



2014 BUDGET

Approved: December 16, 2013

White Bear Township 2014 Annual Budget

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MISSION STATEMENT

White Bear Township, Minnesota, strives to deliver the finest municipal services available in the most cost effective and efficient manner, and in so doing, ensure the highest quality of life for White Bear Township residents - quality housing in safe neighborhoods, well maintained streets and utilities, attractive commercial and industrial development, and a stable economic base.

LONG-TERM GOALS

White Bear Township will strive to meet its mission through the following long-term goals (Township fund, department or activity responsible to fulfill the goal is listed below the goal):

1. Continue to maintain a high quality of livability for the residents of the Township by striving to deliver the finest municipal services available in a most cost effective and efficient manner.
- All Funds - All Activities.
2. Provide security to the citizens in the form of adequate regulation, law enforcement and emergency preparedness.
- General Fund – Public Safety Department.
3. Maintain effective Township operations within the existing financial capabilities of the Township, while maintaining the fiscal integrity of the Township by maintaining adequate fund balances.
- All Funds - All Activities.
4. Maintain the Township's infrastructure through proper maintenance.
- General Fund – Road & Bridge and Park Maintenance Activities and Enterprise Funds.
5. Improve trails and park facilities as described in the Township's Comprehensive Park plan.
- General Fund – Park Maintenance Activity, Special Revenue Funds - Park Acquisition Fund, and Capital Improvement Funds - Community Park Improvement Fund.
6. Continue to implement and improve the Township's five-year capital equipment plan. This includes expanding the plan to cover more administrative, utility and park equipment.
- Internal Service Funds - Capital Equipment Fund and Capital Improvement Funds.
7. Continue to cooperate and coordinate with other governmental agencies in an effort to provide maximum services for the citizens of White Bear Township.
- General Fund - General Government Activity.
8. Minimize the Township's exposure to liabilities through the Township's risk management program.
- Internal Service Funds - Risk Management Fund.
9. Maintain a low tax rate in comparison with other municipalities in the area in order to maintain an attractive climate for new development.
- General Fund, Debt Service Funds, and Capital Improvement Funds - Economic Development Fund.
10. Review, update and implement comprehensive organizational and departmental short and long-term goals and link them to performance measures.
- All Funds - All Activities.

HOW TO READ THE BUDGET

The budget document serves two distinct purposes. One purpose is to present the Town Board, staff members, residents and other interested readers, concise and readable information about White Bear Township. The other purpose is to provide management of the Township with a financial and operating plan that conforms to the Township's accounting system.

The Budget Message provides an overview of the key policy issues and programs in the budget, and presents major areas of emphasis.

The Schedules and Summaries provide the heart of the document as an operating and financial plan.

The General Fund and Special Revenue Funds section contains revenue and expenditure summaries. It also provides detail revenue and expenditure information, department descriptions, staffing levels, service level objectives and prior year accomplishments for all departments.

The Debt Service Funds section contains information about the resources accumulated for the payment of general long-term debt principal and interest.

The Capital Improvement Funds section contains revenue and expenditure information about the various construction projects within the Township.

The Enterprise Funds section contains revenue and expenditure summaries for all Enterprise Funds. It also provides detail revenue and expenditure information, department descriptions, staffing levels, service level objections and prior year accomplishments for all departments within each Enterprise Fund.

The Internal Service Funds section contains information about the resources accumulated from charges to the other Township departments for insurance costs and equipment purchases.

The Appendix section includes other important financial and Township information, such as, community profile, Township statistics, description of the property tax system, staffing summaries, Township general information, and a glossary of terms.

The Township also adopts and prints a 5-Year Capital Improvement Plan (CIP) document which contains all capital projects and purchases over the next five years. The document describes each project or piece of equipment in detail, along with estimated costs, funding sources, and future operating costs or savings. The first year of the CIP is incorporated into this budget document. Projects, equipment, and financing sources listed in the CIP for years other than year 1 (called the "out years") are not authorized until the annual budget for those years is legally adopted and serve as a guide for future planning and are subject to further review and modification. The Town's 5-Year Capital Improvement Plan is available on the Town website or at the Town's administrative office.

INTRODUCTION

This budget document should be viewed as more than just a collection of financial data. In addition to the financial data contained herein, it includes information on the Township organization, descriptions of programs and services, and a variety of statistics related to activity workload measures. Furthermore, the budget is a reflection of the Township's plans, policies, procedures and objectives regarding the services to be provided in 2014.

BUDGET POLICY AND STRATEGY

The 2014 budget document has been prepared after analyzing and evaluating requests from the various departments, and represents the requested financial support for the operation of White Bear Township for the upcoming fiscal year. Revenue estimates are conservative. The importance of a sound revenue picture cannot be overstated. Revenues must be estimated realistically. Revenue estimates are based on historical trends and projected conservatively. This approach has provided the Township with a needed "safety cushion" which has helped build cash reserves and ultimately strengthen its financial condition.

White Bear Township provides a range of services to the community, including police and fire protection, street and park maintenance, water and sewer utility services, and administrative and planning services. The level of service provided by the proposed budget is similar to that currently enjoyed by the community.

MAJOR INITIATIVES

White Bear Township provides a full range of municipal services as authorized by state statute. Services include general government, public safety, public works, and park maintenance and development, and water and sewer utilities.

While providing these services, the Township accomplished the following achievements in 2013:

1. White Bear Township received GFOA's "Certificate of Achievement for Excellence in Financial Reporting" for the seventeenth consecutive year for its Comprehensive Annual Financial Report for the financial year ending December 31, 2012.
2. The Township continued development on the Township's Community Park, which includes baseball, softball and soccer fields. Construction activity began in 2007.
3. The Township maintained its bond rating of Aa2 from Moody's Investor Services.
4. The Township's tax rate has maintained one of the lowest tax rates in Ramsey County for 2013.
5. The Township implemented a tiered water rate system in 2012 and began billing water based on consumption instead of the previous flat rate system. This rate system was reviewed and revised in 2013.

6. The Township continues to reduce infiltration into the sewer system through sewer improvements.
7. The Township continues to overlay and sealcoat the Township streets. In addition, the Township continues to cracksealed streets to help prolong the life of those Township streets.

As the Township achieves its 2013 goals, the Township mission of striving to deliver the finest municipal services available in the most cost effective and efficient manner, and in so doing, ensure the highest quality of life for White Bear Township residents will be carried into 2014 with the following goals (Township fund, department and/or activity responsible to fulfill the goal is listed below the goal):

1. Maintain the lowest possible tax rate.
 - General Fund - All Activities and Departments.
 - Debt Service Funds.
 - Capital Improvement Funds.
2. Continue to study and adjust the current tiered water rates for Township properties.
 - Enterprise Funds - Water Operating Fund.
3. Study and adjust the current sanitary sewer and storm water rates for Township properties.
 - Enterprise Funds – Sewer Operating Fund and Storm Water Fund.
4. Maintain the Township's streets by following an annual sealcoat and crack seal program and overlaying streets before they are beyond repair and need replacing.
 - General Fund - Road & Bridge Activity – Public Works Department.
 - Capital Improvement Funds - Construction Fund.
5. Continue to develop the Township's Polar Lakes (Community) Park, which will help provide proper recreational facilities to the community.
6. Continue to monitor Township wells for water quality and add treatment facilities if necessary.
 - Enterprise Funds - Water Operating Fund.
7. Continue to apply for and receive GFOA's "Certificate of Achievement in Financial Reporting" for the Township's annual financial report.
 - General Fund - General Government and Administration Activity.
8. Continue to apply for and receive GFOA's "Distinguished Budget Presentation Award"
 - General Fund - General Government and Administration Activity.

Staff used these goals, along with the Township's long term goals to develop the 2014 budget.

TOTAL BUDGET

The Township operates six different fund types. Each is responsible to account for a particular activity or activities. Each fund type will be discussed within this letter and in the budget document.

The following 2014 budget was established for the Township:

TOTAL ALL FUNDS								
REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
GENERAL FUND	\$3,084,869	\$3,053,088	\$3,371,443	\$3,665,563	\$3,404,655	\$3,503,811	\$3,490,800	2.53%
TOTAL SPEC REVENUE FUNDS	\$28,182	\$50,343	\$52,153	\$61,553	\$53,833	\$56,681	\$42,680	-20.72%
TOTAL DEBT SERVICE FUNDS	\$1,187,973	\$889,620	\$1,679,101	\$958,693	\$691,059	\$714,820	\$641,973	-7.10%
TOTAL CAPITAL IMPROV FDS	\$860,912	\$1,467,009	\$4,785,532	\$1,212,545	\$932,169	\$1,107,577	\$1,124,007	20.58%
TOTAL ENTERPRISE FUNDS	\$2,529,411	\$2,359,688	\$3,932,878	\$3,608,647	\$3,239,695	\$3,282,045	\$3,189,357	-1.55%
TOTAL INTERNAL SERVICE FUNDS	\$238,263	\$266,852	\$650,852	\$531,644	\$508,435	\$413,347	\$479,887	-5.61%
TOTAL REVENUES	\$7,929,610	\$8,086,600	\$14,471,959	\$10,038,645	\$8,829,846	\$9,078,281	\$8,968,704	1.57%
EXPENDITURES								
GENERAL FUND	\$3,026,069	\$3,107,931	\$3,206,932	\$3,541,643	\$3,404,655	\$3,131,093	\$3,490,800	2.53%
TOTAL SPEC REVENUE FUNDS	\$23,899	\$16,110	\$76,853	\$46,787	\$26,309	\$32,618	\$28,089	6.77%
TOTAL DEBT SERVICE FUNDS	\$695,855	\$1,398,367	\$802,989	\$1,253,595	\$819,123	\$847,205	\$955,257	16.62%
TOTAL CAPITAL IMPROV FDS	\$605,056	\$585,613	\$4,698,962	\$570,649	\$2,542,805	\$691,158	\$2,392,727	-5.90%
TOTAL ENTERPRISE FUNDS	\$3,463,686	\$2,862,390	\$4,646,810	\$3,240,037	\$4,290,421	\$3,352,833	\$3,817,273	-11.03%
TOTAL INTERNAL SERVICE FUNDS	\$285,296	\$339,322	\$280,841	\$125,744	\$542,006	\$177,327	\$521,700	-3.75%
TOTAL EXPENDITURES	\$8,099,861	\$8,309,733	\$13,713,387	\$8,778,455	\$11,625,319	\$8,232,234	\$11,205,846	-3.61%

Property Taxes

The State of Minnesota has granted local municipalities the authority to levy property taxes to fund operations. The Township sets its property tax levy based on budgeted expenditures less other revenue sources to create a balanced budget (expenditures equal revenues, including operating transfers and capital items). For the Township, the property tax levy accounts for approximately 79% of General Fund revenues and as the Township approaches full development and there is less revenue in new development fees or new construction permits the Township will rely more on property tax revenues to fund operations. In the last ten years, property tax changes have been an increase as high as 7.69% in 2011 and a decrease of 7.81% in 2006. For 2014 property taxes will decrease 1.50%.

The Township at this time does not have the authority to levy or collect local sales taxes, or other types of taxes under the State's tax system. A summary of the State's property tax system is on pages H-4 through H-9 of this document. The Ramsey County Assessor values all property in the Township. It is this market value that is applied to the class rates assigned by the State to determine a property's tax capacity. The County estimates the median market value in the Township increased 6.2% for 2014. Based on the total market values in the Township, the tax capacity in the Township increased 2.51% for taxes payable in 2014.

The Township set its property tax levy which when divided by the Township's tax capacity determines the Township's tax rate, which is applied to each properties tax capacity to determine that properties Township property tax amount. The 2014 Township total property tax levy is \$2,816,232, which is a 1.496% decrease from the 2013 tax levy, of which \$2,470,650 is divided by the Township's tax capacity of \$10,298,195, which gives the Township a 2014 tax rate of 23.991% which is a decrease of 4.97% from the 2013 tax rate. The remaining property tax levy of \$55,000 is spread over market values. Total market value for the Township is \$1,122,774,400, which gives the Township a market value tax rate of .00490%. So to calculate a property's 2014 property taxes you take the property's tax capacity times the tax rate of 23.991% and add it to the property's market value times the market value rate of .00490%.

Personnel Services

The Township's 2014 budget includes wage increases of 2.50% effective on January 1st and 1.50% effective July 1st for Township staff and Town Board members. The Township's union contract with the public works employee's expires December 31, 2013 and has been negotiated to include these increases for 2014 with another increase of at least 2% for 2015.

The wage increases above were approved as an offset or to limit the effects of the Township reducing the health insurance plan employees receive. In the past the employee health insurance plan covered 90% of health care costs with an out of pocket expense maximum of \$1,100 for single coverage and \$2,200 for family coverage and various copays based on services provided. Past increases have been between 5 to 25% and was proposed to increase 7% for 2014. The employee contribution is 25% of the monthly premium. Beginning in 2014 the employee health insurance plan will cover 80% of health care costs with an out of pocket expense maximum of \$2,000 for single coverage and \$4,000 for family coverage and various copays based on services provided will also increase. The employee contribution will remain at 25% of the monthly premium. This resulted in the total health insurance premiums decreasing just over 5.15% from 2013.

Short and long term disability insurance premiums are estimated to increase 3% for 2014.

As in the past, the time spent on the various Township activities and funds are adjusted based on employee time sheets from 2012 and 2013 and based on these time sheets no changes are proposed for 2014.

No new positions are budgeted in 2014. The Town in 2013 left a secretary position vacant and the 2014 budget includes this vacant position being filled beginning April 1, 2014. However, the position will only be filled when deemed necessary due to workload.

Finally, there will be no changes in the contribution rates for employees or the Township for the State retirement system (Public Employees Retirement Association (PERA)) for 2014.

The remainder of this letter will describe the major initiatives for 2014 for each of the fund types and activities.

GENERAL FUND

The General Fund is the operating fund of the Township. The 2014 budget has a 2.53% increase from the 2013 budget. The 2014 expenditure budget is as follows:

	2013 <u>Budget</u>	2014 <u>Budget</u>	% <u>Change</u>
General Government	\$ 812,928	\$ 830,105	2.11%
Public Safety	1,326,776	1,315,591	(0.84)
Public Works	802,257	801,770	(0.06)
Culture & Recreation	<u>462,693</u>	<u>543,335</u>	<u>17.43</u>
TOTAL GENERAL FUND	\$ 3,404,655	\$ 3,490,800	2.53%

The **Public Safety Department** is the largest department in terms of budgeted expenditures. Police and Animal Control, Fire Protection, and Code Enforcement activities make up the Public Safety Department. The Township contracts with the Ramsey County Sheriff's Department for police and animal control services and the City of White Bear Lake for fire protection services. The police budget is being increased \$14,277 for increases in operating costs such as employee benefits including pension and health benefits (OPEB) and fuel. Overall the police and animal control budget was

increased 1.59% to \$911,195 for 2013.

Fire Protection costs were projected to decrease approximately 7.06% based on the 2014 Fire Contract with the City of White Bear Lake and the Code Enforcement activity was also decreased due to the vacant secretarial position and wage and health care benefit adjustments as discussed previously.

The **Public Works Department** is the third largest expenditure activity and includes Road and Bridge, Public Works, and Town Buildings activities.

Of these activities, Road and Bridge is the largest expenditure activity with budgeted expenditures of \$453,485. Most of the expenditures are being adjusted based on past expenditure history. The Township is transferring \$45,000 from this activity to the Capital Improvement Fund for the Town's 2014 seal coating project.

The Town Building budget was decreased 8.20% or \$12,865 based on past expenditures.

In the **Culture and Recreation Department**, the Park and Recreation activity includes \$182,500 for the replacement of old, outdated playground equipment, improved handicap accessibility, sign replacement, and trail improvements. This is an increase of \$118,700 over 2013 expenditures. An operating transfer of \$20,000 was made in each year from 2010 through 2013 to the community park construction fund and debt service funds for the future debt payments on the park. This transfer is no longer being budgeted beginning in 2014. In addition, \$6,749 is budgeted to transfer into the Sewer Operating Fund for its payoff of the Y.M.C.A. facility improvement loan, of which 2014 is the final loan payment.

The final department and second largest in expenditures is **General Government Department**. The 2014 General Government budget is \$830,105, an increase of 2.11% from the 2013 budget. Most activities and line-items within the General Government Department were budgeted based on past expenditures and while the increase percentage may seem large in terms of dollars it amounts to \$17,177. The personnel charges described earlier make up the largest changes in the general government activities.

The **revenues** to support these expenses are classified as follows:

	2013	2014	%
	<u>Budget</u>	<u>Budget</u>	<u>Change</u>
Property Taxes	\$ 2,769,986	\$ 2,761,232	(0.32%)
Licenses and Permits	112,125	151,000	34.67
Intergovernmental Revenues	136,308	168,003	23.25
Charges for Services	89,065	108,620	21.96
Fines and Forfeits	22,818	21,000	(7.97)
Interest Earnings	14,424	31,015	115.02
Miscellaneous	234,929	249,930	6.39
Operating Transfers	<u>25,000</u>	<u>0</u>	<u>(100.00)</u>
TOTAL REVENUES	\$ 3,404,655	\$ 3,490,800	2.53%

There is a \$1,818 decrease budgeted for the **Fines & Forfeits** revenue classification for 2014, based on 2012 and 2013 revenue levels.

The **Miscellaneous** revenue classification includes facility rental fees, which include charging the Enterprise Funds for their share of the Town Building expenditure budget and for antenna space on the town hall site and water towers; and 50% of billboard leases, which is used to help fund park

expenditures.

Interest Earning has been increased to reflect an anticipated rate of returns on investments in 2014 and General Fund cash balances as outline on page H-12.

The **Intergovernmental Revenues** is based on revenue estimated provided to the Township by either the State or County. The large increase is due to the Town anticipating receiving a \$15,000 park grant for parking lot and drainage improvements needed at Fox Meadow Park.

Revenues within the **Licenses and Permits** classification and **Charges for Services** classification are being increased to reflect the improving economy resulting in improved building activity. Also in 2014 the Town's animal control and rental dwelling licenses are due for renewal. Both of these are two year licenses renewed in even years. The City of Gem Lake continues to contract with the Township for all staff related services. This relationship is anticipated to generate approximately \$41,000 of contracted service fees in 2014, decrease of \$2,000 over the 2013 budget.

The final revenue source is **Property Taxes** and consists of fiscal disparities and property tax revenues. Fiscal Disparities is a tool to share commercial/industrial tax base growth in Minneapolis/St. Paul seven-county metropolitan area and is described on page H-6. For 2014 the Township's revenue for fiscal disparities will increase 10.17% based on the sharing formula.

The Township's property tax revenue is decreasing 1.42%. Property taxes are determined on the basis of the availability of other revenue sources and the expenditure level necessary to conduct Township business in accordance with Town Board directives while keeping the rate reasonable compared to prior periods. The 2014 property tax levy even with the decrease, will continue to fund current programs at past service levels and maintain a balanced budget (current expenditure equal current revenues) as Township policies require. Property taxes account for 70.78% of General Fund revenues. In 2013 Property Taxes account for 73.61% of revenues. The Township will continue to be dependant on its property tax revenue as its major revenue source as the Township further becomes fully developed and there is less revenue derived from construction permits and other construction related fees. The Township does not have the ability to use other taxing methods, such as local sales taxes or income taxes as a revenue source. Therefore, the Town Board must use its judgment as to the proper level of service and which services to provide when determining the proper level of property tax.

SPECIAL REVENUE FUNDS

The Township operates the Park Acquisition Fund and Township Day Festival Fund as Special Revenue Funds. The Park Acquisition Fund expenditures are estimates based on the Township's five-year capital improvement plan. It is this plan that drives current and future expenditures for this fund. The plan includes the park development and improvements, as well as trail development. For 2014 there are no improvements anticipated. The Township Day Festival Fund accounts for revenues and expenditures associated with the Town's sponsored community celebration which includes live entertainment and fireworks.

DEBT SERVICE FUNDS

The Township's debt obligation for 2014 is \$955,257 with the majority of the funding coming through the collection of special assessments and tax increments. At this time no new debt issues are planned for 2014. As of January 1, 2014 the Township will have total debt outstanding of \$7,090,000, which includes special assessment bonds, tax increment bonds, and water revenue bonds. The 2006A Tax Increment Refunding Bond will be retired in 2014. In 2011 the Township received a bond rate upgrade to Aa2 from Moody's Investor Services, which it has maintained.

CAPITAL IMPROVEMENT FUNDS

In 2014 expenditures budgeted in the various Capital Improvement Funds are based on the Town's five-year capital improvement plan. This includes street, facility, and park improvements.

In 2000 the Township started to construct a 41.6 acre Community Park (Polar Lakes Park). The park includes two full sized soccer fields, which can be converted into four youth size soccer fields, two full sized baseball fields, two softball/youth baseball fields, batting cages, trails, amphitheater, and playground equipment. Improvement plans for 2014 are for the replacement of the irrigation control box, handicapped accessibility improvements and \$99,000 of parking lot and driving movement improvements. The Township is budgeting 50% or \$47,234 of the billboard lease space revenue in this fund in 2014 for these and future improvements in Polar Lakes Park.

The Improvement Fund contains \$1,601,613 for the mill and overlay of certain streets in the Township including curb and gutter improvements and \$150,000 for the Town's annual seal coat project. Revenues include special assessments, interest earnings, and transfers.

ENTERPRISE FUNDS

The Township operates three enterprise funds with 2014 expenditures as follows:

	2013 <u>Budget</u>	2014 <u>Budget</u>	% <u>Change</u>
Water Operating Fund	\$1,891,853	\$1,632,864	(13.69)%
Sewer Operating Fund	2,158,450	1,908,574	(11.58)
Storm Water Utility Fund	<u>240,118</u>	<u>275,835</u>	<u>14.87</u>
Total Expenditures	<u>\$4,290,421</u>	<u>\$3,817,273</u>	<u>(11.03)%</u>

In all three of these funds the expense change is due to capital improvements planned in 2014.

The **Storm Water Utility Fund** has \$60,000 in storm water culvert replacements in 2014 planned and \$30,000 for other storm water improvements related to the Town's 2014 street reconstruction project. Other changes to expenses include the wage and benefit adjustment discussed earlier in the document.

On the revenue side the major revenue is the storm water utility fee, which currently is estimated at the 2013 rate, however the Town will review this rate and make any necessary adjustments to cover operating and capital expenses.

The **Water Operating Fund** budget includes the wage and benefit adjustments for staff with no change to staff time allocations or employee additions. The majority of the budget decrease is for capital improvements to the Township's water system. Improvements in the Water Operating Fund include well #4 rehabilitation, changing some water meters from hand-held reading devices to radio reads, Hydrant rehabilitation, and integration of a GIS system. These capital improvements are estimated to cost \$186,200 in 2014. Finally, the Water Operating Fund will transfer \$66,434 for its share of the 2004A Public Facility Bond and \$51,547 of bond interest expense on other water improvement related debt.

The Water Operating Fund main revenue source is from water charges to users of the Township's water system, which are estimated to generate \$1,550,309 which is based on current revenue levels.

At this time the Town does not plan on reviewing its water rates as a review was completed in the summer of 2013.

The **Sewer Operating Fund's** largest expenditure item is the charge for sewage treatment from M.C.E.S. The Township is budgeting \$745,387 for wastewater treatment by the M.C.E.S. in 2014. The Township is also budgeting \$210,000 for the rehabilitation lift stations and sewer manhole grouting. The Sewer Operating Fund will transfer \$66,434 for its share of the 2004A Public Facility Bond.

The main revenue source of the Sewer Operating Fund is from sewer charges to users of the Township's sewer system, which are estimated to generate \$1,200,000 which is based on current revenue levels and rates. Like the Storm Water Utility Fund, the Town will review this rate and make necessary adjustments to cover operating expenses and some of the asset depreciation.

INTERNAL SERVICE FUNDS

The 2014 budget contains three internal service funds. All funds are designed to help the Township achieve its goal of having a low tax rate by decreasing expenditures in the future and/or eliminating the need to borrow money for equipment purchases or facility improvements as described below.

The **Capital Building Fund** receives funds for building rentals based on building use and building depreciation. These funds will be used to make capital improvements to Town facilities in order to maintain the facilities. For 2014 facility improvements includes replacing the public works heavy vehicle lift, the purchase and installation of CO/NO₂ gas monitors, replacement of bathroom partitions in the public works building, construction of a public works staging area,, and replace Town warning sirens.

The **Capital Equipment Fund** will receive funds for equipment rental charges to the other Township departments based on depreciation schedules of the Township's assets. These funds along with future equipment rental charges will be used to purchase equipment as scheduled in the Township's five-year capital equipment plan. Purchases planned in 2014 are estimated to cost \$303,900 of which the Town estimates salvage/trade-in values of \$58,000.

The other internal service fund is the **Risk Management Fund**. This fund is responsible for maintaining adequate insurance coverage on Township assets. It receives revenues by charging departments for their share of insurance costs plus anticipated increases. This fund then pays the actual insurance premiums. The idea is for these premiums to be lower than the department charges so that the fund will build a cash reserve. These cash reserves, along with interest earnings on the reserves will be used to self-insure some assets or increase insurance deductibles in the future, thus decreasing the Township's future insurance costs. For 2014 the Township's insurance premiums are estimated at \$113,300, which is 13.59% below 2013 estimates.

FUND BALANCES

The 2014 budget reduces the Township's reserves (fund balances) by \$2,237,142. The Township's General Fund budget is a balanced budget that is revenues equal expenditures, which will have no effect on its fund balance. The Township's reserve policy calls for a General Fund, fund balance of 45% of its operating budget to provide adequate cash flows, since property tax and State revenues are received in July and December of each year. So the Township needs cash reserves of approximately 45% of its budget at year-end to pay expenditures until the property tax revenue is received in July. In addition, the Town should maintain 5% to 7% for contingencies during the year. The Township's General Fund, fund balance is projected to be 69% of the 2014 Operating Budget. The Special Revenue Funds will add \$14,591 to its reserves, mainly for future park improvements. The Township

will spend down debt services fund reserves based on debt payments and revenue sources during 2014. These reserves were from the collection of special assessments on past construction projects that were funded through the issuance of debt or from funding construction projects internally. The debt service reserves should cover debt payments and be equal to zero when the debt is retired. The Township's Capital Projects funds will have their fund balances decrease by \$1,268,720. This is due to projects which will begin in 2014 that are currently expected to be funded internally with these reserves. The reserves will be replenished through future special assessment collections. The Township's Enterprise Funds reserves, which were built up in anticipation of future capital improvements, will be decreased \$627,916 in 2014 as a result of some of those expenditures for capital improvements. The decline in equity in these funds is the reason the Township will conduct a review of its current rates. Finally the Township's Internal Service Funds will decrease their fund balances by \$41,813. These balances fluctuate based on the amount and cost of equipment purchases and the design of the Funds.

In general the Township has adequate fund balances to maintain the operation of the Township well into the future. However the Township does need to review its rates for sanitary sewer and storm water utilities to make sure the rates are adequate to cover operations and a portion of depreciation costs.

DISTINGUISHED BUDGET PRESENTATION AWARD

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to White Bear Township for its annual budget for the fiscal year beginning January 1, 2013. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

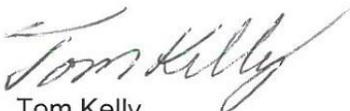
This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

CONCLUSION

Conserving the financial resources of the Township continues to be very important. The budgeting function is the prime tool to make sure the Township's limited resources are wisely utilized and to establish department objectives for the coming year. It is my belief that the 2014 budget allows the Township to deliver the finest municipal services available in the most cost effective and efficient manner, and in so doing, ensure the highest quality of life for our residents.

As in past years, the budget is the product of the collective efforts of the Town Board and Township staff. I am appreciative of the commitment, good judgment and expertise each of them contributes to the budget process.

Respectfully submitted,



Tom Kelly
Finance Officer



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**White Bear Township
Minnesota**

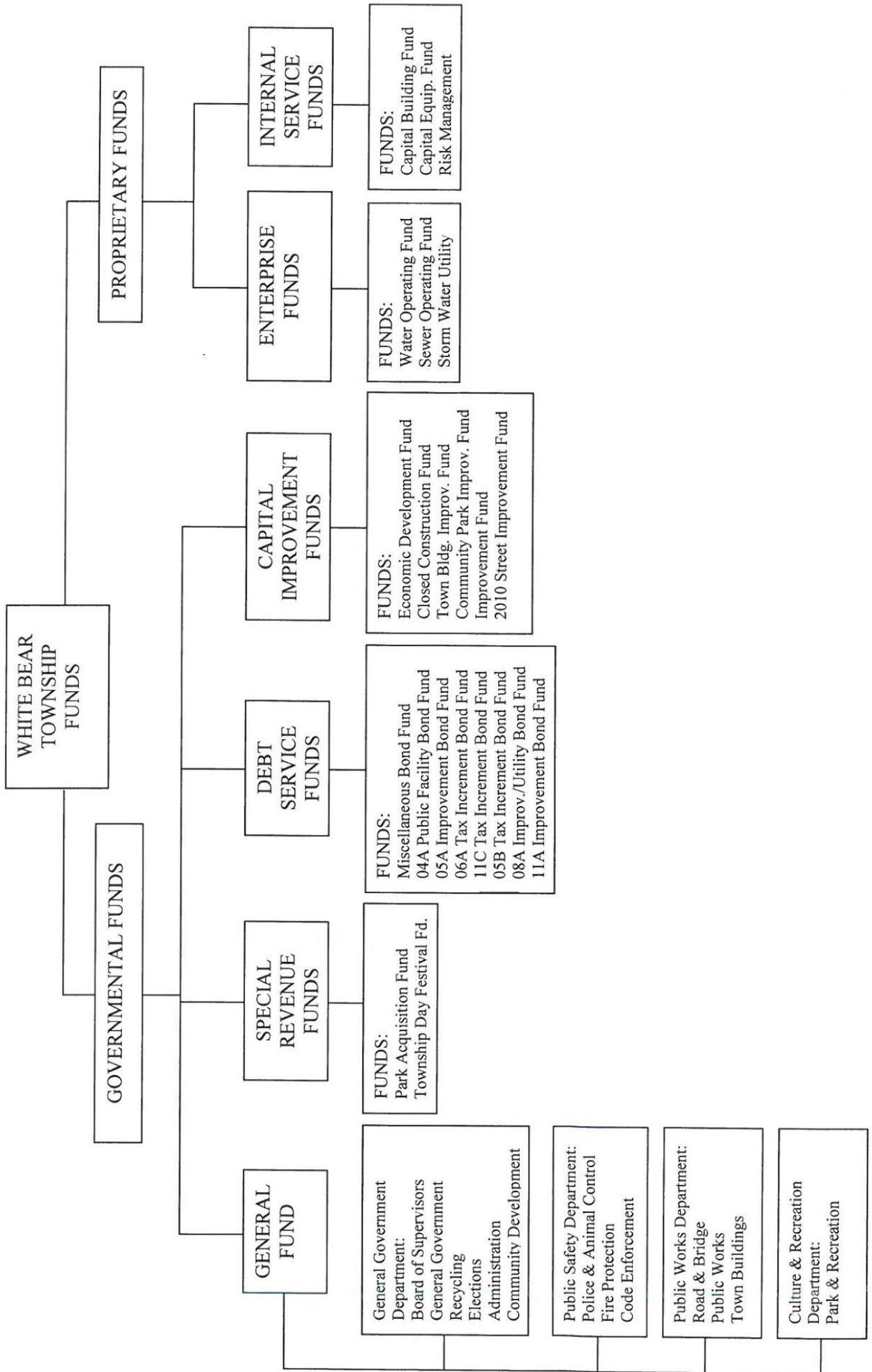
For the Fiscal Year Beginning

January 1, 2013

Jeffrey R. Emer

Executive Director

WHITE BEAR TOWNSHIP
FUND STRUCTURE CHART



FUND STRUCTURE AND BUDGET BASIS

The financial structure of White Bear Township is similar to other governments with the use of funds. Funds are the control structures that ensure that public moneys are spent only for those purposes authorized and within amounts authorized. Funds are established to account for different types of activities and legal restrictions that are associated with a particular government function. The Governmental Accounting Standards Board (GASB) defines a fund as:

A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

All of the funds used by the Township must be classified into one of seven “fund types.” Four of these fund types are used to account for the Township’s “governmental-type” activities and are known as “governmental funds.” Two of these fund types are used to account for a government’s “business-type” activities and are known as “proprietary funds.” Finally, the seventh fund type is reserved for a government’s “fiduciary activities.” The Township currently does not operate any fiduciary activities.

Governmental Fund types are used to account for governmental-type activities. These are the General Fund, Special Revenue Funds, Debt Service Funds, and Capital Projects Funds.

The General Fund is used to account for most of the day-to-day operations of the Township, which are financed from property taxes and other general revenues. Activities financed by the General Fund are those not accounted for in other funds. There can only be one General Fund.

Special Revenue Funds are used to account for revenues derived from specific taxes or other earmarked revenue sources which, by law, are designated to finance particular functions or activities of the Township and which therefore cannot be diverted to other uses. The only Special Revenue Fund the Township operates is the Park Acquisition Fund, which was established to purchase and develop parks and trails in the Township through the collection of park dedication fees on new developments or building permits.

Debt Service Funds are used to account for the payment of interest and principal on general and special obligation debts other than debt issued for and serviced by a governmental enterprise.

The Capital Projects Funds account for all resources used for the acquisition and/or construction of capital equipment and facilities except those financed by Enterprise and Internal Service Funds.

Two **Proprietary Fund Types** are used to account for the Township’s business-type activities. These are the Enterprise Funds and the Internal Service Funds.

The Township’s Enterprise Funds include Water and Sewer Operating Funds and the Storm Water Utility Fund. These funds are used to account for the acquisition, operation and maintenance of these facilities and services, which are entirely or predominantly self-supported, by user charges. The operations of these funds are accounted for in such a manner as to show a profit or loss similar to private enterprises.

Internal Service Funds are used by the Township to account for the financing of goods and services provided by one department to other departments, on a cost-reimbursement basis.

The Capital Building Fund is used to account for capital improvements to Township facilities to maintain and prolong the useful life of these facilities.

The Capital Equipment Fund is used to account for the purchase of equipment by charging departments equipment rental fees for the equipment they use.

The Risk Management Fund is used to account for self-insurance activities related to worker's compensation and property/casualty/crime insurance programs.

Fiduciary Funds are used when a government holds or manages financial resources in an agent or fiduciary capacity. The Township does not operate any of these funds at the current time.

The **Budget Basis** used by White Bear Township is the modified accrual basis of accounting for governmental fund types (for example, the General Fund, Special Revenue Funds, Debt Service and Capital Project Funds). Under this accounting method, revenues are recognized in the accounting period in which they become available and measurable. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized in the period in which the fund liability is incurred, except for unmatured interest on general long-term debt, which is recognized when due.

Enterprise and Internal Service Funds use the accrual basis of accounting. Under the accrual basis revenues are recognized when they are measurable and earned. Expenses are recognized in the period incurred, if measurable. The budget basis for Enterprise and Internal Service Funds is also the accrual basis with the exceptions noted below.

The Township's Comprehensive Annual Financial Report (CAFR) shows the status of the Township's finances on the basis of "generally accepted accounting principles" (GAAP). In most cases this conforms to the way the Township prepares its budget. The exceptions are:

1. Compensated absences liabilities that are expected to be liquidated with expendable available financial resources are accrued as earned by employees (GAAP) as opposed to being expended when paid (budget).
2. Capital outlay within the Enterprise Funds are recorded as assets on a GAAP basis and expended on a budget basis.

The CAFR shows fund expenditures on both a GAAP basis and budget basis for comparison purposes.

BUDGET PROCESS

White Bear Township's budget process begins in March when residents adopt a preliminary tax levy at the Annual Town Meeting. In July the Township's Park Board meets with staff to review expenditure levels for maintaining Township parks and to review and adjust the ten-year park improvement plan and make budget recommendations to the Town Board. In July and August the Town Board receives budget requests from other organizations and entities the Township contract services from, such as the Northeast Youth & Family Services, White Bear Lake Fire Department, Ramsey County Sheriff's Department, and the two Water Shed Districts, which are funded in part by the Township's operating budget and approves an appropriate funding level to be incorporated into the Township's budget. In July, department heads submit their budgets requests including all itemized expenditures, changes to the Township's five-year capital improvement plan, to the Finance Officer. In July and August Township staff works with these recommendations and budget requests to develop a proposed budget

and property tax levy, which is presented to the Town Board. The General Fund budget must be a balanced budget (revenues equaling expenditures). The Town Board adopts a preliminary tax levy in early September. This levy can not exceed the tax levy approved by residents at the March Annual Meeting, but can be lower. During September through October Town Board members and staff meet to further discuss goals, objectives and budget amounts for the upcoming budget year. From these meetings a preliminary budget is prepared, which is presented to residents in late November or early December at the Annual Budget Meeting. At this meeting residents vote to approve or disapprove a final tax levy and make a recommendation on the operating budget. If residents disapprove the final tax levy as presented, the residents recommend and vote on a final tax levy amount. Staff must amend activity budgets to meet the final levy amounts approved by the residents. At the next Town Board meeting the Town Board adopts a final budget. In late December the Township certifies its adopted property tax levy to the County Auditor. During the fiscal year line items may be overspent as long as the total activity budget is not overspent. Township staff can recommend changes for activities' budget to the Town Board. The Town Board can then approve or disapprove the change, in the form of a budget amendment. Only with Town Board approval can an activity be overspent and only if funding is available. However, the property tax levy cannot be amended.

OTHER PLANNING PROCESSES

There are no other government agencies, commissions, or advisory boards that have a direct role in the Town's budget process. However, there are government agencies, commissions, and/or advisory boards which play a role in the Town's budget process.

Minnesota State Statutes provide the steps the Town must follow to pass the budget including when the Town must certify its levies to the County Auditor and when public hearings must be held. In addition, the State may pass laws governing the Town's budget, such as levy limits, which restrict the possible increase of property tax levies for one year to the next and the amounts, if any, State aids the Town will receive. The State must also approve, by mid-November, any levies which fall outside levy limits (when levy limits exist). Finally the State must certify to the Town the amounts of State Aids the Town will receive, if any, by mid-August. The County must notify the Town of the amount of Fiscal Disparity dollars the Town will be receiving by mid-August.

The only affect the County has on the Town's budget would be if the County or Town was planning any road or trail improvement projects that would require joint cooperation. The Town would work with the County to budget and Town share of the costs and any additional improvements the Town would like included in the project.

Finally, the Town itself has various advisory boards and commissions, such as the Park Board, EDA, Utility Commission, and Public Safety Commission. These advisory boards and commissions as part of their charge, work with staff to set priorities and goals for the coming year. Based on their goals and priorities, along with the Town Board's goals and priorities, the various advisory boards or commissions work with staff to make funding recommendations for programs and/or improvements they would like to see included in or removed from the budget. These boards and commissions are only advisory and the Town Board may or may not include recommendations by these boards and commissions in the final budget depending on available funds or other criteria.

2014 Budget Calendar

March 12, 2013	Town holds Annual Town Meeting where residents approve the maximum Town property tax levy for 2014.
June 25, 2013	Budget and 5-year CIP worksheets are distributed to Department Heads for Completion.
July 12, 2013	Budget and 5-year CIP worksheets returned to Finance Officer to be imported into draft 5-year CIP and 2014 Budget.
July/August	Department heads meet with Finance Officer and Town Clerk to develop 2014 preliminary budget and 5-year CIP.
July 26, 2013	Draft 5-year CIP presented at Town Board Executive (workshop) Meeting.
August 23, 2013	2014 preliminary budget presented at Town Board Executive (workshop) Meeting.
September 3, 2013	Town Board approves a 2014 preliminary property tax levy.
September 16, 2013	Town certifies 2014 preliminary property tax levy to Ramsey County Auditor for inclusion in Truth-In-Taxation hearing notices.
Sept. – Nov., 2013	Department heads meet with Finance Officer and Town Clerk to develop 2014 draft budget and 5-year CIP.
November 22, 2013	Town Board reviews and directs Finance Officer on a proposed property tax levy, final draft budget and 5-year CIP to be presented to residents at the Special Town Budget Meeting.
December 10, 2013	Town holds Special Town Budget Meeting where residents approve final 2014 property tax levy and recommend to the Town Board a final 2014 budget.
December 28, 2013	Town certifies final 2014 property tax levy to Ramsey County auditor.
January 1, 2014	2014 fiscal year begins.

2014 BUDGET CALENDAR

 PUBLIC MEETING

 STAFF

 CERTIFICATION TO COUNTY AUDITOR

JANUARY							FEBRUARY							MARCH						
S	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA
		1	2	3	4	5						1	2						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12 ANNUAL TOWN MEETING	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
														31						

APRIL							MAY							JUNE						
S	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA
		1	2	3	4	5				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31	23	24	25 DISTRIBUTE BUDGET WORKSHEETS	26	27	28	29	
													30							

JULY							AUGUST							SEPTEMBER						
S	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA
	1	2	3	4	5	6					1	2	3	1	2		3			
7	8	9	10	11	12 BUDGET WORKSHEETS DUE	13	4	5	6	7	8	9	10	8	9		10			
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26 PRESENT DRAFT CIP TO TOWN BOARD	27	18	19	20	21	22	23 PRESENT DRAFT BUDGET/LEVY TO TOWN BOARD	24	22	23		24			28
28	29	30	31				25	26	27	28	29	30	31	29	30					

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9		10			14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22 PRESENT FINAL DRAFT BUDGET/LEVY TO TOWN BOARD	23	22	23		24			28
27	28	29	30	31			24	25	26	27	28	29	30	29	30		31			

BUDGET CALENDAR - FLOW CHART

The chart below summarizes the budget calendar/process and the various steps leading to the adoption of the 2014 budget and property tax levy.

Budget Process	January	February	March	April	May	June	July	August	September	October	November	December
Town Holds Annual Town Meeting			↑									
Budget and 5-Year CIP Worksheets Distributed to Department Heads						↑						
Staff Develops Budget and 5-Year CIP						↑	↑					
Draft 5-Year CIP Presented to Town Board						↑						
Draft Budget & Preliminary Levy Presented to Town Board							↑					
Preliminary Levy Certified to County Auditor									↑			
Staff Develops Final Budget and 5-Year CIP										↑		
Final CIP, Budget, & Preliminary Levy Presented to Town Board											↑	
Town Holds Special Town Budget Meeting												↑
Town Board Approves Final CIP, Budget, & Levy												↑
Final Levy Certified to County Auditor												↑

WHITE BEAR TOWNSHIP STAFF

TOWN BOARD

William Mample
Board Chair

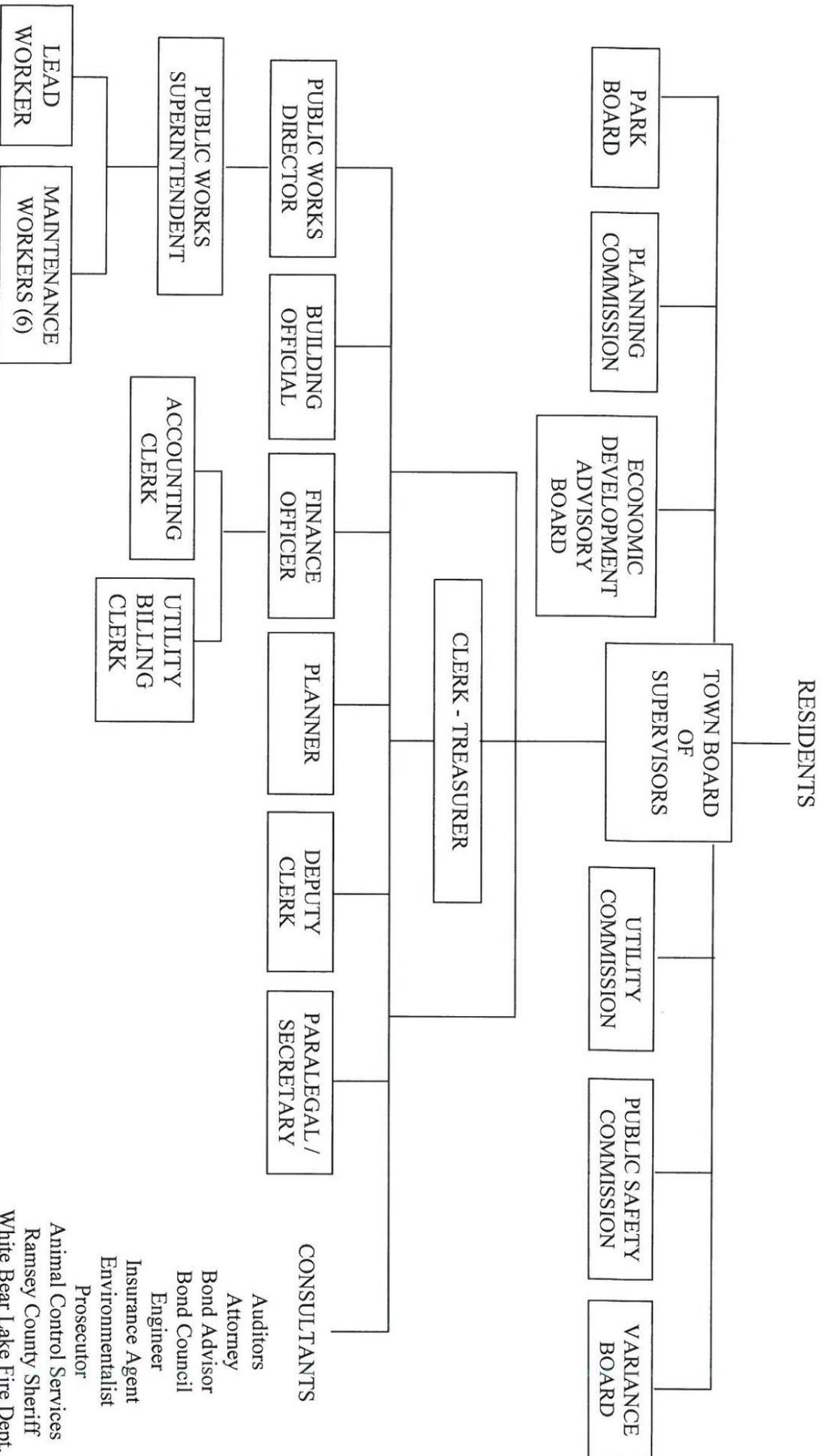
Robert Kermes
Board Member

Ed Prudhon
Board Member

TOWNSHIP STAFF

Bill Short, Clerk Treasurer
Jan Reagan, Deputy Clerk
Mike Johnson, Code Enforcement Officer
Vacant, Administrative Secretary
Patti Walstad, Admin. Sec./Para Legal
Tom Kelly, Finance Officer
Judy Moll, Accounting Clerk
Luana Kuehn, Utility Billing Clerk
Tom Riedesel, Planner
Dale Reed, Public Works Director
Peter Tholen, Public Works Superintendent
Mike Cash, Public Works Lead Person
Karl Stuemke, Public Works Maintenance Person
Reed Walstad, Public Works Maintenance Person
Rick Lillie, Public Works Maintenance Person
Paul Peltier, Public Works Maintenance Person
Gerald Magnuson, Public Works Maintenance Person
Joe Reil, Public Works Maintenance Person

WHITE BEAR TOWNSHIP
ORGANIZATIONAL CHART



NOTE: The Clerk-Treasurer is responsible for direct supervision of all Town staff and consultants. However, the Town Board of Supervisors at times does work directly with Town staff. The Board of Supervisors is also responsible for the hiring and dismissal of all Town staff and consultants. Currently the Township does have a vacant secretary position.

