



CITY OF GRAND RAPIDS

Meeting Agenda Full Detail City Council Work Session

Monday, August 26, 2013

CALL TO ORDER: Pursuant to due notice and call thereof a Special Meeting/Worksession of the Grand Rapids City Council will be held on Monday, August 26, 2013 immediately following the Closed meeting in Conference Room 2A 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL: On a call of roll, the following members were present:

Discussion Items

1. [13-0489](#) Discuss 2014 proposed budgets for:
Finance Department
Fire Department
Information Technology
Attachments: [2014 Finance](#)
[2014 Fire](#)
[2014 I T](#)
2. [13-0525](#) Review 5:00 pm agenda and other business as noted.

ADJOURN

Attest: Tom Pagel, City Administrator



CITY OF
GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 13-0489 **Version:** 1 **Name:** Budget Discussions
Type: Agenda Item **Status:** CC Worksession
File created: 8/16/2013 **In control:** City Council Work Session
On agenda: 8/26/2013 **Final action:**
Title: Discuss 2014 proposed budgets for:
Finance Department
Fire Department
Information Technology
Sponsors:
Indexes:
Code sections:
Attachments: [2014 Finance](#)
[2014 Fire](#)
[2014 IT](#)

Date	Ver.	Action By	Action	Result
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Discuss 2014 proposed budgets for:
Finance Department
Fire Department
Information Technology

**CITY OF GRAND RAPIDS
FINANCE DEPARTMENT
ACTUAL 2009-2012 EXPENDITURES, 2013 BUDGET, YEAR TO DATE, PROPOSED 2014 BUDGET**

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	REVISED 2013 BUDGET	ACTUAL YTD 6/30/2013	PROPOSED 2014 BUDGET
PERSONNEL							
Salary-Fulltime	276,297	240,154	246,283	250,113	287,867	131,089	291,470
Salary-Overtime	30		-	-	-	-	-
PERA	18,561	16,782	17,855	18,133	20,795	9,504	21,132
FICA	16,049	14,071	14,365	14,729	17,783	7,812	18,071
Medicare	3,753	3,291	3,359	3,445	4,159	1,827	4,226
Health Insurance	47,078	36,312	38,699	38,356	47,217	21,170	55,350
Life Insurance	462	98	98	98	98	53	123
Dental Insurance	437	551	565	593	619	310	619
Vision Insurance	-	-	-	1	-	-	-
Unemployment	-	-	0	-	-	-	-
Workers Compensation	1,656	1,663	1,869	1,220	1,600	1,554	1,800
TOTAL PERSONNEL	364,324	312,922	323,095	326,688	380,138	173,319	392,792
SUPPLIES & MATERIALS							
Office Supplies	1,540	741	927	793	1,200	190	1,200
Copy Supplies	192	344	311	417	350	(2)	500
Printing/Binding	678	385	688	329	400	380	400
Computer Supplies	2,178	2,020	2,043	1,185	2,300	961	2,300
Training Supplies	130	25	-	-	-	170	-
Assets between \$700-\$4,999	3,763	1,103	6,675	4,227	1,000	-	1,000
Inventorial Supplies	966	359	795	1,529	1,000	1,424	1,000
TOTAL SUPPLIES & MATERIAL	9,448	4,978	11,438	8,480	6,250	3,123	6,400
OTHER CHARGES & SERVICES							
Professional Services	5,200	-	1,700	-	-	590	5,500
Auditing/Accounting	36,426	26,687	26,687	24,156	28,800	28,886	29,000
Legal	3,903	1,600	644	222	1,200	849	1,200
Telephone	1,973	1,869	2,115	1,566	1,700	876	1,700
Postage/Freight	1,635	1,546	2,057	2,143	2,200	13	2,300
Seminar/Meetings/Schools	2,161	135	2,662	1,805	2,100	210	2,000
Publishing & Advertising	812	817	746	827	800	885	900
General Insurance	1,369	1,126	844	1,174	1,500	1,438	1,500
Microfilming Services	7,228	-	-	-	-	-	-
Maintenance Contracts	11,515	15,271	17,770	22,905	22,850	19,930	25,825
Computer Maint/Repairs	-	-	174	143	-	-	-
General Eqpt Maint/Rpairs	64	352	-	-	-	-	-
Miscellaneous	-	-	-	12	-	50	-
Dues & Subscriptions	1,390	1,520	1,400	1,440	1,400	1,005	1,500
TOTAL OTHER CHARGES & SE	73,676	50,922	56,799	56,393	62,550	54,732	71,425
CAPITAL OUTLAY							
Computer Equipment	-	-	-	-	-	-	-
TOTAL EXPENDITURES	447,447	368,823	391,332	391,561	448,938	231,174	470,617

