

CITY OF LAKE ELMO
WASHINGTON COUNTY, MINNESOTA

RESOLUTION NO. 2002- 143
RESOLUTION ADOPTING THE 2003 GENERAL FUND BUDGET

WHEREAS, the City of Lake Elmo is required to adopt a formal budget for the general fund revenues;

WHEREAS, the City of Lake Elmo held its Truth In Taxation Hearing on December 6, 2002;

WHEREAS, the Lake Elmo City Council closed the public hearing on the 2003 general fund budget at the close of the meeting on December 6, 2002 without need for continuation;

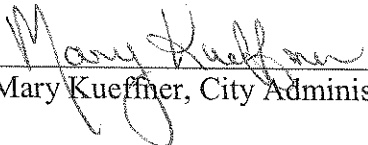
NOW, THEREFORE, the Lake Elmo City Council adopts the 2003 general fund budget in the amount of \$2,586,377.

ADOPTED, by the Lake Elmo City Council on December 19, 2002.



Lee Hunt, Mayor

ATTEST:



Mary Kueffner, City Administrator

REVENUE

**CITY OF LAKE ELMO
PROPOSED 2003 OPERATING BUDGET**

Account Description	2002 Budget	2003 Proposed	% Change
Current Ad Valorem Taxes	1,612,500	1,667,325	3.4%
Delinquent Ad Valorem Taxes	0	0	0.0%
Mobile Home Tax	0	0	0.0%
Fiscal Disparities	0	0	0.0%
Tax Abatement	0	0	0.0%
Penalty & Interest on Taxes	0	0	0.0%
Forfeited Tax Sale Apportionment	0	0	0.0%
Liquor License (for following year)	9,000	9,000	0.0%
Wastehauler License	500	630	26.0%
General Contractor License	300	1,590	430.0%
Sewer Installer License	0	0	0.0%
Heating Contractor License	900	0	-100.0%
Blacktopping Contractor License	0	0	0.0%
Building Permits	400,000	242,835	-39.3%
Surcharge	0	15,300	0.0%
Heating Permits	12,000	22,570	88.1%
Plumbing Permits	8,000	18,300	128.8%
Sewer Permits	6,000	11,640	94.0%
Animal License	3,000	2,000	-33.3%
Utility Permits	0	1,000	0.0%
Burning Permits	200	600	200.0%
Local Government Aid	12,150	12,151	0.0%
Homestead Credit Aid	0	0	0%
State Fire Aid	25,000	25,000	0.0%
PERA Aid	2,749	2,749	0.0%
METC Infiltration Grant	0	35,500	0.0%
Community Development Block Grant	0	59,500	0.0%
Gravel Tax	4,000	4,000	0.0%
Recycling Grant	27,409	26,587	-3.0%
Zoning & Subdivision Application Fees	2,000	10,000	400.0%
Plan Check Fees	18,000	131,200	628.9%
Sale of Copies, Books, Maps	1,000	500	-50.0%
Assessment Searches	1,000	500	-50.0%
Clean-up Days	4,000	3,500	-12.5%
Park Rent	500	0	-100.0%
Cable Operation Reimbursement	2,400	2,400	0.0%
Fines	45,000	45,000	0.0%
Miscellaneous Revenue	35,000	35,000	0.0%
Interest Earnings (all accounts)	80,000	200,000	150.0%
GRAND TOTAL GENERAL FUND	2,312,608	2,586,377	11.8%