WHITE BEAR TOWNSHIP FINANCIAL MANAGEMENT POLICIES

White Bear Township has an important responsibility to its citizens to plan the adequate funding of services desired by the public, including the provision and maintenance of public facilities, to manage municipal finances wisely, and to carefully account for public funds. The Township strives to ensure that it is capable of adequately funding and providing local government services needed by the community. The Township will maintain or improve its infrastructure on a systematic basis to insure its citizens will maintain quality neighborhoods.

In order to achieve this purpose, this plan has the following objectives for the Township's fiscal performance:

1. To protect the Town Board's policy-making ability by ensuring that important decisions are not controlled by financial problems or emergencies.
2. To enhance the Town Board's policy-making ability by providing accurate information on the full cost of various authority or service levels.
3. To assist sound management of the Township government by providing accurate and timely information on financial condition.
4. To provide sound principles to guide the important decisions of the Town Board and of management which have significant fiscal impact.
5. To set forth-operational principals which minimize the cost of local government, to the extent consistent with services desired by the public, and which minimize financial risk.
6. To employ revenue policies and forecasting tools to prevent undue or unbalanced reliance on certain revenues, especially property taxes, which distribute the cost of municipal services fairly, and which provide adequate funds to operate desired programs.
7. To provide essential public facilities and prevent deterioration of the Township's infrastructure including its various facilities.
8. To protect and enhance the Township's credit rating and prevent default on any municipal debts.
9. Ensure the legal use and protection of all Township funds through a good system of financial and accounting controls.
10. Record expenditures in a manner, which allocates to current taxpayers and/or users the full cost of providing current services.

To achieve these objectives the following fiscal policies have been adopted by the Town Board to guide the Township's budgeting and financial planning process. Each fiscal policy section includes the purpose and a description.

I. OPERATING BUDGET POLICIES

A. Purpose

The operating budget policies ensure that the Township's annual operating expenditures are consistent with past expenditures and respond to long-term objectives rather than short-term benefits. The policies allow the Township to maintain a stable level of service, expenditures and tax levies over time. These policies are most critical to programs funded with property tax revenue because accommodating large fluctuations in this revenue source can be difficult.

B. Policy

The Township will always adopt a balanced budget for the General Fund. The definition of a balanced budget is that budgeted revenues equal budgeted expenditures and thus, creating no change to the fund balance for the fund. The Township's other funds may be unbalanced based on the timing of revenues and expenditures.

The Township will pay for current expenditures with current revenues.

The Township will avoid balancing current revenues with funds necessary for future expenses.

The Township will not budget to accrue future revenues.

Left over revenue from a given fiscal year will be placed into the Township's reserves according to the Township's reserve policies.

The Township will avoid postponing expenditures, rolling over short-term debt and using reserves to balance the operating budget.

To protect against unforeseen events, the Township will budget a contingency and maintain reserves according to the Township's reserve policies.

The Township will apportion its administrative and general government costs to all its funds as appropriate and practical. These charges will be identified in the annual budget.

The Township staff will monitor revenues and departmental expenditures to adhere to their budgeted amounts. Line items within an activity may be overspent as long as the total activity budget is not overspent. Only with Town Board approval can an activity be overspent and only if funding is available.

II. REVENUE POLICIES

A. Purpose

The revenue policies are designed to ensure 1) diversified and stable revenue sources, 2) adequate long-term funding by using specific revenue sources to fund related programs and services, and 3) funding levels to accommodate all Township services and programs equitably.

B. Policy

The Township will maintain a diversified and stable revenue system in order to avoid short-term fluctuations in a single revenue source.

The Township will conservatively estimate its annual revenues by an objective, analytical process. All existing and potential revenue sources will be re-examined annually.

The Township will use one-time or special purpose revenue for capital expenditures or for expenditures required by the revenue, and not to subsidize recurring personnel, operation and maintenance costs.

The Township will establish all fees and charges at a level related to the cost of providing the services, or as adjusted for particular program goals. Each year, the Township will review the full cost of activities supported by fees and charges to identify the impact of inflation and other cost increases and will review these fees and charges along with resulting net property tax costs with the Town Board at budget time.

The Township will seek a balanced tax base through support of a sound mix of residential, commercial, and industrial development.

The Township will set enterprise fund fees at a level that fully supports the total direct and indirect cost of the activity (net of any grants or similar revenues), including depreciation of capital assets and debt service, to maintain a positive cash flow and provide adequate working capital. Replacement (or bonding for replacement) of enterprise infrastructure will be paid for from accumulated (or annual) earnings of the particular fund.

The Township will offset reduced revenues with reduced expenditures.

III. EXPENDITURE POLICIES

A. Purpose

The expenditure policies are designed to ensure proper funding of services.

B. Policy

The Township will adopt and maintain a balanced budget in which expenditures will not exceed reasonable estimated resources and revenue.

The Township will pay for all current operation and maintenance expenses from current revenue sources.

The operating budget will provide for the adequate maintenance of capital assets and equipment.

The Township will maintain a budgetary control system, which will enable it to adhere to the adopted budget. This includes a centralized record keeping system to be adhered to by all programs and activities receiving annual appropriations. Proposed major budgeted expenditures such as new positions, equipment acquisitions, and capital improvements will have prior Town Board approval.

The Finance Officer will prepare and maintain at least quarterly financial reports comparing actual revenues and expenditures to budgeted amounts.

The Township will develop and implement an effective risk management program to minimize losses and reduce costs according to the Township's risk management policies.

The Township will cooperate and coordinate with other governmental agencies in an effort to provide maximum services at minimum costs.

IV. ACCOUNTING, AUDITING AND FINANCIAL REPORTING POLICY

A. Purpose

The accounting, auditing and financial reporting policies are designed to maintain a system of financial monitoring, control and reporting for all operations and funds in order to provide effective means of ensuring that overall Township goals and objectives will be met and to assure the Township's residents and investors that the Township is well managed and fiscally sound.

B. Policy

The Township will adhere to a policy of full and open public discourse of all financial activity. The proposed budget will be prepared in a manner to maximize its understanding by citizens and elected officials. Copies of financial documents will be made available to all interested parties. Opportunities will be provided for full citizen participation prior to adopting the budget.

The Township will maintain its accounting records and report on its financial condition and results of operations in accordance with Township, State and Federal law and regulations, and Generally Accepted Accounting Principals (GAAP), and standards established by the Governmental Accounting Standard Board (GASB). Budgetary reporting will be in accordance with Township and State budget laws.

An independent firm of certified public accountants will annually perform a financial and compliance audit of the Township's financial statements. Their opinions will be contained in the Township's Comprehensive Annual Financial Report (CAFR).

As an additional independent confirmation of the quality of the Township's financial reporting, the Township will annually seek to obtain the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. The CAFR will be presented in a way designed to communicate with citizens about the financial affairs of the Township.

V. INVESTMENT POLICIES

A. Purpose

The investment policies are designed to legally maximize the return on the Township's idle funds.

B. Policy

The Township will regularly analyze its cash flow needs of all funds.

The Township will collect, disburse, and deposit funds on a regular basis.

The Township will pool cash from its different funds and invest the idle funds with compliance to state and federal laws at the highest rate of return possible, while maintaining a diversified investment portfolio.

Interest earnings and market value adjustments will be credited to the source of the invested monies at the end of each quarter based on the average cash balances during that quarter.

The General Fund will receive a minimum of 7.5 percent of all investment earnings as administrative

fees for the Finance Officer's time for investing.

The Finance Officer will provide at least quarterly investment information and results to the Town Board.

VI. RESERVE POLICIES

A. Purpose

The purpose of the Township's reserve funds are to provide 1) a stable funding source for expenditures that fluctuate significantly each year, for example equipment acquisitions and replacements, 2) working capital to maintain a sufficient cash flow, and 3) a stable or improved credit rating.

B. Policy

The Township's goal is to maintain a General Fund fund balance reserve of 45% of the General Funds operating budget for working capital to provide cash flow between its two semi-annual state aid and tax payments (July and December).

At the end of the fiscal year, if the General Fund fund balance has a reserve for working capital at a minimum balance of 45% of next year's operating budget the remaining reserves will be designated for a specific use or transferred to other funds for the funding of future improvement projects, equipment purchases or into the risk management fund to self-insure Township assets as approved by the Town Board.

The Miscellaneous Bond Fund will receive any fund balances remaining in any debt service fund once the debt is fully retired.

Excess balances in Capital Project Funds will be used to reduce debt issues or be used to fund future capital projects. Fund balances in these funds will fluctuate based on the timing of funding sources and expenditures.

Enterprise Funds shall maintain a fund balance to help finance infrastructure replacements and the addition of new capital facilities, such as, wells, water towers, or lift stations.

VII. DEBT POLICIES

A. Purpose

The debt policies ensure that the Township's debt 1) does not weaken the Township's financial structure; and 2) provide limits on debt to avoid problems in servicing debt. This policy is critical for maintaining the best possible credit rating.

B. Policy

The Township will not use long-term debt for current operations.

The Township will avoid the issuance of short-term debt, such as, Budget, Tax and Revenue Anticipation Notes.

The Township will confine long-term borrowing to capital improvements, equipment or projects that have a life of more than 5 years and cannot be financed from current revenues.

The Township will use special assessments, revenue bonds, and/or any other available self-liquidating debt measures instead of general obligation bonds where and when possible, applicable and practical.

The Township will pay back debt within a period not to exceed the expected life of the project.

The Township will not exceed 2 percent of the market value of taxable property for general obligation debt per state statutes.

The Township will maintain good communications with bond rating agencies about its financial condition and will follow a policy of full disclosure in every financial report and bond prospectus. The Township will comply with Securities Exchange Commission (SEC) reporting requirements.

The Township will follow a policy of full disclosure on financial reports and bond prospectus.

The Township will refinance or call any debt issue when beneficial for future savings.

VIII. CAPITAL EQUIPMENT POLICIES

A. PURPOSE

The purpose of the Township's capital equipment program is to plan for the replacement of obsolete equipment and the purchase of new items without implementing significant changes in the tax levy.

B. POLICY

The Township will plan for the purchase of any equipment costing over \$1,000 and a life of 5 years or more as part of the Township's ten-year capital equipment program.

The Township will plan the capital equipment program to assure that funds remain in a capital equipment fund to accrue interest and use its reserve policy to provide a revenue source for the fund and program.

The Township will anticipate equipment replacements and additions based on realistic asset life expectancies and cash balances.

The Township will project any future operating costs of purchases into the upcoming operating budgets. For example, the addition of park equipment might require more maintenance expenditures in future years.

The Township will maintain its assets to protect its capital investment and to minimize future capital expenditures.

The Township will use the least expensive financing method for all capital equipment purchases including multiple cost estimates and bids when appropriate and required by law.

The Enterprise Funds will contribute on a prorating basis to the purchase of any assets, which they use.

IX. CAPITAL IMPROVEMENT PROGRAM POLICIES

A. PURPOSE

The purpose of the capital improvement policy is to plan for the construction, replacement and maintenance of the Township's infrastructure with as little impact to Township funds as possible.

B. POLICY

The Township will develop a multi-year plan for capital improvements and update it annually.

The Township will identify the estimated cost and potential funding sources for each capital project.

The Township will coordinate development of the capital improvement budget with the development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in the operating budget.

The Township will use inter-governmental assistance to finance those capital improvements that are consistent with the capital improvement plan and Township priorities.

The Township will maintain all its assets at a level adequate to protect the Township's and its citizens' capital investment and to minimize future maintenance and replacement costs.

Federal, State and other intergovernmental and private funding sources of a special revenue nature shall be sought out and used as available to assist in financing capital improvements.

X. RISK MANAGEMENT POLICIES

A. PURPOSE

The risk management policy assures proper insurance coverage of Township assets while minimizing risk and cost.

B. POLICY

Insurance policies will be analyzed regularly to assure proper coverage and deductibles on Township assets.

The Township will maintain the highest deductible amount, considered prudent in light of the relationship between the cost of insurance and the Township's ability to sustain the loss.

The Township will maintain a Risk Management Fund to pay all insurance premiums and deductibles for the Township except employee hospitalization insurance benefits. The Risk Management Fund will charge department activities for their estimated insurance cost.

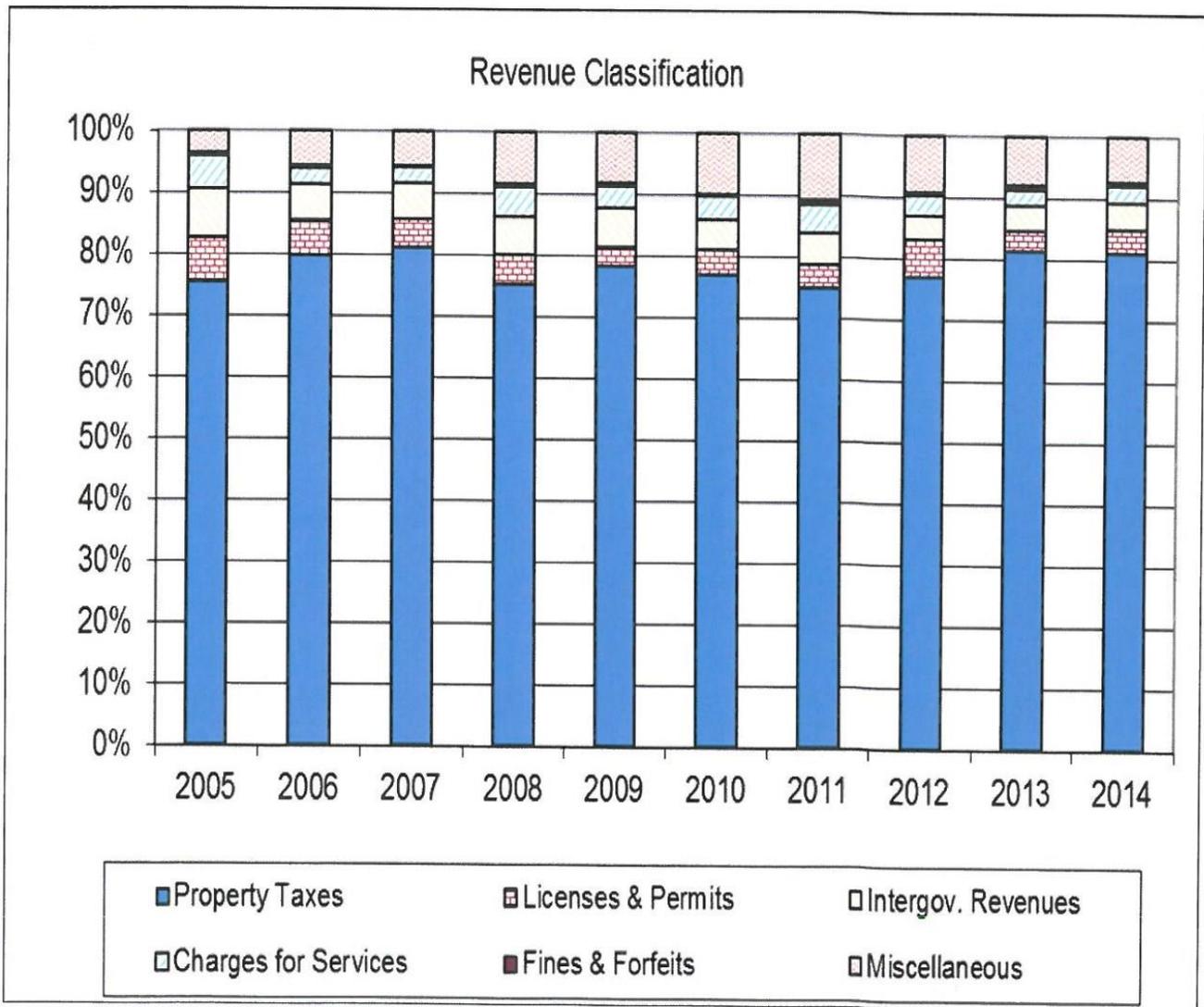
The Risk Management Fund will finance the replacement of any Township assets, which are not covered under insurance policies, which are destroyed or stolen. (Self-insure).

BUDGET ASSUMPTIONS AND TRENDS

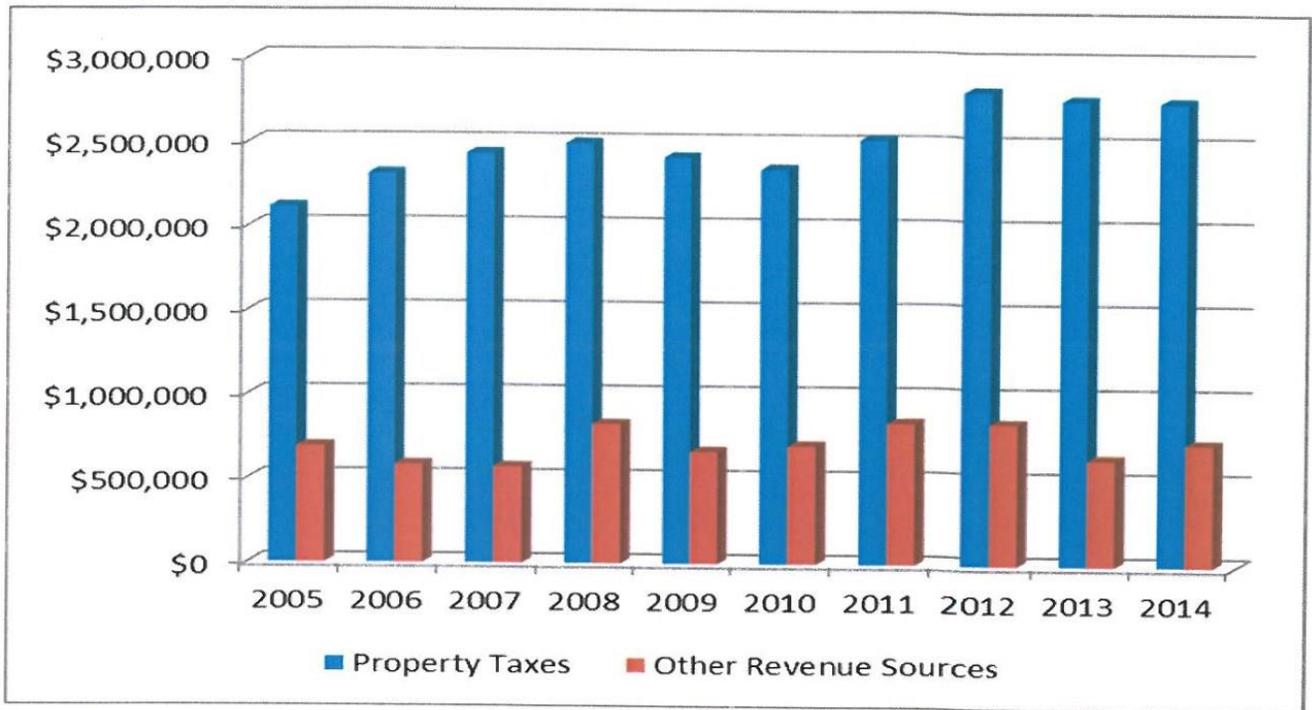
The Township reviews revenue and expenditure trends, along with making certain assumptions as a foundation for developing a budget. These assumptions and trends guide the Township in determining the level of service that will be provided to residents and how those services will be funded. The Township's budget practice is to use conservative revenue estimates to assure adequate funding of expenditures. The Town's fiscal policies provide more details on Township budget practices and projections.

Revenues:

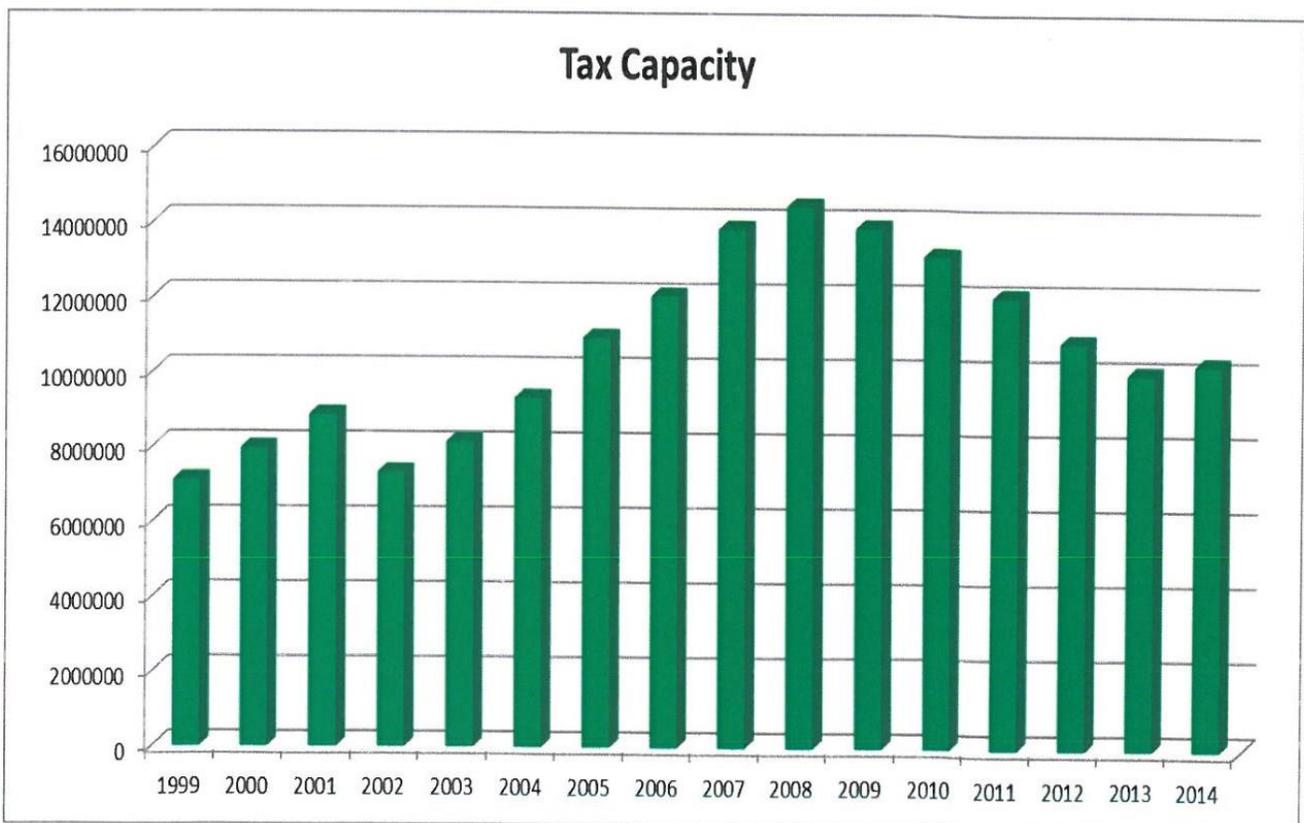
The main revenue source for local municipalities, including White Bear Township is property taxes. The graph below demonstrates the breakdown and the changes from each year of the Township's operating revenues in its General Fund.



Property taxes account for approximately 80% of General Fund revenues through the years. This trend is expected to continue in 2014 as show in the chart on the following page.

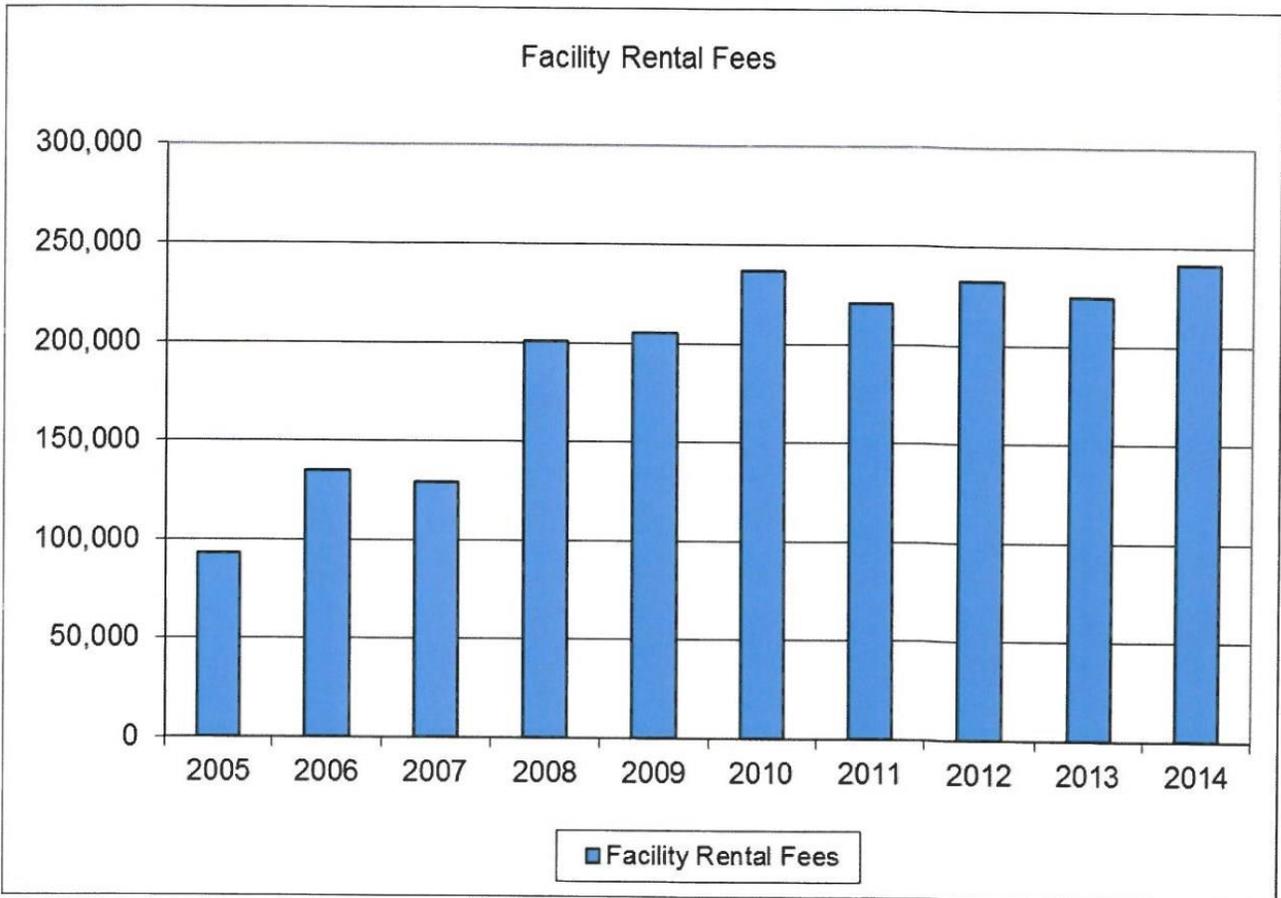


The Town Board has tried to maintain the lowest possible property tax effect on residents. One factor in determining the amount of property taxes a property will pay is the Town's tax capacity, which is determined based on a taxable market value of all Township properties. For years the Town's tax capacity was growing until the economic downturn lowered home values and slowed new construction. However, the Town does expect a small increase in tax capacity for 2014 as shown in the chart below.

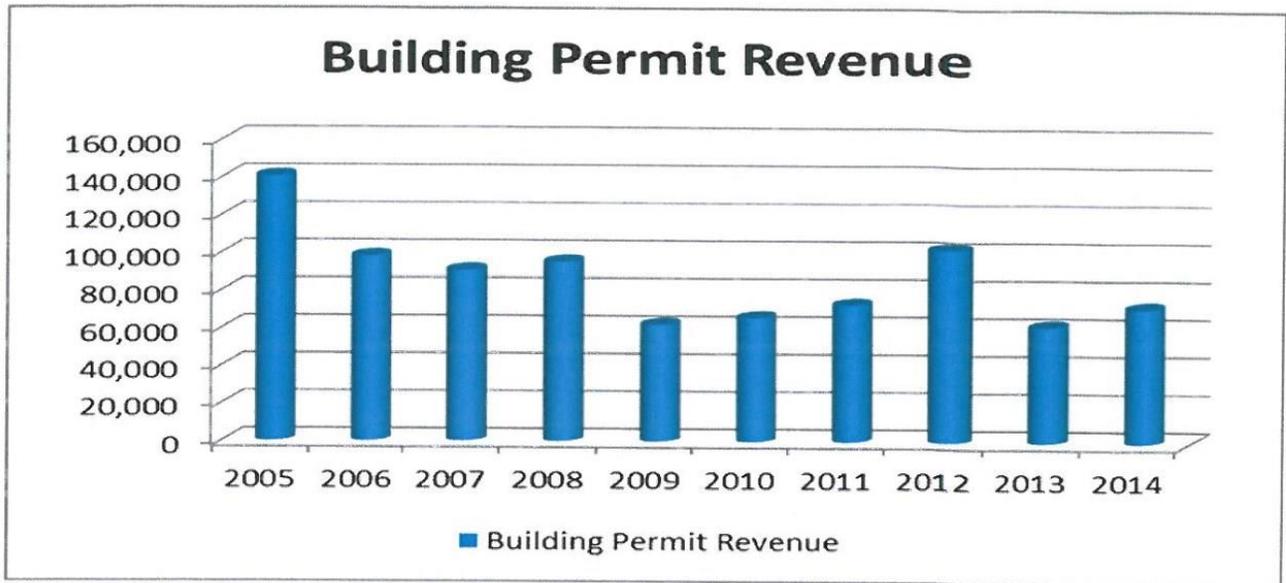


The Town's property tax levy is divided by its tax capacity to determine the tax rate which will be multiplied against each individual property's tax capacity to determine the amount due in property taxes to the Township. The graphs below demonstrate the changes in the Town's tax rate and the effects the rate had on property taxes for certain valued properties in the Township.

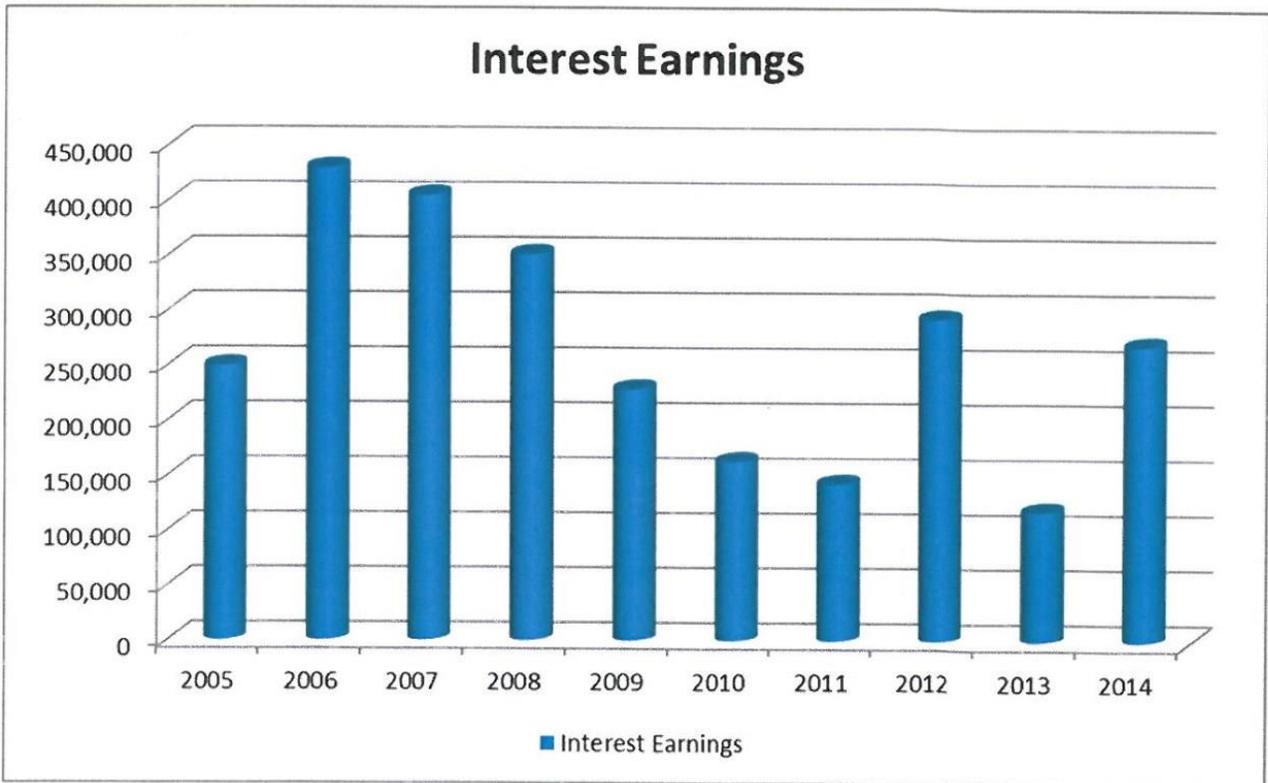
While Property taxes have always been the largest revenue source for the Township, facility rental fees are the second largest. These are charges to cellular phone companies for placing cellular towers on Township property, including water towers. The Township currently has seven active contracts with providers which call for various inflationary increases each year of the contract. The Town assumes these contracts will continue in 2014 and does not anticipate any new or additional contracts. Below is a graph showing the revenue trends for facility rentals.



The third largest revenue source is building permit revenues. As state previously, building permit revenues have been declining due to the economy and the Township having less land available for new housing growth. 2012 and so far through 2013 permit revenues have rebounded somewhat with an increase in home remodeling, which is a trend expected to continue in 2014. On the following page is a graph demonstrating the changes in building permit revenues.

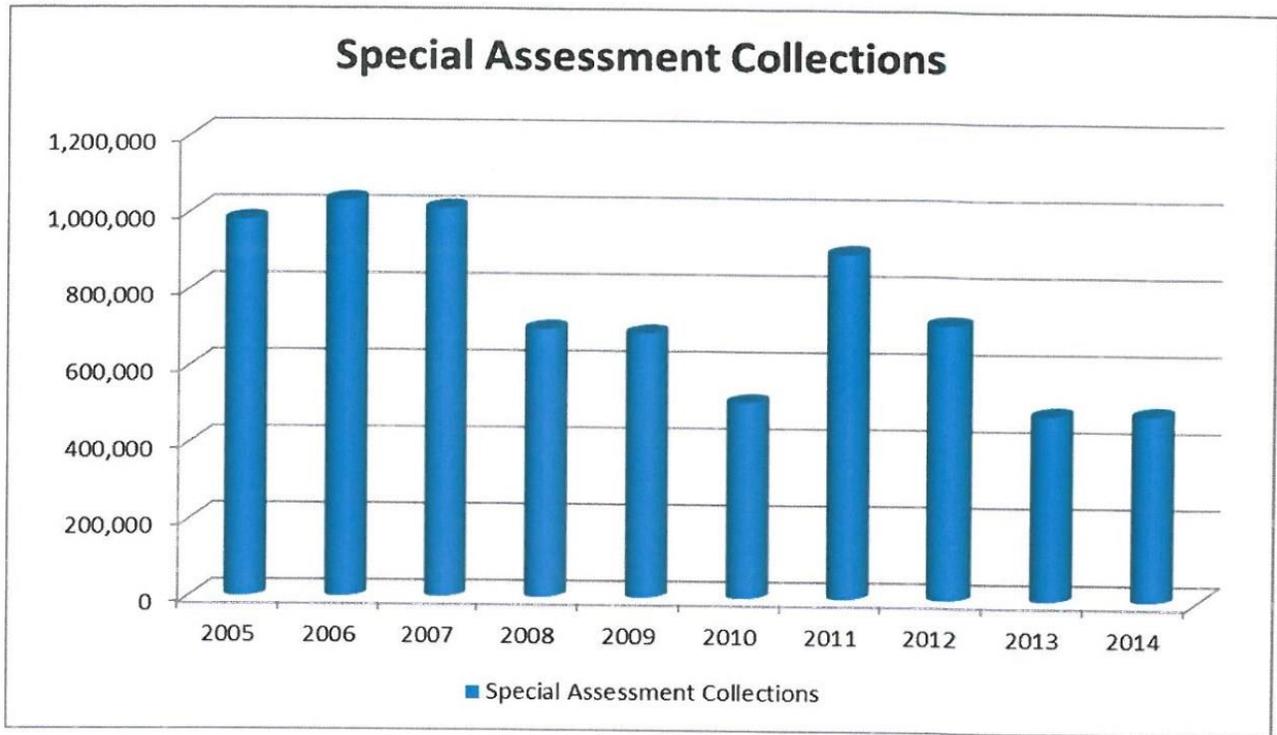


Another revenue source is interest earnings. The Township pools its cash reserves for investment purposes, which is described in more detail in the investment policy outlined on page A-26 of this document and interest distribution can be found on pages H-11 and H-12. Interest earnings has declined in recent years due to lower interest rates and lower fund balances as shown in the chart below, however due to higher cash balances should increase in 2014.

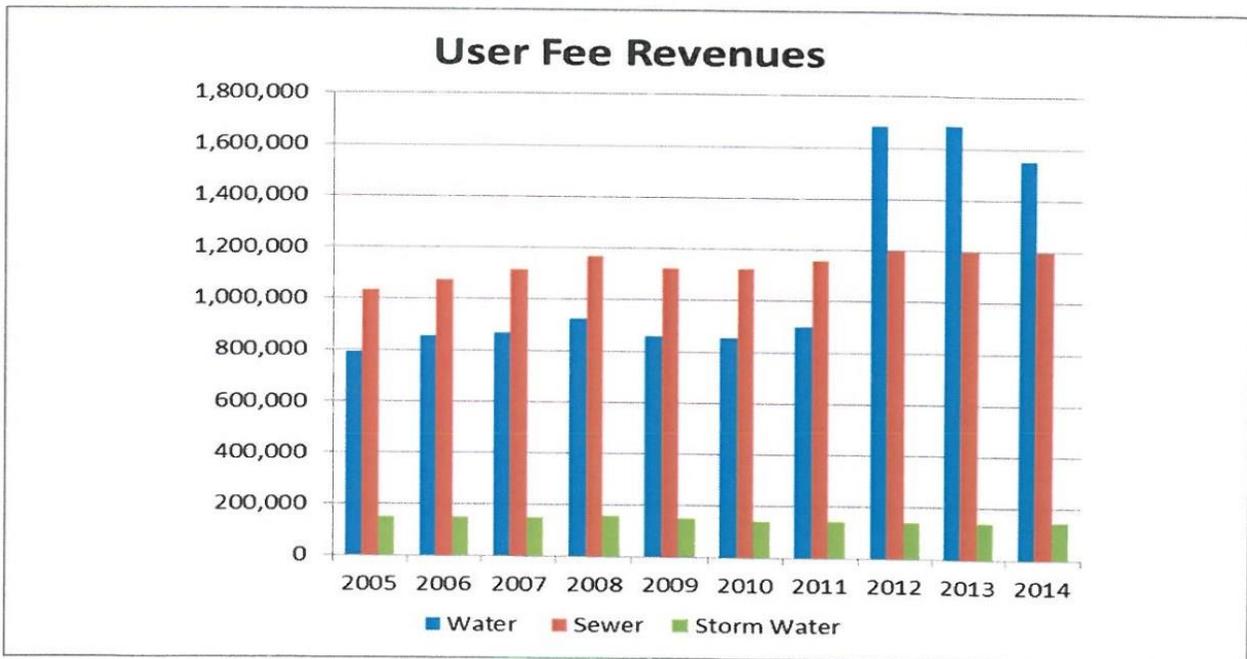


The main revenue sources of the Debt Service Funds are special assessments on the benefitting properties. The amount budgeted for special assessments comes from the unpaid balance as of the previous year's audit and assumes no prepayment of assessments during the current fiscal year. The chart on the following page demonstrates the collection of special assessments over time. The

increase in 2011 was due to the 2010 street reconstruction project being assessed to benefitting properties.

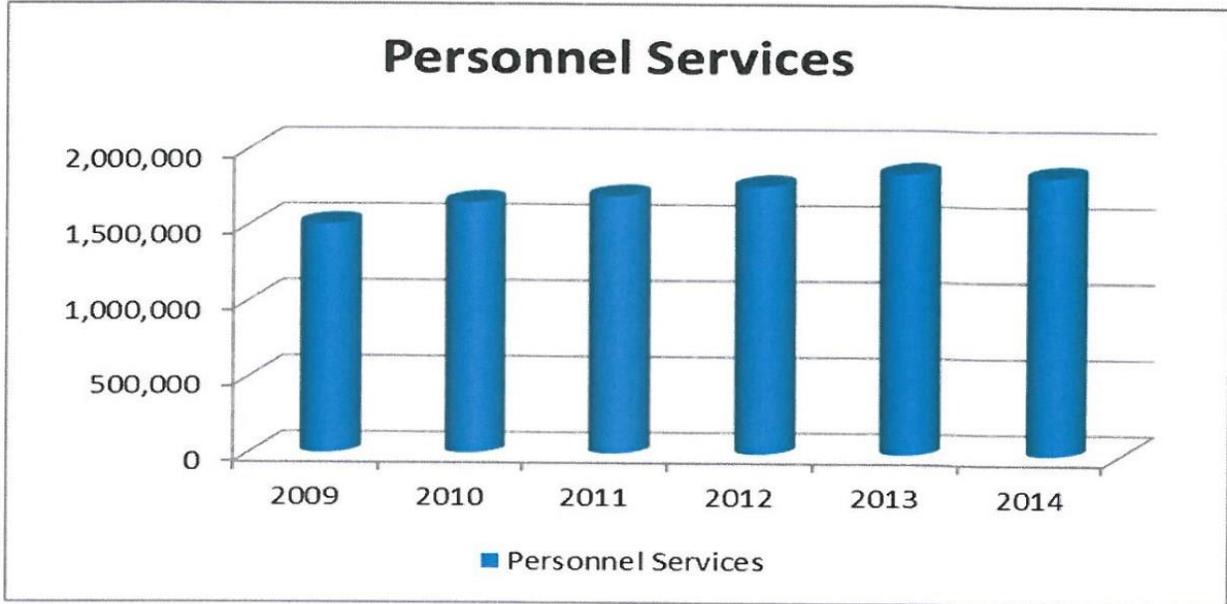


For the Enterprise Funds user fees are the main revenue source. The Township sets its user fees to recover all operating costs and the majority of depreciation of system assets. The chart below show the revenues derived from user fees. In 2012 the Township started billing water fees based on water usage instead of a flat fee resulting in higher revenues. The Town plans to review its rates for sanitary sewer and storm water in 2014.



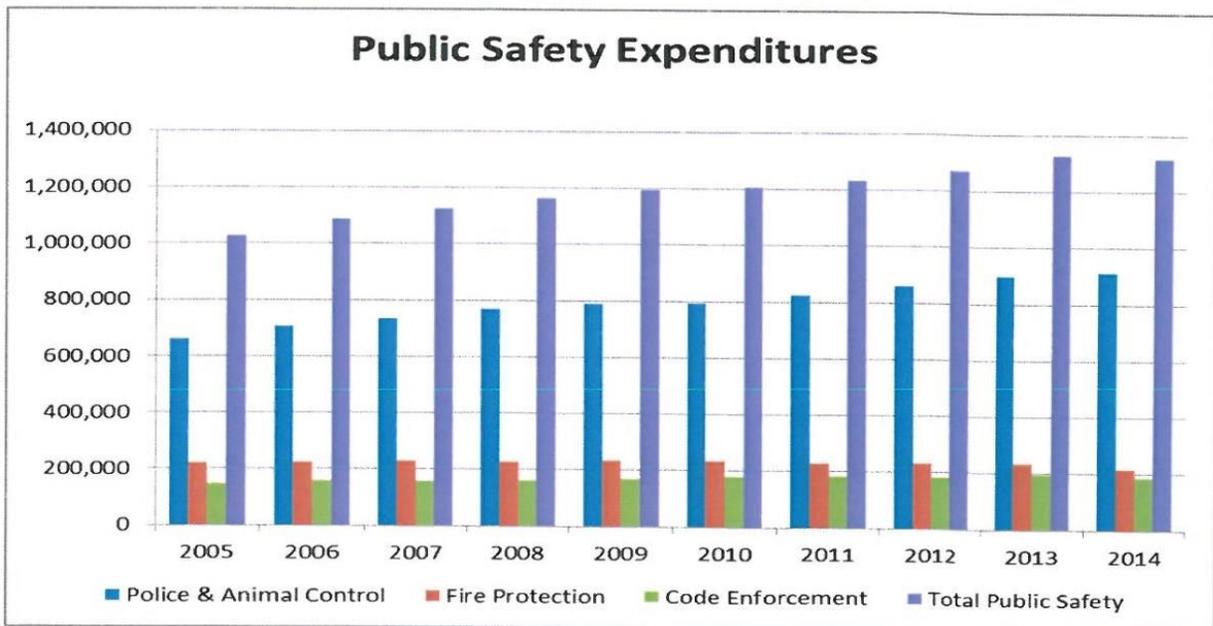
Expenditures/Expenses:

The Township’s largest expenditure classification is personnel services, which includes salaries and benefits for employees. Salary increases for 2014 are 2.5% on January 1st and 1.5% July 1st. While wages are being increased health benefits are being decreased with employees electing family coverage contribute 25% of the monthly health insurance premium. The chart below demonstrates the changes in personnel services.

