooled and used in conjunction with other tax increment districts within the City of Crystal.

The date of the first receipt of tax increment by this district was July 2001. Last receipt of tax increment is expected in December 2026 and the district will expire and go out of existence on December 31, 2026.

As of December 31, 2011, the loan balances were \$150,000 owed to TIF District 2151 and \$238,000 owed to TIF District #2155.

**MAJOR OBJECTIVES FOR 2013**

No development projects are planned for 2013.

It is expected that in 2013, District 2154 will pay about \$11,167 of interest on the loan and repay about \$100,000 on the principal of the loan.

**FINANCIAL ANALYSIS**

Tax Increment District #2154 Fund	2012 Budget	2013 Budget
Cash & Investments – Beginning Balance	\$ 2,433	\$ 9,210
<i>Revenues</i>		
Property Tax - Tax Increment	113,000	113,000
Investment Income	100	100
<i>Expenditures</i>		
District Administrative Costs	(2,471)	(2,101)
<i>Debt Activity</i>		
Principal payment to TIF District #2151	(20,000)	(30,000)
Interest Payment to TIF District #2151	(5,833)	(4,950)
Principal payment to TIF District #2155	(68,000)	(70,000)
Interest Payment to TIF District #2155	(8,937)	(6,217)
<i>Transfers</i>		
Transfer Out – EDA Fund	(1,082)	(2,200)
Cash & Investments - Ending Balance	\$ 9,210	\$ 6,842

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Budget Report

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00209 TIF #2154 - SUBURBAN MOTEL						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4005 TOTAL PROPERTY TAXES						
4010 PROP TAX - CURRENT	109,959-	99,104-	101,152-	113,000-	113,000-	113,000-
4005 TOTAL PROPERTY TAXES	109,959-	99,104-	101,152-	113,000-	113,000-	113,000-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	241-	161-	184-	100-	100-	100-
4880 CHANGE IN F.V. OF INVESTMENTS	42	15-	48-			
4800 TOTAL INVESTMENT EARNINGS	199-	176-	232-	100-	100-	100-
5000 TOTAL OTHER FINANCING SOURCES						
5100 TOTAL TRANSFERS IN						
4001 REVENUES	110,158-	99,280-	101,384-	113,100-	113,100-	113,100-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	1,101	765	924	2,400	2,000	2,000
6200 TOTAL PROFESSIONAL SERVICES	1,101	765	924	2,400	2,000	2,000
6650 TOTAL PRINTING AND ADVERTISING						
6660 PRINTING - NOTICES/ORDINANCES		24	24	36	40	40
6650 TOTAL PRINTING AND ADVERTISING		24	24	36	40	40
6700 TOTAL INSURANCE						
6705 INSURANCE	12	12	12	35	61	61
6700 TOTAL INSURANCE	12	12	12	35	61	61
7100 TOTAL DEBT SERVICE						
7120 INTEREST EXPENSE	30,382	21,100	17,970	15,440	11,167	11,167
7100 TOTAL DEBT SERVICE	30,382	21,100	17,970	15,440	11,167	11,167
7400 TOTAL TRANSFERS OUT						
7425 TRANSFER OUT- EDA (ADMIN)		215	1,207	1,085	2,200	2,200
7400 TOTAL TRANSFERS OUT		215	1,207	1,085	2,200	2,200
6001 EXPENDITURES AND EXPENSES	31,495	22,116	20,137	18,996	15,468	15,468
4000 REVENUES AND EXPENDITURES	78,663-	77,163-	81,247-	94,104-	97,632-	97,632-
00209 TIF #2154 - SUBURBAN MOTEL	78,663-	77,163-	81,247-	94,104-	97,632-	97,632-

**Fund:** Tax Increment Financing District #2155  
**Fund Number:** 210 **Dept. No. 70**  
**District Name:** TIF Housing District #4

**DESCRIPTION OF ACTIVITY**

This fund accounts for collection and disbursement of tax revenues for activities within TIF District #2155, LaNel Apartments and Assisted Living Facility. The LaNel (originally the Lamplighter) Apartment Complex was re-developed and expanded to include a new assisted living facility. Funds from this district may not be pooled and used in conjunction with other tax increment districts within the City of Crystal.

The date of the first receipt of tax increment by this district was July 2000. Last receipt of tax increment is expected in December 2025 and the district will expire and go out of existence on December 31, 2025.

TIF District #2155 provided financing for TIF District #2154 (Suburban Motel) in the form of an internal loan. The loan balance was \$238,000 as of December 31, 2011. It is expected that TIF District #2154 will be to repay the loan by the end of 2016.

**MAJOR OBJECTIVES FOR 2013**

For the 2013 budget, it is estimated that \$86,545 will be paid to the developer on the 2002 tax increment revenue note. Housing District #4 will supplement funds from the EDA and other TIF districts for the home improvement rebate program beginning in 2013.

**FINANCIAL ANALYSIS**

Tax Increment District #2155 Fund	2012 Budget	2013 Budget
Cash & Investments - Beginning Balance	\$ 460,958	\$ 594,899
<i><u>Revenues</u></i>		
Property Tax – Tax Increment	144,000	144,000
Investment Income	3,400	3,800
Principal repayment from TIF Dist. #2154	68,000	70,000
Interest payment from TIF District. #2154	8,937	6,217
<i><u>Expenditures</u></i>		
District Administrative Costs	(2,471)	(2,101)
Home Improvement Rebate Program		(29,700)
<i><u>Debt Activity</u></i>		
Principal Payment on Pay-as-you-go Note	(50,590)	(54,193)
Interest Payment on Pay-as-you-go Note	(35,955)	(32,352)
<i><u>Transfers</u></i>		
Transfer Out – EDA Fund	(1,380)	(2,200)
Cash & Investments - Ending Balance	\$ 594,899	\$ 698,370

Fiscal Period: 12 / 12

Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00210 TIF #2155 - LAMPLIGHTER						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4005 TOTAL PROPERTY TAXES						
4010 PROP TAX - CURRENT	145,083-	156,743-	144,227-	144,000-	144,000-	144,000-
4005 TOTAL PROPERTY TAXES	145,083-	156,743-	144,227-	144,000-	144,000-	144,000-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	448-	3,556-	6,206-	3,400-	3,800-	3,800-
4810 INTEREST - INTERNAL FUNDS	20,757-	14,350-	11,737-	9,440-	6,217-	6,217-
4880 CHANGE IN F.V. OF INVESTMENTS	79	333-	1,618-			
4800 TOTAL INVESTMENT EARNINGS	21,126-	18,239-	19,560-	12,840-	10,017-	10,017-
5100 TOTAL TRANSFERS IN						
4001 REVENUES	166,209-	174,982-	163,787-	156,840-	154,017-	154,017-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	1,222	922	1,063	2,400	2,000	2,000
6275 HOME IMP REBATE PROG					26,450	26,450
6276 HOME IMP REBATE PROG - ADMIN					3,250	3,250
6200 TOTAL PROFESSIONAL SERVICES	1,222	922	1,063	2,400	31,700	31,700
6650 TOTAL PRINTING AND ADVERTISING						
6660 PRINTING - NOTICES/ORDINANCES		24	24	36	40	40
6650 TOTAL PRINTING AND ADVERTISING		24	24	36	40	40
6700 TOTAL INSURANCE						
6705 INSURANCE	39	24	24	35	61	61
6700 TOTAL INSURANCE	39	24	24	35	61	61
7100 TOTAL DEBT SERVICE						
7110 PRINCIPAL PAYMENTS	31,774	34,037	41,936	50,590	54,193	54,193
7120 INTEREST EXPENSE	43,821	41,558	39,134	35,955	32,352	32,352
7100 TOTAL DEBT SERVICE	75,595	75,595	81,070	86,545	86,545	86,545
7400 TOTAL TRANSFERS OUT						
7425 TRANSFER OUT- EDA (ADMIN)		306	1,600	1,380	2,200	2,200
7400 TOTAL TRANSFERS OUT		306	1,600	1,380	2,200	2,200
6001 EXPENDITURES AND EXPENSES	76,856	76,870	83,781	90,396	120,546	120,546
4000 REVENUES AND EXPENDITURES	89,353-	98,112-	80,006-	66,444-	33,471-	33,471-
00210 TIF #2155 - LAMPLIGHTER	89,353-	98,112-	80,006-	66,444-	33,471-	33,471-

**Fund: Economic Development Authority**  
**Fund Number: 220 Department No. 80**

The role of the staff to the Economic Development Authority is to coordinate and manage all commercial, industrial and residential redevelopment efforts, to administer the Crystal New Home Program and to achieve meaningful redevelopment through the use of tax increment financing and other financial tools where appropriate and when it is in the city’s best interest.

**Personnel Expenses:** This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2013 Budget</u>
Community Development Director	.50	.50	.50
City Planner/Asst. Comm. Dev. Dir.	.50	.50	.50

**Staff:** These personnel are supervised or work in this department, although part of their personnel expenses may be charged to another department in which they also work.

- Community Development Director/EDA Deputy Executive Director: Plans and directs community development functions including economic development, planning and zoning, environmental health, building, housing, code enforcement and residential and commercial redevelopment. Serves as a resource to residents, City Council, EDA, developers and co-workers on land use policy and redevelopment matters.
- City Planner/Assistant Community Development Director: Serves as the city’s principal planner and advises the department director in land use issues affecting redevelopment and economic development. Serves as a resource to residents, Planning Commission, City Council, EDA, developers and co-workers on land use and redevelopment matters. Coordinates housing redevelopment programs and serves as a resource for commercial redevelopment activities.

**Functions and Products**

- Coordinate and manage all commercial, industrial and residential redevelopment efforts.
- Administer the Crystal New Home Program.
- Achieve meaningful redevelopment using tax increment financing and other financial tools where appropriate and when it is in the city’s best interest.
- Work with the Housing Resource Center (part of the Greater Metropolitan Housing Corporation) to offer home improvement incentive rebates
- Utilize Community Development Block Grant funds for deferred home improvement loans
- Pursue opportunities for multi-family residential redevelopment, as appropriate
- Pursue opportunities for commercial and industrial redevelopment, as appropriate
- Acquire properties as available to land bank for future redevelopment, as appropriate

### **Funding Sources**

- EDA activities and EDA-attributable personnel costs are funded from the HRA levy.
- Housing program activities (acquisition/demolition) are funded, in part, from available increment in TIF districts 2152, 2153 and 2155.

### **2013 Goals and Objectives**

- Identify neighborhoods under stress for potential acquisition of residential properties for redevelopment under the Crystal New Home Program and continue to identify properties suitable for residential in-fill or rehabilitation.
- Monitor residential lot and home sales activity in order to gauge the extent to which funds are available for additional acquisitions during 2013.
- Continue to identify opportunities for redevelopment within commercial and industrial areas identified as potential redevelopment areas.
- Increase focus on prevention of blight and deterioration in residential neighborhoods due to foreclosed and abandoned properties.
- Continue to fund and administer the Home Improvement Incentive Rebate Program.
- Continue to provide funding sources for down payment assistance to encourage the purchase and rehab of vacant houses using FHA/HUD's 203K loan program and the EDA's local match for state-funded interest rate buy-down for Community Fix-Up Fund loans to homeowners.
- Continue to provide professional planning and community development support to the EDA and City Council.
- Identify qualifying projects and implement plan for the expenditure of available increment for qualified costs from TIF districts 2152 and 2153.

### **Budget Highlights:**

Limited revenues derived from lot sales are identified in the 2013 budget, but such sales are uncertain. Correspondingly, funds available for property acquisitions are dependent to a certain extent on land sales.

The Bass Lake Road/Becker Park TIF District expired at the end of 2009. Since then the District has been able to spend the money it had as of the expiration date on projects that were already committed. Money remaining in the fund as of this date came entirely from sources other than tax increments. This can be transferred to another fund. We are proposing to transfer any remaining money and land inventory to the EDA Fund at the end of 2012. Any uncompleted projects of TIF District 2150 will then need to be completed by the EDA in 2013.

With regard to the Home Improvement Incentive Rebate Program, the 2013 budget assumes that available increment in the two TIF housing replacement districts (2152 and 2153) will supplant the TIF 2150 funds for projects in households at less than 80% Area Median Income (AMI). The 2013 EDA budget includes funds for projects in households at 80%-120% of AMI.

**FINANCIAL ANALYSIS**

<b>Economic Development Authority Fund #220</b>	<b>2012 Budget</b>	<b>2013 Budget</b>
Cash & Investments - Beginning Balance	\$2,794,743	\$2,788,519
<i><u>Revenues</u></i>		
Property Tax	270,000	239,156
Development Note Principal	26,146	27,470
Administrative Charges	16,200	16,000
Sale of Property	200,000	325,000
Investment Income	32,000	26,000
Development Note Interest	6,104	4,780
Miscellaneous Revenue	54,000	54,000
Transfers in from other funds	6,000	11,000
Total Revenues	610,450	703,406
<i><u>Expenditures</u></i>		
Personnel Costs	119,665	134,501
Operating Expenses	137,009	185,467
Home Improvement Rebate Program	0	52,000
Property Purchases	360,000	225,000
Total Expenditures	616,674	596,968
Cash & Investments - Ending Balance	\$2,788,519	\$2,894,957

Fiscal Period: 12 / 12

Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00220 EDA						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4005 TOTAL PROPERTY TAXES						
4010 PROP TAX - CURRENT	279,991-	287,409-	254,043-	270,000-	239,156-	239,156-
4015 PROP TAX - DELINQUENT	4,606-	3,642-	3,949-			
4020 PROP TAX - PENALTIES/ INTEREST		3	30,888-			
4005 TOTAL PROPERTY TAXES	284,596-	291,048-	288,880-	270,000-	239,156-	239,156-
4300 TOTAL FED INTERGOVERNMENTAL						
4329 FEDERAL - CDBG - NSP PROG		421,123-	66,412-			
4300 TOTAL FED INTERGOVERNMENTAL		421,123-	66,412-			
4345 TOTAL STATE INTERGOVERNMENTAL						
4357 STATE - MARKET VALUE CREDIT	18,407-	16,731-	16,380-			
4345 TOTAL STATE INTERGOVERNMENTAL	18,407-	16,731-	16,380-			
4400 TOTAL CH. FOR SERV. -GEN GOV'T						
4402 ADMIN CHARGES - NONTAXABLE	16,357-					
4419 PRINCIPAL PYMTS - LOANS & C4D		586-	1,297-			
4422 PRINCIPAL PYMTS - HEATHERS	22,546-	23,687-	24,886-	26,146-	27,470-	27,470-
4425 ISSUER FEES ON CONDUIT DEBT		16,249-	16,106-	16,200-	16,000-	16,000-
4437 SALE OF LAND HELD FOR RESALE	425,000-	70,000-	42,100-	200,000-	325,000-	325,000-
4400 TOTAL CH. FOR SERV. -GEN GOV'T	463,903-	110,522-	84,389-	242,346-	368,470-	368,470-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	53,687-	58,060-	50,797-	32,000-	26,000-	26,000-
4825 INTEREST - HEATHERS NOTE	9,704-	8,563-	7,364-	6,104-	4,780-	4,780-
4880 CHANGE IN F.V. OF INVESTMENTS	9,418	5,442-	13,240-			
4800 TOTAL INVESTMENT EARNINGS	53,973-	72,065-	71,400-	38,104-	30,780-	30,780-
4900 TOTAL MISCELLANEOUS						
4902 MISCELLANEOUS RECEIPTS	57,130-	41,548-	55,996-	54,000-	54,000-	54,000-
4915 REIMBURSEMENT -OTHER			292-			
4900 TOTAL MISCELLANEOUS	57,130-	41,548-	56,288-	54,000-	54,000-	54,000-
5000 TOTAL OTHER FINANCING SOURCES						
5039 PROCEEDS-SALE OF PROP/EQUIP		288-				
5000 TOTAL OTHER FINANCING SOURCES		288-				
5100 TOTAL TRANSFERS IN						
5110 TRANSFER IN - OTHER FUNDS			105,000-			
5120 TRANSFER IN - TIF DISTRICTS	20,491-	19,561-	18,569-	6,000-	11,000-	11,000-
5100 TOTAL TRANSFERS IN	20,491-	19,561-	123,569-	6,000-	11,000-	11,000-
4001 REVENUES	898,500-	972,887-	707,318-	610,450-	703,406-	703,406-
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	94,544	90,470	94,266	95,259	96,686	96,686
6061 DEMO REIMB TO GEN/ENT FUNDS		3,409	28,098		12,500	12,500
6003 TOTAL SALARIES AND WAGES	94,544	93,879	122,364	95,259	109,186	109,186
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	6,254	6,174	6,769	7,287	7,396	7,396

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Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
6110 PERA - COORDINATED	6,810	7,074	6,908	6,906	7,010	7,010
6140 HEALTH INSURANCE	7,843	7,893	9,218	8,577	9,199	9,199
6142 HEALTH SAVINGS ACCOUNTS		877	1,250			
6145 DENTAL INSURANCE	132	127	138	132	192	192
6150 LIFE INSURANCE	42	21	23	23	23	23
6155 RETIRE HLTH SAVINGS PLAN	1,693	1,680	1,725	1,033	1,041	1,041
6185 WORKERS COMP INSURANCE	311	393	443	448	454	454
6100 TOTAL EMPLOYEE BENEFITS	23,085	24,240	26,473	24,406	25,315	25,315
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	18,625	32,858	46,560	40,000	42,000	42,000
6215 AUDIT SERVICES	1,500	1,500	3,250	1,500	1,800	1,800
6250 LEGAL SERVICES - GENERAL	5,840	27,432	26,885	26,000	30,000	30,000
6275 HOME IMP REBATE PROG	42,904	27,682	19,943		46,300	46,300
6276 HOME IMP REBATE PROG - ADMIN	2,607	2,144	1,742		5,700	5,700
6200 TOTAL PROFESSIONAL SERVICES	71,476	91,616	98,380	67,500	125,800	125,800
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	6,462	21,276	34,448	20,000	48,000	48,000
6315 TREE TRIM / REMOVAL SERVICES	4,114		6,152	5,000	6,000	6,000
6350 RELOCATION				10,000	10,000	10,000
6300 TOTAL CONTRACTUAL SERVICES	10,576	21,276	40,600	35,000	64,000	64,000
6400 TOTAL UTILITIES						
6405 ELECTRIC SERVICE	63	94	338	500	500	500
6410 GAS SERVICE		81	273	500	500	500
6415 RUBBISH REMOVAL	8,510	629	22,095	10,000	14,000	14,000
6420 CITY UTILITY CHARGES		339	1,726	1,000	3,000	3,000
6400 TOTAL UTILITIES	8,573	1,143	24,431	12,000	18,000	18,000
6480 TOTAL RENTALS						
6495 RENTALS - MACHINERY & EQUIP			496	2,000	2,000	2,000
6480 TOTAL RENTALS			496	2,000	2,000	2,000
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	1,062	21	3,633	500	3,000	3,000
6525 BLDG REPAIR/MAINT SUPPLIES			670			
6530 LANDSCAPE MAT'LS & SUPPLIES				500	500	500
6500 TOTAL SUPPLIES	1,062	21	4,303	1,000	3,500	3,500
6600 TOTAL COMMUNICATIONS						
6610 PHONE SERVICES	175	174	210			
6620 DELIVERY CHARGES	12	22	33	200	60	60
6600 TOTAL COMMUNICATIONS	187	196	243	200	60	60
6650 TOTAL PRINTING AND ADVERTISING						
6660 PRINTING - NOTICES/ORDINANCES		486	137	300	750	750
6665 PRINTING - GENERAL				300	300	300
6650 TOTAL PRINTING AND ADVERTISING		486	137	600	1,050	1,050
6700 TOTAL INSURANCE						
6705 INSURANCE	3,395	2,902	3,700	5,624	2,922	2,922
6700 TOTAL INSURANCE	3,395	2,902	3,700	5,624	2,922	2,922
6800 TOTAL MISCELLANEOUS						

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Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
6810 TRAINING AND TRAVEL	341	786	408	1,000	1,000	1,000
6820 DUES AND SUBSCRIPTIONS	699	359	419	4,585	4,135	4,135
6830 LICENSES, PERMITS AND TAXES	61,148	13,346	36,776	7,500	15,000	15,000
6800 TOTAL MISCELLANEOUS	62,187	14,490	37,603	13,085	20,135	20,135
6900 TOTAL CAPITAL OUTLAY						
6940 MISCELLANEOUS CAPITAL OUTLAY	215,224	112,555	514,598	360,000	225,000	225,000
6900 TOTAL CAPITAL OUTLAY	215,224	112,555	514,598	360,000	225,000	225,000
7400 TOTAL TRANSFERS OUT						
6001 EXPENDITURES AND EXPENSES	490,308	362,803	873,327	616,674	596,968	596,968
4000 REVENUES AND EXPENDITURES	408,192-	610,084-	166,009	6,224	106,438-	106,438-
00220 EDA	408,192-	610,084-	166,009	6,224	106,438-	106,438-

**Fund: City Initiatives Fund**  
**Fund Number: 240**

**DESCRIPTION OF ACTIVITY**

The City Initiatives Fund accounts for donations and other miscellaneous revenues that the City receives that are pledged to be spent on particular projects. Exact donations and projects for 2013 are not yet known. The amounts budgeted for 2013 are similar to the totals received and spent in past years.

About \$28,500 of donations for the Police Canine Unit have been received through July 2012. This money will be spent in 2013 for capital and other start-up costs of the canine unit. Included in the purchases will be: mobile radio, in-squad digital video, K9 container for squad, dog kennel, K9 school and veterinary costs.

