



**CITY OF NEWPORT
REGULAR COUNCIL MEETING
NEWPORT CITY HALL
DECEMBER 20, 2012 – 5:30 P.M.**

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

City Administrator: Brian Anderson
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 December 6, 2012 Regular City Council Meeting
 - B. List of Bills in the Amount of \$169,930.43
6. VISITORS PRESENTATIONS/PETITIONS/CORRESPONDENCE
7. MAYOR'S REPORT
8. COUNCIL REPORTS
9. ADMINISTRATOR'S REPORT
 - A. City Administrator Vacancy
 1. Accept Administrator Anderson's Resignation
 2. Discuss the Hiring Process for the Position of City Administrator
 - a. **Resolution No. 2012-48** – Authorizing the Mayor to Negotiate an Agreement with a Search Firm to Hire for the Position of City Administrator
 - B. **Ordinance No. 2012-14** – Amending Chapter 7, General Regulations and Offenses
10. ATTORNEY'S REPORT
11. POLICE CHIEF'S REPORT
 - A. November 2012 Activity Report
12. FIRE CHIEF'S REPORT

Agenda for 12-20-2012

13. ENGINEER'S REPORT

14. SUPERINTENDENT OF PUBLIC WORKS REPORT

15. NEW / OLD BUSINESS

16. ADJOURNMENT

Upcoming Meetings and Events:

- | | | |
|---|------------------------|-----------|
| 1. City Offices Closed due to
Christmas Holiday | December 24 – 25, 2012 | |
| 2. City Offices Closed due to
New Year's Holiday | January 1, 2013 | |
| 3. City Council Meeting | January 3, 2013 | 5:30 p.m. |



**City of Newport
City Council Minutes
December 6, 2012**

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 – Brian Anderson, 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

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

5. ADOPT CONSENT AGENDA

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

- A. Minutes of the November 15, 2012 Regular City Council Meeting
- B. Minutes of the November 15, 2012 Canvas Board Meeting
- C. List of Bills in the Amount of \$183,047.39
- D. **Resolution No. 2012-43** – Supporting the Development of the Mississippi River Trail
- E. Gambling Permits
 - 1. Capital City Strutters – January 21, 2013
 - 2. Church of St. Thomas Aquinas – January 27, 2013
 - 3. Capital City Strutters – April 3, 2013

With 5 Ayes, 0 Nays, the motion carried.

6. VISITORS PRESENTATIONS/PETITIONS/CORRESPONDENCE

A. Eagle Scout Presentation

Mayor Geraghty – I would like to ask Jake Pouliot to step forward to the podium. On Tuesday evening, Jake received his Eagle Scout badge, which is very impressive. I asked Jake if he would read the Eagle Scout oath at tonight's meeting, it has a lot of good values that I think we should be reminded of.

Jake Pouliot - I affirm my allegiance to the three promises of the Scout Oath. I thoughtfully recognize and take upon myself the obligations and responsibilities of an Eagle Scout. On my honor, I will do my best to make my training an example and my status and my influence count strongly for better Scouting and for better citizenship in my troop, in my community, and in my contacts with other people. To this I pledge my sacred honor.

Mayor Geraghty – Congratulations.

Councilman Sumner – This was the first Eagle Scout for Newport in the last ten years, so it is quite an accomplishment. Thank you for being an example for young people to aspire to.

Fire Marshal Mailand presented Mr. Pouliot with an award. The Newport Volunteer Fire Department is the charter organization that sponsors Troop 15 and has since 1957.

7. MAYOR'S REPORT –

Mayor Geraghty – I attended the HPC and Parks Board meetings and Jake's ceremony on Tuesday. Last night, we had the volunteer appreciation dinner and recognized Marge Meconis for her service so she is volunteer of the year. She has put over 25 years of service to the City. I also want to remind people of the Holiday Train next Tuesday in Cottage Grove.

8. COUNCIL REPORTS –

Councilman Gallagher – I attended a Met Council TAB meeting. The Obama Administration made a ruling that all Federal earmarks that were unspent went back to the State of Minnesota instead of going back to the Federal Government so we reallocated about \$10 million locally, which is staying in Hennepin County. It will connect the rail system between Minneapolis and St. Paul.

Councilman Sumner – I also attended the Eagle Scout ceremony. The volunteer dinner was very nice. Finally, today we had a blood drive with the Department of Revenue and were able to donate 92 units. I encourage anybody who is able to give blood to do so.

Councilman Ingemann – I also attended the volunteer dinner.

Councilman Rahm – I also attended the volunteer dinner and wanted to thank all of the volunteers.

9. ADMINISTRATOR'S REPORT –

A. Employee Recognition

Admin. Anderson recognized the following employees for their years of service to the City:

- Fire Department
 - Jim Jacobs: 5 Years
 - Jon Anderson: 5 Years
 - Shane Haverkamp: 5 Years
 - Derek Marson: 10 Years
 - Nick Kowalenko: 15 Years
 - Todd Tokar: 15 Years
 - Steve Cozad: 15 Years
- Police Department:
 - Scott Freemyer: 15 Years
- Public Works Department:
 - Bruce Hanson: 35 Years
 - Chuck Johnson: 35 Years

B. Agreement with Robert Vogel, Preservation Planner for Consulting Services for January 1, 2013 – December 31, 2014

Robert Vogel presented on this item as outlined in the December 6, 2012 City Council packet. Mr. Vogel has been the Heritage Preservation Consultant since 1992. The agreement is for January 1, 2012 through December 31, 2014. Newport is one of fifty cities in Minnesota that has a Heritage Preservation program. Mr. Vogel does a variety of tasks for the City

including organizing the Civil War Sesquicentennial celebration in 2011, attending Heritage Preservation meetings, and planning the Veterans' Memorial in Pioneer Park.

Councilman Rahm – Thank you for coming in and presenting. I am partly responsible for having your contract looked at. I think this is important for Newport. I think it's important for items like this be reviewed or presented on when new Councilmembers come on because they may not always know what you do. My general philosophy is to review contracts and look at what you provide in order to understand that we are getting a good deal from you. I can tell that you really enjoy this.

Mayor Geraghty – I attended the last meeting and we were talking about goals. You talked about grant writing for bricks and mortar type items, which is not always visible to everyone.

Mr. Vogel will be added to the 2013 Annual Appointments as the Heritage Preservation Consultant. The Annual Appointments will be placed on a January agenda.

C. Resolution No. 2012-44 – Approving a Variance for 1125 2nd Avenue

Sherri Buss, TKDA Planner, presented on this item as outlined in the December 6, 2012 City Council Packet.

The Applicant, Steven Lutzwick, is requesting a variance to allow for a single family home with an opening elevation that is below the floodplain elevation. The property is located at 1125 2nd Avenue, in the River Residential (R1-A) District, Shoreland Overlay District, Floodplain Overlay District, and Mississippi River Critical Area. The lot is approximately .98 acres.

The property is in the floodplain and the FEMA base elevation is 703 feet. The Applicant bought the property with an existing single family home on it. The opening elevation of that house was 700.5 feet. The Applicant removed the existing home and replaced it with a new single family home last year. The Applicant indicates that he consulted with neighbors about the design of the house and that he wanted the house to be consistent in architectural character and elevation with those in the surrounding area. In order to build a house of similar height to others in the area, the opening elevation of the lower level of the new house is at 701.21 feet. This elevation is lower than that allowed by the Zoning Ordinance, and therefore the applicant requests a variance. The application includes eight letters of support from neighboring property owners. The Planning Commission held a public hearing on November 13, 2012 and approved a resolution recommending that the City Council approve the variance.

Councilman Rahm – How do we know that they resolve the drainage issue?

Admin. Anderson – I did talk with the neighbor in the spring and we relayed that to Mr. Lutzwick who took the steps to resolve the issues. I heard from the neighbor again right before the public hearing so we put that condition on. Mr. Lutzwick has been working with the neighbor since the public hearing. I heard from the neighbor who said that the issue has been resolved.

Councilman Gallagher – Shouldn't this have come up before the structure was built? What would happen if we denied this variance?

Ms. Buss – You could deny it and ask them to build the home a different way or modify the home.

Councilman Gallagher – It seems kind of irresponsible that you would do a variance request now.

Admin. Anderson – I think part of it is the way the building application was applied for, it was spread apart so I think the City is partly responsible for this.

Councilman Rahm – When was it built?

Admin. Anderson – It was just completed this year.

Mayor Geraghty – Is that something that should have been caught during the review process?

Admin. Anderson – Typically, yes.

Attorney Knaak – Occasionally you do find yourselves in a situation like this. You can have an after-the-fact variance. Normally there's a penalty if someone builds without a variance. Theoretically, you could require them to tear it down.

Councilman Sumner – Will this be permitted by FEMA?

Engineer Stewart – You have an ordinance that requires the City to notify the DNR when a building like this is constructed.

Councilman Sumner – Can they come back and cause problems with the City?

Attorney Knaak – Not the City but if they do that is the purpose of the indemnification agreement that the applicant had drawn up. I have reviewed the agreement and am fine with it. I don't think you'll have an issue with other agencies.

Councilman Sumner – Would that house have been flooded in our recent floods?

Superintendent Hanson – We've come up to about 700 feet, it would have made it without flooding.

Mayor Geraghty – I'm just wondering where it was missed in the review process.

Engineer Stewart – We have a process that requires submission of a proposed grading plan. As Brian said, the whole process was piecemeal and that was never submitted and I think with the transition of staff it got left out. We found it when he applied for his condition of occupancy.

Mayor Geraghty – Shouldn't that have been reviewed prior to being built?

Engineer Stewart – Yes. The City staff requires the applicant to submit plans and applications and they then forward it to myself and the building inspectors for review. They don't get their building permit until everything is approved.

Councilman Gallagher – Wasn't there a Supreme Court ruling on variances?

Attorney Knaak – Yes, it allows for greater flexibility. Under the circumstances, I would say that you should be relatively comfortable that these are unique and it's unlikely that this will occur again.

Ms. Buss – We've been using the new rulings for variances and have a draft ordinance for the next Planning Commission meeting to update the City Code.

Councilman Gallagher – The previous home was lower correct?

Ms. Buss – Yes, the previous home was at 700.5 feet and this one is at 701 feet.

Councilman Rahm – Do we know if the previous home was ever flooded?

Ms. Buss – I'm not sure.

Councilman Gallagher – Is there a penalty?

Ms. Buss – I don't think the City has one currently.

Executive Analyst Helm – We don't for variances.

Councilman Gallagher – Is there anything that should be done now to set precedence?

Attorney Knaak – No but I would recommend that you had a penalty.

Councilman Gallagher – Can we legally impose a fine now?

Attorney Knaak – No, however they did build without a variance which is violation of the Code and considered a misdemeanor.

Admin. Anderson – I don't think it was intentional.

Mayor Geraghty – Did you just miss the elevation requirements?

Steven Lutzwick, 1125 2nd Avenue – No, I think we spoke with the City about 1 ½ years prior to construction and checked our numbers twice. I think some of the contracted individuals changed in the process and the initial plan that was presented had the elevations on the very first page. I was not aware that the proposed elevations were below the floodplain. It was signed off on numerous times during the process. It wasn't picked up on until we applied for the certificate of occupancy.

Motion by Sumner, seconded by Gallagher to approve Resolution No. 2012-44 approving a variance for 1125 2nd Avenue. With 5 Ayes, 0 Nays, the motion carried.

D. 2013 Budget Proposal

The Public Hearing opened at 6:27 p.m.

Admin. Anderson presented on the 2013 proposed budget, a copy of the presentation is attached to be included in the official minutes. The tax levy that is being proposed is \$50,620 more than the 2012 levy for a total of \$2,361,620.

Tom Aguilar-Downing, 1550 Wild Ridge Court – I have been looking through the tax records on the Washington County website. It might be interesting to see what the taxes would be for a home at 75% or 25%, not just the median value. I know my home is looking at a 3% increase, which is more like \$70. As I look at other taxing authorities, they are trying to hold things flat which means an increase less than 1% for me. In my case, the taxes are not holding flat so you might want to consider both sides.

Councilman Rahm – The bills that you're looking at is the proposed bill.

Admin. Anderson – I think Newport's bell-shaped curve for homes is rather spread out in that we have a large number of higher-end homes and a large number of lower homes.

Councilman Rahm – We're keeping it flat. One of the issues that comes up is looking at median household income for Newport. The median incomes are going down for Newport. In 2000, the median income was \$45,373 and in 2011, it was \$45,447.

Mayor Geraghty – I recognize your point and it affects businesses as well. I'm not going to say that everyone's taxes will go up or down but we can try to limit the spending.

Councilman Rahm – I would like to say that people should keep on the other government entities such as school boards and the county.

Mayor Geraghty – I would like to propose decreasing the levy to \$2,351,000, which is \$10,620 less than what was presented. The general fund levy would be \$2,128,900.

Admin. Anderson – I would recommend that we decrease the amount that is transferred to the EDA fund by \$10,620.

Motion by Geraghty, seconded by Rahm to approve Resolution No. 2012-45 Approving a Levy Certification for Levy Year 2012, Payable 2013, and Adopting the 2013 General Fund Operating Budget, the 2013 Water, Sewer, Storm Water, and Streetlight Enterprise Funds, the 2013 Economic Development Authority Budget, and the 2013-2017 CIP as amended. With 5 Ayes, 0 Nays, the motion carried.

E. Resolution No. 2012-46 – Adopting the 2013 Annual Fee Schedule

Executive Analyst Helm presented on this item as outlined in the December 6, 2012 City Council Packet.

Councilman Gallagher – I would recommend that we double the fee for building without variances.

Councilman Rahm – For the public data requests, how are we going to determine the cost?

Executive Analyst Helm – It would be based on the staff's hourly wage.

Councilman Rahm – I can see have a two-tiered schedule to ensure that our citizens have the ability to request information without being charged a lot. If something doesn't take too long it should be a small fee whereas if it takes a lot of staff time then we should charge a larger fee.

Admin. Anderson – I think that is the intent.

Councilman Ingemann – Does \$0.25 per page cover the costs?

Chief Montgomery – I believe that is a state statute for police reports.

Attorney Knaak – The statute says that you are allowed to charge a reasonable amount in the actual cost occurred. \$0.25 per page is a standard everywhere. If in fact you are dealing with a request that requires a substantial amount of time you can charge for the value of that time. The best practice would be to give an estimate to the person requesting the data. It does have to be a reasonable fee.

Mayor Geraghty – I think the intent is to get at actual costs and at some point we will have to write a tiered rate.

Attorney Knaak – The one cautionary thing I would raise is that the fee cannot prevent individuals from requesting data.

Councilman Gallagher – My personal opinion is that that's the role of government, to provide information to citizens so it should be accessible to everyone at a reasonable cost.

Councilman Rahm – With all of the things we've been doing by putting more items online, it does create more questions so we should be able to budget for those questions and providing that data.

Councilman Gallagher – I think we should have a structured amount.

Councilman Ingemann – It should be \$0.25 per page if it takes less than 30 minutes and anything above that should be charged by the hour.

Councilman Rahm – I favor something like that.

Admin. Anderson – Do you want to decrease the fee for using City Hall to \$35?

Councilman Ingemann – With a damage deposit. Do we have a fee for using the library as well?

Executive Analyst Helm – We don't but we could add it.

Superintendent Hanson – We did do that in the past but we've had problems with it because it's not very conducive to visitors with all of the equipment.

Councilman Sumner – I like the idea of them using the library more.

Councilman Gallagher – Let's keep City Hall as is and add a fee for renting the library.

Councilman Rahm – Why do we want to reduce it?

Executive Analyst Helm – It just seemed a bit high.

Councilman Gallagher – What stops us from increasing the off-sale liquor license to \$240 right away?

Executive Analyst Helm – Nothing, I just thought it might be a little easier transition for businesses.

Councilman Sumner – Do any of them get the training now?

Executive Analyst Helm – No.

Councilman Sumner – So that would be a good incentive.

Councilman Gallagher – Does the on-sale get any type of rebate?

Executive Analyst Helm – Not that I could find when I was doing my research.

Councilman Sumner – Can we give them the same incentive?

Attorney Knaak – You're probably better off leaving it as is with the on-sale liquor license because the more you deviate from what other cities do the more you welcome yourself to objection and litigation. On-sale businesses have an incredible amount of incentive with how much they make by having an on-sale liquor license.

Councilman Gallagher – Do we have a notary?

Executive Analyst Helm – Yes

Councilman Gallagher – I don't see a cost for it.

Mayor Geraghty – I think it's more of a service.

Councilman Sumner – So are you saying we would need to solicit advice?

Attorney Knaak – I'm just recommending it because they may provide information to you.

Executive Analyst Helm – The changes are: building without a variance is double the fee, use of the community center is \$35 and did you reach a consensus for the public data request?

Mayor Geraghty – I think we can leave the wording but we need some clarification at a future meeting.

Motion by Rahm, seconded by Ingemann to approve Resolution No. 2012-46 Adopting the 2013 Annual Fee Schedule as amended. With 5 Ayes, 0 Nays, the motion carried.

F. Resolution No. 2012-47 – Directing the City Administrator to Certify Unpaid Water, Sanitary Sewer, Storm Sewer, and Street Lighting Charges to the County Treasurer/Auditor

Admin. Anderson presented on this item as outlined in the December 6, 2012 City Council packet. Individuals have until December 15, 2012 to pay their overdue bills as staff will be assessing the amounts on December 17, 2012.

Motion by Rahm, seconded by Gallagher to approve Resolution No. 2012-47 Directing the City Administrator to Certify Unpaid Water, Sanitary Sewer, Storm Sewer, and Street Lighting Charges to the County Treasurer/Auditor as presented. With 5 Ayes, 0 Nays, the motion carried.

Councilman Rahm left at 7:27 p.m.

10. ATTORNEY’S REPORT –

Attorney Knaak – You have before you the prosecution report. The volumes continue to escalate. It’s no additional time as far as you’re concerned.

11. POLICE CHIEF’S REPORT – Nothing to report

12. FIRE CHIEF’S REPORT – Chief Mailand reported on the number of calls in the past few weeks, which include: gas leak, mutual aid call to St. Paul Park Refinery, and a tipped semi. The toy drive will be on Sunday, December 9 at the Newport Center from 10:00 a.m. to 1:00 p.m. All proceeds go to the Friends in Need Food Shelf.

13. ENGINEER’S REPORT – Nothing to report

14. SUPERINTENDENT OF PUBLIC WORKS REPORT – Nothing to report

15. NEW/OLD BUSINESS

16. ADJOURNMENT

Motion by Geraghty, seconded by Sumner, to adjourn the regular Council Meeting at 7:30 P.M. With 4 Ayes, 0 Nays, 1 Absent, the motion carried.

Signed: _____

Tim Geraghty, Mayor

Respectfully Submitted,

Renee Helm
Executive Analyst

City of Newport

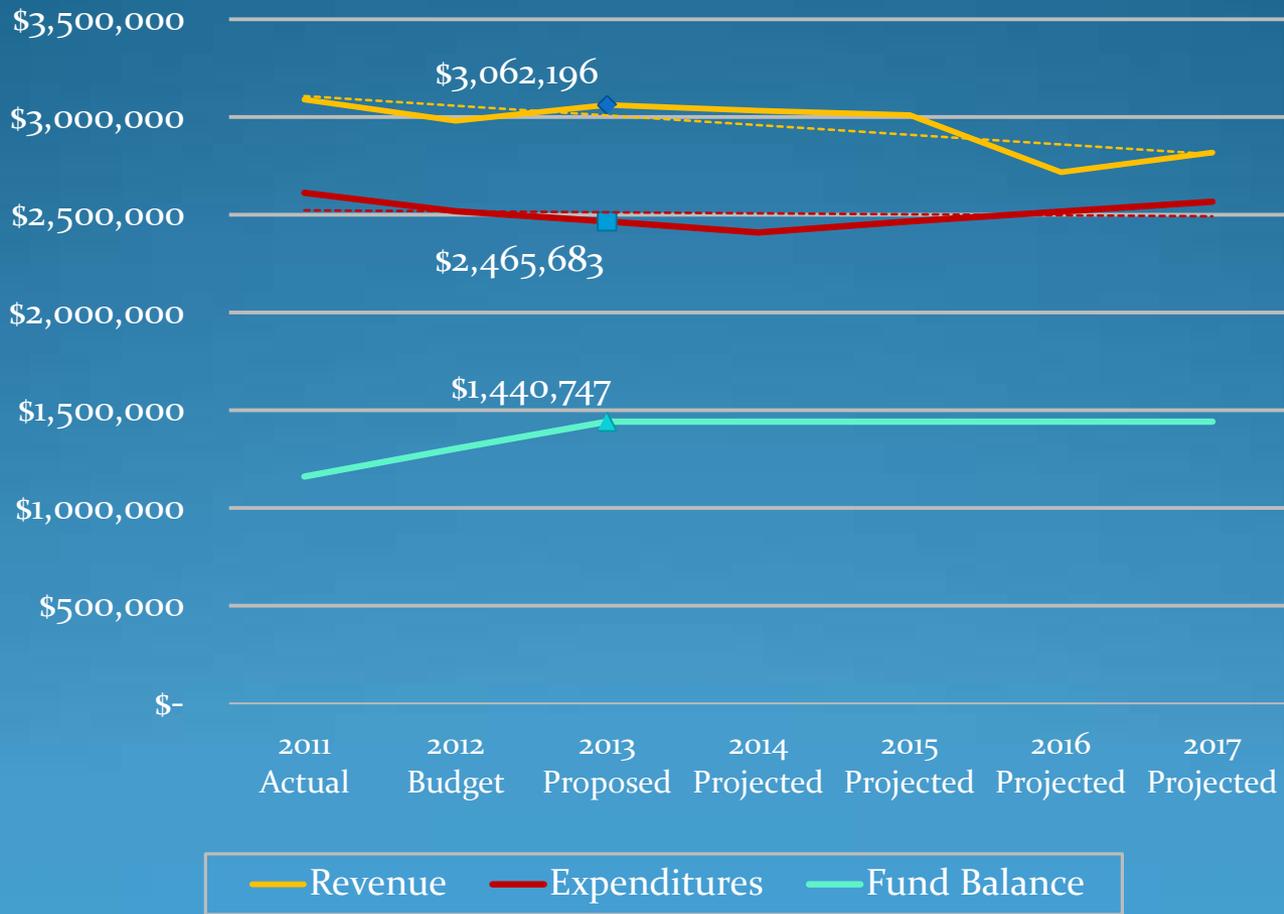


Proposed 2013 Budget & Property Tax Levy

Truth in Taxation Hearing

December 6, 2012

General Fund



2013 General Fund

	2011 Actual	2012 Budget	2013 Proposed	2014 Projected	2015 Projected	2016 Projected	2017 Projected
Revenue	<u>3,088,899</u>	<u>2,980,785</u>	<u>3,062,196</u>	<u>3,032,178</u>	<u>3,009,640</u>	<u>2,717,968</u>	<u>2,818,284</u>
Expenditures	2,611,503	2,518,454	2,465,683	2,409,078	2,466,440	2,515,769	2,566,083
Transfers	165,320	319,000	459,200	614,100	543,200	202,200	252,200
Total Exp.	<u>2,776,823</u>	<u>2,837,454</u>	<u>2,924,883</u>	<u>3,023,178</u>	<u>3,009,640</u>	<u>2,717,969</u>	<u>2,818,283</u>
Fund Balance	<u>1,160,102</u>	<u>1,303,434</u>	<u>1,440,747</u>	<u>1,440,747</u>	<u>1,440,747</u>	<u>1,440,747</u>	<u>1,440,747</u>
FB as % of Exp.	42%	46%	49%	48%	48%	53%	51%
Tax Impact		865	861	859	858	860	861

Other Financing Sources (uses)

	2013	2014	2015	2016	2017	Total
Economic Development Fund	280,000	218,500	361,000	25,000	75,000	959,500
Heritage Preservation Fund	7,200	7,200	7,200	7,200	7,200	36,000
Parks Fund	57,000	40,000	40,000	50,000	50,000	237,000
Equipment Fund	75,000	278,400	50,000	50,000	50,000	503,400
Building Fund	40,000	70,000	85,000	70,000	70,000	335,000
Total	459,200	614,100	543,200	202,200	252,200	2,070,900

Proposed Levy Certification

General Fund	\$	2,139,520
Equipment Cert. of Ind.		91,928
Bonded Indebtedness		130,172
Total Levy Certification	\$	2,361,620

Summary

- The Tax Impact on a median value home of \$145,100 in Newport will decrease by \$4.78 to \$860.40
 - \$2.38 per day for 24hr. police, fire, snow plowing, street usage and maintenance, access to groomed parks & trail system, etc.
 - Newport's expenditures per capita are "middle of the road" 112 out of 225 cities based upon 2010
- Although not a direct reflection of the tax impact, the local tax rate goes up as market value goes down and vice-versa
- Recently Newport has had a TIF decertification and replaced MVHC with Market Exclusion program, which shifted the burden to City's and businesses
- How cities pay for projects and equipment affects their local tax rate
 - Special assessment policy and percent paid by property owner
 - Is staff time charged to enterprise funds
 - Are there other enterprise funds being used (liquor, street lights)
 - How fiscal disparities plays into overall rate, etc.