Adoption, 12/19/02

Prepared by: Finance Director

Updated: 12/16/2002, 3:07 PM

EXPENDITURES

**CITY OF LAKE ELMO
PROPOSED 2003 OPERATING BUDGET**

Account Description	2002 Budget	2003 Proposed	% Change
Mayor & Council			
Part-time Salaries	12,100	12,100	0.0%
FICA Contributions	750	750	0.0%
Medicare Contributions	175	175	0.0%
Travel Expense	0	0	0.0%
Miscellaneous	6,000	6,000	0.0%
Dues and Subscriptions	6,000	9,000	50.0%
Conferences & Training	2,000	2,000	0.0%
Subtotal Mayor & Council	27,025	30,025	11.1%
Administration			
Full-time Salaries	92,889	108,850	17.2%
Part-time Salaries	0	0	0.0%
Overtime Pool - Admin Staff	0	3,600	0.0%
Overtime Pool - Mgmt	0	4,200	0.0%
Payout Pool	0	30,500	0.0%
PERA Contributions	5,140	6,025	17.2%
FICA Contributions	5,760	6,800	18.1%
Medicare Contributions	1,350	1,600	18.5%
Health/Dental Insurance	17,290	22,250	28.7%
Workers' Compensation	250	700	180.0%
Office Supplies	15,000	6,000	-60.0%
Printed Forms	2,500	1,500	-40.0%
Env Comm Surface Water Study	0	6,000	0.0%
Newsletter/Website	16,000	16,000	0.0%
Postage	2,000	7,000	250.0%
Travel Expense	1,400	1,400	0.0%
Legal Publishing	6,000	5,000	-16.7%
Insurance - Bldgs & Vehicles	5,000	20,000	300.0%
Cable Operation Expense	1,200	1,200	0.0%
Miscellaneous	21,000	5,000	-76.2%
Dues & Subscriptions	500	1,000	100.0%
Books	200	500	150.0%
Conferences & Training	2,500	2,500	0.0%
Professional Development	0	0	0.0%
Transfer Out	106,750	70,500	-34.0%
Subtotal Administration	302,729	328,125	8.4%

**CITY OF LAKE ELMO
PROPOSED 2003 OPERATING BUDGET**

Account Description	2002 Budget	2003 Proposed	% Change
Elections			
Part-time Salaries	3,500	1,000	-71.4%
FICA Contributions	0	65	0.0%
Medicare Contributions	0	20	0.0%
Office Supplies	200	200	0.0%
Printed Forms	3,000	0	-100.0%
Travel Expense	100	100	0.0%
Miscellaneous	2,000	350	-82.5%
Conferences & Training	500	500	0.0%
Other Equipment	0	0	0.0%
Subtotal Elections	9,300	2,235	-76.0%
Finance			
Full-time Salaries	42,675	33,250	-22.1%
Part-time Salaries	0	10,400	0.0%
Overtime Pool - Mgmt	0	3,750	0.0%
Payout Pool	0	2,000	0.0%
PERA Contributions	2,360	2,425	2.8%
FICA Contributions	2,645	2,700	2.1%
Medicare Contributions	620	650	4.8%
Health/Dental Insurance	6,780	3,800	-44.0%
Workers' Compensation	100	375	275.0%
Office Supplies	2,000	1,000	-50.0%
Printed Forms	500	500	0.0%
Software Support	5,000	2,000	-60.0%
Hardware Support	0	5,000	0.0%
Software Programs	0	2,000	0.0%
Travel Expense	1,000	2,200	120.0%
Miscellaneous	200	200	0.0%
Dues & Subscriptions	200	200	0.0%
Books	200	200	0.0%
Conferences & Training	1,800	1,000	-44.4%
Subtotal Finance	66,080	73,650	11.5%
Auditor			
City Auditor	11,000	13,500	22.7%
Subtotal Auditor	11,000	13,500	22.7%