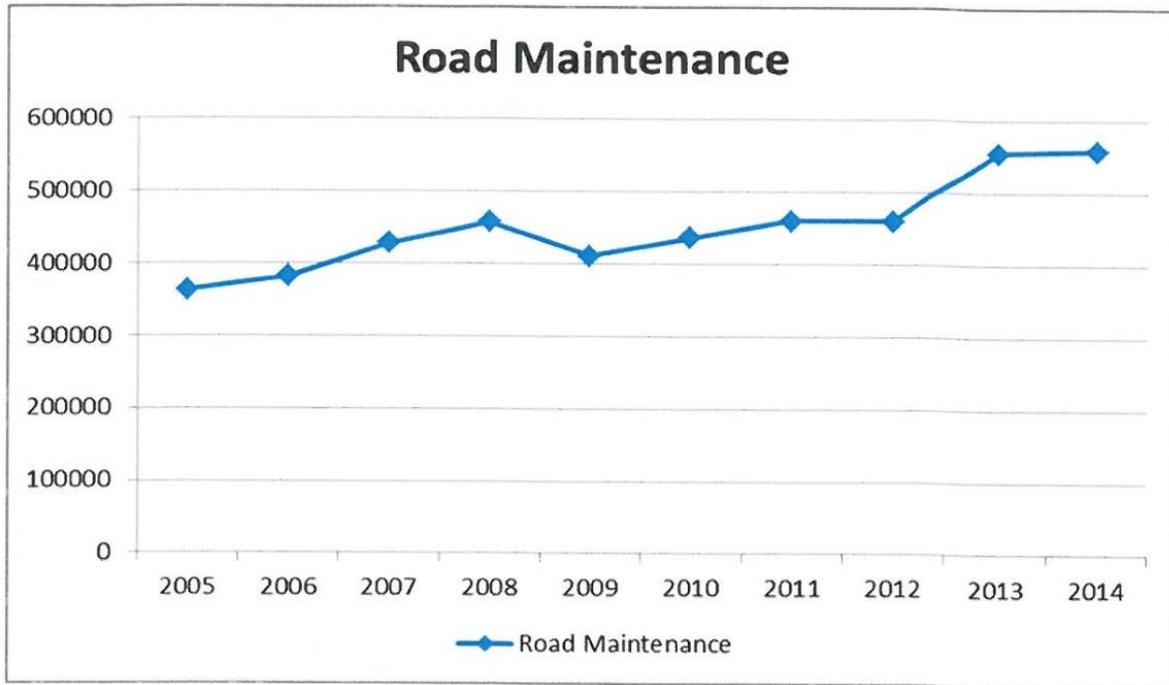


The Township’s organizational chart is on page A-22, while staffing levels and salary and benefit distributions are detailed on page H-13.

The largest General Fund activity in terms of dollars spent is Public Safety. The chart below shows expenditures for the public safety department.



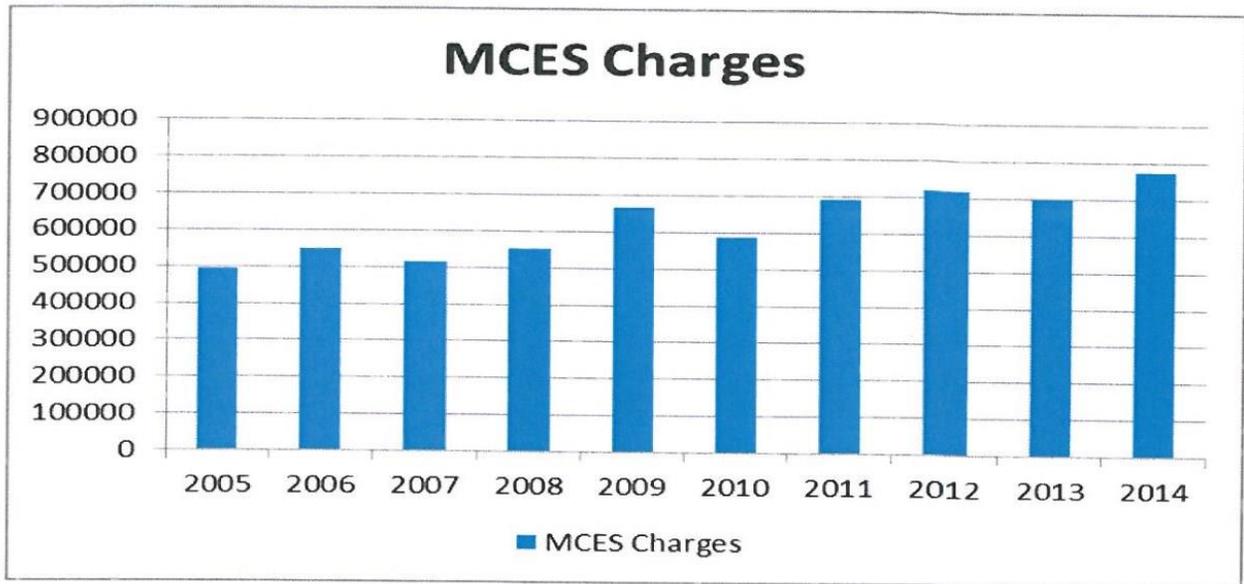
Another large expenditure for the Township is road maintenance, which includes street patching, sealcoating, and snow removal. The chart below demonstrates the expenditures for this activity.



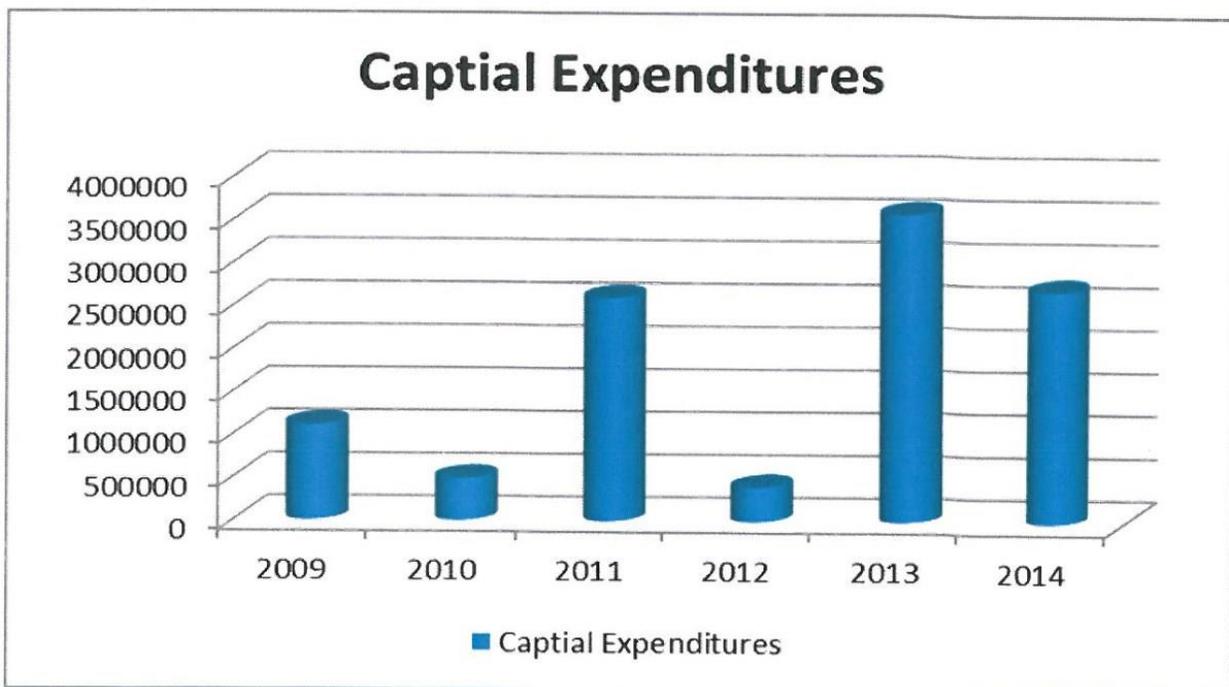
As the Town continues to develop Polar Lakes Community Park and improve other existing parks and trails, the budget for park maintenance will continue to increase as shown below.



The largest expenditure in the Enterprise Funds would be the cost to treat wastewater from the Metropolitan Council Environmental Services (MCES). The chart below shows the changes in these costs.

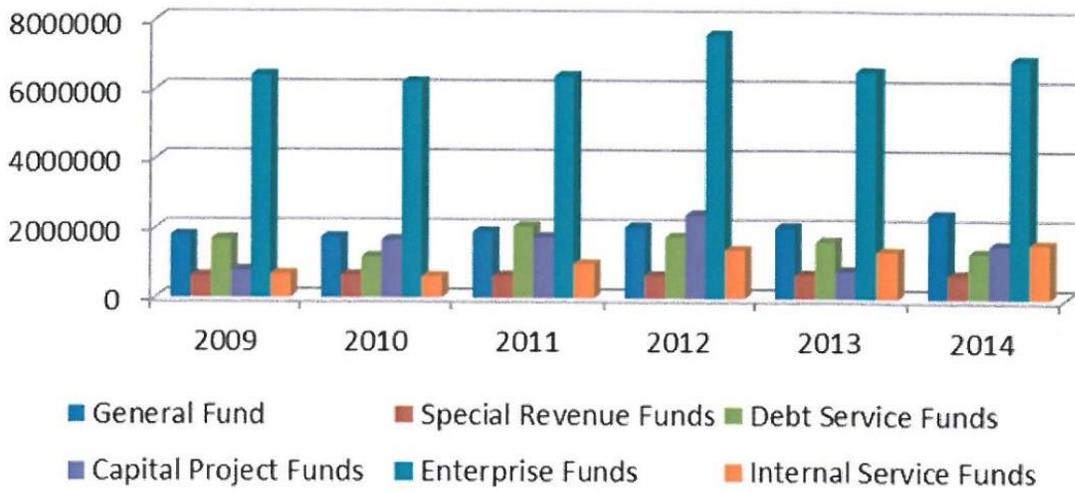


Within every budget cycle the budgets include operating transfers from one fund to another. Many of these transfers are to debt service funds for the repayment of debt or to capital funds for future projects. The level of fund balance the Township has available also helps determine the types and scopes of projects the Town will try to accomplish in the budget and where to transfer funds. The Town's fund balance policy on page A-27 describes the level of fund balance the Town tries to maintain and how it will be used in the future. The following charts show the relationship between these operating transfers, Town fund balances and capital project expenditures, along with the table of 2014 operating transfers.

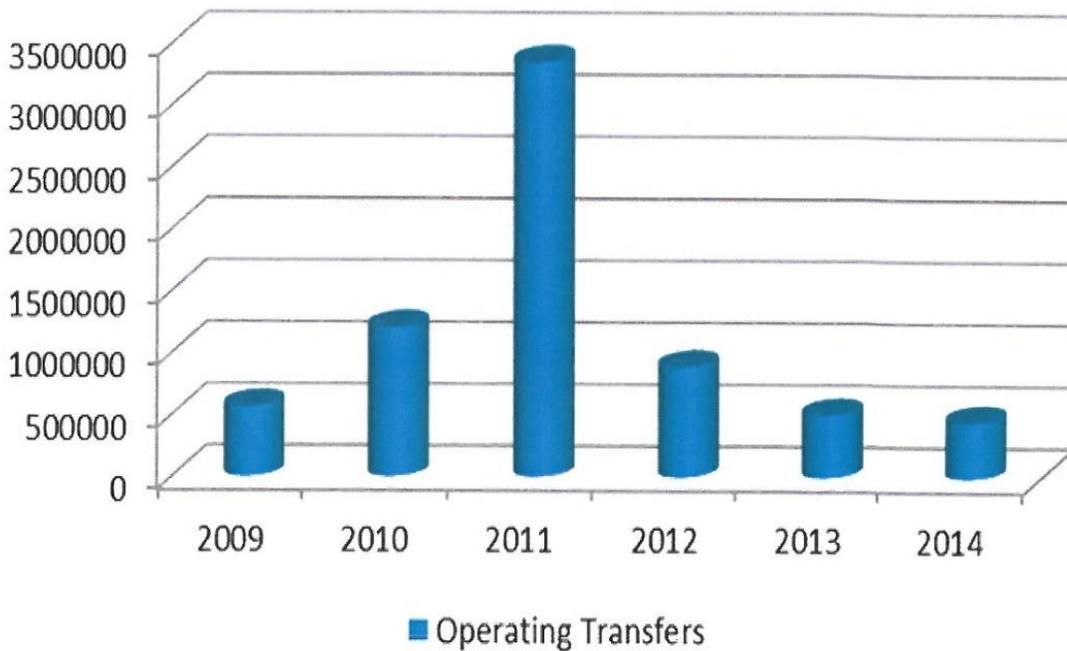


Fund Balance

(by Fund Type)



Operating Transfers



2014 Operating Transfers

FUND #	FUND NAME	TRANSFER		FUND #	FUND NAME	TRANSFER
		IN	OUT			
202	Township Day	26,000		405	EDA	26,000
301	2004A Public Facility Bonds	145,868		601	Water Fund	66,434
				602	Sewer Fund	66,434
				405	EDA	13,000
302	2005A Improvement Bonds	26,692		405	EDA	26,692
385	2006 TIF Bonds	90,000		405	EDA	90,000
386	2011C TIF Bonds	71,925		405	EDA	71,925
387	2005B TIF Bonds	21,455		405	EDA	21,455
505	Improvement Fund	45,000		101	General Fund - Road & Bridge	45,000
602	Sewer Fund	30,375		504	Community Park Improvement Fund	23,356
				101	General Fund - Park & Recreation	7,019
	Total	457,315		Total		457,315

2014 BUDGET SUMMARY

Summary By Classification:

TOTAL ALL FUNDS	2009	2010	2011	2012	2013	2013	2014	%
REVENUES	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	BUDGET	CHANGE
PROPERTY TAXES	\$3,319,923	\$3,025,414	\$3,429,566	\$3,613,760	\$3,509,002	\$3,527,355	\$3,608,202	2.83%
LICENSES & PERMITS	\$92,971	\$129,237	\$127,063	\$222,645	\$112,125	\$165,098	\$151,000	34.67%
INTERGOVERNMENTAL REVENUES	\$195,936	\$147,595	\$835,701	\$143,846	\$136,308	\$141,032	\$168,003	23.25%
CHARGES FOR SERVICES	\$2,276,471	\$2,284,204	\$2,404,687	\$3,382,403	\$3,153,710	\$3,176,380	\$3,049,074	-3.32%
FINES & FORFEITS	\$16,998	\$13,631	\$19,326	\$20,542	\$22,818	\$27,498	\$21,000	-7.97%
SPECIAL ASSESSMENTS	\$689,632	\$511,132	\$899,969	\$717,338	\$483,375	\$594,648	\$485,826	0.51%
INTEREST EARNING	\$228,776	\$163,275	\$143,180	\$293,442	\$118,694	\$240,703	\$269,708	127.23%
MISCELLANEOUS	\$543,768	\$582,332	\$754,762	\$752,565	\$786,602	\$701,624	\$758,576	-3.56%
OPERATING TRANSFERS	\$565,135	\$1,229,780	\$3,371,570	\$892,104	\$507,212	\$503,943	\$457,315	-9.84%
BOND PROCEEDS	\$0	\$0	\$2,486,135	\$0	\$0	\$0	\$0	0.00%
TOTAL REVENUES	\$7,929,610	\$8,086,600	\$14,471,959	\$10,038,645	\$8,829,846	\$9,078,281	\$8,968,704	1.57%
EXPENDITURES								
PERSONNEL SERVICES	\$1,508,733	\$1,652,539	\$1,695,338	\$1,763,895	\$1,851,471	\$1,680,035	\$1,834,162	-0.93%
SUPPLIES	310,727	321,575	290,794	287,818	377,901	403,490	377,215	-0.18%
OTHER SERVICES & CHARGES	3,798,643	3,954,927	5,061,315	4,091,420	4,404,814	4,307,817	4,812,808	9.26%
CAPITAL OUTLAY	1,113,986	492,814	2,605,272	405,867	3,596,389	420,988	2,708,149	-24.70%
DEBT SERVICE	802,638	681,355	710,237	1,337,351	887,532	886,992	1,016,197	14.50%
OPERATING TRANSFERS	565,134	1,206,523	3,350,431	892,104	507,212	532,912	457,315	-9.84%
TOTAL EXPENDITURES	\$8,099,861	\$8,309,733	\$13,713,387	\$8,778,455	\$11,625,319	\$8,232,234	\$11,205,846	-3.61%
FUND BALANCE - JANUARY 1	\$28,637,388	\$28,467,137	\$28,244,004	\$29,002,576	\$30,262,766	\$30,262,766	\$31,108,813	
EXCESS REVENUE OVER EXPENDITURE	(\$170,251)	(\$223,133)	\$758,572	\$1,260,190	(\$2,795,473)	\$846,047	(\$2,237,142)	
FUND BALANCE - DECEMBER 31	\$28,467,137	\$28,244,004	\$29,002,576	\$30,262,766	\$27,467,292	\$31,108,813	\$28,871,671	

Summary By Fund Type:

TOTAL ALL FUNDS								
REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
GENERAL FUND	\$3,084,869	\$3,053,088	\$3,371,443	\$3,665,563	\$3,404,655	\$3,503,811	\$3,490,800	2.53%
TOTAL SPEC REVENUE FUNDS	\$28,182	\$50,343	\$52,153	\$61,553	\$53,833	\$56,681	\$42,680	-20.72%
TOTAL DEBT SERVICE FUNDS	\$1,187,973	\$889,620	\$1,679,101	\$958,693	\$691,059	\$714,820	\$641,973	-7.10%
TOTAL CAPITAL IMPROV FDS	\$860,912	\$1,467,009	\$4,785,532	\$1,212,545	\$932,169	\$1,107,577	\$1,124,007	20.58%
TOTAL ENTERPRISE FUNDS	\$2,529,411	\$2,359,688	\$3,932,878	\$3,608,647	\$3,239,695	\$3,282,045	\$3,189,357	-1.55%
TOTAL INTERNAL SERVICE FUNDS	\$238,263	\$266,852	\$650,852	\$531,644	\$508,435	\$413,347	\$479,887	-5.61%
TOTAL REVENUES	\$7,929,610	\$8,086,600	\$14,471,959	\$10,038,645	\$8,829,846	\$9,078,281	\$8,968,704	1.57%
EXPENDITURES								
GENERAL FUND	\$3,026,069	\$3,107,931	\$3,206,932	\$3,541,643	\$3,404,655	\$3,131,093	\$3,490,800	2.53%
TOTAL SPEC REVENUE FUNDS	\$23,899	\$16,110	\$76,853	\$46,787	\$26,309	\$32,618	\$28,089	6.77%
TOTAL DEBT SERVICE FUNDS	\$695,855	\$1,398,367	\$802,989	\$1,253,595	\$819,123	\$847,205	\$955,257	16.62%
TOTAL CAPITAL IMPROV FDS	\$605,056	\$585,613	\$4,698,962	\$570,649	\$2,542,805	\$691,158	\$2,392,727	-5.90%
TOTAL ENTERPRISE FUNDS	\$3,463,686	\$2,862,390	\$4,646,810	\$3,240,037	\$4,290,421	\$3,352,833	\$3,817,273	-11.03%
TOTAL INTERNAL SERVICE FUNDS	\$285,296	\$339,322	\$280,841	\$125,744	\$542,006	\$177,327	\$521,700	-3.75%
TOTAL EXPENDITURES	\$8,099,861	\$8,309,733	\$13,713,387	\$8,778,455	\$11,625,319	\$8,232,234	\$11,205,846	-3.61%



WHITE BEAR TOWNSHIP

1858
RAMSEY COUNTY
MINNESOTA

GENERAL FUND

GENERAL FUND SUMMARY

DESCRIPTION:

The General Fund is used to account for the ordinary operations of the Township, which are financed from taxes and other general revenues, which are not accounted for in another fund. The modified accrual basis of accounting is used in the General Fund. That is, expenditures are recorded at the time liabilities are incurred and revenues are recorded when received. However, compensated absences are expended when paid for budgetary purposes. The General Fund budget is a balanced budget, meaning current revenues equal current expenditures, including operating transfers.

OBJECTIVES:

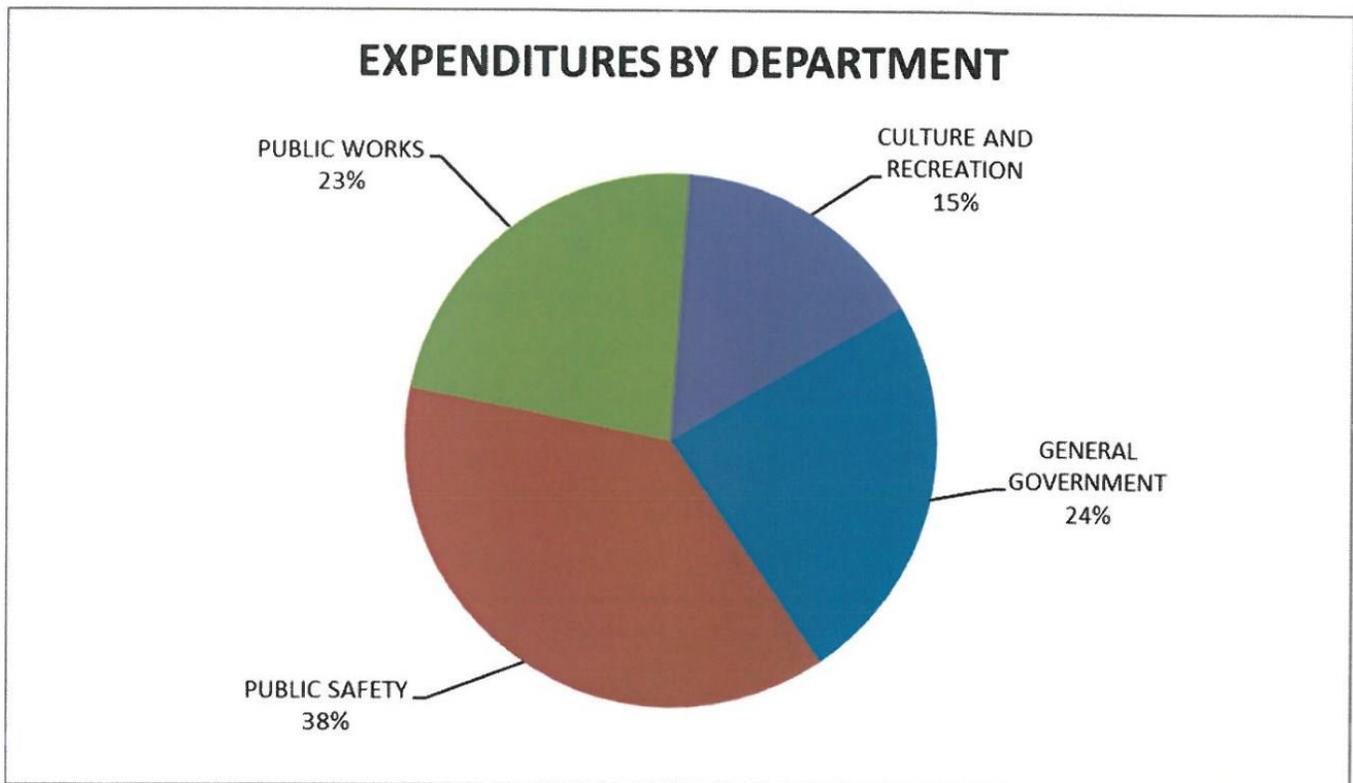
See the individual activities for their goals/objectives.

MEASURABLE WORKLOAD DATA:

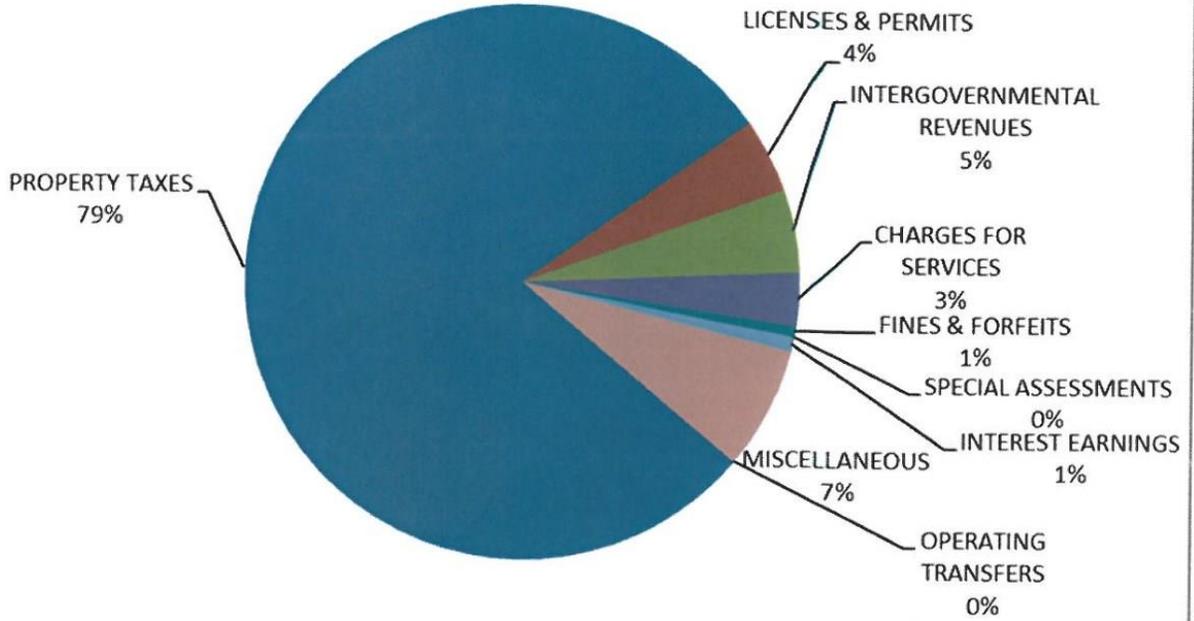
See the individual activities for their measurable workload data.

BUDGET COMMENTARY:

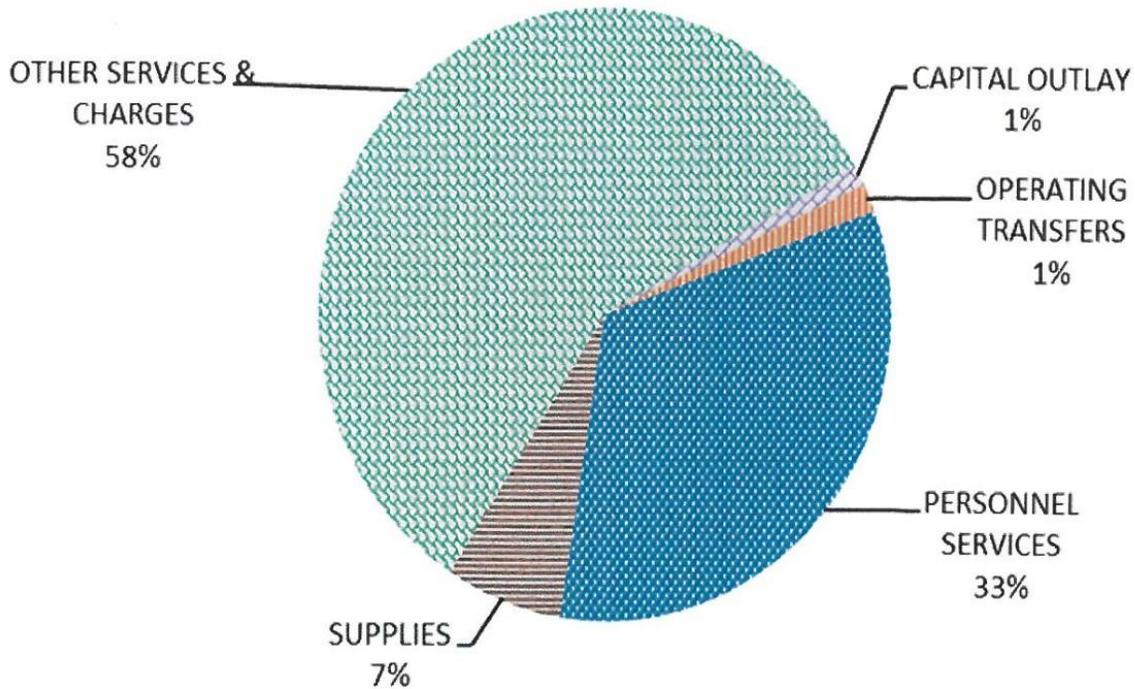
Property taxes are the largest revenue source, with the public safety department as the largest expenditure area planned for 2014. The 2014 General Fund budget of \$3,490,800 is a 2.53% increase over the Township's 2013 budget and is a balanced budget (revenues equal expenditures, including operating transfers). The graph and numerical tables below and on the following pages demonstrate the percentage breakdown of budgeted revenues by classification and expenditure by department and by classification.



REVENUES BY CLASSIFICATION



EXPENDITURE BY FUNCTION



GENERAL FUND BUDGET SUMMARY BY ACTIVITY

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$2,417,461	\$2,349,004	\$2,527,988	\$2,820,669	\$2,769,986	\$2,751,445	\$2,761,232	-0.32%
LICENSES & PERMITS	92,971	129,237	127,063	222,645	112,125	165,098	151,000	34.67%
INTERGOVERNMENTAL REVENUES	195,936	147,595	173,712	143,846	136,308	141,032	168,003	23.25%
CHARGES FOR SERVICES	111,527	112,258	157,996	123,726	89,065	149,850	108,620	21.96%
FINES & FORFEITS	16,998	13,631	19,326	20,542	22,818	27,498	21,000	-7.97%
SPECIAL ASSESSMENTS	0	0	0	0	0	0	0	0.00%
INTEREST EARNINGS		23,256	15,925	34,592	14,424	27,513	31,015	115.02%
MISCELLANEOUS	217,425	250,896	231,438	291,819	234,929	241,375	249,930	6.39%
OPERATING TRANSFERS	0	27,211	117,995	7,724	25,000	0	0	0.00%
TOTAL REVENUES	\$3,084,869	\$3,053,088	\$3,371,443	\$3,665,563	\$3,404,655	\$3,503,811	\$3,490,800	2.53%
EXPENDITURES BY DEPARTMENT								
<u>GENERAL GOVERNMENT</u>								
BOARD OF SUPERVISORS	\$35,969	\$36,683	\$35,625	\$37,304	\$39,355	\$38,139	\$40,672	3.34%
GENERAL GOVERNMENT	330,631	320,488	392,641	669,102	271,545	253,795	276,047	1.66%
RECYCLING	26,344	25,944	21,572	16,745	26,214	17,897	27,247	3.94%
ELECTIONS	5,963	24,272	7,053	20,684	22,620	24,341	22,730	0.49%
ADMINISTRATION	219,825	222,295	234,720	246,687	266,293	249,985	272,778	2.44%
COMMUNITY DEVELOPMENT	168,647	175,530	180,190	184,533	186,901	177,675	190,632	2.00%
TOTAL GENERAL GOVERNMENT	\$787,379	\$805,212	\$871,801	\$1,175,055	\$812,928	\$761,832	\$830,105	2.11%
<u>PUBLIC SAFETY</u>								
POLICE & ANIMAL CONTROL	790,349	791,659	825,149	859,425	896,918	878,721	911,195	1.59%
FIRE PROTECTION	235,827	235,559	226,970	230,176	234,844	228,910	218,264	-7.06%
CODE ENFORCEMENT	168,914	178,293	181,635	183,408	195,014	145,054	186,132	-4.55%
TOTAL PUBLIC SAFETY	\$1,195,090	\$1,205,511	\$1,233,754	\$1,273,009	\$1,326,776	\$1,252,685	\$1,315,591	-0.84%
<u>PUBLIC WORKS</u>								
ROAD & BRIDGE	411,171	436,286	408,295	396,978	445,330	414,156	453,485	1.83%
ICE & SNOW	0	0	0	0	0	0	0	0.00%
PUBLIC WORKS	176,516	191,334	228,235	197,512	200,069	186,329	204,291	2.11%
TOWN BUILDINGS	137,488	138,854	121,854	143,799	156,858	130,607	143,993	-8.20%
TOTAL PUBLIC WORKS	\$725,175	\$766,474	\$758,384	\$738,289	\$802,257	\$731,092	\$801,770	-0.06%
<u>CULTURE AND RECREATION</u>								
PARKS & RECREATION	318,425	330,734	342,993	355,290	462,693	385,484	543,335	17.43%
SHADE TREE	0	0	0	0	0	0	0	0.00%
TOTAL CULTURE AND RECREATION	\$318,425	\$330,734	\$342,993	\$355,290	\$462,693	\$385,484	\$543,335	17.43%
TOTAL GENERAL FUND EXPENDITURE	\$3,026,069	\$3,107,931	\$3,206,932	\$3,541,643	\$3,404,655	\$3,131,093	\$3,490,800	2.53%
FUND BALANCE - JANUARY 1	\$1,746,562	\$1,805,362	\$1,750,519	\$1,915,030	\$2,038,950	\$2,038,950	\$2,411,668	
EXCESS REVENUE OVER EXPENDITURE	\$58,800	(\$54,843)	\$164,511	\$123,920	(\$0)	\$372,718	(\$0)	
FUND BALANCE - DECEMBER 31	\$1,805,362	\$1,750,519	\$1,915,030	\$2,038,950	\$2,038,950	\$2,411,668	\$2,411,668	

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$2,417,461	\$2,349,004	\$2,527,988	\$2,820,669	\$2,769,986	\$2,751,445	\$2,761,232	-0.32%
LICENSES & PERMITS	92,971	129,237	127,063	222,645	112,125	165,098	151,000	34.67%
INTERGOVERNMENTAL REVENUES	195,936	147,595	173,712	143,846	136,308	141,032	168,003	23.25%
CHARGES FOR SERVICES	111,527	112,258	157,996	123,726	89,065	149,850	108,620	21.96%
FINES & FORFEITS	16,998	13,631	19,326	20,542	22,818	27,498	21,000	-7.97%
SPECIAL ASSESSMENTS	0	0	0	0	0	0	0	0.00%
INTEREST EARNINGS	32,551	23,256	15,925	34,592	14,424	27,513	31,015	115.02%
MISCELLANEOUS	217,425	250,896	231,438	291,819	234,929	241,375	249,930	6.39%
OPERATING TRANSFERS	0	27,211	117,995	7,724	25,000	0	0	-100.00%
TOTAL REVENUES	\$3,084,869	\$3,053,088	\$3,371,443	\$3,665,563	\$3,404,655	\$3,503,811	\$3,490,800	2.53%
EXPENDITURES								
PERSONNEL SERVICES	\$987,487	\$1,090,412	\$1,065,024	\$1,125,910	\$1,149,842	\$1,058,037	\$1,152,656	0.24%
SUPPLIES	182,182	218,244	196,545	182,502	235,757	206,227	229,645	-2.59%
OTHER SERVICES & CHARGES	1,814,895	1,763,700	1,864,063	1,744,058	1,888,507	1,791,159	2,017,481	6.83%
CAPITAL OUTLAY	26,505	575	6,300	7,683	63,800	8,921	39,000	-38.87%
OPERATING TRANSFERS	15,000	35,000	75,000	481,490	66,749	66,749	52,019	-22.07%
TOTAL EXPENDITURES	\$3,026,069	\$3,107,931	\$3,206,932	\$3,541,643	\$3,404,655	\$3,131,093	\$3,490,800	2.53%
FUND BALANCE - JANUARY 1	\$1,746,562	\$1,805,362	\$1,750,519	\$1,915,030	\$2,038,950	\$2,038,950	\$2,411,668	
EXCESS REVENUE OVER EXPENDITURE	\$58,800	(\$54,843)	\$164,511	\$123,920	(\$0)	\$372,718	(\$0)	
FUND BALANCE - DECEMBER 31	\$1,805,362	\$1,750,519	\$1,915,030	\$2,038,950	\$2,038,950	\$2,411,668	\$2,411,668	

REVENUES

DEPARTMENT: General Fund Revenue
SUPERVISOR: Finance Officer
FUND: 101
ACTIVITY: 0000

ACTIVITY SCOPE:

To record and maintain all general operating revenues and transfers into the General Fund. These revenues will be used to finance the general operating expenditures of the Township.

OBJECTIVES:

1. Maintain stable, constant revenue sources.
2. Maintain a low tax rate, by reviewing the costs of services provided and charge appropriately for them.

MEASURABLE WORKLOAD DATA:

	2011	2012	2013	2014
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ESTIMATED</u>
Tax Rate	20.760%	23.767%	25.246%	23.991%
Market Value Rate	0.00561%	0.00642%	0.00506%	0.00490%
Net Tax Capacity	\$12,075,072	\$10,870,000	\$10,046,278	\$10,298,195

BUDGET COMMENTARY:

The Minnesota State property tax system is described in more detail on pages A-5 and H-4 through H-9. The Township's net tax capacity increased to \$10,298,195 for taxes payable in 2014, which is the first increase since 2008 due to the economy. This is an increase of 2.51%. The Township's General Fund property tax levy for 2014 will be \$2,761,232. As a result of these two factors, the 2014 tax rate for the Township will be 23.991% compared with 25.246% in 2013.

Permit revenues are being increased based on current construction activity and available vacant land. Also increased for 2014 are Animal Control and Rental Dwelling Licenses, which are two year licenses renewable in 2014, thus, increasing these license revenue sources by \$18,700. Overall Licenses and Permit revenues are increased 34.67% or \$38,875 for 2014.

The Town does receive some state and county aids for recycling, public safety and street maintenance and based on state and county projects Intergovernmental Revenues will increase 23.25% to \$168,003 in 2014.

Charges for Services such as engineering, planning and other charges for services are being increased based on current new and expected future residential and commercial construction activity.

Revenues for interest earnings and the investment administration charges are adjusted for 2014 based on interest earnings and cash projections as shown on page H-12.

Facility rental fees are for leases the Township has for space on Township property for cable/phone line equipment, and 50% of the billboard lease revenue totaling \$241,430.

BUDGET:

GENERAL FUND REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
CURRENT AD VALOREM TAXES	\$2,167,508	\$2,108,792	\$2,316,184	\$2,565,087	\$2,506,239	\$2,456,114	\$2,470,650	-1.42%
DELINQUENT AD VALOREM TAXES	24,009	27,652	(16,570)	17,723	0	32,096	0	0.00%
FISCAL DISPARITIES	225,944	212,560	228,374	234,388	263,747	260,250	290,582	10.17%
PENALTY & INTEREST - TAXES	0	0	0	3,471	0	2,985	0	0.00%
BUSINESS LICENSES	7,220	10,320	5,885	16,635	8,500	10,150	9,000	5.88%
LIQUOR LICENSE	0	0	1,350	19,150	9,825	10,075	9,500	-3.31%
TOBACCO LICENCES	0	0	400	900	400	500	400	0.00%
CONTRACTOR LICENSES	8,435	11,065	10,745	12,950	9,000	7,595	10,000	11.11%
BUILDING PERMITS	62,335	66,200	73,170	102,477	62,000	84,702	73,000	17.74%
RENTAL DWELLING LICENSES	1,075	14,110	631	15,460	0	1,424	12,000	100.00%
VACANT BUILDING REGISTRATIONS	0	0	4,400	11,000	3,300	4,400	3,500	6.06%
SPACER/METER PERMITS	30	616	694	2,220	500	1,461	800	60.00%
INSIDE WATER PERMIT	2,462	3,303	6,445	9,785	3,500	12,577	6,000	71.43%
OUTSIDE SEWER/WATER PERMITS	654	1,255	1,185	3,120	1,000	2,299	1,500	50.00%
GAS/HEATING PERMITS	7,175	11,046	12,709	10,235	7,000	16,429	9,500	35.71%
ELECTRIC PERMITS	2,036	2,334	1,918	2,796	1,800	3,442	2,000	11.11%
ANIMAL CONTROL LICENSES	754	7,961	627	7,451	300	593	7,000	2233.33%
OTHER PERMITS	795	1,027	6,904	8,466	5,000	9,451	6,800	36.00%
HOMESTEAD CREDIT (HACA/MV)	56,215	7,381	26,812	0	0	0	17	100.00%
SCORE GRANT	23,244	23,534	24,122	18,695	22,695	20,170	22,500	-0.86%
PERA INCREASE AID	4,266	4,266	4,266	4,266	4,266	4,266	4,266	0.00%
POLICE STATE AID	37,883	36,965	35,335	35,546	35,347	31,609	48,220	36.42%
COUNTY HIGHWAY AIDS	17,456	19,034	20,442	20,853	19,000	22,373	19,000	0.00%
PARK GRANT	0	0	0	0	0	0	15,000	-100.00%
CABLE TV FRANCHISE FEES	56,872	56,415	62,735	64,486	55,000	62,614	59,000	7.27%
SALE OF SUPPLIES	2,255	2,748	3,826	1,664	2,000	2,459	2,000	0.00%
SPECIAL ASSESSMENT SEARCHES	20	80	180	100	50	60	50	0.00%
FALSE ALARMS	200	150	50	600	0	1,050	0	0.00%
ENGINEERING CHARGES	1,200	4,500	6,483	2,514	1,000	17,902	2,200	120.00%
PLANNING CHARGES	4,945	8,592	10,508	2,660	5,000	5,100	3,500	-30.00%
CHARGES FOR LEGAL FEES	2,457	3,012	6,393	937	5,000	4,360	3,500	-30.00%
ADMINISTRATIVE CHARGES	21,010	13,815	18,969	11,171	7,000	15,245	11,000	57.14%
BOND ADMINISTRATIVE CHARGES	0	0	36,219	37,975	0	9,688	0	0.00%
INVESTMENT ADMIN FEE	23,323	12,803	11,131	(1,690)	9,615	19,541	21,870	127.46%
CONTRACTUAL SERVICES	42,400	46,181	44,352	39,485	43,000	42,071	41,000	-4.65%
ANIMAL IMPOUND FEES	0	0	0	0	0	0	0	0.00%
SURCHARGE/SAC RETAINAGE	160	378	1,463	1,295	400	1,105	500	25.00%
PLAN CHECK FEES	13,557	19,999	18,422	27,015	16,000	31,269	23,000	43.75%
TRAFFIC & OTHER FINES	16,998	13,631	14,867	9,724	12,000	11,389	11,000	-8.33%
ADMINISTRATIVE CITATIONS	0	0	4,459	10,818	10,818	16,109	10,000	-7.56%
INTEREST EARNINGS	32,551	23,256	15,925	34,592	14,424	27,513	31,015	115.02%
FACILITY RENTAL FEES	204,908	236,996	220,788	232,502	224,521	228,694	241,430	7.53%
FACILITY RENTAL FEES - PARKS	0	0	200	0	0	0	0	0.00%
MISCELLANEOUS	8,395	11,995	8,389	56,479	6,000	10,830	8,000	33.33%
MISC. - SALE OF RECYCLING	3,861	405	1,341	500	500	1,851	500	0.00%
MISC. - SALE OF SQUAD CARS	0	0	0	0	3,908	0	0	-100.00%
INSURANCE REIMB./DIVIDENDS	261	1,500	720	2,338	0	0	0	0.00%
TRANSFERS FROM OTHER FDS	0	27,211	117,995	7,724	25,000	0	0	-100.00%
TOTAL REVENUES	\$3,084,869	\$3,053,088	\$3,371,443	\$3,665,563	\$3,404,655	\$3,503,811	\$3,490,800	2.53%

BOARD OF SUPERVISORS

DEPARTMENT: General Government
SUPERVISOR: Board of Supervisors
FUND: 101
ACTIVITY: 4110

ACTIVITY SCOPE:

The Town Board of Supervisors is the Legislative body of the Township and is responsible for formulation of policy, enactment of legislation and directing enforcement of the rules and regulations for the Township. They direct all Township employees, programs, activities, services, and appoint members to Advisory Boards. They also keep current on Federal, State, and local legislative activities and issues. They use this information to incorporate pertinent legislation into the Township, wherever and whenever necessary. The Town Board of Supervisors consists of three members elected from the general public for a four-year term. One supervisor is chosen as the chairperson and presides over the Town Board Meetings. In addition to attending regularly scheduled Town Board meetings, the supervisors serve as advisory members at all advisory board meetings. The Supervisors also represent the Township's interest by serving in other intergovernmental and joint power agencies.