**FINANCIAL ANALYSIS**

<b>City Initiatives Fund</b>	<b>2012 Budget</b>	<b>2013 Budget</b>
Available Resources - Beginning Balance	\$ 59,011	\$ 84,011
<i>Revenues</i>		
Miscellaneous Receipts	6,000	6,000
Donations	45,000	21,000
<i>Expenditures</i>		
General Government	(4,000)	(6,000)
Public Safety	(15,000)	(12,000)
Public Safety – Canine Unit		(28,500)
Recreation	(7,000)	(9,000)
Available Resources - Ending Balance	\$ 84,011	\$ 55,511

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Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00240 CITY INITIATIVES						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4005 TOTAL PROPERTY TAXES						
4010 PROP TAX - CURRENT	4,249-	635-	6,314-			
4005 TOTAL PROPERTY TAXES	4,249-	635-	6,314-			
4345 TOTAL STATE INTERGOVERNMENTAL						
4347 STATE - MISCELLANEOUS		357-				
4345 TOTAL STATE INTERGOVERNMENTAL		357-				
4900 TOTAL MISCELLANEOUS						
4902 MISCELLANEOUS RECEIPTS	2,991-	2,454-	2,497-	3,000-	3,000-	3,000-
4915 REIMBURSEMENT -OTHER		2,662-	168-	3,000-	3,000-	3,000-
4950 DONATIONS	24,843-	8,446-	10,757-	20,000-	21,000-	21,000-
4900 TOTAL MISCELLANEOUS	27,834-	13,563-	13,422-	26,000-	27,000-	27,000-
5100 TOTAL TRANSFERS IN						
4001 REVENUES	32,083-	14,555-	19,737-	26,000-	27,000-	27,000-
6001 EXPENDITURES AND EXPENSES						
6100 TOTAL EMPLOYEE BENEFITS						
6170 CLOTHING & CLOTHING ALLOW		712	144	1,000	300	300
6100 TOTAL EMPLOYEE BENEFITS		712	144	1,000	300	300
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	1,600	2,130	3,874	4,000	3,600	3,600
6200 TOTAL PROFESSIONAL SERVICES	1,600	2,130	3,874	4,000	3,600	3,600
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	3,000	2,000	3,000	5,000	5,700	5,700
6300 TOTAL CONTRACTUAL SERVICES	3,000	2,000	3,000	5,000	5,700	5,700
6440 TOTAL REPAIR & MAINT SERVICES						
6445 BUILDING R & M SERVICES			3,019			
6440 TOTAL REPAIR & MAINT SERVICES			3,019			
6480 TOTAL RENTALS						
6485 RENTALS - MISCELLANEOUS	264		814	1,000	500	500
6480 TOTAL RENTALS	264		814	1,000	500	500
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	6,982	14,371	12,489	8,400	15,000	15,000
6525 BLDG REPAIR/MAINT SUPPLIES	488					
6530 LANDSCAPE MAT'LS & SUPPLIES	269	933	470			
6540 VEHICLE SUPPLIES					15,000	15,000
6545 MOTOR FUELS	110		510			
6500 TOTAL SUPPLIES	7,848	15,304	13,469	8,400	30,000	30,000
6650 TOTAL PRINTING AND ADVERTISING						
6690 ADVERTISING - GENERAL	1,031		1,000	1,200	1,000	1,000
6650 TOTAL PRINTING AND ADVERTISING	1,031		1,000	1,200	1,000	1,000
6800 TOTAL MISCELLANEOUS						

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Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
6810 TRAINING AND TRAVEL	3,185	3,017	2,760	3,300	12,000	12,000
6820 DUES AND SUBSCRIPTIONS	298	121	177			
6860 ACTIVITY ASSISTANCE EXPENSE	1,750	2,010	2,304	2,100	2,400	2,400
6800 TOTAL MISCELLANEOUS	5,233	5,148	5,241	5,400	14,400	14,400
6900 TOTAL CAPITAL OUTLAY						
7400 TOTAL TRANSFERS OUT						
6001 EXPENDITURES AND EXPENSES	18,977	25,294	30,561	26,000	55,500	55,500
4000 REVENUES AND EXPENDITURES	13,107-	10,739	10,824		28,500	28,500
00240 CITY INITIATIVES	13,107-	10,739	10,824		28,500	28,500

**Fund: Special Projects Fund**  
**Fund Number: 245**

**DESCRIPTION OF ACTIVITY**

The Special Projects/Grants Fund accounts for grants and forfeited vehicle revenues that the City receives and must spend on particular projects. Exact revenues and projects for 2013 are not yet known. The amounts budgeted for 2013 include activity similar to past years with the addition of a one-time purchase of mobile computing devices for use in three police squad cars.

**FINANCIAL ANALYSIS**

<b>Special Projects Fund</b>	<b>2012 Budget</b>	<b>2013 Budget</b>
Available Resources - Beginning Balance	\$ 38,188	\$ 20,188
<i>Revenues</i>		
Federal Grants	15,000	18,000
Forfeitures	15,000	18,000
<i>Expenditures</i>		
Public Safety	(48,000)	(36,000)
Available Resources - Ending Balance	\$ 20,188	\$ 20,188

Fiscal Period: 12 / 12

Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00245 SPECIAL PROJECTS / GRANTS						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4300 TOTAL FED INTERGOVERNMENTAL						
4302 FEDERAL - MISCELLANEOUS	1,280-	1,311-	8,149-	15,000-	18,000-	18,000-
4304 FEDERAL - BULLETPROOF VESTS		354-				
4335 FEDERAL - OPERATION NIGHTCAP	5,620-	4,802-	4,785-			
4340 FEDERAL - SAFE & SOBER	13,615-	10,650-	10,422-			
4341 FEDERAL - TOWARDS ZERO DEATH			6,549-			
4300 TOTAL FED INTERGOVERNMENTAL	20,516-	17,117-	29,905-	15,000-	18,000-	18,000-
4345 TOTAL STATE INTERGOVERNMENTAL						
4700 TOTAL FINES AND FORFEITURES						
4745 FORFEITURE-SALE>SEIZED VEHICLE	9,245-	12,337-	18,400-	10,000-	15,000-	15,000-
4746 FORFEITURE-VEHICLE SETTLEMENT	3,900-	5,500-	700-	5,000-	3,000-	3,000-
4700 TOTAL FINES AND FORFEITURES	13,145-	17,837-	19,100-	15,000-	18,000-	18,000-
5000 TOTAL OTHER FINANCING SOURCES						
5100 TOTAL TRANSFERS IN						
4001 REVENUES	33,661-	34,954-	49,005-	30,000-	36,000-	36,000-
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6015 OVERTIME-REGULAR EMPLOYEES	16,394	14,275	23,029	15,000	24,000	24,000
6003 TOTAL SALARIES AND WAGES	16,394	14,275	23,029	15,000	24,000	24,000
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	225	187	276	300	300	300
6115 PERA - POLICE	2,322	2,013	3,316	2,100	3,300	3,300
6170 CLOTHING & CLOTHING ALLOW	1,280	354		300		
6185 WORKERS COMP INSURANCE	295	289	472	300	480	480
6100 TOTAL EMPLOYEE BENEFITS	4,121	2,842	4,064	3,000	4,080	4,080
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	3,080	7,430	3,080	7,500	4,500	4,500
6200 TOTAL PROFESSIONAL SERVICES	3,080	7,430	3,080	7,500	4,500	4,500
6440 TOTAL REPAIR & MAINT SERVICES						
6455 VEHICLE R & M SERVICES	559	24				
6440 TOTAL REPAIR & MAINT SERVICES	559	24				
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES			2,812		120	120
6540 VEHICLE SUPPLIES	17	3,561	464	4,200	3,000	3,000
6500 TOTAL SUPPLIES	17	3,561	3,276	4,200	3,120	3,120
6800 TOTAL MISCELLANEOUS						
6830 LICENSES, PERMITS AND TAXES		260	160	300	300	300
6800 TOTAL MISCELLANEOUS		260	160	300	300	300
6900 TOTAL CAPITAL OUTLAY						
6930 VEHICLES				18,000		

Fiscal Period: 12 / 12

Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
6900 TOTAL CAPITAL OUTLAY				18,000		
7400 TOTAL TRANSFERS OUT						
6001 EXPENDITURES AND EXPENSES	24,172	28,392	33,609	48,000	36,000	36,000
4000 REVENUES AND EXPENDITURES	9,489-	6,562-	15,396-	18,000		
00245 SPECIAL PROJECTS / GRANTS	9,489-	6,562-	15,396-	18,000		

## Debt Service Funds

Cities often acquire or construct long lived assets such as land, buildings, parks, streets and other types of infrastructure. These purchases often involve large expenditures that can not be handled in the operating budget of a single year. Sale of bonds or other debt is a way to finance these expenditures with the repayment of the debt spread out over many years. Life of the bonds should be equal to or less than the life of the asset acquired with the proceeds of the bonds. This has the advantage that the citizens who make the annual payments on the bonds are the same ones who benefit from use of the asset acquired with the proceeds of the bonds.

A separate debt service fund is set up to account for each bond issue. Certain revenues are pledged to repayment of a bond at the time the bond issue is sold. It is important to account for these revenues in a way that demonstrates that they have been properly reserved for the payment of principal, interest, and related expenses of that bond issue.

Types of revenue that are frequently pledged to the repayment of debt include: property taxes, special assessments, tax increment financing (TIF), state aid, and utility revenues. Debt being repaid by utility revenues is accounted for in the related enterprise fund.

Currently outstanding bonds rely on either property taxes or special assessments for the revenue needed to repay the debt.

The City of Crystal has been rated by Moody's Investor Services each time it issued a bond. The most recent rating was in 2012 and was an Aa2 rating. The Aa2 rating reflects the city's mature tax base located in the Twin Cities, healthy financial operations, and modest debt levels with rapid principal repayment.

**Fund:** G.O. Special Assessment Improvement Bonds, 2004A  
**Fund Number:** 325

**DESCRIPTION OF ACTIVITY**

This fund is used to account for the payment of principal and interest on the bonds that were sold to finance Phase 6 of the street reconstruction project. Phase 6 included that part of the City lying east of western city limits, west of Douglas Drive, north of 36<sup>th</sup> Avenue, and south of 42<sup>nd</sup> Avenue – also known as the Brownwood neighborhood.

A portion of the proceeds of the 2004A bonds were used to refinance the 2006 through 2014 maturities the G.O. Special Assessment Improvement Bonds, 1998A. The G.O. Special Assessment Improvement Bonds, 1998A were sold to finance Phase 4 of the street reconstruction project. Phase 4 included that part of the City bounded on the west by Douglas Drive, on the north by 36<sup>th</sup> Avenue, on the east by Vera Cruz Avenue, and on the south by Welcome Avenue – also known as the East Central neighborhood.

The original amount of the bonds was \$2,045,000 with principal and interest payments running from 2005 through 2020. Interest rates on the bonds range from 2.0% to 4.6% with a weighted average rate of 4.0253%. These bonds have a call feature that allows the City to call the remaining bonds for early payment beginning on February 1, 2014.

Fiscal Period: 12 / 12

Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00325 2004A IMP BONDS(PH 6)+REF '98						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4050 TOTAL SPECIAL ASSESSMENTS						
4055 SPECIAL ASSESS - INCOME	95,676-	92,026-	88,943-	87,103-	83,758-	83,758-
4060 SPECIAL ASSESS - DELINQUENT	2,639-	8,574-	1,703-			
4065 SPECIAL ASSESS - PREPAID	33,854-	25,554-	17,958-	26,162-	19,618-	19,618-
4070 SPECIAL ASSESS - PENALTIES	1,168-	2,504-	952-			
4075 SPECIAL ASSESS - INTEREST	57,604-	48,804-	41,125-	39,636-	25,620-	25,620-
4050 TOTAL SPECIAL ASSESSMENTS	190,941-	177,462-	150,680-	152,901-	128,996-	128,996-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	21,950-	16,562-	14,157-	10,300-	6,292-	6,292-
4880 CHANGE IN F.V. OF INVESTMENTS	3,851	1,552-	3,690-			
4800 TOTAL INVESTMENT EARNINGS	18,099-	18,115-	17,847-	10,300-	6,292-	6,292-
5100 TOTAL TRANSFERS IN						
4001 REVENUES	209,041-	195,577-	168,527-	163,201-	135,288-	135,288-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	533	512	3,250	700	600	600
6225 BANK CHARGES & CR CARD FEES			81		100	100
6200 TOTAL PROFESSIONAL SERVICES	533	512	3,330	700	700	700
7100 TOTAL DEBT SERVICE						
7110 PRINCIPAL PAYMENTS	165,000	155,000	155,000	150,000	145,000	145,000
7120 INTEREST EXPENSE	55,251	49,858	44,355	38,715	33,037	33,037
7130 PAYING AGENT CHARGES	431	431	431	500	500	500
7145 ARBITRAGE REBATE PAYMENTS			4,433			
7100 TOTAL DEBT SERVICE	220,683	205,289	204,219	189,215	178,537	178,537
7400 TOTAL TRANSFERS OUT						
6001 EXPENDITURES AND EXPENSES	221,215	205,800	207,549	189,915	179,237	179,237
4000 REVENUES AND EXPENDITURES	12,174	10,224	39,022	26,714	43,949	43,949
00325 2004A IMP BONDS(PH 6)+REF '98	12,174	10,224	39,022	26,714	43,949	43,949

**Fund: G.O. Special Assessment Improvement Bonds, 2005A**  
**Fund Number: 326**

**DESCRIPTION OF ACTIVITY**

This fund is used to account for the payment of principal and interest on the bonds that were sold to finance Phase 7 of the street reconstruction project. Phase 7 included the Fair and Crystal Heights neighborhoods. The Fair neighborhood is bounded on the west by Douglas Drive, on the north by 42<sup>nd</sup> Avenue and by the city limits between Adair Avenue and Vera Cruz Avenue, on the east by Adair Avenue between 39<sup>th</sup> Avenue and 42<sup>nd</sup> Avenue then by Vera Cruz Avenue between 38<sup>th</sup> Avenue and 36<sup>th</sup> Avenue, and on the south by 36<sup>th</sup> Avenue. The Crystal Heights neighborhood is bounded on the west by Lilac Drive, on the north by 36<sup>th</sup> Avenue, on the east by Regent Avenue and on the south by the city limits.

The original amount of the bonds was \$1,440,000 with principal and interest payments running from 2006 through 2021. Interest rates on the bonds range from 3.5% to 4.0% with a weighted average rate of 3.9092%. These bonds have a call feature that allows the City to call the remaining bonds for early payment beginning on February 1, 2016.

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Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00326 2005A IMPROVE BONDS (PH 7)						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4050 TOTAL SPECIAL ASSESSMENTS						
4055 SPECIAL ASSESS - INCOME	56,807-	58,536-	56,514-	55,791-	54,762-	54,762-
4060 SPECIAL ASSESS - DELINQUENT	4,196-	8,267-	965-			
4065 SPECIAL ASSESS - PREPAID	16,240-	6,885-	9,431-	25,106-	21,905-	21,905-
4070 SPECIAL ASSESS - PENALTIES	1,179-	2,108-	430-			
4075 SPECIAL ASSESS - INTEREST	48,048-	43,219-	38,643-	30,127-	26,286-	26,286-
4050 TOTAL SPECIAL ASSESSMENTS	126,471-	119,014-	105,983-	111,024-	102,953-	102,953-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	17,823-	13,151-	11,222-	8,400-	5,227-	5,227-
4880 CHANGE IN F.V. OF INVESTMENTS	3,127	1,233-	2,925-			
4800 TOTAL INVESTMENT EARNINGS	14,697-	14,383-	14,147-	8,400-	5,227-	5,227-
5000 TOTAL OTHER FINANCING SOURCES						
4001 REVENUES	141,168-	133,398-	120,130-	119,424-	108,180-	108,180-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	260	2,952	1,546	250	250	250
6225 BANK CHARGES & CR CARD FEES		112	111	150	150	150
6200 TOTAL PROFESSIONAL SERVICES	260	3,064	1,657	400	400	400
7100 TOTAL DEBT SERVICE						
7110 PRINCIPAL PAYMENTS	105,000	105,000	100,000	100,000	100,000	100,000
7120 INTEREST EXPENSE	45,813	42,138	38,550	34,800	30,800	30,800
7130 PAYING AGENT CHARGES	403	403	403	500	500	500
7145 ARBITRAGE REBATE PAYMENTS			989			
7100 TOTAL DEBT SERVICE	151,215	147,540	139,941	135,300	131,300	131,300
6001 EXPENDITURES AND EXPENSES	151,475	150,604	141,598	135,700	131,700	131,700
4000 REVENUES AND EXPENDITURES	10,307	17,207	21,468	16,276	23,520	23,520
00326 2005A IMPROVE BONDS (PH 7)	10,307	17,207	21,468	16,276	23,520	23,520

**Fund:** G.O. Aquatic Center Bonds, Series 2005B  
**Fund Number:** 327

**DESCRIPTION OF ACTIVITY**

This fund is used to account for the payment of principal and interest on the G.O. Aquatic Center Bonds, Series 2005B. These were sold to finance reconstruction of the City of Crystal's swimming pool, which originally opened in 1968. Voters approved the project in a referendum in the fall of 2004 and the bonds are supported by a market value based property tax levy.

The original amount of the bonds was \$2,395,000 with principal and interest payments running from 2006 through 2020. Interest rates on the bonds range from 3.5% to 4.0% with a weighted average rate of 3.8884%. These bonds have a call feature that allows the City to call the remaining bonds for early payment beginning on February 1, 2016.

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Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00327 2005B AQUATIC CENTER BONDS						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4005 TOTAL PROPERTY TAXES						
4010 PROP TAX - CURRENT	203,072-	203,299-	204,038-	211,600-	210,400-	210,400-
4015 PROP TAX - DELINQUENT	4,306-	2,996-	2,990-			
4020 PROP TAX - PENALTIES/ INTEREST		2	1			
4005 TOTAL PROPERTY TAXES	207,378-	206,293-	207,027-	211,600-	210,400-	210,400-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	4,554-	3,598-	3,183-	2,400-	1,861-	1,861-
4880 CHANGE IN F.V. OF INVESTMENTS	799	337-	830-			
4800 TOTAL INVESTMENT EARNINGS	3,755-	3,935-	4,012-	2,400-	1,861-	1,861-
5000 TOTAL OTHER FINANCING SOURCES						
4001 REVENUES	211,133-	210,228-	211,039-	214,000-	212,261-	212,261-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES		500				
6200 TOTAL PROFESSIONAL SERVICES		500				
7100 TOTAL DEBT SERVICE						
7110 PRINCIPAL PAYMENTS	130,000	135,000	140,000	145,000	155,000	155,000
7120 INTEREST EXPENSE	74,300	69,663	64,850	59,500	53,500	53,500
7130 PAYING AGENT CHARGES	403	403	403	500	500	500
7100 TOTAL DEBT SERVICE	204,703	205,065	205,253	205,000	209,000	209,000
7400 TOTAL TRANSFERS OUT						
6001 EXPENDITURES AND EXPENSES	204,703	205,565	205,253	205,000	209,000	209,000
4000 REVENUES AND EXPENDITURES	6,430-	4,663-	5,787-	9,000-	3,261-	3,261-
00327 2005B AQUATIC CENTER BONDS	6,430-	4,663-	5,787-	9,000-	3,261-	3,261-

**Fund: G.O. Special Assessment Improvement Bonds, 2006A**  
**Fund Number: 328**

**DESCRIPTION OF ACTIVITY**

This fund is used to account for the payment of principal and interest on the bonds that were sold to finance Phase 8 of the street reconstruction project. Phase 8 is the Forest South neighborhood. The Forest South neighborhood is bounded on the on the west by the first tier of lots west of Louisiana Avenue between 42<sup>nd</sup> and 45<sup>th</sup> Avenues, and the first tier of lots west of Nevada Avenue between 45<sup>th</sup> and 47<sup>th</sup> Avenues; on the north by 47<sup>th</sup> Avenue between Nevada Avenue and Douglas Drive; on the east by Douglas Drive between 42<sup>nd</sup> and 47<sup>th</sup> Avenues; and on the south by 42<sup>nd</sup> Avenue between Douglas Drive and Louisiana Avenue, and the first tier of lots south of 45<sup>th</sup> Avenue between Louisiana and Nevada Avenues.

The original amount of the bonds was \$1,855,000 with principal and interest payments running from 2007 through 2022. Interest rates on the bonds range from 3.75% to 4.2% with a weighted average rate of 4.1324%. The bonds have a call feature that allows the City to call the remaining bonds for early payment beginning on February 1, 2016.

Fiscal Period: 12 / 12

Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00328 2006 IMP BONDS (PH 8)						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4050 TOTAL SPECIAL ASSESSMENTS						
4055 SPECIAL ASSESS - INCOME	100,828-	98,733-	89,562-	89,739-	88,079-	88,079-
4060 SPECIAL ASSESS - DELINQUENT	6,594-	17,504-	1,873-			
4065 SPECIAL ASSESS - PREPAID	108,277-	55,522-	17,019-	44,870-	39,636-	39,636-
4070 SPECIAL ASSESS - PENALTIES	1,940-	5,185-	827-			
4075 SPECIAL ASSESS - INTEREST	93,708-	78,993-	68,293-	53,844-	47,563-	47,563-
4050 TOTAL SPECIAL ASSESSMENTS	311,346-	255,937-	177,575-	188,453-	175,278-	175,278-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	14,105-	13,339-	12,271-	9,000-	6,342-	6,342-
4880 CHANGE IN F.V. OF INVESTMENTS	2,474	1,250-	3,198-			
4800 TOTAL INVESTMENT EARNINGS	11,630-	14,589-	15,469-	9,000-	6,342-	6,342-
4001 REVENUES	322,977-	270,526-	193,044-	197,453-	181,620-	181,620-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	458	422	3,146	700	600	600
6225 BANK CHARGES & CR CARD FEES	134				100	100
6200 TOTAL PROFESSIONAL SERVICES	591	422	3,146	700	700	700
7100 TOTAL DEBT SERVICE						
7110 PRINCIPAL PAYMENTS	140,000	135,000	135,000	130,000	125,000	125,000
7120 INTEREST EXPENSE	63,498	58,341	53,279	48,310	43,498	43,498
7130 PAYING AGENT CHARGES	431	431	431	500	500	500
7100 TOTAL DEBT SERVICE	203,929	193,773	188,710	178,810	168,998	168,998
7400 TOTAL TRANSFERS OUT						
6001 EXPENDITURES AND EXPENSES	204,520	194,194	191,856	179,510	169,698	169,698
4000 REVENUES AND EXPENDITURES	118,457-	76,332-	1,188-	17,943-	11,922-	11,922-
00328 2006 IMP BONDS (PH 8)	118,457-	76,332-	1,188-	17,943-	11,922-	11,922-

**Fund: G.O. Special Assessment Improvement Bonds, 2008A**  
**Fund Number: 329**

**DESCRIPTION OF ACTIVITY**

This fund is used to account for the payment of principal and interest on the bonds that were sold to finance Phase 9 of the street reconstruction project. Phase 9 is the Cavanaugh Oaks neighborhood. The Cavanaugh Oaks neighborhood is bounded on the on the west by the Burlington Northern railroad except for two lots fronting on West Broadway and Corvallis Ave; on the north by the Canadian Pacific railroad; on the east by Twin Lake; and on the south by 47<sup>th</sup> Avenue.

The original amount of the bonds was \$2,190,000 with principal and interest payments running from 2009 through 2024. Interest rates on the bonds range from 3.5% to 4.35% with a weighted average rate of 4.0655%. The bonds have a call feature that allows the City to call the remaining bonds for early payment beginning on February 1, 2018.

