



**CITY OF NEWPORT
REGULAR COUNCIL MEETING
NEWPORT CITY HALL
AUGUST 1, 2013 – 5:30 P.M.**

MAYOR: Tim Geraghty
COUNCIL: Tom Ingemann
Bill Sumner
Tracy Rahm
Steven Gallagher

City Administrator: Deb Hill
Supt. of Public Works: Bruce Hanson
Chief of Police: Curt Montgomery
Fire Chief: Mark Mailand
Executive Analyst: Renee Helm

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPT AGENDA
5. ADOPT CONSENT AGENDA – All items listed under this section are considered routine and non-controversial by the Council and will be approved by a single motion. An item may be removed from the consent agenda and discussed if a Council member, staff member, or citizen so requests.
 - A. Minutes of the July 18, 2013 Regular City Council Meeting
 - B. List of Bills in the Amount of \$246,966.59
6. VISITORS PRESENTATIONS/PETITIONS/CORRESPONDENCE
7. MAYOR'S REPORT
8. COUNCIL REPORTS
9. ADMINISTRATOR'S REPORT
 - A. Discussion Regarding Hiring a Consultant for the Strategic Plan Process
 - B. Reimbursement Request from Newport on the Move
 - C. Internal Controls Policy
 - D. **Ordinance No. 2013-8** – Amending Section 810.10, Procedures for Removal of Infected Trees and Wood
10. ATTORNEY'S REPORT
 - A. **Resolution No. 2013-33** – Detailing an Agreement to Defer Prosecution to Achieve a Full Phase Out of a Chronic, Non-Conforming Use and Enforcement Issue on Certain Property in the City Owned by Daniel Van Theobald
11. POLICE CHIEF'S REPORT
12. FIRE CHIEF'S REPORT

13. ENGINEER'S REPORT

- A. Public Hearing - To consider, and possibly adopt, the proposed assessment for the 2013 Street Improvement Projects
 - 1. Memo from Jim Stremel
 - 2. **Resolution No. 2013-34** – Adopting the Assessment for Ford Road from Hastings Avenue to 8th Avenue, 8th Avenue from Ford Road to 18th Street, 18th Street from Hastings Avenue to Harvard Place, 21st Street from 200 feet west of 8th Avenue to Barry Drive, Barry Drive, Ellen Court, Terrace Road, Mark Court, and 10th Avenue from Terrace Road to 18th Street
 - 3. **Resolution No. 2013-35** – Adopting the Assessment for Century Avenue between County Military Road and Wild Canyon Drive and between Howkins Road and Kalen Drive

14. SUPERINTENDENT OF PUBLIC WORKS REPORT

- A. Task Order for the Well Head Protection Project

15. NEW / OLD BUSINESS

16. ADJOURNMENT

Upcoming Meetings and Events:

- | | | |
|--------------------------------|-----------------|-----------|
| 1. Planning Commission Meeting | August 8, 2013 | 6:00 p.m. |
| 2. Pioneer Day | August 11, 2013 | |
| 3. City Council Meeting | August 15, 2013 | 5:30 p.m. |



**City of Newport
City Council Minutes
July 18, 2013**

1. CALL TO ORDER

Mayor Geraghty called the meeting to order at 5:30 P.M.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL -

Council Present – Tim Geraghty; Tom Ingemann; Bill Sumner, Tracy Rahm, Steven Gallagher

Council Absent –

Staff Present – Deb Hill, City Administrator; Bruce Hanson, Supt. of Public Works; Curt Montgomery, Police Chief; Mark Mailand, Fire Chief; Renee Helm, Executive Analyst; Fritz Knaak, City Attorney; John Stewart, City Engineer

Staff Absent –

4. ADOPT AGENDA

Mayor Geraghty – We'll be removing item 11.A from the agenda.

Motion by Rahm, seconded by Sumner, to adopt the Agenda as amended. With 5 Ayes, 0 Nays, the motion carried.

5. ADOPT CONSENT AGENDA

Motion by Ingemann, seconded by Sumner, to approve the Consent Agenda as presented which includes the following items:

- A. Minutes of the June 20, 2013 Regular City Council Meeting
- B. Minutes of the June 27, 2013 Special City Council Meeting
- C. List of Bills in the Amount of \$180,847.91

With 5 Ayes, 0 Nays, the motion carried.

6. VISITORS PRESENTATIONS/PETITIONS/CORRESPONDENCE

Kay Buetow, 1777 3rd Avenue – I'm here in front of the Council to ask them to make a change to the ordinance that doesn't allow vinyl fencing in residential areas. I was in the process of installing one in my yard and was told that I could not install that in my yard and that it was passed by the Council last year.

Admin. Hill – We have specific materials that are allowed for fencing. Other communities do not exclude vinyl fencing. I was going to talk about this in my report to see if the Council would like to have the Planning Commission review this and have a public hearing on it.

Councilman Gallagher – Do we need to have a public hearing?

Executive Analyst Helm – Because it's part of the zoning code, it needs to go to the Planning Commission for a public hearing first.

Mrs. Buetow – Which takes me out to September or October and I'm already in the middle of a contract. It's an improvement to my property and the community.

Mayor Geraghty – I'm sure we'll make the amendment, I'm just not sure how fast we can do it because we need to go through certain steps.

Executive Analyst Helm – We've already passed the deadline for notification for the August meeting so it will be the September meeting before we can get to the public hearing.

Councilman Gallagher – Fritz is this necessary?

Attorney Knaak – I would suggest that if you are anticipating that you would approve the amendment that you can waive the requirements for Mrs. Buetow as a Council. Note that once you do that you may have to do it for another person.

Councilman Gallagher – Waive the requirement for the public hearing or the material?

Attorney Knaak – For the material and for a specific property.

Councilman Sumner – So the waiving would only subject us to waiving the material requirements until we approve the amendment in a couple months?

Attorney Knaak – Correct.

Councilman Sumner – I see no problem with that.

Mayor Geraghty – Can we do it now?

Attorney Knaak – It should be on the August 1 agenda but since she already has a contract and is in the process of installing it you can make the motion now and make sure that it's reflected in the minutes.

Motion by Gallagher, seconded by Sumner, to waive the material regulations for fencing for 1777 3rd Avenue and to allow Mrs. Buetow to install a vinyl fence. With 5 Ayes, 0 Nays, the motion carried.

Mrs. Buetow - Are there any updates on 515 4th Avenue?

Admin. Hill – The last time I spoke with Bob LaBrosse on this was that he was working with Mr. Gackstetter and has a working list.

Executive Analyst Helm – He has electrical, reroof, reside and window permits. He just pulled the reroof, reside and window permits at the beginning of July. Those permits expire six months from issuance or last inspection and the electrical permit expires a year from issuance or last inspection.

Mrs. Buetow - So he's given another six months?

Councilman Gallagher – Yes, that's what the permit allows for.

Mrs. Buetow – So there's no good faith, just pulling the permits is enough?

Admin. Hill – Bob is contacting him every couple weeks to make sure he's working. I'll make a note to get an update.

Tom Long, 2204 Hastings Avenue – I'm here to request a couple items for 2204 Hastings Avenue. Before I get directly into the requests I think it's important that you have some background. I bought the property in 1980 and operated a used car lot until 1986. I leased the property out and they operated another used car lot until 2010. During that time, Highway 61 was reconstructed and we lost our access. The State of MN promised us a driveway but they installed it on the City's property so I can't use it. Along that same time, the City's Community Service Officer determined that we could not park cars on the Swanlund property next door so we lost some business from that. I've worked with realtors and they've

determined that a used car lot is the best use of the property. I requested a change in zoning to allow for a used car lot by a letter to the previous Administrator in October 2012, I still haven't received a response. My first request is in regards to the number of driveways allowed with the new street improvement projects. It's my understanding that only one driveway is allowed per property, this property cannot operate with only one driveway, it needs two. Secondly, I would like to request slanted curbing along Ford Road because I can't afford to lose any more parking spaces. I would also like to have 35 feet of curbing instead of the required 32 feet. The previous Administrator had shown interest in purchasing the property for the North Ravine project. I would like to let you know that it is for sale. Finally, I would like to request that the property be rezoned or a conditional use permit to allow for a used car lot.

Councilman Gallagher – Your letter states that you already have a conditional use permit. Fritz, doesn't a CUP stay with the property?

Attorney Knaak – A CUP does. If there is a rezoning then it would be non-conforming use.

Mayor Geraghty – Doesn't it go away if it's not used for a certain amount of time?

Attorney Knaak – Yes.

Executive Analyst Helm – Do you know when you received the CUP?

Mr. Long – It was in place when I bought it in 1980.

Mayor Geraghty – When did it stop being a used car lot?

Mr. Long – 2010 or so.

Councilman Rahm – Did you bring something to the Planning Commission before?

Mr. Long – No, I sent the letter to the previous Administrator.

Councilman Gallagher – Do you currently have a driveway on Hastings Avenue?

Mr. Long – No, I'm just asking for 2 driveways on Ford Road with 35 feet of slanted curbing between. I drove up and down Hastings Avenue and several of the businesses have at least two driveways.

Councilman Gallagher – But they are on Hastings Avenue, not side streets.

Councilman Rahm – It looks like there's a driveway on Hastings Avenue for your property.

Mr. Long – That is not on my property, it's on City property.

Councilman Gallagher – Could we grant an easement for that entrance?

Superintendent Hanson – Sure.

Councilman Gallagher – Would that help you?

Mr. Long – I could make that work.

Councilman Gallagher – When do you need an answer from the City? From what I understand we don't need your property for the North Ravine project but maybe this is something that our Planning Commission wants to discuss first.

Engineer Stewart – If I could, I would explain why I recommended that Mr. Long come before the City Council instead of the Planning Commission. First, our policy states that you can only have one driveway and it's 36 feet wide for a

commercial site. Even if Mr. Long only had one driveway, he would still be exceeding the length requirement so the Council would need to grant a variance for that.

Councilman Sumner – We can grant a variance can't we?

Engineer Stewart – Yes.

Mayor Geraghty – There needs to be some hardship.

Councilman Sumner – Does that meet with the current variance granting rights Fritz?

Attorney Knaak – I would say you have some more discretion.

Councilman Gallagher – I don't believe economic hardship is.

Attorney Knaak – You have a certain amount of increased flexibility in how you handle hardships.

Councilman Sumner – So we could take this to the Planning Commission?

Engineer Stewart – The other issue is that there is an ordinance that would prohibit the parking of cars on the City right-of-way. He is parking cars on the right-of-way for Ford Road.

Councilman Rahm – You don't have much land there to operate a used car lot.

Mr. Long – Not a big one, it could handle about 30 cars.

Engineer Stewart – I would suggest that we send this to the Planning Commission or bring it back to the City Council with some answers to his questions.

Councilman Gallagher – I think some more detail would help.

Mayor Geraghty – As it is today, you only have the one driveway correct?

Mr. Long – I have two driveways and it works well.

Mayor Geraghty – What's there now?

Mr. Long – Auto repair.

Mayor Geraghty – Have they been keeping it clean because I know I received a lot of complaints about it last year?

Mr. Long - It's been better. I've had both auto repair and car lots there and the car lot businesses keep it a lot cleaner because it reflects on their business.

Mayor Geraghty – We'll have to research the legal aspects.

Attorney Knaak – I'd like to see the language of the original conditional use permit as well.

Councilman Gallagher – I think you need to make an application to go before the Planning Commission.

Mr. Long – Mr. Knaak, will I be hearing from you regarding the conditional use permit?

Attorney Knaak – I'll be working with staff and either myself or staff will get back to you.

Councilman Gallagher – When does the paving project start for him?

Engineer Stewart – Next year.

7. MAYOR’S REPORT – Nothing to report

8. COUNCIL REPORTS –

Councilman Gallagher – The Booya was excellent. I also wanted to say that Bruce and the guys have been doing an excellent job with the changes in staff.

Councilman Sumner – I attended the Booya parade on Saturday and Booya on Sunday. I also attended the Heritage Preservation Commission meeting on July 10. This was the celebration of Preservation month and we talked about the Veterans’ Memorial and we have not had an overwhelming response to purchasing pavers so it’s been pushed back to 2014. I was wondering if the pavers are going to be durable enough to handle the winters.

Councilman Gallagher – Duluth has pavers outside and they’ve lasted.

Councilman Ingemann – Como Zoo has had pavers outside that have lasted for several years.

Councilman Sumner – Are we using the same company?

Mayor Geraghty – I’m sure we can find a company.

Councilman Sumner – If we can find those, I will continue to encourage people to purchase them. We also talked about the upcoming 125th anniversary of the incorporation of Newport. At that time, the Newport Township included Grey Cloud Island, parts of St. Paul Park and the Red Rock area. One of the reasons they incorporated was to open up a library, which we still have today. We also talked about the Mill Pond area. It’s a very complex historical site. Apparently, there’s still a house on that site with a log structure which is supposed to be the oldest log structure in Minnesota. We also talked about the reconstruction of the wall at 10th Street. I went there after the meeting and the wall has dilapidated immensely. Mr. Vogel was saying that there was a wall that was constructed at the end of an airport in Minnesota and he may be able to retain the material from that wall because they don’t want to rebuild it.

Councilman Ingemann – The Booya on Sunday had great weather.

Councilman Rahm – I also attended the Booya parade and festival this weekend with my family. I wanted to thank all of the volunteers who helped put that together.

9. ADMINISTRATOR’S REPORT –

A. Advertise and Hire Library Assistant

Admin. Hill presented on this item as outlined in the July 18, 2013 City Council packet.

Councilman Gallagher – It says that it’ll report directly to the Executive Analyst. Does Renee’s job description entail supervision?

Admin. Hill – We may have to update that. She does supervise the Summer Rec employees. We can certainly add that.

Councilman Sumner – Under “Knowledge, Skills and Abilities” it says the “Ability to search and answer reference questions,” I think it should be “Ability to research.”

Admin. Hill – We can make that change.

Councilman Rahm – When we hire someone do they sign a statement that says that they are an at-will employee? I would recommend that we have them do that if we don’t.

Councilman Sumner – Does that apply to everyone?

Councilman Rahm – It should apply to everyone who is not an elected official or union employee.

Executive Analyst Helm – I'll have to check our Personnel Policy because I believe that says that they are an at-will employee and they sign an affidavit stating that they have read and understand the Policy. We can certainly add that to their letter of acceptance.

Attorney Knaak – I would say that's a good idea.

Councilman Gallagher – Let's have one Councilmember meet the person before we hire them.

Motion by Ingemann, seconded by Rahm, to approve advertising and hiring a Library and Community Center Attendant. With 5 Ayes, 0 Nays, the motion carried.

B. Ordinance No. 2013-7 – Amending Chapter 5, Alcoholic Beverages

Admin. Hill presented on this item as outlined in the July 18, 2013 City Council packet.

Councilman Sumner – It looks to me that the 1,000 feet for the Red Rock Saloon goes into the transit area site.

Councilman Ingemann – The north end is still open.

Councilman Sumner – Do we want to prohibit development in that area though?

Councilman Rahm - Are the two current businesses in violation of the 1,000 feet rule because the circles intersect?

Executive Analyst Helm – No, because they're not within 1,000 feet of each other.

Councilman Sumner – I would like to open up more of the transit area.

Councilman Gallagher – Why do we want to make this change?

Councilman Ingemann – Because of the lawsuit.

Councilman Gallagher – But we won the lawsuit.

Councilman Ingemann – We don't want it to happen again.

Councilman Gallagher – But we already set the precedent. I think we should keep it in the Council's discretion without making this change. I don't want to limit our ability to adapt to a project that might come forward in the transit area.

Councilman Ingemann – There's still a large amount of the site that is available.

Councilman Gallagher – What if one of our current off-sale businesses closes or doesn't have consistent hours. I don't think we should limit ourselves. For that reason, I'm going to vote no.

Councilman Ingemann – There's still area to the south.

Councilman Sumner – I'm not interested in restricting businesses either.

Councilman Rahm - Bill, would you suggest 500 feet instead of 1,000 feet?

Councilman Sumner - After hearing Steve's comments I think we did demonstrate that we have the rights to allow or disallow a liquor store anywhere in town.

Mayor Geraghty – They could sue us again.

Councilman Sumner – Could we go to 800 feet?

Councilman Gallagher – Or could we exclude the west side of Highway 61?

Attorney Knaak – You can do that.

Councilman Gallagher – I would be open to that and then it would be up to the Council's discretion.

Councilman Rahm – Well if we're going to put restrictions on off-sale liquor businesses I would like a better reason why and I think the 1,000 feet does that.

Councilman Gallagher – But we have natural dividers such as Highway 61.

Councilman Ingemann – But do we want to be known as the City that only has liquor stores?

Mayor Geraghty – These circles are going to shift anyways if the current two businesses move or if someone opens up a business in the allowed areas.

Motion by Geraghty, seconded by Ingemann, to approve Ordinance No. 2013-7. With 3 Ayes, Sumner and Gallagher voting Nay, the motion carried.

10. ATTORNEY'S REPORT –

A. Monthly Prosecution Report

Attorney Knaak – You have before you the prosecution report. We're somewhat closer to what used to be the normal level.

11. POLICE CHIEF'S REPORT –

A. Joint Powers Agreement between Washington County and the City of Newport for the SWAT Team

This item was removed from the agenda.

B. June 2013 Activity Report

Chief Montgomery – In mid-June, Minnesota P.O.S.T. Board came out, they license the Police Department, we received a passing grade.

12. FIRE CHIEF'S REPORT – Chief Mailand reported on Booya and thanked staff and volunteers for helping with it.

13. ENGINEER'S REPORT –

Engineer Stewart – I would like to remind you that the assessment hearing for the 2013 projects will be on August 1, 2013.

14. SUPERINTENDENT OF PUBLIC WORKS REPORT –

Councilman Gallagher – How are the new guys?

Superintendent Hanson – Very good, I'll bring them to a future meeting to introduce them.

Councilman Rahm – How is the solar panel at Bailey Forest coming along?

Superintendent Hanson – We're really disappointed with the support we've received from Atl-E. They don't have a master plan to go with the kit and it's frustrating.

15. NEW/OLD BUSINESS

16. ADJOURNMENT

Motion by Geraghty, seconded by Gallagher, to adjourn the regular Council Meeting at 6:33 P.M. With 5 Ayes, 0 Nays, the motion carried.

Signed: _____

Tim Geraghty, Mayor

Respectfully Submitted,

Renee Helm
Executive Analyst

Text25	Text26	Text27	Text28	Comments
Paid Chk# 000191E	PSN	41471	87.70	PSN fee
Paid Chk# 000192E	CENTRAL BANK	41473	25.00	Stop payment on 15098 lost in
Paid Chk# 000193E	ING LIFE INSURANCE & ANNUITY	41478	434.05	MSRS-HCSP
Paid Chk# 000194E	MN REVENUE	41478	2,007.93	State taxes
Paid Chk# 000195E	FEDERAL TAXES	41478	10,042.08	Federal, Medicare and SS
Paid Chk# 000196E	DELTA DENTAL OF MN	41480	1,129.02	Dental insurance
Paid Chk# 015222	ING LIFE INSURANCE & ANNUITY	41480	1,723.00	
Paid Chk# 015223	LAW ENFORCEMENT LABOR SERVICES	41480	270.00	
Paid Chk# 015224	MN CHILD SUPPORT PAYMENT CNTR	41480	302.72	1445931401
Paid Chk# 015225	PERA	41480	7,950.84	
Paid Chk# 015226	SELECTACCOUNT	41480	567.00	
Paid Chk# 015227	ALLINA HEALTH	41487	497.00	Physical PW
Paid Chk# 015228	ARAMARK REFRESHMENT SERV.	41487	107.90	
Paid Chk# 015229	BDM Consulting Engineers	41487	35,253.00	City engineering
Paid Chk# 015230	COMCAST	41487	131.74	
Paid Chk# 015231	CONTINENTAL SAFETY EQUIPMENT	41487	150.00	Gas detector
Paid Chk# 015232	COTTAGE GROVE, CITY OF	41487	3,879.39	Building permits
Paid Chk# 015233	DEBORA HILL	41487	360.94	Petty cash for Pioneer Day, City Hall and Travel Reimbursement
Paid Chk# 015234	DEPT OF EMPLOYMENT & ECON DEV	41487	120.00	Unemployment Petersen
Paid Chk# 015235	DIETRICH ELECTRIC, INC	41487	1,102.20	Electrical inspections
Paid Chk# 015236	EDS TROPHIES INC	41487	21.43	Heritage Preservation Award
Paid Chk# 015237	FIRSTLAB	41487	50.95	Drug testing
Paid Chk# 015238	Wade Glasgow	41487	150.00	Clean up of 1920 10th Ave.
Paid Chk# 015239	GLOBE PRINTING & OFFICE SUPPLY	41487	85.50	Fire envelopes
Paid Chk# 015240	GRAINGER PARTS	41487	565.86	Library door repair and ceilin
Paid Chk# 015241	GREG ELLIS	41487	350.00	Pioneer Day DJ
Paid Chk# 015242	JOHN BARTL HARDWARE	41487	144.60	Weed spray and paint
Paid Chk# 015243	LEAF	41487	619.83	
Paid Chk# 015244	MASTERTECH AUTO & TIRE INC.	41487	220.06	Repair car
Paid Chk# 015245	MATT DUNN	41487	700.00	Pioneer Day Magician
Paid Chk# 015246	MCFOA	41487	70.00	Hill and McDonald membership
Paid Chk# 015247	MENARDS - COTTAGE GROVE	41487	247.00	Materials solar project
Paid Chk# 015248	MINNESOTA BENEFIT ASSOC.	41487	61.43	Neska life
Paid Chk# 015249	MMKR	41487	850.00	Auditor Financial Reporting Fo
Paid Chk# 015250	MN PUBLIC FACILITIES AUTHORITY	41487	121,522.85	Loan repayment
Paid Chk# 015251	NCPERS MINNESOTA	41487	80.00	Addt. Life
Paid Chk# 015252	OFFICE OF ENTERPRISE TECH.	41487	40.00	Interpreter Services
Paid Chk# 015253	ON SITE SANITATION	41487	742.79	
Paid Chk# 015254	RUMPCA COMPANIES INC.	41487	8,620.00	Clean up of 1605 Cedar Lane
Paid Chk# 015255	SELECTACCOUNT	41487	31.11	Health savings fee
Paid Chk# 015256	SOUTH SUBURBAN RENTAL, INC.	41487	50.77	Black top material
Paid Chk# 015257	STANDARD INSURANCE CO.	41487	558.05	Life, ADD & long term
Paid Chk# 015258	T.A. SCHIFSKY & SONS, INC.	41487	584.02	Asphalt sand mix
Paid Chk# 015259	TACTICAL SOLUTIONS	41487	172.00	Radar cert
Paid Chk# 015260	USA INFLATABLES	41487	267.19	Pioneer Day Inflatables
Paid Chk# 015261	VERIZON	41487	410.93	Cell phones and cells
Paid Chk# 015262	Chris Vick	41487	95.00	Reimburse Car Show Trophies Pioneer Day
Paid Chk# 015263	XCEL ENERGY	41487	9,912.74	Electric and gas bill
		Staff	33,600.97	
			246,966.59	



City of Newport, MN

Financial Status Report

Period ended June 30, 2013

(Un-Audited)

Prepared by:
Administration Department



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Section 1 – Cash & Investment

Purpose:

This report provides a detailed view of current cash, investments and rates of return for the specified time period. City funds are maintained in accordance with the City's Investment Policy which defines the manner in which the City accounts for and protects cash and investments.