Adoption, 12/19/2002

Prepared by: Finance Director

**CITY OF LAKE ELMO
PROPOSED 2003 OPERATING BUDGET**

Account Description	2002 Budget	2003 Proposed	% Change
Assessor			
City Assessor	29,000	35,000	20.7%
Subtotal City Assessor	29,000	35,000	20.7%
Legal Services			
City Attorney - Civil	76,000	10,000	-86.8%
City Attorney - Criminal		45,000	0.0%
Subtotal Legal Services	76,000	55,000	-27.6%
Planning & Zoning			
Full-time Salaries	68,536	67,100	-2.1%
Part-time Salaries	0	1,400	0.0%
Overtime Pool - Mgmt	0	5,200	0.0%
Payout Pool	0	7,500	0.0%
PERA Contributions	3,790	3,800	0.3%
FICA Contributions	4,250	4,250	0.0%
Medicare Contributions	995	1,000	0.5%
Health/Dental Insurance	12,830	10,100	-21.3%
Workers' Compensation	200	350	75.0%
Office Supplies	5,000	5,000	0.0%
Printed Forms	500	500	0.0%
Community Facility Study - CDBG	0	0	0.0%
Old Village Design Study - CDBG	0	19,500	0.0%
Zoning Ordinance Dev. - CDBG	0	20,000	0.0%
Cimarron Study - CDBG	0	20,000	0.0%
Comprehensive Planning	0	100,000	0.0%
Engineering Services	4,500	4,500	0.0%
Legal Services	500	6,000	1100.0%
Infiltration Project	0	39,000	0.0%
Old Village Tax Abatement	0	0	0.0%
Travel Expense	2,000	2,000	0.0%
Cable Operation Expense	1,200	1,200	0.0%
Miscellaneous	100	100	0.0%
Dues & Subscriptions	200	1,000	400.0%
Books	0	200	0.0%
Conferences & Training	5,000	2,500	-50.0%
Subtotal Planning & Zoning	109,601	322,200	194.0%

Adoption, 12/19/2002

Prepared by: Finance Director

**CITY OF LAKE ELMO
PROPOSED 2003 OPERATING BUDGET**

Account Description	2002 Budget	2003 Proposed	% Change
Engineer			
City Engineer	24,000	24,000	0.0%
Subtotal City Engineer	24,000	24,000	0.0%
Gov't Buildings			
Cleaning Supplies	2,500	1,000	-60.0%
Building Repair Supplies	5,000	1,000	-80.0%
Telephone	8,000	6,000	-25.0%
Internet	1,500	0	-100.0%
Insurance	500	0	-100.0%
Electric Utility	4,500	4,500	0.0%
Gas Utility	0	0	#DIV/0!
Refuse	1,600	1,400	-12.5%
Repairs/Maint Contractual Bldg	8,000	8,000	0.0%
Repairs/Maint Contractual Equip	1,000	6,000	500.0%
Miscellaneous	100	100	0.0%
Subtotal Gov't Bldgs	32,700	28,000	-14.4%
Law Enforcement			
Law Enforcement Contract	310,000	307,000	-1.0%
Subtotal Law Enforcement	310,000	307,000	-1.0%

**CITY OF LAKE ELMO
PROPOSED 2003 OPERATING BUDGET**

Account Description	2002 Budget	2003 Proposed	% Change
Fire			
Full-time Salaries	7,541	12,000	59.1%
Part-time Salaries	73,550	73,550	0.0%
Overtime Pool	0	0	0.0%
Payout Pool	0	0	0.0%
Officer and Pager Compensation	0	21,350	0.0%
PERA Contributions	420	675	60.7%
FICA Contributions	5,030	5,200	3.4%
Medicare Contributions	1,175	1,250	6.4%
Health/Dental Insurance	0	0	0.0%
Workers' Compensation	1,800	2,500	38.9%
Office Supplies	3,500	3,000	-14.3%
Printed Forms	1,000	1,000	0.0%
EMS Supplies	9,000	2,000	-77.8%
Fire Prevention	4,500	3,000	-33.3%
Fuel	5,000	5,000	0.0%
Equipment Parts	6,000	7,000	16.7%
Building Repair Supplies	2,000	1,500	-25.0%
Small Tools & Equipment	0	1,000	0.0%
Physicals	5,000	4,000	-20.0%
Telephone	2,000	3,000	50.0%
Radio	1,200	2,500	108.3%
Internet	360	0	-100.0%
Travel Expense	2,000	2,000	0.0%
Insurance - Bldg & Vehicles	12,900	10,000	-22.5%
Electric Utility	4,000	4,000	0.0%
Gas Utility	0	0	0.0%
Repairs/Maint Contractual Bldg	8,000	4,000	-50.0%
Repairs/Maint Contractual Equip	12,000	16,000	33.3%
Rentals - Building	600	600	0.0%
Uniforms	7,360	7,000	-4.9%
Miscellaneous	500	500	0.0%
Dues & Subscriptions	1,500	2,000	33.3%
Books	0	250	0.0%
Conferences & Training	10,000	10,000	0.0%
Pension Contribution	15,761	23,000	45.9%
Fire State Aid	25,000	25,000	0.0%
Vehicle	0	0	0.0%
Equipment	25,000	10,000	-60.0%
Transfer Out	78,750	60,000	-23.8%
Subtotal Fire	332,447	323,875	-2.6%