*Added Payroll Tech back in Finance budget

*Added \$5,500 for OPEB Study

Printing/Binding - Budget and CIP Book

Computer supplies
A/P checks
W-2 & 1099's
printer cartridges

8/19/2013

Dues/Subscriptions		
F.D. & Assist F.D. MNFGOA	120	
F.D.-GFOA	170	
F.D. & Acct MNCPA	490	
Notary-Barb & Lisa	62	(2014 budget)
GASB	225	
GFOA Cert Program	<u>435</u>	
	1502	

Maintenance contracts		
MSI	14200	
MSI-ESP \$100/mth	1320	
Postage	500	
Copier-Admin & Fin	4200	
CIP-PlanIt	1500	
Attendance Enterprise	1855	
Bovey MSI	<u>2250</u>	
	25825	

Revenue

Finance Charges

- Cable
- SWU
- GC 2014 Finance Chgr
- CS 2014 Finance Chgr
- GREDA 2014 Fin Chgr
- TIF Admin Charges

HRA charges

- Pooled & HUD
- Crystal Lake Townhouses

OPEB-Study done in 2011 will calculate the Annual Required Contribution for 2011, 2012, and 2013. The next study (which can be performed in late 2014 or early 2015 will cover the ARC for 2014, 2015, and 2016.