CITY OF NEWPORT

07/25/13 12:16 PM

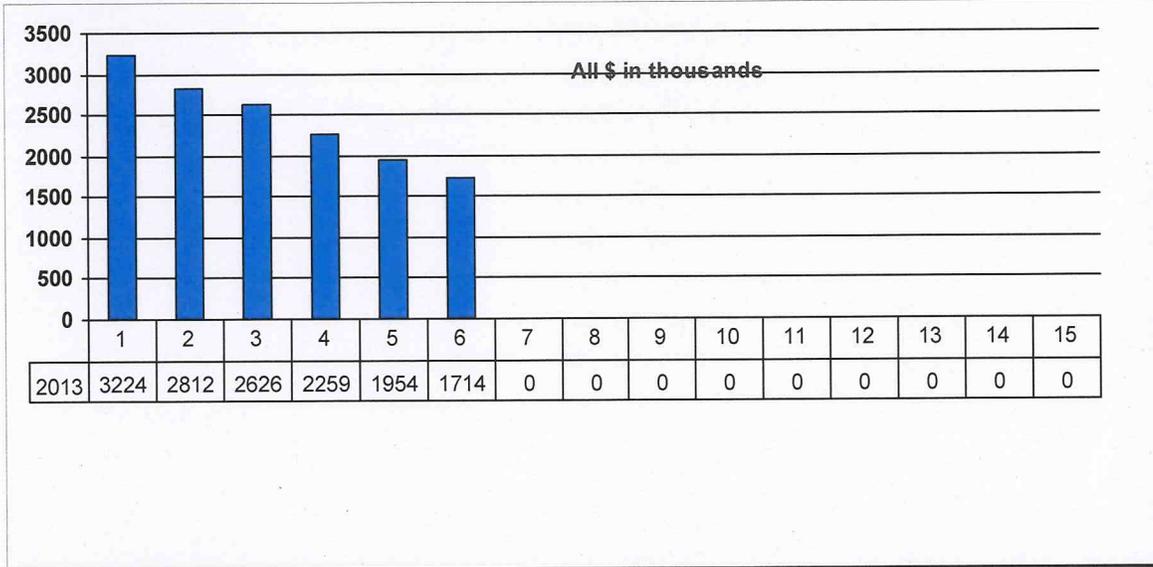
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***Check Reconciliation©**

Central Bank

10100 CASH

June 2013



Account Summary

Beginning Balance on	6/1/2013	\$2,008,146.64	Cleared	\$1,856,107.31
+ Receipts/Deposits		\$166,460.54	Statement	\$1,856,107.31
- Payments (Checks and Withdrawals)		\$318,499.87	Difference	\$0.00
Ending Balance as of	6/28/2013	\$1,856,107.31		

Check Book Balance

Active	G 101-10100	GENERAL FUND	-\$690,618.77
Active	G 201-10100	PARKS SPECIAL FUND	\$24,514.50
Active	G 204-10100	HERITAGE PRESERVATIO	\$1,305.64
Active	G 205-10100	RECYCLING	\$26,677.26
Active	G 206-10100	FIRE ENGINE	\$0.14
Active	G 208-10100	BUY FORFEITURE	\$1,303.57
Active	G 225-10100	PIONEER DAYS	\$19,179.68
Active	G 270-10100	EDA	\$292,670.09
Active	G 301-10100	G.O. CAPITAL IMP. PLAN 2	\$1,157.69
Active	G 305-10100	GO TIF 1991/1999 BOND	\$0.48
Active	G 307-10100	GO TIF 1994B	-\$0.30
Active	G 308-10100	CERIFICATES OF INDEBT	\$0.53
Active	G 313-10100	GO IMP BOND 2000B	\$0.00
Active	G 315-10100	\$690,000 BOND 2002A	-\$90,122.38
Active	G 316-10100	PFA/TRLF REVENUE NOT	\$303,229.23
Active	G 321-10100	EQUIP CERTIFICATE 2006	\$0.00
Active	G 322-10100	GO BONDS OF 2011A	-\$42,107.19
Active	G 401-10100	EQUIPMENT REVOLVING	\$151,969.89
Active	G 402-10100	TAX INC DIST 1	\$4.77

Active	G 405-10100	T.H. HWY 61	\$233,888.36
Active	G 409-10100	STREET RECONSTRUCTI	-\$8,193.94
Active	G 411-10100	CERT. OF INDEBTEDNESS	\$0.00
Active	G 416-10100	4TH AVENUE RAVINE	\$12,751.99
Active	G 417-10100	NORTH RAVINE	\$1,635.54
Active	G 422-10100	2011A UTILITY CAPITAL	-\$0.44
Active	G 423-10100	2011A EQUIPMENT CAPIT	\$328,706.84
Active	G 601-10100	WATER FUND	\$462,713.31
Active	G 602-10100	SEWER FUND	\$655,880.18
Active	G 603-10100	STREET LIGHT FUND	\$9,560.52
Active	G 604-10100	STORM WATER FUND	\$18,277.61
		Cash Balance	\$1,714,384.80

Beginng Balance	\$2,008,146.64	
+ Total Deposits	\$167,737.88	
- Checks Written	\$461,499.72	
Check Book Balance		\$1,714,384.80
Difference		\$0.00

City of Newport
INVESTMENTS
Jun-13

<u>TYPE</u>	<u>BOUGHT DATE</u>	<u>MATURITY DATE</u>	<u># OF DAYS</u>	<u>COST</u>	<u>RATE</u>	<u>GASB #40 Value</u>
SB (Morgan)						
BMW CD	6/28/2013	6/29/2015	728	120,000	0.75%	120,000.00
AMEX Cent.	7/5/2013	7/5/2016	1,092	120,000	1.10%	120,000.00
BMW CD	6/28/2013	6/28/2017	1,456	125,000	1.30%	125,000.00
AMEX Cent.	7/5/2013	7/5/2018	1,820	125,000	1.70%	125,000.00
d Farm Cr Bk ish, Deposits	7/17/2013	7/17/2020	2,548	125,000	2.87%	125,000.00
						18,136.09
sub total						633,136.09
NORTHLAND						
MNY MKT	Govmt security money market class B					15,004.17
GO BOND	10/6/2010	3/1/2015	365	240,000.00	1.85%	243,669.60
GO BOND	10/6/2010	3/1/2015	365	100,000.00	1.75%	101,798.00
subtotal						360,471.77
Sub-total Investments GASB 40						993,607.86
Central Bank						
CD	8/19/2012	7/19/2013		312,635.63	0.85%	312,320.74
sub total						312,320.74
Checking						1,856,107.31
Total Cash, Investments and CD's						3,162,035.91

Section 2 – Budget Control Summary

Purpose:

This section provides a detailed summary on the General Fund and Enterprise Fund accounts as it corresponds to the annual budget. The variance provides a percentage of the amount of the budget that remains in each account.



CITY OF NEWPORT

*Budget Control Summary

Current Period: June 2013

Account Descr	2013 Cumulative Budget	2013 Cumulative Actuals	2013 Cumulative Variance	2013 % Varianc	2013 Adopted Budget	2013 Forecast	Variance at Completion	2013 YTD Perf	2013 Est to Complete
FUND 101 GENERAL FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$3,051,576.00	\$244,557.55	\$2,807,018.45	91.99%	\$0.00	\$3,051,576.00	-\$3,051,576.00	0.09	-0.26
DEPT 45000 Parks (GENERAL)	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 45100 Recreation (GENERAL)	\$0.00	\$596.97	-\$596.97	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$3,051,576.00	\$245,154.52	\$2,806,421.48	91.97%	\$0.00	\$3,051,576.00	-\$3,051,576.00	0.09	-0.24
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$800.33	-\$800.33	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 41000 Administration (GENERAL)	\$273,008.00	\$136,638.74	\$136,369.26	49.95%	\$0.00	\$273,008.00	-\$273,008.00	0.34	-0.42
DEPT 41110 Mayor and Council	\$24,090.00	\$10,816.58	\$13,273.42	55.10%	\$0.00	\$24,090.00	-\$24,090.00	0.27	-0.37
DEPT 41410 Elections	\$1,600.00	\$470.00	\$1,130.00	70.63%	\$0.00	\$1,600.00	-\$1,600.00	0.19	-0.41
DEPT 41600 Professional Services	\$291,146.00	\$201,813.22	\$89,332.78	30.68%	\$0.00	\$291,146.00	-\$291,146.00	0.63	-0.17
DEPT 41910 Planning and Zoning	\$48,073.00	\$29,165.48	\$18,907.52	39.33%	\$0.00	\$48,073.00	-\$48,073.00	0.25	-0.31
DEPT 41940 City Hall Bldg	\$18,795.00	\$9,046.27	\$9,748.73	51.87%	\$0.00	\$18,795.00	-\$18,795.00	0.40	-0.60
DEPT 42000 Police Department(GENERAL)	\$807,733.00	\$415,602.95	\$392,130.05	48.55%	\$0.00	\$807,733.00	-\$807,733.00	0.39	-0.40
DEPT 42100 Civil Defense	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 42260 Fire Protection	\$191,011.00	\$57,467.07	\$133,543.93	69.91%	\$0.00	\$191,011.00	-\$191,011.00	0.24	-0.50
DEPT 42280 Fire Stations No. 1	\$17,222.00	\$11,604.48	\$5,617.52	32.62%	\$0.00	\$17,222.00	-\$17,222.00	0.43	-0.58
DEPT 42290 Fire Station No. 2	\$2,772.00	\$1,602.89	\$1,169.11	42.18%	\$0.00	\$2,772.00	-\$2,772.00	0.20	-0.30
DEPT 43000 PW Street (GENERAL)	\$384,988.00	\$182,605.32	\$202,382.68	52.57%	\$0.00	\$384,988.00	-\$384,988.00	0.30	-0.25
DEPT 43100 Public Works Garage	\$15,750.00	\$11,696.89	\$4,053.11	25.73%	\$0.00	\$15,750.00	-\$15,750.00	1.11	0.11
DEPT 43160 Street Lighting	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 43260 Composting	\$5,000.00	\$4,267.79	\$732.21	14.64%	\$0.00	\$5,000.00	-\$5,000.00	0.09	-0.13
DEPT 45000 Parks (GENERAL)	\$336,628.00	\$243,947.97	\$92,680.03	27.53%	\$0.00	\$336,628.00	-\$336,628.00	1.92	1.22
DEPT 45100 Recreation (GENERAL)	\$3,000.00	\$706.20	\$2,293.80	76.46%	\$0.00	\$3,000.00	-\$3,000.00	0.03	-0.19
DEPT 45206 Parks Bldgs. & Warming Houses	\$5,500.00	\$3,378.88	\$2,121.12	38.57%	\$0.00	\$5,500.00	-\$5,500.00	0.17	-0.33
DEPT 45501 Library Bldg	\$23,250.00	\$12,709.17	\$10,540.83	45.34%	\$0.00	\$23,250.00	-\$23,250.00	0.25	-0.20
DEPT 45550 Heritage Pres. Committee	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49470 Street Lights	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49754 Railroad Tower	\$1,120.00	\$286.32	\$833.68	74.44%	\$0.00	\$1,120.00	-\$1,120.00	0.14	-0.61
DEPT 49985 Special Contributions	\$5,000.00	\$1,621.00	\$3,379.00	67.58%	\$0.00	\$5,000.00	-\$5,000.00	0.32	-0.68
DEPT 49995 Miscellaneous Contingency	\$10,000.00	\$4,000.00	\$6,000.00	60.00%	\$0.00	\$10,000.00	-\$10,000.00	0.20	-0.30
Total Expenditure Accounts	\$2,465,686.00	\$1,340,247.55	\$1,125,438.45	45.64%	\$0.00	\$2,465,686.00	-\$2,465,686.00	0.45	-0.17
Total FUND 101 GENERAL FUND	\$585,890.00	-\$1,095,093.03	\$1,680,983.03	286.91%	\$0.00	\$585,890.00	-\$585,890.00		
FUND 201 PARKS SPECIAL FUND									



CITY OF NEWPORT

*Budget Control Summary

Current Period: June 2013

Account Descr	2013 Cumulative Budget	2013 Cumulative Actuals	2013 Cumulative Variance	2013 % Varianc	2013 Adopted Budget	2013 Forecast	Variance at Completion	2013 YTD Perf	2013 Est to Complete
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$85.87	-\$85.87	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$85.87	-\$85.87	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$3,906.05	-\$3,906.05	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$3,906.05	\$3,906.05	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 201 PARKS SPECIAL FUND	\$0.00	-\$3,820.18	\$3,820.18	0.00%	\$0.00	\$0.00	\$0.00		
FUND 202 POLICE FORFEITURE FUND									
Revenue Accounts									
DEPT 42000 Police Department(GENERAL)	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 202 POLICE FORFEITURE FUND	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 204 HERITAGE PRESERVATION COMM									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.61	-\$0.61	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.61	-\$0.61	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$1,034.28	-\$1,034.28	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$1,034.28	\$1,034.28	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 204 HERITAGE PRESERVATION COM	\$0.00	-\$1,033.67	\$1,033.67	0.00%	\$0.00	\$0.00	\$0.00		
FUND 205 RECYCLING									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$4,705.53	-\$4,705.53	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$4,705.53	-\$4,705.53	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$2,520.66	-\$2,520.66	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



CITY OF NEWPORT

*Budget Control Summary

Current Period: June 2013

Account Descr	2013 Cumulative Budget	2013 Cumulative Actuals	2013 Cumulative Variance	2013 % Variance	2013 Adopted Budget	2013 Forecast	Variance at Completion	2013 YTD Perf	2013 Est to Complete
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$7,486.50	-\$7,486.50	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$7,486.50	-\$7,486.50	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$284,712.53	-\$284,712.53	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$284,712.53	\$284,712.53	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 270 EDA	\$0.00	-\$277,226.03	\$277,226.03	0.00%	\$0.00	\$0.00	\$0.00		
FUND 301 G.O. CAPITAL IMP. PLAN 2010A									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.36	-\$0.36	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.36	-\$0.36	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$4,486.25	-\$4,486.25	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$4,486.25	\$4,486.25	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 301 G.O. CAPITAL IMP. PLAN 2010A	\$0.00	-\$4,485.89	\$4,485.89	0.00%	\$0.00	\$0.00	\$0.00		
FUND 305 GO TIF 1991/1999 BOND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 305 GO TIF 1991/1999 BOND	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 307 GO TIF 1994B									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



CITY OF NEWPORT

*Budget Control Summary

Current Period: June 2013

Account Descr	2013 Cumulative Budget	2013 Cumulative Actuals	2013 Cumulative Variance	2013 % Variance	2013 Adopted Budget	2013 Forecast	Variance at Completion	2013 YTD Perf	2013 Est to Complete
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 307 GO TIF 1994B	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 308 CERIFICATES OF INDEBTEDNESS									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 308 CERIFICATES OF INDEBTEDNES	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 313 GO IMP BOND 2000B									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 313 GO IMP BOND 2000B	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 315 \$690,000 BOND 2002A									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$1,742.31	-\$1,742.31	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$1,742.31	-\$1,742.31	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



CITY OF NEWPORT

*Budget Control Summary

Current Period: June 2013

Account Descr	2013 Cumulative Budget	2013 Cumulative Actuals	2013 Cumulative Variance	2013 % Variance	2013 Adopted Budget	2013 Forecast	Variance at Completion	2013 YTD Perf	2013 Est to Complete
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$91,865.00	-\$91,865.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$91,865.00	\$91,865.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 315 \$690,000 BOND 2002A	\$0.00	-\$90,122.69	\$90,122.69	0.00%	\$0.00	\$0.00	\$0.00		
FUND 316 PFA/TRLF REVENUE NOTE									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$6,729.05	-\$6,729.05	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$6,729.05	-\$6,729.05	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$3,182.85	-\$3,182.85	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$3,182.85	\$3,182.85	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 316 PFA/TRLF REVENUE NOTE	\$0.00	\$3,546.20	-\$3,546.20	0.00%	\$0.00	\$0.00	\$0.00		
FUND 321 EQUIP CERTIFICATE 2006A									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 321 EQUIP CERTIFICATE 2006A	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 322 GO BONDS OF 2011A									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$3.62	-\$3.62	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$3.62	-\$3.62	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$112,655.00	-\$112,655.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



CITY OF NEWPORT

*Budget Control Summary

Current Period: June 2013

Account Descr	2013 Cumulative Budget	2013 Cumulative Actuals	2013 Cumulative Variance	2013 % Varianc	2013 Adopted Budget	2013 Forecast	Variance at Completion	2013 YTD Perf	2013 Est to Complete
Total Expenditure Accounts	\$0.00	\$112,655.00	\$112,655.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 322 GO BONDS OF 2011A	\$0.00	-\$112,651.38	\$112,651.38	0.00%	\$0.00	\$0.00	\$0.00		
FUND 401 EQUIPMENT REVOLVING									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$82.72	-\$82.72	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$82.72	-\$82.72	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$57,770.68	-\$57,770.68	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$57,770.68	\$57,770.68	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 401 EQUIPMENT REVOLVING	\$0.00	-\$57,687.96	\$57,687.96	0.00%	\$0.00	\$0.00	\$0.00		
FUND 402 TAX INC DIST 1									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49995 Miscellaneous Contingency	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 402 TAX INC DIST 1	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 405 T.H. HWY 61									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$97.42	-\$97.42	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$97.42	-\$97.42	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$8,005.22	-\$8,005.22	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



CITY OF NEWPORT
***Budget Control Summary**

Current Period: June 2013

Account Descr	2013 Cumulative Budget	2013 Cumulative Actuals	2013 Cumulative Variance	2013 % Varianc	2013 Adopted Budget	2013 Forecast	Variance at Completion	2013 YTD Perf	2013 Est to Complete
Total Expenditure Accounts	\$0.00	\$8,005.22	\$8,005.22	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 405 T.H. HWY 61	\$0.00	-\$7,907.80	\$7,907.80	0.00%	\$0.00	\$0.00	\$0.00		
FUND 409 STREET RECONSTRUCTION									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$12.61	-\$12.61	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$12.61	-\$12.61	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$49,144.33	-\$49,144.33	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$49,144.33	\$49,144.33	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 409 STREET RECONSTRUCTION	\$0.00	-\$49,131.72	\$49,131.72	0.00%	\$0.00	\$0.00	\$0.00		
FUND 411 BUILDING FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 411 BUILDING FUND	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 416 4TH AVENUE RAVINE									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$5.23	-\$5.23	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$5.23	-\$5.23	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



CITY OF NEWPORT

*Budget Control Summary

Current Period: June 2013

Account Descr	2013 Cumulative Budget	2013 Cumulative Actuals	2013 Cumulative Variance	2013 % Varianc	2013 Adopted Budget	2013 Forecast	Variance at Completion	2013 YTD Perf	2013 Est to Complete
Total FUND 416 4TH AVENUE RAVINE	\$0.00	\$5.23	-\$5.23	0.00%	\$0.00	\$0.00	\$0.00		
FUND 417 NORTH RAVINE									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$5,002.19	-\$5,002.19	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$5,002.19	-\$5,002.19	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$8,874.54	-\$8,874.54	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$8,874.54	\$8,874.54	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 417 NORTH RAVINE	\$0.00	-\$3,872.35	\$3,872.35	0.00%	\$0.00	\$0.00	\$0.00		
FUND 422 2011A UTILITY CAPITAL									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 422 2011A UTILITY CAPITAL	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 423 2011A EQUIPMENT CAPITAL									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$149.62	-\$149.62	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$149.62	-\$149.62	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$165,831.83	-\$165,831.83	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$165,831.83	\$165,831.83	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 423 2011A EQUIPMENT CAPITAL	\$0.00	-\$165,682.21	\$165,682.21	0.00%	\$0.00	\$0.00	\$0.00		



CITY OF NEWPORT

*Budget Control Summary

Current Period: June 2013

Account Descr	2013 Cumulative Budget	2013 Cumulative Actuals	2013 Cumulative Variance	2013 % Variance	2013 Adopted Budget	2013 Forecast	Variance at Completion	2013 YTD Perf	2013 Est to Complete
FUND 601 WATER FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$83.83	-\$83.83	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49400 Water Utilities (GENERAL)	\$190,220.00	\$93,884.17	\$96,335.83	50.64%	\$0.00	\$190,220.00	-\$190,220.00	0.03	-0.14
Total Revenue Accounts	\$190,220.00	\$93,968.00	\$96,252.00	50.60%	\$0.00	\$190,220.00	-\$190,220.00	0.02	-0.10
Expenditure Accounts									
DEPT 49400 Water Utilities (GENERAL)	\$245,129.00	\$100,214.01	\$144,914.99	59.12%	\$0.00	\$245,129.00	-\$245,129.00	0.13	-0.16
Total Expenditure Accounts	\$245,129.00	\$100,214.01	-\$144,914.99	59.12%	\$0.00	\$245,129.00	-\$245,129.00	0.13	-0.16
Total FUND 601 WATER FUND	-\$54,909.00	-\$6,246.01	-\$48,662.99	88.62%	\$0.00	-\$54,909.00	\$54,909.00		
FUND 602 SEWER FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$121.39	-\$121.39	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49450 Sewer (GENERAL)	\$340,162.00	\$150,276.91	\$189,885.09	55.82%	\$0.00	\$340,162.00	-\$340,162.00	0.04	-0.06
Total Revenue Accounts	\$340,162.00	\$150,398.30	\$189,763.70	55.79%	\$0.00	\$340,162.00	-\$340,162.00	0.03	-0.04
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49450 Sewer (GENERAL)	\$310,771.00	\$160,676.00	\$150,095.00	48.30%	\$0.00	\$310,771.00	-\$310,771.00	0.16	-0.17
DEPT 49460 Storm Water	\$0.00	\$149.58	-\$149.58	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$310,771.00	\$160,825.58	-\$149,945.42	48.25%	\$0.00	\$310,771.00	-\$310,771.00	0.14	-0.15
Total FUND 602 SEWER FUND	\$29,391.00	-\$10,427.28	\$39,818.28	135.48%	\$0.00	\$29,391.00	-\$29,391.00		
FUND 603 STREET LIGHT FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$1.91	-\$1.91	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 43160 Street Lighting	\$48,460.00	\$21,451.30	\$27,008.70	55.73%	\$0.00	\$48,460.00	-\$48,460.00	0.11	-0.14
Total Revenue Accounts	\$48,460.00	\$21,453.21	\$27,006.79	55.73%	\$0.00	\$48,460.00	-\$48,460.00	0.06	-0.08
Expenditure Accounts									
DEPT 43160 Street Lighting	\$0.00	\$6,479.80	-\$6,479.80	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49470 Street Lights	\$44,087.00	\$16,777.02	\$27,309.98	61.95%	\$0.00	\$44,087.00	-\$44,087.00	0.18	-0.32



CITY OF NEWPORT

*Budget Control Summary

Current Period: June 2013

Account Descr	2013 Cumulative Budget	2013 Cumulative Actuals	2013 Cumulative Variance	2013 % Varianc	2013 Adopted Budget	2013 Forecast	Variance at Completion	2013 YTD Perf	2013 Est to Complete
Total Expenditure Accounts	\$44,087.00	\$23,256.82	-\$20,830.18	47.25%	\$0.00	\$44,087.00	-\$44,087.00	0.12	-0.21
Total FUND 603 STREET LIGHT FUND	\$4,373.00	-\$1,803.61	\$6,176.61	141.24%	\$0.00	\$4,373.00	-\$4,373.00		
FUND 604 STORM WATER FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$3.28	-\$3.28	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49460 Storm Water	\$30,000.00	\$8,148.39	\$21,851.61	72.84%	\$0.00	\$30,000.00	-\$30,000.00	0.07	-0.18
Total Revenue Accounts	\$30,000.00	\$8,151.67	\$21,848.33	72.83%	\$0.00	\$30,000.00	-\$30,000.00	0.05	-0.12
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49460 Storm Water	\$301.00	\$4,926.14	-\$4,625.14	1536.59%	\$0.00	\$301.00	-\$301.00	5.46	5.12
Total Expenditure Accounts	\$301.00	\$4,926.14	\$4,625.14	-1536.59%	\$0.00	\$301.00	-\$301.00	4.09	3.84
Total FUND 604 STORM WATER FUND	\$29,699.00	\$3,225.53	\$26,473.47	89.14%	\$0.00	\$29,699.00	-\$29,699.00		
	\$594,444.00	-\$1,877,353.88	\$2,471,797.88	415.82%	\$0.00	\$594,444.00	-\$594,444.00		

FILTER: None

Section 3 – Cash Balances

Purpose:

This section provides a summary of the beginning cash balances for the year and ending cash balances at the end of each period, after receipts and disbursements. The funds listed in cash balances lists all City funds.