Adoption, 12/19/2002

Prepared by: Finance Director

**CITY OF LAKE ELMO
PROPOSED 2003 OPERATING BUDGET**

Account Description	2002 Budget	2003 Proposed	% Change
Building Inspection			
Full-time Salaries	92,784	140,250	51.2%
Part-time Salaries	0	1,400	0.0%
Overtime Pool	0	0	0.0%
Payout Pool	0	16,000	0.0%
PERA Contributions	5,130	7,900	54.0%
FICA Contributions	5,755	8,000	39.0%
Medicare Contributions	1,345	2,100	56.1%
Health/Dental Insurance	10,344	26,000	151.4%
Workers' Compensation	200	1,300	550.0%
Office Supplies	300	3,000	900.0%
Printed Forms	200	1,000	400.0%
Engineering Service - Utility Permits	0	3,000	0.0%
State Plan Review Services	0	10,000	0.0%
Surcharge Payments	0	15,300	0.0%
Fuel	1,500	2,200	46.7%
Inspector Contract Services	20,000	0	-100.0%
Travel Expense	1,000	1,000	0.0%
Vehicle Insurance	0	700	0.0%
Repairs/Maint Contractual Equip	500	500	0.0%
Rentals - Building	0	5,000	0.0%
Uniforms	200	600	200.0%
Miscellaneous	100	100	0.0%
Dues & Subscriptions	100	200	100.0%
Books	0	200	0.0%
Conferences & Training	1,500	2,500	66.7%
Equipment	0	0	0.0%
Transfer Out	5,000	5,000	0.0%
Subtotal Building Inspection	145,958	253,250	73.5%
Civil Defense			
Transfer Out	9,000	9,000	0.0%
Subtotal Civil Defense	9,000	9,000	0.0%

**CITY OF LAKE ELMO
PROPOSED 2003 OPERATING BUDGET**

Account Description	2002 Budget	2003 Proposed	% Change
Animal Control			
Printed Forms	500	400	-20.0%
Contract Services	7,000	5,000	-28.6%
Impounding	10,000	10,000	0.0%
Miscellaneous	400	400	0.0%
Subtotal Animal Control	17,900	15,800	-11.7%
Public Works			
Full-time Salaries	102,638	105,500	2.8%
Part-time Salaries	0	5,900	0.0%
Overtime Pool - Mgmt	0	1,100	0.0%
Overtime Pool - Equip Oper.	0	5,400	0.0%
Payout Pool	0	14,000	0.0%
PERA Contributions	5,675	5,900	4.0%
FICA Contributions	6,365	6,600	3.7%
Medicare Contributions	1,490	1,550	4.0%
Health/Dental Contributions	12,925	21,000	62.5%
Workers' Compensation	6,500	4,400	-32.3%
Office Supplies	0	300	0.0%
Fuel	15,000	10,000	-33.3%
Shop Materials	12,000	2,500	-79.2%
Equipment Parts	20,000	10,000	-50.0%
Building Repair Supplies	2,500	1,000	-60.0%
Street Maintenance Materials	22,500	22,500	0.0%
Landscaping Materials	2,500	2,500	0.0%
Sign Repair Materials	7,500	7,500	0.0%
Sand/Salt	20,000	20,000	0.0%
Small Tools & Minor Equipment	2,500	2,500	0.0%
Engineering Services	0	11,000	0.0%
Sealcoating and Crack Sealing	0	160,000	0.0%
Contract Services	15,000	25,000	66.7%
Telephone	3,500	3,000	-14.3%
Radio	200	200	0.0%
Internet	360	0	-100.0%
Travel Expense	0	750	0.0%
Insurance (vehicle)	14,000	10,000	-28.6%
Electric Utility	6,500	6,500	0.0%
Gas Utility	0	0	0.0%
Refuse	0	0	0.0%