Fiscal Period: 12 / 12

Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00329 2008 IMP BONDS (PH 9)						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4050 TOTAL SPECIAL ASSESSMENTS						
4055 SPECIAL ASSESS - INCOME	120,245-	115,044-	110,350-	110,448-	107,138-	107,138-
4060 SPECIAL ASSESS - DELINQUENT		4,217-	3,013-			
4065 SPECIAL ASSESS - PREPAID	140,720-	44,029-	47,209-	66,269-	58,926-	58,926-
4070 SPECIAL ASSESS - PENALTIES	1,127-	1,498-	1,404-			
4075 SPECIAL ASSESS - INTEREST	200,526-	102,603-	92,731-	79,523-	70,711-	70,711-
4050 TOTAL SPECIAL ASSESSMENTS	462,618-	267,391-	254,707-	256,240-	236,775-	236,775-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	8,619-	9,316-	8,662-	6,800-	4,713-	4,713-
4880 CHANGE IN F.V. OF INVESTMENTS	1,512	873-	2,258-			
4800 TOTAL INVESTMENT EARNINGS	7,107-	10,189-	10,919-	6,800-	4,713-	4,713-
5000 TOTAL OTHER FINANCING SOURCES						
4001 REVENUES	469,725-	277,580-	265,626-	263,040-	241,488-	241,488-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	444	408	390	600	4,000	4,000
6200 TOTAL PROFESSIONAL SERVICES	444	408	390	600	4,000	4,000
7100 TOTAL DEBT SERVICE						
7110 PRINCIPAL PAYMENTS		215,000	165,000	160,000	155,000	155,000
7120 INTEREST EXPENSE	84,960	81,198	74,548	68,860	63,348	63,348
7130 PAYING AGENT CHARGES	425	425	425	500	500	500
7145 ARBITRAGE REBATE PAYMENTS					6,263	6,263
7100 TOTAL DEBT SERVICE	85,385	296,623	239,973	229,360	225,111	225,111
6001 EXPENDITURES AND EXPENSES	85,829	297,031	240,363	229,960	229,111	229,111
4000 REVENUES AND EXPENDITURES	383,896-	19,451	25,264-	33,080-	12,377-	12,377-
00329 2008 IMP BONDS (PH 9)	383,896-	19,451	25,264-	33,080-	12,377-	12,377-

**Fund: G.O. Special Assessment Improvement Bonds, 2009A**  
**Fund Number: 330**

**DESCRIPTION OF ACTIVITY**

This fund is used to account for the payment of principal and interest on the bonds that were sold to finance Phase 10 of the street reconstruction project. Phase 10 is the Welcome Park neighborhood. The Welcome Park neighborhood is bounded on the north by 51<sup>st</sup> Place; on the west by Douglas Drive; on the south by 42<sup>nd</sup> Avenue and West Broadway; and on the east by the Robbinsdale city limits. Sumter Avenue between Bass Lake Road and 58<sup>th</sup> Avenue was added to Phase 10 due to its deteriorated condition.

The original amount of the bonds was \$3,360,000 with principal and interest payments running from 2010 through 2030. Interest rates on the bonds range from 2.0% to 4.5% with a weighted average rate of 3.7037%. The bonds have a call feature that allows the City to call the remaining bonds for early payment beginning on February 1, 2019.

Fiscal Period: 12 / 12

Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00330 2009A IMP BONDS (PH 10)						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4050 TOTAL SPECIAL ASSESSMENTS						
4055 SPECIAL ASSESS - INCOME		125,724-	133,017-	129,985-	116,713-	116,713-
4060 SPECIAL ASSESS - DELINQUENT			11,966-			
4065 SPECIAL ASSESS - PREPAID	338,576-	162,891-	251,822-	116,986-	99,206-	99,206-
4070 SPECIAL ASSESS - PENALTIES		1,105-	4,071-			
4075 SPECIAL ASSESS - INTEREST	5,998-	300,950-	157,114-	140,383-	119,047-	119,047-
4050 TOTAL SPECIAL ASSESSMENTS	344,574-	590,669-	557,990-	387,354-	334,966-	334,966-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	6,380-	11,461-	14,893-	9,800-	9,952-	9,952-
4880 CHANGE IN F.V. OF INVESTMENTS	484	1,074-	3,882-			
4800 TOTAL INVESTMENT EARNINGS	5,896-	12,536-	18,775-	9,800-	9,952-	9,952-
4001 REVENUES	350,470-	603,205-	576,765-	397,154-	344,918-	344,918-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES		734	680	750	600	600
6225 BANK CHARGES & CR CARD FEES		273	214		150	150
6200 TOTAL PROFESSIONAL SERVICES		1,006	893	750	750	750
7100 TOTAL DEBT SERVICE						
7110 PRINCIPAL PAYMENTS			185,000	205,000	200,000	200,000
7120 INTEREST EXPENSE		108,616	106,766	102,866	98,816	98,816
7130 PAYING AGENT CHARGES		425	425	500	500	500
7100 TOTAL DEBT SERVICE		109,041	292,191	308,366	299,316	299,316
7200 TOTAL OTHER FINANCING USES						
6001 EXPENDITURES AND EXPENSES		110,047	293,084	309,116	300,066	300,066
4000 REVENUES AND EXPENDITURES	350,470-	493,158-	283,681-	88,038-	44,852-	44,852-
00330 2009A IMP BONDS (PH 10)	350,470-	493,158-	283,681-	88,038-	44,852-	44,852-

**Fund: G.O. Street Reconstruction Bonds, 2010A&B**  
**Fund Number: 331**

**DESCRIPTION OF ACTIVITY**

Hennepin County is reconstructing the portion of County State Aid Highway 81 (CSAH 81) that runs through the City of Crystal. Hennepin County will reconstruct CSAH 81 in two projects spanning several years. The City of Crystal and Hennepin County reached agreement regarding the amount of local matching funds that the City of Crystal will provide for the projects.

In 2009, the City Council authorized the issuance of up to \$2,600,000 of Street Reconstruction Bonds as authorized in Minnesota Statutes, Section 475.58 to pay for most of the local match. Other parts of the local match will be paid by the Storm Drainage Fund and by special assessments on properties that receive new streets as a result of the project.

Hennepin County agreed to buy the bonds from the City of Crystal on an interest free basis. The City of Crystal will levy a property tax to repay the principal of the bonds over a five year period from 2010 through 2014.

Bonds in the amount of \$1,204,778 were issued in 2009. In 2010, the General Obligation Street Reconstruction Bonds, Series 2010A and 2010B were issued in the total amount of \$2,205,000. These refinanced the bonds issued in 2009 and completed financing for the first phase of the county's reconstruction project.

Authority remains under the 2009 City Council action to issue an additional \$395,000 of bonds to finance costs of the final phase of the reconstruction project.

A property tax of \$563,153 was levied in 2012 for collection in 2013 in order to make the bond principal payment that is due in December 2013. The property tax levy is 5% more than the payment due as required by state law. A similar property tax levy will be made for collection in 2014 to make the bond principal payment due in December 2014.

Fiscal Period: 12 / 12

Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00331 2009B & 2010A&B - HWY 81 BONDS						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4005 TOTAL PROPERTY TAXES						
4010 PROP TAX - CURRENT		494,082-	495,117-	534,565-	563,153-	563,153-
4015 PROP TAX - DELINQUENT			5,593-			
4020 PROP TAX - PENALTIES/ INTEREST			573-			
4005 TOTAL PROPERTY TAXES		494,082-	501,283-	534,565-	563,153-	563,153-
4345 TOTAL STATE INTERGOVERNMENTAL						
4357 STATE - MARKET VALUE CREDIT		7,543-	7,586-			
4345 TOTAL STATE INTERGOVERNMENTAL		7,543-	7,586-			
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME		2,859-	2,594-	1,900-		
4880 CHANGE IN F.V. OF INVESTMENTS		268-	676-			
4800 TOTAL INVESTMENT EARNINGS		3,126-	3,270-	1,900-		
5100 TOTAL TRANSFERS IN						
4001 REVENUES		504,752-	512,138-	536,465-	563,153-	563,153-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
7100 TOTAL DEBT SERVICE						
7110 PRINCIPAL PAYMENTS		509,109	852,896	509,109	192,549	192,549
7100 TOTAL DEBT SERVICE		509,109	852,896	509,109	192,549	192,549
7400 TOTAL TRANSFERS OUT						
6001 EXPENDITURES AND EXPENSES		509,109	852,896	509,109	192,549	192,549
4000 REVENUES AND EXPENDITURES		4,357	340,758	27,356-	370,604-	370,604-
00331 2009B & 2010A&B - HWY 81 BONDS		4,357	340,758	27,356-	370,604-	370,604-

**Fund:** G.O. Special Assessment Improvement Bonds, 2011A  
**Fund Number:** 332

**DESCRIPTION OF ACTIVITY**

This fund is used to account for the payment of principal and interest on the bonds that were sold to finance Phase 11 of the street reconstruction project. Phase 11 is the Broadway Park neighborhood. The Broadway Park neighborhood is bounded on the on the south by Bass Lake Road; on the east by West Broadway; on the north and west by the New Hope city limits.

The original amount of the bonds was \$1,705,000 with principal and interest payments running from 2012 through 2027. Interest rates on the bonds range from 0.5% to 3.55% with a weighted average rate of 2.6546%. The bonds have a call feature that allows the City to call the remaining bonds for early payment beginning on February 1, 2021.

Fiscal Period: 12 / 12

Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00332 2011 IMP BONDS (PH 11)						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4050 TOTAL SPECIAL ASSESSMENTS						
4055 SPECIAL ASSESS - INCOME				110,187-	86,750-	86,750-
4065 SPECIAL ASSESS - PREPAID			5,911-		73,737-	73,737-
4075 SPECIAL ASSESS - INTEREST				115,696-	88,485-	88,485-
4050 TOTAL SPECIAL ASSESSMENTS			5,911-	225,883-	248,972-	248,972-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME			1,683-		1,091-	1,091-
4880 CHANGE IN F.V. OF INVESTMENTS			2-			
4800 TOTAL INVESTMENT EARNINGS			1,685-		1,091-	1,091-
5000 TOTAL OTHER FINANCING SOURCES						
5005 ISSUANCE OF BONDS			511-			
5000 TOTAL OTHER FINANCING SOURCES			511-			
4001 REVENUES			8,107-	225,883-	250,063-	250,063-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES				420	450	450
6225 BANK CHARGES & CR CARD FEES				180	300	300
6200 TOTAL PROFESSIONAL SERVICES				600	750	750
7100 TOTAL DEBT SERVICE						
7110 PRINCIPAL PAYMENTS					145,000	145,000
7120 INTEREST EXPENSE				35,493	35,130	35,130
7130 PAYING AGENT CHARGES					500	500
7100 TOTAL DEBT SERVICE				35,493	180,630	180,630
7200 TOTAL OTHER FINANCING USES						
6001 EXPENDITURES AND EXPENSES				36,093	181,380	181,380
4000 REVENUES AND EXPENDITURES			8,107-	189,790-	68,683-	68,683-
00332 2011 IMP BONDS (PH 11)			8,107-	189,790-	68,683-	68,683-

**Fund: G.O. Special Assessment Improvement Bonds, 2012A**  
**Fund Number: 333**

**DESCRIPTION OF ACTIVITY**

This fund is used to account for the payment of principal and interest on the bonds that were sold to finance Phase 12 of the street reconstruction project. Phase 12 is the Forest North neighborhood. The Forest North neighborhood is bounded 51st Place on the north, the Crystal/New Hope city limits on the west, 47th Avenue on the south, and Douglas Drive on the east.

The original amount of the bonds was \$2,635,000 with principal and interest payments running from 2013 through 2028. Interest rates on the bonds range from 0.5% to 2.05% with a weighted average rate of 1.698%. The bonds have a call feature that allows the City to call the remaining bonds for early payment beginning on February 1, 2022.

Fiscal Period: 12 / 12

Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00333 2012 IMP BONDS (PH 12)						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4050 TOTAL SPECIAL ASSESSMENTS						
4055 SPECIAL ASSESS - INCOME					171,334-	171,334-
4075 SPECIAL ASSESS - INTEREST					160,625-	160,625-
4050 TOTAL SPECIAL ASSESSMENTS					331,959-	331,959-
4800 TOTAL INVESTMENT EARNINGS						
5000 TOTAL OTHER FINANCING SOURCES						
4001 REVENUES					331,959-	331,959-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
7100 TOTAL DEBT SERVICE						
7200 TOTAL OTHER FINANCING USES						
4000 REVENUES AND EXPENDITURES					331,959-	331,959-
00333 2012 IMP BONDS (PH 12)					331,959-	331,959-

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**Fund: Permanent Improvement Revolving (PIR) Fund**  
**Fund Number: 405**

**DESCRIPTION OF ACTIVITY**

The Permanent Improvement Revolving Fund accounts for most capital expenditures of general benefit to the City. This includes most vehicle purchases, construction of park improvements, improvements and repairs to city buildings, and some street maintenance.

Major sources of revenue for the PIR are investment earnings and a transfer from the General Fund. For the 2013 budget, \$578,800 will be transferred in from the General Fund. Other sources of revenue bring total revenues up to \$967,850.

Expenditures in 2013 total \$1,067,600 and include the purchase of major vehicles and numerous construction projects.

Fiscal Period: 12 / 12

Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00405 PERM IMPROVE REVOLVING (PIR)						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4050 TOTAL SPECIAL ASSESSMENTS						
4055 SPECIAL ASSESS - INCOME	6,148-	14,013-	41,438-			
4060 SPECIAL ASSESS - DELINQUENT	928-	295-	1,366-			
4065 SPECIAL ASSESS - PREPAID	66,006-	99,693-	80,951-	100,800-	102,600-	102,600-
4070 SPECIAL ASSESS - PENALTIES	233-	123-	510-			
4075 SPECIAL ASSESS - INTEREST	2,604-	8,910-	39,269-	15,000-	30,000-	30,000-
4050 TOTAL SPECIAL ASSESSMENTS	75,919-	123,034-	163,534-	115,800-	132,600-	132,600-
4300 TOTAL FED INTERGOVERNMENTAL						
4328 FEDERAL -AM REC & REINVEST ACT		30,000-				
4300 TOTAL FED INTERGOVERNMENTAL		30,000-				
4345 TOTAL STATE INTERGOVERNMENTAL						
4390 TOTAL OTHER INTERGOVERNMENTAL						
4392 COUNTY - MISCELLANEOUS		43,523-	76,220-	6,400-		
4393 LOCAL - MISCELLANEOUS			20,000-	5,000-	10,000-	10,000-
4390 TOTAL OTHER INTERGOVERNMENTAL		43,523-	96,220-	11,400-	10,000-	10,000-
4400 TOTAL CH. FOR SERV. -GEN GOV'T						
4430 TAXABLE-COPIES, MAPS, DOCS,ETC	140-	186-	47-			
4400 TOTAL CH. FOR SERV. -GEN GOV'T	140-	186-	47-			
4625 TOTAL CH. FOR SERV. - P WORKS						
4626 PARK DEDICATION FEES		3,300-				
4627 CITY EQUIP & LABOR CHARGE OUT	14,504-	10,532-				
4625 TOTAL CH. FOR SERV. - P WORKS	14,504-	13,832-				
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	255,255-	192,388-	161,857-	115,650-	73,350-	73,350-
4880 CHANGE IN F.V. OF INVESTMENTS	44,778	18,032-	42,187-			
4800 TOTAL INVESTMENT EARNINGS	210,477-	210,419-	204,044-	115,650-	73,350-	73,350-
4900 TOTAL MISCELLANEOUS						
4902 MISCELLANEOUS RECEIPTS	300-		1,123-			
4915 REIMBURSEMENT -OTHER	31,754-	53,941-	8,515-		29,700-	29,700-
4935 CABLE COMM FRANCHISE FEE	27,898-	28,947-	29,970-	28,950-		
4900 TOTAL MISCELLANEOUS	59,951-	82,889-	39,607-	28,950-	29,700-	29,700-
5000 TOTAL OTHER FINANCING SOURCES						
5005 ISSUANCE OF BONDS	1,204,778-	1,000,222-			75,000-	75,000-
5006 ISSUANCE OF REFUNDING BONDS		1,204,778-				
5039 PROCEEDS-SALE OF PROP/EQUIP	18,078-	18,242-	36,163-	19,146-		
5000 TOTAL OTHER FINANCING SOURCES	1,222,856-	2,223,242-	36,163-	19,146-	75,000-	75,000-
5100 TOTAL TRANSFERS IN						
5110 TRANSFER IN - OTHER FUNDS	33,963-	40,500-	35,203-	67,200-	68,400-	68,400-
5115 TRANSFER IN - GENERAL FUND	253,020-	621,100-	493,250-	659,000-	578,800-	578,800-
5100 TOTAL TRANSFERS IN	286,983-	661,600-	528,453-	726,200-	647,200-	647,200-
4001 REVENUES	1,870,831-	3,388,725-	1,068,068-	1,017,146-	967,850-	967,850-

Fiscal Period: 12 / 12

Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	15,062	35,925	1,133			
6225 BANK CHARGES & CR CARD FEES	42	302	56			
6200 TOTAL PROFESSIONAL SERVICES	15,104	36,227	1,189			
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	144,774	232,924	158,618			
6360 ST RECONSTRUCTION -CONTRACTUAL	5,870		3,674			
6300 TOTAL CONTRACTUAL SERVICES	150,644	232,924	162,292			
6400 TOTAL UTILITIES						
6415 RUBBISH REMOVAL		149				
6400 TOTAL UTILITIES		149				
6440 TOTAL REPAIR & MAINT SERVICES						
6445 BUILDING R & M SERVICES	15,921	9,158	28,665			
6450 EQUIPMENT R & M SERVICES	4,766		1,948			
6470 SERVICE CONTRACTS		1,965				
6440 TOTAL REPAIR & MAINT SERVICES	20,687	11,123	30,613			
6480 TOTAL RENTALS						
6495 RENTALS - MACHINERY & EQUIP	3,321	12,352	3,694			
6480 TOTAL RENTALS	3,321	12,352	3,694			
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	3,220	375	10			
6525 BLDG REPAIR/MAINT SUPPLIES	5,623					
6530 LANDSCAPE MAT'LS & SUPPLIES	31,112	26,063	21,295			
6535 EQUIP MAINT SUPPLIES	7,637	355	155			
6550 STREET MAINTENANCE MATERIALS	54,645	53,642	77,321			
6555 SAFETY SUPPLIES	16,022					
6560 STREET SIGNS & POSTS		706	2,890			
6565 PLAYGROUND MAINT SUPPLIES		117				
6575 UTILITY SYSTEM MAINT SUPPLIES		537				
6500 TOTAL SUPPLIES	118,261	81,796	101,670			
6650 TOTAL PRINTING AND ADVERTISING						
6660 PRINTING - NOTICES/ORDINANCES	361	384	501			
6690 ADVERTISING - GENERAL	372	129				
6650 TOTAL PRINTING AND ADVERTISING	733	513	501			
6800 TOTAL MISCELLANEOUS						
6830 LICENSES, PERMITS AND TAXES		265				
6800 TOTAL MISCELLANEOUS		265				
6900 TOTAL CAPITAL OUTLAY						
6905 LAND			22,795			
6910 BUILDINGS & STRUCTURES	160,796	96,959	52,946			
6915 IMPROVEMENTS OTHER THAN BLDGS	35,642	72,108	62,600			
6920 MACHINERY AND EQUIPMENT	93,194	173,614	42,791			
6925 OFFICE EQUIP & FURNITURE	55,098	64,214	77,702			
6930 VEHICLES	24,265	115,719	257,928			
6936 INFRA- TRAFFIC & TRANSPORT SYS	1,204,778	1,488,899	23,199			

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
6940 MISCELLANEOUS CAPITAL OUTLAY				1,013,713	1,067,600	1,067,600
6900 TOTAL CAPITAL OUTLAY	1,573,772	2,011,513	539,960	1,013,713	1,067,600	1,067,600
7100 TOTAL DEBT SERVICE						
7140 DEBT ISSUANCE COSTS		14,024				
7100 TOTAL DEBT SERVICE		14,024				
7200 TOTAL OTHER FINANCING USES						
7212 REFUNDED BONDS REDEEMED		1,204,778				
7200 TOTAL OTHER FINANCING USES		1,204,778				
7400 TOTAL TRANSFERS OUT						
6001 EXPENDITURES AND EXPENSES	1,882,522	3,605,662	839,919	1,013,713	1,067,600	1,067,600
4000 REVENUES AND EXPENDITURES	11,691	216,938	228,149-	3,433-	99,750	99,750
00405 PERM IMPROVE REVOLVING (PIR)	11,691	216,938	228,149-	3,433-	99,750	99,750

**PIR Fund (Fund 405)**  
**Multi-Year Capital Improvement Plan**  
**2013 Adopted Budget**

<u>BU</u>	<u>Project Description</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
	<u>ADMINISTRATION / ELECTIONS / FINANCE</u>					
4110	Security control system	10,000				
4110	City Hall digital video recorder		4,000			
4111	Computer hardware and software	34,500	38,000	41,000	45,000	48,000
4115	Replace server	14,500	15,000	15,500	16,000	16,500
	E-mail archiver	15,000				
4115	Replace tape drive library		16,000			
	Records management system		60,000	100,000		
4121	Replace copy machines				40,000	
	TOTAL ADMINISTRATION / ELECTIONS / FINANCE	74,000	133,000	156,500	101,000	64,500
	<u>CITY BUILDINGS</u>					
4327	City Hall - Misc. concrete repair				2,000	
4336	City Hall - replace rooftop air conditioners, 2nd & 3rd units	30,000				
4338	City Hall - bldg. upgrades - boiler & hot water heater replacement	60,000				
4337	City Hall - roof, last half		90,000			
4321	CCC - replace south parking lot				140,000	
4343	CCC - pool building roof replacement		90,000			
4318	CCC - tile repair at front counter			2,000		
	Public Works - Streets/Parks building roof replacement			130,000		
	Public Works - paint salt shed			6,000		
4314	South Fire - replace roof	85,000				
	South Fire - replace furnace and A/C units #1 (HRG \$10,000 grant)	18,000				
	South Fire - replace furnace and A/C units #2		12,000			
	South Fire - rehab station walls			5,000		
	North Fire - parking lot replacement			21,000		
	North Fire - replace 2 furnace and A/C units			18,000		
	Civil Defense siren replacement at North Fire		20,000			
4322	Parking lots - Becker Park south lot in 2013	67,000				
4326	Parking lots - Bassett Creek North in 2013, East in 2015	25,000		72,000		
4326	Parking lot - North Lions west lot			20,000		
4330	Parks - furnances, Forest, Valley Place & Welcome	5,000	5,000	5,000		
	Becker Arts Building remodel			50,000		
	Becker Arts Building roof				115,000	
	TOTAL CITY BUILDINGS	290,000	217,000	329,000	257,000	0
	<u>COMMUNITY DEVELOPMENT</u>					
4502	Replace Staff Car #27, 2007 Chevy Malibu					25,000
4504	Replace Staff Car #56, 2006 Chevy Malibu		25,000			
4505	Replace Staff Car #57, 2006 Chevy Malibu			25,000		
4506	Replace Staff Car #58, 2006 Chevy Malibu			25,000		
	TOTAL COMMUNITY DEVELOPMENT	0	25,000	50,000	0	25,000
	<u>ENGINEERING</u>					
4605	New Hennepin aerial maps			3,000		
4603	GIS computer hardware & software		5,000			5,000
4606	Replace #42 - 2002 Chevy pickup 4x4		25,000			
4607	Traffic count equipment			1,500		
	TOTAL ENGINEERING	0	30,000	4,500	0	5,000