OBJECTIVES:

1. Respond to citizen concerns, suggestions, questions, and complaints in a timely manner.
2. Keep current on legislative issues and incorporate those that directly affect the Township and its residents.
3. Provide strategic direction to the Township organization.
4. Provide policy direction and organization governance through budget, ordinances and other policy decisions.

MEASURABLE WORKLOAD DATA:

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>ESTIMATED</u>
Resolutions Adopted	54	42	38	40

BUDGET COMMENTARY:

Personnel services reflect a 2.5% increase on January 1st and 1.5% on July 1st for salaries for Town Board members. 78% of the Town Board Supervisor's salaries are charged to the General Fund, 12% to the Water Operating Fund and 10% to the Sewer Operating Fund.

Other expenditures include funds for conference registration fees and miscellaneous Town Board meeting expenses.

BUDGET:

BOARD OF SUPERVISORS	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
SALARIES, FULL TIME - REG	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SALARIES, PART-TIME - REG	30,550	31,543	30,513	32,177	32,821	32,661	33,896	3.28%
PERA CONTRIBUTIONS	1,928	1,998	1,824	1,850	2,380	1,878	2,457	3.28%
FICA CONTRIBUTIONS	1,864	1,761	1,676	1,797	2,511	1,824	2,593	3.28%
HEALTH/DENTAL/LIFE INSURAN	0	0	0	0	0	0	0	0.00%
WORKER'S COMPENSATION	200	45	79	94	94	94	125	32.98%
PRINTED FORMS & PAPER	0	0	0	0	0	0	0	0.00%
MEETING SUPPLIES	0	0	0	0	0	0	0	0.00%
MISC OFFICE SUPPLIES	0	0	0	0	0	0	0	0.00%
GENL OPERATING SUPPLIES	0	0	0	0	0	0	0	0.00%
PROFESSIONAL SERVICES	0	0	0	0	0	260	0	0.00%
TRAVEL EXPENSE	0	0	0	0	0	0	0	0.00%
CONFERENCE & SCHOOLS	0	380	0	30	0	0	0	0.00%
MEETING EXPENSES	1,427	956	1,533	1,356	1,550	1,422	1,600	3.23%
MISC OTHER EXPENSE	0	0	0	0	0	0	0	0.00%
FURNITURE & FIXTURES	0	0	0	0	0	0	0	0.00%
TOTAL EXPENDITURES	\$35,969	\$36,683	\$35,625	\$37,304	\$39,355	\$38,139	\$40,672	3.34%

General Government

DEPARTMENT: General Government
SUPERVISOR: Clerk/Treasurer
FUND: 101
ACTIVITY: 4130

ACTIVITY SCOPE:

The General Government Budget provides for funds and support for all of the Township programs and departments of overall nature to Township operations, not specifically mentioned in this written budget report. These programs include; Legal, Engineering, Prosecution, Auditing services, Insurance and Memberships. The General Government Budget also provides contributions to various community oriented organizations.

OBJECTIVES:

1. Prompt publication of meeting minutes, ordinances, and legal notices.
2. Perform more services in-house to decrease or maintain cost of contracted services.
3. Provide support for agencies which provide service needs within the Township.
4. Continue to apply and receive GFOA's Certificate of Achievement for Excellence in Financial Reporting for the Township's annual audited financial report and begin the process for Distinguished Budget Presentation Award for its annual budget document once again.

MEASURABLE WORKLOAD DATA:

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>ESTIMATED</u>
Audit Costs (All Funds)	\$27,265	\$27,172	\$27,700	\$28,585
Received Certificate of Achievement for CAFR	Yes	Yes	Yes	Yes
Received Distinguished Budget Award	No	No	Yes	Yes

BUDGET COMMENTARY:

Auditing & Accounting Services increased 3% for 2014.

Engineering Services, Legal Fees, Computer, Professional and Contractual Services decreased \$850 to \$500 to reflect past expenditure levels and contract requests for 2014.

The amounts budgeted for contributions to other organizations are adjusted based on the funding formula and budget requests agreed on by the Township and the organizations.

This activity also includes a budget of \$9,000 for miscellaneous expenses for unexpected expenditures and small miscellaneous activities throughout the year.

BUDGET:

GENERAL GOVERNMENT	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
SALARIES, FULL TIME - REG	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
MISC OFFICE SUPPLIES	0	0	0	0	0	0	0	0.00%
SALES TAX	0	0	0	0	0	0	0	0.00%
AUDITING SERVICES	13,150	11,035	10,565	10,472	11,650	11,634	12,000	3.00%
ENGINEERING SERVICES	28,299	22,709	27,741	36,758	27,500	49,996	30,000	9.09%
LEGAL FEES	55,453	57,310	60,289	44,002	60,000	39,064	57,000	-5.00%
PROSECUTING FEES	32,613	34,037	33,327	34,339	35,000	32,411	35,000	0.00%
COMPUTER SERVICES	10,360	9,579	9,715	10,614	11,000	20,600	12,000	9.09%
OTHER PROFESSIONAL SERVICES	8,015	16,981	10,624	13,253	13,500	9,823	13,500	0.00%
CONTRACTUAL SERVICES	1,133	2,111	0	2,165	2,500	2,137	2,500	0.00%
CREDIT CARD FEES	0	0	0	0	0	275	1,000	100.00%
LEGAL NOTICES	5,115	5,281	4,846	7,022	5,800	3,529	6,000	3.45%
NEWSLETTER	7,800	8,800	0	2,159	0	5,526	7,000	100.00%
GENREAL LIABILITY INSURANCE	12,000	13,646	17,500	17,500	15,000	15,000	17,500	16.67%
PUBLIC OFFICIAL'S LIABILITY INSUR.	1,000	900	500	500	500	500	800	60.00%
SELF-INSURANCE - HEALTH	0	0	0	0	0	0	0	100.00%
REPAIR/MAINTENANCE - EQUIP.	6,436	6,125	3,619	6,894	7,000	3,176	7,000	0.00%
REPAIR/MAINTENANCE - OTHER	0	0	0	0	0	0	0	0.00%
DUES & SUBSCRIPTIONS	12,036	13,266	12,713	12,871	13,450	14,317	14,500	7.81%
COMMUNITY COUNSELING CENTER	54,851	54,357	40,000	40,000	40,000	17,968	31,872	-20.32%
WHITE BEAR TEANSIT COMM.	15,967	0	0	0	0	0	0	0.00%
W.B.L. CONSERVATION DIST.	9,845	9,881	14,675	16,270	18,305	18,305	18,575	1.48%
VADNAIS LK WATER MANAG. ORG.	571	402	653	645	1,000	645	800	-20.00%
MISCELLANEOUS EXPENSES	10,987	9,068	5,833	7,148	9,340	8,889	9,000	-3.64%
OTHER CONTRIBUTIONS	45,000	45,000	140,041	0	0	0	0	0.00%
FURNITURE & FIXTURES	0	0	0	0	0	0	0	0.00%
OFFICE EQUIPMENT	0	0	0	0	0	0	0	0.00%
TRANSFERS OUT	0	0	0	406,490	0	0	0	0.00%
TOTAL EXPENDITURES	\$330,631	\$320,488	\$392,641	\$669,102	\$271,545	\$253,795	\$276,047	1.66%

Recycling

DEPARTMENT: General Government
SUPERVISOR: Planner
FUND: 101
ACTIVITY: 4131

ACTIVITY SCOPE:

The Recycling budget is to encourage Township residents to recycle household waste. Recycling expenditures are paid from a Score Grant from Ramsey County.

OBJECTIVES:

1. Provide information about recycling household waste.
2. Encourage residents to recycle household waste.

MEASURABLE WORKLOAD DATA:

	<u>2011</u> <u>ACTUAL</u>	<u>2012</u> <u>ACTUAL</u>	<u>2013</u> <u>ACTUAL</u>	<u>2014</u> <u>ESTIMATED</u>
Material Recycled (in tons)				
Metals	39.60	53.84	53.49	49.00
Plastic	92.20	92.79	100.75	90.00
Glass	430.30	409.13	424.09	403.00
Paper	673.20	605.96	594.42	610.00
Total Material Recycled	1,307.70	1,232.05	1,254.65	1,236.00
Spring Clean Up Material Disposal Costs	\$14,077.60	\$10,158.72	\$9,659.49	\$10,000.00

BUDGET COMMENTARY:

The majority of the Town's recycling activity is funded through the Town's SCORE Grant.

Personnel Services is for the time spent on this activity by the Town's planner.

Supplies are for printed materials to inform and encourage Township residents about recycling household garbage.

Other Services & Charges include expenditures for recycling services through an outside contractor and holding a Township clean up day in the spring where residents can dispose of their household waste easily.

BUDGET:

RECYCLING	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
SALARIES, FULL-TIME- REG	\$4,178	\$4,331	\$4,380	\$4,451	\$4,582	\$4,467	\$4,727	3.16%
SALARIES, EXTRA MEETING PAY	270	279	283	287	292	289	301	3.08%
PERA CONTRIBUTIONS	301	324	338	343	353	345	365	3.16%
FICA CONTRIBUTIONS	318	328	330	335	373	364	385	3.16%
HEALTH INSURANCE CONTR	687	729	941	1,078	1,016	974	988	-2.76%
DISABILITY INSURANCE CONTR	30	22	24	26	31	24	32	3.23%
HEALTH INS. CASH CREDIT	0	26	24	24	24	24	0	-100.00%
WORKER'S COMP.	0	27	35	42	43	43	50	16.28%
OFFICE SUPPLIES	0	0	0	0	0	0	0	0.00%
OPERATING SUPPLIES - OTHER	448	1,086	0	0	450	0	300	-33.33%
SALES TAX	13	8	0	0	0	0	0	0.00%
PROFESSIONAL SERVICES	650	864	1,140	0	800	0	850	6.25%
CONTRACTUAL SERVICES	19,449	17,920	14,077	10,159	18,250	9,659	19,250	5.48%
POSTAGE	0	0	0	0	0	0	0	0.00%
OTHER PRINTING	0	0	0	0	0	0	0	0.00%
MISCELLANEOUS EXPENSE	0	0	0	0	0	1,708	0	0.00%
RECYCLING AWARD	0	0	0	0	0	0	0	0.00%
OTHER EQUIPMENT	0	0	0	0	0	0	0	0.00%
TOTAL EXPENDITURES	\$26,344	\$25,944	\$21,572	\$16,745	\$26,214	\$17,897	\$27,247	3.94%

Elections

DEPARTMENT: General Government
SUPERVISOR: Accounting Clerk
FUND: 101
ACTIVITY: 4140

ACTIVITY SCOPE:

The Elections budget funds election activities of the Township, which include; maintenance of voting and ballot counting equipment, supplies and administrative services. It is also responsible for the hiring and training of judges for the elections. Beginning in 2013 election services were being provide by the Ramsey County Election Department through a contract with the Township.

OBJECTIVES:

1. Provide in-house training for election judges.
2. Conduct the 2014 elections.

MEASURABLE WORKLOAD DATA:

	<u>2011</u> <u>ACTUAL</u>	<u>2012</u> <u>ACTUAL</u>	<u>2013</u> <u>ACTUAL</u>	<u>2014</u> <u>ESTIMATED</u>
# Of Elections Held	1	3	1	2
# Of Precincts	4	4	4	4
# Of Election Judges Trained*	14	36	N/A	N/A
# Of Ballots Processed*	364	7,486	N/A	N/A

*Beginning in 2013 Ramsey County began administering election activities for the Township and does not provide this information.

BUDGET COMMENTARY:

The 2014 budget is based on the two year contract with Ramsey County Elections Department.

Personnel Services were for wages paid for staff salaries for time spent on election activities, which should be very minimal due to Ramsey County providing this service.

Contractual Services reflects the Township's contract with Ramsey County Elections Department to operate Township election activities for 2014. This contract results in all other line-items decreasing as those items are part of the services being provided by the contract.

Equipment Rental is to charge this activity for use of Town equipment based on the equipment's depreciation schedule.

BUDGET:

ELECTIONS	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
SALARIES, FULL TIME - REG	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SALARIES, FULL TIME - OT	704	6,661	349	3,406	120	0	200	66.67%
SALARIES, PART-TIME - REG	0	0	0	0	0	0	0	0.00%
SALARIES, TEMPORARY - REG	1,502	10,726	1,450	9,572	0	0	0	0.00%
PERA CONTRIBUTIONS	48	446	25	247	0	0	15	100.00%
FICA CONTRIBUTIONS	54	510	27	261	0	0	15	100.00%
WORKER'S COMP.	0	0	0	0	0	0	0	0.00%
OFFICE SUPPLIES	0	0	0	0	0	0	0	0.00%
OPERATING SUPPLIES - OTHER	17	95	0	858	0	0	0	0.00%
SALES TAX	17	52	18	0	0	0	0	0.00%
LEGAL FEES	0	0	0	0	0	0	0	0.00%
CONTRACTUAL SERVICES	0	0	0	2,087	19,750	19,750	19,750	100.00%
POSTAGE	0	1,200	0	0	0	0	0	0.00%
MILEAGE	0	85	0	0	0	0	0	0.00%
LEGAL NOTICES	226	340	226	254	0	136	0	0.00%
OTHER PRINTING	254	930	253	0	0	0	0	0.00%
REPAIR/MAINTENANCE EQUIP.	1,641	1,727	1,705	1,749	0	1,705	0	0.00%
EQUIPMENT RENTAL	1,500	1,500	3,000	2,250	2,750	2,750	2,750	0.00%
FURNITURE & FIXTURES	0	0	0	0	0	0	0	0.00%
OFFICE EQUIPMENT	0	0	0	0	0	0	0	0.00%
TOTAL EXPENDITURES	\$5,963	\$24,272	\$7,053	\$20,684	\$22,620	\$24,341	\$22,730	0.49%

Administration

DEPARTMENT: **General Government**
SUPERVISOR: **Clerk/Treasurer**
FUND: **101**
ACTIVITY: **4150**

ACTIVITY DESCRIPTION:

The Administration activity provides the daily administrative services for the management of the Township. This activity also ensures implementation of Town Board policies assists in the provision of efficient and cost effective services and disseminates important and necessary public information. Other responsibilities include the issuance of all licenses and the preparation of the annual budget and other financial information.

OBJECTIVES:

1. Implement the goals, policies, and programs adopted by the Town Board.
2. Provide the Town Board with timely information necessary for effective decision making.
3. Provide general direction to Township staff.

MEASURABLE WORKLOAD DATA:

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>ESTIMATED</u>
Population	11,000	11,089	10,958	11,086
F.T.E.	19.30	19.80	19.80	19.80

BUDGET COMMENTARY:

Salaries are budgeted to increase 2.5% as of January 1st and 1.5% July 1st. This increases the PERA and FICA contributions, which are based on percentage of wages. Health insurance premiums are decreasing as a result of Township decreasing the health insurance plan offered to employees and the employees will continue to pay 25% of the premium in 2014.

Equipment rental increased to move the Township closer to funding the Capital Equipment Fund to 100% of equipment depreciation costs.

Other line items adjusted based on past expenditures.

BUDGET:

ADMINISTRATION	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
SALARIES, FULL TIME - REG	\$133,402	\$136,355	\$141,310	\$157,403	\$163,053	\$156,470	\$167,316	2.61%
SALARIES, FULL TIME - OT	1,892	1,500	75	0	0	0	0	0.00%
SALARIES, PART-TIME - REG	(694)	0	0	0	0	0	0	0.00%
SALARIES, TEMPORARY - REG	570	0	208	57	0	9,043	0	0.00%
EXTRA MEETING PAY	1,702	1,759	1,787	1,813	1,840	1,824	1,900	3.26%
PERA CONTRIBUTIONS	9,266	9,693	10,389	11,340	11,955	11,472	12,268	2.62%
FICA CONTRIBUTIONS	9,881	9,962	10,323	11,538	12,614	11,923	12,945	2.62%
HEALTH INSURANCE	20,114	20,130	21,025	24,789	25,242	20,777	24,867	-1.49%
DISABILITY INSURANCE	1,071	845	950	967	1,144	916	1,182	3.32%
HEALTH INSUR. CASH CREDIT	2,700	3,510	788	745	945	945	0	-100.00%
UNEMPLOYMENT BENEFITS	0	0	0	0	0	0	0	0.00%
WORKER'S COMPENSATION	3,400	765	1,094	1,536	1,550	1,550	1,800	16.13%
OFFICE SUPPLIES	3,582	6,150	645	(471)	4,000	(2,392)	3,500	-12.50%
SALES TAX	239	255	(90)	0	0	0	0	0.00%
PROFESSIONAL SERVICES	10,620	10,356	11,205	10,310	11,250	10,736	11,000	-2.22%
POSTAGE	8,672	4,982	6,561	7,372	8,000	6,903	7,700	-3.75%
TRAVEL EXPENSE	1,920	3,897	3,445	1,313	4,500	732	4,200	-6.67%
TRAVEL ALLOWANCE	848	382	558	2,481	1,000	1,448	1,000	0.00%
CONFERENCE REGISTRATION FEES	3,173	2,673	3,054	3,283	3,200	1,784	3,300	3.13%
PRINTING - OTHER	0	0	0	0	0	0	0	0.00%
EMPLOYEE BONDS	900	900	500	0	500	500	800	60.00%
EQUIPMENT RENTAL	6,000	8,000	20,000	12,000	15,000	15,000	18,500	23.33%
BOOKS & SUBSCRIPTIONS	567	181	893	211	500	354	500	0.00%
MISCELLANEOUS	0	0	0	0	0	0	0	0.00%
TOTAL EXPENDITURES	\$219,825	\$222,295	\$234,720	\$246,687	\$266,293	\$249,985	\$272,778	2.44%

Community Development

DEPARTMENT: General Government
SUPERVISOR: Planner
FUND: 101
ACTIVITY: 4160

ACTIVITY SCOPE:

This department provides long range planning, day to day coordination, and design and management of programs and plans affecting residential, commercial and industrial development. The activities include, but are not limited to, comprehensive planning, zoning administration, design of trails and bikeways, promotion.

OBJECTIVES:

1. Work with variance board to approve or deny variances on a timely basis.
2. Process all development applications and ordinance amendments on a timely basis.

MEASURABLE WORKLOAD DATA:

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>ESTIMATED</u>
Planning Commission				
Meetings Attended	9	10	9	10
Variance Applications	8	4	2	5
Development Applications	7	6	5	5

BUDGET COMMENTARY:

The budget includes wage increases effective January 1st and July 1st of 2.5% and 1.5% respectively. PERA and FICA contributions are also affected by increased wages. Health Insurance premiums are decreased from the 2013 premiums as the Town decreased health insurance benefits. The employees will continue to contribute 25% of the premium. The Township is estimating short and long term disability insurance to increase 2%.

Other Services & Charges adjusted based on past expenditures and anticipated activity for 2014.

BUDGET:

COMMUNITY DEVELOPMENT	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
SALARIES, FULL TIME - REG	\$117,348	\$120,985	\$123,287	\$125,418	\$126,062	\$118,869	\$130,441	3.47%
SALARIES, FULL TIME - OT	194	0	42	0	0	0	0	0.00%
SALARIES, PART-TIME - REG	0	0	0	0	0	0	0	0.00%
SALARIES, TEMPORARY - REG	0	0	0	0	0	0	0	0.00%
EXTRA MEETING PAY	6,188	6,396	6,494	6,590	6,688	6,630	6,907	3.27%
PERA CONTRIBUTIONS	8,361	8,939	9,412	9,570	9,624	9,373	9,958	3.46%
FICA CONTRIBUTIONS	8,937	9,176	9,218	9,424	10,155	10,128	10,507	3.46%
HEALTH INSURANCE	20,605	21,813	22,260	24,840	23,992	23,162	23,424	-2.37%
DISABILITY INSURANCE	806	725	793	860	856	796	893	4.32%
HEALTH INSUR. CASH CREDIT	0	516	673	673	673	673	0	-100.00%
WORKER'S COMPENSATION	0	675	957	1,171	1,200	1,200	1,302	8.50%
OFFICE SUPPLIES	641	250	250	250	250	250	200	-20.00%
SALES TAX	43	20	20	0	0	0	0	0.00%
PROFESSIONAL SERVICES	1,350	1,500	1,500	1,500	1,600	1,350	1,600	0.00%
TRAVEL EXPENSE	860	904	889	211	1,000	893	1,000	0.00%
TRAVEL ALLOWANCE	1,363	1,321	1,304	1,309	1,400	1,299	1,300	-7.14%
CONFERENCE REGISTRATION FEES	0	199	225	490	500	450	300	-40.00%
EQUIPMENT RENTAL	600	750	1,500	1,125	1,500	1,500	1,500	0.00%
DUES & SUBSCRIPTIONS	1,351	1,201	1,366	1,102	1,400	1,102	1,300	-7.14%
BOOKS/SUBSCRIPTIONS	0	160	0	0	0	0	0	0.00%
FURNITURE & FIXTURES	0	0	0	0	0	0	0	0.00%
COMPUTER EQUIPMENT	0	0	0	0	0	0	0	0.00%
TOTAL EXPENDITURES	\$168,647	\$175,530	\$180,190	\$184,533	\$186,901	\$177,675	\$190,632	2.00%

Police and Animal Control

DEPARTMENT: Public Safety
SUPERVISOR: Clerk/Treasurer
FUND: 101
ACTIVITY: 4210

ACTIVITY scope:

White Bear Township contracts with the Ramsey County Sheriff's Department to provide law enforcement and animal control services for the Township. As part of the contract, they will serve and protect the Township as well as provide public education programs and services to the residents.

OBJECTIVES:

1. Provide effective law enforcement service to the Township.
2. Increase community crime prevention efforts through civilian participation.
3. Provide cost-effective, Township-wide animal safety and control services.

MEASURABLE WORKLOAD DATA:

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>ESTIMATED</u>
# Of Crimes Investigated	459	425	425	400
Administrative Citations Collected	\$4,459	\$10,818	\$16,109	\$10,000
# Of Neighborhood Watch Groups	25	25	25	25
# Of Animal Impounds	12	12	10	10

BUDGET COMMENTARY:

Supplies budget is for public safety items, which can be handed out at various Township functions and for Nite to Unite activities. False alarm revenues are the funding source for these supplies.

Police Services reflects the Township's 2014 contract cost of \$893,950 from the Ramsey County Sheriffs Department, which provides police services to the Township. The 2013 contract includes the cost for a full year of a power shift patrol deputy, Township's share of the County-wide dispatch system, and the Township's continued funding of the School District's DARE program.

Animal Service – Patrol and Other are based on the estimated service levels and the fees for those services as outlined in the contract between Ramsey County Sheriff's Department and the Township for animal control services.

BUDGET:

	2009	2010	2011	2012	2013	2013	2014	%
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	BUDGET	CHANGE
POLICE & ANIMAL CONTROL								
OPERATING SUPPLIES - OTHER	\$3,228	\$2,120	\$233	\$1,030	\$1,500	\$1,230	\$1,275	-15.00%
SALES TAX	136	163	16	0	0	0	0	0.00%
PROFESSIONAL SERVICES	\$750	\$900	\$1,200	\$1,050	\$1,400	\$1,050	\$1,250	-10.71%
POLICE SERVICE	776,657	780,803	813,692	852,635	879,483	874,667	893,950	1.64%
ANIMAL SERVICE - PATROL	8,330	6,958	7,754	2,530	9,535	0	9,720	1.94%
ANIMAL SERVICE - OTHER	1,248	715	2,254	2,180	5,000	1,774	5,000	0.00%
TOTAL EXPENDITURES	\$790,349	\$791,659	\$825,149	\$859,425	\$896,918	\$878,721	\$911,195	1.59%

Fire Protection

DEPARTMENT: Public Safety
SUPERVISOR: Clerk/Treasurer
FUND: 101
ACTIVITY: 4220

ACTIVITY DESCRIPTION:

The objective of the Fire Protection Department is to provide fire protection and prevention services. White Bear Township entered an agreement with the City of White Bear Lake for such services. The contract also provides for site inspections and enforcement of fire codes through their Fire Marshal. Paramedic and ambulance service is provided by the contract, but the cost of the service is not included in the contract since it is billed as a fee-for-service to the individuals using the service.

OBJECTIVES:

1. Promote public education and information about fire prevention and safety.
2. Reduce property damage and loss due to fire.
3. Provide emergency medical assistance to all residents.

MEASURABLE WORKLOAD DATA:

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>ESTIMATED</u>
# Of Fire Alarms	487	496	475	475
Average Response Time	7.3	5.9	5.5	5.2
Total Dollar Loss	\$1,108,300	\$1,015,850	\$1,000,000	\$1,000,000

Service levels include the Township, the Cities of White Bear Lake, Dellwood, Birchwood and Gem Lake.

BUDGET COMMENTARY:

The Township's contract amount is based on the White Bear Lake Fire Department 2014 budget less an adjustment for 2012 actual expenditures compared to budget and multiplied by the Township's percentage of average population and average market valuation of the area served by the White Bear Lake Fire Department.

BUDGET:

FIRE PROTECTION	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
CONTRACTED SERVICES	\$235,827	\$235,559	\$226,970	\$230,176	\$234,844	\$228,910	\$218,264	-7.06%
TOTAL EXPENDITURES	\$235,827	\$235,559	\$226,970	\$230,176	\$234,844	\$228,910	\$218,264	-7.06%

Code Enforcement

DEPARTMENT: Public Safety
SUPERVISOR: Building Inspector
FUND: 101
ACTIVITY: 4230

ACTIVITY SCOPE:

The Code Enforcement Department issues all building and zoning permits for the Township. This department provides for the health, safety and welfare of the Township residents by providing inspection services to ensure that all residential, commercial, and industrial buildings are in compliance with the Uniform Building Code and Township Ordinances.

OBJECTIVES:

1. Continue to provide timely and thorough inspections.
2. Provide inspections of the Township to apprehend illegal construction activities, which are not allowed or for which no permits have been issued.
3. Uniform enforcement of all other ordinances.

MEASURABLE WORKLOAD DATA:

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>ESTIMATED</u>
Building Permits Issued	344	384	312	350
Building Permit Values	\$7,550,276	\$10,974,232	\$11,456,608	\$11,000,000

BUDGET COMMENTARY:

Personnel Services reflects building inspector and administrative secretary time and the increases proposed for salaries, health insurance, and short and long-term disability premium changes as previously discussed.

Supplies and fuel decreased to reflect past costs.

Equipment rental charges are based on the depreciation schedule of the activity assets.

BUDGET:

CODE ENFORCEMENT	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
SALARIES, FULL TIME - REG	\$116,137	\$130,995	\$129,237	\$131,710	\$139,853	\$104,864	\$132,987	-4.91%
SALARIES, FULL TIME - OT	579	500	61	0	250	0	225	-10.00%
SALARIES, PART-TIME - REG	3,191	0	0	0	0	0	0	0.00%
SALARIES, TEMPORARY - REG	6,840	0	2,498	684	0	0	0	0.00%
PERA CONTRIBUTIONS	7,980	9,222	9,573	9,671	10,157	7,829	9,658	-4.92%
FICA CONTRIBUTIONS	8,804	9,284	9,653	9,406	10,718	8,009	10,191	-4.92%
HEALTH INSURANCE	17,172	20,173	21,142	22,203	22,794	14,041	22,839	0.20%
DISABILITY INSURANCE	995	925	1,032	1,068	1,072	808	957	-10.73%
HEALTH INSUR. CASH CREDIT	450	1,041	990	990	990	630	0	-100.00%
UNEMPLOYMENT BENEFITS	0	0	0	734	0	0	0	0.00%
WORKER'S COMPENSATION	800	585	898	932	955	955	1,100	15.18%
OFFICE SUPPLIES	835	957	1,081	1,162	1,400	1,400	1,175	-16.07%
MOTOR FUELS	1,530	1,530	1,530	1,500	1,750	1,750	1,750	0.00%
SALES TAX	154	194	190	0	0	0	0	0.00%
OTHER PROFESSIONAL SERVICES	0	0	0	0	0	0	0	0.00%
TRAVEL EXPENSE	32	(2)	0	0	125	0	50	-60.00%
CONFERENCE REGISTRATION FEES	1,015	545	650	973	1,000	943	1,000	0.00%
EQUIPMENT RENTAL	2,250	2,000	3,000	2,250	3,700	3,700	4,000	8.11%
BOOKS/SUBSCRIPTIONS	150	344	100	125	250	125	200	-20.00%
MOTOR VEHICLES	0	0	0	0	0	0	0	0.00%
OFFICE EQUIPMENT	0	0	0	0	0	0	0	0.00%
TOTAL EXPENDITURES	\$168,914	\$178,293	\$181,635	\$183,408	\$195,014	\$145,054	\$186,132	-4.55%

Road and Bridge

DEPARTMENT: Public Works
SUPERVISOR: Public Works Director
FUND: 101
ACTIVITY: 4310

ACTIVITY SCOPE:

The Road and Bridge Department provide residents with safe and accessible transportation routes. This department provides for all maintenance and repair of the Township's roads. Sealcoating and overlay projects are contracted out, as are major street construction projects. Snow removal and street patching is done entirely by the Township staff.

OBJECTIVES:

1. Remove snow as quickly as possible to provide all residents with safe access.
2. Routine maintenance to assure long life of each street.

MEASURABLE WORKLOAD DATA:

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>ESTIMATED</u>	2014 <u>ESTIMATED</u>
Miles of Streets	70.50	70.50	70.50	70.50
# Of Snowplowing Events	19	10	15	15
Miles of Street Swept	70.50	70.50	70.50	70.50

BUDGET COMMENTARY:

The budget for wage increases are 2.5% as of January 1st and 1.5% July 1st. Health insurance premiums and benefits decreased for 2014. Overtime (OT) is decreased based on past expenditures.

Other line items adjusted based on past expenditures.

Equipment rental increased to move the Township closer to funding the Capital Equipment Fund to 100% of equipment depreciation costs.

The transfer to other funds is to the Capital Improvement Fund to fund a portion of the 2014 sealcoat project.

BUDGET:

ROAD & BRIDGE	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
SALARIES, FULL TIME - REG	\$110,065	\$131,841	\$137,499	\$142,156	\$144,876	\$135,722	\$143,229	-1.14%
SALARIES, FULL TIME - OT	15,672	5,000	2,126	1,141	7,400	1,362	6,000	-18.92%
SALARIES, PART-TIME - REG	266	0	0	0	0	0	0	0.00%
SALARIES, TEMPORARY - REG	3,401	2,086	8,488	6,941	8,446	10,569	9,476	12.20%
PERA CONTRIBUTIONS	8,494	8,967	10,156	10,391	11,040	9,873	10,819	-2.00%
FICA CONTRIBUTIONS	9,361	9,556	11,043	10,912	12,295	11,026	12,141	-1.25%
HEALTH INSURANCE	21,974	23,900	25,693	25,321	27,708	25,978	28,476	2.77%
DISABILITY INSURANCE	1,008	941	1,039	1,123	1,094	963	1,106	1.10%
HEALTH INSUR. CASH CREDIT	690	1,259	823	877	995	995	0	-100.00%
UNEMPLOYMENT BENEFITS	0	0	0	56	300	0	300	0.00%
WORKER'S COMPENSATION	12,500	7,560	11,439	13,953	14,302	14,302	15,000	4.88%
OFFICE SUPPLIES	200	200	200	200	200	200	150	-25.00%
SHOP MATERIALS	0	0	0	0	0	0	0	0.00%
CHEMICALS	50,285	67,307	39,528	42,961	58,000	47,795	58,000	0.00%
OPERATING SUPPLIES - OTHER	646	566	763	258	650	3,459	1,200	84.62%
STREET MAINTENACE MATERIALS	27,687	18,647	29,204	19,402	25,000	21,321	25,000	0.00%
LANDSCAPING MATERIALS	0	308	217	1,515	750	779	1,300	73.33%
SIGNS, SIGN REPAIR MATERIALS	1,543	8,299	5,870	6,951	8,000	4,293	8,000	0.00%
UNIFORM ALLOWANCE	596	616	585	501	474	474	488	2.95%
UNIFORM MAINTENANCE	1,722	1,354	578	670	1,500	656	1,100	-26.67%
SMALL TOOLS & EQUIPMENT	0	0	0	0	1,500	0	1,000	-33.33%
SALES TAX	8,079	8,033	6,417	0	0	0	0	0.00%
PROF SRV - ENGINEERING FEE	4,096	6,972	41	2,130	0	12,250	0	0.00%
PROFESSIONAL SERVICES	4,439	1,962	450	0	0	290	0	0.00%
CONTRACTED SERVICES	0	3,231	1,030	3,574	3,900	3,219	7,150	83.33%
SEALCOATING/ROAD MAINT. REPAIR	65,132	58,766	0	0	0	0	0	0.00%
TELEPHONE	(11)	0	0	0	0	0	0	0.00%
TRAVEL EXPENSE	0	0	258	6	400	366	300	-25.00%
CONFERENCE & SCHOOLS	192	743	606	1,253	1,500	743	2,000	33.33%
LEGAL NOTICE PUBLICATION	380	99	0	0	0	0	0	0.00%
ELECTRICITY - STREET LIGHTS	53,498	50,834	55,797	47,078	56,000	54,521	54,000	-3.57%
REPAIR/MAINTENANCE - OTHER	1,436	9,788	4,400	4,858	6,000	0	5,250	-12.50%
EQUIPMENT RENTAL	7,820	7,300	14,000	12,750	13,000	13,000	17,000	30.77%
BOOKS/SUBSCRIPTIONS	0	151	45	0	0	0	0	0.00%
LAND	0	0	0	0	0	0	0	0.00%
IMPROVEMENTS	0	0	0	0	0	0	0	0.00%
MOTOR VEHICLES	0	0	0	0	0	0	0	0.00%
FURNITURE & FIXTURES	0	0	0	0	0	0	0	0.00%
TRANSFERS TO OTHER FUNDS	0	0	40,000	40,000	40,000	40,000	45,000	12.50%
TOTAL EXPENDITURES	\$411,171	\$436,286	\$408,295	\$396,978	\$445,330	\$414,156	\$453,485	1.83%

Public Works

DEPARTMENT: Public Works
SUPERVISOR: Public Works Director
FUND: 101
ACTIVITY: 4320

ACTIVITY SCOPE:

The Public Works Department is responsible for the maintenance of all Township vehicles and equipment. The Township mechanic does most work in-house with a small portion contracted out. All equipment parts are budgeted here that cannot be charged to a specific department or activity.

OBJECTIVES:

1. Keep all vehicles and equipment functioning safely and efficiently.
2. Routine maintenance to assure long life of the vehicles and equipment.
3. Complete all maintenance tasks in each department on a priority basis.

SERVICE LEVELS:

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>ESTIMATED</u>
Vehicles and Heavy Equipment Maintained	27	27	27	27

BUDGET COMMENTARY:

The budget for wage increases are 2.5% as of January 1st and 1.5% July 1st. The health insurance premiums and benefits are decreased for 2014, with the employees' share of the premium cost remaining at 25%, while the short and long-term disability insurance premiums are increased 2%.

Other line item budgets adjusted based on past expenditures.

Equipment rental, which is paid to the Capital Equipment Fund for the replacement of equipment used by public works, is increased base on asset depreciation schedules and results in the increase for Other Services and Charges.

BUDGET:

PUBLIC WORKS	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
SALARIES, FULL TIME - REG	\$47,358	\$55,254	\$56,476	\$58,443	\$59,367	\$56,573	\$59,009	-0.60%
SALARIES, FULL TIME - OT	0	0	0	0	0	0	0	0.00%
SALARIES, TEMPORARY - REG	0	0	0	23	0	948	0	0.00%
PERA CONTRIBUTIONS	3,200	4,135	4,105	4,237	4,304	3,947	4,278	-0.60%
FICA CONTRIBUTIONS	3,566	4,449	4,202	4,237	4,542	4,095	4,514	-0.60%
HEALTH INSURANCE	6,352	7,098	10,454	7,696	11,264	11,310	11,580	2.81%
DISABILITY INSURANCE	422	393	426	461	447	401	455	1.79%
HEALTH INSUR. CASH CREDIT	900	2,137	368	3,517	405	405	0	-100.00%
WORKER'S COMP BENEFIT PAYM	3,200	2,385	2,003	2,457	2,518	2,518	2,800	11.20%
CLEANING SUPPLIES	0	0	0	190	0	0	0	0.00%
MOTOR FUELS	17,813	27,953	38,882	29,585	40,000	31,451	37,000	-7.50%
LUBRICANTS & ADDITIVES	886	1,678	1,563	1,725	1,800	1,243	1,800	0.00%
SHOP MATERIALS	2,051	3,057	3,874	1,520	3,000	1,255	2,000	-33.33%
CHEMICALS	0	0	0	0	0	0	0	0.00%
OPERATING SUPPLIES - OTHER	4,143	2,656	2,329	2,715	2,800	2,640	3,000	7.14%
EQUIPMENT REPAIR PARTS	14,977	19,669	25,214	26,504	25,000	32,402	25,000	0.00%
UNIFORM ALLOWANCE	397	392	207	209	197	204	205	4.06%
UNIFORM MAINTENANCE	1,722	1,354	240	279	800	210	500	-37.50%
SMALL TOOLS & EQUIPMENT	0	0	0	0	950	0	950	0.00%
SALES TAX	971	1,467	458	320	0	0	0	0.00%
PROFESSIONAL SERVICES	727	0	735	1,762	800	793	1,000	25.00%
CONTRACTED SERVICES	0	741	0	0	1,000	267	800	-20.00%
TRAVEL EXPENSES	0	0	243	89	175	245	150	0.00%
CONFERENCE & SCHOOLS	0	334	106	853	500	3,531	1,000	100.00%
AUTOMOTIVE INSURANCE	23,000	9,450	10,000	10,000	10,000	10,000	11,000	10.00%
REPAIR & MTC - EQUIPMENT	6,229	5,098	5,670	15,938	10,000	8,134	17,850	78.50%
REPAIR & MTC - OTHER	0	92	0	876	6,000	356	1,000	-83.33%
EQUIPMENT RENTAL	37,892	40,292	60,000	22,500	13,000	13,000	17,000	30.77%
BOOKS/SUBSCRIPTIONS	710	1,250	680	1,376	1,200	401	1,400	16.67%
IMPROVEMENTS	0	0	0	0	0	0	0	0.00%
HEAVY MACHINERY/EQUIPMENT	0	0	0	0	0	0	0	0.00%
OTHER EQUIPMENT	0	0	0	0	0	0	0	0.00%
TOTAL EXPENDITURES	\$176,516	\$191,334	\$228,235	\$197,512	\$200,069	\$186,329	\$204,291	2.11%

Town Buildings

DEPARTMENT: Public Works
SUPERVISOR: Public Works Director
FUND: 101
ACTIVITY: 4330

ACTIVITY SCOPE:

The Town Buildings Budget provides for the safe and efficient operation and maintenance of the Town Hall, Administrative Building, Heritage Hall, and the Public Works Facility. A contracted business provides janitorial services to the Administrative and Public Works buildings. The Public Works employees provide minor electrical, plumbing and carpentry services to the facilities. They also provide lawn maintenance and snow and ice removal from the parking lots and walkways at all sites. All major site improvements are contracted out.

OBJECTIVES:

1. Continue to operate all Township Buildings in an efficient, mechanically sound manner and to maintain cleanliness in all buildings.

MEASURABLE WORKLOAD DATA:

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>ESTIMATED</u>	2014 <u>ESTIMATED</u>
Times Buildings Cleaned	104	104	98	104

BUDGET SUMMARY:

The budget for wage increases are 2.5% as of January 1st and 1.5% July 1st. The health insurance premiums and benefits are decreased for 2014, with the employees' share of the premium cost remaining at 25%, while the short and long-term disability insurance premiums are increased 2%.

All other line items adjusted based on past expenditures. Many of which have been decreased to reflect actual past expenditures.

BUDGET:

TOWN BUILDINGS	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
SALARIES, FULL TIME - REG	\$20,736	\$29,894	\$11,295	\$11,689	\$11,874	\$11,315	\$11,802	-0.61%
SALARIES, FULL TIME - OT	100	0	97	0	200	0	125	-37.50%
SALARIES, TEMPORARY - REG	102	1,216	495	909	734	3,525	824	12.26%
PERA CONTRIBUTIONS	1,442	2,152	828	847	875	789	865	-1.22%
FICA CONTRIBUTIONS	1,613	2,413	885	917	980	1,075	975	-0.45%
HEALTH INSURANCE	3,069	3,666	2,099	2,165	2,253	2,262	2,316	2.80%
DISABILITY INSURANCE	160	194	96	92	90	80	91	1.11%
HEALTH INSUR. CASH CREDIT	0	105	68	73	81	78	0	-100.00%
UNEMPLOYMENT BENEFITS	0	0	0	0	0	0	0	0.00%
WORKER'S COMPENSATION	400	855	513	669	686	686	800	16.62%
CLEANING SUPPLIES	0	0	0	0	0	0	0	0.00%
SHOP MATERIALS	30	0	48	0	0	2	0	0.00%
CHEMICALS	0	195	648	891	600	459	500	-16.67%
OPERATING SUPPLIES - OTHER	1,234	2,656	3,250	4,673	3,000	4,872	3,500	16.67%
BUILDING MATERIALS	0	343	0	231	1,500	131	500	-66.67%
UNIFORM ALLOWANCE	0	0	43	42	35	38	45	28.57%
UNIFORM MAINTENANCE	2,339	2,518	1,130	363	1,500	302	1,000	-33.33%
SALES TAX	3,325	3,625	2,980	10	0	0	0	0.00%
PROFESSIONAL SERVICES	0	0	0	777	3,000	0	1,000	-66.67%
CONTRACTED SERVICES	13,156	13,459	14,045	10,562	17,900	11,747	13,500	-24.58%
BUILDING INSPECTIONS	0	0	0	0	0	0	0	0.00%
SECURITY MONITORING FEES	1,978	1,989	2,073	1,923	3,050	3,865	2,600	-14.75%
TELEPHONE	14,186	13,408	12,804	14,604	15,750	13,920	14,800	-6.03%
TRAVEL EXPENSES	0	0	21	0	0	0	0	0.00%
REGISTRATION & CONFERENCE FEE	0	0	13	13	0	0	0	0.00%
ELECTRICITY	15,063	16,592	16,403	13,544	17,000	14,898	16,000	-5.88%
GAS	19,198	6,107	14,181	8,837	15,000	10,410	14,000	-6.67%
HERITAGE HALL	3,302	2,824	6,288	4,335	5,500	4,130	5,500	0.00%
WATER/SEWER UTILITIES	2,083	2,740	2,027	2,250	3,000	2,293	3,000	0.00%
REPAIR MAINTENANCE - BLDG.	9,328	9,539	5,951	11,264	12,000	3,526	10,000	-16.67%
REPAIR MAINTENANCE - EQUIP.	8,714	5,059	6,085	3,144	7,000	7,284	7,000	0.00%
REPAIR MAINTENANCE - OTHER	930	1,730	2,488	5,475	4,750	4,149	4,750	0.00%
FACILITY RENTAL	0	0	0	24,500	24,500	24,500	22,000	-10.20%
EQUIPMENT RENTAL	0	0	0	4,000	4,000	4,000	6,500	62.50%
BUILDING IMPROVEMENT	0	0	0	0	0	0	0	0.00%
OTHER IMPROVEMENTS	0	575	0	0	0	271	0	0.00%
TRANSFERS TO OTHER FUNDS	15,000	15,000	15,000	15,000	0	0	0	0.00%
TOTAL EXPENDITURES	\$137,488	\$138,854	\$121,854	\$143,799	\$156,858	\$130,607	\$143,993	-8.20%

Parks and Recreation

DEPARTMENT: Public Works
SUPERVISOR: Public Works Director
FUND: 101
ACTIVITY: 4410

ACTIVITY SCOPE:

This department provides for all maintenance and upkeep of the Township's parks system. Township personnel perform all labor and provide the equipment for maintenance. Bellaire Park and Beach are open to the public. The area Y.M.C.A. provides the lifeguards through a contract with the Township.

OBJECTIVES:

1. Routine maintenance of Township parks.
2. Annually trim park trees.
3. Maintain Bellaire Beach as to attract more use.

MEASURABLE WORKLOAD DATA:

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>ESTIMATED</u>	2014 <u>ESTIMATED</u>
Acres of Parks	191.65	191.65	191.65	191.65
# Of Parks	25	25	25	25

BUDGET COMMENTARY:

The budget for wage increases are 2.5% as of January 1st and 1.5% July 1st. The health insurance premiums and benefits are decreased for 2014, with the employees' share of the premium cost remaining at 25%, while the short and long-term disability insurance premiums are increased 2%.

Other line items adjusted based on past expenditures.

Repair maintenance - equipment and improvements (capital outlay) includes \$87,500 for the replacement of playground equipment, \$80,000 for parking lot and tennis court improvements, \$22,000 for improved handicapped accessibility in various Township parks, park sign replacement, and reconstruction of a trail along Otter Lake Road.

Transfer to other funds is to repay the Sewer Operating Fund for the Y.M.C.A. loan payment and to the Park Acquisition Fund for future park development.