**CITY OF LAKE ELMO
PROPOSED 2003 OPERATING BUDGET**

Account Description	2002 Budget	2003 Proposed	% Change
Public Works (cont.)			
Repairs/Maint Contractual Bldg	2,000	2,000	0.0%
Repairs/Maint Imp Not Bldgs	1,000	1,000	0.0%
Repairs/Maint Contractual Equip	4,000	4,000	0.0%
Rentals - Buildings	3,000	0	-100.0%
Uniforms	1,000	1,200	20.0%
Miscellaneous	26,000	15,000	-42.3%
Dues & Subscriptions	1,000	1,000	0.0%
Conferences & Training	1,500	1,500	0.0%
Clean-up Days	0	7,500	0.0%
Buildings	0	0	0.0%
Vehicles	0	0	0.0%
Other Equipment	0	1,800	0.0%
Transfer Out	221,300	83,000	-62.5%
Subtotal Public Works	540,453	584,600	8.2%
Street Lighting			
Street Lighting	16,000	16,000	0.0%
Subtotal Street Lighting	16,000	16,000	0.0%
Sanitation			
Recycling Supplies	20,000	3,000	-85.0%
Newsletter/Calendar	2,000	0	-100.0%
Miscellaneous	9,009	0	-100.0%
Subtotal Sanitation	31,009	3,000	-90.3%

**CITY OF LAKE ELMO
PROPOSED 2003 OPERATING BUDGET**

Account Description	2002 Budget	2003 Proposed	% Change
Parks			
Full-time Salaries	40,278	45,525	13.0%
Part-time Salaries	24,500	22,350	-8.8%
Overtime Pool	0	0	0.0%
Payout Pool	0	13,000	0.0%
PERA Contributions	2,230	3,800	70.4%
FICA Contributions	4,020	4,250	5.7%
Medicare Contributions	940	1,000	6.4%
Health/Dental Insurance	3,800	6,400	68.4%
Workers' Compensation	1,300	1,900	46.2%
Office Supplies	50	250	400.0%
Fuel	1,000	1,000	0.0%
Shop Materials	1,200	1,500	25.0%
Chemicals	0	0	0.0%
Equipment Parts	3,000	4,000	33.3%
Building Repair Supplies	1,000	1,000	0.0%
Landscaping Materials	10,000	10,000	0.0%
Small Tools & Minor Equipment	0	1,000	0.0%
Engineering Services	0	1,000	0.0%
Telephone	1,500	1,500	0.0%
Radio	0	0	0.0%
Internet	360	0	-100.0%
Travel Expense	100	100	0.0%
Insurance (vehicle)	4,000	2,600	-35.0%
Electric Utility	5,500	5,500	0.0%
Gas Utility	0	0	0.0%
Refuse	2,400	2,400	0.0%
Repairs/Maint Contractual Bldg	4,000	4,000	0.0%
Repairs/Maint Imp Not Bldgs	6,800	6,800	0.0%
Repairs/Maint Contractual Equip	1,000	1,000	0.0%
Rentals - Buildings	2,500	2,500	0.0%
Uniforms	600	600	0.0%
Miscellaneous	100	100	0.0%
Dues & Subscriptions	0	100	0.0%
Conferences & Training	0	400	0.0%
Transfer Out	13,000	16,542	27.2%
Subtotal Parks	135,178	162,117	19.9%
GRAND TOTAL GENERAL FUND	2,225,380	2,586,377	16.2%