

Mayor Beyer called the special council workshop meeting to order at 6:00 p.m. in the Riverside Park building on 8220 Elm Street, Rockford, MN. The purpose of the meeting was to review the proposed preliminary general fund budget and levy.

Roll Call

Roll call was taken and the following members were present: Beyer, Graner, Hafften, Martinson and Nichols. Also in attendance were the following staff members: Carswell, D. Peterson, Desens, Duda, Elsen, Huettl, Quirk and Vogel.

Review Preliminary General Fund Revenues

Financial Clerk Huettl reviewed the general fund revenues with council. Noting that there was a small correction in the ad valorem taxes now that the city has the actual levy limit amount from the state. The staff has reduced the LGA \$60,000 which we feel is a good estimate. There are building permits revenues are conservative for 2011. The revenues include a levy from Market Value credit in the amount \$20,000 and \$12,134 which is a residual fund transfer from the debt service fund 313. The total adjusted revenue budget is \$1,600,118.

Review Expenditures for General Fund

The general fund expenditures were reviewed beginning with the general government. Council requested increasing the seminars/training object #314 for the city hall staff and streets. The janitor fee for city hall was increased to include shampooing the carpets.

There was a discussion about the costs of faxes and using technology instead to save money. For instance the fire reports that are now being faxed should be emailed to save money.

The transfer to other funds was reduced by \$54,000 in 2011. The park dedication fund receiving no money from the general fund in 2011. The park dedication fund receives revenue from Antenna rent. The council discussed the development of Parkwood Park and wondered what the fund balance was. Carswell noted that the fund had an estimated cash balance of \$40,000 but she would check and let the council know that balance.

Civil defense sirens must be updated by 2012 and that is part of the CIP for streets.

The budget includes wage increases of 3% and health insurance increase estimates of 15%. Wages and benefits from the last five years will be submitted to council for review as part of the budget packet.

The wages for the public works department is divided into streets, parks, sewer and water. The break down for 2011 is from the time cards year to date for each department and shown in a spread sheet as follows:

Streets 39% - general fund 101
Parks 22% - general fund 101
Water 17% - enterprise fund 601
Sewer 22% - enterprise fund 502
Total 100%

There was discussion about the adding computers for public works into the CIP. The desire for portable restrooms in the parks was also discussed as this is not part of the budget.

Cell phones for public works should include email so they can get messages while out in the field. Dennis will check on better rates.

Council Workshop Meeting

August 17, 2010

With the changes the contingency budget will be reduced to maintain a balanced budget.

Staff will submit the preliminary general fund budget and levy for 2010 payable 2011 to council for adoption on August 24, 2010.

Meeting adjourned at 8:00 p.m.

Michael Beyer, Mayor

Attest:

Nancy Carswell, Administrator