CITY OF NEWPORT

*Cash Balances

Current Period June 2013

Fund	2013 Begin Balance	Receipts	Disbursements	-----Transfers-----		JE Payroll	Balance		
				Rec/Disb	Journal Entry				
10100 Central Bank									
101 GENERAL FUND	\$335,721.29	\$320,668.11	\$1,012,049.59	\$0.00	\$0.00	(\$334,958.58)	(\$690,618.77)	In Bal	
201 PARKS SPECIAL F	\$28,334.68	\$85.87	\$3,906.05	\$0.00	\$0.00	\$0.00	\$24,514.50	In Bal	
204 HERITAGE PRESE	\$2,339.31	\$0.61	\$1,034.28	\$0.00	\$0.00	\$0.00	\$1,305.64	In Bal	
205 RECYCLING	\$24,492.39	\$4,705.53	\$2,520.66	\$0.00	\$0.00	\$0.00	\$26,677.26	In Bal	
206 FIRE ENGINE	\$0.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.14	In Bal	
208 BUY FORFEITURE	\$1,303.02	\$0.55	\$0.00	\$0.00	\$0.00	\$0.00	\$1,303.57	In Bal	
225 PIONEER DAYS	\$18,304.13	\$875.55	\$0.00	\$0.00	\$0.00	\$0.00	\$19,179.68	In Bal	
270 EDA	\$569,896.12	\$7,486.50	\$284,712.53	\$0.00	\$0.00	\$0.00	\$292,670.09	In Bal	
301 G.O. CAPITAL IMP	\$5,643.58	\$0.36	\$4,486.25	\$0.00	\$0.00	\$0.00	\$1,157.69	In Bal	
305 GO TIF 1991/1999	\$0.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.48	In Bal	
307 GO TIF 1994B	(\$0.30)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.30)	In Bal	
308 CERIFICATES OF I	\$0.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.53	In Bal	
313 GO IMP BOND 200	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal	
315 \$690,000 BOND 20	\$0.31	\$1,742.31	\$91,865.00	\$0.00	\$0.00	\$0.00	(\$90,122.38)	In Bal	
316 PFA/TRLF REVEN	\$299,683.03	\$6,729.05	\$3,182.85	\$0.00	\$0.00	\$0.00	\$303,229.23	In Bal	
321 EQUIP CERTIFICA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal	
322 GO BONDS OF 20	\$70,544.19	\$3.62	\$112,655.00	\$0.00	\$0.00	\$0.00	(\$42,107.19)	In Bal	
401 EQUIPMENT REV	\$209,657.85	\$82.72	\$57,770.68	\$0.00	\$0.00	\$0.00	\$151,969.89	In Bal	
402 TAX INC DIST 1	\$4.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4.77	In Bal	
405 T.H. HWY 61	\$241,796.16	\$97.42	\$8,005.22	\$0.00	\$0.00	\$0.00	\$233,888.36	In Bal	
409 STREET RECONS	\$40,937.78	\$12.61	\$49,144.33	\$0.00	\$0.00	\$0.00	(\$8,193.94)	In Bal	
411 BUILDING FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal	
416 4TH AVENUE RAV	\$12,746.76	\$5.23	\$0.00	\$0.00	\$0.00	\$0.00	\$12,751.99	In Bal	
417 NORTH RAVINE	\$5,507.89	\$5,002.19	\$8,874.54	\$0.00	\$0.00	\$0.00	\$1,635.54	In Bal	
422 2011A UTILITY CA	(\$0.44)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.44)	In Bal	
423 2011A EQUIPMEN	\$494,389.05	\$149.62	\$165,831.83	\$0.00	\$0.00	\$0.00	\$328,706.84	In Bal	
601 WATER FUND	\$469,661.17	\$93,538.24	\$61,723.53	\$0.00	\$0.00	(\$38,762.57)	\$462,713.31	In Bal	
602 SEWER FUND	\$666,307.46	\$150,398.30	\$121,541.94	\$0.00	\$0.00	(\$39,283.64)	\$655,880.18	In Bal	
603 STREET LIGHT FU	\$11,364.13	\$21,453.21	\$23,256.82	\$0.00	\$0.00	\$0.00	\$9,560.52	In Bal	
604 STORM WATER F	\$15,052.08	\$8,151.67	\$4,926.14	\$0.00	\$0.00	\$0.00	\$18,277.61	In Bal	
	\$3,523,687.56	\$621,189.27	\$2,017,487.24	\$0.00	\$0.00	(\$413,004.79)	\$1,714,384.80		

Section 4 – Revenue Summary

Purpose:

This section provides a summary view of revenues for the specified period compared to the current year budget as amended. Revenues are reported on a cash basis. Adjustments are required at the end of the fiscal year for audit purposed and are not reflected in the report.



CITY OF NEWPORT

*Revenue Summary

FUND	Description	2013 YTD Budget	June 2013 Amt	2013 YTD Amt	YTD Balance	%
						of Budget
101	GENERAL FUND	\$3,051,576.00	\$11,593.71	\$245,154.52	\$2,806,421.48	8.03%
201	PARKS SPECIAL FUND	\$0.00	\$1.41	\$85.87	-\$85.87	0.00%
202	POLICE FORFEITURE FUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
204	HERITAGE PRESERVATION C	\$0.00	\$0.08	\$0.61	-\$0.61	0.00%
205	RECYCLING	\$0.00	\$4,697.04	\$4,705.53	-\$4,705.53	0.00%
206	FIRE ENGINE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
208	BUY FORFEITURE	\$0.00	\$0.08	\$0.55	-\$0.55	0.00%
225	PIONEER DAYS	\$0.00	\$399.10	\$875.55	-\$875.55	0.00%
270	EDA	\$0.00	\$514.74	\$7,486.50	-\$7,486.50	0.00%
301	G.O. CAPITAL IMP. PLAN 2010	\$0.00	\$0.07	\$0.36	-\$0.36	0.00%
305	GO TIF 1991/1999 BOND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
307	GO TIF 1994B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
308	CERIFICATES OF INDEBTEDN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
313	GO IMP BOND 2000B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
315	\$690,000 BOND 2002A	\$0.00	\$0.00	\$1,742.31	-\$1,742.31	0.00%
316	PFA/TRLF REVENUE NOTE	\$0.00	\$17.47	\$6,729.05	-\$6,729.05	0.00%
321	EQUIP CERTIFICATE 2006A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
322	GO BONDS OF 2011A	\$0.00	\$0.00	\$3.62	-\$3.62	0.00%
401	EQUIPMENT REVOLVING	\$0.00	\$8.75	\$82.72	-\$82.72	0.00%
402	TAX INC DIST 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
405	T.H. HWY 61	\$0.00	\$13.47	\$97.42	-\$97.42	0.00%
409	STREET RECONSTRUCTION	\$0.00	\$0.00	\$12.61	-\$12.61	0.00%
411	BUILDING FUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
416	4TH AVENUE RAVINE	\$0.00	\$0.73	\$5.23	-\$5.23	0.00%
417	NORTH RAVINE	\$0.00	\$367.03	\$5,002.19	-\$5,002.19	0.00%
422	2011A UTILITY CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
423	2011A EQUIPMENT CAPITAL	\$0.00	\$18.94	\$149.62	-\$149.62	0.00%
601	WATER FUND	\$190,220.00	\$30,263.96	\$93,968.00	\$96,252.00	49.40%
602	SEWER FUND	\$340,162.00	\$46,101.02	\$150,398.30	\$189,763.70	44.21%
603	STREET LIGHT FUND	\$48,460.00	\$6,690.99	\$21,453.21	\$27,006.79	44.27%
604	STORM WATER FUND	\$30,000.00	\$2,889.14	\$8,151.67	\$21,848.33	27.17%
		\$3,660,418.00	\$103,577.73	\$546,105.44	\$3,114,312.56	14.92%

FILTER: None

Section 5 – Expenditure Summary

Purpose:

This section provides a summary and detailed view of expenses for the specified period compared to the current budget as amended. Expenses are reported on a cash basis and do not reflect any outstanding encumbrances. Adjustments are required at the end of the fiscal year for audit purposes and are not reflected in the report.



CITY OF NEWPORT
***Expenditure Summary**

FUND	Description	2013 YTD Budget	June 2013 Amt	2013 YTD Amt	Enc Current	YTD Balance	% YTD Budget
101	GENERAL FUND	\$2,465,686.00	\$241,042.67	\$1,340,247.55	\$0.00	\$1,125,438.45	54.36%
201	PARKS SPECIAL FUND	\$0.00	\$0.00	\$3,906.05	\$0.00	-\$3,906.05	0.00%
204	HERITAGE PRESERVATION C	\$0.00	\$0.00	\$1,034.28	\$0.00	-\$1,034.28	0.00%
205	RECYCLING	\$0.00	\$0.00	\$2,520.66	\$0.00	-\$2,520.66	0.00%
208	BUY FORFEITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
225	PIONEER DAYS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
270	EDA	\$0.00	\$81,306.27	\$284,712.53	\$0.00	-\$284,712.53	0.00%
301	G.O. CAPITAL IMP. PLAN 2010	\$0.00	\$0.00	\$4,486.25	\$0.00	-\$4,486.25	0.00%
305	GO TIF 1991/1999 BOND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
307	GO TIF 1994B	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
308	CERIFICATES OF INDEBTEDN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
313	GO IMP BOND 2000B	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
315	\$690,000 BOND 2002A	\$0.00	\$2,092.50	\$91,865.00	\$0.00	-\$91,865.00	0.00%
316	PFA/TRLF REVENUE NOTE	\$0.00	\$0.00	\$3,182.85	\$0.00	-\$3,182.85	0.00%
321	EQUIP CERTIFICATE 2006A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
322	GO BONDS OF 2011A	\$0.00	\$18,512.50	\$112,655.00	\$0.00	-\$112,655.00	0.00%
401	EQUIPMENT REVOLVING	\$0.00	\$0.00	\$57,770.68	\$0.00	-\$57,770.68	0.00%
402	TAX INC DIST 1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
405	T.H. HWY 61	\$0.00	\$0.00	\$8,005.22	\$0.00	-\$8,005.22	0.00%
409	STREET RECONSTRUCTION	\$0.00	\$23,355.00	\$49,144.33	\$0.00	-\$49,144.33	0.00%
411	BUILDING FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
416	4TH AVENUE RAVINE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
417	NORTH RAVINE	\$0.00	\$0.00	\$8,874.54	\$0.00	-\$8,874.54	0.00%
422	2011A UTILITY CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
423	2011A EQUIPMENT CAPITAL	\$0.00	\$0.00	\$165,831.83	\$0.00	-\$165,831.83	0.00%
601	WATER FUND	\$245,129.00	\$9,686.73	\$100,214.01	\$0.00	\$144,914.99	40.88%
602	SEWER FUND	\$310,771.00	\$22,469.61	\$160,825.58	\$0.00	\$149,945.42	51.75%
603	STREET LIGHT FUND	\$44,087.00	\$3,814.12	\$23,256.82	\$0.00	\$20,830.18	52.75%
604	STORM WATER FUND	\$301.00	\$3,728.44	\$4,926.14	\$0.00	-\$4,625.14	1636.59%
		\$3,065,974.00	\$406,007.84	\$2,423,459.32	\$0.00	\$642,514.68	79.04%

FILTER: None

Section 6 – Balance Sheets

Purpose:

The purpose of the GL Yearly Report is to provide a monthly snapshot of the funds' various assets, liabilities, and equity. Please note that the basic formula is:

$$\text{Assets} = \text{Liabilities} + \text{Equity}$$



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Current Period: June 2013

FUND 101 GENERAL FUND

June 2013

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 101-10100 Cash	\$335,721.29	\$76,401.12	\$243,790.25	\$328,513.11	\$1,354,853.17	(\$690,618.77)
G 101-10200 Petty Cash	\$74.73	\$0.00	\$0.00	\$0.00	\$0.00	\$74.73
G 101-10300 Bond Street Account	\$62,239.00	\$0.00	\$0.00	\$0.00	\$0.00	\$62,239.00
G 101-10400 Investments	(\$0.44)	\$0.00	\$62,316.59	\$0.00	\$62,316.59	(\$62,317.03)
G 101-10401 Northland Securities	\$355,794.26	\$0.00	\$0.00	\$0.00	\$0.00	\$355,794.26
G 101-10402 CDARS/Central Bank	\$312,321.07	\$0.00	\$0.00	\$0.00	\$0.00	\$312,321.07
G 101-10406 Smith Barney	\$101,930.27	\$0.00	\$0.00	\$0.00	\$0.00	\$101,930.27
G 101-10410 Smith Barney MM	\$533,506.17	\$0.00	\$0.00	\$0.00	\$0.00	\$533,506.17
G 101-10450 Interest Receivable	\$4,480.04	\$0.00	\$0.00	\$0.00	\$0.00	\$4,480.04
G 101-10500 Taxes Receivable-Current	\$26,552.41	\$0.00	\$0.00	\$0.00	\$0.00	\$26,552.41
G 101-10700 Taxes Receivable-Delinquent	\$84,605.12	\$0.00	\$0.00	\$0.00	\$0.00	\$84,605.12
G 101-13100 Due From Other Funds	(\$1.25)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1.25)
G 101-13200 Due From Other Government	\$4,565.76	\$0.00	\$0.00	\$0.00	\$0.00	\$4,565.76
G 101-15500 Prepaid Items	\$32,123.42	\$0.00	\$0.00	\$0.00	\$0.00	\$32,123.42
Total Asset	\$1,853,911.85	\$76,401.12	\$306,106.84	\$328,513.11	\$1,417,169.76	\$765,255.20
Liability						
G 101-20200 Accounts Payable	(\$58,188.25)	\$0.00	\$0.00	\$0.00	\$0.00	(\$58,188.25)
G 101-20800 Due to Other Governments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-21600 Accrued Wages & Salaries P	(\$15,202.21)	\$0.00	\$0.00	\$0.00	\$0.00	(\$15,202.21)
G 101-21701 Federal W/H Payable	(\$2,420.70)	\$9,187.14	\$9,187.14	\$63,540.41	\$63,540.41	(\$2,420.70)
G 101-21702 State Withholding Payable	\$11,537.44	\$3,930.20	\$3,930.20	\$26,002.11	\$26,002.11	\$11,537.44
G 101-21703 FICA Tax Withholding	(\$1,969.48)	\$8,682.43	\$8,682.43	\$46,583.69	\$46,583.69	(\$1,969.48)
G 101-21704 PERA	(\$4,436.99)	\$15,730.61	\$15,730.61	\$100,327.58	\$100,327.58	(\$4,436.99)
G 101-21705 Medica payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-21706 Garnishment	\$0.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.40
G 101-21707 Union Dues	\$1,486.18	\$270.00	\$432.50	\$1,945.00	\$2,595.00	\$836.18
G 101-21708 United Way	(\$0.45)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.45)
G 101-21709 Medicare	(\$764.48)	\$3,133.10	\$3,133.10	\$17,897.06	\$17,897.06	(\$764.48)
G 101-21710 Other Deductions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-21711 NPERS - Life	(\$43.91)	\$0.00	\$80.00	\$400.00	\$480.00	(\$123.91)
G 101-21712 HSA Employee	(\$323.78)	\$1,134.00	\$1,134.00	\$6,804.00	\$7,371.00	(\$890.78)
G 101-21713 Dental Family	(\$1,657.97)	\$0.00	\$258.14	\$1,577.18	\$1,573.04	(\$1,653.83)
G 101-21714 LTD Employee	\$1,215.19	\$478.23	\$478.10	\$2,827.36	\$2,787.39	\$1,255.16
G 101-21715 MSRS Employee	(\$2,739.75)	\$817.60	\$817.60	\$5,247.37	\$5,247.37	(\$2,739.75)
G 101-21716 Health Insurance	(\$2,085.06)	\$516.18	\$476.40	\$3,182.54	\$3,182.60	(\$2,085.12)
G 101-21717 MNBA Life Ins.	(\$140.98)	\$61.43	\$61.44	\$368.58	\$368.64	(\$141.04)
G 101-21719 ING Employee	\$951.42	\$3,854.80	\$3,854.80	\$17,807.80	\$17,807.80	\$951.42
G 101-21721 Child Support	(\$228.57)	\$605.44	\$605.44	\$4,713.60	\$4,713.60	(\$228.57)
G 101-21722 Cobra Payment	(\$16.50)	\$996.00	\$996.00	\$5,976.00	\$5,976.00	(\$16.50)
G 101-21723 Insurance Recovery	\$0.00	\$0.00	\$0.00	\$0.00	\$2,721.00	(\$2,721.00)
G 101-22100 Escrow	(\$5,500.00)	\$717.50	\$0.00	\$2,037.63	\$4,500.00	(\$7,962.37)
G 101-22200 Deferred Revenues	(\$84,605.13)	\$0.00	\$0.00	\$0.00	\$0.00	(\$84,605.13)
Total Liability	(\$165,133.58)	\$50,114.66	\$49,857.90	\$307,237.91	\$313,674.29	(\$171,569.96)
Equity						
G 101-25300 Unreserved Fund Balance	(\$1,688,778.27)	\$286,648.34	\$57,199.38	\$1,392,203.40	\$297,110.37	(\$593,685.24)
Total Equity	(\$1,688,778.27)	\$286,648.34	\$57,199.38	\$1,392,203.40	\$297,110.37	(\$593,685.24)
Total 101 GENERAL FUND	\$0.00	\$413,164.12	\$413,164.12	\$2,027,954.42	\$2,027,954.42	\$0.00



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FUND 201 PARKS SPECIAL FUND

June 2013

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 201-10100 Cash	\$28,334.68	\$1.41	\$0.00	\$85.87	\$3,906.05	\$24,514.50
Total Asset	\$28,334.68	\$1.41	\$0.00	\$85.87	\$3,906.05	\$24,514.50
Equity						
G 201-25300 Unreserved Fund Balance	(\$28,334.68)	\$0.00	\$1.41	\$3,906.05	\$85.87	(\$24,514.50)
Total Equity	(\$28,334.68)	\$0.00	\$1.41	\$3,906.05	\$85.87	(\$24,514.50)
Total 201 PARKS SPECIAL FUND	\$0.00	\$1.41	\$1.41	\$3,991.92	\$3,991.92	\$0.00



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FUND 204	HERITAGE PRESERVATION COMM	June 2013					
		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset							
	G 204-10100 Cash	\$2,339.31	\$0.08	\$0.00	\$0.61	\$1,034.28	\$1,305.64
	Total Asset	\$2,339.31	\$0.08	\$0.00	\$0.61	\$1,034.28	\$1,305.64
Equity							
	G 204-25300 Unreserved Fund Balance	(\$2,339.31)	\$0.00	\$0.08	\$1,034.28	\$0.61	(\$1,305.64)
	Total Equity	(\$2,339.31)	\$0.00	\$0.08	\$1,034.28	\$0.61	(\$1,305.64)
Total 204 HERITAGE PRESERVATION COMM		\$0.00	\$0.08	\$0.08	\$1,034.89	\$1,034.89	\$0.00



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Current Period: June 2013

FUND 205 RECYCLING

June 2013

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 205-10100 Cash	\$24,492.39	\$4,697.04	\$0.00	\$4,705.53	\$2,520.66	\$26,677.26
Total Asset	\$24,492.39	\$4,697.04	\$0.00	\$4,705.53	\$2,520.66	\$26,677.26
Equity						
G 205-25300 Unreserved Fund Balance	(\$24,492.39)	\$0.00	\$4,697.04	\$2,520.66	\$4,705.53	(\$26,677.26)
Total Equity	(\$24,492.39)	\$0.00	\$4,697.04	\$2,520.66	\$4,705.53	(\$26,677.26)
Total 205 RECYCLING	\$0.00	\$4,697.04	\$4,697.04	\$7,226.19	\$7,226.19	\$0.00



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FUND 206 FIRE ENGINE

June 2013

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 206-10100 Cash	\$0.14	\$0.00	\$0.00	\$0.14	\$0.14	\$0.14
Total Asset	\$0.14	\$0.00	\$0.00	\$0.14	\$0.14	\$0.14
Equity						
G 206-25300 Unreserved Fund Balance	(\$0.14)	\$0.00	\$0.00	\$0.14	\$0.14	(\$0.14)
Total Equity	(\$0.14)	\$0.00	\$0.00	\$0.14	\$0.14	(\$0.14)
Total 206 FIRE ENGINE	\$0.00	\$0.00	\$0.00	\$0.28	\$0.28	\$0.00



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FUND 208 BUY FORFEITURE

June 2013

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 208-10100 Cash	\$1,303.02	\$0.08	\$0.00	\$0.55	\$0.00	\$1,303.57
Total Asset	\$1,303.02	\$0.08	\$0.00	\$0.55	\$0.00	\$1,303.57
Equity						
G 208-25300 Unreserved Fund Balance	(\$1,303.02)	\$0.00	\$0.08	\$0.00	\$0.55	(\$1,303.57)
Total Equity	(\$1,303.02)	\$0.00	\$0.08	\$0.00	\$0.55	(\$1,303.57)
Total 208 BUY FORFEITURE	\$0.00	\$0.08	\$0.08	\$0.55	\$0.55	\$0.00



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FUND 225 PIONEER DAYS

June 2013

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 225-10100 Cash	\$18,304.13	\$399.10	\$0.00	\$875.55	\$0.00	\$19,179.68
Total Asset	\$18,304.13	\$399.10	\$0.00	\$875.55	\$0.00	\$19,179.68
Liability						
G 225-20200 Accounts Payable	\$0.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.03
Total Liability	\$0.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.03
Equity						
G 225-25300 Unreserved Fund Balance	(\$18,304.16)	\$0.00	\$399.10	\$0.00	\$875.55	(\$19,179.71)
Total Equity	(\$18,304.16)	\$0.00	\$399.10	\$0.00	\$875.55	(\$19,179.71)
Total 225 PIONEER DAYS	\$0.00	\$399.10	\$399.10	\$875.55	\$875.55	\$0.00



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Current Period: June 2013

FUND 270 EDA

June 2013

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 270-10100 Cash	\$569,896.12	\$514.74	\$81,306.27	\$12,539.00	\$289,765.03	\$292,670.09
G 270-10500 Taxes Receivable-Current	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Asset	\$569,896.12	\$514.74	\$81,306.27	\$12,539.00	\$289,765.03	\$292,670.09
Liability						
G 270-20200 Accounts Payable	(\$7,192.93)	\$0.00	\$0.00	\$0.00	\$0.00	(\$7,192.93)
Total Liability	(\$7,192.93)	\$0.00	\$0.00	\$0.00	\$0.00	(\$7,192.93)
Equity						
G 270-25300 Unreserved Fund Balance	(\$562,703.19)	\$81,306.27	\$514.74	\$289,765.03	\$12,539.00	(\$285,477.16)
Total Equity	(\$562,703.19)	\$81,306.27	\$514.74	\$289,765.03	\$12,539.00	(\$285,477.16)
Total 270 EDA	\$0.00	\$81,821.01	\$81,821.01	\$302,304.03	\$302,304.03	\$0.00



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FUND 301 G.O. CAPITAL IMP. PLAN 2010A

June 2013

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 301-10100 Cash	\$5,643.58	\$0.07	\$0.00	\$0.36	\$4,486.25	\$1,157.69
G 301-10500 Taxes Receivable-Current	\$1,589.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,589.00
Total Asset	\$7,232.58	\$0.07	\$0.00	\$0.36	\$4,486.25	\$2,746.69
Equity						
G 301-25300 Unreserved Fund Balance	(\$7,232.58)	\$0.00	\$0.07	\$4,486.25	\$0.36	(\$2,746.69)
Total Equity	(\$7,232.58)	\$0.00	\$0.07	\$4,486.25	\$0.36	(\$2,746.69)
Total 301 G.O. CAPITAL IMP. PLAN 2010A	\$0.00	\$0.07	\$0.07	\$4,486.61	\$4,486.61	\$0.00