BU	Project Description	2013	2014	2015	2016	2017
	<u>STREET IMPROVEMENTS</u>					
4901	Annual sidewalk, curb and gutter replacement	12,000	12,000	12,000	12,000	12,000
4902	Retaining wall replacement - citywide	12,000		12,000	12,000	
4903	Street overlay projects	50,000	50,000	50,000	50,000	30,000
4905	Alley reconstruction, Phases 6 - 10	171,000	158,000	170,000	150,000	
4906	Local share County Highway 81 reconstruction	75,000				
	Replace guardrail where 34th Ave crosses N Bassett Creek	6,000				
	TOTAL STREET IMPROVEMENTS	326,000	220,000	244,000	224,000	42,000
	<u>STREETS</u>					
4713	Scan tool update		1,900		1,900	
4716	Replace #306 - 2002 1/2 ton pickup	25,000				
4728	Replace #334 - 1997 Melroe Bobcat	55,000				
4747	Replace #332 - 1995 Wacker plate tamper	2,500				
4748	Replace #314 - 1999 5 yard dumptruck & plow	180,000				
4730	Replace #302B - 2006 trackless sidewalk plow broom		8,000			
4721	Replace #305 bucket truck (2000)		80,000			
4701	Replace #303 - 1994 trackless sidewalk plow			125,000		
4712	Replace #339 tack tanks (1998)			30,000		
4732	Rehab #364 patching hot box			3,500		
	Dump truck GPS tracking			15,000		
4704	Replace #312 - 2000 5 yard dumptruck & plow				185,000	
4719	Replace #336 crack sealer				52,000	
4729	Replace #345 Bobcat trailer (1999)				8,000	
	Replace #308 - 2002 Chevy 3/4 ton				45,000	
	Replace #329 - 2004 John Deere loader					180,000
	Replace #317 - 2005 GMC 1 ton dump truck					60,000
	TOTAL STREETS	262,500	89,900	173,500	291,900	240,000
	<u>PARKS</u>					
5037	Resurface basketball courts	4,000	4,000			
	Becker Park rehab tennis & basketball courts fencing		75,000			
	New bocce ball courts - probably in Bassett Creek Park		8,000			
	Yonkers Park - new picnic shelter		25,000			
	Bassett Creek Park - replace picnic shelter pads		12,000			
5000	Cavanagh drinking fountain replacement		2,500			
	Becker Park - landscape around activity building				10,000	
5052	Upgrade Skate Park equipment					20,000
	Park Equipment - Bassett Creek Park			130,000		
5056	Install permanent hockey rink - Twin Oaks Park				45,000	
5056	Rebuild hockey rinks & rink lights - Welcome Park					85,000
5056	Rebuild Hockey Rink - Iron Horse Park					50,000
5007	Replace #123 - 2000 Toro 455D	40,000				
5059	Replace #114 - 1984 Kubota tractor		20,000			
5014	Replace #103 - 2000 GMC 1 ton pickup & plow		55,000			
5070	Replace #104 - 2000 GMC 3/4 ton truck			40,000		
5031	Replace #117A Erskine snowblower			8,000		
	Replace #120 2001 Toro Workman			10,000		
	Replace #127 - 2003 Toro 580D mower				85,000	
	TOTAL PARKS	44,000	201,500	188,000	140,000	155,000

BU	Project Description	2013	2014	2015	2016	2017
	<u>FORESTRY</u>					
5800	Boulevard tree planting	28,000	28,000	28,000	30,000	30,000
5805	Replace Forestry truck #44 - 1998 Dodge		22,000			
	TOTAL FORESTRY	28,000	50,000	28,000	30,000	30,000

<u>SWIMMING POOL/WATERSLIDE</u>						
5400	Chemical feed equipment controllers (3)			3,500		
5406	Replace sand in sand filters		7,000			
5415	Replace shower fixtures & shower heads	2,000			2,000	
5404	Water slide gelcoat & renovation		80,000			
5401	Lounge seating		4,000			
5416	Water walk cargo net			7,000		
5415	Pool - add windows & screens to louvers of pool building			20,000		
5416	Splash Pad/Sprayground				150,000	
	Replace building hot water heater				1,000	
	Umbrella and/or fabric replacement program (3)				15,000	
	Maintain/renovate spray features	3,600			15,000	
	Extend irrigation system					15,000
	Extend entryway of pool building					150,150
	TOTAL SWIMMING POOL/WATERSLIDE	5,600	91,000	30,500	183,000	165,150

<u>COMMUNITY CENTER</u>						
5607	Rectangular tables & table carts		3,500			
5615	Replace covering on gym walls	20,000				
5615	Replace Activity Room counter top	2,000				
5606	Folding chairs	3,000				
5603	Padded chairs	5,000	5,000	5,000	5,000	5,000
5616	Game Room lighting	7,500				
5600	Replace ice maker		2,500			
	Paint gyms		17,000			
5615	Misc. repair/replace - rolldown doors (kitchen & office)			5,000		
5615	Replace hand dryers in all restrooms			6,500		
5600	Replace screen in gym				4,000	
5601	Stage Curtain Replacement				5,000	
5605	Replacement program for TV's/DVD players				2,500	
5613	Replace carpet in Day Care Room				3,500	
5617	Resurface gym floor				40,000	
	Resurface Crystal room floor to bare wood				5,000	
	Replace LCD projector and add smart board					4,000
	Replace 8 conference room chairs					3,800
	TOTAL COMMUNITY CENTER	37,500	28,000	16,500	65,000	12,800

<b>TOTAL EXPENDITURES</b>	<b>1,067,600</b>	<b>1,085,400</b>	<b>1,220,500</b>	<b>1,291,900</b>	<b>739,450</b>
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<u>BU</u>	<u>Project Description</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
	<b>FUNDING SOURCES</b>					
	Special Assessment Income					
	Special Assessment Interest	30,000	28,000	26,000	24,000	22,000
	Special Assessment Income - Alley Project	102,600	94,800	102,000	90,000	0
	HRG Recycling Grant	10,000				
	Interest Income	81,500	81,710	161,390	198,598	233,521
	Interest Income - 10% to Fund Balance	(8,150)	(8,171)	(16,139)	(19,860)	(23,352)
	Cable Franchise Fee	29,700	30,450	31,200	31,950	32,700
	Sale of Bonds	75,000				
	Transfer from Storm Water Fund (Alley Construction)	68,400	63,200	68,000	60,000	0
	Transfer from General Fund (Tax Levy)	578,800	696,164	717,049	738,560	760,717
	<b>TOTAL FUNDING SOURCES</b>	<b>967,850</b>	<b>986,153</b>	<b>1,089,500</b>	<b>1,123,248</b>	<b>1,025,586</b>
	<b>SURPLUS OR (DEFICIT)</b>	<b>(99,750)</b>	<b>(99,247)</b>	<b>(131,000)</b>	<b>(168,652)</b>	<b>286,136</b>

Year End Fund Balance: 8,519,117 8,428,041 8,313,181 8,164,389 8,473,877

**Fund: Major Building Replacement Fund**  
**Fund Number: 408**

**DESCRIPTION OF ACTIVITY**

The Major Building Replacement Fund is accumulating a replacement reserve for the eventual building replacements and major remodeling of the City Hall/Police Station, Fire Stations 1 & 2, the Streets/Parks Garage, and the Community Center.

The Major Building Replacement Fund was created on January 1, 2007 by a transfer of \$8,000,000 from the Permanent Improvement Revolving Fund. The only ongoing source of revenue will be investment earnings, although surplus funds from other sources could be transferred into the fund from time to time.

The Pool Reconstruction Fund transferred its remaining balance of \$60,390 to the Major Building Replacement Fund as of December 31, 2008.

Building replacements and major remodeling will then be paid for with a combination of a draw from the Major Building Replacement Fund and a bond sale. The percentage of the project paid from each source will be set by the City Council.

Planning is underway to establish the extent and timing of major remodeling or replacement of the City's five major buildings over the next ten years.

**Five Year Capital Improvement Plan**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
<b>Capital Outlays</b>					
Projects to be determined	0	0	0	0	0
Total Capital Outlays	0	0	0	0	0
<b>Funding Sources</b>					
Interest Income	96,000	98,818	199,612	254,505	313,041
Transfers from other funds					
Sale of Bonds					
Total Funding Sources	96,000	98,818	199,612	254,505	313,041
<b>Surplus/(Deficit)</b>	<b>96,000</b>	<b>98,818</b>	<b>199,612</b>	<b>254,505</b>	<b>313,041</b>

Fiscal Period: 12 / 12

Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00408 MAJOR BUILDING REPLACEMENT						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4400 TOTAL CH. FOR SERV. -GEN GOVT						
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	270,313-	209,197-	186,984-	140,000-	96,000-	96,000-
4880 CHANGE IN F.V. OF INVESTMENTS	47,419	19,607-	48,736-			
4800 TOTAL INVESTMENT EARNINGS	222,894-	228,804-	235,720-	140,000-	96,000-	96,000-
4900 TOTAL MISCELLANEOUS						
5000 TOTAL OTHER FINANCING SOURCES						
5100 TOTAL TRANSFERS IN						
4001 REVENUES	222,894-	228,804-	235,720-	140,000-	96,000-	96,000-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES				65,490		
6200 TOTAL PROFESSIONAL SERVICES				65,490		
6300 TOTAL CONTRACTUAL SERVICES						
6500 TOTAL SUPPLIES						
6650 TOTAL PRINTING AND ADVERTISING						
6800 TOTAL MISCELLANEOUS						
6900 TOTAL CAPITAL OUTLAY						
6001 EXPENDITURES AND EXPENSES				65,490		
4000 REVENUES AND EXPENDITURES	222,894-	228,804-	235,720-	74,510-	96,000-	96,000-
00408 MAJOR BUILDING REPLACEMENT	222,894-	228,804-	235,720-	74,510-	96,000-	96,000-

**Fund:** Police Equipment Revolving Fund (PERF)  
**Fund Number:** 235

**DESCRIPTION OF ACTIVITY**

The Police Equipment Revolving Fund was created in 1999 using surplus funds freed up by the consolidation of the police pension fund into the Minnesota PERA pension fund. The intention was that interest earnings on the \$2,900,000 balance would pay for capital equipment needed by the police department.

Ever increasing amounts and complexity of technology in police work have increased demand on the PERF. A transfer from the General Fund of \$125,700 will be made in 2013 to balance the PERF budget.

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00235 POLICE EQUIPMENT REVOLVING						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4300 TOTAL FED INTERGOVERNMENTAL						
4304 FEDERAL - BULLETPROOF VESTS		1,296-	864-			
4328 FEDERAL -AM REC & REINVEST ACT	7,827-	49,502-				
4300 TOTAL FED INTERGOVERNMENTAL	7,827-	50,799-	864-			
4345 TOTAL STATE INTERGOVERNMENTAL						
4349 STATE - BULLETPROOF VESTS		8,615-				
4345 TOTAL STATE INTERGOVERNMENTAL		8,615-				
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	90,942-	69,303-	61,500-	41,580-	28,136-	28,136-
4880 CHANGE IN F.V. OF INVESTMENTS	15,953	6,496-	16,030-			
4800 TOTAL INVESTMENT EARNINGS	74,989-	75,798-	77,530-	41,580-	28,136-	28,136-
4900 TOTAL MISCELLANEOUS						
4950 DONATIONS	1,600-		1,400-			
4900 TOTAL MISCELLANEOUS	1,600-		1,400-			
5000 TOTAL OTHER FINANCING SOURCES						
5015 ISSUANCE OF NOTES		58,501-				
5039 PROCEEDS-SALE OF PROP/EQUIP	10,513-	13,628-	5,151-	10,000-	15,000-	15,000-
5000 TOTAL OTHER FINANCING SOURCES	10,513-	72,129-	5,151-	10,000-	15,000-	15,000-
5100 TOTAL TRANSFERS IN						
5115 TRANSFER IN - GENERAL FUND	85,200-	94,850-	102,300-	114,400-	125,700-	125,700-
5100 TOTAL TRANSFERS IN	85,200-	94,850-	102,300-	114,400-	125,700-	125,700-
4001 REVENUES	180,129-	302,191-	187,244-	165,980-	168,836-	168,836-
6001 EXPENDITURES AND EXPENSES						
6100 TOTAL EMPLOYEE BENEFITS						
6170 CLOTHING & CLOTHING ALLOW		17,196	6,912	9,800		
6100 TOTAL EMPLOYEE BENEFITS		17,196	6,912	9,800		
6200 TOTAL PROFESSIONAL SERVICES						
6500 TOTAL SUPPLIES						
6900 TOTAL CAPITAL OUTLAY						
6920 MACHINERY AND EQUIPMENT	30,704	52,154	24,259	46,700	47,800	47,800
6925 OFFICE EQUIP & FURNITURE	7,827	9,643	18,594			
6926 SOFTWARE		58,501				
6930 VEHICLES	141,451	112,138	89,065	97,000	110,000	110,000
6900 TOTAL CAPITAL OUTLAY	179,982	232,435	131,918	143,700	157,800	157,800
7100 TOTAL DEBT SERVICE						
7110 PRINCIPAL PAYMENTS		12,401		11,019	11,350	11,350
7120 INTEREST EXPENSE				1,383	1,052	1,052
7100 TOTAL DEBT SERVICE		12,401		12,402	12,402	12,402
7200 TOTAL OTHER FINANCING USES						

Fiscal Period: 12 / 12

Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
7400 TOTAL TRANSFERS OUT						
6001 EXPENDITURES AND EXPENSES	179,982	262,032	138,830	165,902	170,202	170,202
4000 REVENUES AND EXPENDITURES	147-	40,159-	48,414-	78-	1,366	1,366
00235 POLICE EQUIPMENT REVOLVING	147-	40,159-	48,414-	78-	1,366	1,366

**Police Equipment Revolving Fund (Fund 235)**  
**Multi-Year Capital Improvement Plan**  
**2013 Adopted Budget**

BU	Car	Project Description	2013	2014	2015	2016	2017	
3501	200	2011 Ford Crown Victoria	Patrol/traffic				38,000	
3502	201	2012 Ford Interceptor	Patrol			38,000		
3503	202	2011 Ford Crown Victoria	Patrol		37,000			38,000
3504	203	2010 Ford Crown Victoria	Patrol		37,000			
3505	204	2010 Ford Crown Victoria	Patrol	36,000				38,000
3506	205	2007 Chevy Impala, black	Investigations				25,000	
3507	206	2007 Chevy Impala, blue	Investigations			25,000		
3509	208	2010 Ford Crown Victoria	Patrol	36,000				38,000
3510	209	2008 Chevy Impala, silver	Chief		25,000			
3511	210	2012 Ford Utility vehicle	C.S.O.			38,000		
3512	211	2011 Ford Crown Victoria	Patrol				38,000	
3516	215	2009 Ford Expedition	Patrol Supervisors	38,000			38,000	
3526	225	2009 Ford Crown Victoria	Investigations Lieutenant					38,000
3533		Computer Aided Dispatch / Records System		12,402	12,402	12,402		
3535		Mobile radios (\$5,000 each)		15,000	15,000	15,000	20,000	20,000
3536		Mobile Data Computers (\$6,000 each)		18,000	12,000	12,000	18,000	18,000
3537		Mobile Radar/Lidar Replacement			10,400	8,600		
3538		In squad digital video			12,000	6,000	18,000	18,000
3539		Replace L3 digital video server					18,000	
3540		Defibrillator Units (\$2,000)				8,000	8,000	8,000
3541		X-26 Tasers (28 needed at \$1,000 each)			15,000	8,000	5,000	
3546		Portable radios (\$2,800 each)		14,800	17,400	14,800	14,800	
5347		Bullet-proof vests				20,000	10,000	
3548		Tactical vests (\$2,400 each)			4,800			4,800
		Evidence manager system						8,000
<b>Total</b>			<b>170,202</b>	<b>198,002</b>	<b>205,802</b>	<b>250,800</b>	<b>228,800</b>	

**Funding Sources**

Interest Income	31,262	31,911	63,390	79,387	94,932
Interest Income - 10% to Fund Balance	-3,126	-3,191	-6,339	-7,939	-9,493
Sale of Property	15,000	15,000	15,000	15,000	15,000
Federal grant - bullet-proof vests				2,200	
State grant - bullet-proof vests				5,800	
Operating Transfer from General Fund	125,700	129,471	133,355	137,356	141,476
<b>Total</b>	<b>168,836</b>	<b>173,191</b>	<b>205,406</b>	<b>231,804</b>	<b>241,915</b>
Budgeted Expenditures (Over)/Under Funding Sources	(1,366)	(24,811)	(396)	(18,996)	13,115

Year End Fund Balance: 3,191,137 3,169,517 3,175,461 3,164,403 3,187,012

**Fund: Fire Equipment Revolving Fund (FERF)**  
**Fund Number: 409**

**DESCRIPTION OF ACTIVITY**

The City of Crystal partnered with the City of New Hope to create a joint fire department called the West Metro Fire-Rescue District in 1998. Major equipment of the department includes a ladder truck, four pumpers and three rescue trucks. These trucks have twenty year lives and must be replaced on a schedule.

The Fire Equipment Revolving Fund was created in 2007 with a transfer of \$192,000 from the General Fund. Additional transfers were made from the General Fund from 2008 through 2011. Other transfers in 2008 included the residual balance of \$4,777 from the Fire Equipment Certificates of Indebtedness of 2003 Fund and \$430,000 from the Post Employment Health Benefits Fund.

Starting with the 2012 budget, there will no longer be an annual budgeted transfer from the General Fund. Instead, the City Council will periodically transfer funds from the General Fund when the adequate fund balance formula shows that there are funds in excess of the working capital requirements. Interest earnings and transfers of surplus funds are expected to build up to a balance that will be sufficient to pay for Crystal's share of the West Metro Fire and Rescue Districts purchases of fire trucks.

The next major purchase planned by West Metro is two rescue trucks in about the year 2015. It is expected that the current balance in the Fire Equipment Revolving Fund will be sufficient to pay for Crystal's share of the cost of these rescue trucks.

**Five Year Capital Improvement Plan**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
<b>Capital Outlays</b>					
Rescue 11			150,000		
Rescue 21			150,000		
Total Capital Outlays			300,000		
<b>City of Crystal Share</b>					
			154,000		
<b>Funding Sources</b>					
Interest Income	6,300	6,400	13,000	12,700	15,600
Total Funding Sources	6,300	6,400	13,000	12,700	15,600
<b>Surplus/(Deficit)</b>	<b>6,300</b>	<b>6,400</b>	<b>(141,000)</b>	<b>12,700</b>	<b>15,600</b>

Fiscal Period: 12 / 12

Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00409 FIRE EQUIPMENT REVOLVING						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	23,406-	15,348-	4,981-	4,800-	6,300-	6,300-
4880 CHANGE IN F.V. OF INVESTMENTS	4,106	1,439-	1,298-			
4800 TOTAL INVESTMENT EARNINGS	19,300-	16,787-	6,280-	4,800-	6,300-	6,300-
5100 TOTAL TRANSFERS IN						
5115 TRANSFER IN - GENERAL FUND	98,899-	281,900-	725,000-			
5100 TOTAL TRANSFERS IN	98,899-	281,900-	725,000-			
4001 REVENUES	118,199-	298,687-	731,280-	4,800-	6,300-	6,300-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6240 FIRE PROTECTION SERVICES		636,856	636,856			
6200 TOTAL PROFESSIONAL SERVICES		636,856	636,856			
7400 TOTAL TRANSFERS OUT						
6001 EXPENDITURES AND EXPENSES		636,856	636,856			
4000 REVENUES AND EXPENDITURES	118,199-	338,169	94,424-	4,800-	6,300-	6,300-
00409 FIRE EQUIPMENT REVOLVING	118,199-	338,169	94,424-	4,800-	6,300-	6,300-

**Fund: Street Maintenance Fund**  
**Fund Number: 410**

**DESCRIPTION OF ACTIVITY**

The Street Maintenance Fund accounts for the cost of seal coating streets that have been reconstructed under the Crystal Local Street Reconstruction program. It is estimated that the streets will last about 50 years with maintenance. Streets age at different rates depending on things like traffic loads and subsoil conditions.

A commitment was made to the citizens at the start of the street reconstruction program that they wouldn't be assessed for maintenance of the streets while they were still paying the assessment for street reconstruction.

Pavement mill & overlay projects are an essential part of a long term street maintenance program. Overlays will be assessed to the property owners (street reconstruction assessments will be paid off by them).

In addition to seal coat projects, this fund also accounts for intensified maintenance that is needed Phases 1, 2 and 3 because this pavement is deteriorating faster than expected. Costs will continue until the phases undergo mill and overlay. The streets will also need more frequent seal coating until they undergo the mill and overlay in the years 2017, 2018 and 2019.