**CITY OF GRAND RAPIDS
FIRE DEPARTMENT
ACTUAL 2009-2012 EXPENDITURES, 2013 BUDGET, YEAR TO DATE, PROPOSED 2014 BUDGET**

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	ACTUAL YTD 6/30/2013	PROPOSED 2014 BUDGET
PERSONNEL							
Salary-Fulltime	56,379	55,022	58,635	54,344	61,241	29,181	357,875
Salary-Fulltime OT	-	-	-	78	-	-	-
Salary-Parttime	168,693	131,354	140,063	148,643	150,205	64,366	-
Salary-Parttime/Overtime	5,414	5,075	5,020	4,052	8,000	3,405	-
PERA	1,677	1,485	1,708	1,441	2,368	806	-
FICA	14,239	11,793	12,545	12,782	13,333	5,979	-
Fire Relief-City contribution	5,000	7,826	5,000	5,000	5,000	2,000	-
Fire Pension-St of MN	82,618	89,228	87,016	88,438	86,000	-	-
Medicare	3,330	2,758	2,934	2,990	3,119	1,399	-
Health Insurance	4,621	4,080	4,241	3,112	4,515	2,257	-
Life Insurance	2,872	750	771	739	737	364	-
Dental	103	135	141	118	155	-	-
Unemployment	256	(256)	-	-	-	-	-
Workers Compensation	17,729	22,893	26,482	23,682	23,000	20,947	-
TOTAL PERSONNEL	362,933	332,142	344,555	345,419	357,673	130,704	357,875
SUPPLIES & MATERIALS							
Office Supplies	492	1,038	564	102	500	74	500
Copy Supplies	34	452	87	436	200	-	200
Computer Supplies	735	1,039	242	-	1,000	-	500
Training Supplies	376	846	890	1,194	900	181	900
Assets between \$700-\$4,999	7,999	-	9,981	8,258	8,000	4,571	4,000
Inventorial Supplies	6,109	6,857	8,124	7,891	6,000	2,095	6,000
Operating Supplies	8,313	11,344	8,176	7,508	8,500	5,783	8,500
Motor Fuels	7,941	8,553	9,080	8,863	9,500	3,607	9,500
Lubricants	366	226	244	133	250	-	250
Uniforms/Clothing/Safety	17,573	15,146	13,848	14,186	17,000	3,887	15,000
TOTAL SUPPLIES & MATERIALS	49,938	45,502	51,236	48,571	51,850	20,198	45,350
OTHER CHARGES & SERVICES							
Professional Services	775	-	-	-	500	1,475	1,000
Physicals	164	2,267	1,975	3,157	4,000	2,307	3,000
Legal	520	325	390	975	500	975	1,000
Laundry	79	44	36	30	100	10	100
Janitorial	713	490	839	432	800	90	600
* Rental Expense	1,204	1,223	1,613	275	-	-	500
Telephone	4,528	3,611	2,679	2,696	1,595	1,241	1,600
Postage/Freight	410	1,758	366	208	400	25	400
Seminar/Meetings/Schools	16,923	13,537	36,598	24,358	17,087	10,311	17,000
Community Education/Promo	11,272	5,307	7,518	10,415	4,500	1,830	4,500
Auto Mileage-Inspector	221	391	513	558	500	211	500
Publishing & Advertising	605	1,139	781	1,151	300	729	600
General Insurance	11,433	13,090	10,745	11,472	16,500	16,969	17,000
Electricity	7,624	8,048	7,150	5,525	5,500	2,224	4,500
Garbage Removal	821	823	943	1,177	900	593	900
Heat-Natural Gas	8,513	2,987	5,043	5,610	5,500	3,182	5,500
Maintenance Contracts	237	580	196	400	2,800	84	2,800
Building Maint/Repairs	16,907	7,015	6,229	8,095	8,300	3,057	8,300
Computer Maint/Repairs	-	462	-	-	-	-	-
Radio Maint/Repair	311	608	966	932	1,000	-	1,000
Vehicle Maint/Repair-Car #118	1,240	752	632	1,138	800	-	800
Vehicle Maint/Repair-Tanker #112	1,151	5,602	2,123	-	-	-	-
Vehicle Maint/Repair-Eng #115	7,901	4,410	2,189	675	3,500	706	2,500
Vehicle Maint/Repair-Pickup #117	78	-	124	113	800	-	800
Vehicle Maint/Repair-Ladder #119	4,832	3,052	4,131	2,826	3,500	3,357	3,500
Vehicle Maint/Repair-Rescue #114	1,993	469	1,228	81	3,000	82	2,500
Vehicle Maint/Repair-Engine #116	3,163	10,378	1,882	6,074	3,000	3,974	6,000
Vehicle Maint/Repair-Engine #113	846	678	355	1,578	1,000	610	1,000
Vehicle Maint/Repair-Engine #111	2,626	4,228	2,109	2,661	5,000	4,560	5,000
Gen Equip Maint/Repair & SCBA Sc	5,629	7,069	7,478	4,954	6,000	2,525	6,000

**CITY OF GRAND RAPIDS
FIRE DEPARTMENT
ACTUAL 2009-2012 EXPENDITURES, 2013 BUDGET, YEAR TO DATE, PROPOSED 2014 BUDGET**

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	ACTUAL YTD 6/30/2013	PROPOSED 2014 BUDGET
Miscellaneous	-	-	-	-	-	-	-
Dues & Subscriptions	1,536	2,595	1,483	2,028	2,500	1,798	2,500
Special Assessments	4,260	-	-	-	-	-	-
Depreciation	-	-	-	66,140	71,140	-	90,000
TOTAL OTHER CHARGES & SERV	<u>118,516</u>	<u>102,938</u>	<u>108,315</u>	<u>165,734</u>	<u>171,022</u>	<u>62,925</u>	<u>191,400</u>
CAPITAL OUTLAY							
Equip/Mach/Furn/Fix							
TOTAL CAPITAL OUTLAY							
TOTAL EXPENDITURES	<u>531,387</u>	<u>480,582</u>	<u>504,106</u>	<u>559,724</u>	<u>580,545</u>	<u>213,827</u>	<u>594,625</u>