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FUND 305 GO TIF 1991/1999 BOND

June 2013

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 305-10100 Cash	\$0.48	\$0.00	\$0.00	\$1.34	\$1.34	\$0.48
Total Asset	\$0.48	\$0.00	\$0.00	\$1.34	\$1.34	\$0.48
Liability						
G 305-22200 Deferred Revenues	\$0.00	\$0.00	\$0.00	\$0.30	\$0.30	\$0.00
Total Liability	\$0.00	\$0.00	\$0.00	\$0.30	\$0.30	\$0.00
Equity						
G 305-25300 Unreserved Fund Balance	(\$0.48)	\$0.00	\$0.00	\$1.04	\$1.04	(\$0.48)
Total Equity	(\$0.48)	\$0.00	\$0.00	\$1.04	\$1.04	(\$0.48)
Total 305 GO TIF 1991/1999 BOND	\$0.00	\$0.00	\$0.00	\$2.68	\$2.68	\$0.00



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FUND 307 GO TIF 1994B

June 2013

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 307-10100 Cash	(\$0.30)	\$0.00	\$0.00	\$0.30	\$0.30	(\$0.30)
Total Asset	(\$0.30)	\$0.00	\$0.00	\$0.30	\$0.30	(\$0.30)
Equity						
G 307-25300 Unreserved Fund Balance	\$0.30	\$0.00	\$0.00	\$0.30	\$0.30	\$0.30
Total Equity	\$0.30	\$0.00	\$0.00	\$0.30	\$0.30	\$0.30
Total 307 GO TIF 1994B	\$0.00	\$0.00	\$0.00	\$0.60	\$0.60	\$0.00



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FUND 308 CERIFICATES OF INDEBTEDNESS	June 2013					
	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 308-10100 Cash	\$0.53	\$0.00	\$0.00	\$1.39	\$1.39	\$0.53
G 308-10500 Taxes Receivable-Current	\$0.03	\$0.00	\$0.00	\$0.03	\$0.03	\$0.03
G 308-10700 Taxes Receivable-Delinquent	\$0.30	\$0.00	\$0.00	\$0.30	\$0.30	\$0.30
Total Asset	\$0.86	\$0.00	\$0.00	\$1.72	\$1.72	\$0.86
Liability						
G 308-22200 Deferred Revenues	(\$0.30)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.30)
Total Liability	(\$0.30)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.30)
Equity						
G 308-25300 Unreserved Fund Balance	(\$0.56)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.56)
Total Equity	(\$0.56)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.56)
Total 308 CERIFICATES OF INDEBTEDNESS	\$0.00	\$0.00	\$0.00	\$1.72	\$1.72	\$0.00



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FUND 313 GO IMP BOND 2000B

June 2013

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 313-10100 Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 313-12200 Special Assess Rec-Delinque	(\$0.07)	\$0.00	\$0.00	\$0.07	\$0.07	(\$0.07)
Total Asset	(\$0.07)	\$0.00	\$0.00	\$0.07	\$0.07	(\$0.07)
Liability						
G 313-22200 Deferred Revenues	\$0.07	\$0.00	\$0.00	\$0.07	\$0.07	\$0.07
Total Liability	\$0.07	\$0.00	\$0.00	\$0.07	\$0.07	\$0.07
Equity						
G 313-25300 Unreserved Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Equity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total 313 GO IMP BOND 2000B	\$0.00	\$0.00	\$0.00	\$0.14	\$0.14	\$0.00



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FUND 315 \$690,000 BOND 2002A

June 2013

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 315-10100 Cash	\$0.31	\$0.00	\$2,092.50	\$1,742.62	\$91,865.31	(\$90,122.38)
Total Asset	\$0.31	\$0.00	\$2,092.50	\$1,742.62	\$91,865.31	(\$90,122.38)
Equity						
G 315-25300 Unreserved Fund Balance	(\$0.31)	\$2,092.50	\$0.00	\$91,865.31	\$1,742.62	\$90,122.38
Total Equity	(\$0.31)	\$2,092.50	\$0.00	\$91,865.31	\$1,742.62	\$90,122.38
Total 315 \$690,000 BOND 2002A	\$0.00	\$2,092.50	\$2,092.50	\$93,607.93	\$93,607.93	\$0.00



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FUND 316 PFA/TRLF REVENUE NOTE

June 2013

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 316-10100 Cash	\$299,683.03	\$17.47	\$0.00	\$6,729.05	\$3,182.85	\$303,229.23
G 316-12100 SA Recievable -Current	\$7,736.28	\$0.00	\$0.00	\$0.00	\$0.00	\$7,736.28
G 316-12200 Special Assess Rec-Delinque	\$10,023.12	\$0.00	\$0.00	\$0.00	\$0.00	\$10,023.12
G 316-12300 Special Assess Rec-Deferred	\$246,037.68	\$0.00	\$0.00	\$0.00	\$0.00	\$246,037.68
Total Asset	\$563,480.11	\$17.47	\$0.00	\$6,729.05	\$3,182.85	\$567,026.31
Liability						
G 316-22200 Deferred Revenues	(\$256,060.80)	\$0.00	\$0.00	\$0.00	\$0.00	(\$256,060.80)
Total Liability	(\$256,060.80)	\$0.00	\$0.00	\$0.00	\$0.00	(\$256,060.80)
Equity						
G 316-25300 Unreserved Fund Balance	(\$307,419.31)	\$0.00	\$17.47	\$3,182.85	\$6,729.05	(\$310,965.51)
Total Equity	(\$307,419.31)	\$0.00	\$17.47	\$3,182.85	\$6,729.05	(\$310,965.51)
Total 316 PFA/TRLF REVENUE NOTE	\$0.00	\$17.47	\$17.47	\$9,911.90	\$9,911.90	\$0.00



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FUND 322 GO BONDS OF 2011A

June 2013

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 322-10100 Cash	\$70,544.19	\$0.00	\$18,512.50	\$3.62	\$112,655.00	(\$42,107.19)
G 322-10500 Taxes Receivable-Current	\$1,075.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,075.00
Total Asset	\$71,619.19	\$0.00	\$18,512.50	\$3.62	\$112,655.00	(\$41,032.19)
Equity						
G 322-25300 Unreserved Fund Balance	(\$71,619.19)	\$18,512.50	\$0.00	\$112,655.00	\$3.62	\$41,032.19
Total Equity	(\$71,619.19)	\$18,512.50	\$0.00	\$112,655.00	\$3.62	\$41,032.19
Total 322 GO BONDS OF 2011A	\$0.00	\$18,512.50	\$18,512.50	\$112,658.62	\$112,658.62	\$0.00



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FUND 401 EQUIPMENT REVOLVING

June 2013

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 401-10100 Cash	\$209,657.85	\$8.75	\$0.00	\$82.72	\$57,770.68	\$151,969.89
Total Asset	\$209,657.85	\$8.75	\$0.00	\$82.72	\$57,770.68	\$151,969.89
Equity						
G 401-25300 Unreserved Fund Balance	(\$209,657.85)	\$0.00	\$8.75	\$57,770.68	\$82.72	(\$151,969.89)
Total Equity	(\$209,657.85)	\$0.00	\$8.75	\$57,770.68	\$82.72	(\$151,969.89)
Total 401 EQUIPMENT REVOLVING	\$0.00	\$8.75	\$8.75	\$57,853.40	\$57,853.40	\$0.00



CITY OF NEWPORT

GL Yearly

Current Period: June 2013

FUND 405 T.H. HWY 61

June 2013

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 405-10100 Cash	\$241,796.16	\$13.47	\$0.00	\$97.42	\$8,005.22	\$233,888.36
G 405-13200 Due From Other Government	(\$0.18)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.18)
Total Asset	\$241,795.98	\$13.47	\$0.00	\$97.42	\$8,005.22	\$233,888.18
Equity						
G 405-25300 Unreserved Fund Balance	(\$241,795.98)	\$0.00	\$13.47	\$8,005.22	\$97.42	(\$233,888.18)
Total Equity	(\$241,795.98)	\$0.00	\$13.47	\$8,005.22	\$97.42	(\$233,888.18)
Total 405 T.H. HWY 61	\$0.00	\$13.47	\$13.47	\$8,102.64	\$8,102.64	\$0.00



CITY OF NEWPORT

GL Yearly

Current Period: June 2013

FUND 409 STREET RECONSTRUCTION

June 2013

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 409-10100 Cash	\$40,937.78	\$0.00	\$23,355.00	\$14,505.00	\$63,636.72	(\$8,193.94)
Total Asset	\$40,937.78	\$0.00	\$23,355.00	\$14,505.00	\$63,636.72	(\$8,193.94)
Equity						
G 409-25300 Unreserved Fund Balance	(\$40,937.78)	\$23,355.00	\$0.00	\$63,636.72	\$14,505.00	\$8,193.94
Total Equity	(\$40,937.78)	\$23,355.00	\$0.00	\$63,636.72	\$14,505.00	\$8,193.94
Total 409 STREET RECONSTRUCTION	\$0.00	\$23,355.00	\$23,355.00	\$78,141.72	\$78,141.72	\$0.00



CITY OF NEWPORT

GL Yearly

Current Period: June 2013

FUND 416 4TH AVENUE RAVINE

June 2013

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 416-10100 Cash	\$12,746.76	\$0.73	\$0.00	\$5.23	\$0.00	\$12,751.99
G 416-13200 Due From Other Government	\$12,776.47	\$0.00	\$0.00	\$0.00	\$0.00	\$12,776.47
Total Asset	\$25,523.23	\$0.73	\$0.00	\$5.23	\$0.00	\$25,528.46
Liability						
G 416-20700 Due to Other Funds	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.25
Total Liability	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.25
Equity						
G 416-25300 Unreserved Fund Balance	(\$25,523.48)	\$0.00	\$0.73	\$0.00	\$5.23	(\$25,528.71)
Total Equity	(\$25,523.48)	\$0.00	\$0.73	\$0.00	\$5.23	(\$25,528.71)
Total 416 4TH AVENUE RAVINE	\$0.00	\$0.73	\$0.73	\$5.23	\$5.23	\$0.00



CITY OF NEWPORT
GL Yearly

Current Period: June 2013

FUND 417 NORTH RAVINE

June 2013

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 417-10100 Cash	\$5,507.89	\$367.03	\$0.00	\$5,185.66	\$9,058.01	\$1,635.54
G 417-13200 Due From Other Government	\$41,563.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,563.00
Total Asset	\$47,070.89	\$367.03	\$0.00	\$5,185.66	\$9,058.01	\$43,198.54
Liability						
G 417-20200 Accounts Payable	(\$1,846.82)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,846.82)
G 417-20700 Due to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Liability	(\$1,846.82)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,846.82)
Equity						
G 417-24400 Fund Balance For Encumbra	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.25
G 417-25300 Unreserved Fund Balance	(\$45,224.32)	\$0.00	\$367.03	\$9,058.01	\$5,185.66	(\$41,351.97)
Total Equity	(\$45,224.07)	\$0.00	\$367.03	\$9,058.01	\$5,185.66	(\$41,351.72)
Total 417 NORTH RAVINE	\$0.00	\$367.03	\$367.03	\$14,243.67	\$14,243.67	\$0.00



CITY OF NEWPORT

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Current Period: June 2013

FUND 422 2011A UTILITY CAPITAL

June 2013

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 422-10100 Cash	(\$0.44)	\$0.00	\$0.00	\$0.44	\$0.44	(\$0.44)
Total Asset	(\$0.44)	\$0.00	\$0.00	\$0.44	\$0.44	(\$0.44)
Equity						
G 422-25300 Unreserved Fund Balance	\$0.44	\$0.00	\$0.00	\$0.44	\$0.44	\$0.44
Total Equity	\$0.44	\$0.00	\$0.00	\$0.44	\$0.44	\$0.44
Total 422 2011A UTILITY CAPITAL	\$0.00	\$0.00	\$0.00	\$0.88	\$0.88	\$0.00



CITY OF NEWPORT

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Current Period: June 2013

FUND 423 2011A EQUIPMENT CAPITAL	June 2013					
	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 423-10100 Cash	\$494,389.05	\$18.94	\$0.00	\$57,920.30	\$223,602.51	\$328,706.84
Total Asset	\$494,389.05	\$18.94	\$0.00	\$57,920.30	\$223,602.51	\$328,706.84
Equity						
G 423-25300 Unreserved Fund Balance	(\$494,389.05)	\$0.00	\$18.94	\$223,602.51	\$57,920.30	(\$328,706.84)
Total Equity	(\$494,389.05)	\$0.00	\$18.94	\$223,602.51	\$57,920.30	(\$328,706.84)
Total 423 2011A EQUIPMENT CAPITAL	\$0.00	\$18.94	\$18.94	\$281,522.81	\$281,522.81	\$0.00



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Current Period: June 2013

FUND 601 WATER FUND

June 2013

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 601-10100 Cash	\$469,661.17	\$30,829.06	\$9,698.69	\$96,927.70	\$103,875.56	\$462,713.31
G 601-11500 Accounts Receivable	\$37,657.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,657.00
G 601-12300 Special Assess Rec-Deferred	\$11,871.38	\$0.00	\$0.00	\$0.00	\$0.00	\$11,871.38
G 601-15500 Prepaid Items	\$1,167.13	\$0.00	\$0.00	\$0.00	\$0.00	\$1,167.13
G 601-16100 Land	(\$0.50)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.50)
G 601-16200 Building and Improvements	\$123,291.00	\$0.00	\$0.00	\$0.00	\$0.00	\$123,291.00
G 601-16300 Improvements other building	\$2,962,267.40	\$0.00	\$0.00	\$0.00	\$0.00	\$2,962,267.40
G 601-16400 Equipment	\$294,264.08	\$0.00	\$0.00	\$0.00	\$0.00	\$294,264.08
G 601-16410 Accumulated dep. Equip.	(\$1,723,637.19)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,723,637.19)
G 601-21720 Online fees payable	(\$31.90)	\$11.96	\$74.75	\$284.05	\$304.98	(\$52.83)
G 601-26100 Contributions From City	(\$0.15)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.15)
Total Asset	\$2,176,509.42	\$30,841.02	\$9,773.44	\$97,211.75	\$104,180.54	\$2,169,540.63
Liability						
G 601-20200 Accounts Payable	(\$7,293.33)	\$0.00	\$0.00	\$0.00	\$0.00	(\$7,293.33)
G 601-21500 Accrued Interest Payable	(\$3,598.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,598.00)
G 601-21600 Accrued Wages & Salaries P	(\$1,174.09)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,174.09)
G 601-21701 Federal W/H Payable	(\$0.22)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.22)
G 601-21702 State Withholding Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-21703 FICA Tax Withholding	(\$73.28)	\$0.00	\$0.00	\$0.00	\$0.00	(\$73.28)
G 601-21704 PERA	(\$84.92)	\$0.00	\$0.00	\$0.00	\$0.00	(\$84.92)
G 601-21707 Union Dues	(\$0.17)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.17)
G 601-21708 United Way	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 601-21709 Medicare	(\$16.78)	\$0.00	\$0.00	\$0.00	\$0.00	(\$16.78)
G 601-21711 NPERS - Life	(\$0.30)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.30)
G 601-21712 HSA Employee	(\$0.11)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.11)
G 601-21714 LTD Employee	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.25
G 601-21715 MSRS Employee	(\$0.08)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.08)
G 601-21718 Water sales tax payable	(\$1,993.12)	\$0.00	\$0.00	\$522.00	\$522.00	(\$1,993.12)
G 601-22510 General Obligation Bonds Pa	(\$236,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$236,000.00)
G 601-99999 Utility Overpayments	(\$0.46)	\$0.00	\$490.35	\$2,779.38	\$2,056.60	\$722.32
Total Liability	(\$250,234.61)	\$0.00	\$490.35	\$3,301.38	\$2,578.60	(\$249,511.83)
Equity						
G 601-25300 Unreserved Fund Balance	(\$1,926,274.81)	\$10,052.53	\$30,629.76	\$100,655.93	\$94,409.92	(\$1,920,028.80)
Total Equity	(\$1,926,274.81)	\$10,052.53	\$30,629.76	\$100,655.93	\$94,409.92	(\$1,920,028.80)
Total 601 WATER FUND	\$0.00	\$40,893.55	\$40,893.55	\$201,169.06	\$201,169.06	\$0.00



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Current Period: June 2013

FUND 602 SEWER FUND

June 2013

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 602-10100 Cash	\$666,307.46	\$46,101.02	\$22,469.61	\$150,430.93	\$160,858.21	\$655,880.18
G 602-11500 Accounts Receivable	\$61,353.40	\$0.00	\$0.00	\$0.00	\$0.00	\$61,353.40
G 602-12300 Special Assess Rec-Deferred	\$11,870.30	\$0.00	\$0.00	\$0.00	\$0.00	\$11,870.30
G 602-13100 Due From Other Funds	\$0.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.29
G 602-15500 Prepaid Items	\$1,367.13	\$0.00	\$0.00	\$0.00	\$0.00	\$1,367.13
G 602-16100 Land	\$0.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.50
G 602-16200 Building and Improvements	\$417,170.00	\$0.00	\$0.00	\$0.00	\$0.00	\$417,170.00
G 602-16300 Improvements other building	\$1,950,830.15	\$0.00	\$0.00	\$0.00	\$0.00	\$1,950,830.15
G 602-16400 Equipment	\$56,342.75	\$0.00	\$0.00	\$0.00	\$0.00	\$56,342.75
G 602-16410 Accumulated dep. Equip.	(\$1,137,899.22)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,137,899.22)
G 602-16500 Construction in Progress	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 602-26100 Contributions From City	(\$0.36)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.36)
Total Asset	\$2,027,342.40	\$46,101.02	\$22,469.61	\$150,430.93	\$160,858.21	\$2,016,915.12
Liability						
G 602-20200 Accounts Payable	(\$5,165.70)	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,165.70)
G 602-21500 Accrued Interest Payable	(\$4,418.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$4,418.00)
G 602-21600 Accrued Wages & Salaries P	(\$1,196.24)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,196.24)
G 602-21701 Federal W/H Payable	\$0.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.08
G 602-21702 State Withholding Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 602-21703 FICA Tax Withholding	(\$74.28)	\$0.00	\$0.00	\$0.00	\$0.00	(\$74.28)
G 602-21704 PERA	(\$87.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$87.00)
G 602-21707 Union Dues	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.25
G 602-21709 Medicare	(\$16.75)	\$0.00	\$0.00	\$0.00	\$0.00	(\$16.75)
G 602-21711 NPERS - Life	(\$0.28)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.28)
G 602-21712 HSA Employee	\$0.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.47
G 602-21714 LTD Employee	(\$0.35)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.35)
G 602-21715 MSRS Employee	(\$0.08)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.08)
G 602-22510 General Obligation Bonds Pa	(\$304,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$304,000.00)
Total Liability	(\$314,957.88)	\$0.00	\$0.00	\$0.00	\$0.00	(\$314,957.88)
Equity						
G 602-25300 Unreserved Fund Balance	(\$1,712,384.52)	\$23,124.21	\$46,755.62	\$161,512.81	\$151,085.53	(\$1,701,957.24)
Total Equity	(\$1,712,384.52)	\$23,124.21	\$46,755.62	\$161,512.81	\$151,085.53	(\$1,701,957.24)
Total 602 SEWER FUND	\$0.00	\$69,225.23	\$69,225.23	\$311,943.74	\$311,943.74	\$0.00



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Current Period: June 2013

FUND 603 STREET LIGHT FUND

June 2013

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 603-10100 Cash	\$11,364.13	\$6,690.99	\$3,814.12	\$21,453.21	\$23,256.82	\$9,560.52
G 603-11500 Accounts Receivable	\$9,741.47	\$0.00	\$0.00	\$0.00	\$0.00	\$9,741.47
G 603-12200 Special Assess Rec-Delinque	(\$0.24)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.24)
Total Asset	\$21,105.36	\$6,690.99	\$3,814.12	\$21,453.21	\$23,256.82	\$19,301.75
Liability						
G 603-20200 Accounts Payable	(\$4,560.24)	\$0.00	\$0.00	\$0.00	\$0.00	(\$4,560.24)
G 603-20700 Due to Other Funds	(\$0.48)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.48)
Total Liability	(\$4,560.72)	\$0.00	\$0.00	\$0.00	\$0.00	(\$4,560.72)
Equity						
G 603-25300 Unreserved Fund Balance	(\$16,544.64)	\$3,814.12	\$6,690.99	\$23,256.82	\$21,453.21	(\$14,741.03)
Total Equity	(\$16,544.64)	\$3,814.12	\$6,690.99	\$23,256.82	\$21,453.21	(\$14,741.03)
Total 603 STREET LIGHT FUND	\$0.00	\$10,505.11	\$10,505.11	\$44,710.03	\$44,710.03	\$0.00



CITY OF NEWPORT
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Current Period: June 2013

FUND 604 STORM WATER FUND

June 2013

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 604-10100 Cash	\$15,052.08	\$2,889.14	\$3,728.44	\$8,151.67	\$4,926.14	\$18,277.61
G 604-11500 Accounts Receivable	\$3,392.80	\$0.00	\$0.00	\$0.00	\$0.00	\$3,392.80
G 604-12100 SA Recievable -Current	(\$0.07)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.07)
G 604-12200 Special Assess Rec-Delinque	\$2,730.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,730.00
Total Asset	\$21,174.81	\$2,889.14	\$3,728.44	\$8,151.67	\$4,926.14	\$24,400.34
Liability						
G 604-20200 Accounts Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 604-20700 Due to Other Funds	\$0.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.19
Total Liability	\$0.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.19
Equity						
G 604-25300 Unreserved Fund Balance	(\$21,175.00)	\$3,728.44	\$2,889.14	\$4,926.14	\$8,151.67	(\$24,400.53)
Total Equity	(\$21,175.00)	\$3,728.44	\$2,889.14	\$4,926.14	\$8,151.67	(\$24,400.53)
Total 604 STORM WATER FUND	\$0.00	\$6,617.58	\$6,617.58	\$13,077.81	\$13,077.81	\$0.00
Report Total	\$0.00	\$671,710.77	\$671,710.77	\$3,574,829.02	\$3,574,829.02	\$0.00



MEMO

TO: Mayor and City Council
Deb Hill, City Administrator

FROM: Renee Helm, Executive Analyst

DATE: July 29, 2013

SUBJECT: Strategic Plan Consultants

BACKGROUND

At the July 18, 2013 City Council workshop, staff presented on updating the City of Newport's Strategic Plan and discussed the possibility of hiring a consultant to coordinate and facilitate a half-day or full-day work session to help establish the strategic plan. The City Council directed staff to research and request proposals from consultants.

DISCUSSION

Attached for your review are two proposals for consultation services. The first is from Midwest Government Advisors. Midwest Government Advisors will provide the following services for a cost of \$2,750 (half-day session) or \$3,250 (full-day session):

- Staff and Council Interviews
- A consolidated report sent to participants containing survey data prior to the work sessions
- A preparation meeting with staff before the work sessions
- Drafting of a final report

The second proposal is from Springsted. Springsted will provide the following services at a cost of either \$1,500 (half-day session) or \$2,500 (full-day session):

- Preparation
- Pre-Session Planning
- Facilitation
- Follow-Up Summary

RECOMMENDATION

It is recommended that the City Council provide direction on whether or not they would like to move forward with hiring a consultant. If so, staff will meet with both consultants and make a recommendation at a future City Council meeting.