**Five Year Capital Improvement Plan**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
<b>Capital Outlays</b>					
Street Phase 1-3 patching	10,000	10,300	10,600	7,750	8,000
Phase 7 sealcoat	89,370				
Phases 1, 4 & 8 sealcoat		383,700			
Phases 2 & 3 sealcoat			326,600		
Phases 5 & 9 sealcoat				230,700	
Phase 1 mill & overlay				851,800	
Phase 10 sealcoat					208,000
<b>Total Capital Outlays</b>	<b>99,370</b>	<b>394,000</b>	<b>337,200</b>	<b>1,090,250</b>	<b>216,000</b>
<b>Funding Sources</b>					
Special assessments	33,437	30,200	27,200	237,400	220,000
Interest Income	27,643	37,100	40,100	42,300	25,200
Other city reimbursement				41,500	103,400
General Fund transfer	71,400	73,500	75,700	78,000	80,400
<b>Total Funding Sources</b>	<b>132,480</b>	<b>140,800</b>	<b>143,000</b>	<b>399,200</b>	<b>429,000</b>
<b>Surplus/(Deficit)</b>	<b>33,110</b>	<b>(253,200)</b>	<b>(194,200)</b>	<b>(691,050)</b>	<b>213,000</b>

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00410 STREET MAINTENANCE						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4050 TOTAL SPECIAL ASSESSMENTS						
4055 SPECIAL ASSESS - INCOME			14,156-	14,103-	18,937-	18,937-
4065 SPECIAL ASSESS - PREPAID		53,423-	4,941-	9,872-	4,500-	4,500-
4070 SPECIAL ASSESS - PENALTIES			90-			
4075 SPECIAL ASSESS - INTEREST		37-	15,805-	11,846-	10,000-	10,000-
4050 TOTAL SPECIAL ASSESSMENTS		53,460-	34,992-	35,821-	33,437-	33,437-
4400 TOTAL CH. FOR SERV. -GEN GOV'T						
4430 TAXABLE-COPIES, MAPS, DOCS,ETC	28-	331-	28-			
4400 TOTAL CH. FOR SERV. -GEN GOV'T	28-	331-	28-			
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	70,344-	50,670-	37,368-	26,653-	27,643-	27,643-
4880 CHANGE IN F.V. OF INVESTMENTS	12,340	4,749-	9,740-			
4800 TOTAL INVESTMENT EARNINGS	58,004-	55,419-	47,107-	26,653-	27,643-	27,643-
4900 TOTAL MISCELLANEOUS						
4915 REIMBURSEMENT -OTHER	5,259-	272,442-	9,398-			
4900 TOTAL MISCELLANEOUS	5,259-	272,442-	9,398-			
5100 TOTAL TRANSFERS IN						
5115 TRANSFER IN - GENERAL FUND	63,420-	65,300-	167,250-	69,300-	71,400-	71,400-
5100 TOTAL TRANSFERS IN	63,420-	65,300-	167,250-	69,300-	71,400-	71,400-
4001 REVENUES	126,712-	446,952-	258,775-	131,774-	132,480-	132,480-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	4,631	28,726	5,069			
6225 BANK CHARGES & CR CARD FEES		106				
6200 TOTAL PROFESSIONAL SERVICES	4,631	28,832	5,069			
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	62,728	814,208	322,614	171,493	89,370	89,370
6300 TOTAL CONTRACTUAL SERVICES	62,728	814,208	322,614	171,493	89,370	89,370
6440 TOTAL REPAIR & MAINT SERVICES						
6480 TOTAL RENTALS						
6495 RENTALS - MACHINERY & EQUIP		1,289	4,809		5,000	5,000
6480 TOTAL RENTALS		1,289	4,809		5,000	5,000
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES		1,651	461		5,000	5,000
6550 STREET MAINTENANCE MATERIALS		136	6,555	30,000		
6560 STREET SIGNS & POSTS		6,763				
6500 TOTAL SUPPLIES		8,550	7,015	30,000	5,000	5,000
6600 TOTAL COMMUNICATIONS						
6605 POSTAGE	115	163	304			
6600 TOTAL COMMUNICATIONS	115	163	304			

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
6650 TOTAL PRINTING AND ADVERTISING						
6660 PRINTING - NOTICES/ORDINANCES		272	66			
6690 ADVERTISING - GENERAL	379	64	252			
6650 TOTAL PRINTING AND ADVERTISING	379	336	318			
6800 TOTAL MISCELLANEOUS						
7180 INTERFUND SERVICES USED						
7400 TOTAL TRANSFERS OUT						
6001 EXPENDITURES AND EXPENSES	67,853	853,378	340,129	201,493	99,370	99,370
4000 REVENUES AND EXPENDITURES	58,859-	406,426	81,354	69,719	33,110-	33,110-
00410 STREET MAINTENANCE	58,859-	406,426	81,354	69,719	33,110-	33,110-

**Fund: Street Reconstruction Fund**  
**Fund Number: 415**

**DESCRIPTION OF ACTIVITY**

The Street Reconstruction Fund accounts for the cost of reconstructing streets in the Crystal Local Street Reconstruction program. This is a long term plan to reconstruct local streets across the entire city. It began in 1993.

City streets were divided into sixteen phases for reconstruction. A phase is reconstructed in most years, with an occasional pause for planning. Phases 1 through 12 were reconstructed between 1994 and 2012.

Phase 13, known as the Becker Park neighborhood, will be reconstructed in 2013. It includes the area bounded by north by Bass Lake Road; on the east by West Broadway; on the south by the Canadian Pacific Railroad and west by the New Hope city limits. Small portions of some streets shared with the City of New Hope are included in the project.

Generally speaking, each phase has balanced budget. However, special assessments and state aid revenues often are not received until several years after the project is completed. This will cause the Street Reconstruction Fund to show deficits until after all phases are completed and the lagging revenues are collected.

**Five Year Capital Improvement Plan**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
<b>Capital Outlays</b>					
Admin & pavement study	1,850	16,900	1,950	2,000	19,050
Phase 12, Becker Park	1,196,136				
Phase 13, Forest North	5,213,185	1,224,027			
Phase 14, Lions Park	15,000	221,335	4,884,481	1,187,919	
Phase 15, Twin Oaks	15,000		227,168	5,497,878	1,478,894
Phase 16, Skyway			25,000	230,370	6,790,096
<b>Total Capital Outlays</b>	<b>6,441,171</b>	<b>1,462,262</b>	<b>5,138,599</b>	<b>6,918,167</b>	<b>8,288,040</b>
<b>Funding Sources</b>					
Special assessments	1,205,805	397,421	1,107,498	1,524,803	1,728,416
State aid for streets	100,000	320,000	600,000	600,000	600,000
Interest Income	25,018	24,320	16,462	2,442	(6,275)
Other city reimbursement	203,845	163,062		183,254	
Utility reimbursement	688,884		474,591	657,025	987,514
Sale of bonds	2,931,928		2,362,982	3,660,007	3,573,067
<b>Total Funding Sources</b>	<b>5,155,480</b>	<b>904,803</b>	<b>4,561,533</b>	<b>6,627,531</b>	<b>6,882,722</b>
<b>Surplus/(Deficit)</b>	<b>(1,285,691)</b>	<b>(557,459)</b>	<b>(577,066)</b>	<b>(290,636)</b>	<b>(1,405,318)</b>

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00415 STREET RECONSTRUCTION						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4050 TOTAL SPECIAL ASSESSMENTS						
4055 SPECIAL ASSESS - INCOME	234,060-	241,781-	207,019-	231,610-	211,317-	211,317-
4060 SPECIAL ASSESS - DELINQUENT	3,473-	6,126-	7,263-			
4065 SPECIAL ASSESS - PREPAID	1,123,461-	39,462-	740,108-	827,557-	914,175-	914,175-
4070 SPECIAL ASSESS - PENALTIES	1,871-	2,461-	2,757-			
4075 SPECIAL ASSESS - INTEREST	110,109-	104,725-	86,356-	74,450-	80,313-	80,313-
4050 TOTAL SPECIAL ASSESSMENTS	1,472,973-	394,556-	1,043,503-	1,133,617-	1,205,805-	1,205,805-
4345 TOTAL STATE INTERGOVERNMENTAL						
4385 STATE - STREET AID	189,605-	569,159-	1,830,209-		100,000-	100,000-
4345 TOTAL STATE INTERGOVERNMENTAL	189,605-	569,159-	1,830,209-		100,000-	100,000-
4400 TOTAL CH. FOR SERV. -GEN GOV'T						
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	76,808-	59,147-	67,181-	63,823-	25,017-	25,017-
4880 CHANGE IN F.V. OF INVESTMENTS	13,474	5,544-	17,510-			
4800 TOTAL INVESTMENT EARNINGS	63,334-	64,691-	84,692-	63,823-	25,017-	25,017-
4900 TOTAL MISCELLANEOUS						
4902 MISCELLANEOUS RECEIPTS	4,522-					
4915 REIMBURSEMENT -OTHER	826,448-	128-	180,474-	9,575-	203,846-	203,846-
4900 TOTAL MISCELLANEOUS	830,969-	128-	180,474-	9,575-	203,846-	203,846-
5000 TOTAL OTHER FINANCING SOURCES						
5005 ISSUANCE OF BONDS	3,360,000-		1,704,489-	2,772,021-	2,931,928-	2,931,928-
5000 TOTAL OTHER FINANCING SOURCES	3,360,000-		1,704,489-	2,772,021-	2,931,928-	2,931,928-
5100 TOTAL TRANSFERS IN						
5110 TRANSFER IN - OTHER FUNDS	153,183-					
5100 TOTAL TRANSFERS IN	153,183-					
4001 REVENUES	6,070,064-	1,028,533-	4,843,366-	3,979,036-	4,466,596-	4,466,596-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	624,981	218,768	585,872	725,810	646,134	646,134
6225 BANK CHARGES & CR CARD FEES	7,111	236	2,251		5,000	5,000
6250 LEGAL SERVICES - GENERAL	285					
6200 TOTAL PROFESSIONAL SERVICES	632,376	219,004	588,123	725,810	651,134	651,134
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	20,285		35,763			
6315 TREE TRIM / REMOVAL SERVICES	1,341					
6360 ST RECONSTRUCTION -CONTRACTUAL	5,205,653	1,105,639	2,236,039	3,800,000	5,003,197	5,003,197
6300 TOTAL CONTRACTUAL SERVICES	5,227,279	1,105,639	2,271,802	3,800,000	5,003,197	5,003,197
6480 TOTAL RENTALS						
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	131	52	147			
6530 LANDSCAPE MAT'LS & SUPPLIES	94					

Budget Report

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
6550 STREET MAINTENANCE MATERIALS	285	1,200				
6560 STREET SIGNS & POSTS	13,187					
6580 SEWER LINE REPAIR SUPPLIES	339					
6500 TOTAL SUPPLIES	14,037	1,252	147			
6650 TOTAL PRINTING AND ADVERTISING						
6660 PRINTING - NOTICES/ORDINANCES	977	229	639			
6690 ADVERTISING - GENERAL			322			
6650 TOTAL PRINTING AND ADVERTISING	977	229	961			
6800 TOTAL MISCELLANEOUS						
6830 LICENSES, PERMITS AND TAXES	997		1,080			
6800 TOTAL MISCELLANEOUS	997		1,080			
6900 TOTAL CAPITAL OUTLAY						
6905 LAND	13,000					
6900 TOTAL CAPITAL OUTLAY	13,000					
7100 TOTAL DEBT SERVICE						
7140 DEBT ISSUANCE COSTS	32,305		28,959	61,000	57,489	57,489
7100 TOTAL DEBT SERVICE	32,305		28,959	61,000	57,489	57,489
7180 INTERFUND SERVICES USED						
7181 ADMIN SERV CHARGE BY GEN FUND	5,343		10,381	10,380	10,600	10,600
7180 INTERFUND SERVICES USED	5,343		10,381	10,380	10,600	10,600
7200 TOTAL OTHER FINANCING USES						
7215 DISCOUNT ON DEBT ISSUED	43,680		17,391			
7200 TOTAL OTHER FINANCING USES	43,680		17,391			
6001 EXPENDITURES AND EXPENSES	5,969,995	1,326,123	2,918,844	4,597,190	5,722,420	5,722,420
4000 REVENUES AND EXPENDITURES	100,069-	297,590	1,924,523-	618,154	1,255,824	1,255,824
00415 STREET RECONSTRUCTION	100,069-	297,590	1,924,523-	618,154	1,255,824	1,255,824

## Water Utility Fund Profile and Budget Summary

The Water Utility provides potable water to residents, businesses, and other customers of the City through approximately 8,400 metered accounts. The Cities of Crystal, Golden Valley, and New Hope established a joint water commission (JWC) in 1963 to provide for the creation and maintenance of a shared water supply, storage, and distribution system through which filtered and softened water purchased from the City of Minneapolis could be supplied to the population of the member cities.

### Personnel Expenses

This table illustrates the personnel that are charged to this department in full time equivalents (F.T.E.):

	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2013 Budget</u>
Utilities Superintendent	0.40	0.40	0.40
Maintenance II	2.40	2.40	2.40
Seasonal part-time maintenance	0.13	0.13	0.13
PW administrative assistant	0.24	0.24	0.24
Utility billing specialist	0.40	0.40	0.40
Payroll/utility billing specialist	0.40	0.32	0.40

The Water, Sewer, and Storm Drainage Funds are supported by the same personnel with personnel costs being allocated 40% to Water, 40% to Sewer and 20% to Storm Drainage.

### Staff

These personnel are supervised or work in this department, although part of their personnel expenses may be charged to another department in which they also work.

- Utilities Superintendent (1): Supervisory work in directing the activities of three Utilities. This position is responsible for the overall maintenance and operation of the City's Utilities infrastructure, including the operation of the radio read water metering system.
- Maintenance II (6): Maintains high service water pumps & reservoir, watermains, water meters, operates various trucks & equipment and is available to work on-call nights & weekends.
- Public Works Administrative Assistant (0.6): Handles voice, email & mail communications for department prepares data & spreadsheets, copies & files documents and assists in setting up public meetings.
- Utility Billing Specialist (1): Processes utility billing including meter readings, monthly billings, payments, ownership changes, meter changes and annual assessment of delinquent accounts and provides customer service to utility customers.

- Payroll/Utility Billing Specialist (1): Processes bi-weekly payrolls for employees. Acts as the backup to utility billing, scans daily utility payments into billing system, and provides customer service to utility customers.

**Funding Sources**

The Water Fund is supported by charges for water sales and related water service fees.

**2013 Goals and Objectives**

- Continue with the reactivation of New Hope Well #1 as part of the development of and emergency backup water supply.
- Continue with the replacement of control valves on large diameter mains.
- Oversee the development of plans and specifications for the replacement of the Robbinsdale portion of the domestic water pipeline from Minneapolis as part of the Hennepin County reconstruction of County Road 9 (construction scheduled for 2014 – 15).
- Install security fencing around perimeter of reservoir.

**Budget Highlights**

<b>Line Item/Description</b>	<b>Amount</b>	<b>Discussion</b>
6365 / Water charges Joint Water Commission	\$2,138,230	Cost of water purchased from the City of Minneapolis through the JWC (Cities of Crystal, Golden Valley & New Hope)
6370 / Service connection fees	\$50,000	Annual fee of \$6.36 per water connection charged by the MN Dept. of Health for water testing
7181 / Admin. service charge by General Fund	\$117,472	Cost for employees in the Administration, Engineering & Finance departments who are charged to the General Fund but spend part of their time supporting the Water Fund

**Water Rates**

Conservation water rates provide for the rate per unit of water to increase as the customer consumes more water.

In 2013, the residential tiers are scheduled to increase:

	<u>2012</u>	<u>2013</u>
Tier 1 - Retail rate per 1,000 gallons	3.94	4.05
Tier 2 – Retail rate per 1,000 gallons	4.34	4.45
Tier 3 – Retail rate per 1,000 gallons	4.75	4.85

## Budget Report

Fiscal Period: 12 / 12

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00505 WATER UTILITY						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4050 TOTAL SPECIAL ASSESSMENTS						
4055 SPECIAL ASSESS - INCOME	3,863	924-	5,613			
4065 SPECIAL ASSESS - PREPAID		735-				
4070 SPECIAL ASSESS - PENALTIES	11,252-	9,512-	10,001-	9,000-	10,000-	10,000-
4075 SPECIAL ASSESS - INTEREST	52,140-	50,566-	53,814-	51,000-	50,000-	50,000-
4050 TOTAL SPECIAL ASSESSMENTS	59,528-	61,737-	58,202-	60,000-	60,000-	60,000-
4650 TOTAL CH. FOR SERV -ENTERPRISE						
4655 UTILITY SALES	2,795,026-	2,541,809-	2,484,167-	2,681,250-	2,750,000-	2,750,000-
4660 UTILITY PENALTIES	60,399-	54,780-	53,047-	60,000-	57,000-	57,000-
4665 REIMBURSEMENT -JWC	14,208-	11,245-	12,110-	12,342-	12,000-	12,000-
4650 TOTAL CH. FOR SERV -ENTERPRISE	2,869,633-	2,607,834-	2,549,323-	2,753,592-	2,819,000-	2,819,000-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	109,226-	64,904-	56,953-	46,000-	27,000-	27,000-
4880 CHANGE IN F.V. OF INVESTMENTS	19,161	6,083-	14,844-			
4800 TOTAL INVESTMENT EARNINGS	90,065-	70,987-	71,798-	46,000-	27,000-	27,000-
4900 TOTAL MISCELLANEOUS						
4902 MISCELLANEOUS RECEIPTS	21,957-	15,014-	10,916-	15,000-	15,000-	15,000-
4915 REIMBURSEMENT -OTHER		3,500-	3,740-			
4946 JWC- \$.02/1000 GAL GEN/ADM FEE	14,230-	12,343-	11,512-	12,342-	12,000-	12,000-
4947 SALE OF METERS & PARTS	3,007-	7,380-	7,518-	4,800-	6,000-	6,000-
4948 STATE TESTING FEE BILLED		7,482-	50,186-	50,000-	50,000-	50,000-
4955 CERTIFICATION FEES - UB	26,215-	26,460-	24,325-	27,000-	24,000-	24,000-
4900 TOTAL MISCELLANEOUS	65,409-	72,179-	108,197-	109,142-	107,000-	107,000-
5000 TOTAL OTHER FINANCING SOURCES						
5003 NET INCOME FROM JOINT VENTURE	21,287-	27,475-	193,633-			
5040 GAIN ON DISPOSITION OF ASSETS	1,677-		7,333-			
5000 TOTAL OTHER FINANCING SOURCES	22,964-	27,475-	200,966-			
4001 REVENUES	3,107,599-	2,840,212-	2,988,486-	2,968,734-	3,013,000-	3,013,000-
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	192,666	206,052	195,317	213,740	222,049	222,049
6015 OVERTIME-REGULAR EMPLOYEES	6,173	8,438	5,773	6,400	6,400	6,400
6050 SALARIES/WAGES-TEMP EMPLOYEES	2,095	2,776	2,141	2,800	2,800	2,800
6055 OVERTIME-TEMP EMPLOYEES	6		12			
6060 DEMO REIMB FROM EDA/TIF FUNDS		706-	2,198-		800-	800-
6003 TOTAL SALARIES AND WAGES	200,940	216,560	201,044	222,940	230,449	230,449
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	14,309	16,009	14,803	17,055	17,691	17,691
6110 PERA - COORDINATED	13,374	15,032	14,577	16,163	16,766	16,766
6140 HEALTH INSURANCE	26,559	32,643	34,382	29,397	37,597	37,597
6142 HEALTH SAVINGS ACCOUNTS		742	1,995			
6145 DENTAL INSURANCE	528	550	361	422	614	614
6150 LIFE INSURANCE	142	81	78	83	83	83
6155 RETIRE HLTH SAVINGS PLAN	2,469	2,515	2,324	2,340	2,557	2,557
6170 CLOTHING & CLOTHING ALLOW	779	696	773	900	900	900

Fiscal Period: 12 / 12

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
6185 WORKERS COMP INSURANCE	4,111	4,400	4,226	5,766	4,975	4,975
6188 OPEB ANNUAL ADJUSTMENT	2,275	2,485	939			
6195 COMPENSATED ABSENCES	3,798	2,399	882			
6100 TOTAL EMPLOYEE BENEFITS	68,344	77,551	75,339	72,126	81,183	81,183
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	13,669	7,711	8,663	13,000	15,000	15,000
6225 BANK CHARGES & CR CARD FEES	3,224	3,663	4,099	4,000	4,000	4,000
6200 TOTAL PROFESSIONAL SERVICES	16,894	11,373	12,762	17,000	19,000	19,000
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	5,385	2,350	2,758	6,000	6,000	6,000
6320 LOGIS SERVICES	19,103	18,284	19,068	18,717	19,568	19,568
6365 WATER CHARGES - JWC	1,957,118	1,740,267	2,107,594	1,962,378	2,138,230	2,138,230
6366 WATER- ADDTL \$.02/1000 GAL-JWC	14,230	12,343	11,512	12,342	12,000	12,000
6370 SERVICE CONN FEES - WATER	50,020	49,915	49,880	51,000	50,000	50,000
6300 TOTAL CONTRACTUAL SERVICES	2,045,857	1,823,159	2,190,812	2,050,437	2,225,798	2,225,798
6400 TOTAL UTILITIES						
6405 ELECTRIC SERVICE	1,141	1,406	1,375	1,600	1,500	1,500
6410 GAS SERVICE	1,213	1,135	1,084	1,200	1,200	1,200
6415 RUBBISH REMOVAL	648	462	294	500	500	500
6420 CITY UTILITY CHARGES	1,209	1,331	896	1,500	1,000	1,000
6400 TOTAL UTILITIES	4,211	4,334	3,648	4,800	4,200	4,200
6440 TOTAL REPAIR & MAINT SERVICES						
6445 BUILDING R & M SERVICES	1,200		1,243	1,200	1,200	1,200
6450 EQUIPMENT R & M SERVICES	614	91	3,457	1,200	1,200	1,200
6455 VEHICLE R & M SERVICES	127	990	1,614	1,000	1,600	1,600
6460 STREET R & M SERVICES				1,000		
6466 WATER REPAIR - CONTRACTUAL	103,832	5,506	94,423	30,000	30,000	30,000
6470 SERVICE CONTRACTS	32	221	3,112	3,000	3,600	3,600
6440 TOTAL REPAIR & MAINT SERVICES	105,805	6,809	103,848	37,400	37,600	37,600
6480 TOTAL RENTALS						
6495 RENTALS - MACHINERY & EQUIP		653	253	500	500	500
6480 TOTAL RENTALS		653	253	500	500	500
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	4,670	3,406	4,209	4,800	4,800	4,800
6525 BLDG REPAIR/MAINT SUPPLIES		127	85	1,200	1,200	1,200
6530 LANDSCAPE MAT'LS & SUPPLIES				500	500	500
6535 EQUIP MAINT SUPPLIES	1,200	1,294	1,056	4,000	4,000	4,000
6540 VEHICLE SUPPLIES	2,256	2,059	2,452	2,500	2,500	2,500
6545 MOTOR FUELS	7,236	8,408	10,314	10,500	10,600	10,600
6550 STREET MAINTENANCE MATERIALS	12,348	18,377	8,871	8,000	10,000	10,000
6555 SAFETY SUPPLIES	225	880	406	900	900	900
6575 UTILITY SYSTEM MAINT SUPPLIES	12,553	22,830	16,391	16,000	16,000	16,000
6500 TOTAL SUPPLIES	40,487	57,381	43,785	48,400	50,500	50,500
6600 TOTAL COMMUNICATIONS						
6605 POSTAGE	4,233	4,411	4,953	5,000	5,500	5,500
6610 PHONE SERVICES	496	425	389	650	700	700
6620 DELIVERY CHARGES	24	8	11	100	100	100
6600 TOTAL COMMUNICATIONS	4,754	4,845	5,352	5,750	6,300	6,300