BUDGET:

PARKS & RECREATION	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
SALARIES, FULL TIME - REG	\$97,323	\$128,990	\$115,219	\$118,671	\$118,129	\$113,345	\$119,626	1.27%
SALARIES, FULL TIME - OT	1,162	1,000	0	0	750	0	200	-73.33%
SALARIES, PART-TIME - REG	265	0	0	0	0	0	0	0.00%
SALARIES, TEMPORARY - REG	17,124	20,340	22,596	23,543	22,032	18,927	24,720	12.20%
PERA CONTRIBUTIONS	6,671	7,688	8,383	8,614	8,619	7,894	8,687	0.80%
FICA CONTRIBUTIONS	8,498	10,691	9,466	10,400	10,780	9,632	11,058	2.58%
HEALTH INSURANCE	19,475	23,606	21,495	23,464	23,203	23,751	23,844	2.76%
DISABILITY INSURANCE	885	615	860	939	916	802	924	0.87%
HEALTH INSUR. CASH CREDIT	1,204	561	718	767	833	833	0	-100.00%
UNEMPLOYMENT BENEFITS	2,904	0	0	56	300	0	300	0.00%
WORKER'S COMPENSATION	4,600	3,240	5,104	6,031	6,182	6,182	6,500	5.14%
CLEANING SUPPLIES	0	0	0	0	200	0	200	0.00%
MOTOR FUELS	0	0	0	449	500	746	550	100.00%
CHEMICALS	5,807	5,995	8,550	11,890	16,000	11,647	15,000	-6.25%
OPERATING SUPPLIES - OTHER	2,476	2,715	1,619	2,246	2,500	1,966	2,500	0.00%
EQUIPMENT REPAIR PARTS	6,435	7,345	1,278	7,261	8,000	7,287	8,000	0.00%
LANDSCAPING MATERIALS	10,613	11,558	12,582	13,605	17,800	25,894	19,050	7.02%
SIGNS, SIGN REPAIR MATERIALS	0	218	512	0	3,000	1,370	2,800	-6.67%
UNIFORM ALLOWANCE	230	554	635	422	351	406	407	15.95%
UNIFORM MAINTENANCE	1,722	1,354	481	574	800	487	700	-12.50%
TOOLS	0	0	0	11	0	0	0	0.00%
SALES TAX	3,370	2,732	2,767	0	0	0	0	0.00%
PROFESSIONAL SERVICES	13,583	10,325	3,754	2,138	4,500	9,931	4,500	0.00%
CONTRACTUAL SERVICES	4,261	10,206	22,918	15,604	22,700	13,477	22,800	0.44%
BELLAIRE BEACH OPERATIONS	20,676	14,417	16,991	19,361	19,500	16,351	19,900	2.05%
TELEPHONE	0	0	0	0	0	0	0	0.00%
TRAVEL EXPENSE	0	0	215	21	250	334	250	0.00%
CONFERENCE REGISTRATION FEES	745	807	1,182	2,248	2,500	1,019	2,500	0.00%
ELECTRICITY	11,990	9,301	11,063	9,255	12,000	9,153	10,500	-12.50%
WATER/SEWER UTILITIES	7,505	7,154	720	8,948	8,000	7,037	8,200	2.50%
REPAIR/MAINTENANCE - EQUIP.	6,729	253	869	2,312	5,800	1,742	154,600	2565.52%
REPAIR/MAINTENANCE - OTHER	15,976	8,826	11,706	12,415	28,000	31,826	1,000	-96.43%
EQUIPMENT RENTAL	19,691	20,243	35,000	26,362	28,000	28,000	28,000	0.00%
BOOKS & SUBSCRIPTIONS	0	0	10	0	0	46	0	0.00%
IMPROVEMENTS	0	0	0	0	63,800	1,600	39,000	-38.87%
HEAVY MACHINERY/EQUIPMENT	0	0	0	7,683	0	7,050	0	0.00%
OTHER EQUIPMENT	26,505	0	6,300	0	0	0	0	0.00%
TRANSFER TO OTHER FUNDS	0	20,000	20,000	20,000	26,749	26,749	7,019	-73.76%
TOTAL EXPENDITURES	\$318,425	\$330,734	\$342,993	\$355,290	\$462,693	\$385,484	\$543,335	17.43%



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SPECIAL REVENUE FUNDS



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SPECIAL REVENUE FUNDS

DESCRIPTION:

Special Revenue Funds are used to account for revenues from specific taxes or other earmarked revenue sources, which are designated to finance particular functions or activities of the Township. The Township operates two special revenue funds. Special Revenue Funds use the modified accrual basis of accounting, that is revenues are recognized when received and expenditure at the time the liability is incurred. This is a summary of revenues, expenditures and their effect on fund balance of the Special Revenue Funds.

OBJECTIVES:

See the individual funds for their goals.

MEASURABLE WORKLOAD DATA:

See the individual funds for their measurable workload data.

BUDGET COMMENTARY:

See the individual funds for budget explanations and changes.

BUDGET:

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
LICENSES & PERMITS	0	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL REVENUES	0	0	0	0	0	0	0	0.00%
CHARGES FOR SERVICES	1,500	5,500	4,000	7,000	1,000	5,500	1,000	1000.00%
FINES & FORFEITS	0	0	0	0	0	0	0	0.00%
SPECIAL ASSESSMENTS	0	0	0	0	0	0	0	0.00%
INTEREST EARNINGS	12,783	9,762	8,734	16,292	6,438	11,449	13,180	104.72%
MISCELLANEOUS	423	700	2,318	3,529	2,200	2,428	2,500	13.64%
OPERATING TRANSFERS	13,476	34,381	37,101	34,732	44,195	37,304	26,000	-41.17%
BOND PROCEEDS	0	0	0	0	0	0	0	0.00%
TOTAL REVENUES	\$28,182	\$50,343	\$52,153	\$61,553	\$53,833	\$56,681	\$42,680	-20.72%
EXPENDITURES								
PERSONNEL SERVICES	\$0	\$1,783	\$3,127	\$0	\$5,709	\$0	\$5,709	0.00%
SUPPLIES	522	597	2,148	377	600	766	600	0.00%
OTHER SERVICES & CHARGES	23,377	12,649	15,353	19,525	20,000	19,124	21,780	8.90%
CAPITAL OUTLAY	0	1,081	56,225	26,885	0	12,728	0	0.00%
OPERATING TRANSFERS	0	0	0	0	0	0	0	0.00%
TOTAL EXPENDITURES	\$23,899	\$16,110	\$76,853	\$46,787	\$26,309	\$32,618	\$28,089	6.77%
FUND BALANCE - JANUARY 1	\$623,322	\$627,605	\$661,838	\$637,138	\$651,904	\$651,904	\$675,967	
EXCESS REVENUE OVER EXPENDITURE	\$4,283	\$34,233	(\$24,700)	\$14,766	\$27,524	\$24,063	\$14,591	
FUND BALANCE - DECEMBER 31	\$627,605	\$661,838	\$637,138	\$651,904	\$679,428	\$675,967	\$690,558	

PARK ACQUISITION FUND

DEPARTMENT: Park Acquisition
SUPERVISOR: Planner
FUND #: 201
ACTIVITY #: 4410

ACTIVITY SCOPE:

The purpose of the Park Acquisition Fund is to assist the Township in meeting park acquisition and development needs. Revenues are collected from developers or property owners that develop their properties. Fees are based on assessed land value or number of lots available.

OBJECTIVES:

1. Acquire and develop current and future parkland property.
2. Provide recreational facilities to all residents, including trails and walkways.

MEASURABLE WORKLOAD DATA:

	<u>2011 ACTUAL</u>	<u>2012 ACTUAL</u>	<u>2013 ACTUAL</u>	<u>2014 ESTIMATED</u>
# Of Athletic Fields, Courts And Rinks	33	33	33	33
# Of Park Sites	25	26	26	26

BUDGET COMMENTARY:

Revenue source is park dedication fees paid on new construction and/or developments, interest earnings and an operating transfer.

Expenditures in the past included; improvements to various parks and trails and the purchase and installation of some playground equipment. At this time there are no park improvements or equipment purchase to be funded from the Park Acquisition Fund in 2014.

BUDGET:

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
LICENSES & PERMITS	0	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL REVENUES	0	0	0	0	0	0	0	0.00%
CHARGES FOR SERVICES	1,500	5,500	4,000	7,000	1,000	5,500	1,000	1000.00%
FINES & FORFEITS	0	0	0	0	0	0	0	0.00%
SPECIAL ASSESSMENTS	0	0	0	0	0	0	0	0.00%
INTEREST EARNINGS	12,833	9,814	8,819	16,362	6,495	11,590	13,225	0.00%
MISCELLANEOUS	0	0	0	0	0	0	0	0.00%
OPERATING TRANSFERS	0	20,000	20,000	20,000	20,000	20,000	0	0.00%
TOTAL REVENUES	\$14,333	\$35,314	\$32,819	\$43,362	\$27,495	\$37,090	\$14,225	-48.26%
EXPENDITURES								
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SUPPLIES	225	0	1,294	54	0	158	0	0.00%
OTHER SERVICES & CHARGES	10,000	0	0	1,628	0	170	0	0.00%
CAPITAL OUTLAY	0	1,081	56,225	26,885	0	12,728	0	0.00%
OPERATING TRANSFERS	0	0	0	0	0	0	0	0.00%
TOTAL EXPENDITURES	\$10,225	\$1,081	\$57,519	\$28,567	\$0	\$13,056	\$0	0.00%
FUND BALANCE - JANUARY 1	\$623,497	\$627,605	\$661,838	\$637,138	\$651,933	\$651,933	\$675,967	
EXCESS REVENUE OVER EXPENDITURE	\$4,108	\$34,233	(\$24,700)	\$14,795	\$27,495	\$24,034	\$14,225	
FUND BALANCE - DECEMBER 31	\$627,605	\$661,838	\$637,138	\$651,933	\$679,428	\$675,967	\$690,192	

FUTURE IMPACTS:

The future impacts of trail development are minimal as these trails are generally close to the road ways and are maintained with the road. Replacement of old playground equipment with new playground equipment should reduce maintenance costs in the short-term and increase safety, but will require ongoing inspections and maintenance to assure proper safety. This cost is minimal. Ball field, tennis court improvements, and any additional construction of shelter/concession facilities will increase the park maintenance activity of the General Fund in the future.

TOWNSHIP DAY FESTIVAL FUND

DEPARTMENT: Township Day Festival
SUPERVISOR: Planner
FUND #: 202
ACTIVITY #: 4410

ACTIVITY SCOPE:

The purpose of the Township Day Festival Fund is to fund the annual festival celebrating the Township. The late afternoon/evening event is funded from donations, rental fees paid by vendors, and an operating transfer from the Economic Development Fund. Events include entertainment, kid activities/rides, and fireworks displays.

OBJECTIVES:

1. Continue event growth.
2. Provide a gathering, fun, and activity filled event for all ages.

MEASURABLE WORKLOAD DATA:

	<u>2011 ACTUAL</u>	<u>2012 ACTUAL</u>	<u>2013 ACTUAL</u>	<u>2014 ESTIMATED</u>
Fireworks Show	Yes	Yes	Yes	Yes
Bands Performing	3	3	4	4
Donations Received	\$465	\$1,639	\$575	\$1,000

BUDGET COMMENTARY:

The main revenue source is an operating transfer from the Town's Economic Development Fund. Other revenues include donations from private sources and rental fees paid by vendors who provide food or merchandise at the festival.

Expenditures are to vendors supplying activities to those in attendance, performers and the fireworks display. In addition there is some staff time charged to the Township Day Festival Fund for planning the event and possible working the day of the event.

BUDGET:

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
LICENSES & PERMITS	0	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL REVENUES	0	0	0	0	0	0	0	0.00%
CHARGES FOR SERVICES	0	0	0	0	0	0	0	0.00%
FINES & FORFEITS	0	0	0	0	0	0	0	0.00%
SPECIAL ASSESSMENTS	0	0	0	0	0	0	0	0.00%
INTEREST EARNINGS	(50)	(52)	(85)	(70)	(57)	(141)	(45)	-21.05%
MISCELLANEOUS	423	700	2,318	3,529	2,200	2,428	2,500	13.64%
OPERATING TRANSFERS	13,476	14,381	17,101	14,732	24,195	17,304	26,000	7.46%
TOTAL REVENUES	\$13,849	\$15,029	\$19,334	\$18,191	\$26,338	\$19,591	\$28,455	8.04%
EXPENDITURES								
PERSONNEL SERVICES	\$0	\$1,783	\$3,127	\$0	\$5,709	\$0	\$5,709	0.00%
SUPPLIES	297	597	854	323	600	608	600	0.00%
OTHER SERVICES & CHARGES	13,377	12,649	15,353	17,897	20,000	18,954	21,780	8.90%
CAPITAL OUTLAY	0	0	0	0	0	0	0	0.00%
OPERATING TRANSFERS	0	0	0	0	0	0	0	0.00%
TOTAL EXPENDITURES	\$13,674	\$15,029	\$19,334	\$18,220	\$26,309	\$19,562	\$28,089	6.77%
FUND BALANCE - JANUARY 1	(\$175)	\$0	\$0	\$0	(\$29)	(\$29)	\$0	
EXCESS REVENUE OVER EXPENDITURE	\$175	\$0	\$0	(\$29)	\$29	\$29	\$366	
FUND BALANCE - DECEMBER 31	\$0	\$0	\$0	(\$29)	\$0	\$0	\$366	



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DEBT SERVICE FUNDS

DEBT SERVICE FUNDS

DESCRIPTION:

The Debt Service Funds repay the Township's outstanding debt obligations. Debt service funds use the modified accrual basis of accounting; however, the cash basis of accounting will be used for budgetary purposes only. The cash basis is used for budgeting to ensure that sufficient cash will be available to make required payments on the Township's bonded indebtedness. The Township's schedule of bond payable as of 12/31/13 is on pages D-20 and D-21.

OBJECTIVES:

1. Retire all debt in a timely basis as scheduled.
2. Maintain or improve a bond rating of Aa2.

MEASURABLE WORKLOAD DATA:

	<u>2011</u> <u>ACTUAL</u>	<u>2012</u> <u>ACTUAL</u>	<u>2013</u> <u>ACTUAL</u>	<u>2014</u> <u>ESTIMATED</u>
	Aa2	Aa2	Aa2	Aa2
Bond Rating				
Dec. 31 Debt Outstanding (In thousands)	\$9,580	\$8,090	\$7,090	\$5,920
Net Debt Per Capita	\$874	\$738	\$647	\$534

BOND RATINGS:

Bonds issued by the Township are assigned ratings by Moody's Investor Services. Currently the Town is assigned an Aa2 rating by Moody's Investor Service, as a result of a stable and diversification of the Town's economy and tax base, moderate debt burden and strong financial position.

DEBT LIMITATIONS:

All Minnesota municipalities (counties, cities, towns and school districts) are subject to statutory "net debt" limitations under the provisions of Minnesota Statutes, Section 475.53. Under this provision, the legal debt limit is 3.0% of the assessor's market value of the municipalities' tax base. Bond issues covered by this limit are those that are financed by property taxes unless at least 20% of the annual debt service costs are financed by special assessments or tax increments. At present the Township has one bond issue that is subject to the debt limit: the 2004A Public Facility Bonds. The Township's current legal debt limit and debt margin is as follows:

Legal Debt Limit (3% of Estimated Market Value)	\$31,898,562
Less: Outstanding Debt Subject to Limit	<u>(1,330,000)</u>
Legal Debt Margin as of January 1, 2014	\$30,568,562

BUDGET COMMENTARY:

The Township's debt consists of special assessment bonds for improvement projects, the Public Facility Bonds approved by voters in 2004 and tax increment bonds which the proceeds were used to provide incentives for redevelopment of properties within the Township.

The Township issued \$3,790,000 in debt in 2011 to fund its 2010 street reconstruction project and to refinance the 2001C Tax Increment Bonds and the 2001B Water Revenue bonds. The Township did not issue any new or refunding debt in 2013 and has no plans to issue any new debt in 2014. The Town will be calling (retiring) the 2005A Improvement Bond in the amount of \$140,000.00 in 2014 from Town reserves and special assessment collections.

BUDGET:

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$97,579	\$100,758	\$106,529	\$114,464	\$89,016	\$86,078	\$55,000	-38.21%
LICENSES & PERMITS	0	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL REVENUES	0	0	0	0	0	0	0	0.00%
CHARGES FOR SERVICES	0	0	0	0	0	0	0	0.00%
FINES & FORFEITS	0	0	0	0	0	0	0	0.00%
SPECIAL ASSESSMENTS	616,416	402,207	510,131	326,576	222,260	239,155	205,378	-7.60%
INTEREST EARNING	22,744	21,084	10,209	29,318	12,516	22,320	25,655	104.98%
MISCELLANEOUS	0	16,500	0	0	0	0	0	0.00%
OPERATING TRANSFERS	451,234	349,071	402,882	488,335	367,267	367,267	355,940	-3.08%
BOND PROCEEDS	0	0	649,350	0	0	0	0	0.00%
TOTAL REVENUES	\$1,187,973	\$889,620	\$1,679,101	\$958,693	\$691,059	\$714,820	\$641,973	-7.10%
EXPENDITURES								
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SUPPLIES	0	0	0	0	0	0	0	0.00%
OTHER SERVICES & CHARGES	0	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	0	0	0	0	0	0	0.00%
DEBT SERVICE	695,855	596,471	630,457	1,253,595	819,123	818,583	955,257	16.62%
OPERATING TRANSFERS	0	801,896	172,532	0	0	28,622	0	0.00%
TOTAL EXPENDITURES	\$695,855	\$1,398,367	\$802,989	\$1,253,595	\$819,123	\$847,205	\$955,257	16.62%
FUND BALANCE - JANUARY 1	\$1,196,432	\$1,688,550	\$1,179,803	\$2,055,915	\$1,761,013	\$1,761,013	\$1,628,628	
EXCESS REVENUE OVER EXPENDITURE	\$492,118	(\$508,747)	\$876,112	(\$294,903)	(\$128,064)	(\$132,385)	(\$313,284)	
FUND BALANCE - DECEMBER 31	\$1,688,550	\$1,179,803	\$2,055,915	\$1,761,013	\$1,632,949	\$1,628,628	\$1,315,344	

SPECIAL ASSESSMENT BOND PROJECTIONS:

Upon completion of the Township's annual audit, Township staff projects current and future fund balances of the Township's special assessment bond funds based on current fund balances, outstanding special assessments, future interest earnings (projected at 2%) and bond payments. The projections below were completed after the Township's 2012 audit and updated for special assessments levied in 2013. All current bonds issued will be retired in 2022.

<u>Year</u>	<u>Beginning Balance</u>	<u>Revenue Projections</u>	<u>Expenditure Projections</u>	<u>Ending Balance</u>
2013	1,761,013	714,820	847,205	1,628,628
2014	1,628,628	641,973	955,257	1,315,314
2015	1,315,314	523,524	603,140	1,235,728
2016	1,235,728	570,048	633,773	1,172,003
2017	1,172,003	577,363	650,088	1,099,278
2018	1,099,278	569,749	645,570	1,023,457
2019	1,023,457	557,465	647,405	933,517
2020	933,517	411,726	587,394	757,849
2021	757,849	147,627	315,176	590,300
2022	590,300	6,504	596,804	00

MISCELLANEOUS BOND FUND

DEPARTMENT: Miscellaneous Bond
SUPERVISOR: Finance Officer
FUND #: 300
ACTIVITY #: 4700

ACTIVITY SCOPE:

The Miscellaneous Bond Fund was used to maintain special assessment revenues collected after the debt issue was retired. These funds were then used to help fund future infrastructure projects. In 2011 the Miscellaneous Bond Fund was closed into the Improvement Funds where the revenues will still be used to help fund future infrastructure projects. The Miscellaneous Bond Fund is being included for historical purposes and to help maintain a balance between the Township's CAFR and Budget documents.

OBJECTIVES:

None.

MEASURABLE WORKLOAD DATA:

	2011	2012	2013	2014
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ESTIMATE</u>
Since this fund was closed out there is no measurable workload data.				

BUDGET COMMENTARY:

The Miscellaneous Bond Fund is being included for historical purposes and to help maintain a balance between the Township's CAFR and Budget documents.

BUDGET:

MISCELLANEOUS BOND FUND REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
LICENSES & PERMITS	0	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL REVENUES	0	0	0	0	0	0	0	0.00%
CHARGES FOR SERVICES	0	0	0	0	0	0	0	0.00%
FINES & FORFEITS	0	0	0	0	0	0	0	0.00%
SPECIAL ASSESSMENTS	308,438	347,548	0	0	0	0	0	0.00%
INTEREST EARNING	5,172	8,157	0	0	0	0	0	0.00%
MISCELLANEOUS	0	16,500	0	0	0	0	0	0.00%
OPERATING TRANSFERS	88,312	0	0	0	0	0	0	0.00%
BOND PROCEEDS	0	0	0	0	0	0	0	0.00%
TOTAL REVENUES	\$401,922	\$372,205	\$0	\$0	\$0	\$0	\$0	0.00%
EXPENDITURES								
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SUPPLIES	0	0	0	0	0	0	0	0.00%
OTHER SERVICES & CHARGES	0	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	0	0	0	0	0	0	0.00%
DEBT SERVICE	0	0	0	0	0	0	0	0.00%
OPERATING TRANSFERS	0	789,399	172,532	0	0	0	0	0.00%
TOTAL EXPENDITURES	\$0	\$789,399	\$172,532	\$0	\$0	\$0	\$0	0.00%
FUND BALANCE - JANUARY 1	\$187,804	\$589,726	\$172,532	\$0	\$0	\$0	\$0	
EXCESS REVENUE OVER EXPENDITURE	\$401,922	(\$417,194)	(\$172,532)	\$0	\$0	\$0	\$0	
FUND BALANCE - DECEMBER 31	\$589,726	\$172,532	\$0	\$0	\$0	\$0	\$0	

DEBT PAYMENT SCHEDULE:

<u>YEAR DUE</u>	<u>JAN. 1 DEBT OUTSTANDING</u>	<u>PRINCIPAL DUE</u>	<u>INTEREST DUE</u>
NA			

2004A PUBLIC FACILITY BOND FUND

DEPARTMENT: 2004A Public Facility Bond
SUPERVISOR: Finance Officer
FUND #: 301
ACTIVITY #: 4700

ACTIVITY SCOPE:

The 2004A Public Facility Bond was issued to pay some of the construction costs of the public works garage expansion and site improvements. In the past this fund repaid debt related to the construction of the Township's administration and public works buildings.

OBJECTIVES:

1. Pay debt payments on a timely basis as scheduled.

MEASURABLE WORKLOAD DATA:

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>ESTIMATE</u>
Bond Principal Retired	\$155,000	\$155,000	\$165,000	\$170,000
Bond Interest Paid	\$64,781	\$58,969	\$52,969	\$46,688
Property Tax Levy Collected	\$68,725	\$73,982	\$54,780	\$55,000
Operating Transfers	\$163,822	\$247,719	\$152,116	\$145,868

BUDGET COMMENTARY:

This fund will receive its revenue from property taxes and transfers from other funds.

The proceeds from the 2004A Public Facility Bonds were used to fund the construction of the public works garage expansion and site improvements.

The only expenditures are for the annual debt service payments on the debt.

BUDGET:

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$59,105	\$63,584	\$69,367	\$74,602	\$55,000	\$55,442	\$55,000	0.00%
LICENSES & PERMITS	0	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL REVENUES	0	0	0	0	0	0	0	0.00%
CHARGES FOR SERVICES	0	0	0	0	0	0	0	0.00%
FINES & FORFEITS	0	0	0	0	0	0	0	0.00%
SPECIAL ASSESSMENTS	0	0	0	0	0	0	0	0.00%
INTEREST EARNING	2,829	2,505	793	4,491	1,825	4,356	4,425	142.47%
MISCELLANEOUS	0	0	0	0	0	0	0	0.00%
OPERATING TRANSFERS	213,183	198,658	163,822	247,719	152,116	152,116	145,868	-4.11%
BOND PROCEEDS	0	0	0	0	0	0	0	0.00%
TOTAL REVENUES	\$275,117	\$264,747	\$233,982	\$326,812	\$208,941	\$211,914	\$205,293	-1.75%
EXPENDITURES								
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SUPPLIES	0	0	0	0	0	0	0	0.00%
OTHER SERVICES & CHARGES	0	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	0	0	0	0	0	0	0.00%
DEBT SERVICE	0	220,931	220,212	214,533	218,400	218,400	217,138	-0.58%
OPERATING TRANSFERS	0	0	0	0	0	0	0	0.00%
TOTAL EXPENDITURES	\$221,462	\$220,931	\$220,212	\$214,533	\$218,400	\$218,400	\$217,138	-0.58%
FUND BALANCE - JANUARY 1	\$97,431	\$151,086	\$194,902	\$208,672	\$320,951	\$320,951	\$314,465	
EXCESS REVENUE OVER EXPENDITURE	\$53,655	\$43,816	\$13,770	\$112,279	(\$9,459)	(\$6,486)	(\$11,845)	
FUND BALANCE - DECEMBER 31	\$151,086	\$194,902	\$208,672	\$320,951	\$311,492	\$314,465	\$302,620	

DEBT PAYMENT SCHEDULE:

YEAR DUE	JAN. 1 DEBT OUTSTANDING	PRINCIPAL DUE	INTEREST DUE
2014	\$1,330,000.00	\$170,000.00	\$46,687.50
2015*	\$1,160,000.00	\$175,000.00	\$40,218.75
2016	\$985,000.00	\$180,000.00	\$33,562.50
2017	\$805,000.00	\$190,000.00	\$26,625.00
2018	\$615,000.00	\$195,000.00	\$19,406.25
2019	\$420,000.00	\$205,000.00	\$11,906.25
2020	\$215,000.00	\$215,000.00	\$4,031.25

*Bond principal due in 2016 and beyond are redeemable on February 1, 2015.

2005A IMPROVEMENT BOND FUND

DEPARTMENT: 2005A Improvement Bond
SUPERVISOR: Finance Officer
FUND #: 302
ACTIVITY #: 4700

ACTIVITY SCOPE:

The 2005A Improvement Bonds were issued to finance street and sewer improvement projects within the Township.

OBJECTIVES:

1. Pay debt payments on a timely basis as scheduled.

MEASURABLE WORKLOAD DATA:

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>ESTIMATE</u>
Bond Principal Retired	\$20,000	\$20,000	\$20,000	\$160,000
Bond Interest Paid	\$8,325	\$7,575	\$6,825	\$3,225
Special Assessments				
Collected	\$4,039	\$13,809	\$8,593	\$3,529
Operating Transfers	\$1,728	\$7,100	\$7,100	\$26,692

BUDGET COMMENTARY:

This fund will receive its revenue from an operating transfer from the Economic Development Fund and from special assessments levied against benefited properties.

Annual debt service payments are the only expenditures budgeted in this fund.

BUDGET:

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
LICENSES & PERMITS	0	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL REVENUES	0	0	0	0	0	0	0	0.00%
CHARGES FOR SERVICES	0	0	0	0	0	0	0	0.00%
FINES & FORFEITS	0	0	0	0	0	0	0	0.00%
SPECIAL ASSESSMENTS	169,373	7,505	6,000	14,226	4,690	8,967	3,579	-23.69%
INTEREST EARNING	2,929	2,525	2,056	3,334	1,390	2,332	2,700	94.24%
MISCELLANEOUS	0	0	0	0	0	0	0	0.00%
OPERATING TRANSFERS	7,100	7,100	1,728	7,100	7,100	7,100	26,692	275.94%
BOND PROCEEDS	0	0	0	0	0	0	0	0.00%
TOTAL REVENUES	\$179,402	\$17,130	\$9,784	\$24,660	\$13,180	\$18,399	\$32,971	150.16%
EXPENDITURES								
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SUPPLIES	\$0	0	0	0	0	0	0	0.00%
OTHER SERVICES & CHARGES	\$0	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	\$0	0	0	0	0	0	0	0.00%
DEBT SERVICE	\$177,534	29,478	28,728	32,827	27,228	27,227	163,650	501.04%
OPERATING TRANSFERS	\$0	0	0	0	0	0	0	0.00%
TOTAL EXPENDITURES	\$177,534	\$29,478	\$28,728	\$32,827	\$27,228	\$27,227	\$163,650	501.04%
FUND BALANCE - JANUARY 1	\$184,771	\$186,639	\$174,291	\$155,347	\$147,180	\$147,180	\$138,352	
EXCESS REVENUE OVER EXPENDITURE	\$1,868	(\$12,348)	(\$18,944)	(\$8,167)	(\$14,048)	(\$8,828)	(\$130,679)	
FUND BALANCE - DECEMBER 31	\$186,639	\$174,291	\$155,347	\$147,180	\$133,132	\$138,352	\$7,673	

DEBT PAYMENT SCHEDULE:

<u>YEAR DUE</u>	<u>JAN. 1 DEBT OUTSTANDING</u>	<u>PRINCIPAL DUE</u>	<u>INTEREST DUE</u>
2013	\$180,000.00	\$20,000.00	\$6,825.00
2014	\$160,000.00	\$20,000.00	\$6,075.00
2015	\$140,000.00	\$20,000.00	\$5,325.00
2016	\$120,000.00	\$20,000.00	\$4,537.50
2017	\$100,000.00	\$20,000.00	\$3,712.50
2018	\$80,000.00	\$20,000.00	\$2,887.50
2019	\$60,000.00	\$20,000.00	\$2,062.50
2020	\$40,000.00	\$20,000.00	\$1,237.50
2021	\$20,000.00	\$20,000.00	\$412.50

2006A TAX INCREMENT BOND FUND

DEPARTMENT: 2006A Tax Increment Bond
SUPERVISOR: Finance Officer
FUND #: 385
ACTIVITY #: 4700

ACTIVITY SCOPE:

The 2006A Tax Increment Bond refunded the Township's 1999D Tax Increment Bonds, which were issued to finance a portion of land acquisition costs and development of the Township's Polar Lakes Community Park.

OBJECTIVES:

1. Pay debt payments on a timely basis as scheduled.

MEASURABLE WORKLOAD DATA:

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>ESTIMATE</u>
Bond Principal Retired	\$150,000	\$155,000	\$160,000	\$170,000
Bond Interest Paid	\$22,400	\$16,300	\$10,000	\$3,400
Property Tax Levy Collected	\$34,058	\$36,044	\$27,265	\$0
Operating Transfers	\$93,017	\$116,343	\$93,072	\$90,000

BUDGET COMMENTARY:

This fund will receive its revenue from property taxes and transfers from other funds.

The proceeds from the 2006A Tax Increment Bonds were used to refund the Township's 1999D Tax Increment Bonds, which was issued to finance a portion of land acquisition costs and development of the Township's Polar Lakes Community Park.

The only expenditures are for the annual debt service payments on the debt.

BUDGET:

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$38,474	\$37,174	\$37,162	\$39,862	\$34,016	\$30,636	\$0	-100.00%
LICENSES & PERMITS	0	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL REVENUES	0	0	0	0	0	0	0	0.00%
CHARGES FOR SERVICES	0	0	0	0	0	0	0	0.00%
FINES & FORFEITS	0	0	0	0	0	0	0	0.00%
SPECIAL ASSESSMENTS	0	0	0	0	0	0	0	0.00%
INTEREST EARNING	2,086	1,177	858	(231)	240	519	595	147.92%
MISCELLANEOUS	0	0	0	0	0	0	0	0.00%
OPERATING TRANSFERS	84,803	91,725	93,017	116,343	90,297	90,297	90,000	-0.33%
BOND PROCEEDS	0	0	0	0	0	0	0	0.00%
TOTAL REVENUES	\$125,363	\$130,076	\$131,037	\$155,974	\$124,553	\$121,452	\$90,595	-27.26%
EXPENDITURES								
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SUPPLIES	0	0	0	0	0	0	0	0.00%
OTHER SERVICES & CHARGES	0	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	0	0	0	0	0	0	0.00%
DEBT SERVICE	178,931	158,431	172,831	171,823	170,431	170,431	173,850	2.01%
OPERATING TRANSFERS	0	0	0	0	0	0	0	0.00%
TOTAL EXPENDITURES	\$178,931	\$158,431	\$172,831	\$171,823	\$170,431	\$170,431	\$173,850	2.01%
FUND BALANCE - JANUARY 1	\$256,808	\$203,240	\$174,885	\$133,091	\$117,242	\$117,242	\$68,263	
EXCESS REVENUE OVER EXPENDITURE	(\$53,568)	(\$28,355)	(\$41,794)	(\$15,849)	(\$45,878)	(\$48,979)	(\$83,255)	
FUND BALANCE - DECEMBER 31	\$203,240	\$174,885	\$133,091	\$117,242	\$71,364	\$68,263	(\$14,992)	

DEBT PAYMENT SCHEDULE:

<u>YEAR DUE</u>	<u>JAN. 1 DEBT OUTSTANDING</u>	<u>PRINCIPAL DUE</u>	<u>INTEREST DUE</u>
2013	\$330,000.00	\$160,000.00	\$10,000.00
2014	\$170,000.00	\$170,000.00	\$3,400.00

2011C TAX INCREMENT BOND FUND

DEPARTMENT: 2011C Tax Increment Bond
SUPERVISOR: Finance Officer
FUND #: 386
ACTIVITY #: 4700

ACTIVITY SCOPE:

The 2011C Tax Increment Bond refunded the Township's 2001C Tax Increment Bonds, which were issued to finance a portion of the infrastructure improvements for Tax Increment District 1-14 (Comtal).

OBJECTIVES:

1. Pay debt payments on a timely basis as scheduled.

MEASURABLE WORKLOAD DATA:

	2011	2012	2013	2014
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ESTIMATE</u>
Bond Principal Retired	\$60,000	\$695,000	\$70,000	\$75,000
Bond Interest Paid	\$34,338	\$22,850	\$8,250	\$7,888
Special Assessments				
Collected	\$4,525	\$6,108	\$5,792	\$5,475
Operating Transfers	\$92,728	\$71,925	\$71,925	\$71,925

Principal and interest paid in 2010, 2011 and 2012 were for the retirement of the 2001C Tax Increment bonds.

BUDGET COMMENTARY:

This fund will receive its revenue from special assessments on Tax Increment District 1-14 and transfers from other funds.

The proceeds from the 2011C Tax Increment Bonds were used to refund the Township's 2001C Tax Increment Bonds, which was issued to finance a portion of the infrastructure improvements for Tax Increment District 1-14.

The only expenditures are for the annual debt service payments on the debt.

BUDGET:

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
LICENSES & PERMITS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
INTERGOVERNMENTAL REVENUES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
CHARGES FOR SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
FINES & FORFEITS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SPECIAL ASSESSMENTS	\$7,059	\$6,741	\$6,425	\$6,376	\$7,500	\$5,792	\$5,675	-24.33%
INTEREST EARNING	\$4,508	\$2,412	\$2,331	\$3,448	\$2,195	\$1,298	\$1,900	-13.44%
MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
OPERATING TRANSFERS	\$0	\$0	\$92,728	\$71,950	\$71,925	\$71,925	\$71,925	0.00%
BOND PROCEEDS	\$0	\$0	\$649,350	\$0	\$0	\$0	\$0	0.00%
TOTAL REVENUES	\$11,567	\$9,153	\$750,834	\$81,774	\$81,620	\$79,015	\$79,500	-2.60%
EXPENDITURES								
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SUPPLIES	0	0	0	0	0	0	0	0.00%
OTHER SERVICES & CHARGES	0	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	0	0	0	0	0	0	0.00%
DEBT SERVICE	69,000	92,212	110,756	718,275	78,681	78,250	83,338	5.92%
OPERATING TRANSFERS	0	0	0	0	0	0	0	0.00%
TOTAL EXPENDITURES	\$69,000	\$92,212	\$110,756	\$718,275	\$78,681	\$78,250	\$83,338	5.92%
FUND BALANCE - JANUARY 1	\$285,191	\$227,758	\$144,699	\$784,777	\$148,276	\$148,276	\$149,041	
EXCESS REVENUE OVER EXPENDITURE	(\$57,433)	(\$83,059)	\$640,078	(\$636,501)	\$2,939	\$765	(\$3,838)	
FUND BALANCE - DECEMBER 31	\$227,758	\$144,699	\$784,777	\$148,276	\$151,215	\$149,041	\$145,203	

DEBT PAYMENT SCHEDULE:

<u>YEAR DUE</u>	<u>JAN. 1 DEBT OUTSTANDING</u>	<u>PRINCIPAL DUE</u>	<u>INTEREST DUE</u>
2013	\$650,000.00	\$70,000.00	\$8,250.00
2014	\$580,000.00	\$75,000.00	\$7,887.50
2015	\$505,000.00	\$75,000.00	\$7,325.00
2016	\$430,000.00	\$80,000.00	\$6,550.00
2017	\$350,000.00	\$85,000.00	\$5,512.50
2018	\$265,000.00	\$85,000.00	\$4,237.50
2019	\$180,000.00	\$90,000.00	\$2,700.00
2020	\$90,000.00	\$90,000.00	\$900.00

2005B TAX INCREMENT BOND FUND

DEPARTMENT: 2005B Tax Increment Bond
SUPERVISOR: Finance Officer
FUND #: 387
ACTIVITY #: 4700

ACTIVITY SCOPE:

The 2005B Tax Increment Bonds financed a portion of land acquisition costs for Tax Increment District 1-15 (Birch Lake Villas).

OBJECTIVES:

1. Pay debt payments on a timely basis as scheduled.

MEASURABLE WORKLOAD DATA:

	2011	2012	2013	2014
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ESTIMATE</u>
Bond Principal Retired	\$10,000	\$10,000	\$10,000	\$10,000
Bond Interest Paid	\$25,337	\$32,392	\$24,338	\$23,838
Operating Transfers	\$51,587	\$45,223	\$45,829	\$21,455

BUDGET COMMENTARY:

This fund will receive its revenue from transfers from Tax Increment District 1-15.

The proceeds from the 2005B Tax Increment Bond issue financed a portion of land acquisition costs for Tax Increment District 1-15.

The only expenditures are for the annual debt service payments on the debt.

BUDGET:

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
LICENSES & PERMITS	0	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL REVENUES	0	0	0	0	0	0	0	0.00%
CHARGES FOR SERVICES	0	0	0	0	0	0	0	0.00%
FINES & FORFEITS	0	0	0	0	0	0	0	0.00%
SPECIAL ASSESSMENTS	0	0	0	0	0	0	0	0.00%
INTEREST EARNING	(92)	150	315	483	259	960	990	282.24%
MISCELLANEOUS	0	0	0	0	0	0	0	0.00%
OPERATING TRANSFERS	51,588	51,588	51,587	45,223	45,829	45,829	21,455	-53.18%
BOND PROCEEDS	0	0	0	0	0	0	0	0.00%
TOTAL REVENUES	\$51,496	\$51,738	\$51,902	\$45,706	\$46,088	\$46,789	\$22,445	-51.30%
EXPENDITURES								
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SUPPLIES	0	0	0	0	0	0	0	0.00%
OTHER SERVICES & CHARGES	0	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	0	0	0	0	0	0	0.00%
DEBT SERVICE	36,741	36,241	35,739	42,795	34,741	34,741	34,288	-1.30%
OPERATING TRANSFERS	0	0	0	0	0	0	0	0.00%
TOTAL EXPENDITURES	\$36,741	\$36,241	\$35,739	\$42,795	\$34,741	\$34,741	\$34,288	-1.30%
FUND BALANCE - JANUARY 1	\$0	\$14,755	\$30,252	\$46,415	\$49,326	\$49,326	\$61,374	
EXCESS REVENUE OVER EXPENDITURE	\$14,755	\$15,497	\$16,163	\$2,911	\$11,347	\$12,048	(\$11,843)	
FUND BALANCE - DECEMBER 31	\$14,755	\$30,252	\$46,415	\$49,326	\$60,673	\$61,374	\$49,531	

DEBT PAYMENT SCHEDULE:

YEAR DUE	JAN. 1 DEBT OUTSTANDING	PRINCIPAL DUE	INTEREST DUE
2013	\$475,000.00	\$10,000.00	\$24,337.50
2014	\$465,000.00	\$10,000.00	\$23,837.50
2015	\$455,000.00	\$10,000.00	\$23,337.50
2016	\$445,000.00	\$45,000.00	\$21,962.50
2017	\$400,000.00	\$65,000.00	\$19,212.50
2018	\$335,000.00	\$75,000.00	\$15,618.75
2019	\$260,000.00	\$80,000.00	\$11,550.00
2020	\$180,000.00	\$85,000.00	\$7,218.75
2021	\$95,000.00	\$95,000.00	\$5,493.75

2008A IMPROVEMENT/UTILITY BOND FUND

DEPARTMENT: 2008A Improvement/Utility Bond
SUPERVISOR: Finance Officer
FUND #: 388
ACTIVITY #: 4700

ACTIVITY SCOPE:

The 2008A Improvement/Utility Bond was issued to finance various infrastructure improvements including street, water, sanitary sewer, and storm water improvements. However this fund will record revenue and expenditures related to the street improvement portion only with the other improvements being maintained in the various enterprise funds.

OBJECTIVES:

1. Pay debt payments on a timely basis as scheduled.

MEASURABLE WORKLOAD DATA:

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>ESTIMATE</u>
Bond Principal Retired	\$45,456	\$47,350	\$44,509	\$45,456
Bond Interest Paid	\$15,905	\$6,726	\$12,673	\$11,042
Special Assessments Collected	\$23,882	\$30,754	\$24,988	\$23,374

BUDGET COMMENTARY:

This fund will receive its revenue from special assessments levied against the benefited properties.

The proceeds from the 2008A Improvement/Utility Bond were used to finance various infrastructure improvements including street, water, sanitary sewer, and storm water improvements.

The only expenditures are for the annual debt service payments on the debt.

BUDGET:

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
REVENUES								
PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
LICENSES & PERMITS	0	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL REVENUES	0	0	0	0	0	0	0	0.00%
CHARGES FOR SERVICES	0	0	0	0	0	0	0	0.00%
FINES & FORFEITS	0	0	0	0	0	0	0	0.00%
SPECIAL ASSESSMENTS	131,546	40,413	32,190	31,740	29,350	28,230	23,399	-20.28%
INTEREST EARNING	5,312	4,158	3,227	5,543	2,282	3,507	4,145	81.64%
MISCELLANEOUS	0	0	0	0	0	0	0	0.00%
OPERATING TRANSFERS	6,248	0	0	0	0	0	0	0.00%
BOND PROCEEDS	0	0	0	0	0	0	0	0.00%
TOTAL REVENUES	\$143,106	\$44,571	\$35,417	\$37,283	\$31,632	\$31,737	\$27,544	-12.92%
EXPENDITURES								
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SUPPLIES	0	0	0	0	0	0	0	0.00%
OTHER SERVICES & CHARGES	0	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	0	0	0	0	0	0	0.00%
DEBT SERVICE	12,187	59,178	61,441	54,426	57,262	57,262	56,598	-1.16%
OPERATING TRANSFERS	0	12,497	0	0	0	0	0	0.00%
TOTAL EXPENDITURES	\$12,187	\$71,675	\$61,441	\$54,426	\$57,262	\$57,262	\$56,598	-1.16%
FUND BALANCE - JANUARY 1	\$184,427	\$315,346	\$288,242	\$262,218	\$245,075	\$245,075	\$219,550	
EXCESS REVENUE OVER EXPENDITURE	\$130,919	(\$27,104)	(\$26,024)	(\$17,143)	(\$25,630)	(\$25,525)	(\$29,054)	
FUND BALANCE - DECEMBER 31	\$315,346	\$288,242	\$262,218	\$245,075	\$219,445	\$219,550	\$190,496	

DEBT PAYMENT SCHEDULE:

<u>YEAR DUE</u>	<u>JAN. 1 DEBT OUTSTANDING</u>	<u>PRINCIPAL DUE</u>	<u>INTEREST DUE</u>
2013	\$344,708.00	\$44,509.00	\$12,673.23
2014	\$300,199.00	\$45,456.00	\$11,042.02
2015	\$254,743.00	\$46,403.00	\$9,261.66
2016	\$208,340.00	\$49,244.00	\$7,348.72
2017	\$159,096.00	\$50,191.00	\$5,360.02
2018	\$108,905.00	\$52,085.00	\$3,314.50
2019	\$56,820.00	\$56,820.00	\$1,136.40

2011A IMPROVEMENT BOND FUND

DEPARTMENT: 2011A Improvement Bond
SUPERVISOR: Finance Officer
FUND #: 389
ACTIVITY #: 4700

ACTIVITY SCOPE:

The 2011A Improvement Bond was issued to finance various infrastructure improvements.

OBJECTIVES:

1. Pay debt payments on a timely basis as scheduled.

MEASURABLE WORKLOAD DATA:

	<u>2011 ACTUAL</u>	<u>2012 ACTUAL</u>	<u>2013 ACTUAL</u>	<u>2014 ESTIMATE</u>
Bond Principal Retired	\$0	\$0	\$210,000	\$205,000
Bond Interest Paid	\$0	\$18,669	\$21,930	\$20,945
Special Assessments Collected	\$465,516	\$257,219	\$164,586	\$172,675

BUDGET COMMENTARY:

This fund will receive its revenue from special assessments levied against the benefited properties.

The proceeds from the 2011A Improvement Bond financed various infrastructure improvements.

The only expenditures are for the annual debt service payments on the debt.