MIDWEST GOVERNMENT ADVISORS

10205 152ND STREET NORTH, HUGO, MN 55038

WILLIAM JOYNES 612.860.4950

ROBERT SHELLUM 651.341.0370

July 27, 2013

**Proposal to:
City of Newport, MN
For Consulting Services
Council / Staff Goal Setting**

Midwest Government Advisors (MGA) is pleased to present this proposal to the City of Newport to assist the City in the creation of short and medium range goals and a staff work plan for the next one to five years. The assignment includes issue identification and role clarification for Council Members and Staff.

About Us

MGA was established in the spring of 2006. The company specializes in providing consulting services to local government in Minnesota. We provide organizational and staff audit and goal setting services, labor relations services, education and training, executive search and investigative assistance. We are fully bonded, licensed and insured.

Bill Joynes has been teaching at the college graduate level for over 23 years, with specific emphasis on labor relations, management, human resources and the changing public sector work force. During his more than 35 years working in senior management positions in local government, he has encountered and dealt with many issues. Bill has served as the Dean of the Hamline Graduate School of Management and has worked with Labor Relations Associates and Springsted Inc. on a contractual basis serving Minnesota government clients. In his last position in local government he served for 19 years as City Manager and HRA Director for the City of Golden Valley, MN.

MIDWEST GOVERNMENT ADVISORS

10205 152ND STREET NORTH, HUGO, MN 55038

WILLIAM JOYNES 612.860.4950

ROBERT SHELLUM 651.341.0370

Project Assignment

It is our understanding that the City is looking for assistance in structuring and facilitating a City Council /Staff process that will discuss and produce the following:

The identification of 2013 - 2016 goals given the expected growth and direction of the Community.

Discussion and creation of a work plan to accomplish the agreed upon goals.

Project Methodology

The consultant will conduct on-site interviews of current staff and members of the City Council to identify critical issues, work plan and staffing concerns. The information will be summarized and used as a basis for the workshop sessions. All information gathered will be in aggregate form, not attributable to individuals.

The consultant will facilitate a discussion of the issues identified as the foundation for the creation of goals and a work plan for City staff. The consultant will facilitate a priority setting process for the goals identified.

Project Schedule

The consultant anticipates a one month period of time to gather and consolidate information from stakeholders. We anticipate two Council / Staff sessions to discuss and arrive at a group decision on the staff work plan. It would be our intent to interview all stakeholders at a time and place convenient for them and to produce a consolidated report prior to the Council / Staff workshops.

MIDWEST GOVERNMENT ADVISORS

10205 152ND STREET NORTH, HUGO, MN 55038

WILLIAM JOYNES 612.860.4950

ROBERT SHELLUM 651.341.0370

A finished report of the proceedings will be delivered to the City no later than 30 days from the conclusion of the work sessions. The report will be transmitted to Newport in electronic form.

Project Fees

Consultant will accomplish the assignment for a set fee of \$ 3,250. The fee assumes the following components:

Staff and Council Interviews

A consolidated report sent to participants containing survey data prior to the work sessions

A preparation meeting with staff before the work sessions

Two, four hour work sessions with Council and selected Staff

Drafting of a final report

All consultant expenses are included in the set fee. Additional assignment services requested by the City will be billed at an hourly rate of \$125.00.

Thank you for the opportunity to be considered for this project. If we can be of additional service to you, please contact us.

William S. Joynes

651.523.2517

bjoynes@mngadvisors.com

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(612) 860-4950 - Cell
wjoynes01@gw.hamline.edu

Educational Background:

1970 B.A., Psychology, University of Minnesota
1973 Coro Foundation, National Fellowship in Public Affairs, St. Louis, Missouri
1974 M.A., Urban Studies, Occidental College, Los Angeles, California

Professional Background:

Principal, Midwest Government Advisors	2006 – Present
Associate Professor, Hamline University, School of Business	1986 - Present
Interim Administrator – Executive Search Consultant Pine City, MN	2007
Interim Dean / Public Administration Program Director Hamline University, Graduate School of Management	2003 -2005
City Manager/ Housing and Redevelopment Authority Director City of Golden Valley, Minnesota	1984 - 2003
Associate Dean Hamline University, Graduate School of Public Administration	2001 - 2002
Assistant Dean Hamline University, Graduate School of Public Administration	1999 - 2001
City Manager, City of White Bear Lake, Minnesota	1978 - 1984
Assistant City Manager/Personnel Director City of White Bear Lake, Minnesota	1974 - 1978
Administrative Analyst II, City Coordinator’s Office City of Minneapolis, Minnesota	1973

Director of Administration , Minneapolis Model City Program City of Minneapolis, Minnesota	1972
Aide to President , Minneapolis City Council City of Minneapolis, Minnesota	1971 - 1972
Assistant to the Director , Environmental Controls City Coordinator's Office City of Minneapolis, Minnesota	1971

Activities / Associations

Task Force Member, Chief Law Enforcement Officer Certification Design Project
MN Police Officer Standards and training Board., 2012

Contributing Expert, MinnPost, Leadership in MN Series, 2011-present

Treasurer, Board of Directors, The Bridge for Youth, 2008 – 2010

Director, MN American Public Works, Leadership Academy, 2006 - Present

Chairman, Crystal-New Hope-Golden Valley, Joint Water Commission, 1992-2002

Chairman, Metropolitan Area Management Association Labor Relations Committee:
Responsible for joint bargaining in Minneapolis-St. Paul Metro Area for police, public works,
clerical-technical, and fire contracts; 1981 - 2002

Member, Faculty Advisory Committee, Graduate School, Hamline University, 1997 - 2003
Chair, Faculty Personnel Subcommittee

Member, Government Training Service, Personnel Advisory Committee, 1989 - 2002

Chairman, Metropolitan Area Stanton Survey Committee; 1986 - 2002

Chairman, Minnesota Cities Joint Comparable Worth Committee; 1985 - 2002

President, Local Government Information System (LOGIS); 1992 - 1997
Board of Directors Executive Committee; 1989 - 1997

Chairman, Twin West Chamber "Leadership Academy"; 1993 - 1994

Board of Directors/Treasurer, Minnesota Public Employer Labor Relations Association;
1990 - 1992

President, Metropolitan Area Management Association: Professional Association of 65 area City Managers and Administrators; 1987

Chairman, League of Minnesota Cities Personnel and Public Safety Committee; 1986, 1987

Board of Directors, Northwest Cable Commission; 1986

Board of Directors, Minnesota Chapter of the American Society of Public Administration; 1984

Chairman, Ramsey/Washington Counties Suburban Cable Commission; 1979 - 1982.

Board of Directors, Association of Metropolitan Municipalities; 1979 - 1980

Board of Directors; Minnesota State Intergovernmental Information Systems Advisory Council; 1978 - 1980.

Chairman, Board of Directors, Ramsey County Consortium of Municipalities; 1977 – 1984

Teaching and Training Activities:

Hamline University - Associate Professor

Courses Taught:

- Human Resource Management
- Public Dispute Resolution
- Negotiation \ Theory and Practice
- Mediation
- Arbitration
- Public Finance
- Critical Issues

University of Minnesota, Carlson School, Employer Education Service - Faculty Member

Annual Seminars:

- Public Sector Performance Appraisal
- Discipline and Grievance Administration
- Public Sector Human Resource Management /Hiring and Selection

Public Safety Executive Development Institute - Faculty Member

Annual Seminars:

- Employment Law
- Hiring \ Interviewing
- Compensation
- Labor Relations
- Performance Appraisal

**Inver Grove Community College - Academy for Public Management - Faculty Member
Annual Seminars:**

Finance for Non-Financial Managers

Century College - City Management Certificate Program - Faculty Member

Annual Seminars:

Team Building

Coaching

Supervision

MN Chapter of the American Public Works Association

Director: Leadership Academy, Director, Instructor

Miscellaneous Programs:

Hopkins High School -- Ethics in the Workplace

Robbinsdale High School -- Ethics in the Workplace

Minnesota Mayor's Association -- Ethics

League of Minnesota Cities -- Leadership

Twin West Chamber of Commerce -- Public Sector Leadership

Park City Utah -- City Staff -- Negotiation Theory

Russia -- U.S.A. Connect -- Local Government Structure, Human Resources, Finances

Exchange Host -- Public Officials from Lithuania, England, Russia and Scotland

Minnesota State Fair Supervisors -- Supervision and Delegation

Washington County Supervisors -- Team Building and Practical Supervision

Recent Speeches and Seminars:

2001

League of Minnesota Cities Annual City Staff Conference, **Workforce Issues**

Twin Cities Managers and HR Directors, **Labor Trends**

Federal Executive Board, Diversity Council, **Generations in the Workplace**

MN Counties Association, **Public Management Authority**

Federal Executive Board, **HR Essentials, Public Administration Trends,**

Supervisory Authority, Discipline, Hiring and Selection

Washington County MN, **Workplace Authority**

2002

Federal Executive Board, **Conflict Resolution**

MN Association of counties, **Performance Appraisal**

Federal Executive Board, Federal Employees Conference, **Generations in the
Workforce**

Tautges, Redpath Annual Auditing Conference, **Effect of Legislative Mandates on
Municipal Budgeting**

934 U.S. Air Force Wing, **Alternative Dispute Resolution**

City of Red Wing, MN Supervisors, **MN Labor Law and Collective Bargaining**

2003

MN State Police Chiefs Association, **HR Trends in Public Safety**
MN Department of Natural Resources, **Public Sector Conflict Management**
MN Planning Association, Conference Keynote, **Public Sector Work Environment**
Minneapolis Supervisors Annual Training Conference, Keynote, **Changes in our Workforce and Environment**

2004

MN Association of Purchasing Agents, Conference Keynote, **Generations in the Workforce**
MN Government Contract Administrators Association, **Workforce Issues**
Hudson Wisconsin School District, Board and Administration, **Dealing with Difficult People**
MN Department of Natural Resources, **Public Sector Conflict Management**
Minneapolis Council of Churches, **Conflict Management**

2005

Minnesota Police Chiefs Conference, **Human Resources Trends**
Minneapolis Council of Churches, **Conflict Management**
MN Department of Natural Resources, **Public Sector Conflict Management**
University of St. Thomas Graduate School, **Public Sector Political Realities**
Minnesota University at Mankato, **Industrial Relations Visiting Speaker Series, Labor Trends**

2006

MN Department of Natural Resources, **Conflict Management**
MN Sheriffs Association, **The New Political Environment, The New Workforce**

2007

MN Association of County Officers, **Selling Government, Getting Your Story Out**
Hennepin County Corrections, **Effective Discipline**
West Metro Police Academy, **The New Political Landscape**
S.E. Region, Towards Zero Deaths, **The New Political Environment**
MN Sheriff's Conference, **Leadership, Team Building, Change Management**
MN Deputy Sheriff's Conference, **The New Politics, Workforce**
Anoka County Sheriff's Department, **The New Politics, Workforce**
MN Department of Natural Resources, **Conflict Management**
Goodhue County, **Supervisory Training Sessions**

2008

West Metro Police Academy, **The New Political Environment**
Association of Public Management Professionals, **Today's Ethics**
MN County Human Resource Director's Association, **The New Workforce**
Society for Human Resource Management, Red Wing, **The New Workforce**
MN Department of Natural Resources, **Conflict Management**

2009

MN Association of County Officers, **Effects of Change on MN Public Service**
City of Mankato, Leadership Academy, **Public Sector Environment and Decision Making**
MN State Patrol: Civilian Supervisors, **Conflict Management**
Lieutenants, **Conflict Management**
Captains, **Conflict Management**
MN Association of Watershed Administrators, **Sexual Harassment Law**
MN Department of Natural Resources, **Perspectives on Public Service**
City of Mankato, Leadership Academy, **Public Sector Leadership**
City of Woodbury, Public Works Department, **Service to the Public**

2010

Minnesota Clerks and Finance Officers, **Employee Performance and Discipline**
Minnesota Department of Natural Resources, **Conflict Management**
City of Mankato, **Public Sector Leadership**
MN Public Works Association, **Infrastructure and the Budget Crisis**
West Metro Police Leadership Academy, **Public Sector Decision Making**
MN State Building Inspectors Association, **Public Sector Ethics**
MN Permit Technicians Association, **Public Sector Leadership**
MN Government Finance Officers Association, **The New Workforce, Environment**

2011

Civil Engineers Association of MN, **Staff / Council Relations**
Association of MN Building Officials, **Public Sector Ethics**
Association of MN Building Officials, **Emotional Intelligence**
Upper Midwest Water Works Association, **Surviving Local Politics**
MN Bureau of Criminal Apprehension, **Public Communications**
National Environmental Health Association, **Public Sector Ethics**
MN Government Finance Officers, **Performance Appraisal, Labor Relations**
MN Government Finance Officers, **Restructuring Government**

Recent Consulting Activities:

Labor Relations Representation, Contract Negotiation and Mediation Advocacy:

City of Red Wing MN, 1999 - 2004

Police Officers, LELS Unit
Police Lieutenants, LELS Unit
Community Service Officers, Teamsters Unit
Office Technical, AFSCME Unit
Firefighters, IAFF Unit

Goodhue County, MN, 2000 - Present
County Patrol Officers, LELS Unit
Patrol Supervisors, LELS unit
County Jailors, LELS Unit
Office Technical, AFSCME Unit
Public Works Employees, Teamsters Unit

Princeton, MN 2006/2007/2008 **Princeton, MN 2010**
Patrol Officers, LELS Unit Patrol Officers, LELS
Patrol Officers, LELS Unit City Representative, Veteran's Discipline Panel

Pine City, MN 2006/2007
Support Staff, AFSCME Unit

North Saint Paul, MN, Police Mediations

City of North Branch 2010
Public Works, 49ers
Patrol LELS

City of St. Paul Park, 2010
Public Works, 49ers

Miscellaneous Consulting Projects:

Jordan, MN, Staffing and Facilities Study 2003
Goodhue County, MN, Management Team Reorganization 2003
Mankato, MN, Organizational Structure and Communications 2004
Mankato, MN, Public Safety Department, Internal Communications
Audit and Training 2004
Mankato, MN, Forestry and Parks Department, Internal Communications
Audit and Training 2005
Coon Rapids, MN, Citywide Visioning Project 2005
Carver County Management Audit, Staffing Plan, Long Range Budget 2005
South Lake Minnetonka Joint Police Cooperative, Issue Mediation 2005
Ramsey, MN, Management Audit and Staffing Plan 2005/2006
Goodhue County, HR Audit 2006
Goodhue County, County Personnel Policies Revisions 2006/2007
Pipestone County, Personnel Policies Revision 2006/2007

Consulting Assignments: Minnesota Government Advisors 2007, 2008, 2009

Pine City, Administrator Executive Search, 2007
Pine City, Interim Administration Services, 2007
Princeton Labor Negotiations, Police, 2007
Coon Rapids City Council Retreat and Goal Setting 2007 and 2008
Mankato City Council Goal Setting Retreat, 2007
Goodhue County, Public Health Department, Program Audit, 2007
Princeton, Salary Survey, 2007

Lakeville Police Department, Strategic Plan, 2008
North Saint Paul, MN, Grievance Mediations, Performance Plans, 2008
Northfield, MN, Police Cpt. Backgrounding, 2008
Big Lake, MN, Grievance Investigation, 2008
Faribault, MN, Candidate Backgrounding, 2008
Faribault, MN, Grievance Investigation, 2008
Isle, MN, Incident Investigation, 2008
Greenwood, MN, Position Evaluation and Salary Survey, 2008
Spring Lake Park, Blaine, Mounds View Fire Department,
Training Curriculum Review , 2008
Minnerista, MN, Council / Staff Goal Setting 2008

City of Rogers, Council/Staff Goals and Objectives 2009
City of Orono, Council Staff Goals and Objectives 2009
City of Orono, Executive Evaluation and Personnel Issues 2009
Minnetonka / Hopkins Communications Consolidation Study, 2009
North Saint Paul, MN, Grievance Mediation 2009
Princeton, MN, Veteran's Preference Panel Rep., Termination Grievance, 2009
City of Coon Rapids, Community Center Visioning, Facilitation 2009

City of Princeton Labor Negotiations, 2010
City of North Branch< Labor Negotiations, 2010
Dakota County Communications Center, Background of Director Candidates, 2010
Arden Hills Public Works Negotiations, 2010
Arden Hills Backgrounds, Public Works and Community Development Directors
City of Hermantown, Police Department Audit 2010

City of Arden Hills, Public Works Negotiations, 2011
Goodhue County, Labor Negotiations, 2011
City of North Branch, Labor Negotiations, 2011
City of North Branch, Internal Affairs Investigation and Employee Action, 2011
St. Paul Schools Expert Witness Report, Employee action, 2011
City of Rogers, MN, Department Audit ,2011
City of Arden Hills, City Council Goals and Objectives, 2011
City of Arden Hills, Viking's Stadium Planning, 2011
City of Arden Hills, Personnel Actions , 2011
Goodhue County, MN Internal Affairs Investigation, 2011

Recent Rewards and Recognitions:

Rotary International, Paul Harris Fellow, 1998
Leadership Award, Municipalities – Hopkins School
District Joint Consortium, 2002
Rotary, Golden Valley, MN Chapter, Citizen of the Year, 2002
International City Management Association, Service Award
2002
Hamline University, Graduate School of Management, Outstanding
Faculty Member, 1990 and 2003

City of Newport, Minnesota
City Council
Work Plan for Facilitation
July 29, 2013

Introduction

Springsted is one of the most established independent public sector advisory firms in the United States. For more than 50 years, we have continually grown in the range of our local government relationships, the comprehensiveness of our services and our prominence within the industry. Our managed growth is focused on providing local governments with a balance of national perspective and local expertise.

Springsted is a women-owned business and is certified as a Women's Business Enterprise ("WBE") by the City of Saint Paul, Minnesota. Three employee-owners lead Springsted and our 65 staff members. Our headquarters are located in Saint Paul, Minnesota, with additional offices located close to our clients throughout the Midwest and Mid-Atlantic states. Specifically, our regional offices include Milwaukee, Wisconsin; Des Moines, Iowa; Kansas City, Missouri; Richmond, Virginia; Denver, Colorado and Los Angeles, California.

Contact Information and Brief Bio

Springsted Incorporated

Mr. David Unmacht, *Senior Vice President*

380 Jackson Street, Suite 300
Saint Paul, Minnesota 55101
651-223-3047 Office
612-202-2391 Cell
dunmacht@springsted.com

Mr. David Unmacht is Director of Springsted's Organizational Management/Human Resources group. He is a long time local government professional with more than 15 years of county administration experience, having worked for Scott and Dakota counties, Minnesota. He has also worked as City Manager in Prior Lake and City Administrator in Belle Plaine, Minnesota. He works closely with city and county governments in many different fields including executive searches, organizational assessments, intergovernmental collaborations, facilitation services, goal setting and strategic planning. He has a master's in Public Administration from Drake University in Iowa and a bachelor's degree in Business Administration and Political Science from Wartburg College in Iowa.

Mr. Unmacht was the recipient of the Minnesota Association of County Administrators (MACA) Joe Ries Excellence in County Management Award in 2000 and the Minnesota City/County Management Association (MCMA) Award for Management Excellence in 2006. Mr. Unmacht is also a Credentialed Manager with the International City/County Management Association (ICMA) and a community faculty member with Metropolitan State University in Saint Paul, Minnesota.

Within the past four years, he has been the lead facilitator on over 30 work sessions with elected officials and staff. He is recognized for his high energy, engaging and informative presentations,

discussions and work sessions. He has a crisp and clean writing style and easily grasps different ideas and concepts and offers ideas and experiences in support of the City's goals and objectives.

Process

Mr. Unmacht brings extensive experience in working with elected officials in many different settings and situations. Prior to the work session he will contact each member of the City Council to discuss their ideas, thoughts and expectations. Once these interviews are completed he will work with the City Administrator to finalize the actual agenda and organize the details and logistics of the work session. It is important to be open and flexible to learn more about the specific goals and objectives before finalizing the methods to use in the work session.

The length of a strategic planning or goal setting session varies. Typically these sessions range from four to eight hours. The length of the session should be a function of City Council availability and the goals, expectations and objectives of the City. Typical discussion topics in a goal setting or strategic planning work session include such topics as: 1) city assets, strengths and positive attributes; 2) issues, challenges and opportunities; 3) major projects and activities; and 4) identifying the priorities and goals of the City Council.

Establishing goals or initiating a strategic planning process is not complicated or difficult. In short, the engagement is simply a deliberate and intentional decision to understand where the City has been, where you are today and where you want to go in the future. A strategic planning experience including the process and outcomes are effective tools for city officials in four distinct ways:

- **Decision-Making** — to assist you in making choices about your city
- **Leadership** — to assist you in identifying and establishing strategies
- **Management** — to operationalize your plans and accountabilities
- **Communication** — to inform others about your plans and priorities

Facilitation Skills

We believe you will find each of these qualities in Mr. Unmacht's work with the City of Newport.

- Organized and effective meeting management
- Extensive knowledge of city government
- Extensive knowledge of the elected officials and staff roles and relationships
- Flexible process to adapt to the City's goals and objectives
- Value added contributions to the work sessions and discussions
- Fair, objective and impartial to all participants
- Stimulate and encourage open discussion and creative ideas
- Excellent communicator

References

The following references are available for you to contact. Feel free to contact any one of the individuals. If you would like additional references, please let me know.

City of St. Anthony Village, Minnesota – (2011-2012-2013)

Population: 8,200

Mr. Mark Casey, *City Administrator*
612-782-3311

City of Faribault, Minnesota – (2013)

Population: 23,450

Mr. Brian Anderson, *City Administrator*
507-333-0355

City of Carver, Minnesota – (2012-2013)

Population: 3,790

Mr. Brent Mareck, *City Administrator*
952-448-5353

City of Melrose, Minnesota – (2012)

Population: 3,200

Mr. Mike Brethorst, *City Administrator*
320-256-4278

City of Waconia, Minnesota – (2013)

Population: 10,800

Mr. Shane Fineran, *Assistant City Administrator*
952-442-3103

City of Windom, Minnesota – (2011)

Population: 4,100

Mr. Steve Nasby, *City Administrator*
507-831-6129

McLeod County, Minnesota – (2013)

Population: 36,000

Mr. Pat Melvin, *County Administrator*
320-864-1324

Fee

For a one-half day work session, the anticipated cost is \$1,500. For a full day work session, the anticipated cost is \$2,500. There will be no miscellaneous expenses associated with the facilitation. This cost includes all preparation, pre-session planning, facilitation and working with the City Administrator on any follow-up summary of the session.

Mr. Unmacht is available at any time to schedule and arrange the logistics of the work session. The timeframe is subject to discussion and determination by the City.

David Unmacht
Springsted, Incorporated
July 29, 2013



MEMO

TO: Mayor and Council
FROM: Deb Hill, City Administrator
DATE: July 25, 2013
SUBJECT: Newport on the Move Planters

Background:

Newport on the Move organized and implemented a mosaic mural project along the Mississippi River near the 10th Street Overlook in 2011. Donations totaling \$5025.00 were received to the city to cover the costs. Expenditures came to \$3,859.24 leaving a balance of \$1165.76 that is currently in the parks fund.

Discussion:

Newport on the Move recently had a mosaic planter project that involved adult and youth volunteers building ten (10) wooden planters that are currently placed throughout the community. The cost of the planters came to \$638.63. Newport on the Move is requesting full reimbursement for the planter costs as there were monies left over from their river mosaic project.

Recommendation:

I am looking for direction from the council as this is an unbudgeted item on whether to grant the reimbursement in full or partially. One thing I do need to point out is one of the planters has religious symbols attached to it and is placed at a local church. Attached are photos of the planters and an expense report.