Questions

City Administration Office: 651-459-5677

County Tax Department: 651-430-6175

Text25	Text26	Text28	Comments
Paid Chk# 000118E	PSN	158.76	online fees
Paid Chk# 000119E	DELTA DENTAL OF MN	1,443.83	
Paid Chk# 000121E	FEDERAL TAXES	11,733.14	withholding, fica, medicare
Paid Chk# 000122E	MN REVENUE	2,139.11	state withholding
Paid Chk# 000123E	ING LIFE INSURANCE & ANNUITY	413.25	employee contribution
Paid Chk# 014351	ADVANCED GRAPHIX INC.	96.19	vehicle lettering
Paid Chk# 014352	ATOMIC-COLO, LLC	2,523.24	it support
Paid Chk# 014353	COMCAST	436.94	
Paid Chk# 014354	COMMERCIAL ASPHALT CO.	290.01	main break asphalt
Paid Chk# 014355	FAIR OFFICE WORLD	42.51	office supplies
Paid Chk# 014356	FIRE SAFETY USA, INC.	10,000.00	fire hose
Paid Chk# 014357	FRONTIER AG & TURF	32.19	mower repairs
Paid Chk# 014358	GOPHER STATE ONE-CALL	69.70	
Paid Chk# 014359	INTERNATIONAL UNION OF OP. ENG	162.50	
Paid Chk# 014360	Knaak & Assoc. PA	5,200.00	legal services
Paid Chk# 014361	KREMER SERVICES, LLC	263.63	DOT inspection
Paid Chk# 014362	LIBERTY NAPA OF NEWPORT	532.69	pw & pd repairs
Paid Chk# 014363	MENARDS - COTTAGE GROVE	171.32	valve
Paid Chk# 014364	Metropolitan Council	14,855.66	
Paid Chk# 014365	MN DEPT. OF TRANSPORTATION	1,402.61	north ravine
Paid Chk# 014366	OXYGEN SERVICE CO.	86.71	cylinder maintenance
Paid Chk# 014367	POWER PLAN	461.39	chipper blades
Paid Chk# 014368	SELECTACCOUNT	32.94	administrative fee
Paid Chk# 014369	SELECTACCOUNT	750.00	
Paid Chk# 014370	STAR TRIBUNE	79.30	newspaper
Paid Chk# 014371	TENNIS SANITATION LLC	21.80	garbage removal
Paid Chk# 014372	TKDA	3,948.35	planning
Paid Chk# 014373	USEMCO INC.	184.00	lift station repair
Paid Chk# 014374	WATER CONSERVATION SERVICE	242.95	main break - 3rd ave
Paid Chk# 014401	BULLETIN LICENSE CENTER	1,136.85	bruce truck license tabs
Paid Chk# 014402	BULLETIN LICENSE CENTER	22.00	police car tabs
Paid Chk# 014403	Cardmember Services	1,031.87	visa
Paid Chk# 014404	CENTURY LINK	379.45	phone service
Paid Chk# 014405	DONALD SALVERDA & ASSOC.	111.08	mgmt program - Brian
Paid Chk# 014406	EARL F. ANDERSEN	158.82	sign
Paid Chk# 014407	EDS TROPHIES INC	483.13	recognition plaques
Paid Chk# 014408	EHLERS	0.00	financial planning
Paid Chk# 014409	FLEET ONE LLC	1,403.52	fuel
Paid Chk# 014410	G & K SERVICES	173.60	uniforms
Paid Chk# 014411	GLOBE PRINTING & OFFICE SUPPLY	253.51	letterheads, envelopes
Paid Chk# 014412	ING LIFE INSURANCE & ANNUITY	884.62	
Paid Chk# 014413	MENARDS - COTTAGE GROVE	103.48	outlets for pd
Paid Chk# 014414	MN CHILD SUPPORT PAYMENT CNTR	400.00	child support
Paid Chk# 014415	NCG DRILLING	3,000.00	knauff site drilling
Paid Chk# 014416	PATHFINDER CRM, LLC	9,000.00	heritage consultant
Paid Chk# 014417	PERA	8,427.72	
Paid Chk# 014418	PITNEY BOWES POSTAGE BY PHONE	419.61	
Paid Chk# 014419	RIVERTOWN NEWSPAPER GROUP	354.86	publishing
Paid Chk# 014420	SCOTT FREEMYER	387.99	uniforms
Paid Chk# 014421	SELECTACCOUNT	594.00	
Paid Chk# 014422	ST. PAUL PARK REFINING CO. LLC	1,975.83	

Paid Chk# 014423	SW/WC SERVICES COOPERATIVES	15,077.00
Paid Chk# 014424	TINUCCIS RESTAURANT	840.00 volunteer dinner
Paid Chk# 014425	VERIZON	78.10 police cell phones
Paid Chk# 014426	WAKOTA MUTUAL AID	50.00 annual dues
Paid Chk# 014427	WASHINGTON CNTY TAX SERVICES	1,283.04 2245 larry lane taxes
Paid Chk# 014428	XCEL ENERGY	5,339.05 gas, electricity
Paid Chk# 014429	AUTO NATION	56.76 0311 repair
Paid Chk# 014430	EHLERS	2,340.00 financial planning
	wages	51,389.82
		169,930.43

Cardmember Services Bill

December

receipt?

neska	tractor supply co	plow parts	\$ 46.57	yes
	u of minnesota	stormwater class	\$ 80.00	yes
	twin city saw	brake reset tool	\$ 25.77	yes
	wheelco brake & supply	dump truck fluid cover	\$ 6.20	yes
	ryco supply	cleaning supplies	\$ 135.70	yes
montgomery	pk safety supply	1st aid equipment	\$ 247.16	yes
	law enforcement system	evidence sealing tape	\$ 94.74	yes
	norton annual renewal	antivirus	\$ 53.55	yes
anderson	caribou coffee	election coffee	\$ 25.69	yes
	super america	election donuts	\$ 9.92	yes
	target	lunchroom supplies	\$ 27.38	yes
	pizza hut	employee lunch	\$ 75.37	yes
	funky chunky	appreciation treats	\$ 203.82	yes



City of Newport, MN

Financial Status Report

Period ended November 30, 2012

(Un-Audited)

Prepared by:
Administration Department



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Section 1 – Cash & Investment Report

Section 2 – Budget Control Summary

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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.

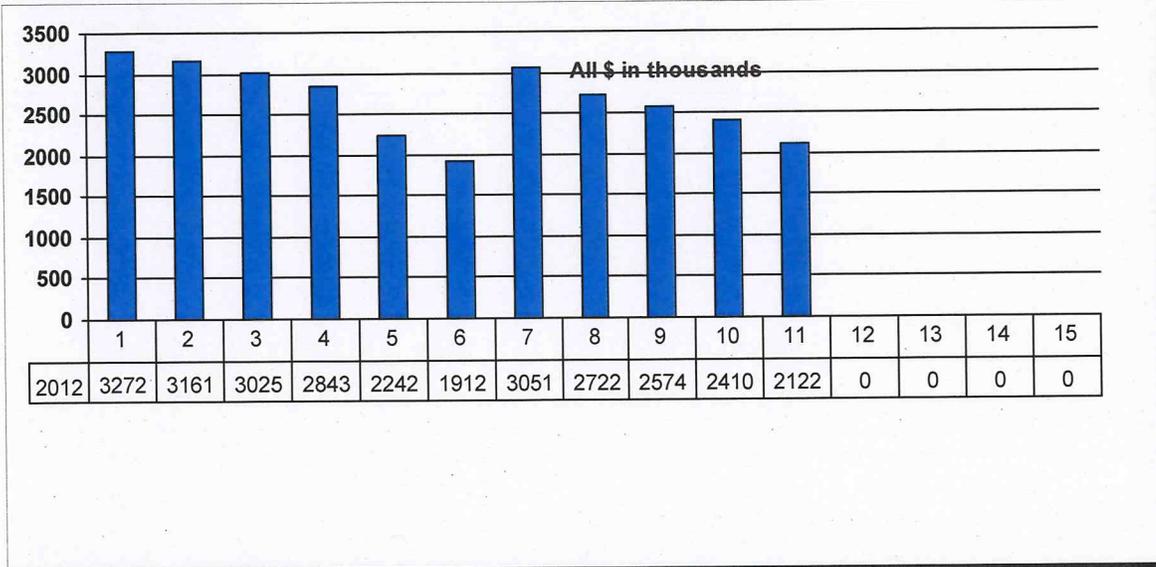
City of Newport
INVESTMENTS
Nov-12

<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						
FHL	6/12/2003	6/12/2013	365	98,124	4.00%	103,867.66
CD	2/4/2009	2/6/2012	365	96,000	3.00%	-
MF						531,506.03
sub total						635,373.69
NORTHLAND						
MNY MKT	Govmt security money market class B					11,034.17
GO BOND	10/6/2010	3/1/2015	365	240,000.00	1.85%	241,924.80
GO BOND	10/6/2010	3/1/2015	365	100,000.00	1.75%	102,902.00
subtotal						355,860.97
Sub-total Investments GASB 40						991,234.66
Central Bank						
CD	8/19/2012	7/19/2013		312,635.63	0.85%	312,320.74
		12/13/2012		62,083.37	0.50%	62,083.37
sub total						374,404.11
Checking						2,161,248.53
Total Investments and CD's						3,526,887.30



CITY OF NEWPORT
***Check Reconciliation©**

Central Bank
10100 CASH
November 2012



Account Summary

Beginning Balance on	11/1/2012	\$2,419,366.14	Cleared	\$2,161,248.53
+ Receipts/Deposits		\$53,605.96	Statement	\$2,161,248.53
- Payments (Checks and Withdrawals)		\$311,723.57	Difference	\$0.00
Ending Balance as of	11/30/2012	\$2,161,248.53		

Check Book Balance

Active	G 101-10100	GENERAL FUND	-\$686,474.10
Active	G 201-10100	PARKS SPECIAL FUND	\$28,243.37
Active	G 204-10100	HERITAGE PRESERVATIO	\$11,331.77
Active	G 205-10100	RECYCLING	\$24,413.46
Active	G 206-10100	FIRE ENGINE	\$0.14
Active	G 208-10100	BUY FORFEITURE	\$1,298.82
Active	G 225-10100	PIONEER DAYS	\$18,245.15
Active	G 270-10100	EDA	\$549,014.11
Active	G 301-10100	G.O. CAPITAL IMP. PLAN 2	-\$119,972.42
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	-\$67,865.11
Active	G 316-10100	PFA/TRLF REVENUE NOT	\$250,895.44
Active	G 321-10100	EQUIP CERTIFICATE 2006	\$0.00
Active	G 322-10100	GO BONDS OF 2011A	-\$28,626.06
Active	G 401-10100	GENERAL CAPITAL PROJ	\$208,982.20
Active	G 402-10100	TAX INC DIST 1	\$4.75

Active	G 405-10100	T.H. HWY 61	\$242,415.42
Active	G 409-10100	STREET RECONSTRUCTI	\$40,805.86
Active	G 411-10100	CERT. OF INDEBTEDNESS	-\$80,194.73
Active	G 416-10100	4TH AVENUE RAVINE	\$12,705.69
Active	G 417-10100	NORTH RAVINE	-\$8,912.75
Active	G 422-10100	2011A UTILITY CAPITAL	-\$0.44
Active	G 423-10100	2011A EQUIPMENT CAPIT	\$573,868.96
Active	G 601-10100	WATER FUND	\$460,943.85
Active	G 602-10100	SEWER FUND	\$649,163.27
Active	G 603-10100	STREET LIGHT FUND	\$8,269.09
Active	G 604-10100	STORM WATER FUND	\$33,184.03
		Cash Balance	\$2,121,740.48

Beginng Balance	\$2,419,366.14	
+ Total Deposits	\$53,605.96	
- Checks Written	\$351,231.62	
		Check Book Balance
		\$2,121,740.48
		Difference
		\$0.00

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: November 2012

Account Descr	2012 Cumulative Budget	2012 Cumulative Actuals	2012 Cumulative Variance	2012 % Varianc	2012 Adopted Budget	2012 Forecast	Variance at Completion	2012 YTD Perf	2012 Est to Complete
FUND 101 GENERAL FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$2,978,785.00	\$2,025,820.93	\$952,964.07	31.99%	\$0.00	\$2,978,785.00	-\$2,978,785.00	0.51	0.15
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)	\$2,000.00	\$4,025.96	-\$2,025.96	-101.30%	\$0.00	\$2,000.00	-\$2,000.00	1.01	0.51
Total Revenue Accounts	\$2,980,785.00	\$2,029,846.89	\$950,938.11	31.90%	\$0.00	\$2,980,785.00	-\$2,980,785.00	0.52	0.15
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$220,397.20	-\$220,397.20	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 41000 Administration (GENERAL)	\$326,277.00	\$281,642.94	\$44,634.06	13.68%	\$0.00	\$326,277.00	-\$326,277.00	1.15	0.39
DEPT 41110 Mayor and Council	\$24,081.00	\$20,288.01	\$3,792.99	15.75%	\$0.00	\$24,081.00	-\$24,081.00	0.51	-0.13
DEPT 41410 Elections	\$7,000.00	\$4,503.82	\$2,496.18	35.66%	\$0.00	\$7,000.00	-\$7,000.00	0.70	-0.30
DEPT 41600 Professional Services	\$297,000.00	\$277,445.97	\$19,554.03	6.58%	\$0.00	\$297,000.00	-\$297,000.00	0.80	0.00
DEPT 41910 Planning and Zoning	\$39,067.00	\$65,113.17	-\$26,046.17	-66.67%	\$0.00	\$39,067.00	-\$39,067.00	0.76	0.26
DEPT 41940 City Hall Bldg	\$18,542.00	\$12,375.20	\$6,166.80	33.26%	\$0.00	\$18,542.00	-\$18,542.00	2.18	1.18
DEPT 42000 Police Department(GENERAL)	\$845,095.00	\$729,551.90	\$115,543.10	13.67%	\$0.00	\$845,095.00	-\$845,095.00	0.46	-0.25
DEPT 42100 Civil Defense	\$0.00	\$4,622.35	-\$4,622.35	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 42260 Fire Protection	\$180,068.00	\$133,389.78	\$46,678.22	25.92%	\$0.00	\$180,068.00	-\$180,068.00	0.53	-0.20
DEPT 42280 Fire Stations No. 1	\$14,246.00	\$5,877.79	\$8,368.21	58.74%	\$0.00	\$14,246.00	-\$14,246.00	0.18	-0.83
DEPT 42290 Fire Station No. 2	\$3,818.00	\$1,695.98	\$2,122.02	55.58%	\$0.00	\$3,818.00	-\$3,818.00	0.13	-0.37
DEPT 43000 PW Street (GENERAL)	\$439,283.00	\$455,308.46	-\$16,025.46	-3.65%	\$0.00	\$439,283.00	-\$439,283.00	0.41	-0.10
DEPT 43100 Public Works Garage	\$17,759.00	\$12,787.75	\$4,971.25	27.99%	\$0.00	\$17,759.00	-\$17,759.00	1.06	0.06
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	\$5,537.47	-\$537.47	-10.75%	\$0.00	\$5,000.00	-\$5,000.00	0.32	0.10
DEPT 45000 Parks (GENERAL)	\$251,284.00	\$255,503.32	-\$4,219.32	-1.68%	\$0.00	\$251,284.00	-\$251,284.00	1.55	0.98
DEPT 45100 Recreation (GENERAL)	\$3,500.00	\$2,453.55	\$1,046.45	29.90%	\$0.00	\$3,500.00	-\$3,500.00	0.17	-0.16
DEPT 45206 Parks Bldgs. & Warming Houses	\$5,500.00	\$3,122.68	\$2,377.32	43.22%	\$0.00	\$5,500.00	-\$5,500.00	0.16	-0.35
DEPT 45501 Library Bldg	\$24,753.00	\$26,946.86	-\$2,193.86	-8.86%	\$0.00	\$24,753.00	-\$24,753.00	0.42	-0.03
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	\$1,182.00	\$556.82	\$625.18	52.89%	\$0.00	\$1,182.00	-\$1,182.00	0.91	0.16
DEPT 49985 Special Contributions	\$5,000.00	\$2,912.91	\$2,087.09	41.74%	\$0.00	\$5,000.00	-\$5,000.00	0.58	-0.42
DEPT 49995 Miscellaneous Contingency	\$10,000.00	\$0.00	\$10,000.00	100.00%	\$0.00	\$10,000.00	-\$10,000.00	0.00	-0.50
Total Expenditure Accounts	\$2,518,455.00	\$2,522,033.93	\$3,578.93	-0.14%	\$0.00	\$2,518,455.00	-\$2,518,455.00	0.67	0.06
Total FUND 101 GENERAL FUND	\$462,330.00	-\$492,187.04	\$954,517.04	206.46%	\$0.00	\$462,330.00	-\$462,330.00		
FUND 201 PARKS SPECIAL FUND									



CITY OF NEWPORT

*Budget Control Summary

Current Period: November 2012

Account Descr	2012 Cumulative Budget	2012 Cumulative Actuals	2012 Cumulative Variance	2012 % Varianc	2012 Adopted Budget	2012 Forecast	Variance at Completion	2012 YTD Perf	2012 Est to Complete
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$13,091.56	-\$13,091.56	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$13,091.56	-\$13,091.56	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$58,841.45	-\$58,841.45	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$58,841.45	\$58,841.45	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 201 PARKS SPECIAL FUND	\$0.00	-\$45,749.89	\$45,749.89	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	\$7,205.43	-\$7,205.43	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$7,205.43	-\$7,205.43	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$655.65	-\$655.65	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$655.65	\$655.65	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 204 HERITAGE PRESERVATION COM	\$0.00	\$6,549.78	-\$6,549.78	0.00%	\$0.00	\$0.00	\$0.00		
FUND 205 RECYCLING									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$4,713.51	-\$4,713.51	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$4,713.51	-\$4,713.51	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$5,432.14	-\$5,432.14	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



CITY OF NEWPORT

*Budget Control Summary

Current Period: November 2012

Account Descr	2012 Cumulative Budget	2012 Cumulative Actuals	2012 Cumulative Variance	2012 % Variance	2012 Adopted Budget	2012 Forecast	Variance at Completion	2012 YTD Perf	2012 Est to Complete
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$471,670.39	-\$471,670.39	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$471,670.39	-\$471,670.39	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$154,749.34	-\$154,749.34	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$154,749.34	\$154,749.34	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 270 EDA	\$0.00	\$316,921.05	-\$316,921.05	0.00%	\$0.00	\$0.00	\$0.00		
FUND 301 G.O. CAPITAL IMP. PLAN 2010A									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.12	-\$0.12	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.12	-\$0.12	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$120,822.16	-\$120,822.16	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$120,822.16	\$120,822.16	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 301 G.O. CAPITAL IMP. PLAN 2010A	\$0.00	-\$120,822.04	\$120,822.04	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: November 2012

Account Descr	2012 Cumulative Budget	2012 Cumulative Actuals	2012 Cumulative Variance	2012 % Variance	2012 Adopted Budget	2012 Forecast	Variance at Completion	2012 YTD Perf	2012 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	\$22,398.14	-\$22,398.14	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$22,398.14	-\$22,398.14	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