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
6650 TOTAL PRINTING AND ADVERTISING						
6655 PRINTING - NEWSLETTERS	655	348	294	700	700	700
6660 PRINTING - NOTICES/ORDINANCES	147		189	500	600	600
6665 PRINTING - GENERAL	24			100		
6650 TOTAL PRINTING AND ADVERTISING	826	348	483	1,300	1,300	1,300
6700 TOTAL INSURANCE						
6705 INSURANCE	5,435	7,162	7,172	7,599	7,365	7,365
6700 TOTAL INSURANCE	5,435	7,162	7,172	7,599	7,365	7,365
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	1,833	1,376	1,640	2,000	2,000	2,000
6820 DUES AND SUBSCRIPTIONS	1,909	1,909	1,736	1,000	1,000	1,000
6830 LICENSES, PERMITS AND TAXES	311	188	823	300	800	800
6840 BOOKS AND PUBLICATIONS	45	45	131	100	100	100
6870 BAD DEBT - UB BANKRUPTCIES	4,140	1,581	4,036	5,000	5,000	5,000
6800 TOTAL MISCELLANEOUS	8,238	5,098	8,366	8,400	8,900	8,900
6900 TOTAL CAPITAL OUTLAY						
6935 INFRA-UTILITY SYSTEMS				555,000		
6900 TOTAL CAPITAL OUTLAY				555,000		
7000 TOTAL DEPRECIATION						
7011 DEPR-BLDGS & STRUCTURES	3,754	3,754	3,754	3,751	3,751	3,751
7020 DEPR-MACHINERY & EQUIPMENT	1,263	103,274	110,120	120,538	120,018	120,018
7025 DEPR-OFFICE EQUIP & FURNITURE	7,714	5,858	5,858	5,858	5,858	5,858
7030 DEPR-VEHICLES	9,227	8,666	7,881	7,814	7,814	7,814
7035 DEPR-INFRA-UTILITY SYSTEMS	30,776	30,824	31,201	38,102	46,235	46,235
7000 TOTAL DEPRECIATION	52,734	152,376	158,814	176,063	183,676	183,676
7180 INTERFUND SERVICES USED						
7181 ADMIN SERV CHARGE BY GEN FUND	124,014	114,495	118,913	112,320	117,472	117,472
7180 INTERFUND SERVICES USED	124,014	114,495	118,913	112,320	117,472	117,472
7200 TOTAL OTHER FINANCING USES						
7220 LOSS ON DISPOSITION OF ASSETS	603					
7200 TOTAL OTHER FINANCING USES	603					
7400 TOTAL TRANSFERS OUT						
6001 EXPENDITURES AND EXPENSES	2,679,141	2,482,145	2,930,591	3,320,035	2,974,243	2,974,243
4000 REVENUES AND EXPENDITURES	428,458-	358,066-	57,895-	351,301	38,757-	38,757-
00505 WATER UTILITY	428,458-	358,066-	57,895-	351,301	38,757-	38,757-

## Sewer Utility Fund – 510 Profile and Budget Summary

The Sanitary Sewer Utility manages the collection and pumping of sanitary sewage through a system of sewer lines and lift stations. Sewage is pumped through large interceptor lines to waste treatment plants owned by the Metropolitan Council Environmental Services in St. Paul. Fees paid by the City to the Metropolitan Council Environmental Services for its sewage treatment services exceed 60% of the sewer utility fund's operating budget. The cost of maintaining 87 miles of local sewer lines and 7 lift stations is the rest of the budget.

### **Personnel Expenses**

This table illustrates the personnel that are charged to this department in full time equivalents (F.T.E.):

	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2013 Budget</u>
Utilities Superintendent	0.40	0.40	0.40
Maintenance II	2.40	2.40	2.40
Seasonal part-time maintenance	0.13	0.13	0.13
PW administrative assistant	0.24	0.24	0.24
Utility billing specialist	0.40	0.40	0.40
Payroll/utility billing specialist	0.40	0.32	0.40

The Water, Sewer and Storm Drainage Funds are supported by the same personnel with personnel costs being allocated 40% to Water, 40% to Sewer and 20% to Storm Drainage.

### **Staff**

These personnel are supervised or work in this department, although part of their personnel expenses may be charged to another department in which they also work.

- **Utilities Superintendent (1)**: Supervisory work in directing the activities of the three Utilities. This position is responsible for the overall maintenance and operation of the City's Utilities infrastructure, including the operation of 7 sanitary sewer lift station and a 24 hour computer based monitoring and control system.
- **Maintenance II (6)**: Maintains sanitary sewer lines and forcemains by jetting, root cutting, and general repair work; maintains sewer lift stations and control systems; maintain related heavy equipment and vehicles; be available to work on-call nights and weekends.
- **Public Works Administrative Assistant (0.6)**: Handles voice, email and mail communications for the department, prepares data and spreadsheets, copies and files documents and assists in setting up public meetings.
- **Utility Billing Specialist (1)**: Processes utility billing including meter readings, monthly billings, payments, ownership changes, meter changes and annual assessment of delinquent accounts and provides customer service to utility customers.

- Payroll/Utility Billing Specialist (1): Processes bi-weekly payrolls for employees. Acts as the backup to utility billing, scans daily utility payments into billing system, and provides customer service to utility customers.

**Funding Sources**

The Sewer Fund is supported by sewer service fees.

**2013 Goals and Objectives**

- Continue to reduce the amount of infiltration and inflow (I&I) that enters the sanitary sewer collection system including ground water, storm water, and other non-sewage water. This is accomplished by using the cured in place pipe (CIPP) relining process.

**Budget Highlights**

<b>Line Item/Description</b>	<b>Amount</b>	<b>Discussion</b>
6375 / Sewage disposal charges – Metro Council Environmental Services	\$1,270,154	Sewage treatment fee paid to the Metropolitan Council Environment Services. This is influenced by the MCES operating costs and the amount of I&I.
7181 / Admin. service charge by General Fund	\$117,472	Cost for employees in the Administration, Engineering & Finance departments who are charged to the General Fund but spend part of their time supporting the Sewer Fund

**Sewer Rates**

The residential sewer rates will increase in 2013 to \$46.80 per quarter, up from the \$46.20 per quarter that is in effect for 2012. Commercial sewer rates will also increase to \$2.07 per unit of water as compared with the \$2.04 per unit of water that is in effect for 2012.

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00510 SEWER UTILITY						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4650 TOTAL CH. FOR SERV -ENTERPRISE						
4655 UTILITY SALES	1,910,066-	1,877,745-	1,931,083-	1,931,060-	1,940,000-	1,940,000-
4660 UTILITY PENALTIES	35,039-	34,687-	36,371-	35,000-	36,000-	36,000-
4695 CREDIT - SR/DISABLED DISCOUNT	51,017	49,192	47,711	51,000	48,000	48,000
4698 CREDIT - SENIOR RENTAL REBATE	7,036	6,410	6,579	7,000	7,000	7,000
4650 TOTAL CH. FOR SERV -ENTERPRISE	1,887,052-	1,856,830-	1,913,165-	1,908,060-	1,921,000-	1,921,000-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	139,794-	103,745-	90,039-	70,000-	42,200-	42,200-
4880 CHANGE IN F.V. OF INVESTMENTS	24,523	9,724-	23,468-			
4800 TOTAL INVESTMENT EARNINGS	115,271-	113,468-	113,507-	70,000-	42,200-	42,200-
4900 TOTAL MISCELLANEOUS						
4902 MISCELLANEOUS RECEIPTS	6,976-	9,266-	11,558-	6,000-	9,000-	9,000-
4900 TOTAL MISCELLANEOUS	6,976-	9,266-	11,558-	6,000-	9,000-	9,000-
5000 TOTAL OTHER FINANCING SOURCES						
5040 GAIN ON DISPOSITION OF ASSETS	1,677-		7,333-			
5000 TOTAL OTHER FINANCING SOURCES	1,677-		7,333-			
4001 REVENUES	2,010,976-	1,979,564-	2,045,563-	1,984,060-	1,972,200-	1,972,200-
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	192,844	206,017	195,317	213,740	222,049	222,049
6015 OVERTIME-REGULAR EMPLOYEES	5,386	8,473	5,773	6,400	6,400	6,400
6050 SALARIES/WAGES-TEMP EMPLOYEES	2,095	2,776	2,141	2,800	2,800	2,800
6055 OVERTIME-TEMP EMPLOYEES	6		12			
6060 DEMO REIMB FROM EDA/TIF FUNDS		706-	2,198-		800-	800-
6003 TOTAL SALARIES AND WAGES	200,331	216,560	201,044	222,940	230,449	230,449
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	14,918	16,009	14,803	17,055	17,691	17,691
6110 PERA - COORDINATED	13,374	15,032	14,577	16,163	16,766	16,766
6140 HEALTH INSURANCE	26,559	32,643	34,382	29,397	37,597	37,597
6142 HEALTH SAVINGS ACCOUNTS		742	1,995			
6145 DENTAL INSURANCE	528	506	361	422	614	614
6150 LIFE INSURANCE	142	81	78	83	83	83
6155 RETIRE HLTH SAVINGS PLAN	2,469	2,515	2,324	2,340	2,557	2,557
6170 CLOTHING & CLOTHING ALLOW	779	696	773	900	900	900
6185 WORKERS COMP INSURANCE	4,111	4,400	4,226	5,766	4,975	4,975
6188 OPEB ANNUAL ADJUSTMENT	2,279	2,481	939			
6195 COMPENSATED ABSENCES	3,798	2,399	882			
6100 TOTAL EMPLOYEE BENEFITS	68,957	77,503	75,339	72,126	81,183	81,183
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	177,960	2,872	2,342	2,000	30,000	30,000
6225 BANK CHARGES & CR CARD FEES		88	253	240	750	750
6200 TOTAL PROFESSIONAL SERVICES	177,960	2,960	2,595	2,240	30,750	30,750
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	2,361	2,350	2,227	6,000	6,000	6,000

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## Budget Report

Level Of Rollup 6

Object Code / Description	2009	2010	2011	2012	2013	2013
	Actual Amount	Actual Amount	Actual Amount	Final Budget	Requested Budget	Approved Budget
6320 LOGIS SERVICES	18,634	18,764	19,068	18,717	19,568	19,568
6375 SEWAGE DISPOSAL CHARGES - MCES	1,217,481	1,283,319	1,279,669	1,246,400	1,270,154	1,270,154
6300 TOTAL CONTRACTUAL SERVICES	1,238,476	1,304,434	1,300,963	1,271,117	1,295,722	1,295,722
6400 TOTAL UTILITIES						
6405 ELECTRIC SERVICE	15,053	16,401	19,912	18,000	20,400	20,400
6410 GAS SERVICE	1,740	1,594	1,519	1,800	1,600	1,600
6415 RUBBISH REMOVAL	648	462	294	500	500	500
6420 CITY UTILITY CHARGES	1,209	1,331	894	1,500	1,000	1,000
6400 TOTAL UTILITIES	18,650	19,788	22,619	21,800	23,500	23,500
6440 TOTAL REPAIR & MAINT SERVICES						
6445 BUILDING R & M SERVICES	1,200		2,664	1,200	1,200	1,200
6450 EQUIPMENT R & M SERVICES	692	3,111	286	1,500	1,500	1,500
6455 VEHICLE R & M SERVICES		990	1,485	1,000	1,000	1,000
6460 STREET R & M SERVICES				1,000	1,000	1,000
6467 SEWER REPAIR - CONTRACTUAL	37,590	3,589	3,767	10,000	10,000	10,000
6468 LIFT STAT REPAIR - CONTRACTUAL	3,996			4,000	4,000	4,000
6470 SERVICE CONTRACTS	96	333	112	200	200	200
6440 TOTAL REPAIR & MAINT SERVICES	43,575	8,023	8,314	18,900	18,900	18,900
6480 TOTAL RENTALS						
6495 RENTALS - MACHINERY & EQUIP		1,073		1,000	1,000	1,000
6480 TOTAL RENTALS		1,073		1,000	1,000	1,000
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	2,711	6,433	3,622	6,000	6,000	6,000
6525 BLDG REPAIR/MAINT SUPPLIES	3	127	105	1,500	1,500	1,500
6530 LANDSCAPE MAT'LS & SUPPLIES				200	200	200
6535 EQUIP MAINT SUPPLIES	2,898	2,941	3,849	6,500	6,500	6,500
6540 VEHICLE SUPPLIES	3,248	1,176	1,053	2,500	2,500	2,500
6545 MOTOR FUELS	7,236	8,486	10,314	10,300	10,600	10,600
6550 STREET MAINTENANCE MATERIALS	570	917		3,000	3,000	3,000
6555 SAFETY SUPPLIES	225	517	393	750	750	750
6575 UTILITY SYSTEM MAINT SUPPLIES	17,476	8,116	21,876	18,000	18,000	18,000
6580 SEWER LINE REPAIR SUPPLIES	3,192			2,500	2,500	2,500
6585 LIFT STATION REPAIR SUPPLIES	1,106	3,027	1,007	4,000	4,000	4,000
6500 TOTAL SUPPLIES	38,665	31,740	42,221	55,250	55,550	55,550
6600 TOTAL COMMUNICATIONS						
6605 POSTAGE	4,233	4,464	4,878	5,000	5,500	5,500
6610 PHONE SERVICES	377	831	896	1,000	1,100	1,100
6600 TOTAL COMMUNICATIONS	4,611	5,295	5,774	6,000	6,600	6,600
6650 TOTAL PRINTING AND ADVERTISING						
6690 ADVERTISING - GENERAL		480		250	250	250
6650 TOTAL PRINTING AND ADVERTISING		480		250	250	250
6700 TOTAL INSURANCE						
6705 INSURANCE	6,409	7,141	7,504	7,377	6,325	6,325
6700 TOTAL INSURANCE	6,409	7,141	7,504	7,377	6,325	6,325
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	1,530	1,836	2,005	2,000	2,000	2,000
6820 DUES AND SUBSCRIPTIONS	605	241	40	600	600	600

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
6830 LICENSES, PERMITS AND TAXES	46	110	51	100	100	100
6840 BOOKS AND PUBLICATIONS	45	85	62	100	100	100
6870 BAD DEBT - UB BANKRUPTCIES	3,168	1,077	2,164	2,400	2,400	2,400
6800 TOTAL MISCELLANEOUS	5,393	3,349	4,322	5,200	5,200	5,200
6900 TOTAL CAPITAL OUTLAY						
6935 INFRA- UTILITY SYSTEMS				500,000		
6900 TOTAL CAPITAL OUTLAY				500,000		
7000 TOTAL DEPRECIATION						
7011 DEPR-BLDGS & STRUCTURES	3,681	3,681	3,681	3,677	3,677	3,677
7020 DEPR-MACHINERY & EQUIPMENT	16,654	23,404	20,785	20,160	19,226	19,226
7025 DEPR-OFFICE EQUIP & FURNITURE	13,595					
7030 DEPR-VEHICLES	9,227	8,666	7,880	7,814	7,814	7,814
7035 DEPR-INFRA-UTILITY SYSTEMS	103,671	105,961	107,022	70,865	72,576	72,576
7000 TOTAL DEPRECIATION	146,827	141,712	139,368	102,516	103,293	103,293
7180 INTERFUND SERVICES USED						
7181 ADMIN SERV CHARGE BY GEN FUND	124,014	114,495	118,913	112,320	117,472	117,472
7180 INTERFUND SERVICES USED	124,014	114,495	118,913	112,320	117,472	117,472
7200 TOTAL OTHER FINANCING USES						
7220 LOSS ON DISPOSITION OF ASSETS	101	314				
7200 TOTAL OTHER FINANCING USES	101	314				
7400 TOTAL TRANSFERS OUT						
6001 EXPENDITURES AND EXPENSES	2,073,969	1,934,868	1,928,975	2,399,036	1,976,194	1,976,194
4000 REVENUES AND EXPENDITURES	62,992	44,697-	116,587-	414,976	3,994	3,994
00510 SEWER UTILITY	62,992	44,697-	116,587-	414,976	3,994	3,994

## Storm Drainage Utility Fund – 515

### Profile and Budget Summary

The Storm Drainage Fund provides for the operation, maintenance, and improvement of the storm drainage system. Federal and State mandates require the City to undertake projects to better handle the runoff from large storms and to improve the quality of water entering local lakes and streams. The City works closely with both the Shingle Creek and Bassett Creek Watershed Management Organizations.

#### **Personnel Expenses**

This table illustrates the personnel that are charged to this department in full time equivalents (F.T.E.):

	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2013 Budget</u>
Utilities Superintendent	0.20	0.20	0.20
Maintenance II	1.20	1.20	1.20
Seasonal part-time maintenance	0.57	0.57	0.57
PW administrative assistant	0.12	0.12	0.12
Utility billing specialist	0.20	0.20	0.20
Payroll/utility billing specialist	0.20	0.16	0.20

The Water, Sewer and Storm Drainage Funds are supported by the same personnel with personnel costs being allocated 40% to Water, 40% to Sewer and 20% to Storm Drainage.

#### **Staff**

These personnel are supervised or work in this department, although part of their personnel expenses may be charged to another department in which they also work.

- Utilities Superintendent (1): Supervisory work in directing the activities of the three Utilities. This position is responsible for the overall maintenance and operation of the City's Utilities infrastructure, including the operation of the Gaulke Pond stormwater lift station, cleaning water quality manholes, and maintaining the ponds, rain gardens, and collection system throughout the city.
- Maintenance II (6): Maintains lift station, storm drains, inlets, outfalls and road crossings; maintains ponds, rain gardens, and North Branch Bassett Creek; operates and maintains various trucks & equipment and is available to work on-call nights & weekends.
- Public Works Administrative Assistant (0.6): Handles voice, email & mail communications for department prepares data & spreadsheets, copies & files documents and assists in setting up public meetings.
- Utility Billing Specialist (1): Processes utility billing including meter readings, monthly billings, payments, ownership changes, meter changes and annual assessment of delinquent accounts and provides customer service to utility customers.

- Payroll/Utility Billing Specialist (1): Processes bi-weekly payrolls for employees. Acts as the backup to utility billing, scans daily utility payments into billing system, and provides customer service to utility customers.

**Funding Sources**

The Storm Drainage Fund is supported by storm drainage service fees.

**2013 Goals and Objectives**

- Continue with the completion of the MAC Park 639W water quality project.
- Continue with upgrading storm drainage collection system in the Phase 13 Street Reconstruction Project Area.
- Design and build the North Branch Bassett Creek Erosion Control Project.

**Budget Highlights**

<b>Line Item/Description</b>	<b>Amount</b>	<b>Discussion</b>
6465 / Utility systems repair & maintenance services	\$600,000	Erosion control project on the north branch of Bassett Creek. Cost will be reimbursed by the Bassett Creek Watershed District.
7181 / Admin. service charge by General Fund	\$31,610	Cost for employees in the Administration, Engineering & Finance departments who are charged to the General Fund but spend part of their time supporting the Storm Drainage Fund
7430 / Transfer out – PIR Fund	\$68,400	Transfer pays 40% of alley improvement projects since the projects improve drainage of storm water

**Storm Drainage Rates**

The residential storm drainage rates will increase from the \$10.20 per quarter that is in effect for 2012 to \$10.80 per quarter in 2013. Commercial storm drainage rates will increase from \$255.00 per acre in 2012 to \$270.00 per acre in 2013.