Mosaic Planter Project 2013 - an initiative of Newport on the Move
in partnership with the City of Newport



July 19, 2013

Renee Helm, Executive Analyst
City of Newport
596 7th Avenue
Newport, MN 55055

Re: Summary of Expenses for Mosaic Planter Project 2013

Dear Renee:

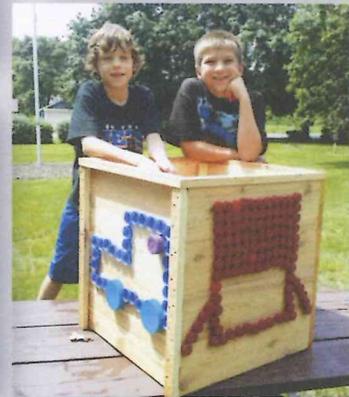
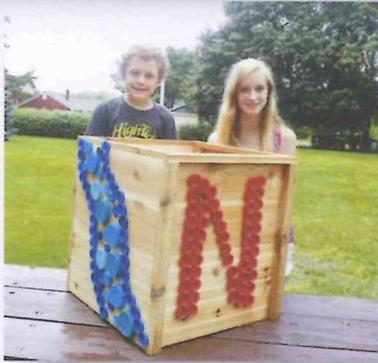
For your use, I have enclosed a summary of the expenses for the purchase of materials for the (10) wooden planters. As we had discussed earlier, we feel that these expenses should be reimbursed from the fund balance for the Mosaic Mural Project completed back in 2011.

I have also attached a photo montage of the adult and youth volunteers involved in this effort.

If you have any questions, please feel free to contact me via email or phone.

Thanks,

Linda Michie
linda.michie@comcast.net
651.332.4947



July 19, 2013

Expenses for Reimbursement

“Newport on the Move” mosaic planter project – 10 wood planters with recycled plastic bottle cap artwork created by Newport kids

MAY 15, 2013: MENARDS (WOOD FOR PLANTER PROTOTYPE – STATEMENT ATTACHED).	\$ 56.60
MAY 22, 2013: MENARDS (WOOD FOR PLANTERS - RECEIPT ATTACHED)	\$ 392.42
MAY 31, 2013: MENARDS (EXTRA 2X4 – STATEMENT ATTACHED).....	\$ 1.70
JUNE 8, 2013: SAM’S CLUB (POTTING SOIL – RECEIPT ATTACHED).....	\$ 32.94
JUNE 22, 2013: DOLLAR TREE STORES, INC. (ART MATERIALS – RECEIPT ATTACHED).....	\$ 36.42
JUNE 23, 2013: MENARDS (DRILL BIT – RECEIPT ATTACHED).....	\$ 7.50
JULY 2, 2013: ED’S TROPHIES INC. (PLAQUE INVOICE & RECEIPT ATTACHED).....	\$ 107.13
JULY 18, 2013: LOWE’S HOME CENTER (BRASS SCREWS – RECEIPT ATTACHED).....	\$ 3.92
<hr/>	
TOTAL TO BE REIMBURSED.....	\$ 638.63

Make check payable to:

**Linda Michie
475 2nd Avenue
Newport, MN**



MEMO

TO: Mayor and City Council
Deb Hill, City Administrator

FROM: Renee Helm, Executive Analyst

DATE: July 29, 2013

SUBJECT: Internal Controls Procedure – Payment of Recurring Bills

BACKGROUND

The City currently has an Internal Controls Procedure Policy that outlines how the City will balance its internal accounting. The Policy outlines items such as cash disbursements, petty cash, and accounting controls. The accounting controls section states that the City Council needs to approve checks before issuing them. During periods where there is more than two weeks between City Council meetings, the City receives recurring invoices such as Xcel Energy, Comcast, Delta Dental, etc. Additionally, the City receives reimbursement requests from City staff for items such as mileage and items purchased with their own credit card.

DISCUSSION

Attached is an updated Policy that allows City staff to issue payments immediately for recurring invoices and reimbursements. City staff has identified the following recurring invoices to be paid immediately:

1. Human Resource Payments
 - i. Delta Dental – Dental Insurance
 - ii. PERA - Retirement
 - iii. Standard Insurance – Life and ADD Insurance
 - iv. SW/WC Services – Blue Cross Blue Shield Insurance
2. IT Payments
 - i. Atomic, excluding overages – IT Services
 - ii. Century Link – Internet and Phone
 - iii. Comcast – Internet and Phone
 - iv. Leaf - Copier
 - v. Verizon – Air Cards for Police and Cell Phones
3. Utilities Payments
 - i. On-Site Sanitation – Toilets for Parks and Compost
 - ii. Tennis Sanitation – Garbage Collection
 - iii. Xcel Energy
4. Public Works, Police and Fire Payments
 - i. G&K Services – Uniforms for Public Works
 - ii. St. Paul Park Refining – Petroleum for Police Cars

The City Council will need to discuss whether or not the above recurring invoices and reimbursements should be paid immediately.

RECOMMENDATION

It is recommended that the City Council approve the updated Internal Controls Procedure Policy allowing for the listed recurring invoices and reimbursements to be paid immediately.

**CITY OF NEPWORT
INTERNAL CONTROLS PROCEDURE**

I. PURPOSE

The City of Newport seeks to balance its internal accounting control in such a way as to ensure public confidence and maintain the integrity of its financial systems and assets, without unduly inhibiting the ability to efficiently carry out its mission.

II. CASH DISBURSEMENTS

A. Goal

The goal in establishing an internal control system for cash disbursements is to safeguard the assets of the city and ensure an appropriate level of fiduciary responsibility.

B. Objective

The objective in meeting this goal is to ensure that cash is disbursed only upon proper authorization of management for valid governmental purposes, and that all disbursements are properly recorded.

C. Procedures

1. **Segregation of Duties.** No financial transaction shall be handled by only one person from beginning to end.
 - a. Payment of all claims shall be authorized by the appropriate department supervisor, the City Administrator, and the City Council. ACH and wire transfers shall be processed by the Accountant/Bookkeeper with authorization from the City Administrator.
 - b. Payments shall be coded by the appropriate department supervisor or the Accountant/Bookkeeper.
 - c. Payments shall be recorded by the Accountant/Bookkeeper and presented to the City Administrator for accuracy and completeness.
 - d. All checks shall be stamped with the signatures of the Mayor and City Administrator by the City Administrator. In the absence of the City Administrator, the Accountant/Bookkeeper can authorize the signatures of the Mayor and City Administrator to be stamped on the checks. All checks shall require two signatures.
 - e. Financial reports and bank reconciliations shall be prepared by the Accountant/Bookkeeper and presented to the City Administrator for review on a monthly basis.
 - f. Properly signed and approved checks shall be mailed by the Accountant/Bookkeeper or the Executive Analyst.

2. Accounting Controls. The following common internal controls relate to paying bills:

- a. All disbursements, except those from petty cash, will be made by pre-numbered check or by authorized ACH withdrawals from designated accounts.
- b. It is not permissible to draw checks payable to Cash.
- c. Under no circumstances will blank checks be signed in advance. A disbursement voucher shall be prepared for each invoice or request for reimbursement that details the date, the payee, the amount, description of expense account to be charged, authorization signature or initials, and be accompanied with related source documents.

d. Expenditures must be approved in advance by authorized persons.

e. Reimbursements to City staff and the recurring expenditures listed below shall be paid immediately. The checks will be listed on next available list of bills for the City Council's approval.

1. Human Resource Payments

- i. Delta Dental
- ii. PERA
- iii. Standard Insurance
- iv. SW/WC Services

2. IT Payments

- i. Atomic, excluding overages
- ii. Century Link
- iii. Comcast
- iv. Leaf
- v. Verizon

3. Utilities Payments

- i. On-Site Sanitation
- ii. Tennis Sanitation
- iii. Xcel Energy

4. Public Works, Police and Fire Payments

- i. G&K Services
- ii. St. Paul Park Refining

d.f. All signed checks shall be mailed promptly by the Accountant/Bookkeeper or Executive Analyst.

e.g. _____ The individuals authorized to sign the checks shall review each cash disbursement voucher for the proper approved authorization and supporting documentation of the expense.

f.h. Paid invoices will have the check stub attached.

~~g.i.~~ Invoices and requests for reimbursement will be checked for accuracy and reasonableness before approval.

~~h.i.~~ A cash disbursement journal will be prepared that details the date of the check, check number, amount of check, and description of expense account to be charged.

~~i.k.~~ Unpaid invoices shall be maintained in an unpaid invoice file by the Accountant/Bookkeeper.

~~j.l.~~ Advance payments to employees or vendors shall be recorded as receivables in the general ledger.

~~k.m.~~ Expense reports for travel related expenses shall be submitted on a timely basis.

~~l.n.~~ Checks by which claims are paid shall have printed on the reverse side, above the space for endorsement: "The undersigned payee, in endorsing this check order, declares that the same is received in payment of a just and correct claim against the City of Newport, and that no part of such CLAIM has heretofore been paid."

~~m.o.~~ In accordance with M.S. 471.425, subd. 2, claims of the city shall be paid within 35 days from the date of receipt, or as otherwise stipulated by the terms of a contract. Claims not paid with this time frame will be subject to penalty and interest charges assessed by the vendor, as provided for in M.S. 471.425, subd. 4.

~~n.p.~~ Disallowed claims shall be so marked and kept in a file for an appropriate time period.

~~o.q.~~ Credit card purchases shall not be allowed except as legally provided under M.S. 471.382 and by authorization of the City Council.

III. PETTY CASH FUND

A. Goal

The goal in establishing an internal control system for Petty Cash Fund is to safeguard the assets of the city and ensure an appropriate level of fiduciary responsibility.

B. Objective

The objective in meeting this goal is to provide guidelines for use, safekeeping and reporting standards of the Petty Cash Fund, while allowing for small purchases or reimbursements to be made from the Petty Cash Fund.

C. Procedures

1. **Segregation of Duties.** The Petty Cash Fund is available to staff to make small purchases or reimbursements, in cash, for items such as stamps, office supplies, parking, etc. The following guidelines shall apply:
 - a. The Executive Analyst shall be the custodian of the Petty Cash Fund and is the person to make disbursements from the fund. In the absence of the Executive Analyst, the Accountant/Bookkeeper will have limited authority to disburse petty cash funds.
 - b. The custodian of the Petty Cash Fund shall be responsible for reconciling the fund on a quarterly basis at a minimum.
 - c. The Accountant/Bookkeeper shall make the appropriate entries to record the expenses and arrange for replenishment of the Petty Cash Fund.
 - d. The Executive Analyst must approve all withdrawals from the Petty Cash Fund.

2. **Accounting Controls.** The following guidelines will govern the use and keeping of the Petty Cash Fund:
 - a. The Petty Cash Fund will not exceed the amount of \$75.
 - b. The Petty Cash Fund will be kept by the Executive Analyst in a locked box. The locked box shall be kept in a secure place.
 - c. Withdrawals from the Petty Cash Fund will be made only by completing a Petty Cash Voucher. The voucher must state the date and amount of the withdrawal, the reason the cash was withdrawn, the expenditure account to which the expense should be charged, and the name and signature of the person receiving the cash. The voucher shall also contain the signature of the Executive Analyst approving the withdrawal.
 - d. Supporting documentation (receipts, invoices) must be attached to each Petty Cash Voucher.
 - e. Unannounced counts of petty cash and change will be made on occasion by the Finance Officer.
 - f. No staff member shall be allowed to cash personal checks, including paychecks, in the petty cash or change funds of the city.
 - g. Under no circumstances shall staff members be permitted to borrow from petty cash or change funds for personal use.

IV. CASH RECEIPTS

A. Goal

The goal in establishing an internal control system for cash receipts is to safeguard the assets of the city and ensure an appropriate level of fiduciary responsibility.

B. Objective

The objective in meeting this goal is to ensure that all cash intended for the city is received, promptly deposited, properly recorded, reconciled, and kept under adequate security.

C. Procedures

1. **Segregation of Duties.** No financial transaction shall be handled by only one person from beginning to end.
 - a. The Executive Analyst will be responsible for receiving cash payments to the city, whether by mail or in person. In the absence of the Executive Analyst, the Accountant/Bookkeeper or City Administrator may receive cash payments.
 - b. The Executive Analyst will be responsible for reconciling the receipts for deposit on a daily basis.
 - c. The Executive Analyst will prepare the bank deposit.
 - d. A Newport Police officer will deposit the funds at the bank.
 - e. The Accountant/Bookkeeper or the Executive Analyst will record Utility Billing receipts and post the revenue to the general ledger. The Accountant/Bookkeeper will record all other cash receipts in the general ledger.
 - f. Financial reports and bank reconciliations shall be prepared by the Accountant/Bookkeeper and presented to the City Administrator for review on a monthly basis.
 - g. Invoices for city services shall be prepared by the Executive Analyst. An accounts receivable register for utility billing will be maintained by the Accountant/Bookkeeper.
2. **Accounting Controls.** The following internal controls relate to cash receipts:
 - a. All payments to the City shall be accompanied by numbered cash receipt, stating the date of the receipt, the amount of the receipt, a description of the item or service being paid for, and a description of the revenue account the revenue should be allocated to. The receipt shall indicate whether the payment is cash or check. For payments made by check, the check number will be included on the receipt. Cash shall be deposited in the City's bank account.
 - b. Cash Receipts shall be kept in a in a secure place until deposit.
 - c. Cash receipts shall be reconciled on a daily basis by the designated staff person. Any discrepancies shall be reported immediately to the City Administrator.
 - d. ACH deposits into the City's account will be recorded by the Accountant/Bookkeeper.

V. CREDIT CARDS

A. Authorized Users and Procedures

1. The City Administrator is responsible for assignment and designation of credit cards or purchasing cards to certain departments to allow for more efficient purchasing and to make purchases at businesses that do not offer open accounts.
2. The City Administrator, Department Heads and Lead Staff are issued and authorized to use a corporate credit card and/or purchasing card to procure goods and services on behalf of the City of Newport as authorized by the City Council. The City Administrator may authorize employees to use a credit card on the City's behalf.
3. The cards may only be used for city-related purchases pursuant to the adopted budget. The corporate credit card or purchasing card is not intended to replace or circumvent the City's Purchasing Policy.
4. Each card holder will be responsible for maintaining accurate and complete records. Use of city credit cards for personal purchases is strictly prohibited. A receipt, or other documentation, of each purchase must be retained and given to the Accountant.
5. The City Administrator or a designee will be responsible for development and administration of credit card and purchasing card procedures.

VI. CHARGE ACCOUNTS

A. Authorized Users and Procedures

1. In certain situations, it may be advantageous to use charge accounts with local businesses and vendors which allow authorized employees to purchase goods and services with periodic (usually monthly) billing to the City. Employees must sign sales slips or other vendor documentation at the time of the sale and submit documentation to their supervisor.

VII. DISCIPLINARY ACTION

Any employee violating this policy may be subject to disciplinary action.



MEMO

TO: Mayor and City Council
Deb Hill, City Administrator

FROM: Renee Helm, Executive Analyst

DATE: July 29, 2013

SUBJECT: Abating Diseased Trees

BACKGROUND

Recently, City staff was notified of a tree that was infected by Oak Wilt. According to Section 810, Tree Diseases, the City Forester, Bruce Hanson, shall notify the property owner and abutting property owner that the tree shall be abated within five days of the notification. After further research, Superintendent Hanson found that a tree infected with diseases such as Oak Wilt, should not be removed or pruned until the dormant season, which is typically in the fall and winter.

DISCUSSION

Attached for your review is Ordinance No. 2013-8 and a red-lined version of Section 810.10, stating that the City Forester will determine a time for abatement according to the infestation and dormant season and removing the requirement of five days after notification.

RECOMMENDATION

It is recommended that the City Council approved Ordinance No. 2013-8.

**CITY OF NEWPORT
ORDINANCE 2013-8**

**AN ORDINANCE OF THE CITY OF NEWPORT, MINNESOTA, AMENDING THE CITY CODE OF
ORDINANCES CHAPTER 8, SECTION 810.10, PROCEDURES FOR REMOVAL OF INFECTED
TREES AND WOOD**

THE CITY COUNCIL OF THE CITY OF NEWPORT, MINNESOTA, HEREBY ORDAINS THAT:

Section 810 - Tree Diseases

810.10 Procedures for Removal of Infected Trees and Wood.

Subd. 1 Ordinary Procedure. Whenever the Forester finds with reasonable certainty that the infestation defined in Subsections 810.04 and 810.05 exists in any tree or wood in any public or private place in the City, he or she shall proceed as follows:

- A. If the Forester finds that the danger of infestation of the tree(s) is not imminent because of dormancy, he or she will determine a specified time as to when the nuisance shall be abated according to the infestation and dormant season. The abutting property owner and/or the owner of the property upon which the tree is located will be notified of the specified time by certified mail.

The Forester shall immediately report the action to the Council, and after the expiration of the time limited by the notice he or she may abate the nuisance by:

1. Abating the nuisance as a public improvement under Minnesota Statutes, Chapter 429.101, or
2. Abating the nuisance as provided in Subsection 810.11.

The foregoing Ordinance was moved by Councilmember _____ and seconded by Councilmember _____.

The following Councilmembers voted in the affirmative:

The following Councilmembers voted in the negative:

Effective Date

This Ordinance becomes effective upon its passage and publication according to law.

Adopted by the City Council of the City of Newport, Minnesota on the 1st day of August, 2013.

Signed: _____
Tim Geraghty, Mayor

Attest: _____
Deb Hill, City Administrator

Section 810 - Tree Diseases

810.10 Procedures for Removal of Infected Trees and Wood.

Subd. 1 Ordinary Procedure. Whenever the Forester finds with reasonable certainty that the infestation defined in Subsections 810.04 and 810.05 exists in any tree or wood in any public or private place in the City, he or she shall proceed as follows:

- A. If the Forester finds that the danger of infestation of the tree(s) is not imminent because of dormancy, he or she will determine a specified time as to when the nuisance shall be abated according to the infestation and dormant season. The abutting property owner and/or the owner of the property upon which the tree is located will be notified of the specified time by certified mail. ~~he or she shall notify the abutting property owner and/or the owner of the property upon which the tree is located, by certified mail that the nuisance shall be abated within a specified time, not less than five days from the date of mailing of the notice.~~

The Forester shall immediately report the action to the Council, and after the expiration of the time limited by the notice he or she may abate the nuisance by:

1. Abating the nuisance as a public improvement under Minnesota Statutes, Chapter 429.101, or
2. Abating the nuisance as provided in Subsection 810.11.

Subd. 2 Immediate Action. If the Forester finds with reasonable certainty that immediate action is required to prevent the spread of the disease, he or she shall proceed to abate the nuisance forthwith. He or she shall report the action immediately to the Council and to the owner of the property where the nuisance is located.

RESOLUTION 2013-33

A RESOLUTION OF THE CITY OF NEWPORT, MINNESOTA, DETAILING AN AGREEMENT TO DEFER PROSECUTION TO ACHIEVE A FULL PHASE OUT OF A CHRONIC NON-CONFORMING USE AND ENFORCEMENT ISSUE ON CERTAIN PROPERTY IN THE CITY OWNED BY DANIEL VAN THEOBALD

WHEREAS, the City of Newport, Minnesota, (hereinafter, “the City”) is a Minnesota statutory city located in Washington County with full authority to pass and enforce zoning regulations within its jurisdiction; and

WHEREAS, Daniel Van Theobald (hereinafter, “Theobald”) is a resident of the City and has owned a home and adjoining property at 505 Century Avenue, Newport, Minnesota 55025 (hereinafter, “the Property”) for more than 25 years; and

WHEREAS, over the course of his residence in the City, Theobald has been in the business of hauling, processing and recycling refuse; and

WHEREAS, Theobald has used the Property in the City for the operation of his business; and

WHEREAS, Theobald’s Property is currently zoned for residential use and refuse hauling and recycling businesses are not an allowed use in that type of zoning district; and

WHEREAS, over the past 25 years, the City and Theobald have gone through two extensive prosecutions and two extensive and expensive civil suits over the issue of the use of the Property for uses related to his business; and

WHEREAS, the City has presently charged Theobald with violations of its zoning code and Theobald has entered an “Alford” plea on the understanding that the parties would seek a reasonable, permanent resolution to ongoing dispute; and

WHEREAS, both the City and Theobald are desirous to end the ongoing enforcement conflict and to reach a permanent solution that would involve permanent cessation of Theobald’s business activities at the Property and an environmental cleanup on the Property while allowing Theobald sufficient time to wind down his business operations in a manner that would not cause serious personal economic damage; and

WHEREAS, the City and Theobald have agreed to a wind-down and closure by June 1, 2015, under substantially the following terms:

1. Theobald shall provide proof of current, valid 2012-2013 Washington County approval and licensure of his business.
2. During the summer months of 2013, Theobald will clean up and remove all non-contained materials in and around the three current staging areas. All containers containing any materials will be “tarpred” for the duration of the wind-down.
3. Active recycling for the current season on the site shall end by mid-November 2013 (depending on snowfall)
4. Beginning in the winter of 2013-2014, there will be a 50% decrease in the acceptance at the site of recyclables from pre-2013 levels.
5. Theobald must obtain and provide proof of valid 2013-2014 Washington County licensure.
6. Theobald shall operate a reduced active recycling season, as noted above, from approximately April 1, 2014 (depending on the spring thaw) through November 15, 2014.
7. During the winter months of 2014-2015, there will be a 75% decrease in the acceptance of recyclable materials from pre-2013 volumes.

8. No later than December 1, 2014, Theobald will provide the legally required business closure notice to Washington County and the State of Minnesota, with a copy of said notice being delivered to the City.
9. The active recycling season for 2015 would begin on approximately April 1, 2015.
10. From April 1, 2015 through May 31, 2015, Theobald will go through the final cleanup of the Property.
11. On June 1, 2015, the site will be clean and the City may conduct a final site inspection to assure compliance with these terms. Interim inspections can be conducted by City code enforcement officials from time to time at reasonable hours and on reasonable notice during the wind-down to assure compliance with the timetable and terms.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Subject to compliance with the terms outlined above, the City agrees to defer prosecution and other legal action against Theobald related to his use of the Property until June 1, 2015, at which time, on verification, no further action will be taken.

Adopted this 1st day of August, 2013 by the Newport City Council.

Motion by: _____, Seconded by: _____

VOTE:	Geraghty	_____
	Ingemann	_____
	Sumner	_____
	Gallagher	_____
	Rahm	_____

Signed: _____
 Tim Geraghty, Mayor

ATTEST: _____
 Deb Hill, City Administrator



PROFESSIONAL SERVICES

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MEMO

To: Deb Hill - City Administrator & City Council of Newport
From: John Stewart, P.E. - City Engineer
Subject: 2013 Street Improvement Project – Assessment Hearing
Date: July 29, 2013 (August 1st Council Meeting)

INTRODUCTION:

The project has been bid, contract awarded, and assessment hearing ordered. The next step is to conduct the assessment hearing and for Council to consider adopting the assessment. This memorandum will summarize the pertinent information and provide the “next steps” in the following format.

1. Project Updates
2. Preparation of the Assessment Roll
3. Assessment Hearing & Resolutions

1. PROJECT UPDATES

The City’s Public Works Department has been working with the City Engineer in reviewing televising tapes for sanitary sewer piping. Public Works has concerns about the condition of the mainline piping and is considering options for repair and/or replacement. This work would be in addition to the sewer service repairs/replacements that have been discussed previously.

At this time, Bruce Hanson recommends that the City reschedule portions of the project (Ford Road and 8th Avenue) for construction in 2014. With that in mind we propose to continue the assessment hearing as planned. The property owners on the affected portions of Ford Road and 8th Avenue were invited to the assessment hearing; we propose to discuss the possibility of delaying these streets until next year. If the City Council concurs with the Public Works recommendation, the Ford Road and 8th Avenue property owners can be removed from the assessment roll when the City considers adoption.

PREPARATION OF THE ASSESSMENT ROLL

The final assessment roll for the 2013 Street Improvement Project has been developed and enclosed with the packet. Over the last several months there have been some discussions on the appropriate assessment amount for each project construction type based on the benefit appraisal report.

Below is the listing of each project construction type along with the appraiser’s range of value increase and the recommended assessment rate for council consideration. The 2013 project

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MEMO

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construction consists of “Mill & Overlay W/ Curb” and “Full Depth Reclamation Only”. The range of assessment discussed for these projects is highlighted below.