CITY OF NEWPORT

*Budget Control Summary

Current Period: November 2012

Account Descr	2012 Cumulative Budget	2012 Cumulative Actuals	2012 Cumulative Variance	2012 % Variance	2012 Adopted Budget	2012 Forecast	Variance at Completion	2012 YTD Perf	2012 Est to Complete
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$90,263.75	-\$90,263.75	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$90,263.75	\$90,263.75	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 315 \$690,000 BOND 2002A	\$0.00	-\$67,865.61	\$67,865.61	0.00%	\$0.00	\$0.00	\$0.00		
FUND 316 PFA/TRLF REVENUE NOTE									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$90,918.83	-\$90,918.83	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$90,918.83	-\$90,918.83	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$124,703.90	-\$124,703.90	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$124,703.90	\$124,703.90	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 316 PFA/TRLF REVENUE NOTE	\$0.00	-\$33,785.07	\$33,785.07	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	\$0.19	-\$0.19	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.19	-\$0.19	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$29,138.75	-\$29,138.75	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



CITY OF NEWPORT

*Budget Control Summary

Current Period: November 2012

Account Descr	2012 Cumulative Budget	2012 Cumulative Actuals	2012 Cumulative Variance	2012 % Varianc	2012 Adopted Budget	2012 Forecast	Variance at Completion	2012 YTD Perf	2012 Est to Complete
Total Expenditure Accounts	\$0.00	\$29,138.75	\$29,138.75	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 322 GO BONDS OF 2011A	\$0.00	-\$29,138.56	\$29,138.56	0.00%	\$0.00	\$0.00	\$0.00		
FUND 401 GENERAL CAPITAL PROJECTS									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$50,165.83	-\$50,165.83	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$50,165.83	-\$50,165.83	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$59,985.88	-\$59,985.88	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$59,985.88	\$59,985.88	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 401 GENERAL CAPITAL PROJECTS	\$0.00	-\$9,820.05	\$9,820.05	0.00%	\$0.00	\$0.00	\$0.00		
FUND 402 TAX INC DIST 1									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$5.01	-\$5.01	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$5.01	-\$5.01	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	\$10,308.00	-\$10,308.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$10,308.00	\$10,308.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 402 TAX INC DIST 1	\$0.00	-\$10,302.99	\$10,302.99	0.00%	\$0.00	\$0.00	\$0.00		
FUND 405 T.H. HWY 61									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$183.81	-\$183.81	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$183.81	-\$183.81	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



CITY OF NEWPORT

*Budget Control Summary

Current Period: November 2012

Account Descr	2012 Cumulative Budget	2012 Cumulative Actuals	2012 Cumulative Variance	2012 % Variance	2012 Adopted Budget	2012 Forecast	Variance at Completion	2012 YTD Perf	2012 Est to Complete
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$717,754.04	-\$717,754.04	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$717,754.04	\$717,754.04	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 417 NORTH RAVINE	\$0.00	-\$8,912.91	\$8,912.91	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	\$448.44	-\$448.44	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$448.44	-\$448.44	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$19,092.07	-\$19,092.07	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$19,092.07	\$19,092.07	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 423 2011A EQUIPMENT CAPITAL	\$0.00	-\$18,643.63	\$18,643.63	0.00%	\$0.00	\$0.00	\$0.00		
FUND 601 WATER FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$78.15	-\$78.15	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49400 Water Utilities (GENERAL)	\$159,095.00	\$213,477.19	-\$54,382.19	-34.18%	\$0.00	\$159,095.00	-\$159,095.00	0.07	-0.09
Total Revenue Accounts	\$159,095.00	\$213,555.34	-\$54,460.34	-34.23%	\$0.00	\$159,095.00	-\$159,095.00	0.05	-0.07
Expenditure Accounts									
DEPT 49400 Water Utilities (GENERAL)	\$193,905.00	\$94,305.21	\$99,599.79	51.37%	\$0.00	\$193,905.00	-\$193,905.00	0.10	-0.10



CITY OF NEWPORT

*Budget Control Summary

Current Period: November 2012

Account Descr	2012 Cumulative Budget	2012 Cumulative Actuals	2012 Cumulative Variance	2012 % Varianc	2012 Adopted Budget	2012 Forecast	Variance at Completion	2012 YTD Perf	2012 Est to Complete
Total Expenditure Accounts	\$193,905.00	\$94,305.21	-\$99,599.79	51.37%	\$0.00	\$193,905.00	-\$193,905.00	0.10	-0.10
Total FUND 601 WATER FUND	-\$34,810.00	\$119,250.13	-\$154,060.13	442.57%	\$0.00	-\$34,810.00	\$34,810.00		
FUND 602 SEWER FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$2,584.12	-\$2,584.12	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49450 Sewer (GENERAL)	\$260,000.00	\$509,788.03	-\$249,788.03	-96.07%	\$0.00	\$260,000.00	-\$260,000.00	0.13	0.03
Total Revenue Accounts	\$260,000.00	\$512,372.15	-\$252,372.15	-97.07%	\$0.00	\$260,000.00	-\$260,000.00	0.09	0.02
Expenditure Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$605,726.34	-\$605,726.34	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49450 Sewer (GENERAL)	\$309,172.00	\$285,024.78	\$24,147.22	7.81%	\$0.00	\$309,172.00	-\$309,172.00	0.12	-0.11
DEPT 49460 Storm Water	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$309,172.00	\$890,751.12	\$581,579.12	-188.11%	\$0.00	\$309,172.00	-\$309,172.00	0.11	-0.10
Total FUND 602 SEWER FUND	-\$49,172.00	-\$378,378.97	\$329,206.97	669.50%	\$0.00	-\$49,172.00	\$49,172.00		
FUND 603 STREET LIGHT FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$0.27	-\$0.27	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 43160 Street Lighting	\$43,657.00	\$48,437.85	-\$4,780.85	-10.95%	\$0.00	\$43,657.00	-\$43,657.00	0.27	0.02
Total Revenue Accounts	\$43,657.00	\$48,438.12	-\$4,781.12	-10.95%	\$0.00	\$43,657.00	-\$43,657.00	0.15	0.01
Expenditure Accounts									
DEPT 43160 Street Lighting	\$42,803.00	\$42,074.43	\$728.57	1.70%	\$0.00	\$42,803.00	-\$42,803.00	0.98	-0.02
DEPT 49470 Street Lights	\$0.00	\$38.96	-\$38.96	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$42,803.00	\$42,113.39	-\$689.61	1.61%	\$0.00	\$42,803.00	-\$42,803.00	0.33	-0.01
Total FUND 603 STREET LIGHT FUND	\$854.00	\$6,324.73	-\$5,470.73	640.60%	\$0.00	\$854.00	-\$854.00		
FUND 604 STORM WATER FUND									
Revenue Accounts									
DEPT 00000 ALL DEPARTMENTS	\$0.00	\$3.37	-\$3.37	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 49460 Storm Water	\$0.00	\$20,324.72	-\$20,324.72	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



CITY OF NEWPORT

*Budget Control Summary

Current Period: November 2012

Account Descr	2012 Cumulative Budget	2012 Cumulative Actuals	2012 Cumulative Variance	2012 % Varianc	2012 Adopted Budget	2012 Forecast	Variance at Completion	2012 YTD Perf	2012 Est to Complete
Total Revenue Accounts	\$0.00	\$20,328.09	-\$20,328.09	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 49460 Storm Water	\$293.00	\$2,251.09	-\$1,958.09	-668.29%	\$0.00	\$293.00	-\$293.00	3.66	3.16
Total Expenditure Accounts	\$293.00	\$2,251.09	\$1,958.09	-668.29%	\$0.00	\$293.00	-\$293.00	3.66	3.16
Total FUND 604 STORM WATER FUND	-\$293.00	\$18,077.00	-\$18,370.00	6269.62%	\$0.00	-\$293.00	\$293.00		
	\$378,909.00	-\$825,948.68	\$1,204,857.68	317.98%	\$0.00	\$378,909.00	-\$378,909.00		

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 November 2012

Fund	2012 Begin Balance	Receipts	Disbursements	-----Transfers-----		JE Payroll	Balance	
				Rec/Disb	Journal Entry			
10100 Central Bank								
101 GENERAL FUND	(\$126,960.52)	\$2,017,060.52	\$1,639,025.42	\$31,740.76	(\$253,203.75)	(\$716,085.69)	(\$686,474.10)	In Bal
201 PARKS SPECIAL F	\$73,993.26	\$1,291.56	\$58,841.45	\$0.00	\$11,800.00	\$0.00	\$28,243.37	In Bal
204 HERITAGE PRESE	\$4,781.99	\$5.43	\$655.65	\$0.00	\$7,200.00	\$0.00	\$11,331.77	In Bal
205 RECYCLING	\$25,132.09	\$4,713.51	\$5,432.14	\$0.00	\$0.00	\$0.00	\$24,413.46	In Bal
206 FIRE ENGINE	\$0.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.14	In Bal
208 BUY FORFEITURE	\$1,297.84	\$0.98	\$0.00	\$0.00	\$0.00	\$0.00	\$1,298.82	In Bal
225 PIONEER DAYS	\$18,080.37	\$5,048.77	\$4,883.99	\$0.00	\$0.00	\$0.00	\$18,245.15	In Bal
270 EDA	\$232,093.06	\$321,670.39	\$135,999.34	\$0.00	\$131,250.00	\$0.00	\$549,014.11	In Bal
301 G.O. CAPITAL IMP	\$849.62	\$0.12	\$120,822.16	\$0.00	\$0.00	\$0.00	(\$119,972.42)	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	(\$1,498.24)	\$0.00	\$0.00	\$0.00	\$1,498.24	\$0.00	\$0.00	In Bal
315 \$690,000 BOND 20	\$0.50	\$22,398.14	\$90,263.75	\$0.00	\$0.00	\$0.00	(\$67,865.11)	In Bal
316 PFA/TRLF REVEN	\$284,680.51	\$90,918.83	\$124,703.90	\$0.00	\$0.00	\$0.00	\$250,895.44	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	\$512.50	\$0.19	\$29,138.75	\$0.00	\$0.00	\$0.00	(\$28,626.06)	In Bal
401 GENERAL CAPITA	\$218,802.25	\$165.83	\$59,985.88	\$0.00	\$50,000.00	\$0.00	\$208,982.20	In Bal
402 TAX INC DIST 1	\$10,307.74	\$5.01	\$10,308.00	\$0.00	\$0.00	\$0.00	\$4.75	In Bal
405 T.H. HWY 61	\$242,231.61	\$183.81	\$0.00	\$0.00	\$0.00	\$0.00	\$242,415.42	In Bal
409 STREET RECONS	\$37,716.31	\$3,089.55	\$0.00	\$0.00	\$0.00	\$0.00	\$40,805.86	In Bal
411 CERT. OF INDEBT	\$0.00	\$0.00	\$80,194.73	\$0.00	\$0.00	\$0.00	(\$80,194.73)	In Bal
416 4TH AVENUE RAV	\$12,696.06	\$9.63	\$0.00	\$0.00	\$0.00	\$0.00	\$12,705.69	In Bal
417 NORTH RAVINE	\$0.16	\$690,091.13	\$717,754.04	\$0.00	\$18,750.00	\$0.00	(\$8,912.75)	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	\$592,512.59	\$448.44	\$19,092.07	\$0.00	\$0.00	\$0.00	\$573,868.96	In Bal
601 WATER FUND	\$346,575.69	\$210,483.62	\$67,740.29	\$0.00	\$0.00	(\$28,375.17)	\$460,943.85	In Bal
602 SEWER FUND	\$1,027,542.24	\$512,372.15	\$862,376.13	\$0.00	\$0.00	(\$28,374.99)	\$649,163.27	In Bal
603 STREET LIGHT FU	\$1,944.36	\$48,438.12	\$42,113.39	\$0.00	\$0.00	\$0.00	\$8,269.09	In Bal
604 STORM WATER F	\$15,107.03	\$20,328.09	\$2,251.09	\$0.00	\$0.00	\$0.00	\$33,184.03	In Bal
	\$3,018,399.43	\$3,948,723.82	\$4,071,582.17	\$31,740.76	(\$32,705.51)	(\$772,835.85)	\$2,121,740.48	

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 purposes and are not reflected in the report.



CITY OF NEWPORT

*Revenue Summary

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FUND	Description	2012 YTD Budget	November 2012 Amt	2012 YTD Amt	YTD Balance	% of Budget
101	GENERAL FUND	\$2,980,785.00	\$31,891.56	\$2,029,846.89	\$950,938.11	68.10%
201	PARKS SPECIAL FUND	\$0.00	\$576.69	\$13,091.56	-\$13,091.56	0.00%
202	POLICE FORFEITURE FUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
204	HERITAGE PRESERVATION C	\$0.00	\$0.68	\$7,205.43	-\$7,205.43	0.00%
205	RECYCLING	\$0.00	\$1.46	\$4,713.51	-\$4,713.51	0.00%
206	FIRE ENGINE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
208	BUY FORFEITURE	\$0.00	\$0.08	\$0.98	-\$0.98	0.00%
225	PIONEER DAYS	\$0.00	\$1.09	\$5,048.77	-\$5,048.77	0.00%
270	EDA	\$0.00	\$520.30	\$471,670.39	-\$471,670.39	0.00%
301	G.O. CAPITAL IMP. PLAN 2010	\$0.00	\$0.00	\$0.12	-\$0.12	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	\$22,398.14	-\$22,398.14	0.00%
316	PFA/TRLF REVENUE NOTE	\$0.00	\$15.04	\$90,918.83	-\$90,918.83	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	\$0.19	-\$0.19	0.00%
401	GENERAL CAPITAL PROJECT	\$0.00	\$12.52	\$50,165.83	-\$50,165.83	0.00%
402	TAX INC DIST 1	\$0.00	\$0.00	\$5.01	-\$5.01	0.00%
405	T.H. HWY 61	\$0.00	\$14.53	\$183.81	-\$183.81	0.00%
409	STREET RECONSTRUCTION	\$0.00	\$2.45	\$3,089.55	-\$3,089.55	0.00%
416	4TH AVENUE RAVINE	\$0.00	\$0.76	\$9.63	-\$9.63	0.00%
417	NORTH RAVINE	\$0.00	\$0.00	\$708,841.13	-\$708,841.13	0.00%
422	2011A UTILITY CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
423	2011A EQUIPMENT CAPITAL	\$0.00	\$34.39	\$448.44	-\$448.44	0.00%
601	WATER FUND	\$159,095.00	\$7,398.37	\$213,555.34	-\$54,460.34	134.23%
602	SEWER FUND	\$260,000.00	\$11,168.51	\$512,372.15	-\$252,372.15	197.07%
603	STREET LIGHT FUND	\$43,657.00	\$1,343.31	\$48,438.12	-\$4,781.12	110.95%
604	STORM WATER FUND	\$0.00	\$443.03	\$20,328.09	-\$20,328.09	0.00%
		\$3,443,537.00	\$53,424.77	\$4,202,331.91	-\$758,794.91	122.04%

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	2012 YTD Budget	November 2012 Amt	2012 YTD Amt	Enc Current	YTD Balance	% YTD Budget
101	GENERAL FUND	\$2,518,455.00	\$205,580.50	\$2,522,033.93	\$0.00	-\$3,578.93	100.14%
201	PARKS SPECIAL FUND	\$0.00	\$34.20	\$58,841.45	\$0.00	-\$58,841.45	0.00%
204	HERITAGE PRESERVATION C	\$0.00	\$0.00	\$655.65	\$0.00	-\$655.65	0.00%
205	RECYCLING	\$0.00	\$1,042.32	\$5,432.14	\$0.00	-\$5,432.14	0.00%
208	BUY FORFEITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
225	PIONEER DAYS	\$0.00	\$0.00	\$4,883.99	\$0.00	-\$4,883.99	0.00%
270	EDA	\$0.00	\$3,431.80	\$154,749.34	\$0.00	-\$154,749.34	0.00%
301	G.O. CAPITAL IMP. PLAN 2010	\$0.00	\$0.00	\$120,822.16	\$0.00	-\$120,822.16	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	\$0.00	\$90,263.75	\$0.00	-\$90,263.75	0.00%
316	PFA/TRLF REVENUE NOTE	\$0.00	\$0.00	\$124,703.90	\$0.00	-\$124,703.90	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	\$0.00	\$29,138.75	\$0.00	-\$29,138.75	0.00%
401	GENERAL CAPITAL PROJECT	\$0.00	\$0.00	\$59,985.88	\$0.00	-\$59,985.88	0.00%
402	TAX INC DIST 1	\$0.00	\$0.00	\$10,308.00	\$0.00	-\$10,308.00	0.00%
405	T.H. HWY 61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
411	CERT. OF INDEBTEDNESS	\$0.00	\$0.00	\$80,194.73	\$0.00	-\$80,194.73	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	\$717,754.04	\$0.00	-\$717,754.04	0.00%
422	2011A UTILITY CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
423	2011A EQUIPMENT CAPITAL	\$0.00	\$19,092.07	\$19,092.07	\$0.00	-\$19,092.07	0.00%
601	WATER FUND	\$193,905.00	\$15,846.64	\$94,305.21	\$0.00	\$99,599.79	48.63%
602	SEWER FUND	\$309,172.00	\$90,352.86	\$890,751.12	\$0.00	-\$581,579.12	288.11%
603	STREET LIGHT FUND	\$42,803.00	\$5,952.96	\$42,113.39	\$0.00	\$689.61	98.39%
604	STORM WATER FUND	\$293.00	\$10.00	\$2,251.09	\$0.00	-\$1,958.09	768.29%
		\$3,064,628.00	\$341,343.35	\$5,028,280.59	\$0.00	-\$1,963,652.59	164.07%

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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FUND 101 GENERAL FUND	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
Asset						
G 101-10100 Cash	(\$126,960.52)	\$32,266.56	\$205,187.30	\$2,141,369.20	\$2,700,882.78	(\$686,474.10)
G 101-10200 Petty Cash	\$74.73	\$0.00	\$0.00	\$0.00	\$0.00	\$74.73
G 101-10300 Bond Street Account	\$0.00	\$0.00	\$0.00	\$62,055.00	\$0.00	\$62,055.00
G 101-10400 Investments	(\$0.44)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.44)
G 101-10401 Northland Securities	\$346,572.69	\$0.00	\$0.00	\$0.00	\$0.00	\$346,572.69
G 101-10402 CDARS/Central Bank	\$311,699.33	\$0.00	\$0.00	\$0.00	\$0.00	\$311,699.33
G 101-10406 Smith Barney	\$201,472.16	\$0.00	\$0.00	\$0.00	\$0.00	\$201,472.16
G 101-10410 Smith Barney MM	\$431,990.14	\$0.00	\$0.00	\$0.00	\$0.00	\$431,990.14
G 101-10450 Interest Receivable	\$3,590.25	\$0.00	\$0.00	\$0.00	\$0.00	\$3,590.25
G 101-10500 Taxes Receivable-Current	\$42,866.41	\$0.00	\$0.00	\$0.00	\$0.00	\$42,866.41
G 101-10700 Taxes Receivable-Delinquent	\$108,942.12	\$0.00	\$0.00	\$0.00	\$0.00	\$108,942.12
G 101-13100 Due From Other Funds	\$4,233.75	\$0.00	\$0.00	\$0.00	\$0.00	\$4,233.75
G 101-15500 Prepaid Items	\$28,144.42	\$0.00	\$0.00	\$0.00	\$0.00	\$28,144.42
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 101-21721 Child Support	\$0.00	\$1,200.00	\$1,200.00	\$4,385.80	\$4,385.80	\$0.00
G 101-22100 Escrow	\$0.00	\$0.00	\$0.00	\$0.00	\$5,500.00	(\$5,500.00)
Total Asset	\$1,352,625.44	\$33,466.56	\$206,387.30	\$2,207,810.00	\$2,710,768.58	\$849,666.86
Liability						
G 101-20200 Accounts Payable	(\$58,999.87)	\$0.00	\$0.00	\$0.00	\$0.00	(\$58,999.87)
G 101-20800 Due to Other Governments	(\$3,318.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,318.00)
G 101-21600 Accrued Wages & Salaries P	(\$17,878.33)	\$0.00	\$0.00	\$0.00	\$0.00	(\$17,878.33)
G 101-21701 Federal W/H Payable	(\$0.18)	\$13,029.41	\$13,029.41	\$106,254.31	\$106,254.31	(\$0.18)
G 101-21702 State Withholding Payable	\$0.00	\$5,803.35	\$5,803.35	\$59,386.60	\$46,786.99	\$12,599.61
G 101-21703 FICA Tax Withholding	(\$803.77)	\$7,807.65	\$7,807.65	\$67,213.28	\$67,213.28	(\$803.77)
G 101-21704 PERA	(\$2,257.33)	\$23,956.56	\$23,956.56	\$186,163.08	\$186,163.08	(\$2,257.33)
G 101-21707 Union Dues	(\$0.25)	\$550.00	\$387.50	\$5,947.00	\$4,499.50	\$1,447.25
G 101-21708 United Way	(\$0.45)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.45)
G 101-21709 Medicare	(\$325.88)	\$3,870.92	\$3,870.92	\$31,680.38	\$31,680.38	(\$325.88)
G 101-21710 Other Deductions	\$0.00	\$0.00	\$0.00	\$8,350.00	\$8,350.00	\$0.00
G 101-21711 NPERs - Life	\$0.09	\$80.00	\$80.00	\$1,082.86	\$1,104.00	(\$21.05)
G 101-21712 HSA Employee	\$0.22	\$1,762.00	\$1,762.00	\$13,565.00	\$13,565.00	\$0.22
G 101-21713 Dental Family	(\$0.05)	\$0.00	\$150.00	\$0.00	\$1,425.00	(\$1,425.05)
G 101-21714 LTD Employee	(\$0.50)	\$484.35	\$429.24	\$5,304.73	\$4,017.40	\$1,286.83
G 101-21715 MSRS Employee	\$0.33	\$826.50	\$1,239.75	\$7,414.53	\$9,918.10	(\$2,503.24)
G 101-21716 Health Insurance	\$0.00	\$0.00	\$835.80	\$4,637.63	\$6,606.80	(\$1,969.17)
G 101-21717 MNBA Life Ins.	(\$0.45)	\$61.43	\$61.44	\$552.87	\$675.84	(\$123.42)
G 101-21719 ING Employee	(\$0.10)	\$3,067.11	\$2,653.86	\$25,089.83	\$23,610.88	\$1,478.85
G 101-21722 Cobra Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 101-22200 Deferred Revenues	(\$108,942.13)	\$0.00	\$0.00	\$0.00	\$0.00	(\$108,942.13)
Total Liability	(\$192,526.65)	\$61,299.28	\$62,067.48	\$522,642.10	\$511,870.56	(\$181,755.11)
Equity						
G 101-25300 Unreserved Fund Balance	(\$1,160,098.79)	\$205,955.50	\$32,266.56	\$2,584,478.52	\$2,092,291.48	(\$667,911.75)
Total Equity	(\$1,160,098.79)	\$205,955.50	\$32,266.56	\$2,584,478.52	\$2,092,291.48	(\$667,911.75)
Total 101 GENERAL FUND	\$0.00	\$300,721.34	\$300,721.34	\$5,314,930.62	\$5,314,930.62	\$0.00