BUDGET:

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
LICENSES & PERMITS	0	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL REVENUES	0	0	0	0	0	0	0	0.00%
CHARGES FOR SERVICES	0	0	0	0	0	0	0	0.00%
FINES & FORFEITS	0	0	0	0	0	0	0	0.00%
SPECIAL ASSESSMENTS	0	0	465,516	274,234	180,720	196,166	172,725	-4.42%
INTEREST EARNING	0	0	629	12,250	4,325	9,348	10,900	152.02%
MISCELLANEOUS	0	0	0	0	0	0	0	0.00%
OPERATING TRANSFERS	0	0	0	0	0	0	0	0.00%
BOND PROCEEDS	0	0	0	0	0	0	0	0.00%
TOTAL REVENUES	\$0	\$0	\$466,145	\$286,484	\$185,045	\$205,514	\$183,625	-0.77%
EXPENDITURES								
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SUPPLIES	0	0	0	0	0	0	0	0.00%
OTHER SERVICES & CHARGES	0	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	0	0	0	0	0	0	0.00%
DEBT SERVICE	0	0	750	18,916	232,380	232,272	226,395	-2.58%
OPERATING TRANSFERS	0	0	0	0	0	28,622	0	0.00%
TOTAL EXPENDITURES	\$0	\$0	\$750	\$18,916	\$232,380	\$260,894	\$226,395	-2.58%
FUND BALANCE - JANUARY 1	\$0	\$0	\$0	\$465,395	\$732,963	\$732,963	\$677,583	
EXCESS REVENUE OVER EXPENDITURE	\$0	\$0	\$465,395	\$267,568	(\$47,335)	(\$55,380)	(\$42,770)	
FUND BALANCE - DECEMBER 31	\$0	\$0	\$465,395	\$732,963	\$685,628	\$677,583	\$634,813	

DEBT PAYMENT SCHEDULE:

<u>YEAR DUE</u>	<u>JAN. 1 DEBT OUTSTANDING</u>	<u>PRINCIPAL DUE</u>	<u>INTEREST DUE</u>
2013	\$1,850,000.00	\$210,000.00	\$21,930.00
2014	\$1,640,000.00	\$205,000.00	\$20,945.00
2015	\$1,435,000.00	\$195,000.00	\$19,798.75
2016	\$1,240,000.00	\$190,000.00	\$18,310.00
2017	\$1,050,000.00	\$185,000.00	\$16,391.25
2018	\$865,000.00	\$180,000.00	\$14,112.50
2019	\$685,000.00	\$175,000.00	\$11,497.50
2020	\$510,000.00	\$175,000.00	\$8,522.50
2021	\$335,000.00	\$170,000.00	\$5,247.50
2022	\$165,000.00	\$165,000.00	\$1,773.75

BOND PAYMENT SCHEDULE

2008A IMP/UTILITY REVENUE BONDS

2011B UTILITY REVENUE BONDS

CALLABLE: #601/#388

CALLABLE: 2/1/20 #601

DATE	PRINCIPAL DUE	INTEREST DUE	TOTAL DUE	PRINCIPAL DUE	INTEREST DUE	INT. RATE	TOTAL DUE	PRINCIPAL DUE	INTEREST DUE	INT. RATE	TOTAL DUE
2/1/14	\$1,030,000.00	\$97,333.75	\$1,127,333.75	\$240,000.00	\$31,400.00	3.75%	\$271,400.00	\$140,000.00	\$7,561.25	0.50%	\$147,561.25
8/1/14	\$0.00	\$84,571.25	\$84,571.25	\$0.00	\$26,900.00	3.75%	\$26,900.00	\$0.00	\$7,211.25	0.50%	\$7,211.25
2/1/15	\$860,000.00	\$84,571.25	\$944,571.25	\$245,000.00	\$26,900.00	4.00%	\$271,900.00	\$140,000.00	\$7,211.25	0.65%	\$147,211.25
8/1/15	\$0.00	\$74,301.25	\$74,301.25	\$0.00	\$22,000.00	4.00%	\$22,000.00	\$0.00	\$6,756.25	0.65%	\$6,756.25
2/1/16	\$920,000.00	\$74,301.25	\$994,301.25	\$260,000.00	\$22,000.00	4.00%	\$282,000.00	\$145,000.00	\$6,756.25	0.90%	\$151,756.25
8/1/16	\$0.00	\$62,281.25	\$62,281.25	\$0.00	\$16,800.00	4.00%	\$16,800.00	\$0.00	\$6,103.75	0.90%	\$6,103.75
2/1/17	\$960,000.00	\$62,281.25	\$1,022,281.25	\$265,000.00	\$16,800.00	4.00%	\$281,800.00	\$150,000.00	\$6,103.75	1.15%	\$156,103.75
8/1/17	\$0.00	\$48,817.50	\$48,817.50	\$0.00	\$11,500.00	4.00%	\$11,500.00	\$0.00	\$5,241.25	1.15%	\$5,241.25
2/1/18	\$940,000.00	\$48,817.50	\$988,817.50	\$275,000.00	\$11,500.00	4.00%	\$286,500.00	\$110,000.00	\$5,241.25	1.35%	\$115,241.25
8/1/18	\$0.00	\$34,685.00	\$34,685.00	\$0.00	\$6,000.00	4.00%	\$6,000.00	\$0.00	\$4,498.75	1.35%	\$4,498.75
2/1/19	\$985,000.00	\$34,685.00	\$1,019,685.00	\$300,000.00	\$6,000.00	4.00%	\$306,000.00	\$115,000.00	\$4,498.75	1.60%	\$119,498.75
8/1/19	\$0.00	\$19,108.75	\$19,108.75	\$0.00	\$0.00		\$0.00	\$0.00	\$3,578.75	1.60%	\$3,578.75
2/1/20	\$700,000.00	\$19,108.75	\$719,108.75	\$0.00	\$0.00		\$0.00	\$115,000.00	\$3,578.75	1.80%	\$118,578.75
8/1/20	\$0.00	\$8,923.75	\$8,923.75	\$0.00	\$0.00		\$0.00	\$0.00	\$2,543.75	1.80%	\$2,543.75
2/1/21	\$405,000.00	\$11,923.75	\$416,923.75	\$0.00	\$0.00		\$0.00	\$120,000.00	\$2,543.75	2.00%	\$122,543.75
8/1/21	\$0.00	\$3,117.50	\$3,117.50	\$0.00	\$0.00		\$0.00	\$0.00	\$1,343.75	2.00%	\$1,343.75
2/1/22	\$290,000.00	\$3,117.50	\$293,117.50	\$0.00	\$0.00		\$0.00	\$125,000.00	\$1,343.75	2.15%	\$126,343.75
8/1/22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		\$0.00
2/1/23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		\$0.00
8/1/23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		\$0.00
	\$7,090,000.00	\$771,946.25	\$7,861,946.25	\$1,585,000.00	\$197,800.00		\$1,782,800.00	\$1,160,000.00	\$82,116.25		\$1,242,116.31

2001C/2011C TIF BONDS

CALLED 2001C: 2/1/2012 #386

CALLABLE 2011C: N/A

2011A IMPROVEMENT BONDS

CALLABLE 2/1/20 #389

2004A PUBLIC FACILITY BONDS

CALLABLE: 2/1/15 #301

PRINCIPAL DUE	INTEREST DUE	INT. RATE	TOTAL DUE	PRINCIPAL DUE	INTEREST DUE	INT. RATE	TOTAL DUE	PRINCIPAL DUE	INTEREST DUE	INT. RATE	TOTAL DUE
\$75,000.00	\$4,037.50	0.50%	\$79,037.50	\$205,000.00	\$10,728.75	0.50%	\$215,728.76	\$170,000.00	\$24,937.50	3.75%	\$194,937.50
	\$3,850.00		\$3,850.00		\$10,216.25		\$10,216.25		\$21,750.00		\$21,750.00
\$75,000.00	\$3,850.00	1.00%	\$78,850.00	\$195,000.00	\$10,216.25	0.65%	\$205,216.26	\$175,000.00	\$21,750.00	3.75%	\$196,750.00
	\$3,475.00		\$3,475.00		\$9,582.50		\$9,582.50		\$18,468.75		\$18,468.75
\$80,000.00	\$3,475.00	1.00%	\$83,475.00	\$190,000.00	\$9,582.50	0.90%	\$199,582.51	\$180,000.00	\$18,468.75	3.75%	\$198,468.75
	\$3,075.00		\$3,075.00		\$8,727.50		\$8,727.50		\$15,093.75		\$15,093.75
\$85,000.00	\$3,075.00	1.50%	\$88,075.00	\$185,000.00	\$8,727.50	1.15%	\$193,727.51	\$190,000.00	\$15,093.75	3.75%	\$205,093.75
	\$2,437.50		\$2,437.50		\$7,663.75		\$7,663.75		\$11,531.25		\$11,531.25
\$85,000.00	\$2,437.50	1.50%	\$87,437.50	\$180,000.00	\$7,663.75	1.35%	\$187,663.76	\$195,000.00	\$11,531.25	3.75%	\$206,531.25
	\$1,800.00		\$1,800.00		\$6,448.75		\$6,448.75		\$7,875.00		\$7,875.00
\$90,000.00	\$1,800.00	2.00%	\$91,800.00	\$175,000.00	\$6,448.75	1.60%	\$181,448.77	\$205,000.00	\$7,875.00	3.75%	\$212,875.00
	\$900.00		\$900.00		\$5,048.75		\$5,048.75		\$4,031.25		\$4,031.25
\$90,000.00	\$900.00	2.00%	\$90,900.00	\$175,000.00	\$5,048.75	1.80%	\$180,048.77	\$215,000.00	\$4,031.25	3.75%	\$219,031.25
	\$0.00		\$0.00		\$3,473.75		\$3,473.75		\$0.00		\$0.00
	\$0.00		\$0.00	\$170,000.00	\$3,473.75	2.00%	\$173,473.75		\$0.00		\$0.00
	\$0.00		\$0.00		\$1,773.75		\$1,773.75		\$0.00		\$0.00
	\$0.00		\$0.00	\$165,000.00	\$1,773.75	2.15%	\$166,773.75		\$0.00		\$0.00
	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
\$580,000.00	\$35,112.50		\$615,112.50	\$1,640,000.00	\$116,598.75		\$1,756,598.83	\$1,330,000.00	\$182,437.50		\$1,512,437.50

2005A IMPROVEMENT BONDS
CALLABLE: 2/1/14

302

2005B TAXABLE TAX INCREMENT BONDS
CALLABLE: 2/1/17

387

2006A TAX INCREMENT REFUNDING BONDS
CALLABLE:

385

DATE	2005A IMPROVEMENT BONDS				2005B TAXABLE TAX INCREMENT BONDS				2006A TAX INCREMENT REFUNDING BONDS			
	PRINCIPAL DUE	INTEREST DUE	INT. RATE	TOTAL DUE	PRINCIPAL DUE	INTEREST DUE	INT. RATE	TOTAL DUE	PRINCIPAL DUE	INTEREST DUE	INT. RATE	TOTAL DUE
2/1/14	\$20,000.00	\$3,225.00	3.75%	\$23,225.00	\$10,000.00	\$12,043.75	5.00%	\$22,043.75	\$170,000.00	\$3,400.00	4.00%	\$173,400.00
8/1/14		\$2,850.00		\$2,850.00		\$11,793.75		\$11,793.75				\$0.00
2/1/15	\$20,000.00	\$2,850.00	3.75%	\$22,850.00	\$10,000.00	\$11,793.75	5.00%	\$21,793.75				\$0.00
8/1/15		\$2,475.00		\$2,475.00		\$11,543.75		\$11,543.75				\$0.00
2/1/16	\$20,000.00	\$2,475.00	4.13%	\$22,475.00	\$45,000.00	\$11,543.75	5.00%	\$56,543.75				\$0.00
8/1/16		\$2,062.50		\$2,062.50		\$10,418.75		\$10,418.75				\$0.00
2/1/17	\$20,000.00	\$2,062.50	4.13%	\$22,062.50	\$65,000.00	\$10,418.75	5.00%	\$75,418.75				\$0.00
8/1/17		\$1,650.00		\$1,650.00		\$8,793.75		\$8,793.75				\$0.00
2/1/18	\$20,000.00	\$1,650.00	4.13%	\$21,650.00	\$75,000.00	\$8,793.75	5.25%	\$83,793.75				\$0.00
8/1/18		\$1,237.50		\$1,237.50		\$6,825.00		\$6,825.00				\$0.00
2/1/19	\$20,000.00	\$1,237.50	4.13%	\$21,237.50	\$80,000.00	\$6,825.00	5.25%	\$86,825.00				\$0.00
8/1/19		\$825.00		\$825.00		\$4,725.00		\$4,725.00				\$0.00
2/1/20	\$20,000.00	\$825.00	4.13%	\$20,825.00	\$85,000.00	\$4,725.00	5.25%	\$89,725.00				\$0.00
8/1/20		\$412.50		\$412.50		\$2,493.75		\$2,493.75				\$0.00
2/1/21	\$20,000.00	\$412.50	4.13%	\$20,412.50	\$95,000.00	\$5,493.75	5.25%	\$100,493.75				\$0.00
8/1/21		\$0.00		\$0.00		\$0.00		\$0.00				\$0.00
2/1/22		\$0.00		\$0.00		\$0.00		\$0.00				\$0.00
8/1/22		\$0.00		\$0.00		\$0.00		\$0.00				\$0.00
2/1/23		\$0.00		\$0.00		\$0.00		\$0.00				\$0.00
8/1/23		\$0.00		\$0.00		\$0.00		\$0.00				\$0.00
	\$160,000.00	\$26,250.00		\$186,250.00	\$465,000.00	\$128,231.25		\$593,231.25	\$170,000.00	\$3,400.00		\$173,400.00



**WHITE BEAR
TOWNSHIP**

1858
RAMSEY COUNTY
MINNESOTA

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**WHITE BEAR
TOWNSHIP**

1858
RAMSEY COUNTY
MINNESOTA

CAPITAL IMPROVEMENT FUNDS

CAPITAL IMPROVEMENT FUNDS

DESCRIPTION:

The Capital Improvement Funds pay the construction costs of the Township's infrastructure improvements. Capital improvement funds use the modified accrual basis of accounting; however, the cash basis of accounting will be used for budgetary purposes only. The cash basis is used for budgeting to ensure that sufficient cash will be available to make all required payments.

OBJECTIVES:

1. Construct and replace the Township's infrastructure on a timely basis, as scheduled or as needed.
2. Attract new businesses into the Township with financial incentives funded by the Economic Development Fund.
3. Continue with development and construction of the Township's Community Park.

MEASURABLE WORKLOAD DATA:

See the individual funds for their service levels.

BUDGET COMMENTARY:

See the individual funds for budget explanations.

BUDGET:

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$804,883	\$575,652	\$795,049	\$678,627	\$650,000	\$689,832	\$791,970	21.84%
LICENSES & PERMITS	0	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL REVENUES	0	0	661,989	0	0	0	0	0.00%
CHARGES FOR SERVICES	6,145	6,145	0	7,422	6,145	6,145	6,145	0.00%
FINES & FORFEITS	0	0	0	0	0	0	0	0.00%
SPECIAL ASSESSMENTS	0	0	285,394	263,443	168,115	252,004	186,948	11.20%
INTEREST EARNING	(18,024)	6,206	16,518	39,202	15,939	38,603	40,710	155.41%
MISCELLANEOUS	52,908	62,110	163,306	53,851	51,970	52,371	53,234	2.43%
OPERATING TRANSFERS	15,000	816,896	1,026,491	170,000	40,000	68,622	45,000	12.50%
BOND PROCEEDS	0	0	1,836,785	0	0	0	0	0.00%
TOTAL REVENUES	\$860,912	\$1,467,009	\$4,785,532	\$1,212,545	\$932,169	\$1,107,577	\$1,124,007	20.58%
EXPENDITURES								
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SUPPLIES	9	0	1	(36)	0	36	0	0.00%
OTHER SERVICES & CHARGES	14,234	67,504	925,755	137,139	225,750	129,114	353,250	56.48%
CAPITAL OUTLAY	279,287	255,640	2,392,129	163,150	2,016,208	268,857	1,767,049	-12.36%
OPERATING TRANSFERS	311,526	262,469	1,381,077	270,396	300,847	293,151	272,428	-9.45%
TOTAL EXPENDITURES	\$605,056	\$585,613	\$4,698,962	\$570,649	\$2,542,805	\$691,158	\$2,392,727	-5.90%
FUND BALANCE - JANUARY 1	\$533,273	\$789,129	\$1,670,525	\$1,757,095	\$2,398,991	\$2,398,991	\$2,815,410	
EXCESS REVENUE OVER EXPENDITURE	\$255,856	\$881,396	\$86,570	\$641,896	(\$1,610,636)	\$416,419	(\$1,268,720)	
FUND BALANCE - DECEMBER 31	\$789,129	\$1,670,525	\$1,757,095	\$2,398,991	\$788,355	\$2,815,410	\$1,546,690	

ECONOMIC DEVELOPMENT FUND

DEPARTMENT: Economic Development
SUPERVISOR: Clerk/Treasurer
FUND #: 405
ACTIVITY #: 4150

ACTIVITY SCOPE:

The Economic Development Fund was established to award financial incentives to businesses to construct new or expand existing facilities within the Township. Revenue sources are tax increments and loan repayments.

OBJECTIVES:

1. Attract new developments, which will increase and diversify the Township's property tax base.
2. Create new job opportunities by attracting new or expanded businesses.

MEASURABLE WORKLOAD DATA:

	<u>2011</u> <u>ACTUAL</u>	<u>2012</u> <u>ACTUAL</u>	<u>2013</u> <u>ACTUAL</u>	<u>2013</u> <u>ESTIMATED</u>
Estimated # of Jobs Created	2,000	2,050	2,075	2,107

BUDGET COMMENTARY:

Property Taxes consist of tax increment revenues, which are based on the tax capacities of the various tax increment projects. The Township is currently creating district 1-22.

Miscellaneous Revenues include T.I.F Loan Paybacks, which are based on current loans, which were made to help finance the various tax increment projects and their current repayment schedules and interest earnings based on the interest estimates on page H-10.

Capital Outlay includes improvement assistance to property owners based on current development agreements in the Township's tax increment districts.

Also there will be Operating Transfer of \$223,072 to the various tax increment bond funds for their 2014 bond payments.

BUDGET:

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$804,883	\$575,652	\$795,049	\$678,627	\$650,000	\$689,832	\$791,970	21.84%
LICENSES & PERMITS	0	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL REVENUES	0	0	661,989	0	0	0	0	0.00%
CHARGES FOR SERVICES	6,145	6,145	0	7,422	6,145	6,145	6,145	0.00%
FINES & FORFEITS	0	0	0	0	0	0	0	0.00%
SPECIAL ASSESSMENTS	0	0	0	0	0	0	0	0.00%
INTEREST EARNING	1,278	7,292	8,370	19,785	8,050	20,352	21,090	0.00%
MISCELLANEOUS	18,104	7,890	98,999	7,620	6,000	5,900	6,000	0.00%
OPERATING TRANSFERS	0	0	580,172	0	0	0	0	0.00%
BOND PROCEEDS	0	0	0	0	0	0	0	0.00%
TOTAL REVENUES	\$830,410	\$596,979	\$2,144,579	\$713,454	\$670,195	\$722,229	\$825,205	23.13%
EXPENDITURES								
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SUPPLIES	9	0	1	(36)	0	36	0	0.00%
OTHER SERVICES & CHARGES	11,473	11,992	785,585	15,561	72,750	5,287	28,250	-61.17%
CAPITAL OUTLAY	175,839	211,426	611,950	125,686	234,811	234,811	230,436	-1.86%
OPERATING TRANSFERS	166,966	222,469	854,661	248,080	277,862	270,166	249,072	0.00%
TOTAL EXPENDITURES	\$354,287	\$445,887	\$2,252,197	\$389,291	\$585,423	\$510,300	\$507,758	-13.27%
FUND BALANCE - JANUARY 1	\$563,425	\$1,039,548	\$1,190,640	\$1,083,022	\$1,407,185	\$1,407,185	\$1,619,114	
EXCESS REVENUE OVER EXPENDITURE	\$476,123	\$151,092	(\$107,618)	\$324,163	\$84,772	\$211,929	\$317,447	
FUND BALANCE - DECEMBER 31	\$1,039,548	\$1,190,640	\$1,083,022	\$1,407,185	\$1,491,957	\$1,619,114	\$1,936,561	

FUTURE IMPACTS:

An increasing and diverse property tax base helps the Township maintain one of the lowest property tax rates in the Minneapolis/St. Paul area. The diverse property base spreads the property tax burden to all types of property owners, which reduces the property tax impact on residential property owners and helps the Township maintain the second lowest tax rate in Ramsey County and one of the lowest rates in the Minneapolis/St. Paul Metropolitan area. This diverse property tax base has already aided the Township in achieving numerous bond rating increases from Moody's Investor Services in previous years.

CLOSED CONSTRUCTION FUND

DEPARTMENT: Closed Construction
SUPERVISOR: Finance Officer
FUND #: 501
ACTIVITY #: 4800

ACTIVITY SCOPE:

The Closed Construction Fund was established to record activities of completed construction funds that have cash balance and was not financed through the issuance of bonds. This fund was closed into the Improvement Fund and is shown for historical purposes and to help maintain a balance between the Township's CAFR and past budget documents.

OBJECTIVES:

None.

MEASURABLE WORKLOAD DATA:

	2011	2012	2013	2014
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ESTIMATED</u>
Since this fund was closed out there is no measurable workload data.				

BUDGET COMMENTARY:

The major revenue source in the past was interest earnings and the only expenditures were transfers out to help finance other Township projects. The 2011 transfer out was to the Improvement fund to close this fund.

BUDGET:

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
LICENSES & PERMITS	0	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL REVENUES	0	0	0	0	0	0	0	0.00%
CHARGES FOR SERVICES	0	0	0	0	0	0	0	0.00%
FINES & FORFEITS	0	0	0	0	0	0	0	0.00%
SPECIAL ASSESSMENTS	0	0	0	0	0	0	0	0.00%
INTEREST EARNING	5,331	3,813	0	0	0	0	0	0.00%
MISCELLANEOUS	100	150	0	0	0	0	0	0.00%
OPERATING TRANSFERS	0	0	0	0	0	0	0	0.00%
BOND PROCEEDS	0	0	0	0	0	0	0	0.00%
TOTAL REVENUES	\$5,431	\$3,963	\$0	\$0	\$0	\$0	\$0	0.00%
EXPENDITURES								
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SUPPLIES	0	0	0	0	0	0	0	0.00%
OTHER SERVICES & CHARGES	0	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	0	0	0	0	0	0	0.00%
OPERATING TRANSFERS	20,000	20,000	233,787	0	0	0	0	0.00%
TOTAL EXPENDITURES	\$20,000	\$20,000	\$233,787	\$0	\$0	\$0	\$0	0.00%
FUND BALANCE - JANUARY 1	\$264,393	\$249,824	\$233,787	\$0	\$0	\$0	\$0	
EXCESS REVENUE OVER EXPENDITURE	(\$14,569)	(\$16,037)	(\$233,787)	\$0	\$0	\$0	\$0	
FUND BALANCE - DECEMBER 31	\$249,824	\$233,787	\$0	\$0	\$0	\$0	\$0	

TOWN BUILDING IMPROVEMENT FUND

DEPARTMENT: Town Building Improvement
SUPERVISOR: Public Works Director/Clerk Treasurer
FUND #: 502
ACTIVITY #: 4800

ACTIVITY SCOPE:

The Town Building Improvement Fund is responsible for the payment of construction and improvement costs of Township buildings. Its revenue sources are bond proceeds and transfers from other funds. This fund has been closed out into the Building Replacement Fund in 2011. This fund is now shown for historical purposes and to maintain consistency with the Township's CAFR and past budget reports.

OBJECTIVES:

None.

MEASURABLE WORKLOAD DATA:

	2011	2012	2013	2014
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ESTIMATED</u>
Since this fund was closed out there is no measurable workload data.				

BUDGET COMMENTARY:

Past revenues were operating transfer in from other funds and interest earnings. Expenditures were for various building improvements including the construction of Heritage Hall and the public works building expansion. In 2011 the fund balance was transfer to the Building Replacement Fund. This fund has been closed out into the Building Replacement Fund in 2011. This fund is now shown for historical purposes and to maintain consistency with the Township's CAFR and past budget reports.

BUDGET:

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
LICENSES & PERMITS	0	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL REVENUES	0	0	0	0	0	0	0	0.00%
CHARGES FOR SERVICES	0	0	0	0	0	0	0	0.00%
FINES & FORFEITS	0	0	0	0	0	0	0	0.00%
SPECIAL ASSESSMENTS	0	0	0	0	0	0	0	0.00%
INTEREST EARNING	6,508	4,186	0	0	0	0	0	0.00%
MISCELLANEOUS	0	0	0	0	0	0	0	0.00%
OPERATING TRANSFERS	15,000	15,000	0	0	0	0	0	0.00%
BOND PROCEEDS	0	0	0	0	0	0	0	0.00%
TOTAL REVENUES	\$21,508	\$19,186	\$0	\$0	\$0	\$0	\$0	0.00%
EXPENDITURES								
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SUPPLIES	0	0	0	0	0	0	0	0.00%
OTHER SERVICES & CHARGES	1,383	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	7,190	0	0	0	0	0	0	0.00%
OPERATING TRANSFERS	30,000	20,000	272,629	0	0	0	0	0.00%
TOTAL EXPENDITURES	\$38,573	\$20,000	\$272,629	\$0	\$0	\$0	\$0	0.00%
FUND BALANCE - JANUARY 1	\$290,508	\$273,443	\$272,629	\$0	\$0	\$0	\$0	
EXCESS REVENUE OVER EXPENDITURE	(\$17,065)	(\$814)	(\$272,629)	\$0	\$0	\$0	\$0	
FUND BALANCE - DECEMBER 31	\$273,443	\$272,629	\$0	\$0	\$0	\$0	\$0	

COMMUNITY PARK IMPROVEMENT FUND

DEPARTMENT: Community Park Improvement
SUPERVISOR: Town Planner/Public Works Director
FUND #: 504
ACTIVITY #: 4800

ACTIVITY SCOPE:

The Community Park Improvement Fund is responsible for the cost of construction of Polar Lakes Community Park. Its revenue sources are bond proceeds, grants and transfers from other funds.

OBJECTIVES:

1. Continue to construct and improve the Township's Community Park.

MEASURABLE WORKLOAD DATA:

	2011	2012	2013	2014
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ESTIMATED</u>
No service levels have been established for this fund.				

BUDGET COMMENTARY:

Polar Lakes Park (Community Park) is approximately 41.6 acres and includes two fenced softball fields, two fenced baseball fields, two batting cages and two full sized soccer fields. Once completed, all fields will have lights, bleachers and scoreboards. Concession and bathroom facilities, amphitheater, and trails will be added as funding become available.

Past revenue sources included transfers from other funds, grants, other contributions and a bond issue. For 2014 revenue sources include interest earnings and \$47,234 in lease revenues generated by leasing billboard space in the park. 2014 expenditures include replacement of the irrigation control box, handicapped accessibility improvements, sign replacements, and miscellaneous improvements.

BUDGET:

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
LICENSES & PERMITS	0	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL REVENUES	0	0	0	0	0	0	0	0.00%
CHARGES FOR SERVICES	0	0	0	0	0	0	0	0.00%
FINES & FORFEITS	0	0	0	0	0	0	0	0.00%
SPECIAL ASSESSMENTS	0	0	0	0	0	0	0	0.00%
INTEREST EARNING	1,424	951	948	(2,121)	802	2,772	2,980	271.57%
MISCELLANEOUS	34,704	54,070	50,757	45,424	45,970	46,471	47,234	2.75%
OPERATING TRANSFERS	0	0	0	80,000	0	0	0	0.00%
BOND PROCEEDS	0	0	0	0	0	0	0	0.00%
TOTAL REVENUES	\$36,128	\$55,021	\$51,705	\$123,303	\$46,772	\$49,243	\$50,214	7.36%
EXPENDITURES								
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SUPPLIES	0	0	0	0	0	0	0	0.00%
OTHER SERVICES & CHARGES	0	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	96,033	44,214	37,249	49	29,784	32,618	110,000	269.33%
OPERATING TRANSFERS	0	0	0	22,316	22,985	22,985	23,356	100.00%
TOTAL EXPENDITURES	\$96,033	\$44,214	\$37,249	\$22,365	\$52,769	\$55,603	\$133,356	152.72%
FUND BALANCE - JANUARY 1	\$99,112	\$39,207	\$50,014	\$64,470	\$165,408	\$165,408	\$159,048	
EXCESS REVENUE OVER EXPENDITURE	(\$59,905)	\$10,807	\$14,456	\$100,938	(\$5,997)	(\$6,360)	(\$83,142)	
FUND BALANCE - DECEMBER 31	\$39,207	\$50,014	\$64,470	\$165,408	\$159,411	\$159,048	\$75,906	

FUTURE IMPACTS:

The Township has increased part-time public works summer help over the past few years for park maintenance and an additional full-time park maintenance worker was added. The park maintenance budget has also increased over time and should continue to increase with inflation, additional improvements to the park, and additional use of the park.

IMPROVEMENT FUND

DEPARTMENT: Improvement
SUPERVISOR: Public Works Director/Engineer
FUND #: 505
ACTIVITY #: 4800

ACTIVITY SCOPE:

The Improvement Fund is responsible for the payment of infrastructure improvements within the Township. Its revenue source is bond proceeds and operating transfers.

OBJECTIVES:

1. Improve and maintain the Township's infrastructure on timely basis.

MEASURABLE WORKLOAD DATA:

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>ESTIMATED</u>
No service levels have been established for this fund.				

BUDGET COMMENTARY:

Revenue sources include special assessments to benefitting properties, transfers from other Town funds, and the proceeds from the issuance of debt. For 2014 the revenue sources include special assessments and transfers from other funds. At this time there are no plans to issue any new debt in 2014.

Expenditures are for infrastructure improvements and the Town's annual sealcoat project. Infrastructure improvement for 2014 are for a mill and overlay project including possible concrete curb replacement on Liebel and Mill Streets, Parker, Lake, Cottage and Prospect Avenues and Barry Lane, and Lavalley Court. The projects and other capital items are listed in the Town's five-year CIP document and a summary of these items begin on page E-16.

BUDGET:

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
LICENSES & PERMITS	0	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL REVENUES	0	0	0	0	0	0	0	0.00%
CHARGES FOR SERVICES	0	0	0	0	0	0	0	0.00%
FINES & FORFEITS	0	0	0	0	0	0	0	0.00%
SPECIAL ASSESSMENTS	0	0	285,394	263,443	168,115	252,004	186,948	11.20%
INTEREST EARNING	(32,565)	(9,839)	7,200	20,586	7,087	15,613	16,640	100.00%
MISCELLANEOUS	0	0	13,550	807	0	0	0	0.00%
OPERATING TRANSFERS	0	801,896	446,319	90,000	40,000	40,000	45,000	12.50%
BOND PROCEEDS	0	0	0	0	0	0	0	0.00%
TOTAL REVENUES	(\$32,565)	\$792,057	\$752,463	\$374,836	\$215,202	\$307,617	\$248,588	15.51%
EXPENDITURES								
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SUPPLIES	0	0	0	0	0	0	0	0.00%
OTHER SERVICES & CHARGES	1,378	41	96,714	103,337	153,000	123,485	325,000	112.42%
CAPITAL OUTLAY	225	0	960	30,867	1,751,613	1,428	1,426,613	100.00%
OPERATING TRANSFERS	94,560	0	20,000	0	0	0	0	0.00%
TOTAL EXPENDITURES	\$96,163	\$41	\$117,674	\$134,204	\$1,904,613	\$124,913	\$1,751,613	-8.03%
FUND BALANCE - JANUARY 1	(\$684,165)	(\$812,893)	(\$20,877)	\$613,912	\$854,544	\$854,544	\$1,037,248	
EXCESS REVENUE OVER EXPENDITURE	(\$128,728)	\$792,016	\$634,789	\$240,632	(\$1,689,411)	\$182,704	(\$1,503,025)	
FUND BALANCE - DECEMBER 31	(\$812,893)	(\$20,877)	\$613,912	\$854,544	(\$834,867)	\$1,037,248	(\$465,777)	

FUTURE IMPACTS:

Additions to the Township's infrastructure increase future maintenance cost.

2010 STREET IMPROVEMENT FUND

DEPARTMENT: 2010 Street Improvement
SUPERVISOR: Public Works Director/Engineer
FUND #: 515
ACTIVITY #: 4800

ACTIVITY SCOPE:

The 2010 Street Improvement Fund was responsible for the payment of infrastructure improvements for the Town's 2010 improvement project. Its revenue source was bond proceeds. This project was completed and the fund was closed in 2012 with fund balances being transferred to the debt service funds. This fund is now shown for historical purposes and to maintain consistency with the Township's CAFR and past budget reports.

OBJECTIVES:

1. Improve and maintain the Township's infrastructure on timely basis.

MEASURABLE WORKLOAD DATA:

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>ESTIMATED</u>
No service levels have been established for this fund.				

BUDGET COMMENTARY:

Bonds were issued in 2011 to fund the 2010 street improvement project.

Expenditures are for infrastructure improvements and the Town's 2010 street improvement project.

BUDGET:

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
LICENSES & PERMITS	0	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL REVENUES	0	0	0	0	0	0	0	0.00%
CHARGES FOR SERVICES	0	0	0	0	0	0	0	0.00%
FINES & FORFEITS	0	0	0	0	0	0	0	0.00%
SPECIAL ASSESSMENTS	0	0	0	0	0	0	0	0.00%
INTEREST EARNING	0	(197)	0	952	0	(134)	0	0.00%
MISCELLANEOUS	0	0	0	0	0	0	0	0.00%
OPERATING TRANSFERS	0	0	0	0	0	28,622	0	0.00%
BOND PROCEEDS	0	0	1,836,785	0	0	0	0	0.00%
TOTAL REVENUES	\$0	(\$197)	\$1,836,785	\$952	\$0	\$28,488	\$0	#DIV/0!
EXPENDITURES								
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SUPPLIES	0	0	0	0	0	0	0	0.00%
OTHER SERVICES & CHARGES	0	55,471	43,456	18,241	0	342	0	0.00%
CAPITAL OUTLAY	0	0	1,741,970	6,548	0	0	0	0.00%
OPERATING TRANSFERS	0	0	0	0	0	0	0	0.00%
TOTAL EXPENDITURES	\$0	\$55,471	\$1,785,426	\$24,789	\$0	\$342	\$0	0.00%
FUND BALANCE - JANUARY 1	\$0	\$0	(\$55,668)	(\$4,309)	(\$28,146)	(\$28,146)	\$0	
EXCESS REVENUE OVER EXPENDITURE	\$0	(\$55,668)	\$51,359	(\$23,837)	\$0	\$28,146	\$0	
FUND BALANCE - DECEMBER 31	\$0	(\$55,668)	(\$4,309)	(\$28,146)	(\$28,146)	\$0	\$0	

FUTURE IMPACTS:

Additions to the Township's infrastructure increase future maintenance cost.

WHITE BEAR TOWNSHIP
Capital Improvement Plan 2014 Thru 2018

EXPENDITURES:		Priority					
Project Name	Page #	Ranking	2014	2015	2016	2017	2018
Administration							
Replace Computer Servers	11	20.25				10,000	
Replace Desktop Computers	12	20.25	1,000	4,000	3,000		4,000
Replace Computer Monitors	13	20.25	300	900	900		600
Replace Laptop Computers	14	20.25		2,500	1,000		2,500
Replace Paper Shredder	15	20.25		500			
Replace/Purchase Office Furniture	16	18.25	2,000	2,000	2,000	2,000	2,000
Replace/Purchase File Cabinets	17	19.30					15,000
Elections							
Replace Voting Ballot Machines	18	28.55		35,900			
Replace Voting Booths	19	27.65		5,000			
Town Buildings							
Replace/Purchase Cable/AV Equipment	20	18.70	1,000	1,000	1,000	1,000	1,000
Replace Office Chairs	21	28.15	1,200		1,200		1,200
Replace office Carpet	22	31.60			30,000		
Purchase Emergency Generator for Buildings	23	19.05			100,000		
Code Enforcement							
Replace Code Enforcement Vehicle	24	24.75		25,000			
Public Safety							
Replace Town Warning Sirens	25	42.25	8,000	8,000	8,000	8,000	
Public Works							
Replace Desktop Computers	26	20.25		1,000	2,000		1,000
Replace Computer Monitors	27	20.25		300	600		300
Replace Laptop Computers	28	20.25		2,500			
Replace/Purchase Speed Control Signs	29	33.00	5,000		5,000		5,000
Replace T590 T4 Bobcat	30	24.75	46,000	3,500	3,500	3,500	3,500
Replace Bobcat Attachments	31	30.75	18,000				
Replace Brush Chipper	32	33.15					45,000
Replace Pickup Trucks	33	24.75		40,000	45,000		
Replace Single Axle Dump/Plow Trucks	34	28.60			300,000		
Replace Dump/Utility Trucks	35	27.25	85,000	75,000			
Replace Backhoe (Large Tractor) with S850 Bobcat	36	21.55	55,000	3,000	3,000	3,000	3,000
Replace Shop Air Compressor and Air Dryer	37	27.95		4,500			
Purchase/Construct Storage Bin Roof Covers	38	21.15		30,000			
Replace Public Works Heavy Vehicle Lift	39	36.05	50,000				
Replace Welder	40	31.25	4,400				
Replace Public Works Fuel Tank Facility	41	45.00		40,000			
Purchase CO/NO2 Gas Monitor	42	45.00	15,000				
Public Works Building Floor Tile Restoration	43	35.50		20,000			
Public Works Building Bathroom Partition Replacement	44	32.80	1,500				
Construct Public Works Staging Area	45	18.25	30,000				
Improve Ice Dam Mitigation on Public Works Roof	46	20.75		25,000			
Road and Bridge							
Replace Flail Mower	47	35.20	20,000				
Replacement of Street Name Signs	48	27.60					200,000
Snow and Ice							
Replace Snow Plow Equipment	49	40.75	10,000	10,000	10,000	10,000	10,000

WHITE BEAR TOWNSHIP
Capital Improvement Plan 2014 Thru 2018

EXPENDITURES CONTINUED:

Project Name	Page #	Priority Ranking	2014	2015	2016	2017	2018
Parks							
Replace Zero Turn Mowers	50	34.65	55,000				25,000
Purchase Self-Propelled Turf Fertilizer Spreader	51	20.55		5,000			
Eagle Park Handicapped Accessibility Improvements	52	17.05			8,400		
Replace Shelter Roof at Eagle Park	53	24.70			5,000		
Refurbish Eagle Park Tennis Courts	54	27.30			20,000		
Replace Playground Equipment at Eagle Park	55	28.40			45,000		
Four Seasons Park Handicapped Accessibility Improve.	56	17.05		9,000			
Replace Shelter Roof at Four Seasons Park	57	24.70		6,045			
Refurbish Four Seasons Park Tennis Courts	58	27.30		45,000			
Red Pine Park Handicapped Accessibility Improve.	59	17.05	10,900				
Replace Playground Equipment at Red Pine Park	60	28.40	70,000				
Bellaire Beach Handicapped Accessibility Improve.	61	17.05	2,000				
Rebuild Bellaire Park Tennis Courts/Inline Skate Area	62	29.30			20,000		
Walhof Park Handicapped Accessibility Improve.	63	17.05	1,200				
Brandlewood Park Handicapped Accessibility Improve.	64	17.05	7,900				
Replace Drinking Fountains in Parks	65	29.45			5,000	5,000	
Repair Ballfield Back Stops	66	35.90		5,000			5,000
Replace Various Park Signs	67	27.35	1,000	1,000	1,000	1,000	1,000
Deer Meadows Park Shelter Repairs/Upgrades	68	24.70				4,500	
Replace Shelter Roof at Mead Park	69	24.70				6,045	
Replace Picnic Shelter at Fox Meadow Park	70	24.70				6,045	
Parking Lot & Drainage Improv. at Fox Meadow Park	71	28.00	60,000				
Rebuild Longville Park Tennis Courts	72	27.30	50,000				
Rebuild Columbia Park Tennis Courts	73	27.30		50,000			
Replace Playground Equipment at Columbia Park	74	28.40				35,000	
Replace Irrigation Control Box at Polar Lakes Park	75	22.40	3,000				
Polar Lakes Park Handicapped Accessibility Improve.	76	17.05	5,000				
Replace Dugout Roofs at Polar Lakes Park	77	24.70			8,000		
Repair/Replace Signs at Polar Lakes Park	78	27.35	3,000				
Polar Lakes Park Improvements	79	23.20	99,000	51,000	51,000	51,000	51,000
Replace Playground Equipment at Apple Tree Park	80	28.40		50,000			
Replace Playground Equipment at Glider Park	81	28.40	17,500				
Bald Eagle Trail Development	82	33.30			83,000		
Bruce Vento Trail Development	83	31.80				30,000	
Buffalo Street Trail Development	84	33.30		35,000			
Centerville Road Trail Development	85	33.30				84,000	
County Road H2 Trail Development	86	33.30		52,000			
County Road J Trail Development	87	33.30			52,000		
Northeast Area Trail Development	88	33.30		30,000			
White Bear Parkway Trail Development	89	33.30	2,000	1,000			
Sealcoat Otter Lake Road Trail	90	37.90	5,000				

WHITE BEAR TOWNSHIP
Capital Improvement Plan 2014 Thru 2018

EXPENDITURES CONTINUED:							
Project Name	Page #	Priority Ranking	2014	2015	2016	2017	2018
Infrastructure							
2014 Road Mill and Overlay/Reconstruction	91	36.20	1,601,613				
2016 Road Mill and Overlay/Reconstruction	92	36.20			1,893,040		
2014 to 2018 Sealcoat Projects	93	36.95	150,000	100,000	100,000	100,000	100,000
Replacement of Infrastructure in South Area of Town	94	35.30				3,000,000	
Water Fund							
Purchase Hydraulic Hydrant Repair Device	95	29.65	4,500				
Purchase Hydro Excavating Tool	96	27.95	3,200				
Well Pumphouse Improvements	97	30.35	50,000	50,000	100,000		
Water Tower Painting - Northeast Tower	98	24.75		605,000			
Water Tower Painting - Hammond Road Tower	99	24.75				495,000	
Hydrant Rehabilitation	100	41.25	16,000	16,000	16,000	16,000	16,000
Replacement of Hugo Road Watermain	101	33.10			500,000		
Installation of Radio Read Devices	102	24.10	70,000	70,000	70,000	70,000	70,000
Well Pump Rehabilitation	103	34.00	30,000		45,000		30,000
Replace Security Fencing at Water Towers	104	32.80		20,000		25,000	
GIS Integration of Township Infrastructure	105	28.85	25,000	10,000	10,000	10,000	10,000
Sewer Fund							
Rehabilitation of Lift Stations	106	31.20	200,000	140,000	145,000	150,000	155,000
Sanitary Sewer Manhole Grouting	107	33.80	10,000	10,000	10,000	10,000	10,000
Storm Water Utility Fund							
South Shore Area Storm Water Improvements	108	28.20			500,000		
Replacement of Storm Water Culverts	109	29.30	60,000	30,000	30,000	30,000	30,000
Total Expenditures			2,966,213	1,730,645	4,233,640	4,166,090	797,100
Revenue (Funding) Source:							
Revenue Description			2014	2015	2016	2017	2018
General Fund - Park & Recreation			182,500	284,045	239,400	171,590	6,000
General Fund - Road & Bridge			0	0	0	0	200,000
Capital Equipment Fund			245,900	209,100	366,200	29,500	115,600
Capital Building Fund			104,500	127,500	138,000	8,000	0
Community Park Improvement Fund			110,000	51,000	59,000	51,000	51,000
Improvement Funds			550,403	100,000	573,260	100,000	100,000
Special Assessments			1,201,210	0	1,419,780	0	0
Water Fund			186,200	766,000	736,000	2,111,000	121,000
Sewer Fund			222,500	155,000	160,000	1,665,000	170,000
Storm Water Utility Fund			90,000	30,000	530,000	30,000	30,000
Trade-In/Salvage Value			58,000	8,000	12,000	0	3,500
Grants			15,000	0	0	0	0
Total Revenue Sources			2,966,213	1,730,645	4,233,640	4,166,090	797,100

The Town's complete CIP, including project details are available on the Town's website.



**WHITE BEAR
TOWNSHIP**

1858
RAMSEY COUNTY
MINNESOTA

ENTERPRISE FUNDS

ENTERPRISE FUNDS

DESCRIPTION:

An Enterprise Fund is a fund established to finance and account for the acquisition, operation, and maintenance of governmental facilities and services, which are entirely or predominantly self-supporting by user charges. The Township operates three Enterprise Funds. The accrual basis of accounting is used for these funds. However, capital outlay items are recorded as expenses. This page is a summary of the Enterprise Funds.

OBJECTIVES:

See the individual funds for their goals.

MEASURABLE WORKLOAD DATA:

See the individual funds for their measurable workload data.

BUDGET COMMENTARY:

The main revenue source for all Township enterprise funds is the Town's quarterly utility billings to system users. The Township reviewed and adjusted its water rates in 2013 and will be reviewing the sanitary sewer and storm water rates in 2014. 2012 was the first year the Township billed water based on usage replacing the old flat rate system of billing.

See the individual funds for budget explanations and changes.