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Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00515 STORM DRAINAGE UTILITY						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4345 TOTAL STATE INTERGOVERNMENTAL						
4347 STATE - MISCELLANEOUS			347,404-			
4345 TOTAL STATE INTERGOVERNMENTAL			347,404-			
4390 TOTAL OTHER INTERGOVERNMENTAL						
4393 LOCAL - MISCELLANEOUS		71,385-			835,000-	835,000-
4390 TOTAL OTHER INTERGOVERNMENTAL		71,385-			835,000-	835,000-
4650 TOTAL CH. FOR SERV -ENTERPRISE						
4655 UTILITY SALES	631,283-	639,486-	644,038-	658,920-	702,000-	702,000-
4660 UTILITY PENALTIES	9,748-	9,452-	8,971-	9,888-	9,828-	9,828-
4650 TOTAL CH. FOR SERV -ENTERPRISE	641,031-	648,938-	653,009-	668,808-	711,828-	711,828-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	72,436-	29,836-	29,385-	21,000-	5,500-	5,500-
4880 CHANGE IN F.V. OF INVESTMENTS	12,707	2,796-	7,659-			
4800 TOTAL INVESTMENT EARNINGS	59,729-	32,633-	37,044-	21,000-	5,500-	5,500-
4900 TOTAL MISCELLANEOUS						
4902 MISCELLANEOUS RECEIPTS	3,674-	600	3,752-			
4900 TOTAL MISCELLANEOUS	3,674-	600	3,752-			
5000 TOTAL OTHER FINANCING SOURCES						
5040 GAIN ON DISPOSITION OF ASSETS	1,677-		7,333-			
5000 TOTAL OTHER FINANCING SOURCES	1,677-		7,333-			
5095 TOTAL CAPITAL CONTRIBUTIONS						
5096 CAPITAL CONTRIBUTIONS	218,471-		590,656-			
5095 TOTAL CAPITAL CONTRIBUTIONS	218,471-		590,656-			
4001 REVENUES	924,581-	752,355-	1,639,199-	689,808-	1,552,328-	1,552,328-
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	96,267	103,009	97,658	106,870	111,025	111,025
6015 OVERTIME-REGULAR EMPLOYEES	2,848	4,236	2,887	3,200	3,200	3,200
6050 SALARIES/WAGES-TEMP EMPLOYEES	1,047	1,388	3,878	16,480	16,480	16,480
6055 OVERTIME-TEMP EMPLOYEES	3		94			
6060 DEMO REIMB FROM EDA/TIF FUNDS		353-	1,099-		400-	400-
6003 TOTAL SALARIES AND WAGES	100,165	108,280	103,418	126,550	130,305	130,305
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	7,459	8,004	7,623	9,681	9,999	9,999
6110 PERA - COORDINATED	6,687	7,516	7,288	8,082	8,383	8,383
6140 HEALTH INSURANCE	13,279	16,321	17,191	14,698	18,798	18,798
6142 HEALTH SAVINGS ACCOUNTS		371	956			
6145 DENTAL INSURANCE	264	264	222	211	307	307
6150 LIFE INSURANCE	71	40	39	42	42	42
6155 RETIRE HLTH SAVINGS PLAN	1,234	1,257	1,162	1,170	1,279	1,279
6170 CLOTHING & CLOTHING ALLOW	390	348	386	450	450	450
6185 WORKERS COMP INSURANCE	2,055	2,200	2,126	3,372	2,980	2,980
6188 OPEB ANNUAL ADJUSTMENT	1,136	1,245	469			

Fiscal Period: 12 / 12

Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
6195 COMPENSATED ABSENCES	1,899	1,199	441			
6100 TOTAL EMPLOYEE BENEFITS	34,474	38,767	37,904	37,706	42,238	42,238
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	15,734	2,083	43,900	15,000	15,000	15,000
6225 BANK CHARGES & CR CARD FEES		44	126	120	300	300
6200 TOTAL PROFESSIONAL SERVICES	15,734	2,127	44,027	15,120	15,300	15,300
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	519,959	5,588	81,261	3,000	6,000	6,000
6315 TREE TRIM / REMOVAL SERVICES		2,480		5,000	5,000	5,000
6320 LOGIS SERVICES	9,317	9,142	9,534	9,358	9,784	9,784
6300 TOTAL CONTRACTUAL SERVICES	529,276	17,210	90,795	17,358	20,784	20,784
6400 TOTAL UTILITIES						
6405 ELECTRIC SERVICE	3,596	5,160	6,015	5,700	6,200	6,200
6410 GAS SERVICE	607	567	542	600	600	600
6415 RUBBISH REMOVAL	324	282	147	360	360	360
6420 CITY UTILITY CHARGES	605	665	447	750	600	600
6400 TOTAL UTILITIES	5,130	6,675	7,151	7,410	7,760	7,760
6440 TOTAL REPAIR & MAINT SERVICES						
6445 BUILDING R & M SERVICES	600		756	500	500	500
6450 EQUIPMENT R & M SERVICES		1,438		500	500	500
6455 VEHICLE R & M SERVICES		495	742	200	200	200
6460 STREET R & M SERVICES		1,204		500	500	500
6465 UTILITY SYSTEMS R & M SERVICES			4,475		600,000	600,000
6470 SERVICE CONTRACTS	128	55	224	150	300	300
6440 TOTAL REPAIR & MAINT SERVICES	728	3,192	6,197	1,850	602,000	602,000
6480 TOTAL RENTALS						
6495 RENTALS - MACHINERY & EQUIP	721	351	2,371	1,200	1,200	1,200
6480 TOTAL RENTALS	721	351	2,371	1,200	1,200	1,200
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	2,894	1,512	1,877	3,000	3,000	3,000
6525 BLDG REPAIR/MAINT SUPPLIES	5	63	19	600	600	600
6530 LANDSCAPE MAT'LS & SUPPLIES	30,502	17,699	4,593	500	500	500
6535 EQUIP MAINT SUPPLIES	229	431	429	750	750	750
6540 VEHICLE SUPPLIES	470	285	359	1,000	1,000	1,000
6545 MOTOR FUELS	3,618	4,243	5,157	5,300	5,300	5,300
6550 STREET MAINTENANCE MATERIALS		472		1,500	1,500	1,500
6555 SAFETY SUPPLIES	113	259	197	300	300	300
6575 UTILITY SYSTEM MAINT SUPPLIES	1,503	3,767	6,046	4,000	4,000	4,000
6585 LIFT STATION REPAIR SUPPLIES		1,163		1,000	1,000	1,000
6500 TOTAL SUPPLIES	39,333	29,895	18,677	17,950	17,950	17,950
6600 TOTAL COMMUNICATIONS						
6605 POSTAGE	2,117	3,136	2,439	2,500	2,750	2,750
6610 PHONE SERVICES	189	195	194	250	280	280
6600 TOTAL COMMUNICATIONS	2,306	3,331	2,633	2,750	3,030	3,030
6650 TOTAL PRINTING AND ADVERTISING						
6660 PRINTING - NOTICES/ORDINANCES			46	200	200	200
6650 TOTAL PRINTING AND ADVERTISING			46	200	200	200

Fiscal Period: 12 / 12

## Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
6700 TOTAL INSURANCE						
6705 INSURANCE	3,788	4,190	3,670	4,035	3,174	3,174
6700 TOTAL INSURANCE	3,788	4,190	3,670	4,035	3,174	3,174
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	205	290	238	150	250	250
6820 DUES AND SUBSCRIPTIONS	50,613	47,651	53,165	58,000	58,000	58,000
6830 LICENSES, PERMITS AND TAXES		552	120	250	250	250
6840 BOOKS AND PUBLICATIONS	22	20	31	100	100	100
6850 AWARDS	1,200					
6870 BAD DEBT - UB BANKRUPTCIES	558	188	989	600	600	600
6800 TOTAL MISCELLANEOUS	52,599	48,701	54,543	59,100	59,200	59,200
6900 TOTAL CAPITAL OUTLAY						
6920 MACHINERY AND EQUIPMENT				190,000		
6925 OFFICE EQUIP & FURNITURE				2,500		
6935 INFRA- UTILITY SYSTEMS				289,800		
6900 TOTAL CAPITAL OUTLAY				482,300		
7000 TOTAL DEPRECIATION						
7011 DEPR-BLDGS & STRUCTURES	381	381	381	377	377	377
7020 DEPR-MACHINERY & EQUIPMENT	8,702	10,892	8,272	21,858	29,852	29,852
7025 DEPR-OFFICE EQUIP & FURNITURE	9,035					
7030 DEPR-VEHICLES	10,287	10,933	10,147	10,081	14,248	14,248
7035 DEPR-INFRA-UTILITY SYSTEMS	161,186	176,025	178,141	196,200	213,864	213,864
7000 TOTAL DEPRECIATION	189,590	198,231	196,941	228,516	258,341	258,341
7180 INTERFUND SERVICES USED						
7181 ADMIN SERV CHARGE BY GEN FUND	36,338	30,809	31,998	30,224	31,610	31,610
7180 INTERFUND SERVICES USED	36,338	30,809	31,998	30,224	31,610	31,610
7200 TOTAL OTHER FINANCING USES						
7220 LOSS ON DISPOSITION OF ASSETS	9,045	9,437				
7228 CAP CONTRIB TO GOVT ACTIVITIES		30,383				
7200 TOTAL OTHER FINANCING USES	9,045	39,819				
7400 TOTAL TRANSFERS OUT						
7425 TRANSFER OUT- EDA (ADMIN)			105,000			
7430 TRANSFER OUT- PIR FUND	33,963	40,500	35,203	67,200	68,400	68,400
7400 TOTAL TRANSFERS OUT	33,963	40,500	140,203	67,200	68,400	68,400
6001 EXPENDITURES AND EXPENSES	1,053,190	572,076	740,574	1,099,469	1,261,492	1,261,492
4000 REVENUES AND EXPENDITURES	128,609	180,279-	898,625-	409,661	290,836-	290,836-
00515 STORM DRAINAGE UTILITY	128,609	180,279-	898,625-	409,661	290,836-	290,836-

## Street Light Utility Fund - 520 Profile and Budget Summary

### Personnel Expenses and Staff

The Street Light Utility is managed from the Engineering Department. There are no personnel expenses charged to the Utility.

### Functions and Products

This fund accounts for the operation, maintenance, and improvement of the City's street lights. Light is provided to 93 miles of city streets and 12 miles of county streets by approximately 860 street lights. The standard local and county road "cobra head" wood pole mounted lights are installed and maintained by Xcel Energy. These lights are billed at a flat monthly rate based on wattage of the light.

The Utility also installs and maintains the City's decorative street lights. These lights are located along Bass Lake Road and West Broadway in all directions from the intersection of those two streets. Additional decorative lights are located on the Highway 100 pedestrian bridge, and most recently along the County Road 81 corridor. These lights are metered at individual control cabinets, and are maintained by a combination of Public Works forces and contract services.

### Funding Sources

The Street Light Fund is funded by street light service fees billed to all properties in the city.

### 2013 Goals and Objectives

- Service and maintain street light system.
- Continue to review and act on requests for additional lights at various locations around the city.
- Continue to investigate new lighting methods and products to ultimately reduce energy costs and related greenhouse gas emissions.

### Budget Highlights

<b>Line Item/Description</b>	<b>Amount</b>	<b>Discussion</b>
6405 / Electric service	\$132,000	Charges paid to Xcel Energy for electricity to power the street lights
7181 / Admin. service charge by General Fund	\$8,930	Cost for employees in the Administration, Engineering & Finance departments who are charged to the General Fund but spend part of their time supporting the Street Light Fund

### Street Light Rates

The 2012 Street Light rate of \$4.20 per quarter rate will increase to \$4.35 per quarter in 2013.

Budget Report

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00520 STREET LIGHTS UTILITY						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4650 TOTAL CH. FOR SERV -ENTERPRISE						
4655 UTILITY SALES	151,820-	158,782-	159,609-	158,760-	165,300-	165,300-
4660 UTILITY PENALTIES	2,888-	2,920-	3,114-	3,000-	3,141-	3,141-
4650 TOTAL CH. FOR SERV -ENTERPRISE	154,708-	161,702-	162,722-	161,760-	168,441-	168,441-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	20,582-	16,694-	13,115-	9,800-	6,500-	6,500-
4880 CHANGE IN F.V. OF INVESTMENTS	3,610	1,565-	3,418-			
4800 TOTAL INVESTMENT EARNINGS	16,971-	18,259-	16,533-	9,800-	6,500-	6,500-
4900 TOTAL MISCELLANEOUS						
4915 REIMBURSEMENT -OTHER		680-	290-			
4900 TOTAL MISCELLANEOUS		680-	290-			
5000 TOTAL OTHER FINANCING SOURCES						
5095 TOTAL CAPITAL CONTRIBUTIONS						
4001 REVENUES	171,679-	180,641-	179,545-	171,560-	174,941-	174,941-
6001 EXPENDITURES AND EXPENSES						
6400 TOTAL UTILITIES						
6405 ELECTRIC SERVICE	130,801	111,721	131,207	126,000	132,000	132,000
6400 TOTAL UTILITIES	130,801	111,721	131,207	126,000	132,000	132,000
6440 TOTAL REPAIR & MAINT SERVICES						
6450 EQUIPMENT R & M SERVICES	444	146	17,035	3,000	4,000	4,000
6440 TOTAL REPAIR & MAINT SERVICES	444	146	17,035	3,000	4,000	4,000
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	3,769		978	1,000	1,000	1,000
6535 EQUIP MAINT SUPPLIES	599			1,000	3,000	3,000
6500 TOTAL SUPPLIES	4,368		978	2,000	4,000	4,000
6700 TOTAL INSURANCE						
6705 INSURANCE	1,286	3,055	3,412	3,321	3,327	3,327
6700 TOTAL INSURANCE	1,286	3,055	3,412	3,321	3,327	3,327
6800 TOTAL MISCELLANEOUS						
6830 LICENSES, PERMITS AND TAXES			265			
6870 BAD DEBT - UB BANKRUPTCIES	249	79	130	240	120	120
6800 TOTAL MISCELLANEOUS	249	79	395	240	120	120
6900 TOTAL CAPITAL OUTLAY						
6936 INFRA- TRAFFIC & TRANSPORT SYS				10,000		
6900 TOTAL CAPITAL OUTLAY				10,000		
7000 TOTAL DEPRECIATION						
7015 DEPR-IMPROVE OTHER THAN BLDGS	843	843	843	843	843	843
7036 DEPR-INFRA-TRAFFIC & TRANS SYS	24,081	24,081	24,081	24,081	30,027	30,027
7000 TOTAL DEPRECIATION	24,924	24,924	24,924	24,924	30,870	30,870

Fiscal Period: 12 / 12

Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
7180 INTERFUND SERVICES USED						
7181 ADMIN SERV CHARGE BY GEN FUND	8,450	8,704	9,040	8,539	8,930	8,930
7180 INTERFUND SERVICES USED	8,450	8,704	9,040	8,539	8,930	8,930
7200 TOTAL OTHER FINANCING USES						
6001 EXPENDITURES AND EXPENSES	170,521	148,628	186,990	178,024	183,247	183,247
4000 REVENUES AND EXPENDITURES	1,158-	32,014-	7,446	6,464	8,306	8,306
00520 STREET LIGHTS UTILITY	1,158-	32,014-	7,446	6,464	8,306	8,306

## Recycling Utility Fund Profile and Budget Summary

This fund accounts for the provision of the City's recycling services to Crystal residents. The service is provided through a cooperative agreement known as the Hennepin Recycling Group (HRG) with the cities of Brooklyn Center, Brooklyn Park, and New Hope. Curbside pickup of recyclable materials is made every other week. There is also a curbside cleanup day held every other year in which larger items such as furniture, appliances, lumber and scrap metal are accepted.

The City of Crystal has served as the fiscal agent for the HRG for several years. This means we provide accounting services for the HRG. Recycling fees collected from Crystal residents were simply deposited in the HRG. The HRG was left out of Crystal's budget and annual financial statement because it would be misleading to include it when so much of the operations are outside of Crystal.

The Recycling Utility Fund accounts for the services that are provided to and paid for by Crystal residents.

### **Personnel Expenses**

No personnel are charged to the Recycling Fund.

### **Funding Sources**

The Recycling Fund is supported by recycling service fees.

### **Budget Highlights**

<b>Line Item/Description</b>	<b>Amount</b>	<b>Discussion</b>
6353 / Recycling charges	\$323,400	Charges paid to the Hennepin Recycling Group for payment to recycling contractors hired by the HRG.
7181 / Admin. service charge by General Fund	\$5,284	Cost for employees in the Administration, Engineering & Finance departments who are charged to the General Fund but spend part of their time supporting the Water Fund

### **Recycling Rates**

The residential recycling fee will remain at \$10.65 per quarter in 2013, the same that it was in 2011 and 2012.

Budget Report

Fiscal Period: 12 / 12

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00525 RECYCLING UTILITY						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4650 TOTAL CH. FOR SERV -ENTERPRISE						
4655 UTILITY SALES	323,705-	318,284-	327,591-	332,280-	328,020-	328,020-
4660 UTILITY PENALTIES	6,921-	6,652-	7,064-	6,000-	6,000-	6,000-
4650 TOTAL CH. FOR SERV -ENTERPRISE	330,626-	324,935-	334,655-	338,280-	334,020-	334,020-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	1,362-	1,154-	1,055-	840-	600-	600-
4880 CHANGE IN F.V. OF INVESTMENTS	239	108-	275-			
4800 TOTAL INVESTMENT EARNINGS	1,123-	1,262-	1,331-	840-	600-	600-
5100 TOTAL TRANSFERS IN						
4001 REVENUES	331,749-	326,197-	335,986-	339,120-	334,620-	334,620-
6001 EXPENDITURES AND EXPENSES						
6300 TOTAL CONTRACTUAL SERVICES						
6353 RECYCLING CHARGES	312,691	316,608	326,172	327,600	323,400	323,400
6300 TOTAL CONTRACTUAL SERVICES	312,691	316,608	326,172	327,600	323,400	323,400
6700 TOTAL INSURANCE						
6705 INSURANCE	144	166	154	172	113	113
6700 TOTAL INSURANCE	144	166	154	172	113	113
6800 TOTAL MISCELLANEOUS						
6870 BAD DEBT - UB BANKRUPTCIES	652	149	243	700	300	300
6800 TOTAL MISCELLANEOUS	652	149	243	700	300	300
7180 INTERFUND SERVICES USED						
7181 ADMIN SERV CHARGE BY GEN FUND	5,000	5,150	5,349	5,052	5,284	5,284
7180 INTERFUND SERVICES USED	5,000	5,150	5,349	5,052	5,284	5,284
6001 EXPENDITURES AND EXPENSES	318,487	322,073	331,918	333,524	329,097	329,097
4000 REVENUES AND EXPENDITURES	13,262-	4,125-	4,067-	5,596-	5,523-	5,523-
00525 RECYCLING UTILITY	13,262-	4,125-	4,067-	5,596-	5,523-	5,523-

**Fund: Utility Funds Multi-Year Capital Improvement Plan**  
**Fund Number: 505, 510, 515, 520, and 525**

**DESCRIPTION OF ACTIVITY**

This plan provides for the capital expenditures of benefit to the utility funds. Actual accounting for the projects takes place in the utility funds. The utility rate study sets the rates needed for both operations and capital improvements.

Projects included in the Adopted 2013 Utility CIP are typical of the needs to maintain the utility systems of the City. As the utility system is aging and new requirements for treatment of storm water are taking effect, the capital needs of the utility funds are increasing. This is accelerating the need for utility rate increases.

Several projects are noteworthy.

Relining the sewer main for sewer lift station #9 from 32<sup>nd</sup> Avenue to 36<sup>th</sup> Avenue. This sewer main was installed in 1954 and carries the flow from one third of the city. \$500,000

Storm Drainage improvements within the street reconstruction phase 13. The Phase 13 area has localized street flooding due to inadequate drainage. Storm sewer lines will be added where none existed before. \$662,796

Replace a 1997 front end loader. \$130,000

**Utility Funds (Funds 505, 510, 515 and 520)**

Multi-Year Capital Improvement Plan

2013 Adopted Budget

BU	Project Description	2013	2014	2015	2016	2017
<b>Water, Sewer &amp; Storm Drainage (40%, 40%, 20%)</b>						
6232	Utility building - replace furnace unit	5,000				
	Utility building - roof replacement		90,000			
	Total	5,000	90,000	0	0	0

<b>Water (100%)</b>						
6234	Water mains & hydrants in street reconstruction projects	36,328		35,590	49,079	73,478
	Crystal reservoir perimeter fence	17,000				
	Gate valve replacement		75,000	75,000		75,000
	Replace #434 - 1996 air compressor				13,000	
	Replace #436 - 1996 portable streamer				8,000	
6215	Replace #447 - 2002 tandem dump truck				210,000	
	Water Total	53,328	75,000	110,590	280,079	148,478

<b>Sewer (100%)</b>						
6504	Reline deteriorated sanitary sewers		450,000	300,000	450,000	300,000
6510	South Lift #9 - force main lining	500,000				
6519	Replace sewer mains within street reconstruction projects	107,290		105,110	144,947	217,006
	Truck mounted manhole lifter	6,000				
	Replace #430 - 1994 sewer rodder					25,000
6508	Replace truck #449 - 2000 televising van			165,000		
6500	Replace computer and printer				2,500	
	Replace Maryland lift pumps				13,000	
	Replace #426 - 1996 trailer mounted vector				65,000	
	Replace #439 - 1991 trailer mounted generator				20,000	
	Sewer Total	613,290	450,000	570,110	695,447	542,006

<b>Storm Drainage (100%)</b>						
6803	Erosion control for storm sewer areas	10,000		10,000		10,000
6805	DNR Wetland 639W restoration	25,000				
6809	Trunk line storm sewer - within street reconstruction projects	662,796		449,534	622,336	935,376
6816	Replace #450 - 1997 front-end loader	130,000				
6817	Replace #401 - 2000 pickup	26,000				
6802	Replace Adair lift station pumps	19,000				
	Memory Pond force main		100,000			
	Replace #323 - 2002 Crosswind street sweeper					180,000
	Storm Drainage Total	872,796	100,000	459,534	622,336	1,125,376

<b>Street Lights (100%)</b>						
6950	New street light poles	10,000	10,000	10,000	10,000	10,000
	Street Light Total	10,000	10,000	10,000	10,000	10,000

Total Utilities	1,554,414	725,000	1,150,234	1,607,862	1,825,860
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<b>Allocation By Fund -</b>						
Total Water Fund	55,328	111,000	110,590	280,079	148,478	
Total Sewer Fund	615,290	486,000	570,110	695,447	542,006	
Total Storm Drainage Fund	873,796	118,000	459,534	622,336	1,125,376	
Total Street Lights Fund	10,000	10,000	10,000	10,000	10,000	
Total Utilities	1,554,414	725,000	1,150,234	1,607,862	1,825,860	

**Fund: Utility Rate Studies**  
**Fund Number: 505, 510, 515, 520 and 525**

**DESCRIPTION OF ACTIVITY**

**Water Fund (505)**

The City of Crystal receives its water supply through a Joint Water Commission (JWC) with the cities of Golden Valley and New Hope. The JWC purchases water in a contract with the City of Minneapolis. This is a multi-year contract which includes cost increases each year. The supply contract is the largest portion of the water operating expenses.

Minnesota Statutes, section 103G.291 requires that public water suppliers serving more than 1,000 residents shall use a conservation rate structure. The charge per unit of water increases as consumption of water increases and is shown as follows:

	Number of units in Tier, 1,000 gallons per unit	Price per unit in 2012	Price per unit in 2013
Tier #1	0 to 30	\$3.94	\$4.05
Tier #2	31 to 60	\$4.34	\$4.45
Tier #3	over 60	\$4.75	\$4.85

**Sewer Fund (510)**

The single largest cost for the sewer fund is the disposal fee paid to the Metropolitan Council Environmental Services. This is influenced by the MCES operating costs and the amount of infiltration and inflow (I&I) that Crystal experiences. I&I is the term for ground water, storm water, or other non-sewage water entering the sanitary sewer system. Crystal has made progress at reducing I&I as a result of work done as part of the street reconstruction program and mass water meter replacement program. The residential rate will increase from \$46.20 per quarter in 2012 to \$46.80 per quarter in 2013.

**Storm Drainage (515)**

Storm drainage rates will increase from \$10.20 to \$10.80 per quarter for single family homes and from \$255.00 to \$270.00 per acre for commercial properties. This is needed to pay for several large capital projects in the next five years.

**Street Light (520)**

Street light rates will increase from \$4.20 to \$4.35 per quarter.

**Recycling (525)**

Recycling services are provided through a cooperative agreement known as the Hennepin Recycling Group (HRG) with the cities of Brooklyn Center, Brooklyn Park, and New Hope. Rates are set through the HRG Board of Directors. The 2012 rate of \$10.65 per quarter will remain the same for 2013.