FUND 201 PARKS SPECIAL FUND

Asset						
G 201-10100 Cash	\$73,993.26	\$576.69	\$34.20	\$13,091.56	\$58,841.45	\$28,243.37



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		Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
FUND 201	PARKS SPECIAL FUND						
	Total Asset	\$73,993.26	\$576.69	\$34.20	\$13,091.56	\$58,841.45	\$28,243.37
	Equity						
	G 201-25300 Unreserved Fund Balance	(\$73,993.26)	\$34.20	\$576.69	\$58,841.45	\$13,091.56	(\$28,243.37)
	Total Equity	(\$73,993.26)	\$34.20	\$576.69	\$58,841.45	\$13,091.56	(\$28,243.37)
Total 201 PARKS SPECIAL FUND		\$0.00	\$610.89	\$610.89	\$71,933.01	\$71,933.01	\$0.00
FUND 204	HERITAGE PRESERVATION COMM						
	Asset						
	G 204-10100 Cash	\$4,781.99	\$0.68	\$0.00	\$7,205.43	\$655.65	\$11,331.77
	Total Asset	\$4,781.99	\$0.68	\$0.00	\$7,205.43	\$655.65	\$11,331.77
	Equity						
	G 204-25300 Unreserved Fund Balance	(\$4,781.99)	\$0.00	\$0.68	\$655.65	\$7,205.43	(\$11,331.77)
	Total Equity	(\$4,781.99)	\$0.00	\$0.68	\$655.65	\$7,205.43	(\$11,331.77)
Total 204 HERITAGE PRESERVATION COMM		\$0.00	\$0.68	\$0.68	\$7,861.08	\$7,861.08	\$0.00
FUND 205	RECYCLING						
	Asset						
	G 205-10100 Cash	\$25,132.09	\$1.46	\$1,042.32	\$4,713.51	\$5,432.14	\$24,413.46
	Total Asset	\$25,132.09	\$1.46	\$1,042.32	\$4,713.51	\$5,432.14	\$24,413.46
	Equity						
	G 205-25300 Unreserved Fund Balance	(\$25,132.09)	\$1,042.32	\$1.46	\$5,432.14	\$4,713.51	(\$24,413.46)
	Total Equity	(\$25,132.09)	\$1,042.32	\$1.46	\$5,432.14	\$4,713.51	(\$24,413.46)
Total 205 RECYCLING		\$0.00	\$1,043.78	\$1,043.78	\$10,145.65	\$10,145.65	\$0.00
FUND 206	FIRE ENGINE						
	Asset						
	G 206-10100 Cash	\$0.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.14
	Total Asset	\$0.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.14
	Equity						
	G 206-25300 Unreserved Fund Balance	(\$0.14)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.14)
	Total Equity	(\$0.14)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.14)
Total 206 FIRE ENGINE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FUND 208	BUY FORFEITURE						
	Asset						
	G 208-10100 Cash	\$1,297.84	\$0.08	\$0.00	\$0.98	\$0.00	\$1,298.82
	Total Asset	\$1,297.84	\$0.08	\$0.00	\$0.98	\$0.00	\$1,298.82
	Equity						
	G 208-25300 Unreserved Fund Balance	(\$1,297.84)	\$0.00	\$0.08	\$0.00	\$0.98	(\$1,298.82)
	Total Equity	(\$1,297.84)	\$0.00	\$0.08	\$0.00	\$0.98	(\$1,298.82)
Total 208 BUY FORFEITURE		\$0.00	\$0.08	\$0.08	\$0.98	\$0.98	\$0.00
FUND 225	PIONEER DAYS						
	Asset						
	G 225-10100 Cash	\$18,080.37	\$1.09	\$0.00	\$5,048.77	\$4,883.99	\$18,245.15
	Total Asset	\$18,080.37	\$1.09	\$0.00	\$5,048.77	\$4,883.99	\$18,245.15
	Liability						
	G 225-20200 Accounts Payable	\$0.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.03



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FUND 225 PIONEER DAYS						
Total Liability	\$0.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.03
Equity						
G 225-25300 Unreserved Fund Balance	(\$18,080.40)	\$0.00	\$1.09	\$4,883.99	\$5,048.77	(\$18,245.18)
Total Equity	(\$18,080.40)	\$0.00	\$1.09	\$4,883.99	\$5,048.77	(\$18,245.18)
Total 225 PIONEER DAYS	\$0.00	\$1.09	\$1.09	\$9,932.76	\$9,932.76	\$0.00
<hr/>						
FUND 270 EDA						
Asset						
G 270-10100 Cash	\$232,093.06	\$520.30	\$3,431.80	\$471,744.39	\$154,823.34	\$549,014.11
G 270-10500 Taxes Receivable-Current	\$305,806.00	\$0.00	\$0.00	\$0.00	\$0.00	\$305,806.00
Total Asset	\$537,899.06	\$520.30	\$3,431.80	\$471,744.39	\$154,823.34	\$854,820.11
Liability						
G 270-20200 Accounts Payable	(\$750.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$750.00)
Total Liability	(\$750.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$750.00)
Equity						
G 270-25300 Unreserved Fund Balance	(\$537,149.06)	\$3,431.80	\$520.30	\$154,823.34	\$471,744.39	(\$854,070.11)
Total Equity	(\$537,149.06)	\$3,431.80	\$520.30	\$154,823.34	\$471,744.39	(\$854,070.11)
Total 270 EDA	\$0.00	\$3,952.10	\$3,952.10	\$626,567.73	\$626,567.73	\$0.00
<hr/>						
FUND 301 G.O. CAPITAL IMP. PLAN 2010A						
Asset						
G 301-10100 Cash	\$849.62	\$0.00	\$0.00	\$0.12	\$120,822.16	(\$119,972.42)
Total Asset	\$849.62	\$0.00	\$0.00	\$0.12	\$120,822.16	(\$119,972.42)
Equity						
G 301-25300 Unreserved Fund Balance	(\$849.62)	\$0.00	\$0.00	\$120,822.16	\$0.12	\$119,972.42
Total Equity	(\$849.62)	\$0.00	\$0.00	\$120,822.16	\$0.12	\$119,972.42
Total 301 G.O. CAPITAL IMP. PLAN 2010A	\$0.00	\$0.00	\$0.00	\$120,822.28	\$120,822.28	\$0.00
<hr/>						
FUND 305 GO TIF 1991/1999 BOND						
Asset						
G 305-10100 Cash	\$0.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.48
Total Asset	\$0.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.48
Equity						
G 305-25300 Unreserved Fund Balance	(\$0.48)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.48)
Total Equity	(\$0.48)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.48)
Total 305 GO TIF 1991/1999 BOND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<hr/>						
FUND 307 GO TIF 1994B						
Asset						
G 307-10100 Cash	(\$0.30)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.30)
Total Asset	(\$0.30)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.30)
Equity						
G 307-25300 Unreserved Fund Balance	\$0.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.30
Total Equity	\$0.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.30
Total 307 GO TIF 1994B	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<hr/>						
FUND 308 CERIFICATES OF INDEBTEDNESS						
Asset						



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	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
FUND 308 CERIFICATES OF INDEBTEDNESS						
G 308-10100 Cash	\$0.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.53
G 308-10500 Taxes Receivable-Current	\$0.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.03
G 308-10700 Taxes Receivable-Delinquent	\$0.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.30
Total Asset	\$0.86	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00
FUND 313 GO IMP BOND 2000B						
Asset						
G 313-10100 Cash	(\$1,498.24)	\$0.00	\$0.00	\$1,498.24	\$0.00	\$0.00
G 313-12200 Special Assess Rec-Delinque	(\$0.07)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.07)
Total Asset	(\$1,498.31)	\$0.00	\$0.00	\$1,498.24	\$0.00	(\$0.07)
Liability						
G 313-22200 Deferred Revenues	\$0.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.07
Total Liability	\$0.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.07
Equity						
G 313-25300 Unreserved Fund Balance	\$1,498.24	\$0.00	\$0.00	\$0.00	\$1,498.24	\$0.00
Total Equity	\$1,498.24	\$0.00	\$0.00	\$0.00	\$1,498.24	\$0.00
Total 313 GO IMP BOND 2000B	\$0.00	\$0.00	\$0.00	\$1,498.24	\$1,498.24	\$0.00
FUND 315 \$690,000 BOND 2002A						
Asset						
G 315-10100 Cash	\$0.50	\$0.00	\$0.00	\$22,398.14	\$90,263.75	(\$67,865.11)
Total Asset	\$0.50	\$0.00	\$0.00	\$22,398.14	\$90,263.75	(\$67,865.11)
Equity						
G 315-25300 Unreserved Fund Balance	(\$0.50)	\$0.00	\$0.00	\$90,263.75	\$22,398.14	\$67,865.11
Total Equity	(\$0.50)	\$0.00	\$0.00	\$90,263.75	\$22,398.14	\$67,865.11
Total 315 \$690,000 BOND 2002A	\$0.00	\$0.00	\$0.00	\$112,661.89	\$112,661.89	\$0.00
FUND 316 PFA/TRLF REVENUE NOTE						
Asset						
G 316-10100 Cash	\$284,680.51	\$15.04	\$0.00	\$90,918.83	\$124,703.90	\$250,895.44
G 316-12100 SA Recievable -Current	\$11,472.28	\$0.00	\$0.00	\$0.00	\$0.00	\$11,472.28
G 316-12200 Special Assess Rec-Delinque	\$18,061.12	\$0.00	\$0.00	\$0.00	\$0.00	\$18,061.12
G 316-12300 Special Assess Rec-Deferred	\$446,334.68	\$0.00	\$0.00	\$0.00	\$0.00	\$446,334.68
Total Asset	\$760,548.59	\$15.04	\$0.00	\$90,918.83	\$124,703.90	\$726,763.52
Liability						
G 316-22200 Deferred Revenues	(\$464,395.80)	\$0.00	\$0.00	\$0.00	\$0.00	(\$464,395.80)
Total Liability	(\$464,395.80)	\$0.00	\$0.00	\$0.00	\$0.00	(\$464,395.80)
Equity						
G 316-25300 Unreserved Fund Balance	(\$296,152.79)	\$0.00	\$15.04	\$124,703.90	\$90,918.83	(\$262,367.72)
Total Equity	(\$296,152.79)	\$0.00	\$15.04	\$124,703.90	\$90,918.83	(\$262,367.72)



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FUND 316 PFA/TRLF REVENUE NOTE						
Total 316 PFA/TRLF REVENUE NOTE	\$0.00	\$15.04	\$15.04	\$215,622.73	\$215,622.73	\$0.00
<hr/>						
FUND 321 EQUIP CERTIFICATE 2006A						
Asset						
G 321-10100 Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Asset	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total 321 EQUIP CERTIFICATE 2006A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<hr/>						
FUND 322 GO BONDS OF 2011A						
Asset						
G 322-10100 Cash	\$512.50	\$0.00	\$0.00	\$0.19	\$29,138.75	(\$28,626.06)
Total Asset	\$512.50	\$0.00	\$0.00	\$0.19	\$29,138.75	(\$28,626.06)
Equity						
G 322-25300 Unreserved Fund Balance	(\$512.50)	\$0.00	\$0.00	\$29,138.75	\$0.19	\$28,626.06
Total Equity	(\$512.50)	\$0.00	\$0.00	\$29,138.75	\$0.19	\$28,626.06
Total 322 GO BONDS OF 2011A	\$0.00	\$0.00	\$0.00	\$29,138.94	\$29,138.94	\$0.00
<hr/>						
FUND 401 GENERAL CAPITAL PROJECTS						
Asset						
G 401-10100 Cash	\$218,802.25	\$12.52	\$0.00	\$50,165.83	\$59,985.88	\$208,982.20
Total Asset	\$218,802.25	\$12.52	\$0.00	\$50,165.83	\$59,985.88	\$208,982.20
Equity						
G 401-25300 Unreserved Fund Balance	(\$218,802.25)	\$0.00	\$12.52	\$59,985.88	\$50,165.83	(\$208,982.20)
Total Equity	(\$218,802.25)	\$0.00	\$12.52	\$59,985.88	\$50,165.83	(\$208,982.20)
Total 401 GENERAL CAPITAL PROJECTS	\$0.00	\$12.52	\$12.52	\$110,151.71	\$110,151.71	\$0.00
<hr/>						
FUND 402 TAX INC DIST 1						
Asset						
G 402-10100 Cash	\$10,307.74	\$0.00	\$0.00	\$5.01	\$10,308.00	\$4.75
G 402-10500 Taxes Receivable-Current	\$0.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.44
G 402-10700 Taxes Receivable-Delinquent	\$0.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.02
G 402-12100 SA Recievable -Current	\$0.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.07
G 402-12200 Special Assess Rec-Delinque	\$0.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.06
Total Asset	\$10,308.33	\$0.00	\$0.00	\$5.01	\$10,308.00	\$5.34
Liability						
G 402-22200 Deferred Revenues	(\$0.02)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.02)
Total Liability	(\$0.02)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.02)
Equity						
G 402-25300 Unreserved Fund Balance	(\$10,308.31)	\$0.00	\$0.00	\$10,308.00	\$5.01	(\$5.32)
Total Equity	(\$10,308.31)	\$0.00	\$0.00	\$10,308.00	\$5.01	(\$5.32)
Total 402 TAX INC DIST 1	\$0.00	\$0.00	\$0.00	\$10,313.01	\$10,313.01	\$0.00
<hr/>						
FUND 405 T.H. HWY 61						
Asset						
G 405-10100 Cash	\$242,231.61	\$14.53	\$0.00	\$183.81	\$0.00	\$242,415.42
G 405-13200 Due From Other Government	(\$62,221.18)	\$0.00	\$0.00	\$0.00	\$0.00	(\$62,221.18)
Total Asset	\$180,010.43	\$14.53	\$0.00	\$183.81	\$0.00	\$180,194.24
Equity						



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	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
FUND 405 T.H. HWY 61						
G 405-25300 Unreserved Fund Balance	(\$180,010.43)	\$0.00	\$14.53	\$0.00	\$183.81	(\$180,194.24)
Total Equity	(\$180,010.43)	\$0.00	\$14.53	\$0.00	\$183.81	(\$180,194.24)
Total 405 T.H. HWY 61	\$0.00	\$14.53	\$14.53	\$183.81	\$183.81	\$0.00
<hr/>						
FUND 409 STREET RECONSTRUCTION						
Asset						
G 409-10100 Cash	\$37,716.31	\$2.45	\$0.00	\$3,089.55	\$0.00	\$40,805.86
Total Asset	\$37,716.31	\$2.45	\$0.00	\$3,089.55	\$0.00	\$40,805.86
Equity						
G 409-25300 Unreserved Fund Balance	(\$37,716.31)	\$0.00	\$2.45	\$0.00	\$3,089.55	(\$40,805.86)
Total Equity	(\$37,716.31)	\$0.00	\$2.45	\$0.00	\$3,089.55	(\$40,805.86)
Total 409 STREET RECONSTRUCTION	\$0.00	\$2.45	\$2.45	\$3,089.55	\$3,089.55	\$0.00
<hr/>						
FUND 411 CERT. OF INDEBTEDNESS						
Asset						
G 411-10100 Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$80,194.73	(\$80,194.73)
Total Asset	\$0.00	\$0.00	\$0.00	\$0.00	\$80,194.73	(\$80,194.73)
Equity						
G 411-25300 Unreserved Fund Balance	\$0.00	\$0.00	\$0.00	\$80,194.73	\$0.00	\$80,194.73
Total Equity	\$0.00	\$0.00	\$0.00	\$80,194.73	\$0.00	\$80,194.73
Total 411 CERT. OF INDEBTEDNESS	\$0.00	\$0.00	\$0.00	\$80,194.73	\$80,194.73	\$0.00
<hr/>						
FUND 416 4TH AVENUE RAVINE						
Asset						
G 416-10100 Cash	\$12,696.06	\$0.76	\$0.00	\$9.63	\$0.00	\$12,705.69
G 416-13200 Due From Other Government	\$12,776.47	\$0.00	\$0.00	\$0.00	\$0.00	\$12,776.47
Total Asset	\$25,472.53	\$0.76	\$0.00	\$9.63	\$0.00	\$25,482.16
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	(\$25,472.78)	\$0.00	\$0.76	\$0.00	\$9.63	(\$25,482.41)
Total Equity	(\$25,472.78)	\$0.00	\$0.76	\$0.00	\$9.63	(\$25,482.41)
Total 416 4TH AVENUE RAVINE	\$0.00	\$0.76	\$0.76	\$9.63	\$9.63	\$0.00
<hr/>						
FUND 417 NORTH RAVINE						
Asset						
G 417-10100 Cash	\$0.16	\$0.00	\$0.00	\$727,049.48	\$735,962.39	(\$8,912.75)
G 417-13200 Due From Other Government	\$61,176.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61,176.00
Total Asset	\$61,176.16	\$0.00	\$0.00	\$727,049.48	\$735,962.39	\$52,263.25
Liability						
G 417-20200 Accounts Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 417-20700 Due to Other Funds	(\$4,235.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$4,235.00)
Total Liability	(\$4,235.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$4,235.00)
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	(\$56,941.41)	\$0.00	\$0.00	\$735,962.39	\$727,049.48	(\$48,028.50)
Total Equity	(\$56,941.16)	\$0.00	\$0.00	\$735,962.39	\$727,049.48	(\$48,028.25)



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	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
FUND 417 NORTH RAVINE						
Total 417 NORTH RAVINE	\$0.00	\$0.00	\$0.00	\$1,463,011.87	\$1,463,011.87	\$0.00
<hr/>						
FUND 422 2011A UTILITY CAPITAL						
Asset						
G 422-10100 Cash	(\$0.44)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.44)
Total Asset	(\$0.44)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.44)
Equity						
G 422-25300 Unreserved Fund Balance	\$0.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.44
Total Equity	\$0.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.44
Total 422 2011A UTILITY CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<hr/>						
FUND 423 2011A EQUIPMENT CAPITAL						
Asset						
G 423-10100 Cash	\$592,512.59	\$34.39	\$19,092.07	\$448.44	\$19,092.07	\$573,868.96
Total Asset	\$592,512.59	\$34.39	\$19,092.07	\$448.44	\$19,092.07	\$573,868.96
Equity						
G 423-25300 Unreserved Fund Balance	(\$592,512.59)	\$19,092.07	\$34.39	\$19,092.07	\$448.44	(\$573,868.96)
Total Equity	(\$592,512.59)	\$19,092.07	\$34.39	\$19,092.07	\$448.44	(\$573,868.96)
Total 423 2011A EQUIPMENT CAPITAL	\$0.00	\$19,126.46	\$19,126.46	\$19,540.51	\$19,540.51	\$0.00
<hr/>						
FUND 601 WATER FUND						
Asset						
G 601-10100 Cash	\$346,575.69	\$8,310.07	\$17,417.53	\$220,522.43	\$106,154.27	\$460,943.85
G 601-11500 Accounts Receivable	\$40,599.57	\$0.00	\$0.00	\$0.00	\$0.00	\$40,599.57
G 601-12300 Special Assess Rec-Deferred	\$2,780.81	\$0.00	\$0.00	\$0.00	\$0.00	\$2,780.81
G 601-15500 Prepaid Items	\$823.63	\$0.00	\$0.00	\$0.00	\$0.00	\$823.63
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	\$2,942,727.40	\$0.00	\$0.00	\$0.00	\$0.00	\$2,942,727.40
G 601-16400 Equipment	\$294,264.08	\$0.00	\$0.00	\$0.00	\$0.00	\$294,264.08
G 601-16410 Accumulated dep. Equip.	(\$1,648,638.19)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,648,638.19)
G 601-21720 Online fees payable	\$0.00	\$80.73	\$62.79	\$482.38	\$526.24	(\$43.86)
G 601-26100 Contributions From City	(\$858,692.15)	\$0.00	\$0.00	\$0.00	\$0.00	(\$858,692.15)
Total Asset	\$1,243,731.34	\$8,390.80	\$17,480.32	\$221,004.81	\$106,680.51	\$1,358,055.64
Liability						
G 601-20200 Accounts Payable	(\$6,290.53)	\$0.00	\$0.00	\$0.00	\$0.00	(\$6,290.53)
G 601-21500 Accrued Interest Payable	(\$3,829.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,829.00)
G 601-21600 Accrued Wages & Salaries P	(\$7,137.21)	\$0.00	\$0.00	\$0.00	\$0.00	(\$7,137.21)
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	(\$0.28)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.28)
G 601-21704 PERA	\$0.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.08
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	\$0.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.22
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)



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	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
FUND 601 WATER FUND						
G 601-21718 Water sales tax payable	(\$237,124.12)	\$0.00	\$0.00	\$685.00	\$0.00	(\$236,439.12)
G 601-99999 Utility Overpayments	\$12,779.21	\$1,448.25	\$807.00	\$9,087.02	\$4,846.19	\$17,020.04
Total Liability	(\$241,602.26)	\$1,448.25	\$807.00	\$9,772.02	\$4,846.19	(\$236,676.43)
Equity						
G 601-25300 Unreserved Fund Balance	(\$1,002,129.08)	\$15,888.55	\$7,440.28	\$95,899.87	\$215,150.00	(\$1,121,379.21)
Total Equity	(\$1,002,129.08)	\$15,888.55	\$7,440.28	\$95,899.87	\$215,150.00	(\$1,121,379.21)
Total 601 WATER FUND	\$0.00	\$25,727.60	\$25,727.60	\$326,676.70	\$326,676.70	\$0.00