BUDGET:

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
LICENSES & PERMITS	0	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL REVENUES	0	0	0	0	0	0	0	0.00%
CHARGES FOR SERVICES	2,157,299	2,160,301	2,242,691	3,244,255	3,057,500	3,014,885	2,933,309	-4.06%
FINES & FORFEITS	0	0	0	0	0	0	0	0.00%
SPECIAL ASSESSMENTS	73,216	108,925	104,444	127,319	93,000	103,489	93,500	0.54%
INTEREST EARNING	160,960	90,462	74,860	145,703	57,945	113,593	130,173	124.65%
MISCELLANEOUS	52,511	0	10,883	60,057	500	19,328	2,000	300.00%
OPERATING TRANSFERS	85,425	0	1,500,000	31,313	30,750	30,750	30,375	100.00%
BOND PROCEEDS	0	0	0	0	0	0	0	0.00%
TOTAL REVENUES	\$2,529,411	\$2,359,688	\$3,932,878	\$3,608,647	\$3,239,695	\$3,282,045	\$3,189,357	-1.55%
EXPENDITURES								
PERSONNEL SERVICES	\$521,246	\$560,344	\$627,187	\$637,985	\$695,920	\$621,998	\$675,798	-2.89%
SUPPLIES	128,014	102,734	92,100	99,899	141,544	191,429	146,970	3.83%
OTHER SERVICES & CHARGES	1,863,148	2,007,270	2,125,921	2,077,590	2,134,432	2,277,612	2,301,997	7.85%
CAPITAL OUTLAY	605,887	0	0	200,589	1,110,500	48,995	498,700	100.00%
DEBT SERVICE	106,783	84,884	79,780	83,756	68,409	68,409	60,940	-10.92%
OPERATING TRANSFERS	238,608	107,158	1,721,822	140,218	139,616	144,390	132,868	-4.83%
TOTAL EXPENDITURES	\$3,463,686	\$2,862,390	\$4,646,810	\$3,240,037	\$4,290,421	\$3,352,833	\$3,817,273	-11.03%
FUND BALANCE - JANUARY 1	\$23,806,577	\$22,872,302	\$22,369,600	\$21,655,668	\$22,024,278	\$22,024,278	\$21,953,490	
EXCESS REVENUE OVER EXPENDITURE	(\$934,275)	(\$502,702)	(\$713,932)	\$368,610	(\$1,050,726)	(\$70,788)	(\$627,916)	
FUND BALANCE - DECEMBER 31	\$22,872,302	\$22,369,600	\$21,655,668	\$22,024,278	\$20,973,552	\$21,953,490	\$21,325,574	

WATER OPERATING FUND

DEPARTMENT: Water Operating
SUPERVISOR: Public Works Director
Fund #: 601
ACTIVITY #: 4940

ACTIVITY SCOPE:

This fund provides for all maintenance and repair of the Township's water system. Currently, the Township maintains three water towers and six wells. The Township provides water service to a small portion of North Oaks and White Bear Lake residents. The Water Operating Fund is self-sustaining from revenues derived from utility charges for use of water.

OBJECTIVES:

1. Keep all wells and water towers functioning safely and efficiently.
2. Perform routine maintenance to assure long life of the equipment.
3. Monitor water rates to assure funding of operations and a portion of infrastructure replacement.
4. Replace touch pad meters with drive by radio read meters.

MEASURABLE WORKLOAD DATA:

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>ESTIMATED</u>
# Of Wells	6	6	6	6
Gals Of Water Pumped	512,489,234	544,129,181	425,387,432	450,000,000
Miles Of Water Mains	65.83	65.83	65.83	65.83
Service Connections	4,663	4,665	4,758	4,800

BUDGET COMMENTARY:

The main revenue source is water revenues. In 2012 the Township began billing water based on actual water usage and implemented a tiered rate structure where the more water used the higher the water rate. This rate structure was put in place to encourage water conservation and replace the previous system of a flat fee for water regardless of water used. The Township adjusted review water billing rates and system to include more rate tiers in 2013. The water revenue in 2014 reflects these billing rates.

The Township special assesses all unpaid water bills each year and charges an administrative fee when doing so of \$40.

Personnel services reflect a cost-of-living increase for employees and the part-time utility billing clerk position, however health benefits were decreased. The decrease in benefits results in a decrease in personnel services for 2014

Increase in the supply budgets reflects an increase in chemical costs for the treatment of the Town's water for discoloration due to chemical imbalances.

Capital outlay includes funding of an emergency generator for the wells, well rehabilitation, and installation of radio meter reading systems. All capital outlay purchases are included in the Town's 5-year capital improvement plan.

The operating transfer is to the 2004A Public Facility Bond Fund for the water funds share of debt payments.

BUDGET:

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
LICENSES & PERMITS	0	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL REVENUES	0	0	0	0	0	0	0	0.00%
CHARGES FOR SERVICES	876,066	887,948	940,274	1,866,129	1,712,500	1,669,049	1,578,309	-7.84%
FINES & FORFEITS	0	0	0	0	0	0	0	0.00%
SPECIAL ASSESSMENTS	62,683	47,519	41,446	67,113	40,000	42,033	40,000	0.00%
INTEREST EARNING	43,497	14,801	14,141	56,012	23,238	52,168	58,368	151.17%
MISCELLANEOUS	2,837	0	154	6,137	500	8,950	1,000	100.00%
OPERATING TRANSFERS	0	0	1,500,000	0	0	0	0	0.00%
BOND PROCEEDS	0	0	0	0	0	0	0	0.00%
TOTAL REVENUES	\$985,083	\$950,268	\$2,496,015	\$1,995,391	\$1,776,238	\$1,772,200	\$1,677,677	-5.55%
EXPENDITURES								
PERSONNEL SERVICES	\$310,533	\$314,274	\$303,287	\$302,346	\$330,089	\$294,373	\$323,051	-2.13%
SUPPLIES	108,126	86,264	69,374	81,488	116,915	170,240	122,627	4.89%
OTHER SERVICES & CHARGES	717,323	921,250	913,746	760,424	850,860	897,293	883,005	3.78%
CAPITAL OUTLAY	605,887	0	0	26,313	465,500	14,756	186,200	100.00%
DEBT SERVICE	106,783	84,884	77,950	70,714	58,681	58,681	51,547	-12.16%
OPERATING TRANSFERS	162,016	53,579	65,911	70,109	69,808	74,582	66,434	0.00%
TOTAL EXPENDITURES	\$2,010,668	\$1,460,251	\$1,430,268	\$1,311,394	\$1,891,853	\$1,509,925	\$1,632,864	-13.69%
FUND BALANCE - JANUARY 1	\$10,392,439	\$9,366,854	\$8,856,871	\$9,922,618	\$10,606,615	\$10,606,615	\$10,868,890	
EXCESS REVENUE OVER EXPENDITURE	(\$1,025,585)	(\$509,983)	\$1,065,747	\$683,997	(\$115,615)	\$262,275	\$44,813	
FUND BALANCE - DECEMBER 31	\$9,366,854	\$8,856,871	\$9,922,618	\$10,606,615	\$10,491,000	\$10,868,890	\$10,913,703	

DEBT PAYMENT SCHEDULE:

<u>YEAR DUE</u>	<u>JAN. 1 DEBT OUTSTANDING</u>	<u>PRINCIPAL DUE</u>	<u>INTEREST DUE</u>
2014	\$195,000.00	\$85,000.00	\$7,192.50
2015	\$110,000.00	\$35,000.00	\$4,350.00
2016	\$75,000.00	\$35,000.00	\$2,722.50
2017	\$40,000.00	\$40,000.00	\$950.00

SEWER OPERATING FUND

DEPARTMENT: Sewer Operating
SUPERVISOR: Public Works Director
Fund #: 602
ACTIVITY #: 4950

ACTIVITY SCOPE:

The Sewer Operating Fund is responsible for the maintenance of all Township lift stations and sanitary sewer lines. All tools and equipment parts associated with operating the Township's municipal sewer system are budgeted here. The Sewer Operating Fund is self-sustaining from revenues derived from utility charges.

OBJECTIVES:

1. Keep all lift stations and sewer lines functioning safely and efficiently.
2. Routine maintenance to assure long life of the equipment.

MEASURABLE WORKLOAD DATA:

	<u>2011 ACTUAL</u>	<u>2012 ACTUAL</u>	<u>2013 ACTUAL</u>	<u>2014 ESTIMATED</u>
Gals of Sewage Treated (Millions)	342	342	343	348
Miles of Sewer Lines	64.42	64.42	64.42	64.42
Service Connections	4,556	4,567	4,661	4,700

BUDGET COMMENTARY:

The main revenue source is sewer revenues, which are based on the Township's estimated number of sewer connections, past water usage and sewer rate. Rates are set to cover operating costs and a portion of infrastructure replacement. Current rates do not meet this goal and are under review for possible rate adjustment in 2014.

Similar to the Water Operating Fund, the Sewer Fund special assesses all delinquent sewer bills and charges an administrative fee of \$40 for doing so.

The operating transfer into the Sewer Operating Fund is for the repayment of the YMCA Loan payment, which was paid off in 2011 with sewer funds.

Personnel services reflect cost-of-living increases discussed earlier for employees and the part-time utility billing clerk position and a decrease in health insurance benefits.

The largest expense within Other Services and Charges are the M.C.E.S. Charges for sewer treatment. These charges are based on actual sewer flows and sewer treatment costs charged by the M.C.E.S. The Township's flows have increased from the past year resulting in an increase in costs.

The capital outlay expenses as outlined in the Town's five-year capital improvement plan include; rehabilitation of lift stations and manhole grouting where needed.

\$69,808 is being transferred to the 2004A Public Facility Bond Fund for the sewer fund's share of debt payment.

BUDGET:

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
LICENSES & PERMITS	0	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL REVENUES	0	0	0	0	0	0	0	0.00%
CHARGES FOR SERVICES	1,130,095	1,130,749	1,160,826	1,236,225	1,205,000	1,202,640	1,210,000	0.41%
FINES & FORFEITS	0	0	0	0	0	0	0	0.00%
SPECIAL ASSESSMENTS	6,258	47,835	48,703	47,023	42,500	47,964	42,500	0.00%
INTEREST EARNING	109,259	68,589	54,689	77,301	30,221	53,361	61,830	104.59%
MISCELLANEOUS	(326)	0	10,012	53,920	0	8,950	1,000	0.00%
OPERATING TRANSFERS	0	0	0	31,313	30,750	30,750	30,375	0.00%
BOND PROCEEDS	0	0	0	0	0	0	0	0.00%
TOTAL REVENUES	\$1,245,286	\$1,247,173	\$1,274,230	\$1,445,782	\$1,308,471	\$1,343,665	\$1,345,705	2.85%
EXPENDITURES								
PERSONNEL SERVICES	\$174,289	\$199,155	\$259,253	\$264,562	\$286,697	\$259,722	\$278,408	-2.89%
SUPPLIES	19,856	16,275	21,463	14,635	20,630	17,474	20,341	-1.40%
OTHER SERVICES & CHARGES	1,089,288	1,025,154	1,140,995	1,224,815	1,189,791	1,209,672	1,314,592	10.49%
CAPITAL OUTLAY	0	0	0	173,806	585,000	175	222,500	100.00%
DEBT SERVICE	0	0	1,226	8,746	6,524	6,524	6,299	100.00%
OPERATING TRANSFERS	76,592	53,579	1,655,911	70,109	69,808	69,808	66,434	-4.83%
TOTAL EXPENDITURES	\$1,360,025	\$1,294,163	\$3,078,848	\$1,756,673	\$2,158,450	\$1,563,375	\$1,908,574	-11.58%
FUND BALANCE - JANUARY 1	\$12,707,370	\$12,592,631	\$12,545,641	\$10,741,023	\$10,430,132	\$10,430,132	\$10,210,422	
EXCESS REVENUE OVER EXPENDITURE	(\$114,739)	(\$46,990)	(\$1,804,618)	(\$310,891)	(\$849,979)	(\$219,710)	(\$562,869)	
FUND BALANCE - DECEMBER 31	\$12,592,631	\$12,545,641	\$10,741,023	\$10,430,132	\$9,580,153	\$10,210,422	\$9,647,553	

STORM WATER UTILITY FUND

DEPARTMENT: Storm Water Utility
SUPERVISOR: Public Works Director
Fund #: 603
ACTIVITY #: 4960

ACTIVITY SCOPE:

This fund provides for all maintenance and repair of the Township's storm water system. The Storm Water Utility Fund is self-sustaining from revenues derived from utility charges.

OBJECTIVES:

1. Routine maintenance on storm water system to avoid flooding during heavy rains and spring snow melts.

MEASURABLE WORKLOAD DATA:

	<u>2011 ACTUAL</u>	<u>2012 ACTUAL</u>	<u>2013 ACTUAL</u>	<u>2014 ESTIMATED</u>
Miles of Storm Water Lines/Culverts	15	15	15	15

BUDGET COMMENTARY:

The main revenue source is the storm water utility charge, which are \$24/year, charged quarterly to property owners on their utility bills. The Town will review this charge for possible adjustments in 2014.

Personnel services accounts for public works maintenance workers time for maintaining the system and the utility billing clerk's time.

In 2013, the Town has budgeted \$60,000 for the replacement of various storm water culverts around the Township.

BUDGET:

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
LICENSES & PERMITS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
INTERGOVERNMENTAL REVENUES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
CHARGES FOR SERVICES	\$151,138	\$141,604	\$141,591	\$141,901	\$140,000	\$143,196	\$145,000	3.57%
FINES & FORFEITS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SPECIAL ASSESSMENTS	\$4,275	\$13,571	\$14,295	\$13,183	\$10,500	\$13,492	\$11,000	4.76%
INTEREST EARNING	\$8,204	\$7,072	\$6,030	\$12,390	\$4,486	\$8,064	\$9,975	100.00%
MISCELLANEOUS	\$50,000	\$0	\$717	\$0	\$0	\$1,428	\$0	0.00%
OPERATING TRANSFERS	\$85,425	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL REVENUES	\$299,042	\$162,247	\$162,633	\$167,474	\$154,986	\$166,180	\$165,975	7.09%
EXPENDITURES								
PERSONNEL SERVICES	\$36,424	\$46,915	\$64,647	\$71,077	\$79,134	\$67,903	\$74,339	-6.06%
SUPPLIES	\$32	\$195	\$1,263	\$3,776	\$3,999	\$3,715	\$4,002	0.08%
OTHER SERVICES & CHARGES	\$56,537	\$60,866	\$71,180	\$92,351	\$93,781	\$170,647	\$104,400	11.32%
CAPITAL OUTLAY	\$0	\$0	\$0	\$470	\$60,000	\$34,064	\$90,000	100.00%
DEBT SERVICE	\$0	\$0	\$604	\$4,296	\$3,204	\$3,204	\$3,094	100.00%
OPERATING TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$92,993	\$107,976	\$137,694	\$171,970	\$240,118	\$279,533	\$275,835	14.87%
FUND BALANCE - JANUARY 1	\$706,768	\$912,817	\$967,088	\$992,027	\$987,531	\$987,531	\$874,178	
EXCESS REVENUE OVER EXPENDITURE	\$206,049	\$54,271	\$24,939	(\$4,496)	(\$85,132)	(\$113,353)	(\$109,860)	
FUND BALANCE - DECEMBER 31	\$912,817	\$967,088	\$992,027	\$987,531	\$902,399	\$874,178	\$764,318	



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**WHITE BEAR
TOWNSHIP**

1858
RAMSEY COUNTY
MINNESOTA

INTERNAL SERVICE FUNDS

INTERNAL SERVICE FUNDS

DESCRIPTION:

The Internal Service Funds are responsible for insuring and replacing the Township assets. The Internal Service Funds receive revenues through charges to other Township activities for their share of building, equipment and insurance costs. Internal Service Funds use the modified accrual basis of accounting, however capital outlay will be recorded as expense and depreciation expense is not recorded for budget purposes. This is done to ensure sufficient cash flows.

OBJECTIVES:

1. Purchase or replace the Township's capital assets on a timely basis.
2. Maintain adequate insurance levels on Township assets, while obtaining the lowest premiums possible. Self-insuring some assets or increasing deductibles can do this.
3. Maintain and replace Township facilities as needed.

MEASURABLE WORKLOAD DATA:

See the individual funds for their measurable workload data.

BUDGET COMMENTARY:

See the individual funds for budget explanations.

BUDGET:

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
LICENSES & PERMITS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
INTERGOVERNMENTAL REVENUES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
CHARGES FOR SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
FINES & FORFEITS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SPECIAL ASSESSMENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
INTEREST EARNING	\$17,762	\$12,505	\$16,934	\$28,335	\$11,432	\$27,225	\$28,975	153.46%
MISCELLANEOUS	\$220,501	\$252,126	\$346,817	\$343,309	\$497,003	\$386,122	\$450,912	-9.27%
OPERATING TRANSFERS	\$0	\$2,221	\$287,101	\$160,000	\$0	\$0	\$0	#DIV/0!
BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL REVENUES	\$238,263	\$266,852	\$650,852	\$531,644	\$508,435	\$413,347	\$479,887	-5.61%
EXPENDITURES								
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SUPPLIES	\$0	\$0	\$0	\$5,076	\$0	\$5,032	\$0	0.00%
OTHER SERVICES & CHARGES	\$82,989	\$103,804	\$130,223	\$113,108	\$136,125	\$90,808	\$118,300	-13.09%
CAPITAL OUTLAY	\$202,307	\$235,518	\$150,618	\$7,560	\$405,881	\$81,487	\$403,400	-0.61%
DEBT SERVICE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
OPERATING TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$285,296	\$339,322	\$280,841	\$125,744	\$542,006	\$177,327	\$521,700	-3.75%
FUND BALANCE - JANUARY 1	\$731,222	\$684,189	\$611,719	\$981,730	\$1,387,630	\$1,387,630	\$1,623,650	
EXCESS REVENUE OVER EXPENDITURE	(\$47,033)	(\$72,470)	\$370,011	\$405,900	(\$33,571)	\$236,020	(\$41,813)	
FUND BALANCE - DECEMBER 31	\$684,189	\$611,719	\$981,730	\$1,387,630	\$1,354,059	\$1,623,650	\$1,581,837	

CAPITAL BUILDING FUND

DEPARTMENT: Capital Building
SUPERVISOR: Clerk/Treasurer/Public Works Director
FUND #: 701
ACTIVITY #: 4330

ACTIVITY SCOPE:

The purpose of the Capital Building Fund is to assist the Township in maintaining Town facilities and building needs. Funds and activities are charged a building rental fee based on building usage and building depreciation, so that funds are available as needed.

OBJECTIVES:

1. Maintain Township buildings through capital improvements as needed on a timely basis.

MEASURABLE WORKLOAD DATA:

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>ESTIMATED</u>
Township Buildings Maintained (Not Including Park Facilities)	4	4	3	3

BUDGET COMMENTARY:

Revenue source is facility rental fees paid by other Town Funds and activities for their share of building use.

Expenditures, which are outlined in the Town's five-year CIP include; replacing Town emergency warning sirens, replacing the public works vehicle lift, installing CO/NO2 gas monitors at public works, constructing a public works staging area, replacing public works building bathroom partitions, and replacing some office furniture.

BUDGET:

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
LICENSES & PERMITS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
INTERGOVERNMENTAL REVENUES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
CHARGES FOR SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
FINES & FORFEITS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SPECIAL ASSESSMENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
INTEREST EARNING	\$0	\$0	\$4,918	\$8,630	\$3,480	\$8,426	\$9,070	100.00%
MISCELLANEOUS	\$0	\$0	\$0	\$71,050	\$177,443	\$71,060	\$68,560	-61.36%
OPERATING TRANSFERS	\$0	\$0	\$287,101	\$40,000	\$0	\$0	\$0	#DIV/0!
BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL REVENUES	\$0	\$0	\$292,019	\$119,680	\$180,923	\$79,486	\$77,630	-57.09%
EXPENDITURES								
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
OTHER SERVICES & CHARGES	\$0	\$0	\$0	\$0	\$5,000	\$0	\$5,000	100.00%
CAPITAL OUTLAY	\$0	\$0	\$1,963	\$0	\$107,000	\$0	\$99,500	-7.01%
DEBT SERVICE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
OPERATING TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$0	\$0	\$1,963	\$0	\$112,000	\$0	\$104,500	-6.70%
FUND BALANCE - JANUARY 1	\$0	\$0	\$0	\$290,056	\$409,736	\$409,736	\$489,222	
EXCESS REVENUE OVER EXPENDITURE	\$0	\$0	\$290,056	\$119,680	\$68,923	\$79,486	(\$26,870)	
FUND BALANCE - DECEMBER 31	\$0	\$0	\$290,056	\$409,736	\$478,659	\$489,222	\$462,352	

FUTURE IMPACTS:

The future impacts of capital improvements to Township facilities will be the on-going maintenance of such improvements.

CAPITAL EQUIPMENT FUND

DEPARTMENT: Capital Equipment
SUPERVISOR: Public Works Director/Finance Officer
FUND #: 702
ACTIVITY #: 4320

ACTIVITY SCOPE:

The Capital Equipment Fund is responsible for the purchase and replacement of Township assets based on the Township's five-year capital equipment plan. Its revenue source will be equipment rental charges.

OBJECTIVES:

1. Maintain adequate balances to purchase and replace assets as scheduled in the Township's five-year capital equipment plan.

MEASURABLE WORKLOAD DATA:

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>ESTIMATED</u>
No measurable workload data have been established for this fund.				

BUDGET COMMENTARY:

Revenue sources for this fund are charges for equipment rental to the activities using the assets. These rental charges are based on the assets depreciation schedule. The Township charges activities 105% of the asset's schedule depreciation to cover the cost of the asset plus inflation.

The equipment scheduled for purchase in 2014 include; replacement of computers, the Town's bobcat, toolcat and attachments, replace dump/utility truck, replace the backhoe with a Bobcat S850, replace mowers, and replacement of snow plow equipment. See the full CIP on the Town's website.

BUDGET:

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
LICENSES & PERMITS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
INTERGOVERNMENTAL REVENUES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
CHARGES FOR SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
FINES & FORFEITS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SPECIAL ASSESSMENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
INTEREST EARNING	\$12,520	\$8,877	\$9,106	\$13,872	\$5,702	\$14,023	\$14,955	162.28%
MISCELLANEOUS	\$124,675	\$161,955	\$233,514	\$131,960	\$188,625	\$180,337	\$244,925	29.85%
OPERATING TRANSFERS	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	0.00%
BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL REVENUES	\$137,195	\$170,832	\$242,620	\$245,832	\$194,327	\$194,360	\$259,880	33.73%
EXPENDITURES								
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SUPPLIES	\$0	\$0	\$0	\$5,076	\$0	\$5,032	\$0	0.00%
OTHER SERVICES & CHARGES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
CAPITAL OUTLAY	\$202,307	\$235,518	\$147,773	\$7,560	\$298,881	\$81,487	\$303,900	1.68%
DEBT SERVICE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
OPERATING TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$202,307	\$235,518	\$147,773	\$12,636	\$298,881	\$86,519	\$303,900	1.68%
FUND BALANCE - JANUARY 1	\$522,381	\$457,269	\$392,583	\$487,430	\$720,626	\$720,626	\$828,467	
EXCESS REVENUE OVER EXPENDITURE	(\$65,112)	(\$64,686)	\$94,847	\$233,196	(\$104,554)	\$107,841	(\$44,020)	
FUND BALANCE - DECEMBER 31	\$457,269	\$392,583	\$487,430	\$720,626	\$616,072	\$828,467	\$784,447	

FUTURE IMPACTS:

This Fund has eliminated the need to borrow funds for the purchase of capital equipment and maintain a stable expenditure level and tax levy in the General Fund by eliminating large one time equipment expenditures by setting funds aside each year for the cost of assets to be purchased.

RISK MANAGEMENT FUND

DEPARTMENT: Risk Management
SUPERVISOR: Finance Officer
FUND #: 703
ACTIVITY #: 4130

ACTIVITY SCOPE:

The Risk Management Fund is responsible for maintaining adequate insurance coverage of Township assets. Its revenue source will be insurance charges to departments, which use the assets.

OBJECTIVES:

1. Maintain adequate insurance levels on Township assets.
2. Build cash reserves, which will be used too partially or fully self-insure some assets.

MEASURABLE WORKLOAD DATA:

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>ESTIMATED</u>
Total Insurance Premiums	\$131,105	\$113,108	\$90,808	\$113,300

BUDGET COMMENTARY:

Revenue sources for this fund will be insurance charges to the activities using the assets. The insurance charges are based on the previous year insurance cost plus a percentage increase for inflation.

Expenditures are the estimated cost for 2014 insurance coverage.

BUDGET:

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET	% CHANGE
PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
LICENSES & PERMITS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
INTERGOVERNMENTAL REVENUES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
CHARGES FOR SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
FINES & FORFEITS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SPECIAL ASSESSMENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
INTEREST EARNING	\$5,242	\$3,628	\$2,910	\$5,833	\$2,250	\$4,776	\$4,950	100.00%
MISCELLANEOUS	\$95,826	\$90,171	\$113,303	\$140,299	\$130,935	\$134,725	\$137,427	4.96%
OPERATING TRANSFERS	\$0	\$2,221	\$0	\$20,000	\$0	\$0	\$0	0.00%
BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL REVENUES	\$101,068	\$96,020	\$116,213	\$166,132	\$133,185	\$139,501	\$142,377	6.90%
EXPENDITURES								
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
OTHER SERVICES & CHARGES	\$82,989	\$103,804	\$130,223	\$113,108	\$131,125	\$90,808	\$113,300	-13.59%
CAPITAL OUTLAY	\$0	\$0	\$882	\$0	\$0	\$0	\$0	0.00%
DEBT SERVICE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
OPERATING TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$82,989	\$103,804	\$131,105	\$113,108	\$131,125	\$90,808	\$113,300	-13.59%
FUND BALANCE - JANUARY 1	\$208,841	\$226,920	\$219,136	\$204,244	\$257,268	\$257,268	\$305,961	
EXCESS REVENUE OVER EXPENDITURE	\$18,079	(\$7,784)	(\$14,892)	\$53,024	\$2,060	\$48,693	\$29,077	
FUND BALANCE - DECEMBER 31	\$226,920	\$219,136	\$204,244	\$257,268	\$259,328	\$305,961	\$335,038	

FUTURE IMPACTS:

As the cash reserves build in this fund, the Township will increase deductibles and self-insure some assets. This will result in lower insurance premiums and charges in the future.



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**WHITE BEAR
TOWNSHIP**

1858
RAMSEY COUNTY
MINNESOTA

APPENDIX

COMMUNITY PROFILE

White Bear Township has been an unincorporated Township since 1858. The Township is a northern Saint Paul suburb located wholly in Ramsey County and is the only township remaining in the County. Minnesota's oldest township once covered 36 square miles and included the cities of White Bear Lake, Vadnais Heights, Gem Lake and portions of North Oaks. It now is fragmented into four parcels covering an area of approximately 9.3 square miles (approximately 6,000 acres).

White Bear Township government is conducted by a three-member Board of Supervisors, with a chairman elected by the board. The board meets in Heritage Hall, which is a facility jointly maintained and operated by the City of Gem Lake and White Bear Township. The historic Town Hall on Hoffman Road still stands even though the hall has been moved three times, and was where the board had been meeting since the early 1900's, when the building was built as designed by nationally-renown architect, Cass Gilbert who also designed the Minnesota State Capitol, U. S. Supreme Court Building and New York City's first skyscraper, the Woolworth Building.

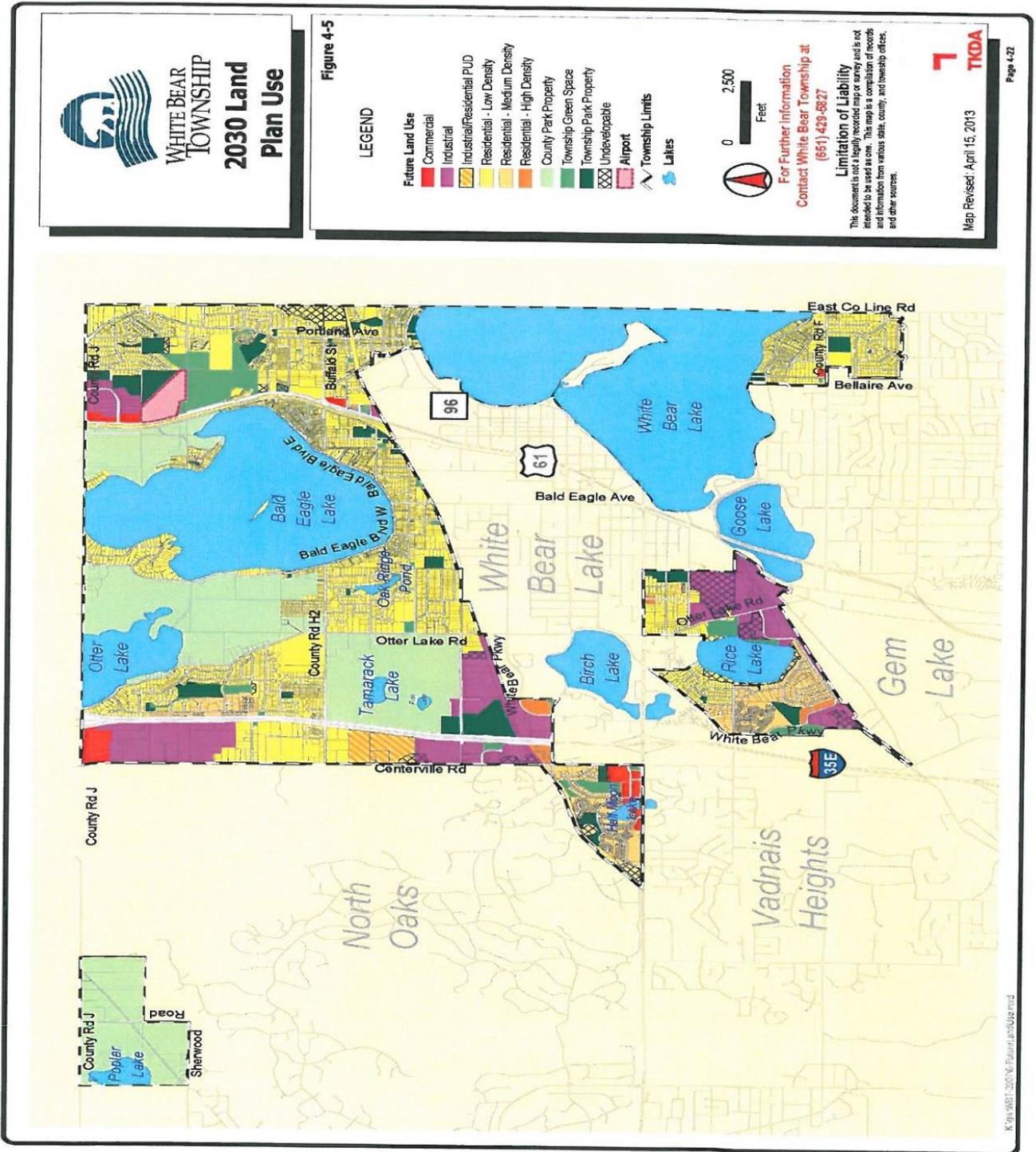
White Bear Township has the largest population of all 1,800 townships in the state and is home to the Tamarack Nature Center and Bald Eagle Lake. The Township is nearing completion of its land available for residential development, but still has hundreds of acres of developable land available for commercial/industrial development. The 2010 U.S. Census population for the Township is 10,949. The 2010 U.S. Census population is 3.0% less than the Township's 2000 U.S. Census population count of 11,293. The Township staff estimates the 2014 population to be approximately 11,089. Industry within the Township include the Meadowlands and Theater shops on Centerville Road, Water Gremlin, the nation's largest maker of fishing sinkers, also resides in the Township and Schwing America Inc., who manufactures concrete pumps, is the largest employer in the Township.

COMMUNITY PROFILE DETAIL

Founded:	1858		
Form of Government:	Three-member Town Board		
Location:	Northern Ramsey County, north of Saint Paul, Minnesota		
Area:	9.3 miles or approximately 6,000 acres		
Population:	Estimated 2014:	11,089	2010 U.S. Census: 10,949
Registered Voters 2012 General Election:	7,533		
Acres of Parks:	191.65 acres	Number of Parks:	25
Miles of Township Streets:	70.50 miles		
Utilities:	Miles of Water Mains	65.83 miles	
	Miles of Sewer Lines	64.42 miles	
	Miles of Storm Water Lines	15.00 miles	
Township Employees:	19.80 Full-Time Equivalents		
Bond Rating:	Moody's:	Aa2	
Police Protection:	Provided by Ramsey County Sheriff's Department by contract		

Fire Protection: Provided by the City of White Bear Lake Fire Department by contract

School District: White Bear Lake School District 624
Mounds View School District 621



White Bear Township is within the 4 colored areas outline with the dashed line.

SUMMARY OF TAX LEVIES, PAYMENT PROVISIONS, AND MINNESOTA REAL PROPERTY VALUATION

The following is a summary of certain statutory provisions effective beginning 2011 relative to tax levy procedures, tax payment and credit procedures, and the mechanics of real property valuation. The summary does not purport to be inclusive of all such provisions or of the specific provisions discussed, and is qualified by reference to the complete text of applicable statutes, rules and regulations of the State of Minnesota.

Property Valuations (Chapter 273, Minnesota Statutes)

Assessor's Estimated Market Value

Each parcel of real property subject to taxation must, by statute, be appraised at least once every five years as of January 2 of the year of appraisal. With certain exceptions, all property is valued at its market value, which is the value the assessor determines to be the price the property to be fairly worth, and which is referred to as the "Estimated Market Value."

Taxable Market Value

The Taxable Market Value is the value that property taxes are based on, after all reductions, limitations, exemptions and deferrals. It is also the value used to calculate a municipality's legal debt limit.

Indicated Market Value

The Indicated Market Value is determined by dividing the Taxable Market Value of a given year by the same year's sales ratio determined by the State Department of Revenue. The Indicated Market Value serves to eliminate disparities between individual assessors and equalize property values statewide.

Net Tax Capacity

The Net Tax Capacity is the value upon which net taxes are levied, extended and collected. The Net Tax Capacity is computed by applying the class rate percentages specific to each type of property classification against the Taxable Market Value. Class rate percentages vary depending on the type of property as shown on the 101 page of the Appendix. The formulas and class rates for converting Taxable Market Value to Net Tax Capacity represent a basic element of the State's property tax relief system and are subject to annual revisions by the State Legislature.

Property taxes are determined by multiplying the Net Tax Capacity by the tax capacity rate, plus multiplying the referendum market value by the market value rate.

Property Tax Payments and Delinquencies (Chapters 275, 276, 277, 279-282 and 549, Minnesota Statutes)

Ad valorem property taxes levied by local governments in Minnesota are extended and collected by the various counties within the State. Each taxing jurisdiction is required to certify the annual tax levy to the county auditor within five (5) working days after December 20 of the year proceeding the collection year. A listing of property taxes due is prepared by the county auditor and turned over to the county treasurer on or before the first business day in March.

The county treasurer is responsible for collecting all property taxes within the county. Real estate and personal property tax statements are mailed out by March 31. One-half (1/2) of the taxes on real property is due on or before May 15. The remainder is due on or before October 15. Real property taxes not paid by their due date are assessed a penalty which, depending on the type of property, increases from 2% to 4% on the day after the due date. In the case of the first installment of real property taxes due May 15, the penalty increases to 4% or 8% on June 1. Thereafter, an additional 1% penalty shall accrue each month through October 1 of the collection year for unpaid real property taxes. In the case of the second installment of real property taxes due October 15, the penalty increases to 6% or 8% on November 1 and increases again to 8% or 12% on December 1. Personal property taxes remaining unpaid on May 16 are deemed to be delinquent and a penalty of 8% attaches to the unpaid tax. However, personal property owned by a tax-exempt entity, but which is treated as taxable by virtue of a lease agreement, is subject to the same delinquent property tax penalties as real property.

On the first business day of January of the year following collection all delinquencies are subject to an additional 2% penalty, and those delinquencies outstanding as of February 15 are filed for a tax lien judgment with the district court. By March 20 the county auditor files a publication of legal action and a mailing notice of action to delinquent parties. Those property interests not responding to this notice have judgment entered for the amount of the delinquency and associated penalties. The amount of the judgment is subject to a variable interest determined annually by the Department of Revenue, and equal to the adjusted prime rate charged by banks, but in no event is the rate less than 10% or more than 14%.

Property owners subject to a tax lien judgment generally have five years (5) in the case of all property located outside of cities or in the case of residential homestead, agricultural homestead and seasonal residential recreational property located within cities or three (3) years with respect to other types of property to redeem the property. After expiration of the redemption period, unredeemed properties are declared tax forfeit with title held in trust by the State of Minnesota for the respective taxing districts. The county auditor, or equivalent thereof, then sells those properties not claimed for a public purpose at auction. The net proceeds of the sale are first dedicated to the satisfaction of outstanding special assessments on the parcel, with any remaining balance in most cases being divided on the following basis: county - 40%; Township or city - 20%; and school district - 40%.

Property Tax Credits (Chapter 273, Minnesota Statutes)

In addition to adjusting the taxable value for various property types, primary elements of Minnesota's property tax relief system are: property tax levy reduction aids; the renter's credit, which relates property taxes to income and provides relief on a sliding income scale; and targeted tax relief, which is aimed primarily at easing the effect of significant tax increases. The circuit breaker credit and targeted credits are reimbursed to the taxpayer upon application by the taxpayer. Property tax levy reduction aid includes educational aids, local governmental aid, equalization aid, county program aid and disparity reduction aid.

Debt Limitations

All Minnesota municipalities (county, cities, townships and school districts) are subject to statutory "net debt" limitations under the provisions of Minnesota Statutes, Section 475.53. Net debt is defined as the amount remaining after deducting from gross debt the amount of current revenues which are applicable within the current fiscal year to the payment of any debt and the aggregation of the principal of the following:

1. Obligations issued for improvements which are payable wholly or partially from the

- proceeds of special assessments levied upon benefited property.
2. Warrants or orders having no definite or fixed maturity.
 3. Obligations payable wholly from the income from revenue producing conveniences.
 4. Obligations issued to create or maintain a permanent improvement revolving fund.
 5. Obligations issued for the acquisition and betterment of public waterworks systems and public lighting, heating or power systems, and any combination thereof, or for any other public convenience from which revenue is or may be derived.
 6. Certain debt service loans and capital loans made to school districts.
 7. Certain obligations to repay loans.
 8. Obligations specifically excluded under the provision of law authorizing their issuance.
 9. Certain obligations to pay pension fund liabilities.
 10. Debt service funds for the payment of principal and interest on obligations other than those described above.

**Levies for General Obligation Debt
(Sections 475.61 and 475.74, Minnesota Statutes)**

Any municipality which issues general obligation debt must, at the time of issuance, certify levies to the county auditor of the county(ies) within which the municipality is situated. Such levies shall be in an amount that if collected in full will, together with estimates of other revenues pledged for payment of the obligations, produce at least five percent in excess of the amount needed to pay principal and interest when due. Notwithstanding any other limitations upon the ability of a taxing unit to levy taxes, its ability to levy taxes for a deficiency in prior levies for payment of general obligation indebtedness is without limitation as to rate or amount.

**Metropolitan Revenue Distribution
(Chapter 473F, Minnesota Statutes)
"Fiscal Disparities Law"**

The Charles R. Weaver Metropolitan Revenue Distribution Act, more commonly know as "Fiscal Disparities" was first implemented for taxes payable in 1975. Forty percent of the increase in commercial-industrial (including public utility and railroad) net tax capacity valuation since 1971 in each assessment district in the Minneapolis/St. Paul seven-county metropolitan area (Anoka, Carver, Dakota, excluding the City of Northfield, Hennepin, Ramsey, Scott, excluding the City of New Prague, and Washington Counties) is contributed to an area-wide tax base. A distribution index, based on the factors of population and real property market value per capita, is employed in determining what proportion of the net tax capacity value in the area-wide tax base shall be distributed back to each assessment district.