**WATER UTILITY RATE STUDY  
2013 Adopted Budget**

PROFIT & LOSS	2011	2012	2013	2014	2015	2016	2017
<b>REVENUES</b>							
Water usage charges	2,334,167	2,531,250	2,600,000	2,700,000	2,880,000	2,880,000	2,970,000
Fixed service charges	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Penalties	53,047	60,000	57,000	60,000	60,000	60,000	60,000
Special Assessments	58,202	60,000	60,000	60,000	60,000	60,000	60,000
JWC reimbursement	12,110	12,342	12,000	12,000	12,000	12,000	12,000
Investment Income	71,798	46,000	27,000	20,917	43,033	55,460	68,399
Miscellaneous	58,010	59,142	57,000	59,000	59,000	59,000	59,000
State testing fee billed	50,186	50,000	50,000	50,000	50,000	50,000	50,000
Other financing sources	200,966						
<b>TOTAL REVENUES</b>	<b>2,988,486</b>	<b>2,968,734</b>	<b>3,013,000</b>	<b>3,111,917</b>	<b>3,314,033</b>	<b>3,326,460</b>	<b>3,429,399</b>
<b>EXPENSES</b>							
Salaries & Wages	201,044	222,940	230,449	235,058	239,759	244,554	249,445
Fringe Benefits	75,339	72,126	81,183	85,242	89,504	93,979	98,678
JWC - Operations	1,939,404	1,978,588	1,908,730	1,962,174	2,017,115	2,073,595	2,131,655
JWC - Capital	168,190	245,890	229,500	309,150	432,000	205,200	193,050
JWC 2 cents/1,000 gal. fee	11,512	12,342	12,000	12,000	12,000	12,000	12,000
Professional/Contractual	84,468	92,717	94,568	97,405	100,327	103,337	106,437
Utilities	3,648	4,800	4,200	4,326	4,456	4,589	4,727
Repair & Maintenance	104,101	37,900	38,100	39,243	40,420	41,633	42,882
Supplies	43,785	48,400	50,500	52,015	53,575	55,183	56,838
Communications & Printing	5,835	7,050	7,600	7,828	8,063	8,305	8,554
Insurance & Training	15,538	15,999	16,265	16,753	17,256	17,773	18,306
Depreciation	158,814	176,063	183,676	185,000	190,000	195,000	200,000
Admin. Service Charge	118,913	112,320	117,472	119,821	122,218	124,662	127,155
<b>TOTAL EXPENSES</b>	<b>2,930,591</b>	<b>3,027,135</b>	<b>2,974,243</b>	<b>3,126,016</b>	<b>3,326,694</b>	<b>3,179,811</b>	<b>3,249,729</b>
<b>NET INCOME or -LOSS</b>	<b>57,895</b>	<b>-58,401</b>	<b>38,757</b>	<b>-14,099</b>	<b>-12,661</b>	<b>146,649</b>	<b>179,670</b>
<b>ENDING FUND BALANCE</b>	<b>7,398,131</b>	<b>7,339,730</b>	<b>7,378,487</b>	<b>7,364,389</b>	<b>7,351,728</b>	<b>7,498,377</b>	<b>7,678,047</b>
<b>CASH FLOW</b>							
Cash & Investments, Beg. of Year	2,957,599	2,507,249	1,924,638	2,091,743	2,151,645	2,218,394	2,279,964
Net income	57,895	-58,401	38,757	-14,099	-12,661	146,649	179,670
Add back Depreciation	158,814	176,063	183,676	185,000	190,000	195,000	200,000
Deduct Capital Outlay	322,830	700,273	55,328	111,000	110,590	280,079	148,478
Change in receivables/payables	-344,229						
Cash & Investments, End of Year	2,507,249	1,924,638	2,091,743	2,151,645	2,218,394	2,279,964	2,511,156
Retail Rate per 1,000 gallons, Tier 1	3.94	3.94	4.05	\$4.20	\$4.50	\$4.50	\$4.65
Retail Rate per 1,000 gallons, Tier 2	4.34	4.34	4.45	\$4.60	\$4.90	\$4.90	\$5.05
Retail Rate per 1,000 gallons, Tier 3	4.75	4.75	4.85	\$5.00	\$5.30	\$5.30	\$5.45
Rate increase from prior year		0.00%	2.11%	3.09%	6.00%	0.00%	2.83%

**SEWER UTILITY RATE STUDY  
2013 Adopted Budget**

	2011	2012	2013	2014	2015	2016	2017
<b>PROFIT &amp; LOSS</b>							
<b>REVENUES</b>							
Billing Revenues	1,876,794	1,873,060	1,885,000	1,960,311	1,997,558	2,059,635	2,121,713
Delinquent Penalties	36,371	35,000	36,000	37,246	37,954	39,133	40,313
Investment Income	113,507	70,000	42,200	36,155	64,250	67,994	67,668
Miscellaneous	18,891	6,000	9,000	7,200	7,200	7,200	7,200
<b>TOTAL REVENUES</b>	<b>2,045,563</b>	<b>1,984,060</b>	<b>1,972,200</b>	<b>2,040,912</b>	<b>2,106,961</b>	<b>2,173,962</b>	<b>2,236,893</b>
<b>EXPENSES</b>							
Salaries & Wages	201,044	222,940	230,449	235,058	240,934	246,958	253,132
Fringe Benefits	75,339	72,126	81,183	85,242	89,504	93,979	98,678
MCES Disposal Charges	1,279,669	1,246,400	1,270,154	1,301,908	1,334,456	1,367,817	1,402,012
Professional/Contractual	23,889	26,957	56,318	58,008	59,748	61,540	63,386
Utilities	22,619	21,800	23,500	24,205	24,931	25,679	26,449
Repair & Maintenance	8,314	19,900	19,900	20,497	21,112	21,745	22,398
Supplies	42,221	55,250	55,550	57,217	58,933	60,701	62,522
Communications & Printing	5,773	6,250	6,850	7,056	7,267	7,485	7,710
Insurance & Training	11,826	12,577	11,525	11,871	12,227	12,594	12,971
Depreciation	139,368	102,516	103,293	120,000	130,000	140,000	150,000
Admin. Service Charge	118,913	112,320	117,472	119,821	122,817	125,887	129,035
<b>TOTAL EXPENSES</b>	<b>1,928,975</b>	<b>1,899,036</b>	<b>1,976,194</b>	<b>2,040,882</b>	<b>2,101,929</b>	<b>2,164,386</b>	<b>2,228,294</b>
<b>NET INCOME or -LOSS</b>	<b>116,588</b>	<b>85,024</b>	<b>-3,994</b>	<b>30</b>	<b>5,032</b>	<b>9,576</b>	<b>8,599</b>
<b>ENDING FUND BALANCE</b>	<b>7,338,854</b>	<b>7,423,878</b>	<b>7,419,884</b>	<b>7,419,914</b>	<b>7,424,946</b>	<b>7,434,522</b>	<b>7,443,122</b>
<b>CASH FLOW</b>							
Cash & Investments, Beg. of Year	4,845,263	4,687,702	4,314,515	3,798,524	3,432,554	2,997,476	2,451,605
Net income	116,588	85,024	-3,994	30	5,032	9,576	8,599
Add back Depreciation	139,368	102,516	103,293	120,000	130,000	140,000	150,000
Deduct Capital Outlay	415,182	560,727	615,290	486,000	570,110	695,447	542,006
Change in receivables/payables	1,665						
Cash & Investments, End of Year	4,687,702	4,314,515	3,798,524	3,432,554	2,997,476	2,451,605	2,068,199
Commercial metered rate/1,000 gal	\$2.04	\$2.04	\$2.07	\$2.15	\$2.19	\$2.25	\$2.32
Standard residential rate/quarter	\$46.20	\$46.20	\$46.80	\$48.60	\$49.50	\$51.00	\$52.50
Senior residential rate/quarter	\$37.42	\$37.42	\$37.91	\$39.36	\$40.09	\$41.31	\$42.52
Rate increase from prior year		0.00%	1.30%	3.85%	1.85%	3.03%	2.94%

**STORM DRAINAGE UTILITY RATE STUDY  
2013 Adopted Budget**

	2011	2012	2013	2014	2015	2016	2017
<b>PROFIT &amp; LOSS</b>							
<b>REVENUES</b>							
Billing Revenues	644,038	658,920	702,000	741,000	780,000	819,000	858,000
Delinquent Penalties	8,971	9,888	9,828	10,374	10,920	11,466	12,012
Grants	347,404						
Shingle Creek Watershed	502,681						
Bassett Creek Watershed			835,000				
Other cities	87,975						
Investment Income	37,044	21,000	5,500	1,657	6,369	5,866	-1,643
Miscellaneous	11,086						
<b>TOTAL REVENUES</b>	<b>1,639,199</b>	<b>689,808</b>	<b>1,552,328</b>	<b>753,031</b>	<b>797,289</b>	<b>836,332</b>	<b>868,369</b>
<b>EXPENSES</b>							
Salaries & Wages	103,418	126,550	130,305	132,911	135,569	138,281	141,046
Fringe Benefits	37,904	37,706	42,238	44,350	46,567	48,896	51,341
Professional/Contractual	134,822	32,478	36,084	37,167	38,282	39,430	40,613
Utilities	7,151	7,410	7,760	7,993	8,233	8,480	8,734
Repair & Maintenance	8,568	3,050	3,200	3,296	3,395	3,497	3,602
Storm water pond dredging	0	48,690		75,000		80,000	
Basset Creek Channel		235,000	600,000				
Supplies	18,677	17,950	17,950	18,489	19,043	19,614	20,203
Communications & Printing	2,679	2,950	3,230	3,327	3,427	3,530	3,635
Insurance, Training & Dues	58,213	63,135	62,374	64,245	66,173	68,158	70,202
Depreciation	196,941	228,516	258,341	260,000	265,000	270,000	280,000
Admin. Service Charge	31,998	30,224	31,610	32,242	32,887	33,545	34,216
Transfers to other funds	140,203	67,200	68,400	63,200	68,000	60,000	
<b>TOTAL EXPENSES</b>	<b>740,574</b>	<b>900,859</b>	<b>1,261,492</b>	<b>742,219</b>	<b>686,575</b>	<b>773,429</b>	<b>653,592</b>
<b>NET INCOME or -LOSS</b>	<b>898,625</b>	<b>-211,051</b>	<b>290,836</b>	<b>10,811</b>	<b>110,714</b>	<b>62,903</b>	<b>214,777</b>
<b>FUND BALANCE - ENDING</b>	<b>7,982,299</b>	<b>7,771,248</b>	<b>8,062,084</b>	<b>8,072,895</b>	<b>8,183,610</b>	<b>8,135,798</b>	<b>8,398,386</b>
<b>CASH FLOW</b>							
Cash & Investments, Beg. of Year	1,283,031	1,074,836	490,277	165,658	318,469	234,650	-54,783
Net income	898,625	-211,051	290,836	10,811	110,714	62,903	214,777
Add back Depreciation	196,941	228,516	258,341	260,000	265,000	270,000	280,000
Deduct Capital Outlay	1,095,151	602,024	873,796	118,000	459,534	622,336	1,125,376
Change in receivables/payables	-208,610						
Cash & Investments, End of Year	1,074,836	490,277	165,658	318,469	234,650	-54,783	-685,383
Commercial & multi-residential rate per acre per quarter	\$247.50	\$255.00	\$270.00	\$285.00	\$300.00	\$315.00	\$330.00
Standard residential rate/quarter	\$9.90	\$10.20	\$10.80	\$11.40	\$12.00	\$12.60	\$13.20
Rate increase from prior year		3.03%	5.88%	5.56%	5.26%	5.00%	4.76%

**STREET LIGHT UTILITY RATE STUDY  
2013 Adopted Budget**

	2011	2012	2013	2014	2015	2016	2017
<b>PROFIT &amp; LOSS</b>							
<b>REVENUES</b>							
Billing Revenues	159,609	158,760	165,300	171,000	176,700	176,700	176,700
Delinquent Penalties	3,114	3,000	3,141	3,249	3,357	3,357	3,357
Investment Income	16,533	9,800	6,500	7,060	14,407	18,579	22,958
Miscellaneous	290						
<b>TOTAL REVENUES</b>	<b>179,546</b>	<b>171,560</b>	<b>174,941</b>	<b>181,309</b>	<b>194,464</b>	<b>198,636</b>	<b>203,016</b>
<b>EXPENSES</b>							
Utilities	131,207	126,000	132,000	135,960	140,039	144,240	148,567
Repair & Maintenance	17,035	3,000	4,000	4,120	4,244	4,371	4,502
Supplies	978	2,000	4,000	4,120	4,244	4,371	4,502
Insurance & Miscellaneous	3,807	3,561	3,447	3,550	3,657	3,767	3,880
Depreciation	24,924	24,924	30,870	30,000	30,000	30,000	30,000
Admin. Service Charge	9,040	8,539	8,930	9,198	9,474	9,758	10,051
<b>TOTAL EXPENSES</b>	<b>186,991</b>	<b>168,024</b>	<b>183,247</b>	<b>186,948</b>	<b>191,657</b>	<b>196,506</b>	<b>201,502</b>
<b>NET INCOME or -LOSS</b>	<b>-7,445</b>	<b>3,536</b>	<b>-8,306</b>	<b>-5,640</b>	<b>2,807</b>	<b>2,130</b>	<b>1,514</b>
<b>ENDING FUND BALANCE</b>	<b>1,222,704</b>	<b>1,226,240</b>	<b>1,217,934</b>	<b>1,212,294</b>	<b>1,215,102</b>	<b>1,217,231</b>	<b>1,218,745</b>
<b>CASH FLOW</b>							
Cash & Investments, Beg. of Year	657,282	674,957	693,417	705,981	720,341	743,149	765,278
Net income	-7,445	3,536	-8,306	-5,640	2,807	2,130	1,514
Add back Depreciation	24,924	24,924	30,870	30,000	30,000	30,000	30,000
Deduct Capital Outlay		10,000	10,000	10,000	10,000	10,000	10,000
Change in receivables/payables	196						
Cash & Investments, End of Year	674,957	693,417	705,981	720,341	743,149	765,278	786,792
Commercial per quarter	\$4.20	\$4.20	\$4.35	\$4.50	\$4.65	\$4.65	\$4.65
Multi residential rate per quarter	\$3.15	\$3.15	\$3.26	\$3.38	\$3.49	\$3.49	\$3.49
Residential rate per quarter	\$4.20	\$4.20	\$4.35	\$4.50	\$4.65	\$4.65	\$4.65
Rate increase from prior year		0.00%	3.57%	3.45%	3.33%	0.00%	0.00%

**RECYCLING UTILITY RATE STUDY  
2013 Adopted Budget**

	2011	2012	2013	2014	2015	2016	2017
<b>PROFIT &amp; LOSS</b>							
<b>REVENUES</b>							
Billing Revenues	327,591	332,280	328,020	332,640	337,260	341,880	346,500
Delinquent Penalties	7,064	6,000	6,560	6,653	6,745	6,838	6,930
Investment Income	1,331	840	600	673	1,437	1,923	2,468
Transfer in - General Fund							
<b>TOTAL REVENUES</b>	<b>335,986</b>	<b>339,120</b>	<b>335,180</b>	<b>339,966</b>	<b>345,442</b>	<b>350,641</b>	<b>355,898</b>
<b>EXPENSES</b>							
Professional/Contractual	326,172	327,600	323,400	328,020	332,640	337,260	341,880
Insurance & Training	397	872	413	425	438	451	465
Admin. Service Charges	5,349	5,052	5,284	5,443	5,606	5,774	5,947
<b>TOTAL EXPENSES</b>	<b>331,918</b>	<b>333,524</b>	<b>329,097</b>	<b>333,888</b>	<b>338,684</b>	<b>343,485</b>	<b>348,292</b>
<b>NET INCOME</b>	<b>4,068</b>	<b>5,596</b>	<b>6,083</b>	<b>6,078</b>	<b>6,758</b>	<b>7,155</b>	<b>7,606</b>
<b>ENDING BALANCE</b>	<b>141,371</b>	<b>146,967</b>	<b>153,050</b>	<b>159,128</b>	<b>165,886</b>	<b>173,042</b>	<b>180,648</b>
<b>CASH FLOW</b>							
Cash & Investments, Beg. of Year	72,207	78,040	83,636	89,719	95,797	102,555	109,711
Net income	4,068	5,596	6,083	6,078	6,758	7,155	7,606
Change in receivables/payables	1,765						
<b>Cash &amp; Investments, End of Year</b>	<b>78,040</b>	<b>83,636</b>	<b>89,719</b>	<b>95,797</b>	<b>102,555</b>	<b>109,711</b>	<b>117,317</b>
HRG Rate to City - quarterly	\$10.50	\$10.50	\$10.50	\$10.65	\$10.80	\$10.95	\$11.10
Residential rate - quarterly	\$10.65	\$10.65	\$10.65	\$10.80	\$10.95	\$11.10	\$11.25
Rate increase from prior year		0.00%	0.00%	1.41%	1.39%	1.37%	1.35%

**Fund: Self Insurance Internal Service Fund**  
**Fund Number: 605**

**DESCRIPTION OF ACTIVITY**

This fund is used to account for the property and liability insurance needs of the City. As an internal service fund, the insurance premium costs and claims are charged against this fund.

The City participates in a joint powers agreement with other cities around the state in the League of Minnesota Cities Insurance Trust (LMCIT). The LMCIT is self-sustaining in all areas of coverage and the City pays an annual premium to cover current and future losses. The LMCIT provides coverage for liability, errors and omissions and auto.

The City established this fund to account for and finance its uninsured risks of loss. Under this program, this fund provides coverage for up to a maximum \$25,000 for each general liability or property damage claim, with a maximum cost of \$75,000 per year. The City purchases insurance through the LMCIT for claims in excess of the coverage provided by this fund.

The Self-Insurance Fund will finance approximately 20% of the City's insurance and risk-related costs by using interest income and LMCIT dividends. The remaining 80% will be charged to each City fund based on their risks and coverage requirements.

**FINANCIAL ANALYSIS**

<b>Self Insurance Internal Service Fund</b>	<b>2012 Budget</b>	<b>2013 Budget</b>
Beginning Fund Balance	\$ 738,456	\$ 738,456
<i><u>Revenues</u></i>		
Department Billings – Insurance	164,914	157,983
Investment Income	12,800	7,800
LMCIT Dividends	27,000	32,000
<i><u>Expenditures</u></i>		
Insurance Premiums	(157,514)	(153,583)
Insurance Agent Fee	(7,200)	(7,200)
Estimated Claims Paid	(40,000)	(37,000)
Ending Fund Balance	\$ 738,456	\$ 738,456

Budget Report

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00605 SELF-INSURANCE						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4400 TOTAL CH. FOR SERV. -GEN GOV'T						
4444 INSURANCE CHARGES - INTERNAL	139,569-	158,116-	157,009-	164,914-	157,983-	157,983-
4400 TOTAL CH. FOR SERV. -GEN GOV'T	139,569-	158,116-	157,009-	164,914-	157,983-	157,983-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	25,377-	19,447-	17,698-	12,800-	7,800-	7,800-
4880 CHANGE IN F.V. OF INVESTMENTS	4,452	1,823-	4,613-			
4800 TOTAL INVESTMENT EARNINGS	20,925-	21,270-	22,311-	12,800-	7,800-	7,800-
4900 TOTAL MISCELLANEOUS						
4902 MISCELLANEOUS RECEIPTS	1,329-	5,651-	2,122-			
4912 REFUNDS - INSURANCE	35,937-	40,119-	47,709-	27,000-	32,000-	32,000-
4900 TOTAL MISCELLANEOUS	37,266-	45,770-	49,831-	27,000-	32,000-	32,000-
4001 REVENUES	197,760-	225,156-	229,151-	204,714-	197,783-	197,783-
6001 EXPENDITURES AND EXPENSES						
6700 TOTAL INSURANCE						
6705 INSURANCE	168,708	151,052	162,072	164,714	160,783	160,783
6710 INSURANCE - PAID LOSSES	8,836-	99,946	162,863	40,000	37,000	37,000
6700 TOTAL INSURANCE	159,872	250,998	324,935	204,714	197,783	197,783
6001 EXPENDITURES AND EXPENSES	159,872	250,998	324,935	204,714	197,783	197,783
4000 REVENUES AND EXPENDITURES	37,888-	25,843	95,785			
00605 SELF-INSURANCE	37,888-	25,843	95,785			

**Fund: Post Employment Health Benefits Fund**  
**Fund Number: 610**

**DESCRIPTION OF ACTIVITY**

This fund is used to account for the post employment health insurance costs of certain City's retirees. As an internal service fund, the health insurance premium costs are charged against this fund for the retirees who qualify under the retiree health insurance program.

This benefit is no longer available to current active employees. The City makes annual contributions to retirement health savings accounts for current and future employees. The contribution is expensed as it is made and the City has no other liability for current employees.

In the past, employees who retired under a full unreduced retirement benefit from PERA and were members of the City's group hospitalization insurance plan, had the option of retaining membership in the City's group hospitalization plan. The City pays the same health insurance single person premium contribution as currently contributed by the City for active employees for single health insurance until such time as the retiree is eligible for Medicare or age 65. If the retiree desires to continue dependent coverage besides the single person plan, the additional costs for the dependent coverage will be paid by the retiree to the City.

There are three employees receiving this benefit as of December 2012. The last of these employees will run out of eligibility in the year 2014. The entire fund balance is reserved for the payment of future health insurance premiums under the retiree health insurance program. Future liability for the program is adjusted annually using various assumptions concerning the cost and eligibility requirements for post employment health insurance. The fund balance is believed to be adequate to cover all future liability for this benefit.

At the end of 2011, total assets of the fund were \$209,296 along with a liability for estimated future benefits of \$53,398 and a fund balance of \$155,898.

**FINANCIAL ANALYSIS**

<b>Post Employment Health Benefits Fund</b>	<b>2012 Budget</b>	<b>2013 Budget</b>
Beginning Fund Balance	\$ 155,898	\$ 136,091
<i>Revenues</i>		
Investment Income	3,200	1,835
<i>Expenditures</i>		
Insurance Premiums Paid	(23,007)	(13,375)
Ending Fund Balance	\$ 136,091	\$ 124,551

Fiscal Period: 12 / 12

Budget Report

Level Of Rollup 6

Object Code / Description	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Final Budget	2013 Requested Budget	2013 Approved Budget
00610 POST EMPLOY HEALTH BENEFITS						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4400 TOTAL CH. FOR SERV. -GEN GOV'T						
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	7,864-	5,461-	4,286-	3,200-	1,835-	1,835-
4880 CHANGE IN F.V. OF INVESTMENTS	1,380	512-	1,117-			
4800 TOTAL INVESTMENT EARNINGS	6,485-	5,973-	5,403-	3,200-	1,835-	1,835-
4001 REVENUES	6,485-	5,973-	5,403-	3,200-	1,835-	1,835-
6001 EXPENDITURES AND EXPENSES						
6100 TOTAL EMPLOYEE BENEFITS						
6140 HEALTH INSURANCE				21,132	13,375	13,375
6100 TOTAL EMPLOYEE BENEFITS				21,132	13,375	13,375
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES		1,875		1,875		
6200 TOTAL PROFESSIONAL SERVICES		1,875		1,875		
7400 TOTAL TRANSFERS OUT						
6001 EXPENDITURES AND EXPENSES		1,875		23,007	13,375	13,375
4000 REVENUES AND EXPENDITURES	6,485-	4,098-	5,403-	19,807	11,540	11,540
00610 POST EMPLOY HEALTH BENEFITS	6,485-	4,098-	5,403-	19,807	11,540	11,540