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
FUND 602 SEWER FUND						
Asset						
G 602-10100 Cash	\$1,027,542.24	\$11,240.08	\$90,424.43	\$520,380.72	\$898,759.69	\$649,163.27
G 602-11500 Accounts Receivable	\$56,995.89	\$0.00	\$0.00	\$0.00	\$0.00	\$56,995.89
G 602-12300 Special Assess Rec-Deferred	\$2,780.81	\$0.00	\$0.00	\$0.00	\$0.00	\$2,780.81
G 602-13100 Due From Other Funds	\$523.29	\$0.00	\$0.00	\$0.00	\$0.00	\$523.29
G 602-15500 Prepaid Items	\$823.63	\$0.00	\$0.00	\$0.00	\$0.00	\$823.63
G 602-16100 Land	\$0.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.50
G 602-16200 Building and Improvements	\$360,863.00	\$0.00	\$0.00	\$0.00	\$0.00	\$360,863.00
G 602-16300 Improvements other building	\$1,365,822.15	\$0.00	\$0.00	\$0.00	\$0.00	\$1,365,822.15
G 602-16400 Equipment	\$56,342.75	\$0.00	\$0.00	\$0.00	\$0.00	\$56,342.75
G 602-16410 Accumulated dep. Equip.	(\$1,104,888.22)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,104,888.22)
G 602-16500 Construction in Progress	\$15,083.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,083.00
G 602-26100 Contributions From City	(\$632,448.36)	\$0.00	\$0.00	\$0.00	\$0.00	(\$632,448.36)
Total Asset	\$1,149,440.68	\$11,240.08	\$90,424.43	\$520,380.72	\$898,759.69	\$771,061.71
Liability						
G 602-20200 Accounts Payable	(\$5,388.51)	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,388.51)
G 602-21500 Accrued Interest Payable	(\$2,552.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,552.00)
G 602-21600 Accrued Wages & Salaries P	(\$3,297.64)	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,297.64)
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	(\$0.28)	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.28)
G 602-21704 PERA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 602-21707 Union Dues	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.25
G 602-21709 Medicare	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.25
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	(\$315,238.09)	\$0.00	\$0.00	\$0.00	\$0.00	(\$315,238.09)
Equity						
G 602-25300 Unreserved Fund Balance	(\$834,202.59)	\$90,424.43	\$11,240.08	\$898,759.69	\$520,380.72	(\$455,823.62)
Total Equity	(\$834,202.59)	\$90,424.43	\$11,240.08	\$898,759.69	\$520,380.72	(\$455,823.62)
Total 602 SEWER FUND	\$0.00	\$101,664.51	\$101,664.51	\$1,419,140.41	\$1,419,140.41	\$0.00

	Begin Yr	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance
FUND 603 STREET LIGHT FUND						
Asset						
G 603-10100 Cash	\$1,944.36	\$1,375.77	\$5,985.42	\$48,613.84	\$42,289.11	\$8,269.09
G 603-11500 Accounts Receivable	\$3,315.03	\$0.00	\$0.00	\$0.00	\$0.00	\$3,315.03
G 603-12200 Special Assess Rec-Delinque	\$0.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.20
Total Asset	\$5,259.59	\$1,375.77	\$5,985.42	\$48,613.84	\$42,289.11	\$11,584.32



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FUND 603 STREET LIGHT FUND						
Liability						
G 603-20200 Accounts Payable	(\$4,539.99)	\$0.00	\$0.00	\$0.00	\$0.00	(\$4,539.99)
G 603-20700 Due to Other Funds	(\$523.48)	\$0.00	\$0.00	\$0.00	\$0.00	(\$523.48)
Total Liability	(\$5,063.47)	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,063.47)
Equity						
G 603-25300 Unreserved Fund Balance	(\$196.12)	\$5,985.42	\$1,375.77	\$42,289.11	\$48,613.84	(\$6,520.85)
Total Equity	(\$196.12)	\$5,985.42	\$1,375.77	\$42,289.11	\$48,613.84	(\$6,520.85)
Total 603 STREET LIGHT FUND	\$0.00	\$7,361.19	\$7,361.19	\$90,902.95	\$90,902.95	\$0.00
FUND 604 STORM WATER FUND						
Asset						
G 604-10100 Cash	\$15,107.03	\$447.09	\$14.06	\$20,341.49	\$2,264.49	\$33,184.03
G 604-11500 Accounts Receivable	(\$648.20)	\$0.00	\$0.00	\$0.00	\$0.00	(\$648.20)
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	\$378.00	\$0.00	\$0.00	\$0.00	\$0.00	\$378.00
Total Asset	\$14,836.76	\$447.09	\$14.06	\$20,341.49	\$2,264.49	\$32,913.76
Liability						
G 604-20200 Accounts Payable	(\$1,512.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,512.00)
G 604-20700 Due to Other Funds	\$0.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.19
Total Liability	(\$1,511.81)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,511.81)
Equity						
G 604-25300 Unreserved Fund Balance	(\$13,324.95)	\$14.06	\$447.09	\$2,264.49	\$20,341.49	(\$31,401.95)
Total Equity	(\$13,324.95)	\$14.06	\$447.09	\$2,264.49	\$20,341.49	(\$31,401.95)
Total 604 STORM WATER FUND	\$0.00	\$461.15	\$461.15	\$22,605.98	\$22,605.98	\$0.00
Report Total	\$0.00	\$460,716.17	\$460,716.17	\$10,066,936.77	\$10,066,936.77	\$0.00



MEMO

TO: Mayor and City Council
Brian Anderson, City Administrator

FROM: Renee Helm, Executive Analyst

DATE: December 17, 2012

SUBJECT: City Administrator Vacancy

As of January 28, 2013, the City Administrator position for the City of Newport will be vacant and the City Council will need to fill the vacancy. When this last occurred in 2009, the City hired Brimeyer Fursman to conduct the search. Please find attached a proposal from Brimeyer to conduct the current search. The proposal is for \$15,300 plus expenses, which are not to exceed \$3,575. The City also contacted Springsted for a quote on conducting the search. Springsted informed the City that it would be approximately \$15,000 plus expenses to conduct the search depending on the services provided. The City Council would need to establish an agreement with Springsted if it wished to move forward with them. Also attached is Resolution No. 2012-48 authorizing the Mayor to negotiate an agreement with a search firm to hire for the City Administrator position.

RECOMMENDATION

It is recommended that the Council approve Resolution No. 2012-48 authorizing the Mayor to negotiate an agreement with either Brimeyer or Springsted to hire for the City Administrator position.



Recruiting the next City Administrator

Brimeyer Fursman, LLC
Executive Search
1666 Village Trail E
Suite 7
Maplewood, MN 55109
651.338.2533



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December 14th, 2012

City of Newport
596 7th Avenue
Newport, MN 55055

RE: Professional Services – City Administrator Recruitment

Dear Mayor Geraghty and Council Members Rahm, Ingemann, Sumner, and Gallagher:

On behalf of our team at Brimeyer Fursman, LLC, I would like to extend our appreciation for the invitation to submit a proposal to assist you and the citizens of Newport in the recruitment and selection of your next City Administrator. We trust our process, skill and commitment to you will result in the highest quality and best possible search.

I will be assuming responsibility for the search as president of the firm with 20 years of senior/city management experience in local government and 5 years of executive search experience. The founder of the firm, Jim Brimeyer will be senior advisor during the process. Combined, we have conducted over 500 executive searches for administrative positions throughout the Midwest.

We will work closely with you to understand your needs and organization culture so the individuals recruited have the qualities and skills to be successful.

Included with this Letter of Interest are biographies, a select clients list, and an estimated timeframe to complete the project and estimated expenses for the project and other material requested. Our team looks forward to meeting you soon, and would be delighted to have a chance to work with you.

Thank you again for your consideration.

Very truly yours,



Richard Fursman, Ed. D.
President
1666 Village Trail East
Suite 7
Maplewood, MN 55109

For additional information about Brimeyer Fursman, please visit www.brimgroup.com

Introduction

Statement of Understanding

The *City of Newport* is seeking assistance with the hiring of their next City Administrator. The current City Administrator, Brian Anderson, has accepted a position with another city. Under these circumstances, the City needs to engage in the search for the next administrator immediately. It will be the responsibility of the consultant to manage expectations, provide expert guidance, and take careful note of the information provided through the individual council members and the organization as a whole.

Firm Experience Brief history

Founded 1991

Founded by Jim Brimeyer in 1991, Brimeyer Fursman, LLC is headquartered in the Twin Cities of Minnesota. Current company president, Richard Fursman and, now senior adviser, Jim Brimeyer have undertaken hundreds of similar projects in Minnesota, Iowa, Wisconsin, Nebraska, and South Dakota. During those searches they successfully implemented recruitment strategies, demonstrating expertise in candidate assessment and the development of a selection process that addresses the needs of the organization and the entire community.

Together, Mr. Brimeyer and Mr. Fursman completed over 500 management searches in the Midwest and have assisted over 200 organizations in other Organization Development efforts. Brimeyer Fursman, LLC is now the industry leader in the process of “Onboarding” or preparing the Organization and new Administrator for transition, to ensure the best possible start. We take great care of our client’s needs and concerns not only as the process unfolds, but also through the new Administrator’s entry and transition.

Similar Searches 2011-2012

Richard Fursman and associates of Brimeyer Fursman, LLC have conducted several hundred similar searches over the past decade; most recently, the cities of Adel and Knoxville, Iowa; New Richmond and Kimberly, Wisconsin and Hopkins, Medina, Edina, Forest Lake, Spring Park, Wayzata, Olivia, Chaska, Crookston, Apple Valley, Woodbury, Gilbert, Faribault, Albert Lea, and St. Cloud in Minnesota. (*Please see reference list in*)

Search Approach

Approach and Services Overview

Our approach to executive search promotes maximum input from the Mayor and Council, staff, and citizens in the search process. We help guide the process, but *you* are the final authority in the selection of candidates. We maintain continual contact with the client throughout the search and keep the candidates informed as the search progresses. In addition to our milestone meetings with the Mayor and City Council, we will provide periodic updates to keep you informed of our progress. Brimeyer Fursman is committed to accurately portraying all candidates to the City. Likewise, we strive to accurately represent the position to candidates to prevent unrealistic expectations.

Scope of Services Summary (Executive Search)

Phase I <i>Organization Assessment and Develop Position Profile</i>	Meet individually with the Mayor and Council, Department Heads, and key staff. Meet with selected representatives from the community and/or conduct public forums. Develop and present Position Profile.
Phase II <i>Recruitment of Best Candidates</i>	<ul style="list-style-type: none"> • Place announcements • Direct recruiting program • Collect and review resumes • Interview semi-finalists/Screen and evaluate • Prepare and present progress report • Assist elected board with the selection of top 5 candidates for interviews
Phase III <i>Interview Preparations and Event</i>	<ul style="list-style-type: none"> • Reference checks - credential verification – credit report – criminal check • Personality/Management Profile • Coordinate candidates’ interviews • Prepare schedule, questions, review sheets • Monitor interviews, facilitate candidate review session • Develop compensation package • Assist with negotiations
Phase IV <i>Onboarding</i>	<ul style="list-style-type: none"> • Onboarding: Socialization process to assist new and existing leadership with the transition to a new Administrator.
Follow-up	<i>Six and twelve months following the Administrator’s start, we will assist with conducting a full review of the Administrator.</i>

Principles Assigned to Your Search



Richard will be the lead consultant on the project and will be involved in all aspects of the search.

Dr. Richard Fursman, President: Richard joined Brimeyer Fursman in 2007 and has conducted 40+ searches over that time period. Richard has over 25 years of senior management experience in local government, most recently as the City Manager of Maplewood, Minnesota. Richard earned his *Doctorate in Organization Development* as well as his Bachelor of Arts in Economics from the University of St. Thomas where he is an Adjunct Faculty member. He earned his Master of Arts degree in Urban and Regional Affairs from Mankato State University.

Richard was awarded the title of Credentialed Manager by the International City/County Management Association. He is a past board member of the Minnesota City/County Management Association, a member of Rotary International, and past President of the Minnesota Metropolitan Manager's Association. Richard has conducted numerous strategic planning retreats and consults with municipalities and non-profits on reorganization and change management in the USA and Abroad..



Jim will act as senior advisor on the project and will assist with strategy development, review of candidates and screening.

Jim Brimeyer, Senior Associate: As founder of Brimeyer Fursman, Jim has been helping communities for over 25 years in executive search efforts for administrative positions throughout the Midwest. Jim has twenty years' experience in public sector management in four cities - three as City Manager, including his last position in St. Louis Park, Minnesota. He also served in Worthington, Ohio and Wood Dale, Illinois. He began his career as Assistant City Manager in Park Ridge, Illinois after obtaining a Master's degree in Public Administration from Northern Illinois University.

Jim is a member of the International City/County Management Association, Metropolitan Area Management Association, and Minnesota City Management Association. In December 2003, Mr. Brimeyer completed his second four-year term as City Council member at-large in St. Louis Park, Minnesota. He is past President of the Ohio City Management Association, St. Louis Park Rotary, and the Rotary Foundation Board. In March, 2011 **Jim was appointed by the Governor to a four year term on the Metropolitan Council.** The Met Council is a regional agency responsible for regional planning and for transit and wastewater operations in the seven county Twin Cities region.



Irina Fursman

Irina is Vice President of Brimeyer Fursman, coordinating all facilitation and community contacts. Irina is a ***nationally certified facilitator and trainer from the Institute of Cultural Affairs***. Irina was born, raised, and educated in Russia and Ukraine where she earned her Bachelor's Degree of Education and Master's of Science Degree in Mathematics and Computer Science before moving to the United States in 2002. Irina has co-facilitated over 30 strategic planning sessions with cities and businesses. She has worked with over 20 communities during the search process with facilitating community discussions, research for profile development, and coordinating candidate logistics.

Irina will assist with interviews and fact finding. She will be involved with facilitation and community contacts. She will also handle candidate logistics during the final interview stage accounting for 20% of the project.

Irina is currently enrolled at St. Thomas University pursuing her Doctorate Degree in Organization Development.

Detailed Plan of Action Steps and Services Provided by Brimeyer Fursman, LLC

Phase I Organization Assessment

Each search process begins with a careful assessment of the current state of the organization. This evaluation is used when the position profile is established to ensure applicants are screened according to the needs and established norms of the organization. You will be asked how much if any, change in direction is hoped for with the new city manager *and other key hires* as they occur in the future. Candidates are screened for fit and capacity according to your requirements discovered during the process.

Assessment areas typically include organizational procedures, structure, systems and policies, culture, staff capacity, leadership and management philosophy, and previous experiences. Four methods may be used to gather information for assessment:

1. Interviews
2. Focus Groups
3. Questionnaires
4. Review of artifacts

Employee Engagement & Citizens Engagement



Engaging as many stakeholders as possible in this first step of the process will provide an impetus for change needed and prepare the organization for the transition in leadership.

Members of our team have extensive training through the Institute of Cultural Affairs on facilitating community discussions. A critical success factor of the search is identifying community priorities and the environment in which the City Manager must function. *We encourage meetings with citizens to further assess the climate of the community with the use of forums and individual interviews.* We will encourage that a **Citizens Advisory Committee** be used during profile development and interviewing.

Establishing and Evaluating Expectations

A successful search has a thorough definition and agreement by the Mayor and City Council on each aspect of the position. During this initial phase, our consultants will meet collectively and individually with the Mayor and City Council members, Department Directors and Administrators, and key staff to learn more about your goals and objectives. Critical factors to be determined include position responsibility and authority; reporting relationships; educational and experience requirements; personal and leadership qualities; and management style. We will carefully review your expectations and provide industry tested feedback. We will discuss pay expectations, the available talent pool, organization fit, and others that come up during the profile formation.

Organizational study *Coordinated with Administrator Search*

An organizational review and city Administrator search should be a coordinated process whose elements happen together. The information from the organizational review /assessment is essential for the successful recruitment of the new Administrator. The same analysis becomes the foundation for a plan of action for the new Administrator once they start.

We will pay considerable attention to establishing organizational goals and priorities for the position. The identification of priorities serves a two-fold purpose: it assists the hiring authority in developing a consensus on what is important for the organization and it alerts potential candidates to the important issues of the organization.

Position Profile – Recruiting Brochure



After drafting the Profile, we will meet with the Mayor and City Council as a group to discuss the critical specifications of the position. A great deal of emphasis placed on the agreement of this analysis. Without this information, it is difficult to determine how potential candidates will affect the City's plans and organizational team. The final Position Profile, after approval by the Mayor and City Council, becomes the document against which we evaluate prospective candidates.

PHASE II Develop and Implement an Approved Recruitment Plan

Place Announcements Recruit Candidates

Recruitment Ads
*ICMA: International City
Managers Association
Gov't Jobs
Linked-IN
Bringroup Web Page
League of Iowa Cities
Neighboring Leagues*

Accept and Acknowledge Applications

Review Resumes and Screen Candidates



The Position Profile serves as the primary recruitment tool as a means of identifying the scope of the position and highlighting the unique characteristics and qualities of the community. Once the Profile is approved, we will prepare and conduct a comprehensive program to contact candidates and determine sources of candidates.

In addition to placing announcements in the appropriate professional and trade journals, we will announce the position on appropriate web sites and the Profile will be featured on the Brimeyer Fursman web site with a link to the City of Newport official web site. We will utilize our local, regional, and national contacts to identify potential candidates. We will identify comparable organizations where key individuals will be contacted.

Often times we are able to identify candidates from similar assignments who may be appropriate for the position. ***Sometimes the most qualified candidates are often not in the job market and do not respond to traditional advertising: therefore, we will directly recruit specific individuals with established patterns of talent, stability, and success through direct visits, calls, and mailings.***

Brimeyer Fursman will take *all* responsibility for accepting and collecting applications and acknowledgments. We will maintain transparency and provide continual updates to the city and candidates as each step in the process proceeds. We take great care to treat all candidates with the greatest respect on behalf of the firm and Moose Lake.

Following the application deadline, we will screen each applicant's experience and background against the Position Profile. After evaluating and comparing each application, we will compile a list of candidates for further consideration. We will conduct one-on-one interviews with the most promising individuals. Our staff will make every effort to conduct face-to-face interviews with these candidates. ***Our in-depth evaluation and appraisal techniques*** will cover issues such as work experience, education, professional development and achievement, career objectives, accomplishments, suitability, and specific interest in the position. We will pay particular attention to the management style that most closely reflects the needs of the organization.

Assessment Tools

Cover letter & resume review
Short essays on topics related
to the position
Writing sample
Summary of accomplishments
Insights management profile
One-on-one interviews
360 Degree Reference Review
Full Credit Report
Credential Check
Criminal Check

Progress Report TOP 10

We use a variety of techniques to “discover” the candidates who will have the greatest chance of success. Research shows that past performance is the greatest indicator of future success. We spend a great deal of time reviewing the accomplishments and lessons learned on mistakes with each candidate. Additionally, we profile management styles and capabilities of each candidate through testing and interviews.

Brimeyer Fursman is authorized to administer the Insights Discovery Personality Profile System. The results will cover motivation and behavior patterns, management strategies, identification and management of conflict areas. The City will gain insights into the strengths, management style, and key communication styles for each finalist candidate.

Once interviews are complete, we will select the most qualified individuals to present to the Mayor and City Council. We will prepare a ***Progress Report that will provide information on ten candidates whose backgrounds most closely meet the requirements of the position.*** This Progress Report will provide specific information on:

- Educational and work history
- Accomplishments and growth potential
- Strengths and possible limitations
- Skills and performance history related to the position
- Personality and decision making profile

We will deliver this report and personally review it with the Mayor and City Council. Five or six candidates will be selected for further consideration based on the review. We will propose a schedule for interviewing the candidates and discuss the compensation expectations of the Mayor and City Council once the finalists are selected.

PHASE III **Coordinate and** **Conduct Final** **Interviews**

Reference and Credential Checks

Final Interview and **Selection Process**



360 Review: Prior to the interviews, *we will conduct discreet reference checks on the finalist candidates.* We will talk with peers and former associates of these candidates. We will speak with individuals who are, or have been, in positions to directly evaluate the candidates' job performance. We will verify the finalist candidates' credentials through educational, criminal, and credit checks.

- Resumes, cover letters, and reference reports will be provided on each candidate prior to the interview.
- We will also provide the Mayor and City Council with a list of suggested interview questions and evaluation forms.
- We will discuss the proposed procedures to be used in the interview process.
- Our suggested interview schedule will allow the candidates to get acquainted with the community and community leaders and to visit with the Mayor and City Council and the staff in informal settings.
- We culminate the process with individual and group interviews.
- If possible, all interviews will be scheduled within a period of two days depending upon the desire of the Mayor and City Council.
- A consultant will be present at each interview.

Selection

After the interviews, we will meet with the Mayor and City Council to review the individual ratings and assist in determining the top candidate. The consultant will assist in this process to the extent requested by the Mayor and City Council. We take responsibility for notifying all unsuccessful candidates each time the candidate pool is narrowed down.

Negotiating **Compensation Package**

Brimeyer Fursman, will take great care that the City of Newport secures acceptance from the most desired individual. We will participate in the final negotiations. If any concerns arise in the final hour, by working as a third-party intermediary we can resolve important details of the offer which may have significant bearing on its final acceptance or rejection. We will negotiate the terms and conditions of employment and prepare a Letter of Agreement on behalf of the City of Newport with the selected candidate.

*Additional Support
Services*

- If requested by the City, Brimeyer Fursman, will act as a spokesperson with the media in order to maintain the integrity of the selection process and to protect the confidentiality and privacy of the candidates who are not hired.
- Family issues and dual career households are factors that influence an individual's decision to change jobs. We address circumstances arising from a job change including spouse careers, real estate issues, family concerns, and relocation details.
- After the candidate is employed, we will follow up with both the City of Newport and the candidate to insure a smooth transition and satisfactory completion of the assignment. This follow-up contact is intended to identify potential issues early so that adjustments can be made, if necessary.