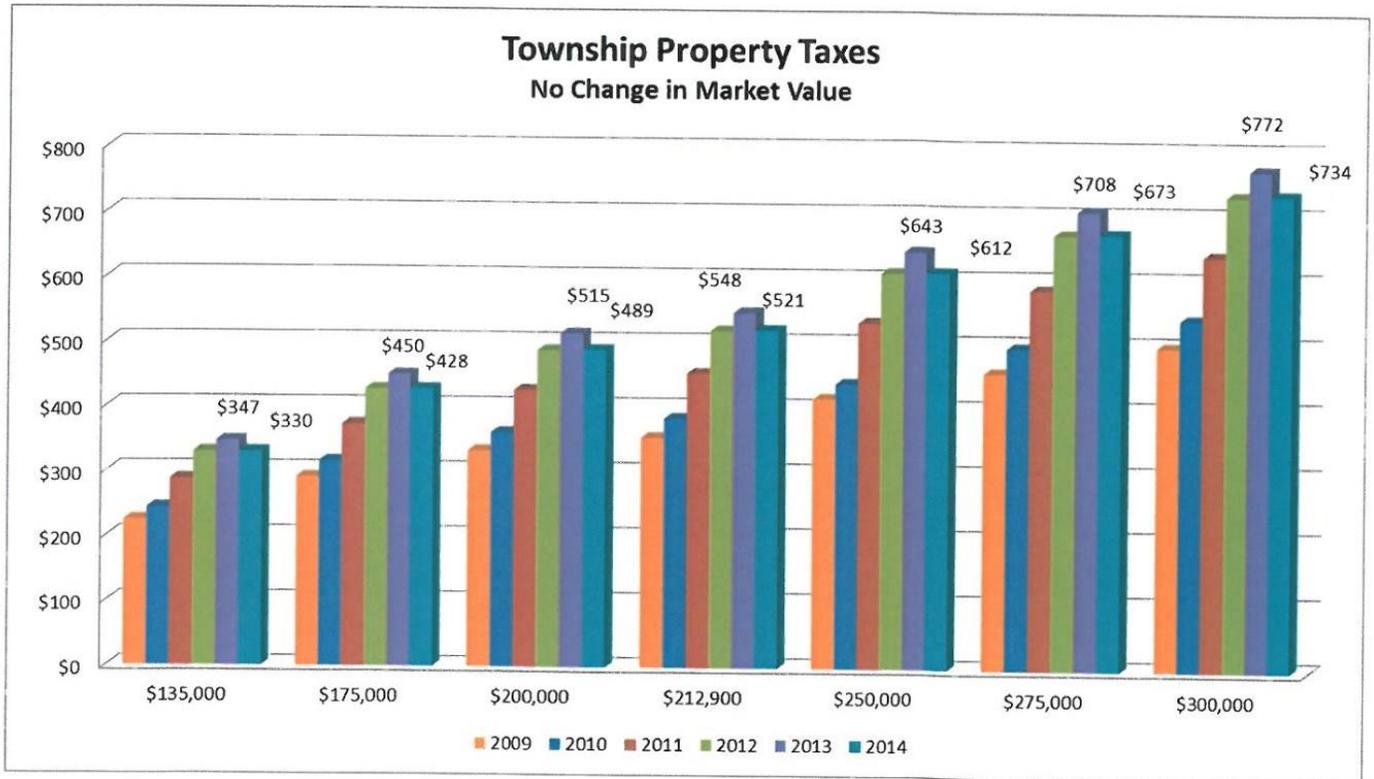
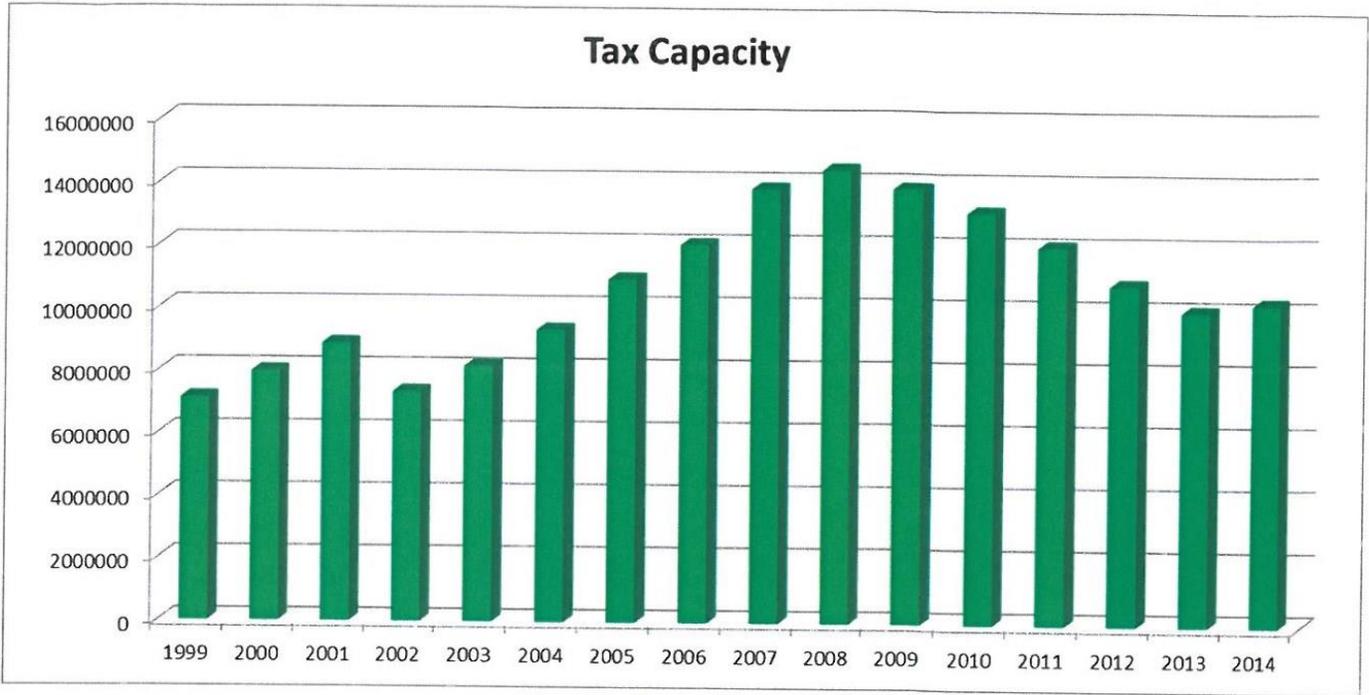
STATUTORY FORMULAE CONVERSION OF ESTIMATED MARKET VALUE (EMV) TO NET TAX CAPACITY FOR MAJOR PROPERTY CLASSIFICATIONS

<u>General Classification</u>	<u>2001 Net Tax Capacity</u>		<u>2002–2014 Net Tax Capacity</u>	
	<u>Est. Mkt. Value</u>	<u>% of EMV</u>	<u>Est. Mkt. Value</u>	<u>% of EMV</u>
RESIDENTIAL:				
Homestead	First \$76,000	1.00%	First \$500,000	1.00%
	Over \$76,000	1.65%	Over \$500,000	1.25%
Non-Homestead	First \$76,000	1.20%	First \$500,000	1.00%
	Over \$76,000	1.65%	Over \$500,000	1.25%
AGRICULTURAL LAND:				
Homestead	First \$115,000	0.35%	First \$600,000	0.55%
	\$115,000-\$600,000	0.80%	Over \$600,000	1.00%
	Over \$600,000	1.20%		
Non-Homestead	100% of EMV	1.00%	100% of EMV	1.00%
COMMERCIAL / INDUSTRIAL				
	First \$150,000	2.40%	First \$150,000	1.50%
	Over \$150,000	3.40%	Over \$150,000	2.00%

WHITE BEAR TOWNSHIP

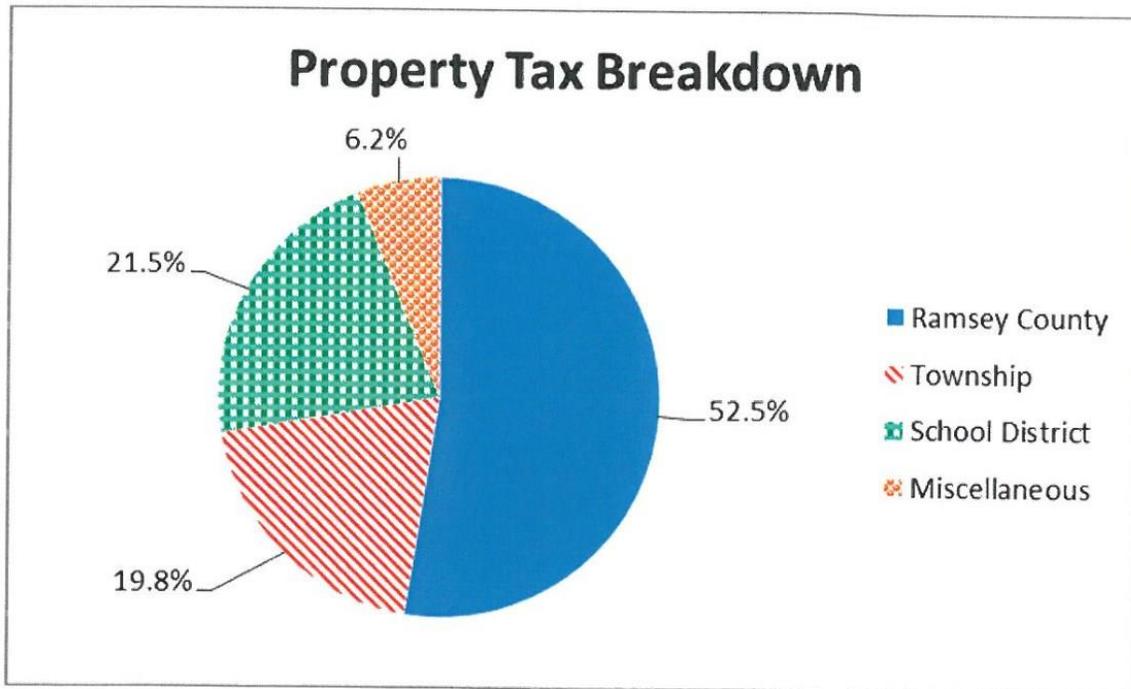
**ASSESSED AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY,
LAST TEN FISCAL YEARS**

<u>Payable Year</u>	<u>Residential Property</u>	<u>Commercial Property</u>	<u>Industrial Property</u>	<u>Utility and Other</u>	<u>Total Taxable Tax Capacity (Assessed) Value</u>	<u>Total Direct Tax Rate</u>	<u>Estimated Actual Market Value</u>	<u>Net Tax Capacity as a Percentage of Market Value</u>
2001	7,276,785	1,070,010	1,113,403	185,068	9,645,266	14.473	701,969,000	1.37
2002	8,051,889	1,008,719	1,559,349	301,349	10,921,306	14.280	779,634,700	1.40
2003	7,556,676	764,713	1,290,482	196,645	9,808,516	22.007	876,861,100	1.12
2004	8,706,052	761,033	1,581,915	253,167	11,302,167	20.753	1,009,884,700	1.12
2005	10,808,058	775,958	1,650,675	259,570	13,494,261	19.287	1,155,507,300	1.17
2006	11,440,382	909,777	1,803,815	274,509	14,428,483	17.939	1,299,810,400	1.11
2007	12,836,600	950,078	1,844,053	217,066	15,847,797	17.072	1,425,552,600	1.11
2008	13,073,934	1,112,877	2,146,805	182,294	16,515,910	16.491	1,465,891,200	1.13
2009	12,411,243	1,282,635	2,246,678	197,406	16,137,962	16.926	1,413,918,200	1.14
2010	11,862,056	1,266,037	2,065,192	206,322	15,399,607	17.584	1,351,529,600	1.14
2011	11,036,131	1,122,331	1,906,222	122,618	14,187,302	20.761	1,248,832,400	1.14
2012	9,714,486	1,060,494	1,797,980	119,326	12,692,286	23.767	1,169,441,400	1.09



Tax Rates of Cities/Townships in Ramsey County

Community	2011 Tax Rate	2012 Tax Rate	2013 Tax Rate	2014 Tax Rate
North Oaks	9.140	9.819	10.822	10.935
White Bear Lake	17.705	19.940	21.496	21.140
Township	20.760	23.767	25.246	23.991
Falcon Heights	21.521	23.515	27.884	24.796
Gem Lake	28.430	26.202	39.977	26.505
Arden Hills	24.187	25.544	27.931	28.236
Vadnais Heights	24.771	27.840	29.051	29.351
Lauderdale	26.866	31.192	31.851	29.999
Little Canada	26.533	28.062	30.935	31.299
North St. Paul	29.022	33.380	36.719	36.134
Blaine	32.798	33.564	36.740	36.302
Shoreview	30.681	33.252	36.970	37.474
Roseville	29.758	33.446	38.899	40.052
New Brighton	37.871	41.416	41.968	41.574
Mounds View	41.172	48.893	50.422	44.791
St. Paul	38.058	44.839	47.434	46.147
Maplewood	39.050	44.056	48.659	49.476
Spring Lake Park	54.490	62.655	49.311	57.388
St. Anthony	58.543	67.409	73.291	75.143



WHITE BEAR TOWNSHIP
PRINCIPAL PROPERTY TAXPAYERS,
CURRENT YEAR AND TEN YEARS AGO

Taxpayer	2012			2003		
	2012 Tax Capacity	Rank	Percentage of Total City Taxable Assessed Value	2003 Tax Capacity	Rank	Percentage of Total City Taxable Assessed Value
Specialty Manufacturing Inc.	\$ 233,354	1	1.8 %	\$ 100,212	5	1.0 %
Wilbert Plastics, Inc. (Thermoform)	190,570	2	1.5	263,966	1	2.7
Muller Family Theatres	149,250	3	1.2	128,540	4	1.3
North Oaks Farms Inc	148,026	4	1.2	-	-	-
Schwing America, Inc.	146,296	5	1.2	222,364	2	2.3
JMK Limited Partnership	145,474	6	1.1	98,476	6	1.0
Heraeus Vadrnais Inc.	122,750	7	1.0	-	-	-
PM Minnesota LLC & CO Pentair	120,250	8	0.9	-	-	-
Speaman Real Estate	103,250	9	0.8	-	-	-
Chorus Corporation	89,250	10	0.7	-	-	-
Porus Media, LLC	-	-	-	79,026	8	0.8
EPI Corporation	-	-	-	141,212	3	1.4
Com Tal Machine & Engineering	-	-	-	96,830	7	1.0
Cortec Corporation	-	-	-	77,062	9	0.8
Water Gremlin Company	-	-	-	59,804	10	0.6
All Other Taxpayers	11,243,816	-	88.6	8,599,133	-	87.2
Total	\$ 12,692,286		100.0 %	\$ 9,866,625		100.0 %

Source: Department of Property Records and Revenue, Ramsey County.

WHITE BEAR TOWNSHIP
DEMOGRAPHIC AND ECONOMIC STATISTICS
LAST TEN CALENDAR YEARS

Fiscal Year	Population (1)	Personal Income (thousands of dollars)	Per Capita Personal Income (2)	Construction		Median Age (3)	School Enrollment K Thru 12 (4)	Average Unemployment Rate (2)
				Commercial and Industrial	Residential			
				Number Of Units	Value	Number Of Units	Value	
2003	11,600	520,678	44,886	48	8,557,032	500	16,553,876	33.7
2004	11,664	528,892	45,344	36	2,601,286	494	11,025,965	33.7
2005	11,778	532,106	45,178	56	8,691,163	440	10,391,940	33.7
2006	11,830	547,812	46,307	51	3,611,937	357	6,267,945	33.7
2007	11,923	534,127	44,798	45	3,265,342	477	5,990,791	33.7
2008	11,802	485,121	41,105	15	3,704,609	580	7,006,738	26.8
2009	11,745	504,483	42,953	23	247,604	434	5,007,147	37.5
2010	10,949	458,259	41,854	33	1,258,735	347	4,472,908	37.4
2011	11,000	491,392	44,672	15	4,102,800	329	3,447,476	37.4
2012	11,089	503,052	45,365	11	988,149	373	9,986,083	37.4

Source:

- (1) Sources for 2010 is U.S. Census Bureau; all other years are estimates from the Metropolitan Council.
- (2) U.S. Department of Commerce, Bureau of Economic Analysis.
- (3) Minnesota Office of State Demographer.
- (4) Independent School District No. 624.

Other Budget information

		2014 ESTIMATED INVESTMENTS							
MATURE DATE	BANK/BROKER	TYPE	NAME	YIELD	INT. RATE	# DAYS	PURCHASE AMOUNT	AS OF 9/30/2013	ACCRUED INTEREST
	WELLS FARGO		PRIME INVESTMENT FUND	0.010%	0.010%	365	\$232,310.20	\$232,310.20	\$23.23
	SMITH BARNEY		GOVERNMENT FUND SAVINGS	0.010%	0.010%	365	\$15,943.28	\$15,943.28	\$1.59
	UBS FINANCIAL		MONEY MARKET SWEEP	0.130%	0.140%	365	\$32,630.42	\$32,630.42	\$45.68
	PMA FINANCIAL		4M FUND	0.020%	0.020%	365	\$1,775,602.73	\$1,775,602.73	\$355.12
	PMA FINANCIAL		4M FUND - PLUS	0.050%	0.050%	365	\$979,047.00	\$979,047.00	\$489.52
6/30/14			INVESTMENT ESTIMATED	0.425%	0.425%	179	\$500,000.00	\$500,000.00	\$1,042.12
12/31/14			INVESTMENT ESTIMATED	0.725%	0.725%	364	\$750,000.00	\$750,000.00	\$5,422.60
7/8/14	NORTH STAR BANK	CD	NORTH STAR BANK	1.840%	1.840%	365	\$207,489.99	\$207,489.99	\$3,817.82
1/2/14	WELLS FARGO	CD	Beal Bank USA	0.550%	0.550%	2	\$245,000.00	\$245,000.00	\$7.38
12/19/14	SMITH BARNEY	CD	GOLDMAN SACHS	5.000%	5.000%	352	\$96,000.00	\$96,000.00	\$4,629.04
1/1/15	WELLS FARGO	GO BOND	KANE, COOK, & DU PAGE CNTY ILL	1.000%	6.125%	365	\$210,000.00	\$210,000.00	\$12,862.50
3/1/15	WELLS FARGO	GO BOND	FORSYTH COUNTY GA BONDS	5.000%	7.000%	365	\$600,000.00	\$600,000.00	\$42,000.00
9/21/15	MORGAN STANLEY	CD	SALLIE MAE BANK	1.150%	1.150%	365	\$245,000.00	\$245,000.00	\$2,817.50
9/28/15	MORGAN STANLEY	CD	GE CAPITAL BANK	1.050%	1.050%	365	\$245,000.00	\$245,000.00	\$2,572.50
12/31/15	WELLS FARGO	CD	SAFRA NATIONAL BANK	0.600%	0.600%	365	\$245,000.00	\$245,000.00	\$1,470.00
4/1/16	WELLS FARGO	GO BOND	WAUKESHA CNTY BONDS	0.800%	0.800%	365	\$465,000.00	\$465,000.00	\$3,720.00
4/1/16	WELLS FARGO	GO BOND	ORANGEBURG COUNTY SCHOOL	0.700%	2.000%	365	\$435,000.00	\$435,000.00	\$8,700.00
8/1/16	WELLS FARGO	GO BOND	NEW YORK NY TRANSITIONAL BOND	0.720%	4.000%	365	\$325,000.00	\$325,000.00	\$13,000.00
9/1/16	WELLS FARGO	GO BOND	DOUGLAS CNTY KANSAS UNIFIED SCH D	0.780%	4.250%	365	\$300,000.00	\$300,000.00	\$12,750.00
10/4/16	MORGAN STANLEY	CD	DISCOVER BANK	1.250%	1.250%	365	\$150,000.00	\$150,000.00	\$1,875.00
10/1/16	WELLS FARGO	GO BOND	LYNBROOK NEW YORK	0.700%	3.000%	365	\$465,000.00	\$465,000.00	\$13,950.00
10/4/16	MORGAN STANLEY	CD	AMERICAN EXPRESS CENTUR	1.350%	1.350%	365	\$150,000.00	\$150,000.00	\$2,025.00
12/21/17	WELLS FARGO	CD	STATE BANK OF INDIA	1.200%	1.200%	365	\$245,000.00	\$245,000.00	\$2,940.00
12/26/17	WELLS FARGO	CD	WEBSTER BANK	1.000%	1.000%	365	\$245,000.00	\$245,000.00	\$2,450.00
1/4/18	WELLS FARGO	CD	COMENITY CAPITAL BANK	1.000%	1.000%	365	\$245,000.00	\$245,000.00	\$2,450.00
6/15/18	WELLS FARGO	GO BOND	DOUGLAS CNTY NEB SCH DIST NO 010	3.448%	4.696%	365	\$500,000.00	\$500,000.00	\$23,480.00
8/1/18	UBS FINANCIAL	GO BOND	MISSISSIPPI STATE RFDG TAXABLE BON	2.577%	1.202%	365	\$500,000.00	\$500,000.00	\$6,010.00
8/1/19	WELLS FARGO	GO BOND	GRAND FORKS ND PUB SCH DIST	3.220%	4.000%	365	\$215,000.00	\$215,000.00	\$8,600.00
8/30/19	UBS FINANCIAL	CD	FIRST AMERICAN BANK	1.750%	1.750%	365	\$220,000.00	\$220,000.00	\$3,850.00
9/19/19	UBS FINANCIAL	CD	STOCKMAN BANK	1.700%	1.700%	365	\$240,000.00	\$240,000.00	\$4,080.00
9/23/19	MORGAN STANLEY	CD	GE CAPITAL RET BANK	2.000%	2.000%	365	\$245,000.00	\$245,000.00	\$4,900.00
1/3/20	MORGAN STANLEY	CD	CIT BANK SLC	1.650%	1.650%	365	\$165,000.00	\$165,000.00	\$2,722.50
5/1/20	MORGAN STANLEY	CD	CIT BANK SLC	1.800%	1.800%	365	\$80,000.00	\$80,000.00	\$1,440.00
9/11/20	WELLS FARGO	AGENCY	FNMA	2.000%	2.000%	365	\$625,000.00	\$625,000.00	\$12,500.00
1/15/22	WELLS FARGO	AGENCY	GOV NATL MORT ASSOC OKLA	7.700%	7.500%	365	\$13,547.76	\$13,547.76	\$1,016.08
4/4/22	WELLS FARGO	CD	GOLDMAN SACHS	2.900%	2.900%	365	\$150,000.00	\$150,000.00	\$4,350.00
2/1/23	WELLS FARGO	GO BOND	SHOREVIEW MN BLD BONDS	3.200%	4.700%	365	\$165,000.00	\$165,000.00	\$7,755.00
4/25/23	UBS FINANCIAL	AGENCY	FHLB BOND STEP UP	2.454%	1.500%	365	\$840,000.00	\$840,000.00	\$12,600.00
4/28/23	UBS FINANCIAL	CD	HIAWATHA NATIONAL BANK	2.147%	1.250%	365	\$240,000.00	\$240,000.00	\$3,000.00
4/28/23	UBS FINANCIAL	CD	BANK WEST INC STEP UP	2.114%	1.250%	365	\$240,000.00	\$240,000.00	\$3,000.00
12/15/25	WELLS FARGO	GO BOND	MPLS MN SCH DIST CONST BONDS	3.500%	5.125%	365	\$500,000.00	\$500,000.00	\$25,625.00
6/1/26	UBS FINANCIAL	GO BOND	LAKEVILLE MN SCH DIST 194	3.653%	5.050%	365	\$500,000.00	\$500,000.00	\$25,250.00
				1.783%	2.253%	350	\$9,487,037.75	\$9,487,037.75	\$291,595.20

2014 ESTIMATED INTEREST DISTRIBUTION

FUND #	FUND NAME	AVERAGE CASH BALANCE 1ST QTR 2013	AVERAGE CASH BALANCE 2ND QTR 2013	AVERAGE CASH BALANCE 3RD QTR 2013	AVERAGE CASH BALANCE 4TH QTR 2012	AVERAGE CASH BALANCE	PERCENT OF CASH	INTEREST EARNED
101	GENERAL	\$1,736,450.63	\$1,068,032.87	\$1,587,755.38	\$1,599,952.67	\$1,498,047.89	11.50%	\$31,018.01
201	PARK ACQUISITION	\$622,025.50	\$634,913.51	\$642,272.38	\$655,620.20	\$638,707.90	4.90%	\$13,224.84
202	TOWNSHIP DAY	(\$677.35)	(\$2,245.37)	(\$5,660.80)	(\$448.98)	(\$2,258.13)	-0.02%	(\$46.76)
301	04A PUBLIC FACILITY BOND	\$167,171.03	\$195,363.14	\$274,461.43	\$218,125.69	\$213,780.32	1.64%	\$4,426.45
302	05A IMPROVEMENT	\$126,825.30	\$125,749.52	\$128,997.78	\$140,745.70	\$130,579.58	1.00%	\$2,703.73
385	06A TAX INCREMENT BOND	(\$8,606.45)	(\$5,309.36)	\$48,891.23	\$80,054.33	\$28,757.44	0.22%	\$595.44
386	01C TAX INCREMENT BOND	\$87,193.30	\$68,162.28	\$67,327.58	\$144,515.02	\$91,799.55	0.70%	\$1,900.77
387	05B TAX INCREMENT BOND	\$31,296.60	\$48,417.67	\$62,455.15	\$48,941.71	\$47,777.78	0.37%	\$989.27
388	08A IMP/UTILITY BOND	\$195,352.95	\$184,405.43	\$191,823.48	\$229,560.12	\$200,285.50	1.54%	\$4,147.04
389	10A IMPROVEMENT BOND	\$493,690.29	\$469,157.36	\$525,894.29	\$616,868.66	\$526,402.65	4.04%	\$10,899.49
405	EDA							
101	- DRILL-A-MATIC (32%)	(\$3,989.55)	(\$15,007.19)	(\$16,401.32)	(\$7,602.12)	(\$10,750.05)	-0.08%	(\$222.59)
102	- CORTEC (68%)	\$5,807.25	(\$17,564.48)	(\$20,473.15)	(\$12,314.00)	(\$11,136.10)	-0.09%	(\$230.58)
103	- THERMOFORM	\$225,332.09	\$213,223.82	\$273,766.89	\$159,598.27	\$217,980.27	1.67%	\$4,513.42
110	- COTTAGES	\$91,786.79	\$52,209.42	\$51,985.53	\$41,654.14	\$59,408.97	0.46%	\$1,230.10
112	- MICROVENA/EPI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
114	- ST. CROIX VALLEY HARDWOOD (55.49%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
114	- WATER GREMLIN (44.51%)	\$151,774.80	\$152,171.87	\$192,392.34	\$109,662.96	\$151,500.49	1.16%	\$3,136.91
115	- COMTAL	\$368,029.22	\$358,218.19	\$392,251.07	\$327,477.07	\$361,493.89	2.78%	\$7,484.95
116	- BIRCH LAKE VILLAS	(\$203,477.11)	(\$230,226.07)	(\$219,291.57)	(\$190,859.61)	(\$210,963.59)	-1.62%	(\$4,368.13)
117	- OMNI-TRACT	\$25,129.08	\$25,194.82	\$25,283.61	\$22,067.19	\$24,418.68	0.19%	\$505.60
118	- BOARDWALK	\$48,985.98	\$44,857.14	\$54,997.46	\$51,446.89	\$50,071.87	0.38%	\$1,036.77
119	- WYLDRIDGE/DAVIDSON	\$22,673.48	\$4,980.08	\$7,439.67	\$16,118.24	\$12,802.87	0.10%	\$265.09
120	- SMC	\$40,085.97	\$33,026.34	\$48,736.35	\$49,879.62	\$42,932.07	0.33%	\$888.94
121	- HERAEUS	\$32,038.83	\$25,834.90	\$36,968.71	\$41,087.97	\$33,982.60	0.26%	\$703.63
122	- TECHWEIGH	\$17,556.41	\$17,602.34	\$21,221.88	\$18,098.88	\$18,619.88	0.14%	\$385.54
405	- OTHER	\$11,644.41	\$9,882.73	\$8,291.47	\$12,487.19	\$10,576.45	0.08%	\$218.99
405	- ADMINISTRATION ACCOUNT	(\$200,633.96)	(\$202,892.59)	(\$203,868.33)	(\$189,914.05)	(\$199,327.23)	-1.53%	(\$4,127.19)
405	- LOAN PAYBACK ACCOUNT	\$465,770.90	\$467,471.63	\$470,814.30	\$464,306.41	\$467,090.81	3.59%	\$9,671.40
504	COMMUNITY PARK IMPROV	\$165,529.90	\$163,120.55	\$144,977.51	\$102,144.08	\$143,943.01	1.10%	\$2,980.43
505	IMPROVEMENT FUNDS	\$815,152.20	\$828,927.10	\$882,134.74	\$688,430.79	\$803,661.21	6.17%	\$16,640.30
514	08 CONSTRUCTION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
515	10 CONSTRUCTION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
601	WATER OPERATING	\$2,859,100.73	\$2,780,991.41	\$2,790,856.19	\$2,808,841.32	\$2,809,947.41	21.57%	\$58,181.70
601	COTTAGES WATERMAIN DEPOSIT	\$8,913.68	\$8,937.00	\$9,101.24	\$9,107.30	\$9,014.81	0.07%	\$186.66
602	SEWER OPERATING	\$2,977,698.89	\$2,905,807.03	\$2,880,024.23	\$3,180,954.13	\$2,986,121.07	22.92%	\$61,829.49
603	STORM WATER	\$498,873.86	\$474,727.30	\$432,358.45	\$521,729.00	\$481,922.15	3.70%	\$9,978.50
701	BLD REPLACEMENT	\$392,819.16	\$482,569.36	\$493,126.43	\$383,734.34	\$438,062.32	3.36%	\$9,070.35
702	EQUIPMENT REPLACEMENT	\$690,159.81	\$760,655.26	\$804,286.18	\$634,130.87	\$722,308.03	5.54%	\$14,955.84
703	RISK MANAGEMENT	\$194,233.10	\$230,697.08	\$293,708.29	\$237,848.14	\$239,121.65	1.84%	\$4,951.16
	TOTAL	\$13,151,717.72	\$12,362,062.09	\$13,378,906.07	\$13,214,050.14	\$13,026,684.01	100.00%	\$269,725.56
	INTEREST RECEIVED		7.5% ADMIN FEE	INTEREST DISTRIBUTE				
		\$291,595.20	\$21,869.64	\$269,725.56				

YEARLY F. T. E. COMPARISON BY ACTIVITY

BUDGET YEAR	TOTAL FTE	BOARD OF SUPERVISORS *	ADMIN.	RECYCLE #	DEVL.	COMM. ENFORCE	TOWN BUILDINGS	PUBLIC WORKS	ROAD & BRIDGE	PARK & RECREATION	WATER OPERATING	SEWER OPERATING	STORM WATER
2004	15.83	0.00	2.17	0.00	0.94	2.13	0.35	0.80	3.05	2.70	2.22	1.12	0.35
2005	16.53	0.00	2.14	0.00	0.94	2.13	0.15	1.00	2.62	3.21	2.61	1.38	0.35
2006	17.06	0.00	2.14	0.10	1.10	2.15	0.20	1.00	2.61	3.21	2.70	1.50	0.40
2007	17.49	0.00	2.00	0.05	1.44	2.15	0.20	0.80	2.53	3.18	3.01	1.75	0.38
2008	17.49	0.00	2.00	0.05	1.44	2.15	0.20	0.80	2.53	3.18	3.01	1.75	0.38
2009	17.79	0.00	2.10	0.05	1.50	2.20	0.20	0.80	2.54	3.19	3.04	1.78	0.38
2010	19.30	0.00	2.10	0.05	1.50	2.20	0.22	0.90	2.73	3.25	3.08	2.56	0.71
2011	19.30	0.00	2.10	0.05	1.50	2.20	0.22	0.90	2.73	3.25	3.08	2.56	0.71
2012	19.80	0.00	2.10	0.05	1.50	2.20	0.22	0.90	2.73	3.25	3.28	2.76	0.81
2013	18.80	0.00	2.05	0.05	1.50	1.60	0.22	0.90	2.68	3.20	3.18	2.66	0.76
2014	19.80	0.00	2.10	0.05	1.50	2.20	0.22	0.90	2.73	3.25	3.28	2.76	0.81

TIME SPENT DISTRIBUTION

POSITION	2012 FTE	2013 FTE	2014 FTE	BOARD OF SUPERVISORS	ADMIN.	RECYCLE	DEVL.	COMM. ENFORCE	TOWN BUILDINGS	PUBLIC WORKS	ROAD & BRIDGE	PARK & RECREATION	WATER OPERATING	SEWER OPERATING	STORM WATER
TOWN BOARD SUPERVISORS *	0	0	0	78%											
CLERK/TREASURER	1	1	1		10%		35%						10%		
FINANCE OFFICER	1	1	1		40%								25%		5%
DEPUTY CLERK	1	1	1		80%			20%					30%		5%
ACCOUNTING CLERK	1	1	1		55%		75%						20%		5%
PLANNER	1	1	1		20%	5%									
PART-TIME SECRETARY	0	0	0								5%				
RECEPTIONIST/SECRETARY ^	1	1	1		5%		40%	60%					10%		5%
SECRETARY/PARA LEGAL	1	1	1										20%		20%
PART-TIME UTILITY BILLING CLERK	0.50	0.50	0.50										40%		20%
PUBLIC WORKS DIRECTOR	1	1	1						2%	10%	24%	20%	21%	18%	5%
PUBLIC WORKS COORDINATOR	1	1	1						2%	10%	24%	20%	21%	18%	5%
LEADWORKER	1	1	1						2%	10%	24%	20%	21%	18%	5%
MAINTENANCE WORKER	1	1	1						2%	10%	24%	20%	21%	18%	5%
MAINTENANCE WORKER	1	1	1						2%	10%	24%	20%	21%	18%	5%
MAINTENANCE WORKER	1	1	1						2%	10%	24%	20%	21%	18%	5%
MAINTENANCE WORKER	1	1	1						2%	10%	24%	20%	21%	18%	5%
MAINTENANCE WORKER	1	1	1						2%	10%	24%	20%	21%	18%	5%
PUBLIC WORKS SUMMER HELP	1.60	2.30	2.30						2%	10%	24%	20%	21%	18%	5%
CODE ENFORCEMENT	1	1	1				100%		2%	10%	23%	60%	6%		3%
TOTAL F.T.E.	19.10	18.80	19.80	0	2.10	0.05	1.50	2.20	0.22	0.90	2.73	3.25	3.28	2.76	0.81

Personnel Count

POSITION	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
TOWN BOARD SUPERVISORS	3	3	3	3	3	3	3	3	3	3	3
CLERK/TREASURER	1	1	1	1	1	1	1	1	1	1	1
FINANCE OFFICER	1	1	1	1	1	1	1	1	1	1	1
DEPUTY CLERK	1	1	1	1	1	1	1	1	1	1	1
ACCOUNTING CLERK	1	1	1	1	1	1	1	1	1	1	1
PLANNER	1	1	1	1	1	1	1	1	1	1	1
PART-TIME SECRETARY	1	1	1	1	1	1	1	1	1	1	1
RECEPTIONIST/SECRETARY ^	0	0	0	0	0	0	0	0	0	0	0
SECRETARY/PARA LEGAL	1	1	1	1	1	1	1	1	1	1	1
PART-TIME UTILITY BILLING CLERK	0	0	0	0	0	0	0	0	0	0	0
PUBLIC WORKS DIRECTOR	1	1	1	1	1	1	1	1	1	1	1
PUBLIC WORKS COORDINATOR	1	1	1	1	1	1	1	1	1	1	1
LEADWORKER	1	1	1	1	1	1	1	1	1	1	1
MAINTENANCE WORKER	5	6	6	6	6	6	6	6	6	6	6
PUBLIC WORKS SUMMER HELP	3	3	3	3	3	3	3	3	3	3	3
BEACH HELP	4	4	4	4	4	4	4	4	4	4	4
CODE ENFORCEMENT	1	1	1	1	1	1	1	1	1	1	1
TOTAL POSITION COUNT	25	26	22	22	22	22	26	26	27	27	28

* Town Board Supervisors are not included in F.T.E. estimates.

2005 The Township began recording expenditures related to recycling separately. Previously these expenditures were included in the budgets and expenditures of other activities.

^ The Receptionist/Secretary position is currently vacant and will remain that way in 2013, however there is a chance the Town will fill the position in 2014 and therefore it is included in the 2014 budget.

GLOSSARY OF TERMS

ACCOUNT: A term used to identify an individual asset, liability, expenditure control, revenue control, or fund balance.

ACCOUNTS PAYABLE: Amounts owed to others for goods or services received.

ACCOUNTS RECEIVABLE: Amounts due from others for goods furnished or services rendered.

ACCOUNTING SYSTEM: The total set of records and procedures which are used to record, classify and report information on financial status and operations of an entity.

ACCRUAL BASIS OF ACCOUNTING: The method of accounting under which revenues are recorded when they are earned and expenditures are recorded when goods and services are received.

ACTIVITY: A specific and distinguishable line of work performed by one or more organizational components of a governmental unit for the purpose of accomplishing a function for which the governmental unit is responsible. For example "Code Enforcement is an activity performed in the discharge of the "Public Safety" function.

ADOPTION: The formal action taken by the Town Board to authorize or approve the budget.

AD VALOREM: In proportion to value. A basis for levying taxes upon property.

AGENCY FUND: A fund consisting of resources received and held by the governmental unit as an agent for others or other funds of the governmental unit.

APPROPRIATION: An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is limited in amount to the time it may be expended.

ASSESSED VALUATION: Value placed upon real estate or other property as a basis for levying taxes.

ASSESSMENTS: Charges made to parties for actual services or benefits received.

ASSETS: Property owned by a governmental unit, which has a monetary value.

AUDIT: The examination of documents, records, reports, systems of internal control, accounting and financial procedures, and other evidence for one or more of the following purposes:

- (a) To ascertain whether the statements prepared from the accounts present fairly the financial position and the results of financial operations of the constituent funds and balanced account groups of the governmental unit in accordance with generally accepted accounting principals applicable to governmental units and on a basis consistent with that of the preceding year.
- (b) To determine the propriety, legality and mathematical accuracy of a governmental unit's financial transactions.
- (c) To ascertain whether all financial transactions have been properly recorded.
- (d) To ascertain the stewardship of public officials who handle and are responsible for the financial resources of a governmental unit.

BALANCED BUDGET: A budget in which estimated revenues, including operating transfers from other funds equals estimated expenditures, including operating transfers to other funds. A balanced budget would have no effect on fund balance/fund equity. The Township's policies require the General Fund budget to be balanced.

BOND: A written promise, generally under seal, to pay a specified sum of money, called the face value or principal amount, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable periodically.

BONDED INDEBTEDNESS: Outstanding debt by issues of bonds, which are repaid by ad valorem or other revenue.

BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

BUDGET DOCUMENT: The official written statement prepared by the Clerk/Treasurer and Finance Officer of the Township which presents the proposed budget to the Town Board.

BUDGET BODY MESSAGE: A general discussion of the proposed budget presented in writing as a part of the budget document. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the Clerk/Treasurer.

BUDGET CALENDAR: The schedule of key dates, which a government follows in the preparation and adoption of the budget.

BUDGETARY CONTROL: The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitation of available appropriations and available revenues.

CAPITAL ASSETS: Assets with a value of \$1,000 or more and a useful life of 3 years or longer.

CAPITAL EXPENDITURE: Assets with an initial, individual cost of more than \$1,000 and an estimated useful life in excess of three years.

CAPITAL IMPROVEMENT BUDGET: A plan of proposed capital expenditures and a means of financing them. The capital budget is enacted as part of the complete annual budget.

CAPITAL PROGRAM: A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

CAPITAL PROJECTS FUNDS: To account for financial resources to be used for the acquisition or construction of major capital facilities.

CASH BASIS: The method of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

CERTIFIED LEVY: Total tax levy of a jurisdiction, which is certified to the County Auditor.

CHARGES FOR SERVICES: Charges for current services rendered.

CHART OF ACCOUNTS: The classification system used by a government entity to organize the accounting for various funds.

CONSUMER PRICE INDEX (CPI): A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

CONTINGENCY: Budget for expenditures which cannot be placed in departmental budgets, primarily due to uncertainty about the level or timing of expenditures when the budget is adopted. The contingency also serves as a hedge against shortfalls in revenues or unexpected expenditures.

CURRENT: A term which, applied to budgeting and accounting, designates the operations of the present fiscal period as opposed to past or future periods.

DEBT: An obligation resulting from the borrowing of money or from the purchase of goods and services.

DEBT LIMIT: The maximum amount of gross or net debt, which is legally permitted.

DEBT MARGIN: The amount of available debt, which may be issued by a governmental unit before reaching its debt limit.

DEBT SERVICE FUNDS: To account for the accumulation of resources for payment of general long-term debt.

DEPARTMENT: Basic organizational unit of government, responsible for carrying out related functions.

DEPRECIATION: Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

DISTINGUISHED BUDGET PRESENTATION AWARDS PROGRAM: A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents.

EFFECTIVE BUYING INCOME (EBI): A statistical measure of buying power of an area or group of individuals.

ENTERPRISE FUNDS: To account for operations that are financed and operated in a manner similar to a private business enterprises, where the intent of the governing body is that the cost of providing services are to be recovered primarily on a user-charge basis to the general public.

ESTIMATED MARKET VALUE: Represents the selling price of a property if it were on the market. Estimated market value is converted to tax capacity before property taxes are levied.

EXPENDITURE: Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of goods received or services rendered whether cash payment have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purposes are made.

FINES: Revenues from penalties imposed for violation of laws or regulations.

FISCAL DISPARITIES: A Minnesota law enacted in 1975 which provides for the pooling of 40 percent of all new commercial and industrial property valuation in the seven county metropolitan area and then redistributed to taxing jurisdictions according to specific criteria.

FISCAL POLICY: A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal Policy provides an agreed-upon set of principles for the planning and programming of budgets and their funding.

FISCAL YEAR: The budget and accounting year that begins on the first day of January and ends on the last day of December of each year.

FIXED ASSETS: Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

FULL TIME EQUIVALENT (FTE): The number of employee hours (2,080) needed to be equal to one full time employee. Several part time employees may be combined to make one full time equivalent.

FUNCTION: A group of related activities aimed at accomplishing a major service or regulatory program for which the government unit is responsible.

FUND: An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

FUND BALANCE: The difference between fund's assets and fund liabilities (the equity) in governmental funds.

FUND BALANCE – ASSIGNED: Segregation of a portion of fund balance to indicate the government's intent to use the resources for specific purposes where the specific purposes are identified by either the government's highest level of decision-making authority or a body or official that has been delegated the authority to do so by the governing body.

FUND BALANCE – COMMITTED: Segregation of a portion of fund balance that represents resources whose use is subject to a legally binding constraint that is imposed by the government itself at its highest level of decision-making authority and that remains legally binding unless removed in the same manner.

FUND BALANCE – NONSPENDABLE: Segregation of a portion of fund balance to indicate that the amount cannot be spent because the resources are not in spendable form, such as inventories or prepaid items.

FUND BALANCE – RESTRICTED: Segregation of a portion of fund balance that represents resources whose use is subject to externally enforceable constraints.

FUND BALANCE – UNASSIGNED: The difference between the total fund balance in a governmental fund and its nonspendable, restricted, committed, and assigned components. Only the general fund may report positive amounts of unassigned fund balance.

GENERAL FUND: Accounts for the general operation of the Township and all financial resources except those to be accounted for in another fund.

GENERAL GOVERNMENT: Expenditures, which represents a set of accounts, to which are charged the expenditures for operating the Township.

GENERAL OBLIGATION BONDS: When a government pledges its full faith and credit to the repayment of the bonds it issues, than those bonds are general obligation (GO) bonds.

GOAL: A statement of broad direction, purpose or intent based on the need of a community. A goal is general and timeless; that is, it is not concerned with a specific achievement in a given period.

GOVERNMENTAL ACCOUNTING: The composite of analyzing, recording, summarizing, reporting, and interpreting the financial transactions of governmental units and agencies.

GOVERNMENTAL FUND TYPES: Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities - except those accounted for in proprietary funds and fiduciary funds. In essence, these funds are accounting segregation of financial resources. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

GRANT: A contribution of assets by one governmental unit or other organization to another. Grants are usually made for specified purposes.

HOMESTEAD AND AGRICULTURAL CREDIT (HACA): A form of state paid property tax relief for farm property and owner occupied homes.

IMPROVEMENT BONDS: Bonds payable from the proceeds of special assessments from properties benefiting from an improvement.

IMPROVEMENTS: Buildings, other structures, and other attachments or annexations to land which are intended to remain so attached or annexed, such as sidewalks, trees, drains, and sewers.

INFLOW/INFILTRATION (I/I): The term used to describe clean water entering into the sanitary sewer system.

INTERFUND TRANSFERS: Amounts transferred from one fund to another.

INFRASTRUCTURE: Assets which are immovable and of value only to the governmental unit (i.e. roads, gutters, sewer lines).

INTERGOVERNMENTAL REVENUES: Revenues from other governments in the form of grants, entitlement, or shared revenues.

INVESTMENTS: Securities held for the production of income in the form of interest.

LEVY: (Verb) To impose taxes, special assessments, or service charges for the support of governmental activities. (Noun) The total amount of taxes special assessments, or service charges imposed by a governmental unit.

LICENSES: Revenues received from the sale of business and non-business licenses.

LIMITED MARKET VALUE: The amount the market value of a property can increase from one year to the next for calculating property taxes. The limited market value system was phased-out by the State of Minnesota.

LINE ITEM: A specific item or group of similar items defined by detail in a unique account in the financial records.

LOCAL GOVERNMENT AID (LGA): Intergovernmental revenue from the state to municipalities to help fund general expenditures.

LONG-TERM DEBT: Debt with a maturity of more than one year after the date of issuance.

MAINTENANCE: The upkeep of physical properties in condition for use or occupancy.

MARKET VALUE EXCLUSION (MVE): A portion of a property's market value that is not included in the property tax calculation based on a formula set by the State of Minnesota. This exclusion reduces the taxable market value.

MARKET VALUE HOMESTEAD CREDIT (MVHC): State paid property tax reduction on owner occupied homes based on the properties market value.

MISCELLANEOUS: Revenues or expenditures not classified in any other revenue or expenditure category.

MODIFIED ACCRUAL BASIS: The basis of accounting under which expenditures other than accrued interest on general long-term debt are recorded at the time liabilities are incurred and revenues are recorded when received in cash except for material and/or available revenues, which should be accrued to reflect properly the tax levied and revenue earned.

NET POSITION – GENERAL GOVERNMENT: The difference between general government asset and liability accounts reported in the government-wide financial statements.

OBJECT OF EXPENDITURE: Expenditure classifications based upon the types or categories of goods and services purchased.

OBJECTIVE: Desired output oriented accomplishments, which can be measured and achieved within a given time frame.

OPERATING BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for the calendar year and the proposed means of financing them.

OPERATING EXPENSE: The cost for personnel, material and equipment required for a department to function.

OPERATING REVENUE: Funds that the government receives as income to pay for ongoing operations. Operating revenues are used to pay for day-to-day services.

OPERATING TRANSFERS: Amounts transferred from one fund to another, shown as expenditure in the originating fund and revenue in the receiving fund.

ORDINANCE: A formal legislative enactment by the Town Board.

PAY-AS-YOU-GO BASIS: A term used to describe a financial policy by which capital outlays are financed from current revenues rather than through borrowing.

PERFORMANCE MEASURE: See Service Levels.

PERSONAL SERVICES: Expenditures for salaries, wages, and fringe benefits of employees.

PROGRAM: A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the governmental unit is responsible.

PROJECT: A plan of work, job assignment, or task.

PROPRIETARY ACCOUNTS: Those accounts which show actual financial position and operation, such as actual assets, liabilities, reserves, fund balances, revenues, and expenditures, as distinguished from budgetary accounts.

PUBLIC SAFETY: To account for expenditures related to the protection of persons and property.

PUBLIC WORKS: To account for expenditures for the maintenance of Township property and infrastructure.

PURPOSE: A broad statement of the goals, in terms of meeting public service needs, that a department is organized to meet.

REFUNDING BONDS: Bonds issued to retire bonds already outstanding.

REIMBURSEMENT: Cash or other assets received as a repayment of the cost of work or services performed or of other expenditures made for or on behalf of another governmental unit or department or for an individual, firm, or corporation.

RESERVE: An account which records a portion of the fund balance which must be segregated for some future use and which is, therefore, not available for further appropriation or expenditure.

RESOLUTION: A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

RESOURCES: The actual assets of a governmental unit, such as cash, plus contingent assets such as estimated revenues applying to the current fiscal year not accrued or collected, and bonds authorized and not issued.

REVENUE: The term designates an increase to a fund's assets which: 1) does not increase a liability; 2) does not represent a repayment of an expenditure already made; 3) does not represent a cancellation of certain liabilities; and 4) does not represent an increase in contributed capital.

REVENUE BOND: A bond that is backed by a particular revenue source such as water user fees.

SERVICE LEVELS: Data to determine how effective or efficient a program is in achieving its objective.

SPECIAL ASSESSMENT: A compulsory levy made by a local government against certain properties to defray part or all of the cost of a specific improvement or service which is presumed to be of general benefit to the public and of special benefit to such properties.

SPECIAL REVENUE FUND: To account for revenue derived from specific revenue sources that are legally restricted for specific purposes.

SY: Abbreviation for square yard, which is how sealcoating and street overlay projects are measured.

TAXABLE MARKET VALUE: That portion of a property's market value that is used to calculate property taxes.

TAX CAPACITY: An amount determined by a percentage of a property's market value, which is then applied to the tax rates of taxing jurisdictions affecting the property to determine the amount of property taxes owed. The current tax rates and property classifications can be found on page 135.

TAX CAPACITY RATE: Tax rate applied to tax capacity to generate property tax revenue. The rate is obtained by dividing the property tax levy by the available tax capacity.

TAX CLASSIFICATION RATE: Rate at which estimated market values are converted into the property tax base. The classification rates are assigned to properties depending on their type (residential, commercial, farm, etc.) and, in some cases there are two tiers of classification rates, with the rate increasing as the estimated market values increases.

TAX INCREMENT FINANCING (TIF): Financing tool originally intended to combat severe blight in areas, which would not be redeveloped "but for" the availability of government subsidies derived from locally generated property tax revenues.

TAX LEVY: The total amount to be raised by general property taxes for the purpose stated in the resolution certified to the county auditor.

TAX RATE: The amount applied to tax capacity to determine the taxes generated by the property.

TAXES: Compulsory charges levied by a governmental unit for the purpose of financing services performed for the common benefit.

TRUST AND AGENCY FUNDS: Funds used to account for assets held by a government in a trust capacity or as an agent for individuals, private organizations, other governments and/or other funds.

TRUST FUND: A fund consisting of resources received and held by the governmental unit as trustee, to be expended or invested in accordance with the conditions of the trust.

UNBALANCED BUDGET: A budget which undesignated fund balance or reserves are used in order to balance estimated revenues to estimated expenditures or expenses.

UNRESERVED FUND BALANCE: The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

USER FEES: The payment of a charge for direct receipt of a public service by the party benefiting from the service.

WORKLOAD INDICATOR: A unit of work to be done.

ACRONYMS

ACS	Animal Control Services
CAFR	Comprehensive Annual Financial Report
CD	Certificate of Deposit
CIP	Capital Improvement Plan
CP	Commercial Paper
CPI	Consumer Price Index
HACA	Homestead and Agricultural Credit Aid
EBI	Effective Buying Income
EDA	Economic Development Authority
EMV	Estimated Market Value
FHLB	Federal Home Loan Bank
FNMA	Federal National Mortgage Association
FTE	Full Time Equivalent
GAAP	Generally Accepted Accounting Principals
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officer's Association
GO	General Obligation
I/I	Inflow/Infiltration
LGA	Local Government Aid
MCES	Metropolitan Council Environmental Services
MVE	Market Value Exclusion
MVHC	Market Value Homestead Credit
SAC	Sewer Availability Charge
SY	Square Yard
TIF	Tax Increment Financing
TVA	Tennessee Valley Authority
VLAWMO	Vadnais Lake Area Water Management Organization
WAC	Water Availability Charge
WBLCD	White Bear Lake Conservation District