Proposed Assessment Rate Structure				
Improvement Category	Appraiser Amount (Low)	Appraiser Amount (High)	For Council Consideration	Notes
Street - Overlay Only	\$1,300	\$4,600	\$2,400	No aprons or curb
Street - Overlay W/ Curb	\$1,500	\$5,400	\$2,900	No aprons
Street - Mill & Overlay	\$1,300	\$4,600	\$2,400	No aprons or curb
Street - Mill & Overlay W/ Curb	\$1,500	\$5,400	\$2,900	No aprons
Street - Full Depth Reclamation Only	\$2,300	\$6,800	\$4,000	No aprons or curb
Street - Full Depth Reclamation W/ Curb	\$2,300	\$6,800	\$4,500	No aprons
Street - Full Street Reconstruction	\$2,500	\$6,800	\$5,500	Includes curb, concrete aprons, and utilities

The appraiser opined in his report that the value of adding concrete curb to a street section is approximately \$500.

2. ASSESSMENT HEARING & RESOLUTION

The final piece to the Chapter 429 Special Assessment process is to conduct the Assessment Hearing. This hearing is the last opportunity for residents to make an official statement for the record in regards to the assessment. The statement can either be verbal or written but must be made prior to or during the hearing.

Ford Rd/8th Avenue Area: The City Public Works Department is continuing their investigation of the sewer mainline piping. It is possible that changes to the project in regards to the additional sewer improvement could change the project scope and subsequently the assessment category. Until a final determination is reached, we recommend that the City Council table the adoption of the assessment roll for the Ford Rd/8th Avenue/18th Street area.

Century Avenue: The City of Woodbury is currently in the construction phase of the improvements along Century Avenue. The City of Newport is working in conjunction with the City of Woodbury on a cost share basis. At this time, we recommend that the City of Newport consider adopting the assessment roll for Century Avenue upon review of the request below.

The City received a call from Mrs. Cheryl Wrisky the property owner at 1685 Cheri Lane. This particular property has a primary access to Century Avenue, but does not abut Century Avenue right-of-way.

MEMO

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Due to the fact that the property is accessed off of Century Avenue, an improvement to this street improves access to the property. We ask that you consider this to be direct benefit Ms. Risky's property. We recommend that the assessment for this property be left at 1.00 unit.

Interest Rate: The City has been working with Ehlers and Associates in regards to the bonding package for the project. Based on the projected interest rate at the time of bond sales, they have recommended an interest rate of _____%.

ATTACHMENT(S):

- ❖ Final draft assessment roll: Remaining sections: Ford Rd, 18th St, 10th Ave, etc.
- ❖ Final draft assessment roll: Century Avenue
- ❖ Draft resolution adopting the assessment for the Ford Rd/8th Avenue area
- ❖ Draft resolution adopting the assessment for Century Avenue

ACTION(S) RECOMMENDED:

- ❖ Consider the draft resolution adopting the assessment for Century Avenue

CITY OF NEWPORT
 2013 STREET IMPROVEMENT PROJECT
 ASSESSMENT ROLL - 18TH ST, 10TH AVE, BARRY DR, AND AREA
 June 27, 2013 - Modified August 1, 2013

PIN	BLDG_NUM	STREET NAME	STREET TYPE	CITY	OWNER_NAME	OWN_ADD_L1	OWN_ADD_L3	EQUIVALENT RESIDENTIAL UNITS	TOTAL ASSESSMENT AMOUNT
SUMMARY BY CONSTRUCTION TYPE									
RECONSTRUCTION - TOTAL						\$	5,500	0.00	\$0
RECLAMATION ONLY - TOTAL						\$	4,000	0.00	\$0
RECLAMATION W/ CURB - TOTAL						\$	4,500	0.00	\$0
MILL & OVERLAY						\$	2,400	0.00	\$0
MILL & OVERLAY W/ CURB						\$	2,900	144.75	\$419,775
OVERLAY ONLY						\$	2,400	0.00	\$0
OVERLAY ONLY W/ CURB						\$	2,900	0.00	\$0
GRAND TOTAL								144.75	\$419,775
FORD RD									
2502822320006	2204	HASTINGS	AVE	CITY OF NEWPORT	LONG THOMAS J JR	6939 LAMAR AVE S	COTTAGE GROVE MN 5501	0.00	\$0
2502822320012	2154	HASTINGS	AVE	CITY OF NEWPORT	MARTIN JOSEPH RE LLC	2154 HASTINGS AVE STE 100	NEWPORT MN 55055	1.00	\$2,900
2502822320012	2154	HASTINGS	AVE	CITY OF NEWPORT	MARTIN JOSEPH RE LLC	2154 HASTINGS AVE STE 100	NEWPORT MN 55055	0.00	\$0
2502822320008	VACANT LOT			CITY OF NEWPORT	MARTIN JOSEPH RE LLC	2154 HASTINGS AVE STE 100	NEWPORT MN 55055	0.00	\$0
2502822320009	VACANT LOT			CITY OF NEWPORT	MARTIN JOSEPH RE LLC	2154 HASTINGS AVE STE 100	NEWPORT MN 55055	0.00	\$0
2502822320010	VACANT LOT			CITY OF NEWPORT	MARTIN JOSEPH RE LLC	2154 HASTINGS AVE STE 100	NEWPORT MN 55055	0.00	\$0
2502822320011	VACANT LOT			CITY OF NEWPORT	MARTIN JOSEPH RE LLC	2154 HASTINGS AVE STE 100	NEWPORT MN 55055	0.00	\$0
2502822320024	770	FORD	RD	CITY OF NEWPORT	GILE NOREEN K	770 FORD RD	NEWPORT MN 55055-1510	0.00	\$0
2502822320025	770	FORD	RD	CITY OF NEWPORT	GILE NOREEN K	770 FORD RD	NEWPORT MN 55055-1510	0.00	\$0
2502822320023	780	FORD	RD	CITY OF NEWPORT	KINGORE TROY E	780 FORD RD	NEWPORT MN 55055	1.00	\$2,900
2502822320022	790	FORD	RD	CITY OF NEWPORT	RICHARD THOMAS S	790 FORD RD	NEWPORT MN 55055	1.00	\$2,900
2502822310027	801	FORD	RD	CITY OF NEWPORT	GERMANN KENNETH W & PATRICIA	801 FORD ST	NEWPORT MN 55055	1.00	\$2,900
TOTAL								4.00	\$11,600
8TH AVE									
2502822330061	780	19TH	ST	CITY OF NEWPORT	MEVMAR LLC	9270 INVER GROVE TRL	INVER GROVE HEIGHTS MN	1.25	\$3,625
2502822330082	785	20TH	ST	CITY OF NEWPORT	FRITZ/20TH PROPERTIES LLC	1362 GOODRICH AVE	ST PAUL MN 55105	1.25	\$3,625
2502822330083	1912	HASTINGS	AVE	CITY OF NEWPORT	FRITZ/HASTINGS PROPERTIES LLC	1362 GOODRICH AVE	SAINT PAUL MN 55105	0.00	\$0
2502822340020	1830	8TH	AVE	CITY OF NEWPORT	BEAUMONT RICHARD & JANE	1830 8TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822340021	1850	8TH	AVE	CITY OF NEWPORT	JANNETTO JON M & JEAN A	1850 8TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822340022	1890	8TH	AVE	CITY OF NEWPORT	MICHELTS TIMOTHY D	1890 8TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822340023	1930	8TH	AVE	CITY OF NEWPORT	HEATH-GRIFFIN KELLY	1930 8TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822340024	1950	8TH	AVE	CITY OF NEWPORT	STAMNESS ALICIA J	1950 8TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822340025	1960	8TH	AVE	CITY OF NEWPORT	NOWICKI KIM LAURENE	1960 8TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822340026	1970	8TH	AVE	CITY OF NEWPORT	BANASZEWSKI GARY K & PAMELA J	1970 8TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822340027	1990	8TH	AVE	CITY OF NEWPORT	THOMSEN JENNY	1990 8TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822340028	2070	8TH	AVE	CITY OF NEWPORT	HOWARD SCOTT E	2070 EIGHTH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822340029	2080	8TH	AVE	CITY OF NEWPORT	VITULLO SHIRLENE M	2080 8TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822340005	2090	8TH	AVE	CITY OF NEWPORT	MARS JASON L	2090 8TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822310005	2120	8TH	AVE	CITY OF NEWPORT	COCHRAN BRENT S	2120 8TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822310001	2190	8TH	AVE	CITY OF NEWPORT	COSTIGAN LARRY M & LOIS E	2190 8TH AVE	NEWPORT MN 55055	1.00	\$2,900
TOTAL								15.50	\$44,950

PIN	BLDG_NUM	STREET NAME	STREET TYPE	CITY	OWNER_NAME	OWN_ADD_L1	OWN_ADD_L3	EQUIVALENT RESIDENTIAL UNITS	TOTAL ASSESSMENT AMOUNT
BARRY DRIVE									
2502822340037	1810	BARRY	DR	CITY OF NEWPORT	ANTHOLZ CHRISTOPHER	1810 BARRY DR	NEWPORT MN 55055	1.00	\$2,900
2502822340017	1829	BARRY	DR	CITY OF NEWPORT	WAGNER GREG S & BRENDA R	1829 BARRY DR	NEWPORT MN 55055	1.00	\$2,900
2502822340036	1830	BARRY	DR	CITY OF NEWPORT	HOPKINS RANDY W & JENNIFER M	1830 BARRY DR	NEWPORT MN 55055	1.00	\$2,900
2502822340016	1849	BARRY	DR	CITY OF NEWPORT	MOORE SANDRA J	1849 BARRY DR	NEWPORT MN 55055	1.00	\$2,900
2502822340035	1850	BARRY	DR	CITY OF NEWPORT	HICKEY RICHARD D & BONNIE J	1850 BARRY DR	NEWPORT MN 55055	1.00	\$2,900
2502822340015	1889	BARRY	DR	CITY OF NEWPORT	GJERTSON MARK G & SHERILYN R	1889 BARRY DR	NEWPORT MN 55055	1.00	\$2,900
2502822340034	1890	BARRY	DR	CITY OF NEWPORT	JOHNSON JEFFREY A & JODI L	1890 BARRY DR	NEWPORT MN 55055	1.00	\$2,900
2502822340014	1929	BARRY	DR	CITY OF NEWPORT	MOEN WENDI M & GARRETT M RENKEN	1929 BARRY DR	NEWPORT MN 55055	1.00	\$2,900
2502822340033	1930	BARRY	DR	CITY OF NEWPORT	CAVALIER DEBORAH A	1930 BARRY DR	NEWPORT MN 55055	1.00	\$2,900
2502822340013	1949	BARRY	DR	CITY OF NEWPORT	STRONG JOSHUA J	1949 BARRY DR	NEWPORT MN 55055	1.00	\$2,900
2502822340032	1950	BARRY	DR	CITY OF NEWPORT	ADELHELM GLORIA M	1950 BARRY DR	NEWPORT MN 55055	1.00	\$2,900
2502822340012	1959	BARRY	DR	CITY OF NEWPORT	LOVELL DAVID & DIANE M	1959 BARRY DR	NEWPORT MN 55055	1.00	\$2,900
2502822340011	1969	BARRY	DR	CITY OF NEWPORT	LUND MARK M	1969 BARRY DR	NEWPORT MN 55055	1.00	\$2,900
2502822340031	1970	BARRY	DR	CITY OF NEWPORT	BERG SCOTT E & STEPHANIE A	1970 BARRY DR	NEWPORT MN 55055	1.00	\$2,900
2502822340010	1989	BARRY	DR	CITY OF NEWPORT	SCHORN GREGORY S & JOAN A	1989 BARRY DR	NEWPORT MN 55055	1.00	\$2,900
2502822340030	1990	BARRY	DR	CITY OF NEWPORT	NARUSIEWICZ PATRICIA ANN	1990 BARRY DR	NEWPORT MN 55055	1.00	\$2,900
2502822340009	2069	BARRY	DR	CITY OF NEWPORT	OLSON JARVIS V & VICTORIA A	2069 BARRY DR	NEWPORT MN 55055	1.00	\$2,900
2502822340004	2070	BARRY	DR	CITY OF NEWPORT	INDYKIEWICZ STEVE & MIRANDA HILL	2070 BARRY DR	NEWPORT MN 55055	1.00	\$2,900
2502822340008	2079	BARRY	DR	CITY OF NEWPORT	TINUCCI MARK T & MORIDA D	6525 HADLEY AVE S	COTTAGE GROVE MN 55011	1.00	\$2,900
2502822340003	2080	BARRY	DR	CITY OF NEWPORT	ALMEN JASON	2080 BARRY DR	NEWPORT MN 55055	1.00	\$2,900
2502822340007	2083	BARRY	DR	CITY OF NEWPORT	TERRY ANGELA & JEFFREY	2083 BARRY DR	NEWPORT MN 55055	1.00	\$2,900
TOTAL								21.00	\$60,900
21ST ST (WEST OF 8TH AVE)									
2502822320028	765	21ST	ST	CITY OF NEWPORT	HACKEN ALVIN K & DEBORAH A	765 21ST ST	NEWPORT MN 55055	1.00	\$2,900
2502822320027	VACANT LOT			CITY OF NEWPORT	HACKEN ALVIN K & DEBORAH A	765 21ST ST	NEWPORT MN 55055	0.00	\$0
2502822330032	780	21ST	ST	CITY OF NEWPORT	KIRCHNER TROY & JULIE	780 21ST ST	NEWPORT MN 55055	1.00	\$2,900
2502822330031	786	21ST	ST	CITY OF NEWPORT	KW REALTY INVESTORS LLC	9200 PARK AVE	BLOOMINGTON MN 55420	1.00	\$2,900
2502822320030	793	21ST	ST	CITY OF NEWPORT	MAILAND MARK S & DIANE L	793 21ST ST	NEWPORT MN 55055	1.00	\$2,900
2502822320031	VACANT LOT			CITY OF NEWPORT	MAILAND MARK S & DIANE L	793 21ST ST	NEWPORT MN 55055	0.00	\$0
2502822320029	VACANT LOT			CITY OF NEWPORT	MAILAND MARK S & DIANE L	793 21ST ST	NEWPORT MN 55055	0.00	\$0
2502822330030	794	21ST	ST	CITY OF NEWPORT	SAGSTETTER STEVE & RAVEN K	1418 SELBY AVE	ST PAUL PARK MN 55071	1.25	\$3,625
2502822310006	809	21ST	ST	CITY OF NEWPORT	LEE GORDON O & BEVERLY J	809 21ST ST	NEWPORT MN 55055	1.00	\$2,900
2502822310007	815	21ST	ST	CITY OF NEWPORT	MCINERNY TIMOTHY B	815 21ST ST	NEWPORT MN 55055	1.00	\$2,900
2502822310052	817	21ST	ST	CITY OF NEWPORT	KABAT MICHELE & PATRICK	817 21ST ST	NEWPORT MN 55055	1.00	\$2,900
2502822340006	820	21ST	ST	CITY OF NEWPORT	KNAUFF ROBERT & JILL & JILL KNAUFF	820 21ST ST	NEWPORT MN 55055	1.00	\$2,900
TOTAL								9.25	\$26,825

PIN	BLDG_NUM	STREET NAME	STREET TYPE	CITY	OWNER_NAME	OWN_ADD_L1	OWN_ADD_L3	EQUIVALENT RESIDENTIAL UNITS	TOTAL ASSESSMENT AMOUNT
ELLEN COURT									
2502822310011	905	ELLEN	CT	CITY OF NEWPORT	VANDERBILT TONY L	905 ELLEN CT	NEWPORT MN 55055	1.00	\$2,900
2502822310012	925	ELLEN	CT	CITY OF NEWPORT	MITCHELL DENNIS P & TAMARA L	925 ELLEN CT	NEWPORT MN 55055	1.00	\$2,900
2502822340039	930	ELLEN	CT	CITY OF NEWPORT	HAUGAN JOSEPH S	930 ELLEN CT	NEWPORT MN 55055	1.00	\$2,900
2502822310013	945	ELLEN	CT	CITY OF NEWPORT	BIBEAU RICHARD C & JUDY A	945 ELLEN CT	NEWPORT MN 55055	1.00	\$2,900
2502822340038	950	ELLEN	CT	CITY OF NEWPORT	FOTT RICHARD A	11228 WEST RIVER RD	CHAMPLIN MN 55316	1.00	\$2,900
2502822310014	965	ELLEN	CT	CITY OF NEWPORT	RYAN ROBERT W & CHRISTINE A	965 ELLEN CT	NEWPORT MN 55055	1.00	\$2,900
2502822310015	970	ELLEN	CT	CITY OF NEWPORT	DOMBROCK TODD	970 ELLEN CT	NEWPORT MN 55055	1.00	\$2,900
TOTAL								7.00	\$20,300
TERRACE RD									
2502822340042	1003	TERRACE	RD	CITY OF NEWPORT	STREMICK NATHAN E	1003 TERRACE RD	NEWPORT MN 55055	1.00	\$2,900
2502822340040	915	TERRACE	RD	CITY OF NEWPORT	VANG E	915 TERRACE RD	NEWPORT MN 55055-1541	1.00	\$2,900
2502822340041	935	TERRACE	RD	CITY OF NEWPORT	STRICKLAND JONELL MARIE	935 TERRACE RD	NEWPORT MN 55055	1.00	\$2,900
TOTAL								3.00	\$8,700
10TH AVE (NORTH OF 18TH)									
2502822340063	1810	10TH	AVE	CITY OF NEWPORT	NILIUS JOEL & REBEKAH	1810 10TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822340073	1815	10TH	AVE	CITY OF NEWPORT	JACKSON ROBERT A & JUDITH C	1815 10TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822340062	1830	10TH	AVE	CITY OF NEWPORT	PACKER SANDRA	1830 10TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822340072	1835	10TH	AVE	CITY OF NEWPORT	HABBENA RYAN D & JENNY E	1835 10TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822340061	1850	10TH	AVE	CITY OF NEWPORT	ZACHARIASON INVESTMENTS LLC	21707 COZY COVE RD	DETROIT LAKES MN 56501	1.00	\$2,900
2502822340071	1855	10TH	AVE	CITY OF NEWPORT	WHITE ROBERT A & PATRICIA A	1855 10TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822340060	1870	10TH	AVE	CITY OF NEWPORT	GROEN NATHAN	1870 10TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822340070	1875	10TH	AVE	CITY OF NEWPORT	GRUBE TERI L	1875 10TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822340059	1890	10TH	AVE	CITY OF NEWPORT	DAVIS ROBERT W	1890 10TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822340069	1895	10TH	AVE	CITY OF NEWPORT	FINCEL GARY C & DORENE A	1895 10TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822340047	1902	10TH	AVE	CITY OF NEWPORT	FLORES RICARDO J & DEBORAH A	3722 YORK CIR	WOODBURY MN 55125	1.00	\$2,900
2502822340068	1905	10TH	AVE	CITY OF NEWPORT	JACKSON BRIAN J & LYNN A	1905 10TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822340046	1910	10TH	AVE	CITY OF NEWPORT	BABCOCK LOIS	1910 10TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822340045	1920	10TH	AVE	CITY OF NEWPORT	AGUIRRE RICHARD PETER	1920 10TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822340043	1922	10TH	AVE	CITY OF NEWPORT	MARK COURT LLC	1932 10TH AVE # 1	NEWPORT MN 55055	24.00	\$69,600
2502822340044	VACANT LOT			CITY OF NEWPORT	MARK COURT LLC	1932 10TH AVE # 1	NEWPORT MN 55055	0.00	\$0
2502822340064	VACANT LOT			CITY OF NEWPORT	MARK COURT LLC	1932 10TH AVE # 1	NEWPORT MN 55055	0.00	\$0
2502822340067	1925	10TH	AVE	CITY OF NEWPORT	HANSEN PAUL E & MOENKE MARY J	1925 10TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822340066	1945	10TH	AVE	CITY OF NEWPORT	LEONARD MICHAEL J	1945 10TH AVE	NEWPORT MN 55055	1.00	\$2,900
TOTAL								40.00	\$116,000

PIN	BLDG_NUM	STREET NAME	STREET TYPE	CITY	OWNER_NAME	OWN_ADD_L1	OWN_ADD_L3	EQUIVALENT RESIDENTIAL UNITS	TOTAL ASSESSMENT AMOUNT
MARK CT									
2502822340058	1102	MARK	CT	CITY OF NEWPORT	SCHUSTER DUANE A & CAROLYN L	1102 MARK CT	NEWPORT MN 55055	1.00	\$2,900
2502822340048	1105	MARK	CT	CITY OF NEWPORT	MARK COURT LLC	1932 10TH AVE # 1	NEWPORT MN 55055	6.00	\$17,400
2502822340049	1105	MARK	CT	CITY OF NEWPORT	MARK COURT LLC	1932 10TH AVE # 1	NEWPORT MN 55055	6.00	\$17,400
2502822340057	1120	MARK	CT	CITY OF NEWPORT	ZELAYA WILLIAM A & CORAL G	1120 MARK CT	NEWPORT MN 55055	1.00	\$2,900
2502822340050	1125	MARK	CT	CITY OF NEWPORT	MARK COURT LLC	1932 10TH AVE # 1	NEWPORT MN 55055	6.00	\$17,400
2502822340051	1125	MARK	CT	CITY OF NEWPORT	MARK COURT LLC	1932 10TH AVE # 1	NEWPORT MN 55055	6.00	\$17,400
2502822340056	1130	MARK	CT	CITY OF NEWPORT	MURRAY LYNN F & SHARON K	1130 MARK CT	NEWPORT MN 55055	1.00	\$2,900
2502822340100	1140	MARK	CT	CITY OF NEWPORT	HARRIMAN GERALD E & PAULA A	1140 MARK CT	NEWPORT MN 55055	1.00	\$2,900
2502822340053		VACANT LOT		CITY OF NEWPORT	MARK COURT LLC	1932 10TH AVE # 1	NEWPORT MN 55055	0.00	\$0
2502822340052		VACANT LOT		CITY OF NEWPORT	MARK COURT LLC	1932 10TH AVE # 1	NEWPORT MN 55055	0.00	\$0
2502822340065		VACANT LOT		CITY OF NEWPORT	MARK COURT LLC	1932 10TH AVE # 1	NEWPORT MN 55055	0.00	\$0
TOTAL								28.00	\$81,200
18TH ST									
2502822340088	812	18TH	ST	CITY OF NEWPORT	BILD JULIA	812 18TH ST	NEWPORT MN 55055	1.00	\$2,900
2502822340086		VACANT LOT		CITY OF NEWPORT	BILD JULIA	812 18TH ST	NEWPORT MN 55055	0.50	\$1,450
2502822340087		VACANT LOT		CITY OF NEWPORT	BILD JULIA	812 18TH ST	NEWPORT MN 55055	0.50	\$1,450
2502822340019	825	18TH	ST	CITY OF NEWPORT	MURPHY STEVEN T & DAWN	825 18TH ST	NEWPORT MN 55055	1.00	\$2,900
2502822340018	875	18TH	ST	CITY OF NEWPORT	ALSIDES ABEL & DELORES B	455 6TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822340085	880	18TH	ST	CITY OF NEWPORT	VICK CHRIS R & MELISSA A	880 18TH ST	NEWPORT MN 55055	0.00	\$0
2502822340084	880	18TH	ST	CITY OF NEWPORT	VICK CHRIS R & MELISSA A	880 18TH ST	NEWPORT MN 55055	1.00	\$2,900
2502822340083	900	18TH	ST	CITY OF NEWPORT	RANTALA JOHN	900 18TH ST	NEWPORT MN 55055	1.00	\$2,900
2502822340099	950	18TH	ST	CITY OF NEWPORT	KNUTSON BRADLEY S	950 18TH ST	NEWPORT MN 55055	1.00	\$2,900
2502822340078	1799	10TH	AVE	CITY OF NEWPORT	JACOBSSON JONI CAROL	1799 10TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822330068		VACANT LOT	18TH	CITY OF NEWPORT	RECHTZIGEL GENE A	6533 160TH ST W	APPLE VALLEY MN 55124	1.00	\$2,900
2502822330069	745	18TH	ST	CITY OF NEWPORT	HAPPEL WALTER J & JITTRA W	745 18TH STS	NEWPORT MN 55055	1.00	\$2,900
2502822330074	760	18TH	ST	CITY OF NEWPORT	TINUCCI BROS REST HOLDINGS LLC	396 21ST ST	NEWPORT MN 55055	1.00	\$2,900
2502822330070	765	18TH	ST	CITY OF NEWPORT	SMITH ERIC V & SHARON K	765 18TH ST	NEWPORT MN 55055	1.00	\$2,900
2502822330073	784	18TH	ST	CITY OF NEWPORT	URBANO SR FRANCISCO & DEABRA K	784 18TH ST	NEWPORT MN 55055	1.00	\$2,900
2502822330071	785	18TH	ST	CITY OF NEWPORT	MELBY WILLIAM A	785 18TH ST	NEWPORT MN 55055	1.00	\$2,900
2502822330072	1791	8TH	AVE	CITY OF NEWPORT	BERG PATRICIA J	1791 8TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822340002	1810	11TH	AVE	CITY OF NEWPORT	SWANLUND HOWARD W TRS	1810 11TH AVE	NEWPORT MN 55055	1.00	\$2,900
2502822340076	1020	18TH	ST	CITY OF NEWPORT	MANNING BONITA K	1020 18TH ST	NEWPORT MN 55055	1.00	\$2,900
2502822330067	1806	HASTINGS	AVE	CITY OF NEWPORT	RECHTZIGEL GENE A	6533 160TH ST W	APPLE VALLEY MN 55124	0.00	\$0
2502822330075	1796	HASTINGS	AVE	CITY OF NEWPORT	TINUCCI BROS REST HOLDINGS LLC	396 21ST ST	NEWPORT MN 55055	0.00	\$0
TOTAL								17.00	\$49,300