Phase IV
*Onboarding – Preparing
for change*



Onboarding is a process focused on the integration of new senior-level managers into an organization. The goal is to *prepare Administrators to succeed in their jobs as quickly as possible*. Brimeyer Fursman will meet with the directors and key staff, Mayor and City Council (*if desired*) and the new City Administrator to discuss and plan for the adjustments that naturally occur during periods of transition. This is particularly helpful to staff as they learn to work with their new supervisor. Items covered include effective communication, setting expectations, clarification of roles and responsibilities, a review of the culture and other norms.

FOLLOW UP
Performance Review

If requested by the Mayor and City Council, we will assist in conducting a performance evaluation of the selected City Administrator at six to twelve months of employment. We will develop a Work Program that will contain objectives for the Administrator to accomplish in the ensuing six to twelve months.

Guarantee

Brimeyer Fursman offers an 18 month guarantee on the effectiveness of the City Administrator, provided the Mayor and City Council and Brimeyer Fursman agree that all phases of the process have been successfully completed. Should the Mayor and City Council determine it necessary to terminate the City Administrator due to failure to adequately perform the duties as specified in the Profile and as represented by the process, we will refill the position at no additional fee and will charge expenses only.

Should there be substantial changes in the political situation at the City of Newport and a decision is made to terminate the City Administrator for reasons other than failure to perform the duties as specified in the Position Profile, this guarantee is subject to negotiations between the Mayor and City Council and Brimeyer Fursman. Brimeyer Fursman will not recruit candidates we have placed with your organization.

Time Table

(Subject to your needs/changes)

Brimeyer Fursman LLC will work with the Council on the timing of the search. *We will work closely with you to work through scheduling difficulties.* The following is a suggestion that will likely be altered to fit everyone's schedules.

Highlighted activities require full Council participation

Authorization to proceed	December 2012
Kick-off Meeting with Council	Week of Jan 1 st
Profile Data Collection (with interviews of Council, Community, Staff)	Week of Jan 1 st
Approve Position Profile	January 17th
Start Recruitment	January 18 th
Deadline for Applications	February 15 th
Screen and Review Candidates	February 15 th – March 1 st
Progress Report/Select Finalists	March 7th
Reference and Credential Checks	March 8 th – March 14 th
Interviews	March 15th & 16th
Start of New Administrator	April, 2013
Onboarding Session with New Administrator and Council	April, 2013

Fees/Expenses:

Executive Search Fee\$15,300.00

Expenses**Not to Exceed \$3,575.00**

(out of pocket expenses, including consultant travel expenses, position advertisement, profile print, copies and supplies, postage and courier delivery, background checks, assessment tools, long distance, etc. DOES NOT INCLUDE CANDIDATES TRAVEL EXPENSES)

Service Description	HRS	Total
PHASE I		\$ 4,000.00
Interviews (2 consultants)	1 -3 days	\$2,000.00
Archive Review	3 – 4 hrs	\$400.00
Profile Draft	6 – 8 hrs	\$600.00
Profile Approval (Profile Adjustments +1 Meeting)	1 day	\$1,000.00
PHASE II		\$ 7,000.00
Place Announcements / Develop Recruitment Strategy	4 – 6 hrs	\$500.00
Execute Recruitment Strategy	15 – 17 hrs	\$1,500.00
Accept and acknowledge applications / Candidate Communications	4 – 6 hrs	\$200.00
Applicants screening and evaluation / preliminary background check	8-10 hrs	\$800.00
Preliminary interviews	18 – 20 hrs	\$ 2,700.00
Progress Report and Presentation to the Council (Top 10)	9 – 12 hrs	\$1,300.00
PHASE III		\$5,000.00
Credential/Criminal and Educational Verification	3 – 4 hrs	\$200.00
References Check	10–15 hrs	\$1,450.00
Insights Discovery Personality Profile Administration	3 – 4 hrs	\$ 500.00
Interview Questions Development	2 – 3 hrs	\$150.00
Final Interviews (2-3 consultants)	2 days	\$2,300.00
Negotiation & Contract Draft	4 – 6 hrs	\$400.00
PHASE IV		\$1,000.00
Onboarding		\$1,000.00
First Performance Evaluation		NO CHARGE
		TOTAL: \$ 17,000.00
		10% Repeat Business Discount - \$ 1,700.00
		Not to exceed amount: \$ 15,300.00

Estimated Expensesnot to Exceed \$3,575
Copies and supplies:	\$250 - \$300
Recruitment: Postage, mailing supplies	\$1,000 - \$1,300
Position advertising (<i>League Web Sites, ICMA, Iowa City Managers Association, Minnesota Managers Association Linked-IN</i>)	
Personality/management assessment profiles	\$575
Credential and criminal background checks	
<i>The expenses are for 5 finalists. Expenses for additional finalists will be billed at \$300 each.</i>	\$650 - \$800
Consultants Mileage/Meals	\$500 - \$600
Consultant Travel Time	No Charge

This estimate is based on five (5) finalists and does not include costs associated with candidates' expenses for the final interview such as airfare for out of state candidates, hotels, meals and others. These expenses are influenced by the following factors: number of candidates invited to interview, location of candidates, spouse and family attendance, meals and hotel accommodations provided. For local candidates, the cost is typically zero.

Payment Policy:

Our payment policy is one-third of the total fee due upon signing this agreement; one-third after presentation of the Progress Report; and the balance due 10 days after the search has successfully been completed, whether the agreement is oral or written. In the event the City Council terminates this agreement during the search, we will retain the progress payments to that point.

Richard Fursman, President
Brimeyer Fursman LLC

Date

Tim Geraghty, Mayor
City of Newport, MN

Date

References - MOST Recent Similar Assignments

Brimeyer Fursman successfully implemented described above recruitment strategy (Phase I – III) for all projects listed in this section. All searches were completed within the timetable identified by the hiring authority.

City of New Richmond, WI – population over 8,000 (Twin Cities Area)

Kirk Van Blaircom, Alderman

156 East First Street

New Richmond, WI 54017

Phone: (715) 246-5813

aldermanvanblaircom@frontier.com

Position Filled (2012): City Administrator/Utility Manager (Mike Darrow from Gilbert, MN), Start Date April 24th, 2012

Applications received - 53

Participated Parties: City Council, Community Members, Staff, Utility Commission

Search Consultant Assigned: Richard Fursman

Project Manager Assigned: Irina Fursman

Village of Kimberly, WI – population over 6,000 (Green Bay area)

Chuck Kuen, Village President

515 W. Kimberly Ave

Kimberly, WI 54136

(920) 716-4502 (C)

ckuen@valleymanagement.com

Position Filled (2012): Village Administrator (Adam Hammatt from Suamico, WI)

Start Date April 27th, 2012

Applications Received- 44

Participated Parties: Village Board, Community Members, Department Directors

Search Consultant Assigned: Richard Fursman

Project Manager Assigned: Irina Fursman

City of Wayzata, MN – population over 3,000 (Twin Cities Metro Area)

Mayor Ken Willcox

600 Rice Street East

Wayzata, MN 55391

952-922-5569

KenWillcox@wayzata.org

Position Filled (2012): City Manager (Heidi Nelson from Ramsey, MN)

Start Date April 16th, 2012

Applications Received- 75

Participated Parties: City Council, Community Members, Business Leaders, Department Directors

Search Consultant Assigned: Richard Fursman

Project Manager Assigned: Irina Fursman

City of Hopkins, MN – population over 18,000

Eugene Maxwell, Mayor

1010 1st St S

Hopkins, MN 55343

952-935-5270

emax33721@aol.com

Position Filled (2011): City Manager (Mike Mornson from St. Antony Village, MN),

Started August 29th, 2011 and continues to serve

Application received – 65

Participated Parties: City Council, Community Members, Department Directors

Search Consultant Assigned: Richard Fursman and James Brimeyer

Project Manager Assigned: Irina Fursman

City of Knoxville, IA – population 7,200

Bob Wims, City Council

Phone: 641-828-8464

E-mail: bwims@issbank.com

Position Filled (2011): City Manager (Harold Stewart from Ogalalla, NE), Started June 13th, 2011 and continues to serve

Applications received – 83

Participated Parties: City Council, Community Members, Staff

Search Consultant Assigned: Richard Fursman

Project Manager Assigned: Irina Fursman

City of Forest Lake, MN – population over 20,000

Mayor Chris Johnson

City of Forest Lake

220 Lake St. North

Forest Lake, MN 55025-2505

Phone: 651-209-9724

Position Filled (2011): City Administrator (Aaron Parrish from Crookston, MN)

Started in December 2011, continues to serve the community

Applications received – 115

Participated Parties: City Council, Community Members, Staff

Search Consultant Assigned: Richard Fursman

Project Manager Assigned: Irina Fursman

Other Similar Recruitments:

Over the past seven (7) years Brimeyer Fursman, LLC conducted over 90 similar recruitments

Mayor Eric Seanger
City of Melrose
225 E. First St. N.
Melrose, MN 56352
(320) 256-4278
City Administrator – 2004

Dean Johnson, Mayor
City of Lake Elmo
3800 Laverne Ave. N.
Lake Elmo, MN 55042
(651) 777-5510
City Administrator – 2004

Mark Paulson
City of Minneapolis, BIS Department
350 South 5th St., Room 127
Minneapolis, MN 55415
(612) 673-3596
Services Director – 2004

Mark Krohlenberg, Village President
Village of Shorewood
3930 N. Murray Ave.
Shorewood, WI 53211
(414) 847-2601
Village Manager – 2004

Liz Wheeler, HR Director
City of Northfield
801 Washington St.
Northfield, MN 55057
(507) 645-8832
Director of Public Works – 2004
Operations Manager – 2004

Gary Weiers
Rice County
320 NW Third Street
Faribault, MN 55021
(507) 332-5999
MIS Director – 2004

Mayor Eugene Maxwell
City of Hopkins
1010 1st St. S.
Hopkins, MN 55343
(952) 935-8474
City Manager – 2004, 2012

Mike Rardin, Public Works Director
City of St. Louis Park
5005 Minnetonka Blvd.
St. Louis Park, MN 55416
(952) 924-2500
City Engineer – 2005

Rich Bauer, Mayor
City of Zumbrota
175 West Ave
Zumbrota, MN 55992
(507)-732-7318
City Administrator – 2005

Milt Kramer, Mayor
City of Manchester
200 East Main St
Manchester, IA
(563)-927-3696
City Manager – 2005

Bob Wims, Council Member
City of Knoxville
305 So Third St
Knoxville, IA
641-828-8464
City Manager – 2005, 2011

Dave Severson, County Coordinator
Steele County
P.O. Box 890
Owatonna, MN 55060
(507) 444-7470
Human Services Director – 2005

Curt Bernard, Mayor
City of Yankton
416 Walnut
Yankton, SD 57078
City Manager – 2005

Cris Gears, County Administrator
Kitsap County
614 Division Street
Port Orchard, WA 98366
(360) 337-5361
Director of Facilities, P&R - 2005

Mayor Hans Trousil
City of West Burlington
122 Broadway Street
West Burlington, IA 52655
(319) 752-5451
City Administrator – 2006

Mayor Sarah Reinhardt
City of Spring Park
4349 Warren Ave.
Spring Park, MN 55384
(952) 471-9051
City Administrator – 2006, 2012

Mayor Gary Sturm
City of St. James
124 Armstrong Blvd. S.
St. James, MN 56081
(507) 375-3241
City Manager – 2006

Mayor Kay Halloran
City of Cedar Rapids
50 Second Ave Bridge
Cedar Rapids, Iowa 52401
(319) 286-5115
City Manager – 2006

Mayor Richard Lehmann
City of Bemidji
317 4th St. NW
Bemidji, MN 56601
City Manager – 2006

Tom Lawell, City Administrator
City of Apple Valley
14200 Cedar Ave.
Apple Valley, MN 55124
(952) 953-2500
Community Development Dir – 2006
Director of Public Works – 2008
Finance Director – 2008
Fire Chief – 2008
Police Chief – 2012
Park and Rec Director – 2012

Tomas Meyer
City of Mason City
10 First Street NW
Mason City, IA 50401
(641) 421-3600
Police Chief – 2006

Mayor Lili McMillan
City of Orono
2750 Kelley Parkway
Orono, MN 55323
(952) 249-4600
Police Chief – 2007

Mayor Chris Etzler
City of Staples
611 Iowa Ave. NE
Staples, MN 56479
(218) 894-2550
City Administrator – 2007

Mayor James Kreft
City of Arlington
204 Shamrock Drive
Arlington, MN 55307
(507) 964-2378
City Administrator – 2007

Mayor Sue Hilgert
City of Olivia
1009 W. Lincoln Ave.
Olivia, MN 56277
(320) 523-1785
City Administrator – 2007, 2011

Mayor Reynold Peterson
City of Spencer
418 2nd Ave. W.
Spencer, IA 51301
(712) 580 - 7200
City Manager – 2007

Ron Johnson, City Administrator
City of Lake City
205 W. Center St.
Lake City, MN 55041
(651) 345-5383
Public Works Director – 2007
Director of Planning/Com. Dev. – 2008

Mayor Larry Buboltz
City of Detroit Lakes
1025 Roosevelt Ave.
Detroit Lakes, MN 56502
(218) 847 – 5658
City Administrator – 2007

Mayor Stan Harpstead
City of Arden Hills
1245 W. Hwy. 96
Arden Hills, MN 55112
(651) 634) 5120
Assistant City Administrator - 2007
City Administrator – 2010

Mayor John Hall
City of Osseo
415 Central Ave.
Osseo, MN 55369
(763) 425-2624
City Administrator – 2007

Mayor Cheryl Fischer
City of Minnetrista
7701 County Road 110W
Minnetrista, MN 55364
(952) 446-1660
City Administrator – 2007

Will Volk
Dakota County
1590 Hwy. 55
Hastings, MN 55033
(651) 438-4358
Director of Financial Services - 2008

Mayor John Hunziker
City of St. Paul Park
600 Portland Ave.
St. Paul Park, MN 55071
(651) 459-9785
City Administrator – 2008

Mayor Tom Kuntz
City of Owatonna
540 West Hills Circle
Owatonna, MN 55060
(507) 444-4300
City Administrator – 2008

Steve Stahmer
City of Long Lake
450 Virginia Ave.
Long Lake, MN 55356
(952) 473-6962
Fire Chief – 2008

Ben Withhart, CEO
Senior Community Services
10709 Wayzata Blvd.
Minnetonka, MN 55305
(952) 541-1019
Chief Operating Officer – 2008

Mayor Diane Barrett
City of Kenyon
709 2nd St.
Kenyon, MN 55946
(507) 789-6415
City Administrator – 2008

Mayor W.A. Bender
City of New Prague
118 Central Ave. N.
New Prague, MN 56071
City Administrator – 2008

Mayor William Droste
City of Rosemount
2875 145th St. W
Rosemount, MN 55068
City Administrator – 2008

Jonathan Toso, Commissioner
City of Canton
210 North Dakota
Canton, SD 57013
Phone: 605-987-2881
City Manager – 2008

David Bunsness
City of Aberdeen
123 S. Lincoln St.
Aberdeen, SD 57401
Phone: 605-626-7025
City Manager – 2009

Mayor Tim Geraghty
City of Newport
596 7th Avenue
Newport, MN 55055
Phone: (651) 459-5677
City Administrator – 2009

Mayor Wayne Boucher
City of Hermantown
5105 Maple Grove Road
Hermantown, MN 55811
Phone: (218) 729-3600
City Administrator – 2009

Mayor Fred Dahnke
City of Barnesville
102 Front Street N.
Barnesville, MN 56514
Phone: 218 354 – 7406
City Administrator – 2009

Mayor Robert Burns
City of Caledonia
231 East Main Street
Caledonia, MN 55921
(507) 725-3450
City Administrator - 2010

Mayor Ralph Yeager
City of Alliance
324 Laramie Ave
Alliance, NE 69301
(425) 681-4470
City Manager – 2010

Mayor Chris Johnson
City of Forest Lake
220 Lake St. North
Forest Lake, MN 55025-2505
Phone: 651-209-9724
City Administrator -2011

Mayor Marlene Prospeck
City of Hoyt Lakes
206 Kennedy Drive
Hoyt Lakes, MN 55750-1150
(218) 225-2344
City Administrator -2011

Scott Neal, City Manager
City of Edina
4801 W. 50th St.
Edina, MN 55424
952-927-8861
Human Resources Director – 2011
Assistant City Manager – 2011

Mayor Tom Crosby
City of Medina
2052 County Road 24
Medina, MN 55340
(612) 332-9111
City Administrator – 2011

Mayor Jim Peters
City of Adel
PO Box 248
Adel, Iowa 50003
Phone: (515) 993-4525
City Administrator – 2011

Kirk Van Blaircom, Alderman
City of New Richmond
156 East First Street
New Richmond, WI 54017
Phone: (715) 246-5813
City Administrator – 2012

Mayor Ken Willcox
City of Wayzata
600 Rice Street East
Wayzata, MN 55391
Phone: 952-922-5569
City Manager - 2012

Chuck Kuen, Village President
Village of Kimberly
515 W. Kimberly Ave
Kimberly, WI 54136
Phone: (920) 716-4502 (C)
Village Administrator – 2012

Mayor Kenan Bresnan
City of Indianola
110 North 1st St.
Indianola, IA 50125
Phone: (515) 962-5300
City Manager – 2012

Mayor Doug Pierce
City of Norwalk
1162 Columbine Court
Norwalk, IA 50211
Phone: (515) 285-0894
City Manager – 2012

Gary Boorum, Council At-Large
City of Waverly
200 First Street NE
Waverly, IA 50677
Phone: (319) 352-3223
City Administrator – 2012

Mayor Larry Murphy
City of Oelwein
20 2nd Ave. S.W.
Oelwein, IA 50662
Phone: (319) 283 5440
City Administrator – 2012

A Sampling of *Brimeyer Fursman, LLC* Search Assignments (2001- Present)

1. City Manager - Roseville, MN (pop. 36,000)
2. City Administrator - Lakeville, MN (pop. 23,000)
3. City Manager - New Brighton, MN (pop. 24,000)
4. City Administrator - Hastings, MN (pop. 15,000)
5. City Administrator - Cottage Grove, MN (pop. 24,000)
6. City Manager - St. James, MN (pop. 5,000)
7. City Manager - Brooklyn Park, MN (pop. 60,000)
8. City Administrator - Little Canada, MN (pop. 10,000)
9. City Manager - Hopkins, MN (pop. 16,000)
10. City Manager - Bemidji, MN (pop. 24,000)
11. City Administrator - Hibbing, MN (pop. 20,000)
12. City Administrator - Hermantown, MN (pop. 7,000)
13. Clerk/Administrator - Mounds View, MN (pop. 12,000)
14. City Administrator - Orono, MN (pop. 7,000)
15. City Administrator - South St. Paul, MN (pop. 24,000)
16. Village Manager - Village of Hazel Crest, IL (pop. 15,000)
17. City Manager - Robbinsdale, MN (pop. 15,000)
18. City Administrator - Becker, MN (pop. 1,000)
19. City Administrator - Arden Hills, MN (pop. 10,000)
20. City Administrator - Sandstone, MN (pop. 2,000)
21. County Administrator - Chisago County, MN
22. City Manager - Prior Lake, MN (pop. 12,000)
23. City Administrator - Luverne, MN (pop. 4,400)
24. City Manager - Columbia Heights, MN (pop. 19,000)
25. City Manager - Webster City, IA (pop. 8,600)
26. City Coordinator - Minneapolis, MN (pop 370,000)
27. City Administrator - Pipestone, MN (4,500)
28. City Administrator - Marshall, MN (pop. 12,000)
29. City Administrator - Oak Park Heights, MN (pop. 3,700)
30. City Administrator - Rosemount, MN (pop. 10,000)
31. City Manager - St Anthony, MN (pop. 8,000)
32. City Manager - Carroll, IA (pop. 8,000)
33. City Administrator - Savage, MN (pop. 12,000)
34. City Manager - Sheldon, IA (pop. 5,000)
35. City Administrator - Emmetsburg, IA (pop. 4,000)
36. County Coordinator - Benton County, MN (pop. 30,000)
37. City Manager - Mankato, MN (pop. 31,500)
38. City Administrator - North Mankato, MN (pop. 11,000)
39. City Manager - Robbinsdale, MN (pop. 14,000)
40. City Administrator - Worthington, MN (pop. 10,000)
41. City Administrator - Farmington, MN (pop. 6,870)
42. City Administrator - Mounds View, MN (pop. 12,600)
43. Clerk/Administrator - Centerville, MN (pop. 2,000)
44. County Administrator, St. Louis County, MN (pop. 198,000)
45. City Administrator - Northfield, MN (pop. 15,200)
46. City Manager - Columbia Heights, MN (pop. 19,000)
47. City Manager - Benson, MN (pop. 3,500)

48. City Manager - Storm Lake, IA (pop. 9,000)
49. City Manager - West St. Paul, MN (pop. 19,000)
50. Coordinator - Bryant Neighborhood, Minneapolis
51. Council Administrator - Red Wing, MN (pop. 15,700)
52. City Manager - Maquoketa, IA (pop. 6,000)
53. City Manager - Spencer, IA (pop. 11,600)
54. City Administrator - Cottage Grove, MN (27,726)
55. City Administrator - St. Peter, MN (pop. 10,000)
56. City Administrator - Minnetrista, MN (pop. 3,900)
57. City Administrator - Mahtomedi, MN (pop. 6,800)
58. City Manager - Montevideo, MN (pop. 5,500)
59. City Administrator - Charles City, IA (pop. 8,000)
60. City Manager - West Liberty, IA (pop. 3,000)
61. City Administrator - Mora, MN (pop. 3,000)
62. City Administrator - Baxter, MN (pop. 4,800)
63. City Administrator - Waukee, IA (pop. 3,500)
64. Clerk/Administrator - St. Joseph, MN (pop. 4,500)
65. City Administrator - Sauk Rapids, MN (pop. 10,000)
66. City Administrator - Park Rapids, MN
67. City Administrator - Dyersville, IA (pop. 3,800)
68. City Administrator - Fergus Falls, MN (pop. 13,000)
69. City Manager - Brookings, SD (pop. 18,000)
70. City Administrator - West Burlington, IA (pop. 3,000)
71. City Administrator - Wayne, NE (pop. 5,000)
72. County Administrator - Becker County, MN (pop. 30,000)
73. City Administrator - Sauk Centre, MN (pop. 3,800)
74. City Administrator - Mounds View, MN (pop. 12,900)
75. City Administrator - Shorewood, MN (pop. 7,000)
76. City Administrator - Andover, MN (pop. 25,000)
77. City Administrator - Waconia, MN (pop. 6,000)
78. City Manager - New Ulm, MN (pop. 14,000)
79. City Administrator - East Grand Forks, MN (pop. 8,000)
80. City Administrator - Stillwater, MN (pop. 16,000)
81. City Administrator - Farmington, MN (pop. 10,000)
82. City Administrator - Minnetrista, MN (pop. 4,400)
83. City Administrator - Lake City, MN (pop. 5,000)
84. City Administrator - Sartell, MN (pop. 10,000)
85. City Manager - Moorhead, MN (pop. 32,000)
86. County Administrator □ Rice County, MN (pop. 57,000)
87. City Administrator – Northfield, MN (pop. 17,500)
88. City Administrator – Austin, MN (pop. 23,000)
89. City Administrator – South St. Paul, MN (pop. 20,167)
90. City Administrator – Newton, IA (pop. 16,000)
91. City Administrator – Mahtomedi, MN (pop. 8,000)
92. City Manager – West Liberty, IA (pop. 3,300)
93. City Administrator – Lake Elmo, MN (pop. 7,387)
94. City Administrator – Melrose, MN (pop. 3,150)
95. Village Manager – Village of Shorewood, WI (pop. 12,000)
96. City Manager – Manchester, IA (pop. 5,000)
97. General Manager – Lake Panorama Association, IA