*7/1 Tom changed depreciation to \$90,000

**CITY OF GRAND RAPIDS
INFORMATION TECHNOLOGY DEPARTMENT
ACTUAL 2009-2012 EXPENDITURES, 2013 BUDGET, YEAR TO DATE, PROPOSED 2014 BUDGET**

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	ACTUAL YTD 6/30/2013	PROPOSED 2014 BUDGET
PERSONNEL							
Salary-Fulltime	104,947	53,552	80,364	103,826	110,124	53,750	119,873
Salary-Fulltime Overtime	-	-	-	-	-	-	-
PERA	6,490	3,748	5,826	7,525	7,984	3,811	8,691
FICA	5,733	3,248	4,904	6,289	6,828	3,180	7,432
Medicare	1,341	760	1,147	1,471	1,597	744	1,738
Health Insurance	7,627	3,672	3,818	3,710	4,062	2,030	4,062
Life Insurance	162	25	35	49	49	25	49
Dental Insurance	344	271	283	296	619	155	619
Workers Compensation	668	371	417	538	675	786	900
TOTAL PERSONNEL	127,313	65,646	96,794	123,704	131,938	64,481	143,364
SUPPLIES & MATERIALS							
Office Supplies	243	62	307	96	100	49	150
Copy Supplies	22	5	4	8	50	-	50
Printing/Binding	-	-	56	-	-	-	-
Computer Supplies	167	106	125	145	-	-	200
Assets between \$700-\$4,999	4,133	-	-	-	4,000	4,282	9,866
Inventorial Supplies	1,831	-	890	2,302	800	742	1,000
Maint Tools/Supplies	20	366	-	-	200	309	400
TOTAL SUPPLIES & MATERIALS	6,416	539	1,382	2,551	5,150	5,382	11,666
OTHER CHARGES & SERVICES							
Professional Service/Web Page	2,186	2,069	-	700	700	2,956	1,500
Legal	65	65	195	-	200	130	200
Telephone	1,981	1,862	2,024	2,043	1,820	1,239	2,000
Postage	18	73	10	10	-	-	-
Seminar/Meetings/Schools	344	-	7,539	62	-	-	2,000
Auto Mileage	176	-	-	63	-	-	300
Publishing/Advertising	73	-	209	-	-	-	-
General Insurance	531	437	351	492	750	660	492
Dept Maintenance Contracts	146	30	40	1,245	-	-	-
System Maintenance Contracts	10,235	28,608	35,964	33,252	38,000	26,700	40,700
Telephone System Maint/Repair	125	80	45	728	400	-	200
Computer Service Contract	15,250	52,365	28,000	-	-	2,445	-
Computer Maint/Repairs	3,175	3,740	887	2,595	3,000	-	3,500
Network Internet Services	2,330	2,513	3,348	7,194	7,300	3,801	7,650
Equipment Maint/Repairs	150	-	-	18	500	-	300
Miscellaneous	6	-	-	-	-	-	-
Dues/Subscriptions/License Fee	98	50	50	50	50	50	50
TOTAL OTHER CHARGES & SERV	36,889	91,892	78,661	48,452	52,720	37,981	58,892
CAPITAL OUTLAY							
Computer Equipment	-	-	-	2,286	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	2,286	-	-	-
TOTAL EXPENDITURES	170,617	158,077	176,837	176,993	189,808	107,844	213,922

*Added \$3,116 for Library switch

*Added \$1,500 replacement of PD firewall & 7/1/13 added \$750 more for firewall