CITY OF NEWPORT
 2013 STREET IMPROVEMENT PROJECT
 ASSESSMENT ROLL - CENTURY AVENUE
 June 27, 2013 - Modified August 1, 2013

PIN	BLDG_NUM	STREET NAME	STREET TYPE	CITY	OWNER_NAME	OWN_ADD_L1	OWN_ADD_L3	EQUIVALENT RESIDENTIAL UNITS	TOTAL ASSESSMENT AMOUNT
SUMMARY BY CONSTRUCTION TYPE									
RECONSTRUCTION - TOTAL						\$	5,500	0.00	\$0
RECLAMATION ONLY - TOTAL						\$	4,000	11.00	\$44,000
RECLAMATION W/ CURB - TOTAL						\$	4,500	0.00	\$0
MILL & OVERLAY						\$	2,400	0.00	\$0
MILL & OVERLAY W/ CURB						\$	2,900	0.00	\$0
OVERLAY ONLY						\$	2,400	0.00	\$0
OVERLAY ONLY W/ CURB						\$	2,900	0.00	\$0
GRAND TOTAL								11.00	\$44,000
CENTURY AVE									
2502822140018	1801	CENTURY	AVE	CITY OF NEWPORT	OEHRLEIN ALICE E	PO BOX 232	NEWPORT MN 55055	1.00	\$4,000
2502822140015	1811	CENTURY	AVE	CITY OF NEWPORT	STEWART DAVID A & SUSAN L	1811 CENTURY AVE	NEWPORT MN 55055	1.00	\$4,000
2502822140001	1851	CENTURY	AVE	CITY OF NEWPORT	LAUBER P CHARLES	1851 CENTURY AVE	NEWPORT MN 55055	1.00	\$4,000
2502822140017	1685	CHERI	LN	CITY OF NEWPORT	WRISKY JAMES P & CHERYL A	1685 CHERI LN	NEWPORT MN 55055	1.00	\$4,000
3602822410005	1033	CENTURY	AVE	CITY OF NEWPORT	BAILEY JOHN P TRS & PATRICK J BAILEY TRS	1033 CENTURY AVE	NEWPORT MN 55055	1.00	\$4,000
3602822140006	1555	CENTURY	AVE	CITY OF NEWPORT	BURGY DEBRA L	1555 CENTURY AVE	NEWPORT MN 55055	1.00	\$4,000
3602822140002	1575	CENTURY	AVE	CITY OF NEWPORT	SIMDARS BRIAN & REBECCA	1575 CENTURY AVE	NEWPORT MN 55055	0.00	\$0
3602822110028	1635	CENTURY	AVE	CITY OF NEWPORT	BELL JEFFREY M & PATRICIA G	1635 CENTURY AVE	NEWPORT MN 55055	1.00	\$4,000
3602822110003	1645	CENTURY	AVE	CITY OF NEWPORT	POZZINI MARK G & VIRGINIA L	1645 CENTURY AVE	NEWPORT MN 55055	1.00	\$4,000
3602822110001	1695	CENTURY	AVE	CITY OF NEWPORT	RAU ANTHONY G & JULIA L	1695 CENTURY AVE	NEWPORT MN 55055	1.00	\$4,000
3602822140007	1695	GLEN	RD	CITY OF NEWPORT	PERKINS ALLEN J & ANITA M	1695 GLEN RD	NEWPORT MN 55055	0.00	\$0
3602822140001	VACANT LOT			CITY OF NEWPORT	BAILEY JOHN P TRS & PATRICK J BAILEY TRS	1033 CENTURY AVE	NEWPORT MN 55055	1.00	\$4,000
3602822410001	VACANT LOT			CITY OF NEWPORT	BAILEY JOHN P TRS & PATRICK J BAILEY TRS	1033 CENTURY AVE	NEWPORT MN 55055	1.00	\$4,000
3602822140004				CITY OF NEWPORT	CITY OF NEWPORT	596 7TH AVE	NEWPORT MN 55055		\$0
TOTAL								11.00	\$44,000

RESOLUTION NO. 2013-34

A RESOLUTION ADOPTING THE ASSESSMENT FOR FORD ROAD FROM HASTINGS AVENUE TO 8TH AVENUE, 8TH AVENUE FROM FORD ROAD TO 18TH STREET, 18TH STREET FROM HASTINGS AVENUE TO HARVARD PLACE, 21ST STREET FROM 200 FEET WEST OF 8TH AVENUE TO BARRY DRIVE, BARRY DRIVE, ELLEN COURT, TERRACE ROAD, MARK COURT, AND 10TH AVENUE FROM TERRACE ROAD TO 18TH STREET

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for the Improvement No. 2013-01, the improvement of Ford Road from Hastings Avenue to 8th Avenue, 8th Avenue from Ford Road to 18th Street, 18th Street from Hastings Avenue to Harvard Place, 21st Street from 200 feet west of 8th Avenue to Barry Drive, Barry Drive, Ellen Court, Terrace Road, Mark Court, and 10th Avenue from Terrace Road to 18th Street by regrading and improving the road surfaces and stormwater conveyance system.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEWPORT MINNESOTA:

1. Such assessment is hereby amended as noted below to reflect information as provided by a property owner appeal or by correction of irregularities in assessment roll.
 - a. Upon further review of Parcel 2502822320006, located at 2204 Hastings Avenue (Owner – Long, Thomas R), it was found that the property was assessed with a previous project within the payback timeframe as stated in the City’s Assessment Policy. The assessment for this parcel shall be reduced from 2.25 to 0.00 equivalent units. Total assessment equals \$0.00 (0.00 equivalent unit(s) x \$2,900 /unit).
 - b. Upon further review of Parcel 2502822320012, located at 2154 Hastings Avenue (Owner – Martin Joseph RE, LLC), it was found that the property was assessed with a previous project within the payback timeframe as stated in the City’s Assessment Policy. The assessment for this parcel shall be reduced from 2.25 to 0.00 equivalent units. Total assessment equals \$0.00 (0.00 equivalent unit(s) x \$2,900 /unit).
 - c. Upon further review of Parcel 2502822330083, located at 1912 Hastings Avenue (Owner – Fritz/Hastings Properties, LLC), it was found that the property was assessed with a previous project within the payback timeframe as stated in the City’s Assessment Policy. The assessment for this parcel shall be reduced from 2.25 to 0.00 equivalent units. Total assessment equals \$0.00 (0.00 equivalent unit(s) x \$2,900 /unit).
 - d. Upon receiving information from the City’s planner on developable lot sizes within specific zoning areas, the assessment for the vacant Parcel 2502822340086 (Owner – Bild, Julia), shall be increased from 0.00 to 0.50 equivalent units. If combined with adjacent vacant parcel (same owner) the potential contiguous lot would become developable. Total assessment equals \$1,450.00 (0.50 equivalent unit(s) x \$2,900 /unit).
 - e. Upon receiving information from the City’s planner on developable lot sizes within specific zoning areas, the assessment for the vacant Parcel 2502822340087 (Owner – Bild, Julia), shall be increased from 0.00 to 0.50 equivalent units. If combined with adjacent vacant parcel (same owner) the potential contiguous lot would become developable. Total assessment equals \$1,450.00 (0.50 equivalent unit(s) x \$2,900 /unit).

f. _____

g. _____

2. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
3. Such assessment shall be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January 2014, and shall bear interest at the rate of 5.5 percent per annum from the date of adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2013. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.
4. The owner of any property so assessed may, at any time prior to the certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City of Newport, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution. An owner may, at any time thereafter, pay to the City of Newport the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.
5. The City Administrator shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessment shall be collected and paid over in the same manner as other municipal taxes.
6. Payment schedule shall be based upon equal payments.

Adopted this 1st day of August, 2013 by the Newport City Council.

Motion by: _____, Seconded by: _____

VOTE:	Geraghty	_____
	Ingemann	_____
	Sumner	_____
	Gallagher	_____
	Rahm	_____

Signed: _____
Tim Geraghty, Mayor

ATTEST: _____
Deb Hill, City Administrator

RESOLUTION NO. 2013-35

A RESOLUTION ADOPTING THE ASSESSMENT FOR CENTURY AVENUE BETWEEN MILITARY ROAD AND WILD CANYON DRIVE AND BETWEEN HOWKINS ROAD AND KALEN DRIVE

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for the City funded portion of the 2013 City of Woodbury Roadway Rehabilitation Project, the improvement of Century Avenue between County Hwy 20 (Military Road) and Wild Canyon Drive and between Howkins Road and Kalen Drive by regrading, reconstructing to improve the road surface, and drainage.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEWPORT MINNESOTA:

1. Such assessment is hereby amended as noted below to reflect information as provided by a property owner appeal or by correction of irregularities in assessment roll.
 - a. Upon receiving information from the City’s planner on developable lot sizes within specific zoning areas, the assessment for the vacant Parcel 3602822140001 (Owner – John P Bailey TRS and Patrick J Bailey TRS), shall be increased from 0.00 to 1.00 equivalent units. Total assessment equals \$4,000.00 (1.00 equivalent unit(s) x \$4,000 /unit).
 - b. Upon receiving information from the City’s planner on developable lot sizes within specific zoning areas, the assessment for the vacant Parcel 3602822410001 (Owner – John P Bailey TRS and Patrick J Bailey TRS), shall be increased from 0.00 to 1.00 equivalent units. Total assessment equals \$4,000.00 (1.00 equivalent unit(s) x \$4,000 /unit).
 - c. Upon request by property owner and further review of Parcel 2502822140017, located at 1685 Cheri Lane (Owner – Wrisky, James P & Cheryl A), although no portion of the parcel abuts Century Avenue the property, the parcel benefits from the improvement and the assessed amount shall remain 1.00 equivalent unit. Total assessment equals \$4,000.00 (1.0 equivalent unit(s) x \$4,000 /unit).
 - d. _____

 - e. _____

2. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
3. Such assessment shall be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January 2014, and shall bear interest at the rate of 5.5 percent per annum from the date of adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until

December 31, 2013. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.

4. The owner of any property so assessed may, at any time prior to the certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City of Newport, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution. An owner may, at any time thereafter, pay to the City of Newport the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.
5. The City Administrator shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessment shall be collected and paid over in the same manner as other municipal taxes.
6. Payment schedule shall be based upon equal payments.

Adopted this 1st day of August, 2013 by the Newport City Council.

Motion by: _____, Seconded by: _____

VOTE:	Geraghty	_____
	Ingemann	_____
	Sumner	_____
	Gallagher	_____
	Rahm	_____

Signed: _____
Tim Geraghty, Mayor

ATTEST: _____
Deb Hill, City Administrator



PROFESSIONAL SERVICES

More ideas. Better solutions.

Task Order

To: City Of Newport
Deb Hill, City Administrator
596 Seventh Avenue
Newport, MN, 55055

Date of Issuance: July 23, 2013

MSA Project No.: P10316017

This task order will acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project:

Project Name: Well Head Protection Amendment 2013 Part 1

The scope of the work authorized is: Scope As described by Attachment 1

The schedule to perform the work is: Approximate start: July 30, 2013
Approximate completion: Dec 31, 2013

The Lump Sum fee for the work is: \$15,800

This authorization for the work described above shall serve as the Agreement between MSA and OWNER. All services shall be performed in accordance with MSA's Master Professional Services Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement.

Payment: Shall be on a Lump Sum Basis.

Approval: MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Agreement. A copy of this Agreement signed by the authorized representatives shall be returned for our files and shall serve as our notice to proceed.

CITY OF NEWPORT

MSA PROFESSIONAL SERVICES, INC.

Deb Hill
City Administrator

John B Stewart P.E.
City Engineer

Date: _____

Date: _____

City Of Newport
596 Seventh Avenue
Newport, MN, 55055
651-459-5677
dhill@newportmn.com

MSA-PS
60 Plato Blvd East, Suite 140
St Paul, MN 55102
612-584-3135
jstewart@msa-ps.com

Attachment 1 July 2013:

Project Understanding and Scope of Work for Preparing Newport Part 1 Wellhead Protection Plan Amendment

MSA-PS's understanding of the project and the scope of professional consulting services we will provide to the City of Newport for preparing the amendment of Part 1 of the City's Wellhead Protection Plan (WHPP) are described in the following paragraphs.

The Work will be performed by MSA-PS, technical input from Barr Engineering Inc.

Project Understanding

The delineation of Wellhead Protection Areas (WHPAs) must be done according to the requirements of Minnesota Rules (MR) 4720.5100 to 4720.5590 (the Wellhead Protection Rules). Part 1 of the WHPP includes delineations of the Wellhead Protection Area (WHPA) and the Drinking Water Supply Management Area (DWSMA), well and aquifer vulnerability assessments, and associated reporting requirements. Accordingly, the objective of the work is to complete the WHPA and DWSMA delineation and assessments of well and aquifer vulnerability in a manner that meets Part 1 reporting requirements per the Minnesota Wellhead Protection Rules. The MDH held Scoping Meeting No. 1 with City of Newport staff on November 27, 2012 and issued Scoping Decision Notice No. 1 to the City on December 21, 2012. The Scoping Decision Notice states that Newport has until August 6, 2015 to complete the amendments of Parts 1 and 2 of the WHPP. The MDH technical reviewer for the Part 1 WHPP amendment will be Amal Djerrari. The City of Newport currently uses 2 water supply wells. Well 1 (Unique No. 208353) and Well 2 (Unique No. 225904) are both open to the Jordan Sandstone aquifer.

Scope of Work and Assumptions

The following scope of work is based on our review of Scoping Decision Notice No. 1, communications with MDH staff regarding amendment of Newport's Part 1 WHPP amendment, and our experience with developing Part 1 WHPPs. The assumptions on which our cost estimate is based are as follows:

- 1) The City of Newport has already mailed the required Notification of Intent to Amend its HPP to surrounding local governmental units (LGUs).
- 2) The Wellhead Protection Rules require that data from aquifer tests be used to determine aquifer hydraulic conductivity/transmissivity for use in developing Part 1 of the WHPP. The MDH has previously approved use of aquifer testing results presented in the City's original Part 1 WHPP and it is assumed that no additional aquifer testing will be required.

- 3) The MDH requires that both porous media groundwater flow and fractured media groundwater flow evaluations be performed for wells that pump from an aquifer in which fractures provide a major pathway for groundwater flow (e.g., the Prairie du Chien Group aquifer) or for wells that pump from a porous media aquifer (e.g., the Jordan Sandstone aquifer) that is under the influence of a fractured aquifer. Therefore, we assumed that it will be necessary to perform both porous media and fractured media flow evaluations for the Newport wells. One or more of the techniques described in the MDH document "Guidance for Delineating Wellhead Protection Areas in Fractured and Solution-Weathered Bedrock in Minnesota" will be used to perform the fractured media flow evaluation for the wells.
- 4) In the December 21, 2012 Scoping Decision Notice No. 1, the MDH indicated that the groundwater model used for updating the delineation of the Newport WHPA must be based on either the South Washington County Model (developed by Barr in 2005) or Metro Model 2 (developed by Barr in 2009), which are both MODFLOW models, rather than the MODFLOW model used for the 2003 delineation of Newport's WHPA. We will prepare a new, local-scale model based on the regional-scale Metro Model 2 for the porous media flow evaluations for the Newport municipal wells. We have assumed that some minor revisions to the model will be necessary. These minor revisions include:
 - a) Update the steady state pumping rates for the Newport wells and other high capacity wells within two miles of Newport,
 - b) Refinement of the model grid in the vicinity of the Newport wells, and
 - c) The hydraulic conductivity of the Jordan Sandstone in the vicinity of Newport will be revised so that it in the new MODFLOW model it is the same hydraulic conductivity value as that used in the 2003 model for the original Newport WHPA delineation. In addition, we have assumed that these minor modifications will not significantly affect the model and result in additional calibration of the new MODFLOW model being required.
- 5) The required Pre-Delineation Meeting with MDH staff will be held in MSA-PS's office and last no more than two hours.
- 6) The MDH requires that model sensitivity (a.k.a., uncertainty) analysis be performed so we have assumed that such an analysis will be performed.
- 7) We have assumed that the well vulnerability assessments prepared by the MDH for the Newport municipal wells will not need to be revised.
- 8) After completing the WHPA delineation, MSA-PS will delineate the DWSMA that encompasses the WHPA. DWSMA delineation can be done using identifiable geographic boundaries such as roads, political boundaries, public land survey section boundaries, or property parcel boundaries. We have assumed that property parcels will be used to delineate the DWSMA. The City may request an alternate approach for the DWSMA

delineation. We have also assumed that the City will provide or be able to obtain a GIS shapefile of property parcels that can be used to delineate the DWSMA.

- 9) An assessment of aquifer vulnerability will be conducted using available geologic information such as the county geologic atlas and/or well logs stored in the Minnesota Geological Survey's County Well Index (CWI). The MDH requires that at least two geologic cross sections be presented in support of the aquifer vulnerability assessment. We have assumed that the geologic cross sections submitted in the 2003 Newport Part 1 WHPP will be accepted by the MDH to fulfill this requirement and that no new geologic cross sections will be prepared.
- 10) The MDH also requires that Part 1 of a WHPP include a listing of property parcels within the DWSMA (even if parcel boundaries are not used to delineate the DWSMA). MSA-PS will prepare a listing of property parcels within the DWSMA using parcel data obtained from the City.
- 11) The following criteria will be used in the WHPA delineation:
 - i. **Time of travel:** A 10-year groundwater time of travel will be used to delineate the WHPA for the Newport wells. In addition, the one-year groundwater time-of-travel zone and the Inner Wellhead Management Zone around each Newport well will also be delineated, as required by the Wellhead Protection Rules.
 - ii. **Flow boundaries:** Groundwater flow boundaries such as lakes, rivers, and high capacity wells will be included in the porous media groundwater flow model used for the WHPA delineations. These flow boundaries were included in Metro Model 2. We have assumed that no modifications will be necessary to far field boundary conditions in the groundwater flow model that will be used.
 - iii. **Aquifer transmissivity:** As indicated above, results of previously conducted pumping tests presented in the 2003 Part 1 WHPP will be relied upon for aquifer conductivity/transmissivity.
 - iv. **Daily volume of water pumped:** The daily volume of water pumped by Newport's wells used in the groundwater flow model will be determined by comparisons of annual water-use totals from the previous five years with projections of annual water use over the next five years provided by the City.
 - v. **Method used to delineate WHPAs:** As discussed above, both porous media flow and fractured media flow evaluations will be performed. The methods we have assumed for these evaluations are outlined above.
- 12) Upon completion of the delineations and vulnerability assessments, we will prepare a report to satisfy the MDH reporting requirements for Part 1 of the WHPP. The report and associated modeling and GIS files will be delivered in electronic format on compact disks,

per MDH requirements for similar projects. Production of paper copies of the report would be an additional cost.

- 13) After MDH approval of the Part 1 WHPP amendment, the City will be required to hold a public information meeting at which the Part 1 WHPP amendment is to be presented and questions addressed. We have assumed that John Stewart of MSA-PS & John Greer Of Barr Engineering Inc. will make the presentation at the Public Information Meeting.

Schedule:

Assuming issuance of a Notice to Proceed on or before July 31, 2013, Part 1 WHPP amendment will be submitted to MDH for final review by December 31, 2013.

Preparation of Part 2 of the WHPP can begin after Part 1 is completed and approved by the MDH. Part 2 includes an inventory of potential contaminant sources within the DWSMA and development of management strategies for addressing the identified potential contaminant sources.

The tasks and costs associated with preparation of Part 2 of the Wellhead Protection Plan Amendment are dependent on the findings of Part 1 of the Plan as reviewed and approved by MDH.

MSA-PS can provide assistance with preparation of the Part 2 WHPP following the MDH's approval of Part 1.

Task Estimate Lump Sum Costs:

**Well Head Protection Plan Part 1 Amendment Cost
Estimate for City of Newport**

Task	Description	Estimated Cost
1	Data Collection and Review & Pre-Delineation Meeting	\$2,445
2	Update Groundwater Flow Model & Sensitivity Analysis	\$1,660
3	Delineate WHPA and DWSMA, Conduct Vulnerability Assessment	\$2,775
4	Report	\$5,170
5	Project Administration & Meetings	\$3,750
LUMP SUM FEE		\$15,815

Notes & Assumptions:

Costs assume MSA's 2013 billing rates. MSA-PS reserves the right to adjust our cost if the work

extends into 2014.

Assumptions on which these costs are based:

- 1) The City will provide accurate coordinates for their pumping well. (MDH WELL REPORT)
- 2) The City will provide a copy of Scoping Decision No. 1 (including the accompanying letter)
- 3) MDH has indicated that Metro Model 2 or the South Washington County Model should be used as the base model for the porous media flow capture zone delineation; Metro Model 2 will be used as the base model. Model modifications will include only the following:
 - a) model grid will be refined in the vicinity of Newport,
 - b) pumping rate for Newport's well will be modified based on a projection for 2018 demand,
 - c) pumping rates for high capacity wells within 2 miles of Newport will be adjusted to their average rate over the period 2008-2012,
 - d) model sensitivity analysis will be done,
 - f) modifications to model geologic/hydrostratigraphic units will not be necessary except for the hydraulic conductivity of the Jordan Sandstone in the vicinity of Newport.
- 4) MDH may require fracture flow delineation
- 5) Aquifer vulnerability will be based on geology obtained from well logs in the County Well Index
- 6) No new pumping test will be required. The test results presented in the original Newport Part 1 WHPP will be sufficient to meet this requirement.
- 7) Report copies will be provided electronically on CDs. 5 Paper copies will be provided additional copies can be produced for an additional cost.
- 8) John B Stewart of MSA-PS and John Greer of Barr will present the results of the Part 1 WHPP work at the required Public Information Meeting
- 9) The Pre-Delineation Meeting with MDH staff will be held at MSA's office and will last no more than 2 hours
- 10) 1-year and 10-year groundwater time of travel zones will be delineated
- 11) No new geologic cross sections will be prepared. The cross sections submitted in the original Newport Part 1 WHPP will suffice to fulfill this requirement.