98. City Manager – Knoxville, IA (pop. 7,730)
99. City Manager – Yankton, SD (pop. 14,000)
100. City Administrator/Clerk – Cresco, IA (pop. 4,000)
101. City Manager/Public Works Director - Denison, IA (pop. 7,340)
102. City Manager – St. James, MN (pop. 4,700)
103. City Clerk-Administrator – Stewartville, MN (pop. 5,650)
104. City Manager – Bemidji, MN (pop. 13,000)
105. City Manager – Cedar Rapids, IA (pop. 120,000)
106. City Administrator – Ottumwa, IA (pop. 25,000)
107. City Administrator – Mason City, IA (pop. 29,000)
108. City Administrator – Worthington, MN (pop. 11,300)
109. City Administrator/Clerk – Maple Plain, MN (pop. 2,100)
110. County Administrator – Yellow Medicine County, MN
111. City Administrator – Lake Elmo, MN (pop. 8,000)
112. City Administrator – City of Minnetrista, MN (pop. 5,542)
113. City Administrator – Staples, MN (3,100)
114. City Administrator – Arlington, MN (pop. 2,100)
115. City Administrator – Olivia, MN (2,570)
116. City Manager – Spencer, IA (pop. 11,317)
117. City Administrator – Detroit Lakes, MN (pop. 8,300)
118. City Manager – Moorhead, MN – (pop. 34,244)
119. City Administrator – Osseo, MN – (pop. 2,500)
120. City Administrator – Owatonna, MN – (pop. 24,255)
121. City Administrator – Gaylord, MN (pop. 2,293)
122. City Administrator – City of New Prague, MN (pop. 6,787)
123. City Administrator – City of Rosemount, MN (pop. 22,397)
124. City Administrator – Kenyon, MN (pop. 1,696)
125. City Manager – City of Canton , SD (pop. 3,110)
126. City Manager – City of Aberdeen, SD (pop. 25,000)
127. City Administrator – City of Newport, MN (pop. 3,565)
128. City Administrator – City of Hermantown, MN (pop. 9,192)
129. City Manager – City of Alliance, NE (pop. 9,000)
130. City Administrator – City of Barnesville, MN (pop. 2,200)
131. City Clerk/Administrator – City of Caledonia, MN (pop 3,000)
132. City Manager – City of Albert Lea, MN (pop 18,000)
133. City Administrator – City of Arden Hills, MN (pop 10,000)
134. City Administrator – City of Gilbert, MN (pop. 1,800)
135. City Administrator – City of Hoyt Lakes, MN (pop. 1,800)
136. City Manager – City of Knoxville, IA (pop. 8,500)
137. City Administrator – City of Spring Park, MN (pop.
138. City Administrator – City of Medina, MN (pop. 4,900)
139. City Manager – City of Hopkins, MN (pop. 18,000)
140. City Administrator – City of Forest Lake, MN (pop. 20,000)
141. City Administrator – City of Faribault, MN (pop. 23,312)
142. Village Administrator – Village of Kimberly, WI (pop. 6,500)
143. City Administrator – City of New Richmond, WI (pop. 8,375)
144. City Administrator – City of Adel, IA (pop. 3,682)
145. City Administrator – City of Crookston, MN (pop. 8,200)
146. City Administrator – City of Olivia, MN (pop. 2,484)
147. City Manager – City of Wayzata, MN (pop. 3,688)

148. City Manager – City of Norwalk, IA (pop. 9,100)
149. City Manager – City of Indianola, IA (pop. 14, 782)
150. City Administrator – City of Waverly, IA (pop. 9, 874)
151. City Administrator – City of Oelwein, IA (pop. 6, 415)

DEPARTMENT HEADS

1. Finance Director - Minneapolis, MN
2. Fire Chief - Centennial Fire District
3. Police Chief - Orono, MN
4. Public Works Superintendent - New Hope, MN
5. Budget Director - Minneapolis, MN
6. Superintendent Wastewater Treatment - Albert Lea, MN
7. Public Works Director/City Engineer - Savage, MN
8. Finance Director - Austin, MN
9. City Engineer - Minnetonka, MN
10. Community Development Director - St. Louis Park, MN
11. Public Works Director/Engineer - St. Louis Park, MN
12. Community Development Director - Fairmont, MN
13. Community Development Director - Rosemount, MN
14. City Engineer/Director of Public Works - Marshall, MN
15. Community Development Director - Northfield, MN
16. Economic Development Director - Elk River, MN
17. County Economic Development Director - Becker County, MN
18. Principal Planner, Minnetonka, MN
19. General Manager, Utilities Commission, Elk River, MN
20. Community Development Director - Farmington, MN
21. Communications Director - Minneapolis, MN
22. Director of Property, Records, and Revenue - Ramsey County, MN
23. Assessor - Freeborn County, MN
24. Police Chief - Stillwater, MN
25. Appraiser - Minnetonka, MN
26. Manager of Planning and Economic Development - Worthington, MN
27. County Engineer - Chisago County
28. Manager of Public Services - Baxter, MN
29. Director of Public Safety - Minnetonka, MN
30. Director of Planning - Elk River
31. Assistant Director of Economic Development - Elk River
32. Park Superintendent - Minneapolis Park and Recreation Board, MN
33. Police Chief - Mounds View, MN
34. Police Chief - Eagan, MN
35. City Engineer - Fairmont, MN
36. Police Chief - Hopkins, MN
37. Police Chief - Sauk Rapids, MN
38. Police Chief - Crystal, MN
39. Police Chief - Grand Rapids, MN
40. Police Chief - Faribault, MN
41. Finance Director - Woodbury, MN
42. Police Chief - Apple Valley, MN
43. Finance Director - Woodbury, MN
44. Public Works Director - Lake City, MN

45. Finance Director - New Brighton, MN
46. Fire Chief - West Metro Fire District, New Hope/Crystal, MN
47. Director of Communications – Eagan, MN
48. Planning Director – Lake City, MN
49. Fire Chief – Lake Johanna Fire Department
50. EDA Director – Sleepy Eye, MN
51. Police Chief – Mound, MN
52. Housing Authority Executive Director – Albert Lea, MN
53. Community Development Director and Director of Public Works – Faribault, MN
54. Director of Public Safety – Forest Lake, MN
55. Community Development Director and Director of Public Works – Northfield, MN
56. Customer Relations and Decision Support Services Director – Minneapolis, MN
57. County Highway Engineer – Swift and Yellow Medicine Counties, MN
58. Manager of Utility Operations – City of Eden Prairie, MN
59. Park and Recreation Director – City of Waconia, MN
60. Police Chief – Mason City, IA
61. Director of Public Information and Communication – Dakota County, MN
62. Police Chief – Orono, MN
63. Director of Public Works – City of Lake City, MN
64. Fire Chief – City of Long Lake, MN
65. Director of Financial Services – Dakota County, MN
66. Director of Public Works – City of Apple Valley, MN
67. Economic Development Director – City of Northfield, MN
68. Director of Planning and Community Development – City of Lake City, MN
69. Fire Chief – City of Apple Valley, MN
70. Finance Director – City of Apple Valley, MN
71. Economic Development Director – City of St. Cloud, MN
72. Human Resources Director – City of Edina, MN
73. Assistant City Manager – City of Edina, MN
74. Public Work Superintendent – City of Chaska, MN
75. Utility Supervisor – City of Woodbury, MN
76. Police Chief – City of Apple Valley, MN
77. Public Works Director – City of Eagan, MN
78. Finance Director – City of Eagan, MN
79. Parks and Recreation Director – City of Apple Valley, MN

NON-PROFIT

1. Executive Director - Urban Concerns Workshops
2. Executive Director - Minnesota State Council on Disability
3. Executive Director - Local Government Information Systems
4. Manager, LRT Development - Regional Transit Board - Twin Cities
5. Executive Director - Cold Weather Resource Center
6. Executive Director - Minnesota Chiefs of Police Association
7. Executive Director - North Suburban Cable Commission and Access Corp.
8. Executive Director - League of Minnesota Cities
9. Executive Director - Family Violence Network
10. Executive Director - Southwest Minnesota Initiative Fund
11. Executive Director - PossAbilities of Southern Minnesota

12. Executive Director - Metropolitan Library Services Agency
13. Executive Director - Blue Earth Economic Development Authority
14. Executive Director - St. Cloud Housing and Redevelopment Authority
15. Executive Director - East Central Solid Waste Commission
16. District Administrator - Minnehaha Creek Watershed District
17. Library Director - Carver County
18. Center Administrator - Consolidated Public Safety Answering Point
19. Director of Finance and Administration - Lincoln Pipestone Rural Water Assoc.
20. President/CEO - Sheriffs Youth Programs of Minnesota
21. Executive Director – Dakota County Communications Center, MN
22. Executive Director - Rice Creek Watershed District
23. Assistant Finance Director, Detention Center – Steele County, MN
24. Chief Operating Officer – Senior Community Services, Twin Cities Metro
25. Executive Director – Dakota Communications Center, Dakota County MN

PRIVATE SECTOR

1. Senior Account Manager - government leasing corporation
2. Senior Design Engineer and Production Manager - sign manufacturing company
3. Transportation Engineer - engineering consulting firm
4. Urban Planner - engineering consulting firm
5. Senior Engineer - engineering consulting firm
6. Manager of Administrative Services - architectural firm
7. Senior Associate - engineering consulting firm
8. Electrical Engineer - industrial engineering firm
9. Marketing Manager - architectural firm
10. Marketing Coordinator - architectural firm
11. General Manager - Minnesota Valley Country Club

RESOLUTION NO. 2012-48

A RESOLUTION AUTHORIZING THE MAYOR TO NEGOTIATE AN AGREEMENT WITH A SEARCH FIRM TO HIRE FOR THE POSITION OF CITY ADMINISTRATOR

WHEREAS, as of January 28, 2013, the position of City Administrator will be vacant in the City of Newport;
and

WHEREAS, It is the Newport City Council's desire to replace this position with a highly qualified candidate.

NOW, THEREFORE, BE IT RESOLVED, That the Newport City Council Hereby authorizes the Mayor to negotiate an agreement, subject to the review and approval by the City Attorney, with the executive search firm _____ for their services in filling the City Administrator position.

Adopted this 20th day of December, 2012 by the Newport City Council.

Motion by: _____, Seconded by: _____

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

Signed: _____
Tim Geraghty, Mayor

ATTEST: _____
Brian Anderson, City Administrator



MEMO

TO: Mayor and City Council
Brian Anderson, City Administrator

FROM: Renee Helm, Executive Analyst

DATE: December 12, 2012

SUBJECT: Amending Section 750, Tobacco

BACKGROUND

Recently, City staff reviewed a model ordinance from the League of Minnesota Cities and Public Health Law Center regarding tobacco. The model ordinance includes regulations for new tobacco or nicotine products such as e-cigarettes, snus or cigars. Additionally, the model ordinance allows for cities to prohibit smoking or sampling tobacco products inside a business that has a tobacco license. This regulation would prevent businesses such as hookah lounges from being opened. Hookah lounges are businesses where an individual or individuals go to smoke tobacco from a hookah pipe. Individuals are allowed to smoke inside of hookah lounges because the Minnesota Clean Indoor Air Act which prohibits smoking in almost all indoor spaces exempts sampling tobacco in tobacco shops.

DISCUSSION

After reviewing the model ordinance, City staff is recommending that Section 750, Tobacco be amended to include some of the regulations, specifically the following:

- Add definition for:
 - Indoor Area
 - Nicotine or Lobelia Delivery Devices: These devices include e-cigarettes
 - Smoking
- Update definition for Tobacco or Tobacco Products
- Add subdivision stating that being issued a license does not ensure an automatic renewal
- Add regulation prohibiting smoking or sampling tobacco inside businesses

Other than these amendments, the City's section regarding tobacco matches the model ordinance.

RECOMMENDATION

It is recommended that the City Council approve Ordinance No. 2012-14 amending Chapter 7, General Regulations and Offenses.

**CITY OF NEWPORT
ORDINANCE 2012-14**

**AN ORDINANCE OF THE CITY OF NEWPORT, MINNESOTA, AMENDING THE CITY CODE OF
ORDINANCES CHAPTER 7, GENERAL REGULATIONS AND OFFENSES**

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

Section 750 - Tobacco

750.01 Purpose. Because the City recognizes that many person under the age of 18 years purchase or otherwise obtain, possess, and use tobacco, tobacco products, tobacco related devices and nicotine or lobelia delivery devices, and such sales, possession, and use are violations of both State and Federal laws; and because studies, which the City hereby accepts and adopts, have shown that most smokers begin smoking before they have reached the age of 18 years and that those persons who reach the age of 18 years without having started smoking are significantly less likely to begin smoking; and because smoking has been shown to be the cause of several serious health problems which subsequently place a financial burden on all levels of government; this ordinance shall be intended to regulate the sale, possession, and use of tobacco, tobacco products, tobacco related devices and nicotine or lobelia delivery devices, and to further the purposes of enforcing and furthering existing laws, to protect minors against the serious effects associated with the illegal use of tobacco, tobacco products, tobacco related devices and nicotine or lobelia delivery devices, and to further the official public policy of the State of Minnesota in regard to preventing young people from starting to smoke as stated in Minn.Stat. 144.391 as it may be amended from time to time

750.02 Definitions and Interpretations.

Subd. 1 Compliance Checks. “Compliance Checks” shall mean the system the City uses to investigate and ensure that those authorized to sell tobacco, tobacco products, tobacco related devices and nicotine or lobelia delivery devices are following and complying with the requirements of this ordinance. Compliance Checks shall involve the use of minors as authorized by this ordinance. Compliance Checks shall also mean the use of minors who attempt to purchase tobacco, tobacco products, tobacco related devices or nicotine or lobelia delivery devices for educational, research and training purposes as authorized by State and Federal laws. Compliance Checks may also be conducted by other units of government for the purpose of enforcing appropriate Federal, State, or Local laws and regulations relating to tobacco, tobacco products, tobacco related devices and nicotine or lobelia delivery devices.

Subd. 3 Indoor Area. “Indoor area” shall mean all space between a floor and a ceiling that is bounded by walls, doorways, or windows, whether open or closed, covering more than 50 percent of the combined surface area of the vertical planes constituting the perimeter of the area. A wall includes any retractable divider, garage door, or other physical barrier, whether temporary or permanent.

Subd. 4 Loosies. “Loosies” shall mean the common term used to refer to a single or individually packaged cigarette or any other tobacco product that has been removed from its packaging and sold individually. The term “loosies” does not include individual cigars with a retail price, before any sales taxes, of more than \$2.00 per cigar.

Subd. 5 Minor.

Subd. 6 Moveable Place of Business.

Subd. 7 Nicotine or Lobelia Delivery Devices. “Nicotine or Lobelia Delivery Devices” shall mean any product containing or delivering nicotine or lobelia intended for human consumption, or any part of such a product, that is not tobacco as defined in this section, not including any product that has been approved or otherwise certified for legal sale by the United States Food and Drug Administration for tobacco use cessation, harm reduction, or for other medical purposes, and is being marketed and sold solely for that approved purpose.

Subd. 8 Retail Establishment. “Retail Establishment” shall mean any place of business where tobacco, tobacco products, tobacco related devices or nicotine or lobelia delivery devices.

are available for sale to the general public. Retail establishments shall include, but not be limited to, grocery stores, convenience stores, restaurants and drug stores.

Subd. 9 Sale.

Subd. 10 Self-Service Merchandising. “Self-Service Merchandising” shall mean open displays of tobacco, tobacco products, tobacco related devices or nicotine or lobelia delivery devices in any manner where any person shall have access to the tobacco, tobacco products, tobacco related devices or nicotine or lobelia delivery devices, without the assistance or intervention of the licensee or the licensee’s employee. The assistance or intervention shall entail the actual physical exchange of the tobacco, tobacco product, tobacco related device or nicotine or lobelia delivery device between the customer and the licensee or employee. Self-service merchandising shall not include vending machines.

Subd. 11 Smoking. “Smoking” shall mean inhaling or exhaling smoke from any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product. Smoking also includes carrying a lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation.

Subd. 12 Tobacco or Tobacco Products. “Tobacco” or “Tobacco products” shall include cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobaccos; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

Subd. 13 Tobacco Related Devices.

Subd. 14 Vending Machine.

750.03 License. No person shall sell or offer any tobacco, tobacco products, tobacco related devices or nicotine or lobelia delivery device without first having obtained a license to do so from the City.

Subd. 1 Application. An application for a license to sell tobacco, tobacco products, tobacco related devices or nicotine or lobelia delivery devices shall be made on a form provided by the City. The application shall contain the full name of the applicant, the applicant’s residential and business addresses and telephone numbers, the name of the business for which the license is sought, and any additional information the City deems necessary. Upon receipt of a completed application, the City Administration shall forward the application to the Council for action at its next regularly scheduled council meeting. If the administration shall determine that an application is incomplete, he or she shall return the application to the applicant with notice of the information necessary to make the application complete.

Subd. 9 Issuance as privilege and not a right. The issuance of a license issued under this section shall be considered a privilege and not an absolute right of the applicant and shall not entitle the holder to an automatic renewal of the license.

Subd. 10 Smoking. Smoking shall not be permitted and no person shall smoke within the indoor area of any establishment with a retail tobacco license. Smoking for the purposes of sampling tobacco and tobacco related products is prohibited.

750.04 Fees.

750.05 Basis for Denial of License.

- B. The applicant has been convicted within the past five years of any violation of a Federal, State, or Local law, ordinance provision, or other regulation relating to tobacco or tobacco products, tobacco related devices or nicotine or lobelia delivery devices.

- C. The applicant has had a license to sell tobacco, tobacco products, tobacco related devices or nicotine or lobelia delivery devices revoked within the preceding twelve months of the date of application.

750.06 Prohibited Sales. It shall be a violation of this ordinance for any person to sell or offer to sell any tobacco, tobacco product, tobacco related device or nicotine or lobelia delivery device:

- C. By means of self-service methods whereby the customer does not need to make a verbal or written request to an employee of the licensed premise in order to receive the tobacco, tobacco product, tobacco related device or nicotine or lobelia delivery device and whereby there is not a physical exchange of the tobacco, tobacco product, tobacco related device or nicotine or lobelia delivery device between the licensee or the licensee's employee, and the customer.

750.07 Vending Machines.

750.08 Self-Service Sales. It shall be unlawful for a licensee under this ordinance to allow the sale of tobacco, tobacco products, tobacco related devices or nicotine or lobelia delivery devices by any means whereby the customer may have access to such items without having to request the item from the licensee or the licensee's employee and whereby there is not a physical exchange of the tobacco, tobacco product, tobacco related device or the nicotine or lobelia delivery device between the licensee or his or her clerk and the customer. All tobacco, tobacco products, tobacco related devices and nicotine or lobelia delivery devices shall either be stored behind a counter or other area not freely accessible to customers, or in a case or other storage unit not left open and accessible to the general public. Any retailer selling tobacco, tobacco products, tobacco related devices or nicotine or lobelia delivery devices at the time this ordinance is adopted shall comply with this Section within 60 days following the effective date of this ordinance except where 90% of the sales of the particular establishment are tobacco related products and minors are at all times prohibited from entering the licensed establishment.

750.09 Responsibility. All licensees under this ordinance shall be responsible for the actions of their employees in regard to the sale of tobacco, tobacco products, tobacco related devices or nicotine or lobelia delivery devices on the licensed premises, and the sale of such an item by an employee shall be considered a sale by the license holder. Nothing in this section shall be construed as prohibiting the City from also subjecting the clerk to whatever penalties are appropriate under this ordinance, State or Federal law, or other applicable law or regulation.

750.10 Compliance Checks and Inspections. All licensed premises shall be open to inspection by the City police or other authorized City official during regular business hours. From time to time, but at least once per year, the City shall conduct compliance checks by engaging, with the written consent of their parents or guardians, minors over the age of fifteen (15) years but less than eighteen (18) years, to enter the licensed premise to attempt to purchase tobacco, tobacco products, tobacco related devices or nicotine or lobelia delivery devices. Minors used for the purpose of compliance checks shall be supervised by City designated law enforcement officers or other designated City personnel.

Minors used for compliance checks shall not be guilty of unlawful possession of tobacco, tobacco products, tobacco related devices or nicotine or lobelia delivery devices when such items are obtained as a part of the compliance check. No minor used in compliance checks shall attempt to use a false identification misrepresenting the minor's age, and all minors lawfully engaged in a compliance check shall answer all questions about the minor's age asked by the licensee or his or her employee and shall produce any identification, if any exists, for which he or she is asked. Nothing in this Section shall prohibit compliance checks authorized by State or Federal laws for educational, research, or training purposes, or required for the enforcement of a particular State or Federal law.

750.11 Other Illegal Acts. Unless otherwise provided, the following acts shall be a violation of this ordinance.

Subd. 1 Illegal Sales. It shall be a violation of this ordinance for any person to sell or otherwise provide any tobacco, tobacco product, tobacco related device or nicotine or lobelia delivery device to any minor.

Subd. 2 Illegal Possession. It shall be a violation of this ordinance for any minor to have in his or her possession any tobacco, tobacco product, tobacco related device or nicotine or lobelia delivery device. This subdivision shall not apply to minors lawfully involved in a compliance check.

Subd. 3 Illegal Use. It shall be a violation of this ordinance for any minor to smoke, chew, sniff, or otherwise use any tobacco, tobacco product, tobacco related device or nicotine or lobelia delivery device.

Subd. 4 Illegal Procurement. It shall be a violation of this ordinance for any minor to purchase or attempt to purchase or otherwise obtain any tobacco, tobacco product, tobacco related device or nicotine or lobelia delivery device, and it shall be a violation of this ordinance for any person to purchase or otherwise obtain such items on behalf of a minor. It shall further be a violation for any person to coerce or attempt to coerce a minor to illegally purchase or otherwise obtain or use any tobacco, tobacco product, or tobacco related device. This subdivision shall not apply to minors lawfully involved in a compliance check.

750.12 Violations.

750.13 Penalties.

750.14 Exceptions and Defenses.

750.15 Severability and Savings Clause.

750.16 Effective Date.

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 20th day of December, 2012.

Signed: _____
Tim Geraghty, Mayor

Attest: _____
Brian Anderson, City Administrator

Section 750 - Tobacco

~~750.01 Tobacco, Tobacco Products and Tobacco Related Devices.~~

750.0201 Purpose. Because the City recognizes that many person under the age of 18 years purchase or otherwise obtain, possess, and use tobacco, tobacco products, ~~and~~ tobacco related devices and nicotine or lobelia delivery devices, and such sales, possession, and use are violations of both State and Federal laws; and because studies, which the City hereby accepts and adopts, have shown that most smokers begin smoking before they have reached the age of 18 years and that those persons who reach the age of 18 years without having started smoking are significantly less likely to begin smoking; and because smoking has been shown to be the cause of several serious health problems which subsequently place a financial burden on all levels of government; this ordinance shall be intended to regulate the sale, possession, and use of tobacco, tobacco products, ~~and~~ tobacco related devices and nicotine or lobelia delivery devices, and to further the purposes of enforcing and furthering existing laws, to protect minors against the serious effects associated with the illegal use of tobacco, tobacco products, ~~and~~ tobacco related devices and nicotine or lobelia delivery devices, and to further the official public policy of the State of Minnesota in regard to preventing young people from starting to smoke as stated in Minn.Stat. 144.391 as it may be amended from time to time.

750.0302 Definitions and Interpretations. Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions, the singular shall include the plural and the plural shall include the singular. the masculine shall include the feminine and neuter, and vice-versa. The term "shall" means mandatory and the term "may" means permissive. The following terms shall have the definitions given to them:

Subd. 1 Compliance Checks. "Compliance Checks" shall mean the system the City uses to investigate and ensure that those authorized to sell tobacco, tobacco products, ~~and~~ tobacco related devices and nicotine or lobelia delivery devices are following and complying with the requirements of this ordinance. Compliance Checks shall involve the use of minors as authorized by this ordinance. Compliance Checks shall also mean the use of minors who attempt to purchase tobacco, tobacco products, ~~or~~ tobacco related devices or nicotine or lobelia delivery devices for educational, research and training purposes as authorized by State and Federal laws. Compliance Checks may also be conducted by other units of government for the purpose of enforcing appropriate Federal, State, or Local laws and regulations relating to tobacco, tobacco products, ~~and~~ tobacco related devices and nicotine or lobelia delivery devices.

Subd. 2 Individually Packaged. "Individually packaged" shall mean the practice of selling any tobacco or tobacco product wrapped individually for sale. Individually wrapped tobacco and tobacco products shall include, but not be limited to, single cigarette packs, single bags or cans of loose tobacco in any form, and single cans or other packaging of snuff or chewing tobacco. Cartons or other packaging containing more than a single pack or other container as described in this subdivision shall not be considered individually packaged.

Subd. 3 Indoor Area. "Indoor area" shall mean all space between a floor and a ceiling that is bounded by walls, doorways, or windows, whether open or closed, covering more than 50 percent of the combined surface area of the vertical planes constituting the perimeter of the area. A wall includes any retractable divider, garage door, or other physical barrier, whether temporary or permanent.

Subd. 3-4 Loosies. "Loosies" shall mean the common term used to refer to a single or individually packaged cigarette or any other tobacco product that has been removed from its packaging and sold individually. The term "loosies" does not include individual cigars with a retail price, before any sales

taxes, of more than \$2.00 per cigar.

Subd. 4-5 Minor. “Minor” shall mean any natural person who has not yet reached the age of eighteen (18) years.

Subd. 5-6 Moveable Place of Business. “Moveable Place of Business: shall refer to any form of business operated out of a truck, van, automobile, or other type of vehicle or transportable shelter and not a fixed address store front or other permanent type of structure authorized for sales transactions.

Subd. 7 Nicotine or Lobelia Delivery Devices. “Nicotine or Lobelia Delivery Devices” shall mean any product containing or delivering nicotine or lobelia intended for human consumption, or any part of such a product, that is not tobacco as defined in this section, not including any product that has been approved or otherwise certified for legal sale by the United States Food and Drug Administration for tobacco use cessation, harm reduction, or for other medical purposes, and is being marketed and sold solely for that approved purpose.

Subd. 6-8 Retail Establishment. “Retail Establishment” shall mean any place of business where tobacco, tobacco products, ~~or~~ tobacco related devices or nicotine or lobelia delivery devices. are available for sale to the general public. Retail establishments shall include, but not be limited to, grocery stores, convenience stores, ~~and~~ restaurants and drug stores.

Subd. 7-9 Sale. A “sale” shall mean any transfer of goods for money, trade, barter, or other consideration.

Subd. 8-10 Self-Service Merchandising. “Self-Service Merchandising” shall mean open displays of tobacco, tobacco products, ~~or~~ tobacco related devices or nicotine or lobelia delivery devices in any manner where any person shall have access to the tobacco, tobacco products, ~~or~~ tobacco related devices or nicotine or lobelia delivery devices, without the assistance or intervention of the licensee or the licensee’s employee. The assistance or intervention shall entail the actual physical exchange of the tobacco, tobacco product, ~~or~~ tobacco related device or nicotine or lobelia delivery device between the customer and the licensee or employee. Self-service merchandising shall not include vending machines.

Subd. 11 Smoking. “Smoking” shall mean inhaling or exhaling smoke from any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product. Smoking also includes carrying a lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation.

~~Subd. 9 Tobacco or Tobacco Products.~~ ~~“Tobacco” or “Tobacco products” shall mean any substance or item containing tobacco leaf, including but not limited to cigarettes; cigars; pipe tobacco; snuff, fine cut or other smoking tobacco; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready-rubbed, and other smoking tobacco; snuff flowers; cavendish; shorts; plug and twist tobaccos; dipping tobaccos; refuse scraps, clippings, duffings, and sweepings of tobacco; and other kinds and forms of tobacco leaf prepared in such manner as to be suitable for chewing, sniffing, or smoking.~~

Subd. 12 Tobacco or Tobacco Products. “Tobacco” or “Tobacco products” shall include cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobaccos; shorts; refuse scraps,

clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

Subd. ~~10-13~~ Tobacco Related Devices. “Tobacco related devices” shall mean any tobacco product as well as a pipe, rolling papers, or other device intentionally designed or intended to be used in a manner which enables the chewing, sniffing, or smoking of tobacco or tobacco products.

Subd. ~~11-14~~ Vending Machine. “Vending Machine” shall mean any mechanical, electrical or electronic, or other type of device which dispenses tobacco, tobacco products, or tobacco related devices upon the insertion of money, tokens, or other form of payment directly into the machine by the person seeking to purchase the tobacco, tobacco products, or tobacco device.

750.~~04-03~~ License. No person shall sell or offer any tobacco, tobacco products, ~~or~~ tobacco related devices or nicotine or lobelia delivery device without first having obtained a license to do so from the City.

Subd. 1 Application. An application for a license to sell tobacco, tobacco products, ~~or~~ tobacco related devices or nicotine or lobelia delivery devices shall be made on a form provided by the City. The application shall contain the full name of the applicant, the applicant’s residential and business addresses and telephone numbers, the name of the business for which the license is sought, and any additional information the City deems necessary. Upon receipt of a completed application, the City Administration shall forward the application to the Council for action at its next regularly scheduled council meeting. If the administration shall determine that an application is incomplete, he or she shall return the application to the applicant with notice of the information necessary to make the application complete.

Subd. 2 Action. The Council may either approve or deny the license, or it may delay action for such reasonable period of time as necessary to complete any investigation of the application or the applicant it deems necessary.

Subd. 3 Term. Except as herein otherwise provided, licenses issued under this ordinance shall be valid for one calendar year from the date of issue. The City, by ordinance, may from time to time establish one uniform period for all such licenses.

Subd. 4 Revocation or Suspension. Any license issued under this ordinance may be revoked or suspended as provided in the Violations and Penalties section of this ordinance.

Subd. 5 Transfers. licenses issued under this ordinance shall be valid only on the premises for which the license was issued and only for the person to whom the license was issued. No transfer of any license to another location or person shall be valid without the prior approval of the Council.

Subd. 6 Moveable Place of Business. No license shall be issued to a moveable place of business. Only fixed location businesses shall be eligible to be licensed under this ordinance.

Subd. 7 Display. All licenses shall be posted and displayed in plain view of the general public on the licensed premise.

Subd. 8 Renewals. The renewal of a license issued under this section shall be handled in the same manner as the original application. The request for a renewal shall be made at least thirty (30) days

but no more than sixty (60) days before the expiration of the current license. The issuance of a license issued under this ordinance shall be considered a privilege and not an absolute right of the applicant and shall not entitle the holder to an automatic renewal of the license.

Subd. 9 Issuance as privilege and not a right. The issuance of a license issued under this section shall be considered a privilege and not an absolute right of the applicant and shall not entitle the holder to an automatic renewal of the license.

Subd. 10 Smoking. Smoking shall not be permitted and no person shall smoke within the indoor area of any establishment with a retail tobacco license. Smoking for the purposes of sampling tobacco and tobacco related products is prohibited.

750.0504 **Fees.** No license shall be issued under this ordinance until the appropriate license fee shall be paid in full. The fee for a license under this ordinance shall be set annually by the City.

750.0605 **Basis for Denial of License.** The following shall be grounds for denying the issuance or renewal of a license under this ordinance; however, except as may otherwise be provided by law, the existence of any particular ground for denial does not mean that the City must deny the license. If a license is mistakenly issued or renewed to a person, it shall be revoked upon the discovery that the person was ineligible for the license under this Section.

- A. The applicant is under the age of 18 years.
- B. The applicant has been convicted within the past five years of any violation of a Federal, State, or Local law, ordinance provision, or other regulation relating to tobacco or tobacco products, ~~or~~ tobacco related devices or nicotine or lobelia delivery devices.
- C. The applicant has had a license to sell tobacco, tobacco products, ~~or~~ tobacco related devices or nicotine or lobelia delivery devices revoked within the preceding twelve months of the date of application.
- D. The applicant fails to provide any information required on the application, or provides false or misleading information.
- E. The applicant is prohibited by Federal, State, or other Local law, ordinance, or other regulation, from holding such a license.

750.0706 **Prohibited Sales.** It shall be a violation of this ordinance for any person to sell or offer to sell any tobacco, tobacco product, ~~or~~ tobacco related device or nicotine or lobelia delivery device:

- A. To any person under the age of eighteen (18) years.
- B. By means of any type of vending machine, except as may otherwise be provided in this ordinance.
- C. By means of self-service methods whereby the customer does not need to make a verbal or written request to an employee of the licensed premise in order to receive the tobacco, tobacco product, ~~or~~ tobacco related device or nicotine or lobelia delivery device and whereby there is not a physical exchange of the tobacco, tobacco product, ~~or~~ tobacco related device or nicotine or lobelia delivery device between the licensee or the licensee's employee, and the customer.

- D. By means of loosies as defined in Section 200 of this ordinance.
- E. Containing opium, morphine, jimson weed, bella donna, strychnos, cocaine, marijuana, or other deleterious, hallucinogenic, toxic, or controlled substances except nicotine and other substances found naturally in tobacco or added as part of an otherwise lawful manufacturing process.
- F. By any other means, to any other person, or in any other manner or form prohibited by Federal, State or other Local law, ordinance provision or other regulation.

750.0807 Vending Machines. It shall be unlawful for any person licensed under this ordinance to allow the sale of tobacco, tobacco products, or tobacco related devices by the means of a vending machine unless minors are at all times prohibited from entering the licensed establishment.

750.0908 Self-Service Sales. It shall be unlawful for a licensee under this ordinance to allow the sale of tobacco, tobacco products, ~~or~~ tobacco related devices or nicotine or lobelia delivery devices by any means whereby the customer may have access to such items without having to request the item from the licensee or the licensee's employee and whereby there is not a physical exchange of the tobacco, tobacco product, ~~or the~~ tobacco related device or the nicotine or lobelia delivery device between the licensee or his or her clerk and the customer. All tobacco, tobacco products, ~~and~~ tobacco related devices and nicotine or lobelia delivery devices shall either be stored behind a counter or other area not freely accessible to customers, or in a case or other storage unit not left open and accessible to the general public. Any retailer selling tobacco, tobacco products, ~~or~~ tobacco related devices or nicotine or lobelia delivery devices at the time this ordinance is adopted shall comply with this Section within 60 days following the effective date of this ordinance except where 90% of the sales of the particular establishment are tobacco related products and minors are at all times prohibited from entering the licensed establishment.

750.1009 Responsibility. All licensees under this ordinance shall be responsible for the actions of their employees in regard to the sale of tobacco, tobacco products, ~~or~~ tobacco related devices or nicotine or lobelia delivery devices on the licensed premises, and the sale of such an item by an employee shall be considered a sale by the license holder. Nothing in this section shall be construed as prohibiting the City from also subjecting the clerk to whatever penalties are appropriate under this ordinance, State or Federal law, or other applicable law or regulation.

750.11-10 Compliance Checks and Inspections. All licensed premises shall be open to inspection by the City police or other authorized City official during regular business hours. From time to time, but at least once per year, the City shall conduct compliance checks by engaging, with the written consent of their parents or guardians, minors over the age of fifteen (15) years but less than eighteen (18) years, to enter the licensed premise to attempt to purchase tobacco, tobacco products, ~~or~~ tobacco related devices or nicotine or lobelia delivery devices. Minors used for the purpose of compliance checks shall be supervised by City designated law enforcement officers or other designated City personnel.

Minors used for compliance checks shall not be guilty of unlawful possession of tobacco, tobacco products, ~~or~~ tobacco related devices or nicotine or lobelia delivery devices when such items are obtained as a part of the compliance check. No minor used in compliance checks shall attempt to use a false identification misrepresenting the minor's age, and all minors lawfully engaged in a compliance check shall answer all questions about the minor's age asked by the licensee or his or her employee and shall produce any identification, if any exists, for which he or she is asked. Nothing in this Section shall prohibit compliance checks authorized by State or Federal laws for educational, research, or training purposes, or required for the enforcement of a particular State or Federal law.

750.12-11 Other Illegal Acts. Unless otherwise provided, the following acts shall be a violation of this

ordinance.

Subd. 1 Illegal Sales. It shall be a violation of this ordinance for any person to sell or otherwise provide any tobacco, tobacco product, ~~or~~ tobacco related device or nicotine or lobelia delivery device to any minor.

Subd. 2 Illegal Possession. It shall be a violation of this ordinance for any minor to have in his or her possession any tobacco, tobacco product, ~~or~~ tobacco related device or nicotine or lobelia delivery device. This subdivision shall not apply to minors lawfully involved in a compliance check.

Subd. 3 Illegal Use. It shall be a violation of this ordinance for any minor to smoke, chew, sniff, or otherwise use any tobacco, tobacco product, ~~or~~ tobacco related device or nicotine or lobelia delivery device.

Subd. 4 Illegal Procurement. It shall be a violation of this ordinance for any minor to purchase or attempt to purchase or otherwise obtain any tobacco, tobacco product, ~~or~~ tobacco related device or nicotine or lobelia delivery device, and it shall be a violation of this ordinance for any person to purchase or otherwise obtain such items on behalf of a minor. It shall further be a violation for any person to coerce or attempt to coerce a minor to illegally purchase or otherwise obtain or use any tobacco, tobacco product, or tobacco related device. This subdivision shall not apply to minors lawfully involved in a compliance check.

Subd. 5 Use of False Identification. It shall be a violation of this ordinance for any minor to attempt to disguise his or her true age by the use of a false form of identification, whether the identification is that of another person or one on which the age of the person has been modified or tampered with to represent an age older than the actual age of the person.

750.13-12 Violations.

Subd. 1 Notice. Upon discovery of a suspected violation, the alleged violator shall be issued, either personally or by mail, a citation that sets forth the alleged violation and which shall inform the alleged violator of his or her right to be heard on the accusation.

Subd. 2 Hearings. If a person accused of violating this ordinance so requests, a hearing shall be scheduled, the time and place of which shall be published and provided to the accused violator.

Subd. 3 Hearing Officer. The City Council shall serve as the hearing officer.

Subd. 4 Decision. If the hearing officer determines that a violation of this ordinance did occur, that decision, along with the hearing officers' reasons for finding a violation and the penalty to be imposed under Section 1300 of this ordinance, shall be recorded in writing, a copy of which shall be provided to the accused violator. Likewise, if the hearing officer finds that no violation occurred or finds grounds for not imposing any penalty, such findings shall be recorded and a copy provided to the acquitted accused violator.

Subd. 5 Appeals. Appeals of any decision made by the hearing officer shall be filed in the district court for the City in which the alleged violation occurred.

Subd. 6 Misdemeanor Prosecution. Nothing in this Section shall prohibit the City from seeking prosecution as a misdemeanor for any alleged violation of this ordinance. If the City elects to seek misdemeanor prosecution, no administrative penalty shall be imposed.

Subd. 7 Continued Violation. Each violation, and every day in which a violation occurs or continues, shall constitute a separate offense.

| **750.14-13 Penalties.**

Subd. 1 Licensees. Any licensee found to have violated this ordinance shall be charged an administrative fine of \$75 for a first violation of this ordinance, \$200 for a second offense at the same licensed premises within a twenty-four month period; and \$250 for a third or subsequent offense at the same location within a twenty-four month period. In addition, after the third offense, the license shall be suspended for not less than seven days.

Subd. 2 Employees of Licensees and Other Individuals. Employees of Licensees and other individuals, other than minors regulated by subdivision 3 of the Subsection, found to be in violation of this ordinance shall be charged an administrative fine of \$75 for a first violation of this ordinance; \$200 for a second offense within a twenty-four month period; and \$250 for a third or subsequent offense within a twenty-four month period.

Subd. 3 Minors. Minors found in unlawful possession of, or who unlawfully purchase or attempt to purchase, tobacco, tobacco products, or tobacco related devices, shall be charged an administrative fine of \$75 for a first violation of this ordinance; \$200 for a second offense within a twenty-four month period; and \$250 for a third or subsequent offense within a twenty-four month period.

Subd. 4 Community Service and Other Conditions. The hearing officer may, in its sole discretion, allow community service to be substituted for some or all of the fine. Such substitution shall be a rate established by the hearing officer. The hearing officer may also stay the imposition of some or all of the fine on such other conditions that it, in its sole discretion, deems appropriate.

Subd. 5 Misdemeanor. Nothing in this Section shall prohibit the City from seeking prosecution as a misdemeanor for any violation of this ordinance.

| **750.15-14 Exceptions and Defenses.** Nothing in this ordinance shall prevent the providing of tobacco, tobacco products, or tobacco related devices to a minor as part of a lawfully recognized religious, spiritual, or cultural ceremony. It shall be an affirmative defense to the violation of this ordinance for a person to have reasonably relied on proof of age as described by State law.

| **750.16-15 Severability and Savings Clause.** If any section or portion of this ordinance shall be found unconstitutional or otherwise invalid or unenforceable by a court of competent jurisdiction, that finding shall not serve as an invalidation or effect the validity and enforceability of any other section or provision of this ordinance.

| **750.17-16 Effective Date.** This ordinance shall take effect the day following publication in the City's official newspaper.

November 2012

Newport Police Department
Activity Report

		Monthly Total	Yearly Total
ACCIDENTS		1	62
ADMINISTRATIVE		85	844
ALARMS		11	97
ANIMAL CALLS		11	115
ARRESTS	Felony	3	23
	Misdemeanor	6	56
	Gross Misd.	1	23
ASSAULTS	Aggravated	1	1
	Simple		20
ASSIST OTHER DEPT/OFFICER		42	633
ASSIST PUBLIC		180	1615
AUTO THEFT		1	10
	Attempted	2	6
BURGLARY		2	20
	Attempted		2
CHILD ABUSE/NEGLECT			9
CIVIL DISPUTES		2	68
CRIMINAL SEXUAL CONDUCT			2
CURFEW		1	2
DAMAGE TO PROPERTY		4	54
DEATH INV.			3
DISORDER CONDUCT		2	27
DOMESTICS		7	113
DRIVING COMPLAINT		8	98
DRUGS/PARAPHERNALIA		2	4
DRUNKS/DETOX		2	24
D.W.I.		5	35
FIRECALLS		3	77
FORGERY		1	4
FOUND PROPERTY		1	20
HAR/COMM		1	22
HANG UPS (911)		1	35
JUVENILE PETTY CITATIONS			19
JUVENILE PROBLEMS		2	54
LOCK-OUTS		5	39
MEDICAL CALLS		16	211
MISSING PERSONS			2
ORDINANCE VIOLATIONS		4	188
ORDINANCE WINTER PARK			27
PROWLERS		1	2
ROBBERY		1	1
	Attempted		
RUN-AWAY			1
STOLEN AUTOS RECOVERED			12
SUSPICIOUS ACTIVITY		16	302
THEFT		11	163
	Attempted		
CITATIONS		122	1085
TRAFFIC WARNINGS		40	825
		Monthly Total	Yearly Total
Overall Grand Total All Events		604	7056